

The Policy # column will be populated as the policies and procedures are developed.

Term	Definition	Policy #
Academic Staff	Individuals who are teaching or facilitating subjects for AIAT.	All
Actual conflict of interest	Where a person working for or with AIAT does not act in AIAT's best interests because they have another interest that they prioritise over AIAT's interests.	POL-05 PROC-05
Academic freedom	The freedom of academic staff and students to engage in intellectual inquiry, express their opinions and beliefs, and contribute to public debate in relation to their subjects or AIAT's operations. It includes the right for academic staff to participate in professional or representative academic bodies and for students to participate in student societies and associations.	POL-16
Academic Integrity	Academic Integrity is the commitment to act ethically, with honesty, respect, and fairness in creating and/or publishing and/or otherwise communicating information in an academic environment. It is evident in the use, production, and dissemination of information in a respectful and responsible way.	POL-29
Academic misconduct	Academic misconduct is a breach of Academic Integrity. Specific examples include: <ul style="list-style-type: none"> <li>a. Plagiarism;</li> <li>b. breaches of the examination procedures that have been determined to be breaches of academic integrity;</li> <li>c. including material in individual academic work that has involved significant assistance from a third party, unless this is specifically allowed in the subject outline;</li> <li>d. submitting an Assessment Task produced, in part or fully, by a third party;</li> <li>e. providing assistance to a student in the presentation of individual work, unless this is specifically allowed in the subject outline;</li> <li>f. falsifying or misrepresenting academic records, or any other documents; and</li> <li>g. any other actions that contravene the principles of academic integrity.</li> </ul>	POL-29 PROC-31a

Academic Transcript	A list of subjects undertaken, and results achieved by a student.	POL-04 PROC-04
Admission	The act of admitting an applicant into a course following submission and assessment of an application	POL-20 PROC-20
Advertisement	Any form of paid information placement provided to the public about AIAT's courses and services where AIAT has direct control of the presentation of that information	POL-45
Affiliated Social Media Site	Social media site managed by an AIAT staff member or student that provides information about activities at AIAT.	POL-50 PROC-50
AIAT Brand	The AIAT name and logo	POL-45
Appeal	A request for reconsideration of a decision. An appeal may be either an initial complaint about a decision relating to an administrative or academic matter or a request for a review of the outcome of a complaint.	POL-32 PROC-32 PROC-32
Applicant	A person applying to AIAT for admission into a course.	POL-20 PROC-20
Articulation	When completion of a lower-level course meets the entry requirements for a higher-level course or enables graduates of the lower-level course to enter the higher-level course with a standard grant of credit.	POL-26 PROC-26
Articulation agreement	A formal agreement between AIAT and another institution, for articulation between courses of the two institutions.	POL-26 PROC-26
Articulation arrangements	Arrangements which enable students to progress from a completed qualification to another with admission and/or credit in a defined pathway.	POL-26 PROC-26
Assessment process	Assessment process includes: <ul style="list-style-type: none"> <li>• design and specification of activities or tasks that students undertake to support their learning;</li> <li>• provision of feedback as guidance for students' learning;</li> <li>• moderation of assessment activities;</li> <li>• award of marks or grades; and</li> <li>• determination and award of final result grades.</li> </ul>	POL-21 PROC-21
Authorised Agent	A functional position which has been delegated responsibilities by a Delegate. For example, the Head of Institute is delegated responsibilities from the Academic Board; when the Head of	POL-08 PROC-08

	Institute delegates some of these responsibilities to the Student Services Team Leader, the Student Services Team Leader is an Authorised Agent.	
Authorised user	A person issued with an AIAT authorised account as per the guidance in the Acceptable Use of ICT Procedure	PROC-36b
Award	A degree recommended by Academic Board which may be conferred or granted by the Board of Directors.	POL-04 PROC-04
Benchmark	A standard or point of reference against which things may be compared.	POL-09 PROC-09
Benchmarking	A structured, collaborative learning process for comparing practices, processes or performance outcomes with other organisations.	POL-09 PROC-09
Block credit	Block credit is credit granted towards whole stages or components of a course of study leading to a qualification	POL-26 PROC-26
Bring Your Own Device (BYOD)	The use of any electronic device not owned or leased by AIAT, and which is capable of storing data and connecting to a network (e.g., wireless, 4G, physical connection), to access or connect to AIAT's IT services, data and networks. This includes but is not limited to mobile phones, smartphones, tablets, laptops, notebooks and portable storage devices.	PROC-36b
Bullying	Repeated and unreasonable behaviour directed towards a person or group of persons that creates a risk to health and safety, contrary to South Australian and federal laws. Unreasonable behaviour includes behaviour that is victimising, humiliating, intimidating or threatening. Whether a behaviour is unreasonable can depend on whether a reasonable person might see the behaviour as unreasonable in the circumstances. Bullying can be overt or covert	POL-38
Cancelled enrolment	Enrolment is cancelled when the student has <ul style="list-style-type: none"> <li>• failed to re-enrol, or</li> <li>• an incomplete enrolment, or</li> <li>• applied for a course withdrawal, or</li> <li>• been expelled, or</li> <li>• exceeded the maximum course duration, or</li> <li>• failed to pay the prescribed fees by the payment due date, or</li> </ul>	PROC-17 PROC-39

	<ul style="list-style-type: none"> <li>failed to comply with international student visa conditions.</li> </ul>	
Capstone subject	A subject which is a culminating and integrative experience. Students have the opportunity to extend and apply their learning.	
Census Date	The date prescribed by AIAT in accordance with the Higher Education Support Act 2003 as the date on which a student's enrolment is taken to be finalised. Students cannot enrol or withdraw from subjects after Census Date without significant academic and/or financial penalties.	PROC-39 POL-47 PROC-47a PROC-47b POL-27
Co-requisite subjects	Co-requisites are subject that must be enrolled in at the same time, or passed prior to, enrolment in a following subject.	PROC-17
Complainant	The person making the grievance or complaint	PROC – 32a
Complaint	A reasonable expression of dissatisfaction or discontent, decision or omission within the control or responsibility of AIAT in the delivery of academic, administrative or support services that involves a formal process for resolution.	POL – 32 PROC – 32a
Completion	Where a student has fulfilled all requirements of an award.	POL-04 PROC-04
Conferral	The act of granting an award to a student by the Board of Directors.	POL-04 PROC-04
Confidential Survey	A survey where personally identifiable information is requested and data collected is linked to the individual. Responses are combined with other respondents and summarised in any reports.	POL-56
Consent	The free and voluntary agreement to engage in a sexual activity. It also means taking responsibility to ensure that the agreement is mutual, informed and certain – that is, that the other person is comfortable and agrees to, and is legally capable of agreeing to, engaging in the sexual activity. AIAT is guided by South Australian and federal law as the relevant standard for this policy.	POL-48 PROC-48
Course	A program of study formally approved/ accredited and which leads to an award.	
Course Component	A course component is a part of a whole course. It usually comprises a collection of subjects which represent a major area of study.	POL-23 PROC-23 PROC-25
Course Discontinuation	The process through which a course is disestablished and removed from AIAT's coursework suite. Individual Course	POL-23 PROC-23

	Components can also be subject to discontinuation within an accredited course.	
Course Suspension	The cessation of the offering of a course to new students for a specified period of time while its accreditation status is evaluated by AIAT. Individual Course Components within a course can also be subject to suspension.	POL-23 PROC-23
Course Director	An academic staff member who is responsible for providing academic leadership of a course.	
Coursework	See Course definition.	
Credit	Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing.	POL-26 PROC-26
Credit transfer	Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications	POL-26 PROC-26
Delegation	The subject of the activity to which the delegation relates	POL-08 PROC-08
Delegate	A person or committee authorised to carry out a delegation or act on behalf of the Board of Directors	POL-08 PROC-08
Detrimental Conduct	Means any actual or threatened conduct that could cause a detriment to the Whistleblower as a result of the Whistleblower making a disclosure, including: <ul style="list-style-type: none"> <li>• termination of employment;</li> <li>• harassment, bullying or intimidation;</li> <li>• personal or financial disadvantage;</li> <li>• unlawful discrimination;</li> <li>• harm or injury, including psychological harm;</li> <li>• damage to reputation; or</li> <li>• any other conduct that constitutes retaliation.</li> </ul>	POL-35 PROC-35
Digital source records	Records that were received or “born” in a digital format.	PROC-46
Disability	a) total or partial loss of the person’s bodily or mental functions; or b) total or partial loss of a part of the body; or c) the presence in the body	PROC-30

	<p>of organisms causing disease or illness; or d) the presence in the body or organisms capable of causing disease or illness; or e) the malfunction, malformation or disfigurement of a part of the person's body; or f) a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or g) a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour; and includes a disability that: h) presently exists; or i) previously existed but no longer exists; or j) may exist in the future (including because of a genetic predisposition to that disability); or k) is imputed to a person. *Definition from the Disability Discrimination Act 1992 (Cth).</p>	
Discrimination	<p>Occurs when a person is treated less favourably than another person because of certain attributes (direct discrimination) or when a requirement that is the same for everyone has an unfair effect on some people because of a defined attribute (indirect discrimination). Under South Australian and federal laws, it is against the law to discriminate against people, in various areas of public life. This includes on the basis of a person's sex, pregnancy and breastfeeding (including bottle feeding), chosen gender, sexuality, marital or domestic partnership status, race, age, disability (and use of an assistance animal), association with a child, caring responsibilities, religious appearances or dress, and spouse or partner's identity.</p>	POL-38
Domestic Student	<p>An Australian Citizen, a New Zealand Citizen, a permanent humanitarian visa holder, or a Permanent Resident of Australia visa holder on the day of submitting the application.</p>	<p>POL-20 PROC-20 POL-47 PROC-47a PROC-47b</p>
Education materials	<p>Any material in any medium prepared for the purpose of teaching at AIAT, and made available to students in connection with their course</p>	POL-11
Eligible data breach	<p>occurs when</p> <ul style="list-style-type: none"> <li>there is unauthorised access to or unauthorised disclosure of personal information, or a loss of personal information, that an organisation or agency holds</li> </ul>	POL-13

	<ul style="list-style-type: none"> <li>• this is likely to result in serious harm to one or more individuals, and</li> <li>• the organisation or agency hasn't been able to prevent the likely risk of serious harm with remedial action</li> </ul>	
Enrolled students	<p>Enrolled students will have</p> <ul style="list-style-type: none"> <li>• accepted an offer of admission to a course;</li> <li>• enrolled in one or more subjects that are consistent with the course requirements, and consistent with the specific conditions of the student's admission including, where specified, study load, study mode, and major area of study;</li> <li>• paid such fees and charges as AIAT may require to be paid as a condition of enrolment;</li> <li>• submitted a signed Student Declaration; and</li> <li>• completed any other procedures which may be required as a condition of enrolment.</li> </ul>	POL-39 PROC-39
Enrolment	The process of admitting students to one or more subjects for the current Academic Year.	POL-39 PROC-39 POL-47 PROC-47a PROC-47b
English Language Proficiency	The ability of students to use the English language to make and communicate meaning in spoken and written contexts while completing their program of study. International applicants must meet meeting AIAT's defined English Language requirements, in order to be eligible for admission	PROC-20
Equity	Equal treatment; fairness	
Exclusion	When a student is excluded from certain AIAT activities or facilities for a maximum of 24 hours.	PROC-31b PROC-39
Expulsion	Expulsion of a student occurs when approved by the Board of Directors.	PROC-31a PROC-31b PROC-39
Executive Management Group	<p>Senior management team for AIAT. Membership includes:</p> <ul style="list-style-type: none"> <li>• CEO</li> <li>• Head of Institute</li> <li>• Director, Learning and Teaching</li> </ul>	
External Referencing	A process through which AIAT compares an aspect of its operations with an external comparator. Typical techniques include benchmarking, peer review and moderation.	POL-09 PROC-09

Fair Dealing	Provisions in the Copyright Act, which cover copying for (personal) research or study, criticism or review, reporting the news, parody and satire, and purposes related to judicial proceedings. More details are available <a href="#">here</a> .	PROC-06
Final date for withdrawal without academic penalty	Normally 50% into the subject delivery period. Specific dates noted on the AIAT Important Dates website	PROC-39 POL-27
Formal learning	Formal learning is the learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification.	POL-26 PROC-26
Freedom of speech	The right to expression of opinions in any medium without undue interference or restriction.	POL-16
Functional unit	Teams of employees who have similar skills and expertise. For example, marketing, sales, corporate services (finance, IT, HR admin, risk and quality management, board support), student services, academic operations, academic support and services.	POL-14 PROC-14
Graduand	A person who has completed all the requirements for an award but has not had the award conferred upon her/him.	POL-04 PROC-04
Grievance	Minor issues that are suitable to be addressed informally and usually resolved easily (e.g. by a discussion with local staff, clarification of a misunderstanding etc.) <i>Definition from TEQSA Guidance Note: Grievance and Complaint Handling</i>	POL-32 PROC-32a PROC-32b
Harassment	Any form of behaviour that is unwelcome, unsolicited, unreciprocated and usually (but not always) repeated. It is behaviour that is likely to intimidate, offend, or humiliate an individual or group of people. Harassment can be on the basis of, but is not limited to, race, colour, sex, age, sexual orientation, disability or other attributes protected by South Australian and Commonwealth anti-discrimination laws.	POL-38
Hurdle requirement	A condition, other than the overall mark, that must be met in order for students to be able to pass a subject. This is normally a key skill or demonstration of a body of knowledge.	PROC-21
Inappropriate behaviour	Inappropriate behaviour includes, but is not limited to: <ul style="list-style-type: none"> <li>● Academic Misconduct;</li> <li>● Drug and alcohol abuse;</li> </ul>	PROC-31b



	<ul style="list-style-type: none"> <li>• Violent, offensive, bullying and harassing behaviour;</li> <li>• Contravening legislation, published rules, regulations, policies, and procedures;</li> <li>• Inappropriate use of information technology (including IT facilities, software and systems) owned by AIAT and related entities and/or industry partners;</li> <li>• Damaging, defacing, abusing or inappropriately using equipment or property;</li> <li>• Not following Workplace Health and Safety requirements;</li> <li>• Any other behaviour which has the potential to cause disruption, harm or offence or which negatively affects the reputation of AIAT and related entities and/or its industry partners.</li> </ul>	
Informal learning	Informal learning is learning gained through work, social, family, hobby or leisure activities and experiences. Unlike formal or non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support.	POL-26 PROC-26
Intellectual Property	IP means and includes all forms of IP rights whether arising under legislation or existing at law. IP includes all rights resulting from intellectual activity across all fields, including the right to apply for registration of such rights, and includes all rights in relation to circuit layouts, copyright, confidential information (including trade secrets and know how), designs, inventions and patents, plant varieties, plant breeders' rights and trademarks.	POL-11
International Student	A student who is a temporary resident (visa status) of Australia; a permanent resident (visa status) of New Zealand; or a resident or citizen of any other country on the day of submitting the application.	POL-20 PROC-20 POL-47 PROC-47a PROC-47b
Lecturer	Individuals who are teaching or facilitating subjects for AIAT.	
Manager	The person who is the direct line manager (or supervisor) of the staff member for the purposes of the PPR process and approval of professional learning requests	PROC-53b PROC-53c

Marketing and promotional materials	Corporate materials and prospective student recruitment promotional documentation including print, electronic and web-based materials	POL-45
Migration Plan	The means by which currently enrolled students can be transferred to another course or course component to complete their studies	PROC-23
Misconduct	Wilful conduct which is unsatisfactory. It may involve a breach of the Staff Code of Conduct or other policy or procedure, or a failure to follow reasonable direction	POL-53 PROC-53c
Moral Right	Personal rights conferred by Part IX of the Copyright Act 1968 (Cth) in relation to literary, dramatic, musical or artistic works and cinematograph films. In relation to an author: (i) a right of attribution of authorship; or (ii) a right not to have authorship falsely attributed; or (iii) a right of integrity of authorship; and In relation to a performer: (i) a right of attribution of performership; or (ii) a right not to have performership falsely attributed; or (iii) a right of integrity of performership.	POL-06 PROC-06
Natural Justice	Natural justice requires an absence of bias, the presentation of substantial reliable evidence, and the right of the person affected to hear all the material evidence and be given adequate time and a fair and reasonable opportunity to respond.	POL-51 POL-08 POL-31b
Nominated officer	The CEO and/or other staff member/s designated by the CEO charged with responsibility for receiving and responding to complaints made pursuant to the Discrimination, Bullying and Harassment Prevention Policy. The contact details of nominated officer/s will be publicly available on the AIAT website	POL-38
Non-academic appeal	An appeal about a complaint that does not relate to student progress or assessment or curriculum or award in a course. It includes, but is not limited to, appeals related to operational or administrative matters within the Institute, unfair treatment and/or abusive behaviours	POL-32 PROC-32b
Non-formal learning	Non-formal learning refers to learning that takes place through a structured program of learning	POL-26 PROC-26

	but does not lead to an officially accredited qualification	
Offer	The formal notification stating that AIAT is offering an applicant a place in a nominated accredited course offering under specified conditions, such as location, mode of study, whether the offer is for a Commonwealth supported place, a domestic fee-paying place or an international student place	PROC-20
Official Sponsor	A third party or entity, located either within Australia or overseas, who has formally contracted with AIAT to accept debts on behalf of a student, and therefore make payments and receive refunds on behalf of a student	POL-47 PROC-47a
Open Educational Resources	Materials which have been released under the terms of an open licence, such as Creative Commons, which allows them to be retained, reused, revised, remixed and redistributed for educational purposes	POL-06 PROC-06
Perceived conflict of interest	Where a person working for or with AIAT has other interests that could cause other people to think that they cannot act in AIAT's best interests - even if, in fact, they do act in AIAT's best interests.	POL-05 PROC-05
Performance	The work-related activities expected of a staff member and how well those activities are executed. This includes behaviour and conduct	POL-53 PROC-53b PROC-53c
Personal information	<p>Defined in the Privacy Act (section 6(1)) as any 'information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ul style="list-style-type: none"> <li>• whether the information or opinion is true or not; and</li> <li>• whether the information or opinion is recorded in a material form or not'.</li> </ul> <p>The types of personal information that AIAT collects and holds will depend on the circumstance and relationship between the individual and AIAT. Personal Information that is commonly collected by AIAT includes:</p> <ol style="list-style-type: none"> <li>a. name</li> <li>b. address (residential, postal and email)</li> <li>c. phone number</li> <li>d. date of birth</li> <li>e. gender</li> </ol>	POL-13

	<ul style="list-style-type: none"> <li>f. ethnic origin</li> <li>g. passport number</li> <li>h. banking and credit card details</li> <li>i. tax file number</li> <li>j. health information</li> <li>k. emergency contact details</li> <li>l. photographs or video recordings (including CCTV footage)</li> <li>m. criminal history</li> <li>n. academic record</li> <li>o. IT access logs</li> <li>p. metadata from use of online services and facilities</li> <li>q. records of donations and transactions.</li> </ul>	
Plagiarism	<p>Plagiarism means using another person’s work as though it is the student’s own work, including but not limited to:</p> <ul style="list-style-type: none"> <li>a. directly copying any material from electronic or print resources without acknowledging the source;</li> <li>b. incorporating source code of a computer program written by another person;</li> <li>c. closely paraphrasing sentences or whole passages without referencing the original work;</li> <li>d. submitting another student's work in whole or in part, unless this is specifically allowed in the subject outline;</li> <li>e. using another person's ideas, work or research data without acknowledgment; or</li> <li>f. appropriating or imitating another’s ideas unless this is specifically allowed in the subject outline.</li> </ul>	POL-29 PROC – 31a
Potential conflict of interest	Where a person working for or with AIAT has other interests, which may influence their ability to act in AIAT’s best interests in the future.	POL-05 PROC-05
PPR	PPR means performance, planning and review; that is, the process of managing a staff member’s performance, setting of objectives and goals for the period ahead, and providing opportunities for feedback and identifying staff development and Professional Learning needs.	POL-53 PROC-53a PROC-53b

	It is normally conducted annually although a reduced timeframe may apply in some circumstances	
Preclusion from course	If a student is precluded from a course, this means that they are prevented from studying that course for two years, and are also prevented from studying a course within the same discipline. The student is eligible to apply for a different degree, within a different discipline without waiting for two years.	PROC-17 PROC-39
Pre-requisite subjects	Pre-requisites are subjects that must be passed prior to enrolling in a following subject	PROC-17
Principle of least privilege	An information security concept in which a user is given the minimum levels of access – or permissions – needed to perform his/her job functions.	PROC-36a
Probation	The defined period of time during which a new staff member's performance and conduct are subject to formal assessment. During the probation period, the staff member is provided with continuing constructive supervision and support to confirm progress and/or identify difficulties and develop strategies for their resolution.	POL-53 PROC-53a
Procedural fairness	Means acting fairly in administrative decision making. It relates to the fairness of the procedure by which a decision is made, and not the fairness in a substantive sense of that decision	PROC-31b
Professional Misconduct	Behaviour or actions that a student adopts which are outside the bounds of what is considered acceptable by the governing body of the profession. Conduct that is of a lesser standard than what might be reasonably expected of a novice practitioner is regarded to be professional misconduct.	PROC-31b
Quality Assurance	Activities undertaken to ensure the quality of a thing or process. Examples include – monitoring outcomes against performance indicators and standards; acting on stakeholder feedback; periodic review; peer review, moderation and benchmarking.	POL-14
Quality Enhancement	The process of continuous improvement.	POL-14
Racial vilification	A public act that could incite or encourage hatred, serious contempt or severe ridicule towards people because of their race (including	POL-38 PROC-38

	colour, country of birth, ancestry or ethnic origin).	
Records	Information in any format, created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business. (AS ISO 15489: Records Management)	POL-46 PROC-46
Respondent	Someone who responds or makes a reply to a student complaint allegation	PROC – 32a
Sanctioned Social Media Site	Social media site which contains official information about AIAT and is managed by the marketing department.	POL-50 PROC-50
Scholarship	Those activities concerned with gaining new or improved understanding, appreciation and insights into a field of knowledge, and engaging with and keeping up to date with advances in the field. This includes advances in ways of teaching and learning in the field and advances in professional practice, as well as advances in disciplinary knowledge through original research (TEQSA Guidance Note: Scholarship, v2.5).	POL-18 PROC-18
Sensitive information	<p>A subset of personal information and is defined in the Privacy Act (section 6(1)) as:</p> <ul style="list-style-type: none"> <li>• information or an opinion (that is also personal information) about an individual's: <ul style="list-style-type: none"> <li>• racial or ethnic origin</li> <li>• political opinions</li> <li>• membership of a political association</li> <li>• religious beliefs or affiliations</li> <li>• philosophical beliefs</li> <li>• membership of a professional or trade association</li> <li>• membership of a trade union</li> <li>• sexual orientation or practices, or</li> <li>• criminal record</li> </ul> </li> <li>• health information about an individual</li> <li>• genetic information (that is not otherwise health information)</li> <li>• biometric information that is to be used for the purpose of automated biometric verification or biometric identification, or</li> </ul>	POL-13

	<ul style="list-style-type: none"> <li>• biometric templates.</li> </ul>	
Serious Misconduct	<p>A recurrence or continuation of conduct which has previously found to be misconduct, or serious misbehaviour which may be a single occurrence. Examples include seriously impeding the carrying out of duties; causing a serious risk to the safety of staff, students or visitors to AIAT; a serious risk to AIAT property (including intellectual property); a serious dereliction of duties; potential criminal offences and/or other misbehaviour that may seriously damage AIAT's business and reputation.</p>	POL-53 PROC-53c
Sexual Assault	<p>A range of unacceptable sexual and physical behaviours that are criminal offences.</p> <ul style="list-style-type: none"> <li>• Sexual assault occurs when a person is forced, coerced or tricked into sexual acts against their will or without their consent.</li> <li>• This includes conduct where a person has withdrawn their consent or is legally unable to consent</li> </ul>	POL-48 PROC-48
Sexual harassment	<p>A form of harassment and is unlawful based on South Australian and federal laws. It:</p> <ul style="list-style-type: none"> <li>• includes an unwelcome advance, an unwelcome request for sexual favours, or other unwelcome conduct of a sexual nature that a reasonable person would find offensive, humiliating or intimidating. The conduct can be: <ul style="list-style-type: none"> <li>○ spoken or written words, pictures or actions; and</li> <li>○ can include a single incident.</li> </ul> </li> <li>• may, in some forms, also be a criminal offence, such as matters involving: <ul style="list-style-type: none"> <li>○ sexual assault;</li> <li>○ physical molestation or assault;</li> <li>○ indecent exposure;</li> <li>○ stalking; and</li> <li>○ obscene communication.</li> </ul> </li> </ul>	POL-38
Scholarly work	<p>Copyright works intended for academic publication or presentation, excluding computer programs, education materials, corporate records, or administrative material</p>	POL-11
Special Circumstances	<ul style="list-style-type: none"> <li>• are beyond the person's control; and</li> </ul>	PROC-47a

	<ul style="list-style-type: none"> <li>do not make their full impact on the person until on or after the census date for the unit of study in question; and</li> <li>make it impracticable for the person to complete the requirements for the unit during the period during which the person undertook, or was to undertake, the unit. (Higher Education Support Act 2003)</li> </ul>	
Specified credit	Specified credit is credit granted towards particular or specific components of a qualification or program of learning.	POL-26 PROC-26
Staff	Any person employed by AIAT in an academic or non-academic role, on a part-time, full-time or casual basis.	
Stakeholder	Students, alumni, staff, industry and professions, employers and government	POL-14 PROC-14
Statement of Academic Completion	A statement authorised by the Head of Institute, that a student has completed all requirements of a course and a copy of their certified transcripts.	POL-04 PROC-04
Statement of Attainment	A statement listing one or more subjects that a student has achieved. It is only issued where a student has not completed a whole AQF program, as per the AQF Issuance Policy.	POL-04 PROC-04
Statutory Licences	Part VA and Part VB in the Copyright Act which allows the copying and communication of copyright material by educational institutions.	PROC-06
Study mode	Study that is either online or on campus, depending on the delivery mode that each subject is available for enrolment in each trimester.	POL-39
Study load	Study that is either full-time or part-time, depending on the amount of subjects and the number of credit points that a student is enrolled in each trimester.	POL-39 PROC-39
Study period	The period of time in which a subject is undertaken. Each study period has a designated start and end date, census date, date for withdrawal without academic penalty, and date for release of subject results. The Academic Calendar year is based on study periods with two formal study periods a year.	PROC-36 PROC-17 POL-17 PROC-21 POL-21
Subject Coordinator	An academic staff member who is responsible for the academic management of a subject	
Subject Outline	A document which provides information applicable to a subject including, but not limited to	



	<ul style="list-style-type: none"> <li>• Administrative arrangements</li> <li>• Assessment schedule</li> <li>• Weighting of each assessment task towards the final grade</li> <li>• Subject learning outcomes</li> </ul>	
Suspension	<p>A student's enrolment and/or access to some or all AIAT facilities or services is stopped for a specified period of time</p> <ul style="list-style-type: none"> <li>• Recommend to the Head of Institute that the student's enrolment be suspended for any period and on any terms and conditions. Suspension can be from one or more subjects or courses, the campus or other approved AIAT activity.</li> <li>• Suspension from accessing or using all or any specified AIAT facilities or services for a period and any terms and conditions.</li> </ul>	<p>PROC-31a PROC-31b PROC-39</p>
Teach-Out Plan	The means by which currently enrolled students are able to complete their studies in a course or course component that is being discontinued.	PROC-23
Testamur	A document that is binding on and certified by AIAT and issued to the students on conferral of a higher education award.	<p>POL-04 PROC-04</p>
Third party copyright content	<p>Copyright material in which the copyright is owned by a party other than AIAT. The Copyright Act 1968 (Cth) provides copyright protection to the following materials:</p> <ul style="list-style-type: none"> <li>• Literary works, e.g. books, articles, poems, short stories, reports, computer code, song lyrics</li> <li>• Artistic works, e.g. paintings, sculptures, photographs, graphs, tables</li> <li>• Musical works, e.g. sheet music, tablature</li> <li>• Dramatic works, e.g. plays, film scripts, dance choreography</li> <li>• Films, e.g. online videos, movies, documentaries, television shows</li> <li>• Sound recordings, e.g. songs, audio books, recorded interviews</li> <li>• Broadcasts, e.g. television and radio broadcasts</li> <li>• Published editions, e.g. typographical layout of published works</li> </ul>	<p>POL-06 PROC-06</p>
Transition and Teach-out Mode	This is a status where the Institute is phasing out a course that still has students enrolled but where no new students can be enrolled. The course continues to be accredited and	PROC-23

	arrangements are in place to ensure that all existing enrolled students can either complete the course or transition to an alternative mutually agreed course at no disadvantage to the student.	
Transition and Teach-out Plan	A written plan that documents the process by which the discontinued course will proceed. The plan also documents the academic support provided for students enrolled in a course that has been discontinued. The plan will provide for equitable treatment for all students affected by the discontinuation of the course, by enabling them to have reasonable time to complete the course, or by providing them with reasonable alternative course and subject options.	PROC-23
Tuition Fees	Fees which are directly related to the provision of a course that AIAT is providing or offering to provide to a student. Tuition fees do not include costs such as: <ul style="list-style-type: none"> <li>• overseas student health cover;</li> <li>• incidental or other costs that may be required as part of a student's enrolment;</li> <li>• agents' recruitment fees which are paid by AIAT from tuition fees; or</li> <li>• application fees.</li> </ul>	POL-39 PROC-39 POL-40 POL-47 PROC-47a
Unsatisfactory performance	A persistent and serious failure of a staff member to perform the work of the position at a level which is reasonably required having regard to the nature and purpose of the position, its level and representations made by the staff member concerned. This includes poor behaviour or conduct that is likely to have a detrimental impact on the workplace	POL-53 PROC-53c
Unprofessional conduct	Conduct which does not illustrate the standard of behaviour that is reasonably expected of a student in a professional setting. Unprofessional Conduct includes, but is not limited to: <ol style="list-style-type: none"> <li>a) Offensive/inappropriate language or poor levels of communication</li> <li>b) Inappropriate dress or contravention of personal protective equipment safety requirements</li> <li>c) Inappropriate or unlawful sharing of clients' personal or private details or records</li> <li>d) Cultivation of relationships inappropriate to the workplace</li> </ol>	PROC-31b

	<p>e) Inappropriate use of social media prior to, during or following professional placement</p> <p>f) Lack of reliability or punctuality</p> <p>g) Inappropriate use of equipment/technology</p> <p>h) Creating potential health and safety risks in a workplace</p> <p>i) Failure to comply with occupational requirements</p> <p>j) Unlawful activity</p> <p>k) Discriminating against others within the discrimination definitions contained in the Age Discrimination Act 2004 (Cth), Disability Discrimination Act 1992 (Cth), Racial Discrimination Act 1975 (Cth), and Sex Discrimination Act 1984 (Cth)</p> <p>l) Placing the public at risk of harm because the student has acted in a way that constitutes a significant departure from professional standards and/or scope of practice</p> <p>m) Attended a formal academic environment while intoxicated by alcohol or drugs</p> <p>n) Inappropriate sexual behaviour/ activities in a professional setting or context, or</p> <p>o) Engaging in behaviour which causes a placement provider to exclude the student from a professional setting.</p>	
Unspecified credit	Unspecified credit is credit granted towards elective components of a qualification or program of learning	POL-26 PROC-26
Whistleblower	Anyone who informs about potential Wrongdoing relating to an organisation.	POL-58 PROC-58
Withdraw	Student chooses to not complete a subject or course and notifies AIAT accordingly	POL-39 PROC-39
Wrongdoing	<p>Conduct or behaviour that includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• breach of laws or regulations;</li> <li>• criminal activity including theft;</li> <li>• offering or accepting a bribe;</li> <li>• dishonest or unethical behaviour;</li> <li>• conflicts of interest;</li> <li>• anti-competitive behaviour;</li> <li>• financial fraud or mismanagement including in relation to AIAT's tax affairs;</li> <li>• falsifying financial or corporate reporting;</li> <li>• insider trading;</li> </ul>	POL-58 PROC-58

	<ul style="list-style-type: none"><li>• unauthorised use of AIAT's confidential information;</li><li>• improper use of Personal Information as described in the AIAT Privacy Policy;</li><li>• improper use of AIAT's physical or intellectual property;</li><li>• conduct endangering health and safety or causing damage to the environment;</li><li>• improper conduct towards students;</li><li>• facilitation or encouragement of student academic misconduct;</li><li>• deliberate infringement of academic standards in student admissions, assessment or any other matter affecting students or their teaching and learning;</li><li>• deliberate concealment of any of the above; and</li><li>• any other any improper, unethical or potentially criminal conduct.</li></ul>	