

KOI

Glossary of Terms

TEQSA has a glossary of terms that may be encountered when dealing with TEQSA and the HESF
<https://www.teqsa.gov.au/glossary-terms>

This glossary contains terms from KOI policies and terms with a local significance or interpretation.

Term	Definition	Reference
Academic Board	Committee responsible for the oversight of the academic functions and policies	AIBM Governance Charter
Academic freedom	Freedom of staff and students to engage in intellectual enquiry	Media and Freedom of Expression Policy
Academic integrity	Acting with the values of honesty, trust, fairness, respect and responsibility in learning and teaching. It is the use, generation and communication of knowledge information and data in an ethical honest and responsible manner.	Student Academic Integrity Policy
Academic misconduct	Involvement in cheating, plagiarism and dishonest academic practices	Student Academic Misconduct Policy
Academic staff	Person appointed primarily to undertake teaching and/or research	
Academic transcript	The official record of a student's study at KOI	Graduation and Academic Records Policy
Adjusted attrition	The percentage of commencing students in a given year who neither complete nor transfer to another higher education provider nor continue in the following year	Trimester Report
ADRI	Approach, Deployment, Results, Improvement model for continuous improvement	Quality Management Policy
Agent	Person or organisation recruiting students for KOI	Agent Management Policy
AIBM	Australian Institute of Business and Management	
Appeal	A request for an outcome resulting from a complaint to be reassessed	Complaints and Appeals Policy
Articulation	A formal agreement which enables a student to progress from a course at another institution to a course at KOI with a specified amount of credit	Academic Partnerships Policy
Artificial intelligence	A broad term that refers to computer systems capable of performing tasks that typically require human intelligence. This includes learning from data making predictions or decisions,	

	recognising patterns or simulating aspects of human cognition	
AI System	Refers to any software, platform or service that incorporates AI technologies, whether developed internally, procured from external vendors or accessed as a free or commercial service.	
AI Lifecycle	Encompasses the entire process of AI development and use including design development, deployment, monitoring, evaluation and eventual decommissioning.	
Assessment	Tasks which allow students to demonstrate their achievement of learning outcomes	Assessment and Assessment Appeals Policy
Attrition Rates	The percentage of commencing students in a given year who neither complete nor continue in the following year	Trimester Report
Australian Consumer Law	The Australian Consumer law covers the following • a national unfair contract terms law covering standard form consumer and small business contracts • a national law guaranteeing consumer rights when buying goods and services • a national product safety law and enforcement system • a national law for unsolicited consumer agreements covering door-to-door sales and telephone sales • national rules for lay-by agreements • penalties, enforcement powers and consumer redress options.	
Australian higher Education Graduation Statement	A supplementary statement to testamur and record of results that provides additional information to enhance understanding of the qualifications by students, employers, industry professional associations and internationally.	https://www.education.gov.au/quality-and-legislative-frameworks/australian-higher-education-graduation-statement

Australian Qualifications Framework (AQF)	Australia's national policy for regulated qualifications in education and training	https://www.aqf.edu.au/
Australian Tertiary	A number between 0.00 and 99.95 that indicates a student's position	https://www.uac.edu.au/

Admission Rank (ATAR)	relative to all the students in their age group	
Authorised user	Person with approved access to KOI IT resources	Provision and Acceptable Use of IT Policy
Benchmarking	Measurement and comparison of performance used to make improvements	
Best fare of the day	The cheapest available fare for the journey that enables the business purpose to be completed effectively	Travel Policy
Bullying	Repeated unfavourable behaviour that is directed at person or a group that is inappropriate and unreasonable	Prevention of Bullying, Discrimination and Harassment Policy
Casual staff	Staff paid on an hourly or sessional basis and who have no entitlement to paid annual leave or paid sick leave	
Census date	Deadline for finalising enrolment in a subject or course	Admissions and Enrolment Policy
CEO and President	Chief Executive Officer of AIBM	AIBM Governance Charter
Certificate of Academic Excellence	Awarded to KOI graduands who achieve a grade point average of more than 4.0 in the subjects completed at KOI for their degree	Graduation and Academic Records Policy
Charter	See Governance Charter	
Cheating	Any fraud, dishonesty, or deceit of any kind in relation to an academic assessment. Cheating is considered a serious breach of academic integrity.	
CoE	Confirmation of Enrolment is an official document issued to international students as evidence of enrolment	https://immi.homeaffairs.gov.au/
Commencing student	A student who started studying in their course in the current year	

Committee	A group of people that forms when the stupidity of one person won't suffice	
Complaint	An expression of dissatisfaction with an act, decision or omission by a member of KOI staff or another student.	Complaints and Appeals Policy
Complaints Register	A record of complaints received and their management	
Completion letter	A letter confirming that a student has satisfied the requirements of an award	Graduation and Academic Records Policy
Conditional offer	An offer of a place in a course with conditions which must be satisfied before enrolment can be completed	Admissions and Enrolment Policy
Conflict of interest	A conflict of interest arises when a person or organisation has multiple interests and serving one could mean working against another	
Contract Cheating	Requesting another person or service to produce or complete all or part of an assessment task to submit as their own work.	Student Academic Integrity Policy
Consent	Consent (in relation to sexual assault offences means clear and unambiguous agreement expressed outwardly through mutually understandable words or actions	Prevention of Sexual Assault and Sexual Harassment Policy
Constitution	The formal document which sets out the rules governing AIBM and the relationships between the company and its shareholders, directors and other officers	AIBM Constitution http://koi.edu.au/wp/about-us/aibm-koi-organisation/
Copyright	All rights under the Copyright Act, including literary works, course materials, dramatic works, musical works, artistic works, films, sound recordings, broadcasts, published editions and certain types of performances	Intellectual Property Policy
Council	The Board of Directors of AIBM	AIBM Governance Charter

Course materials	Materials used in a course for the provision of lectures, tutorials, seminars, workshops, field or laboratory classes, and other teaching activities conducted by KOI, including overhead transparencies, slides, photographs, maps, diagrams, handbooks, manuals, course outlines, exercises, computer programs and multimedia works that serve a teaching function	Intellectual Property Policy
Course of study	An accredited qualification with an approved sequence of subjects	
Credit	Recognition granted towards meeting some part of the requirements of a course, on the basis of relevant prior study	Credit Transfer Policy
Credit transfer	Credit awarded for completed subject(s) gained while enrolled with KOI or another provider	Credit Transfer Policy
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students	https://cricos.education.gov.au/
Critical incident	An actual or threatened event or situation that creates a significant risk of substantial or serious harm to the physical or mental health, safety or wellbeing of a person	Critical Incident Policy
Cross-institutional study	Subjects undertaken at KOI by students enrolled in an award course at another higher educational institution	
Disability	A physical, sensory, neurological, intellectual, psychiatric or learning disability, including physical disfigurement, the presence in the body of disease-causing organisms and total or partial loss of part of the body or a bodily function, temporary, permanent, current, past or future disability, and chronic health conditions	Fairness and Equal Opportunity Policy

Discrimination	Unfair or unfavourable treatment based on a person's characteristics such as their age, race, religion, sex, family responsibilities, mental or physical impairment or criminal record	Prevention of Bullying, Discrimination and Harassment Policy
Diversity	An understanding that each individual is different and encompasses acceptance and respect for individual differences	Fairness and Equal Opportunity Policy
Deferment	Delaying enrolment in an accepted offer of admission.	
Domestic student	An Australian citizen, New Zealand citizen (or dual citizenship holders of either Australia or New Zealand), a permanent resident of Australia or an Australian humanitarian visa holder	Admissions and Enrolment Policy
Duty of care	KOI's moral and legal obligation to ensure the safety or well-being of its staff and students	Fairness and Equal Opportunity Policy
Education Agency	See Agent	
ELICOS	English Language Intensive Courses for Overseas Students	
Enrolment	The process by registering for nominated subjects within a prescribed enrolment period	Admissions and Enrolment Policy
Equal opportunity	Equal access to opportunities in work and study	Fairness and Equal Opportunity Policy
Equity	The principle of fairness ensuring that staff and students and others working at KOI locations can achieve their full potential regardless of personal or social circumstances such as gender, ethnic origin, religion or family background	Fairness and Equal Opportunity Policy
EFTSL	Equivalent Full-time Student Load	Admissions and Enrolment Policy
ESOS	Education Services for Overseas Student Act 2000	https://www.legislation.gov.au/C2004A00757/latest/text
Exclusion	Cancellation of a student's enrolment, including the right to use KOI facilities and to re-enrol, for a prescribed period	Course Progress and Intervention Policy

External review	External review of an appeal arising from a formal complaint or appeal	Complaints and Appeals Policy
First internal review	Internal review of a formal complaint by one of the Vice-Presidents	Complaints and Appeals Policy
Formative assessment	Assessment tasks primarily designed to promote learning and provide feedback on progress	Assessment and Assessment Appeals Policy
FTE	Full-time equivalent staff measure	
Full-time student	A student who enrolls in three or more subjects in a trimester is full-time for that trimester	Admissions and Enrolment Policy
Generative Artificial Intelligence	refers to artificial intelligence systems capable of generating new content including text, images, audio or code based on patterns learned from existing data	
Governance Charter	Charter establishing the governance system for AIBM	AIBM Governance Charter
Grade	Standardised criterion-referenced subject results	Assessment and Assessment Appeals Policy
Graduand	Person who has qualified for an award which they are about to receive	Graduation and Academic Records Policy
Graduate attribute	Generic learning outcomes referring to transferable non-discipline-specific skills	
Guideline	An advisory or explanatory statement that provides guidance on how policies and procedures might best be implemented or applied	Policy Development and Review Policy
Harassment	Behaviour that causes concern or distress to the recipient and is believed by the recipient to be affecting work or progress	Prevention of Bullying, Discrimination and Harassment Policy
HESF	Higher Education Standards Framework (Threshold Standards) 2021	<u>Higher Education Standards Framework (Threshold Standards) 2021 - Federal Register of Legislation</u>
HESA	Higher Education Support Act 2003	<u>Higher Education Support Act 2003 - Federal Register of Legislation</u>
Human research	Research conducted with or about people or their data or tissue.	Human Research Ethics Policy
IELTS	International English Language Testing System	<u>https://ielts.com.au/</u>
Inherent requirements	The essential requirements of a job or a course	Recruitment and Selection Policy Admissions and Enrolment Policy
Intellectual property	The property of the mind or proprietary knowledge which can be an invention, trade mark, design, brand or the application of an idea.	Intellectual Property Policy

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)	Admissions and Enrolment Policy
Intervention	Support provided to a student identified as at-risk of not maintaining satisfactory academic progress	Course Progress and Intervention Policy
KOI brand	KOI logo, logo positioning, logo variations, tagline, corporate colours, typography and other elements of visual identity as an expression of KOI's corporate identity	Marketing and Promotion Policy
Learning contract	An individual plan to provide academic support and/or counselling to a student identified at risk of not achieving satisfactory academic progression	Course Progress and Intervention Policy
Learning outcomes	Knowledge and skills that a student has achieved and can reliably demonstrate at the end of a course or a subject	Assessment and Assessment Appeals Policy
Learning Skills Centre	KOI service offering free support in academic literacy and numeracy	Academic Advising and Student Support Policy
Letter of offer	A formal document issued to offer a student a place in a course	Admissions and Enrolment Policy
Minutes	Permanent, formal and detailed (although not verbatim) record of business transacted, and resolutions adopted, at a meeting	
Mode of study	Arrangements for study such as full-time or part-time, face-to-face in a classroom, online or blended delivery	
Moderation of assessment	Processes to ensure that marking is fair, valid and reliable and that marking criteria have been applied consistently	Moderation of Assessment Policy
Moodle	KOI's learning management system	
Moral rights	The right of an author or other creative artist to protect the integrity and ownership of their work	Intellectual Property Policy

National Code	National Code of Practice for Providers of Education and Training to Overseas Students (2018)	https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets-.aspx
National Register	National Register of Higher Education Providers	https://www.teqsa.gov.au/national-register

Nested courses	An arrangement of courses that offers multiple entry and exit points	https://www.teqsa.gov.au/latest-news/publications/guidance-note-nested-courses-study
Non-academic misconduct	Conduct prohibited under the Student Code of Conduct	Student Code of Conduct Student Non-Academic Misconduct Policy
Non-award subject	A subject which does not form part of an enrolment in an award course	Admissions and Enrolment Policy
Notice of intention to cancel	Formal advice to a student who is at risk of cancellation of their eCoE (international students) or their enrolment	Course Progress and Intervention Policy
Orientation	Welcome and familiarisation for new students before the start of each trimester	Student Handbook
PCBU	Person conducting a business or undertaking	Work Health and Safety Policy
Performance indicator	A measurable value that demonstrates how effectively an organisation is achieving key business objectives	
Personal information	Information or an opinion about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion	Privacy Policy
Plagiarism	Taking someone else's work or ideas and passing them off as one's own	Academic Misconduct Policy
Policy	A general guideline that is plastic and supple enough to bend to the will of whoever wields power	
Principal course of study	The final course of study undertaken by a student	International Student Transfer Policy
PRISMS	Provider Registration and International Student Management System	https://prisms.education.gov.au/Logon/Logon.aspx
Privacy	The right of a person to keep their personal information secret	Privacy Policy
Procedural fairness	Fairness in the procedures followed when arriving at a decision	Complaints and Appeals Policy
Procedure	Statement that sets out KOI's standard and required practice for implementation of a policy	Policy Development and Review Policy

Professional development	Improving capabilities of staff through education and training	Staff Review and Development Policy
Progress rate	Percentage of subjects passed to subjects attempted	Trimester Report
PTE Academic	Pearson English Language Test	https://pearsonpte.com
QILT	Quality Indicators for Learning and Teaching	Student Feedback Policy
Reasonable adjustment	Alterations in the learning situation which remove barriers for people with disabilities	
Record of Results	A record of all learning leading to an AQF qualification of an accredited subject in which a student is enrolled in.	
Refund	Repayment of a sum of money	Fees Policy Domestic Student Refund Policy International Student Refund Policy
Research	The creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies, inventions and understandings	Policy for the Responsible Conduct of Research
Risk assessment	The process of estimating the magnitude of risk and deciding what actions will be taken	Work Health and Safety Policy
RPL	Recognition of prior learning is credit awarded on the basis of non-structured learning experiences	Credit Transfer Policy
Scholarship	Activities concerned with gaining new or improved understanding, appreciation and insights relating to a field of knowledge	Academic Scholarship Policy
Sexual assault	Sexual crimes including sexual intercourse without consent, aggravated sexual assault, indecent assault and acts of indecency	Prevention of Sexual Assault and Sexual Harassment Policy
Sexual harassment	Unwelcome conduct of a sexual nature	Prevention of Sexual Assault and Sexual Harassment Policy
Special consideration	Variation to normal policies and procedures relating to assessments and exams due to circumstances which prevent the student performing to their ability and are outside the normal expectations of student life, unanticipated, or beyond the student's control	Assessment and Assessment Appeals Policy
Student	A person formally enrolled at KOI	Admission and Enrolment Policy
Student at risk	Not achieving satisfactory academic progress	Course Progress and Intervention Policy
Study period	One of the three trimesters making up the academic year	Student Handbook

Subject outline	Contract between KOI and the student describing the subject and its assessment as well as setting out the requirements for students to pass the subject	Subject Outline Policy
Summative assessment	Assessment tasks primarily designed to measure achievement of learning outcomes	Assessment and Assessment Appeals Policy
Suspension	Barring a student from attendance at KOI for a specified period of time	Course Progress and Intervention Policy
Teach-out	Phasing out a course that still has students enrolled	Course Development and Review Policy
TEQSA	Tertiary Education Quality and Standards Agency	https://www.teqsa.gov.au
Testamur	Official document provided to a student upon conferral of each award for which they have qualified	Graduation and Academic Records Policy
TOEFL	Test of English as a Foreign Language	https://www.ets.org/toefl
TPS	Tuition Protection Scheme	Tuition Protection Service - Department of Education, Australian Government
Transfer	A student who starts with one provider and then moves to KOI to complete their studies and vice versa	
Transcript	See academic transcript	
Transition	Arrangements to transfer students from one course to another course	Course Development and Review Policy
Tuition Fees	Fees for the provision of students course according to their Letter Of Offer	
Tutorial	A tutorial is a small class where set readings and lecture materials are discussed in detail each week	
Unit of study	See subject	
Undergraduate	A course that does not require students to have already completed a degree	
Undergraduate course	A program of study leading to an award that does not require students to already have a completed a degree course prior to admission	
Unsatisfactory course progress	Unsatisfactory Progress is defined as not successfully completing or demonstrating competency in at least 50 percent of course requirements in a study period.	

Visa	Document that allows a person to visit and travel to Australia	
Warning letter	A formal letter sent by KOI alerting the student that they may be at risk of failing or being expelled or suspended from KOI	
WHSO	Work Health and Safety Officer, the designated point of contact for individual employees seeking to obtain information and report issues concerning WHS matters	Work Health and Safety Policy
Webinar/Zoom	Online study facilitation site which hosts online classes	
Withdrawal	Formerly withdrawing enrolment in subject. There are different procedures and penalties for withdrawing on and before census date.	
Withdrawal without Academic Penalty	Application to withdraw the academic penalty and potentially the financial penalty applied to a subject which has been enrolled past the census date.	
Work-integrated learning	Formal student activities undertaken through external placements as part of a course of study	Work-Integrated Learning Policy