

10 Common terms and abbreviations

The following terms and abbreviations are often used by the participating institutions. Refer to individual institutions for exact definitions that are usually included in the institution's calendar and/or handbooks. Words or terms in *italics* in the definition have their own entry in this section.

Academic record (see *Transcript*)

Academic year

The part of the year when students are enrolled at a university. The academic year usually starts in February–March when classes begin, and ends with the examination period in November–December. It may comprise two semesters or three terms.

Additional selection criteria

These are compulsory requirements, either in addition to, or instead of, admission requirements, which you must meet to be considered for selection into the course. Examples of additional selection criteria include interviews, auditions, portfolios, supporting statements, questionnaires and tests.

Admission requirements

The minimum qualifications required for you to be considered for entry to a particular course. Entry to many courses is competitive. The attainment of minimum qualifications does not guarantee you will be offered a place.

Advanced diploma

An award requiring two or three years of full-time, or equivalent part-time, study. This is the highest of the undergraduate diploma awards.

Areas of study

A comprehensive cross-referenced index is provided at the end of this Guide. It links major studies with main areas of study – for example, Programming will be found under Information Technology.

Associate degree

An award requiring two years of full-time, or equivalent part-time, study which equates to the first two years of a designated three-year degree course.

Associate diploma

An award requiring two years of full-time or equivalent part-time study.

Assumed knowledge (see also *Prerequisites*)

Some institutions assume you have knowledge of specified NSW HSC courses or equivalent before beginning your course.

If you do not have the assumed level of knowledge but have met the admission requirements you may still be selected for the course, but you may have some difficulty coping with your studies. Bridging courses may be recommended for some students who do not have the assumed level of knowledge.

Australian Qualifications Framework (AQF)

The Australian Qualifications Framework (AQF) is a quality assured national framework of qualifications in the school, vocational education and training (VET) and higher education sectors in Australia.

Australian Tertiary Admission Rank (ATAR)

The Australian Tertiary Admission Rank (ATAR) replaced the Universities Admission Index (UAI) in 2009.

The ATAR is a measure of academic achievement in the HSC that assists institutions with ranking applicants for selection to tertiary education courses. The ATAR is calculated by the tertiary institutions and released by UAC. The ATAR is a rank, not a mark.

Bachelor degree

An award requiring three or four years of full-time or equivalent part-time study.

Bridging courses

Some institutions offer bridging or introductory courses to enable you to achieve the required level of assumed knowledge. The inclusion of one or more of these subjects in the first-year program, however, could prevent you from completing your course in the minimum time.

Career opportunities

The career or area in which you will be qualified to work after completion of the course. The career opportunities listed in this Guide are by no means comprehensive and are intended only as a guide. There may be other career options available outside those listed in the course descriptions. Contact the individual institutions for additional information.

CHESSN (see *Commonwealth Higher Education Student Support Number*)

Clinical placements

Clinical placements help you develop skills relevant to your study and are a requirement of the course. They may be undertaken during a semester or in semester breaks and can vary from regular one-day placements to block periods of several weeks. Costs, such as instruments, uniform, accommodation or travel, may be involved. Clinical placements involve supervised practice in approved clinical situations, including teaching hospitals, private hospitals and clinics, community health centres, and specialist areas including drug and alcohol, early childhood and women's health services. Check with the institutions for details.

Combined/double degrees

Combined/double degrees allow students to complete two degrees in less time than would be taken if the two degrees are studied sequentially.

Commonwealth Higher Education Student Support Number (CHESSN)

Your CHESSN is a unique number used by your institution and the Commonwealth government, allocated when you enrol in a Commonwealth-supported place (CSP).

Commonwealth Scholarships (CS) (see also *Equity Scholarships*)

A program of scholarships to financially assist students from low socio-economic backgrounds with the costs of higher education. CS for Indigenous students are processed through UAC. Two CS are available through Centrelink – Student Start-up Scholarships and Relocation Scholarships.

Commonwealth-supported place (CSP)

A place in a course to which the Australian Government contributes towards the cost. Formerly called HECS.

Commonwealth-supported students

Students for whom the Australian Government contributes towards their study costs. These students pay student contributions.

Core

A common body of courses, usually compulsory, within a program of study.

Correspondence study (see *Distance education*)

Course prerequisites (see *Prerequisites*)

CS (see *Commonwealth Scholarships*)

CSP (see *Commonwealth-supported place*)

Cut-off

A rank indicating the previous year's lowest entry rank required for entry to a course for the current academic year.

Deferment

Permission to delay starting a course, usually for one year. Refer to table 6 in Part 1 for institution policies on deferment.

DEEWR

Commonwealth Department of Education, Employment and Workplace Relations (DEEWR). Formerly Commonwealth Department of Education, Science and Training (DEST).

DEST (see *DEEWR*)

DFEE (see *Domestic fee-paying students*)

Diploma

An undergraduate award usually placing more emphasis on practical skills than on theoretical content. Also, a postgraduate award requiring one year of full-time, or equivalent part-time, postgraduate study.

Distance education

A form of full-time or part-time study that takes place outside the university, either at a study centre online or at home by correspondence. Periodic residential attendance at on-campus sessions is usually required.

Domestic fee-paying students (DFEE)

Students who are Australian or New Zealand citizens or permanent residents of Australia who meet the entire cost of their studies through tuition fees.

Enrolment

After you have been offered and have accepted a place in a course you will need to enrol at a certain time. Each institution has its own enrolment procedures and in many institutions special advice is available about courses and enrolment plans. Successful applicants will receive enrolment details with their offer.

Equity Scholarships (see also CS and IES)

These help students from low socio-economic backgrounds with higher education and accommodation costs.

Exclusion

A decision by an institution to exclude you from continuing your study at that institution. The reason for exclusion is usually because you have breached a regulation, such as failure in your program of study. In most cases you may re-apply for admission to the course/institution after a set period of time from the date of exclusion, usually one or two years.

External study (see Distance education)

FEE-HELP

A loan for eligible fee-paying students to pay their tuition fees, up to \$86,422 or \$108,029 (for medicine, dentistry and vet science). FEE-HELP is subject to a 20 per cent loan fee.

Fee-paying students

Students who meet the entire amount of their study costs. These students pay tuition fees. These can be domestic or international students.

First effective preference

The highest preference for which you are eligible to be selected. You may be ineligible for your higher preferences because admission requirements or course prerequisites have not been met, or for some other reason such as failing to submit work or attend an interview where required.

Graduand

A person who has satisfied the academic requirements for a degree/Diploma but who has not yet received it at a graduation ceremony.

Graduate

A person who has received a degree/Diploma.

Graduate or prior study status

Applicants need to have undertaken some postsecondary/tertiary study to be considered for entry to the course specifying graduate or prior study status.

HECS-HELP

A loan for eligible Commonwealth-supported students to pay their student contributions.

HEIMS (see Higher Education Information Management System)

HELP (see Higher Education Loan Program)

Higher Education Information Management System (HEIMS)

A web-based information management system maintained by DEEWR that enables students to access their personal details regarding their Commonwealth higher education assistance.

Higher Education Loan Program (HELP)

A loan program available to Australian citizens or the holders of Australian permanent humanitarian visas to enable them to pay their student contributions or tuition fees, or for one or two study periods overseas. Loans are repaid later through the taxation system once income has reached a certain level. There are three types of HELP loans – see FEE-HELP, HECS-HELP and OS-HELP.

Honours

Institutions adopt one of two approaches to honours. In a three-year undergraduate course or part-time equivalent, honours is available as an additional year of full-time study or part-time equivalent to meritorious students. In a four- or five-year course, honours is awarded on the basis of superior performance in the course. Refer to each institution's Part 2 entries for details.

IES (see Institution Equity Scholarships)

IFEE (see International fee-paying students)

Institution Equity Scholarships (IES) (see also Equity Scholarships)

IES are offered by institutions to help students with higher education costs.

Internal

The form of full-time or part-time study that takes place on the university campus. Some institutions use this term to differentiate this type of study.

International fee-paying students (IFEE)

Students who are NOT Australian or New Zealand citizens or permanent residents of Australia and meet the entire cost of their studies through tuition fees. Refer to the *UAC 2012 International Booklet* for further details.

Major studies (see also Minor studies)

Areas of in-depth study or specialisation within a course consisting of a sequence of subjects/units in a single discipline generally studied throughout the course. Major studies comprise more subjects/units than minor studies. In some courses you can take more than one major. Some institutions may refer to major studies as majors or specialisations. For details of major studies offered in courses, read the course descriptions in Part 2.

Matriculation (see also Admission requirements)

The attainment of the minimum qualifications required for entry to a particular institution.

Mature age

Being of mature age is itself not enough to qualify for entry to tertiary studies. Your application may depend on your work and other experience, as determined by each institution. Generally you are considered to be of mature age if you are 21 years or older at 1 March in the year you intend to commence tertiary studies (this varies from institution to institution).

Minor studies (see also Major studies)

Areas of study within a course consisting of a sequence of subjects/units in a single discipline. Minor studies comprise fewer subjects/units than major studies. Some institutions may refer to minor studies as sub-majors, or additional or supporting subjects/units. For details of minor studies offered in courses, read the course descriptions in Part 2.

OS-HELP

A loan for eligible *Commonwealth-supported students* to pay for overseas study for one or two study periods, up to \$5,611 (in 2011) per study period.

Part-time study

A method of completing a course offered to students who are unable to undertake full-time study.

At some institutions, evening classes are available for part-time students.

At others, part-time students attend the same daytime classes as full-time students but undertake fewer units of study than full-time students. Part-time students usually spread courses over a longer time than full-time students.

Postgraduate courses

These are courses usually available only to people who have qualified for an appropriate first degree/Diploma. They are not available to school leavers. They include:

- graduate/postgraduate Certificate
- graduate/postgraduate Diploma
- postgraduate degree, Master or Doctorate.

Practical/Industrial experience

Supervised practice takes place in an approved work place and helps you develop skills relevant to your study. It may be undertaken during a semester or in-semester breaks and can vary from regular one-day placements to block periods of several weeks. Costs may be involved, such as instruments, uniform, accommodation or travel. Check with the relevant institution.

Preparation courses

These are courses offered by most institutions, including TAFE colleges, as a preparation for further study. They are usually undertaken by students with insufficient formal entry qualifications, or for those who have not participated in formal education for some time.

Prerequisites (see also Assumed knowledge)

An essential prescribed level of achievement that must be reached in a specified course/s in the NSW HSC or equivalent before an applicant is considered for selection. An institution may specify course prerequisites, subject prerequisites or no prerequisites. If prerequisites are not required, a level of assumed knowledge is usually specified.

Course prerequisites

Some courses require you to have achieved a specified standard in a NSW HSC course or equivalent before you will be offered a place in the course.

If you do not have the required course prerequisite/s you cannot be selected for the institution's course even though you may have met the admission requirements.

Subject prerequisites

Some particular subjects within a tertiary course require you to have achieved a specified standard in a NSW HSC or equivalent course/s before you are allowed to enrol in those particular subjects. If you do not have the required subject prerequisite/s, but have met the admission requirements, you may still be selected for the course, but may be unable to take the particular subject within the course.

Some institutions offer bridging or introductory courses that enable people who do not meet subject prerequisites to achieve the required HSC standard.

If you include one or more bridging courses in your program, however, you may find that you cannot complete your tertiary course in the minimum time.

Professional recognition

The course has been approved by a professional body or bodies, which enables graduates to apply for membership and/or registration to practise in the profession.

Recent school leavers

Australian citizens or permanent residents of Australia who have not yet been enrolled in higher education and who completed a Year 12 examination at school or TAFE in 2010 or who will complete a Year 12 examination at school or TAFE in 2011.

'Higher education' does not refer to previous TAFE or Open Learning Australia studies.

'Completed Year 12' means that you have completed NSW HSC examinations or equivalent at the end of Year 12, and have had an Australian Tertiary Admission Rank (ATAR) or Limited ATAR or equivalent calculated from the results of these examinations.

Recommended studies

These are NSW HSC or equivalent courses that the institutions suggest will assist you in your chosen university course. If you have not studied these courses your chances of selection are not affected.

Record of failure

Institutions generally consider you to have a record of failure if you receive a fail for one or more subjects on your academic record. The record of failure may be because:

- you have withdrawn from a course or a single unit where that withdrawal is counted as a failure or
- you have failed to satisfy the assessment requirements for one or more units.

Semester

The academic year is usually divided into first and second semesters. Students can start courses at the beginning of the first and, in some cases, second semester. Some institutions call them autumn and spring semesters. Others use session or half-year.

Special requirements

These are compulsory requirements, in addition to admission requirements, which you must satisfy to be considered for selection into the course. Examples of additional selection criteria include interviews, auditions, portfolios, supporting statements, questionnaires and tests.

Specialisation (see Major studies)

Strand (see also Major studies)

A coherent sequence of studies in one area extending throughout a course.

Student contribution

The amount that Commonwealth-supported students must pay towards their study costs. This is determined by each institution.

Subject prerequisites (see Prerequisites)

Transcript

An academic transcript is an official copy of your complete academic record at a postsecondary or tertiary institution, issued by the institution.

Tuition fee

Determined by each institution, the amount that domestic fee-paying students must pay as their study costs.

Undergraduate course

An undergraduate course as used in this Guide means a course leading to a first qualification, namely an Associate degree or an Associate diploma, or a Diploma, or a first degree of Bachelor.

Universities Admission Index (UAI)

In June 2009 the Australian Tertiary Admission Rank (ATAR) replaced the Universities Admission Index (UAI) in NSW and the ACT.

Universities Admissions Centre (UAC)

The Universities Admissions Centre (NSW & ACT) Pty Ltd is the central office that receives and processes applications for admission to most undergraduate degree, Advanced diploma and Diploma courses at the participating institutions. UAC also notifies students of their ATAR and, on behalf of the participating institutions, mails offers to each tertiary institution offering undergraduate and postgraduate degrees and Diplomas.

Year 12 applicant/non-Year 12 applicant

A Year 12 applicant is someone who is sitting one or more units of an Australian 2011 Year 12 in Australia or outside Australia (except Queensland Year 12 external students) or sitting the International Baccalaureate in Australia or outside in 2011. Also referred to as 2011 Year 12 or current Year 12 applicants.

Non-Year 12 applicants are applicants who are not studying an Australian Year 12 in Australia or outside Australia or the International Baccalaureate in Australia, Queensland Year 12 external students, and non-standard Australian Year 12 students, including Australian Christian Education, Rudolph Steiner and home-schooled students (refer to section 3 for admission requirements and selection for non-standard Australian Year 12 students).