EIA Glossary of Terms

TERM	DEFINITION
Academic Integrity	The principle and practice that involves upholding ethical standards by being honest, fair and responsible, in all aspects of academic work, including learning, teaching, and researching. It is also crucial to maintain integrity in the academic community, which includes students, teachers, coordinators and administrators and collaborators outside of EIA.
Academic Misconduct	Any activity or attempt by a person to gain an unfair academic advantage or help others to gain an unfair academic advantage, which TEQSA and the academic community deem as unethical and unfair behaviour
Advanced standing	Advanced standing refers to the practice of recognizing a student's previous learning or studies as either identical to or equivalent to the studies required for a specific academic qualification from EIA. This recognition may result in granting the student credit for all or part of the required studies for EIA's qualification.
AQF	Australian Qualifications Framework
Articulation agreement	A credit transfer pathway determined by EIA that allows a student to gain admission and credit from their previous qualification(s) towards an EIA award.
Assessment	Methods and approaches used to evaluate student comprehension, measure levels of knowledge and skills development, and confirm the achievement and demonstration of expected learning outcomes.
Assessment Criteria	Standards used to evaluate and grade students' understanding, knowledge, capabilities and skills related to the expected learning outcomes, as specific at unit and course level.
Assessment Outcome	The mark and corresponding grade allocated to a student for an assessment item.
Authentication Service	The digital service that verifies the identity of a user or device attempting to access a computer system, network, or application belong to EIA's information assets.
Assessment Task	A piece of work that forms part of an assessment item.
Authorised Users	Any EIA students, staff or members of the public who have permission to use EIA's ICT services and resources.

Block credit	Block credit is granted when a certain amount of credit is assigned based on the assessment that the studies completed are equivalent to a particular stage or part of a specific course of EIA. Block credit is most often granted under articulation arrangements approved as part of the EIA's admission requirements. Block credit can be specified or unspecified.
Census Date	The date on which a student's enrolment is taken to be finalised.
Certified document	An original document or stamped certified copy (by a person in Australia listed under the Statutory Declarations Regulations 1993-Schedule 2 or, for international offshore applicants, by the Commissioner of Oaths or Notary Office in your local district).
CoE	Confirmation of enrolment.
Cognate Course	A course that in the same or similar fields of study, discipline or specialisation.
Collusion	A dishonest and secretive agreement between two or more students with the intention to deceive a marker as to who is responsible for producing submitted work. Collusion also includes sharing past or present assignments or other forms of work with others.
Contract Cheating	A form of collusion and plagiarism that occurs when a student outsources their assessments to a third party, which may include a commercial provider, a current/past student, members of a family, social or professional acquaintances.
Course	A structured and integrated program of education consisting of several units of study leading to the award of a qualification.
Course Coordinator	An academic leader who is responsible for overseeing and managing a specific course at EIA to ensure the course runs smoothly and meets the required academic standards and regulations.
Credit	The value assigned to the study unit(s) undertaken towards the completion of a course and the conferral of a qualification. Credit also indicates the weekly workload students are required to study and the volume of learning for the duration of the course.
Credit outcome	The decision made after assessing a student's application for advanced standing or credit transfer.
Credit transfer	The procedure of granting a student credit equivalent to the previous study completed or partially completed from other learning institutions.
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students.
DoHA	Australian Government Department of Home Affairs.
Examination Cheating	Cheating on examinations includes, but is not limited to:

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V1.0 19 July 2023

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Edvantage Institute Australia Pty. Ltd.
ABN: 32 617 256 818 CRICOS Code: 03879J
TEQSA Provider Number: PRV14317

	• Accessing, purchasing, exchanging or offering for purchase any item to be submitted as an assessment task; • Behaving deceitfully or dishonestly in examinations, in the preparation of assessable items or during in-class assessments; • Using or possessing prohibited equipment or material during an examination; • Sending, receiving or accessing, or endeavoring to send, receive or access any source of stored electronic information during the examination unless specified by the examiner; • Drawing or writing on materials, other than the exam papers provided, during an examination.
Exemption	A student is not required to enrol in a unit(s) due to prior studies or recognised work experience. However, the student has to complete a replacement unit as a substitute to earn credits that contribute to their overall qualification.
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Formal learning	Learning that takes place within an instructional framework that is defined by the learning outcomes and assessment goals of a set qualification.
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Formative Assessment	Ongoing informal evaluation of students' comprehension and learning needs throughout the study period. Formative assessment plays a key role in identifying "at-risk" students for early intervention.
Grade	The outcome of an assessment, which indicates a student's level of performance in an assessment item and ability to progress further in the unit and/or course.
ICT Resources and Services	ICT facilities operated by or on behalf of EIA. This includes services and systems and associated computing hardware and software used for the communication, processing and storage of information.
ICT Security	The practice of protecting computer systems, networks, mobile devices, and other digital devices from unauthorized access, use, disclosure, disruption, modification, or destruction. ICT security involves the implementation of measures, policies, and procedures to prevent or mitigate threats to digital assets, including data, software, hardware, and information systems.
IELTS	International English Language Testing System

Impersonation	Impersonation is where a student pretends to be someone else, or allows someone else to pretend to be them, for an assessment task
Informal learning	Incidental learning related to work and life experience that is not defined by the curriculum or specified course learning outcomes.
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Information Asset	Any information that is of value to EIA. This term also includes the underlying supporting infrastructure such as business processes, hardware, networks, storage, applications, third-party providers and storage amongst others.
International student	A person holding an Australian student visa enrolled in a CRICOS registered course onshore
Learning Outcome	Essential learning that students must acquire and demonstrate. The learning includes the development and mastery of knowledge and skills (and their application) at an appropriate level for the qualification.
Marker	A person responsible to the Course Coordinator for marking and providing a result for assessment tasks.
Moderation (of assessment and results)	The quality assurance and control processes EIA uses to ensure the consistency and comparability of standards of student performance; the appropriateness and fairness of markers' judgments, and the validity and reliability of assessment tasks, rubric and results.
Non-formal learning	Organised learning activities that take place outside the formal learning environment and allow for the creative acquisition of skills and knowledge.
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OSHC	Overseas Student Health Cover
Personal Information	Under the Privacy and Data Protection Act 2014 (Vic), personal information is defined as any information or opinion that identifies or can be used to identify an individual, whether directly or indirectly. This includes information such as an individual's name, address, phone number, email address, date of birth, and government identifiers such as driver's license or Medicare number.
Plagiarism	Intentionally or unintentionally using the work of another individual as his/her own original work and failing to acknowledge the source of the information or the author. Plagiarism may include collusion, contract cheating, or other acts of misconduct that wrongly represent the work of other individuals.

Principal course	The main course of study to be undertaken by a student where a student visa has been issued for multiple courses of study. The principal course of study would normally be the final course of study where the overseas student arrives in Australia with a student visa that covers multiple courses.
PRISMS	Provider Registration and International Student Management System
Privacy	Under the Privacy and Data Protection Act 2014 (Vic), privacy is defined as the protection of an individual's personal information, which includes any information or opinion that identifies or can be used to identify an individual, whether directly or indirectly.
Recognition of prior learning (RPL)	As defined in the AQF, this is 'an assessment process that involves the individual's relevant prior learning (including formal, non-formal and informal learning) to determine the credit outcomes for an individual application for credit'.
Referencing	Acknowledgement of information sources in academic work to give credit to the original author(s) of the source.
Results	Summary of student performance across the unit or course, as classified in percentage and grades. See allocation table in the procedure below.
Specified credit	Credit is given for specific units or components of formal learning achieved. Specified credit involves granting credit for identified units within a EIA qualification.
Study period	A study period is defined as a Trimester.
Summative Assessment	Formal assessments conducted against standards and benchmarks.
TOEFL	Test of English as Foreign Language.
Unit Coordinator	An academic staff who supervises the execution and management of an EIA unit of study, encompassing the preparation stage to guarantee that lecturers and markers deliver and assess the units with high standards and uniformity.
Unspecified credit	Credit given as part of non-compulsory units towards either a program or a qualification. Unspecified credit relates to granting a credit against one or more units where there is no direct match between previous qualifications and units in the EIA qualification. However, there is an overall match to the course content, expected to learn outcomes and the AQF level of the EIA course.
VEVO	Visa Entitlement Verification Online