



Glossary of Terms

Term	Description
AB	The Academic Board (AB) is the peak academic body of Barton Business School ("BBS"), responsible for ensuring that BBS's academic governance complies with the Higher Education Standards Framework (Threshold Standards) 2021 ("Threshold Standards") under the Tertiary Education Quality and Standards Agency Act 2011.
Academic Calendar	Academic Calendar is a schedule of important dates and events within an academic year at BBS.
Academic Freedom	Academic freedom in Australian higher education refers to the right of scholars to pursue research, teaching, and discourse without undue interference or fear of censorship, allowing them to challenge established norms, contribute to public policy discussions, and uphold the integrity of academic inquiry, all while recognizing their responsibility to maintain rigorous standards and professionalism.
Academic Governance	A subset of the overall governance of a higher education provider. Academic governance deals with the framework that regulates providers' academic decisions and quality assurance. Academic governance includes the policies, processes, definitions of roles, relationships, systems, strategies, and resources that ensure academic standards and continuous improvement in academic activities. It is concerned with the integrity and quality of the core higher education activities of teaching, research, and scholarship.
Academic Integrity	Academic integrity is 'the expectation that teachers, students, researchers, and all members of the academic community act with honesty, trust, fairness, respect, and responsibility.'
Academic Misconduct	Academic misconduct is any breach of academic integrity, whether intentional or unintentional, that constitutes unethical and unacceptable behaviour.
Academic Transcript	An academic transcript is a formal record of your studies at Barton Business School.

Term	Description
Access and Equity	The access and equity policy aims to improve the participation of and outcomes for disadvantaged students and to promote a learning environment free of discrimination.
ACN	Australian Company Number
Advanced Standing	Advanced Standing is when you are awarded credit based on your previous studies or work experience. If you receive Advanced Standing, this may lessen the number of units you must study or the credit points you must achieve to meet the requirements of your award.
Agent	Education agents can assist you to complete Barton Business School's application forms and convert a letter of offer to a confirmation of enrollment.
AQF	Australian Qualifications Framework (AQF) is Australia's national policy for regulated qualifications. The AQF encompasses higher education, vocational education and training, and school education. It provides for national recognition and a consistent understanding of what defines each qualification type.
ARC	The Audit and Risk Committee ("ARC") is established under the authority of the Board of Directors ("BoD") and has delegated powers. The ARC assists the BoD in its governance of Barton Business School ("BBS") by monitoring and reviewing BBS's audit and risk management system.
Assessment (Formative)	Formative assessment is designed to provide immediate feedback to students on their progress. It enables students to identify and reflect on where they may need to improve their performance. Formative assessments have low or no point value toward the final grade for a unit.

Term	Description
Assessment (Summative)	Summative assessment is used to make judgements about and formally measure a student's achievement against learning outcomes. It often takes the form of a final exam or major assignment/case study. Summative assessment can also be used to judge unit and teaching effectiveness (that is, as a form of evaluation).
ATAR	Australian Tertiary Admission Rank (ATAR) is a ranking of Year 12 results that measures a student's overall academic achievement compared with all other final-year students. The ATAR is not a score out of 100 – it is a rank. The ATAR allows tertiary institutions to compare the overall achievements of all students who have completed Year 12. In Victoria, ATARs are calculated by the Victorian Tertiary Admissions Centre (VTAC) when students complete the Victorian Certificate of Education (VCE).
BBS	Barton Business School
Benchmarking	<p>A means by which an entity can:</p> <ul style="list-style-type: none"> • demonstrate accountability to stakeholders • improve networking and collaborative relationships • generate management information • develop an increased understanding of practice, process, or performance • garner insights into how improvements might be made. <p>For example, in the context of course accreditation, benchmarking involves comparing performance outcomes and/or processes of similar courses of study delivered by other providers. 'Internal benchmarking' against other relevant courses offered by the provider may also be undertaken.</p>
BOD	The Board of Directors ("BoD") has been established as the corporate governing body of Barton Business School ("BBS") under Australian law. It is responsible for all governance matters. The BoD has the ultimate responsibility to oversee successful governance and operations of BBS and ensure compliance with all relevant laws, rules, and regulations.
CAANZ	Chartered Accountants Australia and New Zealand (CA ANZ) is a professional body of practicing accountants in Australia and New Zealand.

Term	Description
CAC	A Course Advisory Committee ("CAC") is established under the Academic Board Terms of Reference as a committee of the Academic Board ("AB"). It is convened by the Learning and Teaching Committee ("LTC") under instructions from the AB to provide industry and content-specific advice on industry needs, relevant professional accrediting body or association requirements, and innovations relating to the development, design, and ongoing revision of Barton Business School ("BBS") courses.
Campus	The physical location where a course of study is being delivered. This location may or may not be owned by the higher education provider that enrolls the student. For e-learning (online) or other forms of distance education courses, this would be the location at where the electronic course material is maintained.
CEO	Chief Executive Officer
Cheating	Cheating is the unauthorised use or attempted use of material, information, notes, study aids, devices, or communication during an academic exercise.
CIMT	Critical Incident Management Team
CLO	Course Learning Outcomes
CoE	Confirmation of Enrolment (CoE) confirms the student's eligibility to enrol in a course with the registered provider and contains information about the provider, course and duration of study in which the student has enrolled. This evidence is required before the Department of Home Affairs issues a visa to a student.

Term	Description
Compliance	Compliance means conforming to a rule, such as a specification, policy, standard or law. Legislative compliance describes the goal that organisations aspire to in their efforts to ensure that they are aware of and take steps to comply with relevant laws, policies, and regulations.
Conferring	The process of ensuring a student has met all academic and non-academic requirements to be eligible for graduation.
Constitution	A company constitution is a legally binding agreement between a company, its shareholders, and its internal members that defines rules related to corporate governance, business activities, and the rights and obligations of its shareholders and internal members.
Corequisite	A corequisite is a unit of study that must be taken in the same semester as another given unit of study (unless it has already been completed).
Course	Course is an accredited qualification with an approved set of units for academic study that must be passed to complete the course.
Course Structure	Course structure is an approved sequence of units for academic study that are needed to complete a course.
CPA Australia	Certified Practising Accountant (CPA) Australia is one of the world's largest accounting bodies. It is an international, interconnected member organisation. Employees and members work together with local and international bodies to represent the views and concerns of the profession to governments, regulators, industries, academia, and the general public.

Term	Description
Credit Points	Credits points represent the relative course value of a unit.
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) is a searchable database, maintained by the Australian Government, which lists all Australian education providers (and their courses) for people studying in Australia on student visas.
Defer	Temporary delay or postponement of commencement of studies.
Department of Home Affairs	<p>The Department of Home Affairs is responsible for central coordination, strategy, and policy leadership in relation to:</p> <ul style="list-style-type: none"> - cyber and critical infrastructure resilience and security - immigration - border security and management - counter-terrorism - the protection of Australia's sovereignty - citizenship and social cohesion.
Domestic student	<p>You are an Australian domestic student if you are:</p> <ul style="list-style-type: none"> - an Australian citizen; - an Australian permanent resident (holders of all categories of permanent residency visas, including humanitarian visas), or - a New Zealand citizen.
EFTSL	One Equivalent Full-Time Student Load. This is a measure of the study load, for a semester of a year, of a single student undertaking a course of study on a full time basis.

Term	Description
Elective	Electives are units you can choose, while compulsory units are units that you must study to meet your course requirements. Electives, when added to your compulsory units, make up the total number of units needed to complete your course. Electives allow you to study topics that interest you.
English language proficiency	English language proficiency is the ability of students to use the English language to make and communicate meaning in spoken and written contexts while completing their course of study.
Enrolment	The process by registering for nominated units within a prescribed enrolment period.
Entry Requirements	The requirements that an applicant must satisfy to be eligible for selection to a course. Entry requirements comprise general entry requirements, including English language proficiency, and specific course entry requirements.
ESOS	Education Services for Overseas Students (ESOS) is the legal framework that governs the delivery of education to overseas students studying in Australia on a student visa. The framework sets out clear roles and responsibilities for providers of education and training to international students and complements Australia's student visa laws.
External Review	External review of an appeal arising from a formal complaint or appeal.
Fee Refund	A process whereby an institution moves money from the student's institution account and makes a payment to the student.

Term	Description
FEE-HELP	FEE-HELP is a loan that helps eligible fee paying students (i.e., those who are not enrolled in a subsidised place) pay their tuition fees.
Field of Education	The classification system (split in to three levels) used by higher education providers to classify courses of study, specialisations, and units of study. Field of education groupings of courses and specialisations are on the basis of similarity of potential professions, rather than similarity of content, while units of study are coded on the basis of a likeness in terms of their subject matter.
Financial viability	Financial resources and financial management capacity to sustain higher education provision consistent with the requirements of the Provider Registration Standards outlined in the Higher Education Standards Framework (Threshold Standards) 2021.
First Nations People	First Nations' recognises Aboriginal and Torres Strait Islander people as the sovereign people of Australia. The term goes further than 'First Australians' because it recognises various language groups as separate and unique sovereign nations.
FTE	Full-time equivalent
GPA	The Grade Point Average (GPA) is an internationally recognised calculation used to find the average result of all grades achieved by a students throughout a course.
Graduate attributes	Generic learning outcomes that refer to transferable, non-discipline specific capabilities that a graduate may achieve through learning that have application in study, work, and life contexts.

Term	Description
GTE Requirement	The genuine temporary entrant (GTE) requirement is an integrity assessment that all applicants for a student visa must provide to substantiate that they are coming to Australia temporarily to gain a quality education and intend to use the student visa program for its intended purpose only and not as a channel to gain residency in Australia.
HESF	The Higher Education Standards Framework (HESF) sets out the minimum level of achievement that a provider must meet and maintain to be registered to deliver higher education courses of study in Australia. The HESF is set by the Minister for Education and Training on the advice of a panel with expertise in the delivery of higher education.
IELTS	International English Language Testing System (IELTS) is designed to test the language ability of people who want to study or work where English is used as the language of communication.
International student	A student who is not a domestic student, including students on temporary residence visas (also known as an Overseas Student under the ESOS Act).
Intervention	Intervention occurs when a student is identified as being potentially at risk of not maintaining satisfactory progress. It involves identification by the Institute and counselling and support as appropriate.
JSA	Jobs and Skills Australia

Term	Description
Key personnel	<p>Key Personnel includes senior executive officers such as:</p> <ul style="list-style-type: none"> - the Principal/Chief Executive Officer - Dean (or other senior executive officer with primary responsibility for academic operations) <p>Key personnel also include individuals who:</p> <ul style="list-style-type: none"> - make decisions about the governance, management, or direction of the academic and corporate operations of a higher education provider - exercise a notable degree of control or influence over the decision-making about the governance, management, or direction of the academic and corporate operations of a higher education provider.
KPI	Key Performance Indicators
Letter of Offer	An official document issued to offer a student a place in a course.
LMS	Learning Management System (LMS)
LTC	The Learning and Teaching Committee ("LTC") is established under the Academic Board Terms of Reference as a committee of the Academic Board ("AB"). It provides advice and reports to the AB on the quality of teaching and learning to support and ensure high academic standards are maintained in Barton Business School ("BBS") and the appropriateness of new and revised courses and units.

Term	Description
Material Change	<p>Under section 29(1) of the Tertiary Education Quality and Standards Agency Act 2011, a registered higher education provider is required to notify TEQSA if any of the following events occur or are likely to occur:</p> <ul style="list-style-type: none"> - an event that will significantly affect the provider's ability to meet the Threshold Standards - an event that will require the National Register to be updated in respect to the provider. <p>Material changes to an accredited course of study or to the operations of a higher education provider may lead TEQSA to take regulatory action. Any action taken by TEQSA will be mindful of not discouraging change, innovation, and continuous improvement.</p>
Misconduct	<p>Misconduct means any conduct by an individual that is prohibited under the Staff Code of Conduct, Student Code of Conduct, or other supporting policies and procedures of the Institute</p>
Mode of study	<p>Mode of study covers the range of options for study that are available to students. Examples include attendance face-to-face in a classroom, supervised study on a higher education provider's campus, e-learning (online learning), distance or independent learning, work-integrated learning, fast-track learning, intensive delivery, block-release delivery, and mixed (or blended) delivery.</p>
Moderation of assessment	<p>Quality assurance, control processes and activities such as peer review that aim to assure:</p> <ul style="list-style-type: none"> - consistency or comparability, appropriateness, and fairness of assessment judgments - the validity and reliability of assessment tasks, criteria, and standards. - moderation of assessment processes establish comparability of standards of student performance across, for example, different markers, locations, subjects, providers, and/or courses of study.
Moodle	<p>Barton Business School's Learning Management System</p>
National Code	<p>The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) provides nationally consistent standards for the conduct of registered providers and the registration of their courses. These standards set out specifications and procedures to ensure that registered providers of education and training courses can clearly understand and comply with their obligations.</p>

Term	Description
National Register	The authoritative source of information on the status of registered higher education providers in Australia. The National Register was established and maintained under section 198 of the Tertiary Education Quality and Standards Agency Act 2011.
NDA	Non-Disclosure Agreement
Non-AQF Award	<p>A course leading to a qualification or an award not covered by the Australian Qualifications Framework (AQF). Registered higher education providers can apply to TEQSA for accreditation of a non-AQF course where the award or qualification is similar to a qualification covered by level 5, 6, 7, 8, 9 or 10 of the AQF (other than an award offered or conferred for the completion of a vocational education and training course).</p> <p>Non-award short courses do not fall within TEQSA's regulatory functions under the TEQSA Act as they are not regarded as similar to AQF qualifications. Non-AQF qualifications or awards must not use AQF terminology.</p>
Non-Tuition Fee	Non-Tuition Fee means a fee in addition to the tuition component of the fees payable. Non-Tuition fees may apply to materials or other compulsory fees.
Orientation	Welcome and familiarisation for new students before the start of each semester.
OSHC	Overseas Health Cover

Term	Description
Pathway	Allow students to move through Australian Qualifications Framework (AQF) qualification levels with full or partial recognition for the completed course of study and/or learning outcomes they already have.
Personal Information	<p>The term 'personal information' encompasses a broad range of information. A number of different types of information are recognised explicitly as constituting personal information under Australia's Privacy Act. For example, the following are types of personal information:</p> <ul style="list-style-type: none"> - sensitive information (includes information or opinion about an individual's racial or ethnic origin, political opinion, religious beliefs, sexual orientation, or criminal record, provided the information or opinion otherwise meets the definition of personal information) - health information - credit information - employee record information - tax file number information
Plagiarism	Intentionally submitting/presenting any part of the work of another person/source without appropriate acknowledgement.
Prerequisite	A unit that must be successfully completed prior to a student undertaking another unit. It is usually required so a student has particular knowledge that will be needed to complete another unit successfully.
PRISMS	Provider Registration and International Student Management System (PRISMS). PRISMS provides Australian Education providers with the facilities they need for Confirmation of Enrolment (COE) so they can comply with the legislation on Overseas Services for Overseas Students (ESOS).

Term	Description
Professional Development	Professional development activities include but are not limited to the following: <ul style="list-style-type: none"> - internal professional development events, activities, or courses, including on-the-job learning through individual or team coaching, team meetings, information sessions, and work discussions; - external professional seminars, workshops, and conferences; - formal award courses; - part-time tertiary studies; - professional development management and other forms of professional development as approved by the Chief Executive Officer (CEO).
Progression	The progress made by a student towards completion of their course.
Provider No	TEQSA Provider Number
Provider Registration	Provider registration details about registration with TEQSA.
PTE	Pearson Test Of English
QILT	Quality Indicators for Learning and Teaching

Term	Description
Record of results	A record of all learning leading to an Australian Qualifications Framework (AQF) qualification or an accredited unit in which a student is enrolled. This may be called a <ul style="list-style-type: none"> - transcript of results - academic transcript - record of achievement - statement of results
Risk Assessment	The overall process of risk identification, risk analysis, and risk evaluation.
RPL	Recognition of prior learning (RPL) is an assessment process that involves assessment of an individual's prior learning (including formal, informal, and non-formal learning) to determine the credit outcomes of an individual's application for credit.
Satisfactory Course Progress	Progress whereby a student attends all classes; consults recommended learning resources; completes assessments, passes 50% or more of the Units attempted in each semester and does not fail any Unit more than once.
Semester	A 13-week study period. There are two semesters per calendar year at Barton Business School.
SSR	Student-to-Staff Ratio

Term	Description
Student 'At Risk'	Students are considered to be 'at risk' when they have not maintained satisfactory academic progress or are facing sanctions such as exclusion if their performance does not improve.
Student Attrition Rates	The proportion of students commencing a course of study in a given year who neither complete nor return in the following year. It does not identify those students who defer their study or transfer to another institution. The 'drop out' rate from providers represents one dimension of the effectiveness of the delivery of educational services.
Student data	<p>Student data means the record, information, or data collected and/or retained by Barton Business School. Student Data may include, but is not limited to, a student's:</p> <ul style="list-style-type: none"> - name - age and/or date of birth - citizenship and/or country of birth - gender - whether the student has identified themselves as being of Aboriginal and/or Torres Strait Islander heritage - information on the course a student is enrolled in - contact details including residential and/or postal address, phone number, and email address - academic results at Barton Business School and other institutions - enrolment details - progression and completion details - awards of qualifications
Student Load	The number of credit points in which a student enrolls during a semester.
Student Services	Student Services are the support services available to students to help them succeed in their studies at Barton Business School.

Term	Description
Study Period	One of the two semesters making up the academic year.
TEQSA	The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national quality assurance and regulatory agency for higher education.
Testamur	An official certification document that confirms a qualification has been awarded to an individual. In Australia this may be called an award, parchment, laureate, or certificate.
Threshold Standards	Threshold Standards are defined as: (a) the Provider Standards, which are: - the Provider Registration Standards; and - the Provider Category Standards; and - the Provider Course Accreditation Standards. (b) the Qualification Standards.
Transcript	A complete record of a student's studies at BBS. It includes all units of study (attempted and completed) and a student's grade for each.
Tuition Fee	Students will need to pay tuition fees for each unit they undertake. The amount they pay will depend on their course, units, and whether they are a domestic or international student.

Term	Description
Tutorial	A tutorial or 'tute' is a smaller, less-formal learning setting. Students are guided by a tutor, and they can ask questions and participate in group discussions.
UER	Unit enhancement review report
Unit	A separate unit of study. A specified set of units make up a course of study.
VEVO	Visa Entitlement Verification Online
Withdraw	Stop studying a unit by ceasing enrolment in it. Also known as dropping a unit.
WWCC	The Working with Children Check is a screening process for assessing or re-assessing people who work with or care for children in Victoria.

Please note this Glossary of Terms is developed for Barton Business School use only.