

# Kuputaka | Glossary of Terms

## 1. Te Komiti Whakahaere Ako | Academic Administration Committee (AAC)

A committee of Te Poari Akoranga | Academic Board, tasked with overseeing the administration of, and providing advice on policy with regard to, academic matters.

## 2. Academic Appeal

An appeal of a decision made under the general or qualification Regulations of the University

## 3. Academic Integrity

Principle by which University staff and students act honestly, fairly, ethically, responsibly and with due care in academic work.

## 4. Academic Transcript

A history of a student's academic record.

## 5. Admission

Entry to the University (and possibly more specifically to a qualification) as a student, based on eligibility and acceptance. With the exception of Provisional Admission, admission to the University is a lifetime grant.

## 6. Admission, Academic Equivalent Standing

An admission to the University or a qualification on the basis of evaluating evidence that the study and/or work is deemed to be equivalent to other recognised (specified) admission pathways.

## 7. Assessment, Course Work

All assessments other than formal examinations, includes but is not limited to: tests, quizzes, written text, research data, music scores, artistic production, technical production, computer files, oral presentations or other kinds of material product of academic endeavour.

## 8. Assessment, Formal Examination

A centrally administered assessment exercise occurring during prescribed examination periods.

## 9. Award

General term for an amount of money given out to a student.

## 10. Bursary

General term for an amount of money given out to a student.

## 11. Calendar, The University

The official published record of the regulations of the University.

## 12. Campus

The grounds and buildings of the University.

## 13. Cancellation of Enrolment

A University-initiated termination of enrolment.

## 14. Canterbury Card

University identity card and library card.

## 15. Cheating, Academic Dishonesty and Dishonest Academic Conduct

Acts of dishonesty intended to gain an advantage for oneself or others in academic work. A key feature of such dishonesty is the intention to deceive.

**16. CIS**

Course Information System.

**17. Co-requisite**

A course that a student must take at the same time (concurrently) or earlier with another specified course.

**18. Confer**

Generic term meaning 'grant' when referring to degrees, diplomas and certificates.

**19. Course**

An individual unit of study and the basic build blocks of qualifications.

**20. Course, Project**

A course that is predominantly delivered via unstructured or ad-hoc teaching activities, frequently of a research nature.

**21. Course, Research**

A course with a value of 90 points or greater that is comprised solely of individual research.

**22. Course, Taught**

A course that is delivered predominantly through structured formal contact activities such as lectures, tutorials and supervised laboratories.

**23. Credit**

The value assigned to a completed block of learning, such as a course, for the purpose of contributing to the requirements of a qualification.

**24. Credit, Cross-Credit**

Credit shared between two undergraduate qualifications. Credit may be internal or external, specified or unspecified.

**25. Credit, Specified**

Credit given as the equivalent of a specified course eg, credit for COSC 121.

**26. Credit, Transfer of**

Credit that is moved, or transferred, from one un-conferred qualification to a second un-conferred qualification. Credit may be internal or external, specified or unspecified.

**27. Credit, Unspecified**

Credit given as equivalent to a subject or schedule, at a specified level, but not as equivalent to a specific course e.g., credit for 15 points Commerce at 100-level.

**28. Credit, internal**

Credit from another UC qualification.

**29. Credit, external**

Credit from a recognised (Aotearoa New Zealand or overseas) tertiary university or institution external to UC.

**30. Delegate**

The holder of delegated authority, who may make enforceable decisions that commit and/or incur liabilities for or on behalf of the University and will be held responsible for these (includes sub-delegates).

**31. Direct Entry**

Permission to waive the prerequisites for a course, and be granted credit for the prerequisite on the basis of demonstrated academic excellence in the subject.

**32. Domestic Student**

A student who meets one of the following criteria:

- (a) is a citizen or permanent resident of Aotearoa New Zealand, or
- (b) holds an Aotearoa New Zealand residence class visa and has been granted entry permission, or
- (c) is a citizen of Australia, the Cook Islands, Niue or Tokelau and resides in Aotearoa New Zealand.

**33. Double Degree**

Working towards two degrees at the same time.

**34. Enrolled**

A status of a student in the enrolment process; a student has accepted the Enrolment Agreement and has paid the appropriate fees but has not withdrawn or completed the course.

**35. Enrolment**

A process of applying for, and being accepted into, particular programmes and courses.

**36. Enrolment, Change of**

A process of changing a submitted enrolment application, or completed enrolment application.

**37. Enrolment, Full-time**

A student undertaking a minimum study workload equivalent to 48 points per semester.

**38. Enrolment, Part-time**

A student undertaking a study workload equivalent to less than 48 points per semester.

**39. Enrolment, Pre-enrolled**

An application status progresses to pre-enrolled when a student accepts their enrolment agreement but has not completed payment of fees.

**40. Enrolment, Withdrawal of**

A student-initiated termination of enrolment.

**41. Equivalent courses**

Are courses that cover substantially the same material.

**42. Exchange**

To study courses at another institution; it is a formal arrangement between institutions with the student paying course tuition fees to their home institution.

**43. Exclusion**

A termination of enrolment for academic or discipline reasons that includes conditions that must be met before future enrolments are permitted.

**44. Gap Year**

A period, between the end of a former student's last school year and the beginning of an academic year of the university, spent by the former student in non-academic activities. Considered to be of no more than 12 months' duration.

**45. Grade Point Average (GPA)**

A system of recording academic achievement based on an averaging process of the grades, the process is defined in the regulations.

**46. International Student**

Any student that is not classified as a Domestic Student.

**47. Kaitoko**

Student advisors who give academic advice and assist first year students with any aspect of their student journey. Kaitoko are located in Te Pātaka in Puaka-James Hight, and they can help with structuring your degree (including double majors, double degrees and conjoint degrees), course advice, other assistance regarding your study plans and choices, as well as support and referral to other services.

**48. Pasifika Student**

A student with indigenous descent from any of the following islands: Samoa, American Samoa, Tonga, Cook Islands, Niue, Tokelau, Fiji, Rotuma, Solomon Islands, Vanuatu, New Caledonia, Papua New Guinea, Kiribati, Tuvalu, Palau, Marshall Islands, Federated States of Micronesia, Wallis and Futuna, Hawaii, French Polynesia, Rapanui (Easter Island).

**49. Points**

A measure of a nominal student study effort, where 1 point is equivalent to 10 hours of study (both formal and informal or self-directed).

**50. Prerequisite**

A course that a student must pass before being allowed to enrol in another, usually more advanced, course.

**51. Programme (of Study)**

A set of courses. The meaning of the set is context dependent; however, the term often refers to a progressive series of courses in a defined subject or set of subjects.

**52. Programme Director/Convenor/Coordinator**

The academic staff member responsible for the coordination of a programme of study within a Department or School.

**53. Qualification**

Generic term meaning 'degree, diploma or certificate'.

**54. Recognition of Prior Learning (RPL)**

It is the recognition of the credit value of non-formal learning acquired through work/life experiences. This is sometimes also referred to as Assessment of Prior Learning (APL). RPL is not available for all qualifications. For more information on RPL, contact a Student Advisor in the relevant Faculty or School.

**55. Regulations**

Rules of the University approved by the University Council.

**56. Regulations, Administration of**

Day-to-day management of the regulations are delegated to the named Officer.

**57. Regulations, Authority of**

Overarching responsibility of a Regulation is delegated by the University Council to a Senior Officer for their administration; that is managerial oversight and final decision making.

**58. Regulations, Governance of**

The University Council has overall governance of the regulations and delegates its powers through regulations to Senior Officers and Officers named in the regulations.

**59. Research Doctoral Degrees**

Degrees awarded in recognition of a substantial body of original academic research that is (at least in principle) publishable in a peer-refereed academic journal and that is typically submitted for examination as a single thesis or dissertation (eg, PhD, DPhil, DA, EdD, DSocSci, DMA). Research doctoral degrees at UC are PhD, DMA, and EdD.

**60. Research Submission**

Any required research that is submitted based on the requirements of a Research or Project Course.

**61. Research Submission, Thesis**

A detailed study based on original research and submitted for a master's or doctoral degree.

**62. Restriction**

Course(s) that cannot all be credited to the same degree, possibly because they are equivalent.

**63. Satisfactory Academic Performance for Continuation of Multi-Year Undergraduate Awards**

The maintenance of a GPA of at least 5 (B grade average).

**64. Scholarship**

General term for an amount of money given out to a student.

**65. Selection Criteria**

Decisions on selection and withdrawal are based on the general criteria in this policy and specific subject level statements, including accessibility, usability and cost/benefit.

**66. Special Consideration**

A process for finding academic remedy when a student is affected by external circumstances, normally outside of their control.

**67. Student**

A person who is currently enrolled in at least one course at the University, either directly or through official arrangements with another organisation. In some context, the term may also include prospective or former students.

**68. Student Advisors**

Specialist staff who give academic advice and help with any academic problems a student may face. Student Advisors can help with structuring your degree (including double majors and double degrees), course advice, and other assistance regarding your study plans and choices. Student Advisors for 200 level and above are located in the Faculty offices, and first year Student Advisors (Kaitoko) are located in Te Pātaka in Puaka-James High. See also Kaitoko.

**69. Subject**

An academic discipline such as economics, anthropology, physics, offered through courses at various levels that are taken sequentially.

**70. Subject, Endorsement**

A subject that is appended to the name of a qualification, most commonly a graduate or postgraduate diploma or certificate eg, DipGrad(Finance) (but not excluding an undergraduate qualification), to indicate normally a minimum of a 40% concentration of study in that area. An endorsement with at least such a minimum would be named on the graduation certificate.

**71. Subject, Major**

A substantial component of a degree (usually at least one-third and often consisting of one subject only) selected by the student, in accordance with the regulations, as the principal area of study for the degree.

**72. Subject, Minor**

A component of an undergraduate degree, usually of at least 60 points, in a subject area selected by the student, in accordance with the regulations, to formally recognise a secondary area of study for the degree. Minors need not be a compulsory component of a degree.

**73. Supervisor, Associate**

A supervisor who provides additional academic advice to a student, but provides less input than the senior supervisor or co-supervisor.

**74. Supervisor, Co-Supervisor**

A supervisor who takes substantial responsibility for provision of academic advice to a student, under the coordination of the Senior Supervisor.

**75. Supervisor, Senior**

The principal supervisor for a research student who is responsible for the day-to-day academic management of the student's supervision.

**76. Suspension**

A limited period of time when a student is not enrolled and not permitted to study at the University.