

## Glossary

**Academic Record** The official record held by the University of a student's academic history.

**Advanced Standing** A type of credit given to applicants on admission to master's degrees who have completed a specifically related AUT postgraduate certificate, postgraduate diploma or bachelor's degree with honours. The points completed in the lower qualification count towards the overall points required for the master's degree.

**Assessment** The procedures used to determine a student's knowledge and performance in respect of the course learning outcomes.

**AUTSA** Auckland University of Technology's Students' Association.

**Bachelor's Degree**<sup>1</sup> A qualification at undergraduate level conferred on persons who have completed a structured course of study that builds on prior qualifications or study and has a total value of not less than 360 points (3 EFTS).

**Bachelor's Degree with Honours**<sup>1</sup> A qualification which requires advanced or distinguished study. This may be either a discrete one-year degree following a three-year bachelor's degree, or a four or more year bachelor's degree which requires a particular level of achievement.

**Campus** A geographical location where AUT qualifications are taught, e.g. City, North, AUT Millennium, South.

**Certificate**<sup>1</sup> A coherent programme, with a total value of not less than 60 points (0.5 EFTS) and generally not more than 120 points (1 EFTS), which is designed to provide a student with a tertiary level qualification in a particular area of study.

**Certificate of Personal Interest** May be awarded to a student who specifically enrolls in a single course, attends the classes for that course, but is not subject to assessment.

**Certificate of Proficiency**<sup>1</sup> May be awarded to a student who specifically enrolls in and successfully completes a single course without crediting it to a qualification.

**Conjoint Programme of Study** An approved programme of study, with regulations that enable a student to complete two undergraduate degrees in a shortened time.

**Corequisite** One or more specified courses that must be undertaken in conjunction with another course, unless previously successfully completed.

**Course** The smallest unit of work in which a student can enrol, identified by a unique number, and delivered by means of lectures, tutorials, seminars, practical requirements etc, or in distance mode by correspondence or electronically. The length of a course is generally one semester. In appropriate combinations, courses fulfil programme requirements and thus contribute to qualifications.

**Course of Study** Sequence of courses taken by a student within one or more qualifications. (See also Programme)

**Coursework** Postgraduate courses other than a thesis or dissertation.

---

<sup>1</sup> For further information on the definitions of qualifications, refer to the Universities New Zealand Committee on University Academic Programmes (CUAP) Handbook.

**Diploma**<sup>1</sup> A qualification at the undergraduate, or non-degree level, with a total value of not less than 120 points (1 EFTS).

**Doctoral Degree**<sup>1</sup> An advanced postgraduate qualification, typically of 360 points, that requires an original contribution to knowledge. See page 125.

**EFTS** Equivalent Full-Time Student. Used as a measure of the size of programmes of study and courses. 1 EFTS equates to one full time year of study or 120 points.

**Graduand** A student who has completed the University's requirements for a qualification but has not yet had the qualification awarded.

**Graduate** A student who has been awarded a university qualification.

**Graduate Certificate**<sup>1</sup> A qualification at undergraduate level, open to graduates or to those who have been able to demonstrate equivalent practical, professional or scholarly experience of an appropriate kind, comprising a coherent programme with a total value of not less than 60 points (0.5 EFTS).

**Graduate Diploma**<sup>1</sup> A qualification at undergraduate level, open to graduates or to those who have been able to demonstrate equivalent, practical, professional, or scholarly experience of an appropriate kind, comprising a coherent programme with a total value of not less than 120 points (1 EFTS).

**Honours** Awarded for advanced or distinguished study in some degree qualifications.

**IELTS** International English Language Testing System, which has both an Academic and a General version. Scores range from 0 to 9 in each of four bands: reading, writing, listening, speaking, and may be averaged out to provide an "overall band score".

**Interview** May take the form of a face to face discussion, video or written response to questions.

**Learning Outcomes** Statements of the knowledge, skills and attitudes that students are expected to demonstrate as a result of successfully completing a course.

**Level** A hierarchy of learning complexity from Level 1 to Level 10 (doctorate level), as defined in the New Zealand Qualifications Framework. The level of a course is generally signified by the third digit of a numeric course code or the first digit of an alphanumeric code, e.g. 356803 and JOUR600 are both Level 6 courses.

**Major** A substantial component of a degree in a subject area selected by a student in accordance with the regulations, as the principal area of study within a programme.

**Master's Degree**<sup>1</sup> A postgraduate qualification of between 120 and 240 points (1 and 2 EFTS) in one discipline or area of study that may be undertaken by taught courses or research, or by a combination of both.

**Material Irregularity** An administrative or procedural error which has a significant, negative impact on a student's performance in a summative assessment.

1 For further information on the definitions of qualifications, refer to the Universities New Zealand Committee on University Academic Programmes (CUAP) Functions and Procedures Manual.

2 Excluding existing minors in a language.

**Minor** A minor is a prescribed course of study in an undergraduate degree, in a subject area with less depth than a major. A minor is 60 points in a subject area and must have a minimum of 15 points at level 7.<sup>2</sup>

**Orientation** Introduction of students to the University and/or a programme.

**Paper** See Course

**Plagiarism** Using another person's words, constructs or ideas as one's own without acknowledgment. This is dishonest and any student found guilty of plagiarism will be liable to penalties.

**Points** Every course has a point value associated with it, which indicates its contribution to a qualification. One year of full-time study equates to 120 points.

**Policies** Formal statements describing how the University will act, or requires staff to act, in particular circumstances.

**Postgraduate Certificate**<sup>1</sup> A postgraduate qualification of not less than 60 points (0.5 EFTS).

**Postgraduate Diploma**<sup>1</sup> A postgraduate qualification of not less than 120 points (1 EFTS).

**Postgraduate** Advanced level of learning above Level 7 on the New Zealand Qualifications Framework.

**Prerequisite** One or more specified courses that must be successfully completed prior to another course according to the regulation for a programme. A prerequisite may be waived, or re-specified as a corequisite under certain conditions.

**Prescriptor** A description of the scope, purpose and content of a course.

**Programme** A prescribed set of one or more courses leading to a qualification (See also Course of Study).

**Qualification** A degree, diploma or certificate awarded upon successful completion of an approved programme.

**Restriction** A course in which the learning objectives and content are so similar to a second course that a student cannot be credited with both towards the same qualification.

**Semester** A half-year teaching period of the academic year. Most AUT courses are semester-based.

**Summer School** A teaching period normally held during November-December and January-February.

**Teaching Period** The weeks during which a course is taught and assessed, normally a year, semester, term, trimester or summer school.

**Term** A teaching period that is normally less than a trimester.

**Undergraduate** A student who is yet to complete the requirements of a Bachelor's Degree.

**Undergraduate Degree** See Bachelor's Degree.