

ANU Glossary - ANU College of Law

When you start university, you are bound to come across a number of terms and jargon that you may not be familiar with. We have put together a list of commonly used words you may be using or seeing often as you begin your studies at ANU.

You can find the full University Glossary here: anu.edu.au/directories/university-glossary.

Academic Adviser or Student Adviser	Member of ANU college staff responsible for providing guidance to students concerning their programs and/or courses.
ANU College	The primary academic organisational units of the University established by Council: • ANU College of Arts and Social Sciences (CASS) • ANU College of Asia and the Pacific (CAP) • ANU College of Business and Economics (CBE) • ANU College of Engineering and Computer Science (CECS) • ANU College of Law (ANU CoL) • ANU College of Health and Medicine (CHM) • ANU College of Science (CoS)
Assessment	A process to determine a student's achievement of expected learning outcomes that may include a range of written and oral methods and practice and demonstration, including tutorial participation, formal examinations, assignments, tests and essays. The Assessment Rules govern assessment at the University. See also 'summative assessment' and 'formative assessment'
Assessment Task	A task undertaken by students which requires them to demonstrate one or more of the learning outcomes of a course.
Australian Qualifications Framework (AQF)	The national schema for describing qualifications in Australian education and training.
	A qualification conferred by the University and certified by a testamur.
Award (upper case)	Award names and relevant specialisations appear on a graduate's testamur. Different plans may lead to different Awards though some lead to the same Award.
Bachelor Honours	An undergraduate research-focused program at AQF Level 8 that is either embedded (is included in a four-year Bachelor program) or a plusone Honours program (is a stand-alone one-year degree additional to an AQF 7 Bachelor program). See 'Embedded Honours'.

Capstone	One of the final courses in a sequence of courses that provides an opportunity for students to integrate the knowledge and skills they have acquired. The learning outcomes of the capstone will normally map into the learning outcomes for the major or program. Students will need to complete a capstone course as part of their Bachelor of Laws (Honours) degree and the Juris Doctor degree. List of capstone courses can be found on the ANU Programs and Courses website, under the relevant Program page. • Bachelor of Laws (Honours)
	Juris Doctor
	The point at which a student's enrolment in a course becomes effective and they become academically and financially liable for the course. This is the date by which a student should finalise their enrolment for the non-standard session or the semester.
Onners Parks	A census date for a course must be a minimum of 20% into the duration of a course, including periods of time for assessment.
Census Date	The following census dates apply at ANU:
	 First Semester Census Date is 31 March Second Semester Census Date is 31 August
	For course census dates in non-standard sessions see the <u>ANU</u> <u>Programs and Courses</u> website.
Class	An iteration of a course. Each class will have a 'class number' unique to the class. Class numbers can be found on the <u>ANU Programs and Courses</u> website, under the relevant course page.
	See 'Course'.
	Provides an outline of a specific iteration of a course, including Convener details, learning outcomes, assessment tasks and important class dates.
Class Summary	The Class Summary are available on <u>ANU Programs and Courses</u> website, two weeks before the start of the course.
	Soo 'Course Convener' 'Learning Outcome' and 'Assessment'
Commonwealth	See 'Course Convener', 'Learning Outcome' and 'Assessment'. The list of programs and education providers that are registered as
Register of	available for international students to come to Australia and study
Institutions and	under a student visa.
Courses for	
Overseas Students (CRICOS)	In this instance the term 'courses' is defined as programs or degrees in ANU context.
Commonwealth Supported Place	A higher education place for which the Government makes a financial contribution.
(CSP)	Undergraduate commonwealth supported places
	Postgraduate commonwealth supported places
Camanulas	Courses required to be completed to satisfy some or all of the
Compulsory Courses	requirements of an award and cannot normally be replaced by alternative courses. Compulsory courses are offered every calendar
	year.

Co-requisites are when two or more courses or sub-plans must be undertaken simultaneously. Co-requisite To find out if a course has a Co-requisite, visit the ANU Programs and Courses website, under the relevant course page. A course that shares teaching events, other than special events such as guest lectures by non-ANU staff or staff research seminars, with Co-taught Course another course.

course means a subject of scholarly study, whether it is taught:

- in a connected series of classes or demonstrations; or
- by means of practical work, including, for example, the production by students of essays, theses or case studies or the attendance and participation by students in seminars or workshops; or
- by clinical or professional practice; or
- in another way or in a combination of ways. (Coursework Award Rule 2019)

The following are not courses:

- a micro-credential (Policy: Micro-credentials); https://programsandcourses.anu.edu.au/2022/course/LAWS1201
- a professional 'course' (as defined in the Professional and Short Courses Policy).

Each course has a unique course code. E.g. LAWS1201

Course

A course is assigned a class number for each iteration of the course. For example, if a LAWS1201 is taught in semester 1 and 2, you will find two class numbers on the ANU Programs and Courses website, one for semester one and one for semester two.

Each iteration of a course requires a Class Summary.

Each course is assigned a unit value that is a measure of the proportion of the academic progress that a course represents within the total credit for the program.

In Commonwealth terminology a course is what ANU refers to as a program or degree.

In Commonwealth terminology what ANU refers to as a course is known as a unit of study.

Students can find the law courses scheduled for the year on our course search website.

See 'Class'.

Course Code	A course code is the 8-character alpha-numeric code that is used to identify an individual course at the University: a four-character alphabetic subject area code and a four-digit numeric catalogue number. An additional letter may appear after the 8-character code (e.g. R for research or A/B for two-part EXTN-coded courses). The first digit denotes the level of the course as specified in the Programs and Courses Accreditation Policy. This code will be the same regardless of the year or semester the course is scheduled. e.g. LAWS1201 See 'Course'.
Course Convener	A course convener is responsible for the administration of the course, including the finalisation of marks and the submission of marks and grades to the Chair of Examiners; ensuring that the class summary and other course materials comply with University policy and college and school requirements; and student issues relating to the Discipline Rules and Academic Integrity Rule. A course convener may or may not teach part or all of the course. You can find the convener of a course on the ANU Programs and Courses website, under the relevant course page, or on Wattle.
	See 'Class Summary', 'Grades' and 'Assessment'.
Course Duration	The length of a course usually measured in weeks, which include the final assessment task for the course. This is used to calculate the census date for a course.
Coursework Program	An academic program consisting either entirely of courses or of a combination of courses and research — the research component being less than two-thirds of the entire program.
Credit or Credit Transfer	Credit is the unit value that is assigned towards the completion of a program for learning prior to program commencement or for approved study outside the program, in recognition of the equivalence of that learning to the content and learning outcomes of the program. At Law, you can apply for credit by completing this form. You can also find the Law credit guidelines here. See also 'Specified Credit' and 'Unspecified Credit'.
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<u>Deferred</u> <u>Examination</u>	An examination a student is permitted to take, under approval by the delegated authority, where the student was eligible to take an examination in a course but unable to attend the examination.
Degree	One of the following qualifications: Associate Degree Bachelor Degree Bachelor Honours Degree Masters Degree Doctoral Degree.

Degree Transfer	A transfer between eligible programs at the same career level, e.g. undergraduate to undergraduate. Applications are submitted using the online application form.
Domestic Student	A student who is an Australian citizen, a New Zealand citizen, or the holder of an Australian Permanent Resident or Permanent Humanitarian Visa.
Embedded Honours	A program, typically four years, which combines <u>AQF Level 7</u> and AQF Level 8 studies and a student graduates with a single Bachelor Honours Degree.
Enrolment	The process of selecting and registering to participate in courses. Enrolments are done on ISIS — Interactive Student Information Services.
	See 'ISIS — Interactive Student Information Services'
	The waiving of a requirement to complete a compulsory course, based
	on recognition of prior or external learning. Exemption from a course
Exemption	does not change the units required for completion of a program.
	At Law, you can apply for exemption by completing this <u>form.</u> You can also find the Law credit guidelines <u>here</u> .
	Extensions of assessment due dates and times without receiving a
	penalty on your final mark. The ANU <u>policy</u> and <u>procedure</u> on student
Extension on	assessment (coursework) govern how extensions are granted.
<u>Assessment</u>	At lower training and a second community the could be format a second to second an extension
	At law, students must complete the <u>online form</u> to request an extension on their assessment/s.
	Written or spoken comments provided by lecturers, tutors, software, or
	other students about formative or summative assessment tasks that
Feedback on	give students guidance about how to perform future tasks more
Assessment	successfully and/or explain marks and grades they have been given for
	tasks already completed.
FEE-HELP	A loan scheme to assist eligible students pay their domestic tuition fees (DTF).
	Any learning activity that will assist a lecturer to identify deficiencies in
	student learning to date; design future learning tasks to address the
	deficiencies, and provide students with feedback that will assist them
Formative Assessment	to improve their performance in summative assessment activities.
ASSESSINEIIL	
	Formative assessment may be marked but will not normally contribute
	substantially to the final mark for the course.
Flexible Double Degree	A structural model that permits the selection of two qualifications to be undertaken concurrently for a reduced total duration.
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	Students studying in semesters and non-standard sessions who are enrolled in 18 or more units in a Study Period are considered to be full-time students.
Full-time Student	
ruit-time Student	Students studying on a student visa should note that they are required to be enrolled at 100% intensity which generally equates to 24 units in a Study Period, except where they are approved by their ANU College to
	study at a Reduced Study Load or as part of an intervention strategy.

Grade Point Average (GPA)	A GPA is an internationally recognised method of assigning a numerical index on a scale. It provides a summary of academic performance. At ANU, the GPA is calculated on a 7 point scale.
Grades or Grading Scale	Letters that correspond to bands of marks, according to an institution-wide scale, e.g. where students with a numerical mark that corresponds to 80 – 100% of the total marks available for the course will be awarded a grade of High Distinction (HD). (cf. Mark.)
Graduate Coursework	Graduate Certificate, Graduate Diploma or Masters by coursework program comprising less than two-thirds research.
Graduate Research	A Doctoral or Masters program comprising a maximum of one-third coursework and minimum of two-thirds research such as Doctor of Philosophy or Master of Philosophy program.
HECS-HELP	A loan scheme to assist Commonwealth supported students pay their student contribution amounts
Higher Education Loan Program (HELP)	A loan program to assist eligible students pay student contribution amounts (HECS-HELP), tuition fees (FEE-HELP), Services and Amenities (SA-HELP) and overseas study expenses (OS-HELP). More information can be found on our fees and payments website.
Hurdle Assessment	An assessment task that tests competency or skills or knowledge that is considered as fundamental to passing the course or, is required by a discipline specific or other accreditation authority.
Incompatible Course	A course that may not be taken if another alternative course has been undertaken and passed, or is currently being undertaken. Incompatibilities between courses must be mutual, i.e. if Course A is incompatible with Course B then Course B must be incompatible with Course A. To find out if a course has Incompatible course/s, visit the ANU
	Programs and Courses website, under the relevant course page.
Intensive course	A course which is designed to be completed in less than semester length, often through one or more periods of intensive teaching. E.g. Courses taught during the Summer/Autumn/Winter/Spring sessions.
	See 'Non-standard Session'.
International Student	A student who is not a domestic student. An international student may be studying onshore or from an offshore location (ie. their physical location while studying does not determine their designation as an international student).
	See 'Domestic Student'.
International Student Fee (ISF)	The tuition fee payable by international students enrolled in a course.

ISIS—Interactive Student Information Services	A web-based system that allows students to access certain personal and academic information held on the University's student system, including examination results, enrolment and graduation details.
Late Withdrawal	A student may apply to be given a result of WD (withdrawn without failure) and a refund/remission of tuition fees for a course due to encountering unavoidable and unexpected extenuating circumstances that impeded their successful completion of the course and the circumstances occurred or exacerbated after the Census Date for the course. As this application is submitted after the relevant Census Date, it is referred to with the terminology 'late'.
Learning Outcome	The expression of the set of knowledge, skills, and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning. In higher education, learning outcomes are described using verbs such as create, evaluate, compare, criticise etc. Course outlines contain a description of both the aims and learning outcomes of the course. Learning Outcomes for program/ courses/ majors/ minors/ specialisations can be found on the ANU Programs and Courses website.
Leave of Absence/Program Leave	A period of absence from studies at the University. Program leave - domestic coursework student Program leave - international coursework student
Lecturer	Either a member of staff or a guest academic or a subject matter expert who conducts a presentation on a particular topic to students in a course, or to members of the public in the case of a public lecture. A course may have more than one lecturer and a lecturer may also be a Course Convener.
Major	A set of related courses which are constructed for students to achieve specified learning outcomes and require the completion of 48 units. Majors can be in a single discipline (e.g. mathematics), or multidisciplinary (e.g. corporate sustainability). Majors exist independently of programs but may be referred to by the requirements of a specific plan. Majors are available only to undergraduate students and listed on academic transcripts but not on testamurs. At Law, students do not need to elect a major.
<u>Mark</u>	A number between 0 and 100 inclusive that provides a numerical representation of a student's attainment with regards to assessment tasks. See 'Grade'.
Masters Degree	A postgraduate program at <u>AQF Level 9</u> .
Matriculate	The process of a student being made active in a given program allowing them to then enrol.

Minor	A set of related courses which are structures for students to achieve specific learning outcomes. A minor requires the completion of 24 units. Minors can be in a single discipline (e.g. mathematics) or multidisciplinary (e.g. corporate sustainability). Minors exist independently of programs but may be referred to by the requirements of a specific plan. Minors are available in both undergraduate and postgraduate plans and are listed on academic transcripts but not on testamurs. At Law, students do not need to elect a minor.
	The practice of adjusting the marks of a group of students, to ensure
Moderation	the marking standards across cohorts of students are consistent and that the marks awarded are representative of the achievement of the cohort. The adjustment of marks is based on academic judgement, is usually supported by a statistical calculation and may involve reviewing a selection of assessed student work. Marks may be adjusted up or down. Marks available to students are provisional until officially released by the University.
	Non-standard sessions (summer, autumn, winter and spring) are equal
Non-standard Sessions	quarterly divisions of the academic year from January 1st to December 31st. • Summer Session: 1st January-31st March • Autumn Session: 1st April-30th June • Winter Session: 1st July- 30th September Spring Session: 1st October-31st December
Online Course	A course where the curriculum has been designed with no expectation that students need to attend any face-to-face events on-campus or in a facility managed by the University in order to achieve the learning outcomes. Such a course is supported by a learning management system, which will provide access to the class summary and an online assessment submission facility, and access to other resources such as notes and recordings, and peer- or teacher-led activities via interactive technologies. In some circumstances an online course may require invigilated assessment in-person at a location determined by the University.
	See also 'Teaching and Learning System' and 'Class Summary'.
OS-HELP	A loan available to eligible undergraduate domestic students who undertake some of their program at an overseas institution.
Overload	Where a student enrolled in semesters and sessions undertakes a study load greater than 24 units in a Study Period (where non-standard enrolment overlaps with Semester enrolment or where all study of more than 24 units is undertaken as Semester enrolment).
	Students studying in semesters and non-standard sessions who are enrolled in 17 or fewer units in a half year (January – June or July – December) are considered to be part-time students.
Part-time Student	Students studying on a Student Visa (Visa 500) should note that they are only to undertake less than 24 units of study in a Study Period where they have been approved by their ANU College for a Reduced Study Load or as part of an intervention strategy.

Permission Code	An ANU College will sometimes place restrictions on a course to ensure that students meet certain requirements prior to enrolling in the course. Students who do not meet the entry requirements may only enrol with a permission code issued by the ANU College or School to override course restrictions. To find out if a course requires a permission, visit the ANU Programs and Courses website, under the relevant course page. For your law courses, please email enquiries.law@anu.edu.au to receive
	a permission code.
Postgraduate	A student enrolled in but not yet completed or graduated from a graduate certificate, graduate diploma, masters, or doctorate program.
Pre-requisite (Course)	Studies that must be completed satisfactorily before enrolment will be permitted in a specified course. These studies may comprise another course at the University or a course taken in previous tertiary or secondary studies
	To find out if a course has a Pre-requisite, visit the <u>ANU Programs and Courses</u> website, under the relevant course page.
Program (Academic)	A structured sequence of study predominantly leading to the attainment of one or more Awards. A non-Award program does not result in an Award.
Requisite	A requirement placed on a course that determines whether enrolment may be permitted. It may consist of a pre-requisite, co-requisite, or incompatibility.
	To find out if a course has requisite/s, visit the <u>ANU Programs and</u> Courses website, under the relevant course page.
Research Degree	The degree of Doctor of Philosophy (PhD), a professional doctorate by research, the degree of Master of Philosophy (MPhil), or another degree of Master by research. The program must consist of research, research training, and/or independent study not less than two-thirds of the total program requirements.
Scaling	A transformation of the marks of a group of students according to a statistical calculation. Scaling does not change the rank order of students and includes processes such as a linear increase or decrease of marks, and fitting marks to a bell curve. ANU uses a process of moderation to determine whether marks will be scaled.
Scholarship	An award which carries a condition for further study and/or commitment so that students may pursue a program of study at the University.
	A scholarship must not be a one-off financial benefit but must meet the minimum financial threshold published in the guidelines.
Semester	A session of 12 weeks duration divided into two teaching periods, with a mid-semester break of two weeks between each of the two teaching periods. There are two semesters in a year.
	To find out the semester dates, visit the <u>University Calendar website.</u>

Seminar	A seminar provides for group exploration of material that has been set for prior study. It is typically found in advanced undergraduate or postgraduate teaching. It may be the only contact for a course. It is usually led by the course convener or by guest presenters.
Services and Amenities Higher Education Loan Program (SA- HELP)	A loan scheme that assists eligible students to pay for all or part of their services and amenities fee.
Session	An academic period of study. Standard Sessions are Semester 1 and Semester 2. Non-standard sessions include: summer session, autumn session, winter session and spring session (coursework); or quarter 1, quarter 2, quarter 3 and quarter 4 (research).
	See 'Non-standard Session'. A course scheduled in a non-standard session.
Sessional Course	Courses scheduled in non-standard sessions do not necessarily adhere to the session dates. Sessional courses can run at any time during a non-standard session for any period of time. A sessional course's affiliation with a non-standard session is determined by its Census Date (ie. If a sessional course's Census Date is between 1 April and 30 June, the sessional course is a Autumn Session course). It is important to check the sessional course dates in Programs and Courses before enrolling. See 'Non-standard Session'.
Special Assessment Arrangements	Arrangements made for students with a temporary or chronic disability by ANU Access and Inclusion. They may include additional reading or writing time during examination, the provision of special equipment, separate accommodation, or the services of an amanuensis (scribe).
Special Consideration (assessment)	A process that affords equal opportunity to students who have experienced extenuating circumstances that have had a negative impact on the assessment items submitted by the student.
Specialisation (undergraduate)	A University-approved set of courses, the completion of which indicates depth of specialist knowledge of the discipline or field identified by the name of the specialisation. An Undergraduate specialisation requires the completion of 24 units of 2000/3000-level courses that must be completed in conjunction with a specific major or as a specified requirement within a degree. An Honours specialisation requires the completion of 48 units of 4000-level courses (for a plus-one Honours program) or 24 units of 4000-level courses (for an embedded Honours Program). It includes both research training and the application of that training in one or more projects or a thesis. Specialisations are listed on academic transcripts but not on testamurs.
	Specialisations available in a degree can be found on the <u>ANU Programs</u> and <u>Courses</u> website.

Specialisation (graduate)	A set of related courses which are structures for students to achieve specific learning outcomes. A specialisation requires the completed of 24 units. Specialisations can be in a single discipline (e.g. mathematics) or multi-disciplinary (e.g. corporate sustainability). Specialisations exist independently of programs but may be referred to by the requirements of a specific plan. Specialisations are listed on academic transcripts but not on testamurs. Specialisations available in a degree can be found on the ANU Programs and Courses website.
Specified Credit	Credit recorded on a student transcript against the code of a regular ANU course, in recognition of the near or exact equivalence of the content and learning outcomes of the recognized prior or external learning with that course. Students are considered to have met the Learning Outcomes of the ANU course. See also 'Unspecified Credit' and 'Credit'.
Sponsor	An organisation such as an employer or government agency that officially registers with ANU to pay the tuition fees and/or other associated study/living/travel costs directly to the University for one or more students.
Sponsored Student	A student who is studying with the financial support of a Sponsor. See 'Sponsor'.
Student Contribution Amount	The amount that a Commonwealth supported student pays for a course. The amount will vary depending on the discipline area (bands) to which the courses belong and when a student commenced.
Student Number	See 'University ID'.
Student Services and Amenities Fee (SSAF)	A fee that universities and other approved higher education providers can charge for student services and amenities of a non-academic nature such as: sporting and recreational activities, employment and career advice, child care, financial advice, and food services. (Higher Education Support Act 2003)
Study Period	There are two Study Periods in an Academic Year. Study Period 1 is 1 January to 30 June and comprises summer session, semester 1, and autumn session (for coursework) or quarter 1, semester 1 and quarter 2 (for research). Study Period 2 is 1 July to 31 December and comprises winter session, semester 2, and spring session (for coursework) or quarter 3, semester 2 and quarter 4 (for research). To find out the semester/session dates, visit the University Calendar
Subject Area	website. A Subject Area is a broad area of academic study e.g. Archaeology or Physics. Subject Areas are identified by a four letter Subject Code, e.g. ARCH or PHYS.

Summative Assessment	Assessment designed only to evaluate student learning against standards without providing feedback to teachers and students to improve further teaching and learning in the course. Summative assessment is typically undertaken towards the end of a course.
Supplementary Assessment	An additional piece of assessment undertaken by a student who achieves a final result for a course of N45%-N49% or fails a course because of a requirement that a pass in a hurdle assessment is necessary to achieve a pass in the course and the student achieves a final result for the course of not less than N45%.
	Supplementary assessment in relation to a course includes, but is not limited to, assessment by a formal assessment, a practical assessment, a take-home assessment or an essay.
Teaching and Learning System	A software application which provides tools that assist with the administration and delivery of online education.
	The teaching and learning system used at ANU is Wattle.
Teaching Break	Any period between the scheduled start and end of a course that is not allocated to teaching. For a semester course this would comprise the mid-semester break and the period between the end of teaching and the beginning of examinations.
	To find out the teaching break dates, visit the <u>University Calendar</u> <u>website.</u>
Teaching Period	A period of active teaching and learning for a course when teaching activities such as lectures, seminars and tutorials are scheduled to be conducted. For a Semester, the teaching period comprises 12 weeks, excluding teaching breaks. Sessional courses do not have standardised teaching periods.
	See 'Semester', 'Sessional Course', 'Non-Standard session'.
Thesis (Coursework)	The product of a research project of at least 24 units that investigates a research question through the application of an advanced knowledge of the research principles and methods and theoretical concepts of one or more disciplines or specialisations.
Timetable / Timetabling	Timetable is a schedule showing when a course is scheduled. Timetabling is where you can find course timetable information as well as information on room availability.
Tutor	A member of teaching staff who leads a tutorial, encourages student engagement with course material, and provides contextual guidance as well as supplementary and additional information to that provided in lectures or seminars. See 'Tutorial'.
	See rutonat.
Tutorial	Provides for group-based exploration of material arising in or from lectures or other group teaching events. It is not the only contact for a course. It is led by a tutor.
Undergraduate	A student enrolled in and not yet completed or graduated from a Bachelor degree, diploma or associated degree program (pass, honours or graduate entry).

Unit	An indicator of the value of the course, in relation to the volume of learning, towards the completion of a program.
	Most courses at ANU are 6 units.
University ID	A seven digit number which uniquely identifies a student or staff member at the University.
Unspecified Credit	Credit recorded against a credit course code, in recognition of the equivalence of the learning outcomes to the level (1000 to 8000), and the relevance of the content to the discipline of the Alpha code. Unspecified credit does not exempt a student from a compulsory course, and must be approved for a particular part of the program orders against which it may be counted. See also 'Specified Credit' and 'Credit'.
<u>Wattle</u>	Online teaching and learning system used at ANU.
Weighted Average Mark (WAM)	A measure of student performance across multiple courses, with the mark for each course weighted by volume of learning for the course measured in units. The formula for calculating a weighted average mark is: Σ (mark x units) / Σ units. Courses without marks are normally excluded from the calculation, with the exception of NCN and WN, which are given a nominal mark of zero. In specific contexts, other courses may be excluded. Weightings other than units are not used, such as course level (e.g. A 6 units course at a 1000 level weight the same as a 6 units course at a 2000 level).