

Glossary of common terms and acronyms used at La Trobe

AAT	Administrative Appeals Tribunal
Achievable Credit Points	SIS specific: Achievable credit points determine the points that will accumulate toward the credit point requirements for the enrolled course. Students must complete and pass to achieve the unit credit points. An incomplete or failed unit does not contribute points toward the Credit Points required for course.
Admission	A student applying for a course at La Trobe must go through a process of admission. Depending on the course being applied for, the applicant's eligibility is assessed based on criteria such as an ENTER score, folio, references, interviews or other pre-admission tests.
Admission Category	SIS specific: Admission categories group students with similar admission requirements. The admission category is specified in the session details and determines: 1] The courses and offering options available to the student for admission. 2] The default Fee category assigned to the student. 3] The default Enrolment category 4] The default Correspondence category.
Admission Course Application Status	SIS specific: The Application Statuses describe the progress of the application within the admission process. There are four status updates required for an admission to be completed. 1] Entry Qualification Status 2] Documentation Status 3] Outcome Status 4] Offer Response Status
Admission Period	SIS specific: Admissions Periods are time frames that restrict the processes that can be undertaken at certain times of the year.
Advanced Standing	SIS specific: also known as credit, recognition for study taken elsewhere or relevant work Experience toward a La Trobe award
AEGO	Admissions, Examinations and Graduations Office
AIP	Administrative Information for Providers
Allowable Materials	Information about materials that students are allowed to take into an examination
Alternative Exit	SIS specific: Student completes the study with a different award from that in which the student originally enrolled. This is usually an early exit, as with a Graduate Diploma from a Masters degree, or, single degree from a double degree enrolment. Students being awarded the 'inbuilt' honours are also 'completed' in the alternative exit. They <i>do not</i> go on to further study in a separate honours program.
Alumni	Any student who has graduated from La Trobe
APESMA	Association of Professional Engineers, Scientists and Managers, Australia. APESMA is the largest national non-profit organisation representing professional employees. Members may achieve La Trobe qualifications through specialised programs.
Application Status	SIS specific: Describes the process of the application within the admissions process. There are 4 status updates – Entry Qualification, Documentation, Outcome, and Offer Response.
Articulate	The student has forfeited (or surrendered) an award (degree, diploma etc.) for a higher one (see also Surrender)
ASM	Academic Services Manager
Assessment Item	SIS specific: An individual assessable item, such as an exam paper or an assignment, that a student may be required to complete as part of, or as the entire requirements of, a Unit.
Assessment Type	SIS specific: A broad category used to classify assessment items, eg EXAM, SPL-CONSID. Can be examinable or non-examinable.
ATO	Australian Taxation Office
Attendance Mode	SIS specific: Indicates how the student attends their course. E.g., I = internal mode (student nominates to study entirely on campus), E= external mode (student nominates to study entirely off campus for e.g., by distance education), or M = multi modal (student opts to study partly on campus, partly off campus.)
Attendance Percentage Variation	SIS specific: Applicable to research only. APV is used to monitor the attendance of Research Candidates and calculate the number of days used toward candidature.

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Attendance Type	SIS specific: Indicates F = Full Time, P = Part Time or Undefined = U
AUQA	Australian Universities Quality Agency. AUQA is an independent, not-for-profit national agency promoting, auditing, and reporting on quality assurance in Australian higher education. The agency conducted an Audit of La Trobe in 2004 and in the report released 2005. For the full report see http://www.auga.edu.au/qualityaudit/sai_reports/index.shtml
AVCC	Australian Vice-Chancellors' Committee: Maintain and Monitor Academic Quality and Standards in Higher Degrees in Australian Tertiary Institutions
Award	A Degree, Certificate or Diploma conferred upon a Graduated. May also be used to describe prizes awarded to individuals by the faculties or Academic Board.
Block	SIS specific: A delineated area of a screen or form within SIS
BOTPLS	Bridging for Overseas Trained Professional Loan Scheme
BSDU	Business Systems Development Unit – the area which maintains and supports the allied applications used at La Trobe including SIS, SAP and SLIMS.
CAF	Commonwealth Assistance Form. A student in a Commonwealth Supported Place (CSP) must complete this form when they enrol. It is used to determine the Student Status which will determine how and when the student will contribute to their tuition. Eligible fee paying students may also complete a CAF to apply for a government loan to help with tuition fees.
Calendar Instance	SIS specific: A calendar instance defines a particular occurrence of the calendar type, for example, the first semester admission intake (Calendar type AD-PER-1) for the year 2005.
Callista	Known as SIS at La Trobe, the web browser-based software currently used for La Trobe University's student system.
CAN	Commonwealth Assistance Notice. Advising commonwealth supported students of their enrolled units (subjects) and HECS debt.
Candidature	The term used to describe a research student's study program. A research student is enrolled in candidature which tracks the student's progress through the research and writing of a thesis, while course work students enrol into semester's academic units and achieve credit points which accumulate to the total required for the course.
CEMs	Chief Examiners Meetings.
Centrelink	A government agency, a part of the Department of Human Services. They offer a range of services including help looking for work, child support and support payments such as Austudy and Abstudy, for students studying full time. For more information visit http://www.centrelink.gov.au
CHESSN	Commonwealth Higher Education Student Support Number. A unique number assigned to a commonwealth supported student to track the SLE (Student Learning Entitlement) assigned the student.
Child Organisational Unit	SIS specific: The term refers to an Organisational unit, for example a department that is a division of a larger organisational unit, for example a faculty.
Clusters	In 2006, clusters replaced HECS bands by which a unit of study is costed for a domestic student, based on the discipline/s or field of study.
Cohort	A group. A cohort of students may be identified by common features such as course, unit, and citizenship. Any combination of criteria defining a group for reporting or management purposes.
Completed	A 'completed' student has satisfied their course requirements
Conceded Pass	This unit grade may be given along with a mark of 48% or 49% under specific circumstances.
Conferral	Also known as graduation, this is the term used when a student is 'admitted to a degree, certificate or diploma' and receives the award either at a graduation ceremony or <i>In Absentia</i> .
Consideration	(See Special Consideration)

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Control Sheet	Used for tracking Mark Sheets. Mark sheets may be produced for collecting student results.
Convocation	Also known as Graduation: the conferral of an award (degree, certificate or diploma) upon a graduand in recognition for the completion of prescribed course requirements.
Co-requisite	(SIS specific: As relates to Unit Version Rules) A requirement, taken in conjunction with the context unit, in the same academic period.
Course	A course of study e.g. Bachelor of Arts, comprising prescribed units of study, assignments and/or examinations and any other requirements and regulations as stipulated by the faculty or academic board. A research course generally comprises candidature and thesis.
Course Attempt	SIS specific: A student's course record. Students can have multiple course attempts with varying statuses including complete, enrolled, discontinued etc.
Course Attributes	SIS specific: The location, attendance mode and attendance type of a course.
Course Offering Instance	SIS specific: The year in which a course is being offered.
Course Offering Option	SIS specific: How the course is offered. Eg. Campus plus attendance mode (internal, external, multi-modal) and attendance type (part time or full time) combinations.
Course Offering Pattern	SIS specific: describes the availability of the course in a given year. It combines the Course Offering Options plus the course Offering Instance.
Course Stage	SIS specific: A stage is defined as a level within a course a student must complete to progress through their course requirements. For example, first year, second year etc. In SIS course stages are used to assess course completion.
Course Type	Broadly defines the Award Level of the course, for example a Bachelor Pass
CP	Credit Point/s – coursework students enrol into units with credit points which determine their EFTSL or study load. Credit points also accumulate toward the course requirements of an award.
Credit	Recognition of prior learning, including exemption from subjects toward a La Trobe award, is known as Advanced Standing.
CSP	Commonwealth Supported Place. A place offered to eligible students, in a course provided by an Australian Tertiary Education Institution, the teaching of which has been subsidised by the Australian Government.
Database	A structured collection of information, for example SIS is a database of all student information at La Trobe.
Data fix	System specific: Change to data that cannot be done through the 'front screens' of the system. This is usually performed by the BSDU or ITS.
Date Alias	SIS specific: The generic name for a calendar event. Each date alias is assigned a 'Date Alias Instances' within a calendar that reflects the actual date on which the calendar event will fall.
Date Alias Instance	SIS specific: Reflects the actual date on which a calendar event will fall.
Deferral	A deferral in SIS is when a student wishes to defer their acceptance of an offer of Admission. (Also known as reserved place.) Not to be confused with Intermission .
Derived Completion	SIS specific: A calculation estimating a student's period of course completion. This is based on requirements met, those yet to be achieved and takes into consideration part time or full time enrolment.
DEST	Department of Education Science and Training. The Governing body over Education (all levels), science and training initiatives and programs in Australia.
Discontinuation of Course	Also known as Course Withdrawal. Student's course enrolment is discontinued either by the student or a University initiated process (such as an encumbrance)
Discontinuation of Unit	Also know as Subject Withdrawal. Students can withdraw from an enrolled unit up until the end of the teaching period. The timing may have an impact on the student's fee assessment and academic results.
Documentation Status	SIS specific: Used in the Admissions module to track the applicant's eligibility for admission based on supporting documents.

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EBA	Enterprise Bargaining Agreement: describes the salaries, conditions, expectations and performance indicators of La Trobe University staff. The staff who do not wish to sign the agreement may choose to negotiate an Australian Workplace Agreement (AWA).
EFTSL	See also EFTSU . Effective Full Time Student Load. This measures a student's load for calculation of fees and government reporting. Note is SIS these values are labelled EFTSU.
EFTSU	Effective Full Time Student Unit. From January 2005, the "unit" has been replaced with "Load" – EFTSL. However, the SIS label remains unchanged to date.
Encumbered	SIS specific: A student with an encumbrance on their record is Encumbered.
Encumbrance	SIS specific: Penalty. There are 2 types of encumbrances in SIS; Academic (eg. unsatisfactory academic progress) and Administrative (failure to comply with certain administrative requirements eg, non payment of fees). Encumbrance Effects determine the exact penalty applied to the student. This could be anything from forcing the student to enrol in a specified number of credit points to course discontinuation or revocation of all University services.
Enrolled Credit Points	SIS specific: Enrolled and Achievable Credit points will usually reflect the same value. Enrolled credit points determine the student's enrolled load for fee assessment purposes. In other words, Enrolled points determine the EFTSL (Effective Full Time Student Load).
Enrolment	A student with an enrolment is in a confirmed course attempt (they've accepted their offer of admission) and is enrolled in units of study (coursework) or in candidature (research).
ENTER	Equivalent National Tertiary Entrance Rank. This score aids in the process of selecting applicants for La Trobe University courses. Year 12 students will have to achieve a minimum ENTER score to be selected for a course. Depending on the course being applied for, other criteria such as folio, references, interviews or other pre-admission tests may be required.
Entry Qualification Status	SIS specific: used in the Admissions module to determine the applicant's eligibility for consideration of a place in a specified La Trobe course.
ESOS Act	Educational Services for Overseas Students. An Act of Parliament governing the provision of education to international students.
Excluded	A student who has been excluded from the University due to either poor academic performance or misconduct (such as cheating) has their course attempt discontinued and normally an encumbrance placed on their record preventing them from being re-admitted or enrolled.
Exclusion	SIS specific: A Progression Status indicating the student has been excluded due to poor academic progress.
FEE-HELP	From 2005 the PELS (Postgraduate Education Loan Scheme) has been replaced by FEE-HELP. FEE-HELP (Fee – Higher Education Loan Program) is available to Australian citizens and holders of a permanent Humanitarian Visa in full fee-paying, eligible tertiary courses. It allows students to borrow their course fee and repay the debt via the Australian Taxation Office when their income reaches a certain bracket.
Field	SIS specific: Category of information
Form	SIS specific: Screen for data display and user input
Form/Job Code	SIS specific: Unique code for each form or job
Goodstand	SIS specific: A Progression Status found on SIS to indicate the student is in Good standing, meaning they are currently progressing satisfactorily through their course requirements
GPA	SIS specific: Grade Point Average. Although this label appears in SIS, La Trobe does not currently calculate a GPA.
Grading Schema	A set of allowable marks and grades by which an academic unit is assessed. Many units will have the La Trobe standard grading schema attached. Other examples include the Research grading schema and the Honours grading schema.

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Graduand	A student, having completed all prescribed examinations and requirements of a course of study, eligible to receive a university award
Graduate	A recipient of a university award
GSM	Graduate School of Management. As a part of the faculty of Law and Management, the GSM provides its students with education in all aspects of Management.
HECS	Higher Education Contribution Scheme. (See HECS-HELP).
HECS band	Higher Education Contribution Scheme band. HECS bands exist to classify unit disciplines. In 2006 Bands have been replaced by discipline Clusters by which a unit of study is costed. Domestic student fees are assessed based on the units they undertake.
HECS-HELP	From 2005, HECS has been replaced by HECS-HELP (Higher Education Contribution Scheme – Higher Education Loan Program). Eligible Students in a Commonwealth Supported Place (CSP) can defer their student contribution through HECS-HELP. Under this scheme, students repay their accumulated debt via the Australian Taxation Office when their income reaches a certain bracket.
HEIMS	Higher Education Information Management System. The government system used to track student's SLE using their CHESSN.
HELP	Higher Education Loan Program
HESA	Higher Education Support Act: refers to the government reforms effective January 2005 to the way Higher Education is offered at Australian Universities.
HONOURS INV	SIS specific: an Enrolment Category used to define a student invited to undertake an Honours program.
In Absentia	A University award conferred “in absence” (graduand does not attend the graduation ceremony)
INACTIVE	SIS specific: A student in a confirmed course attempt but has no currently enrolled Units. May have units enrolled in teaching period that has not yet commenced
Incompatible	(SIS specific: As relates to Unit version rules) A unit too similar in content to the context unit. Therefore the student is prevented enrolling into the incompatible unit.
Instance	Within SIS, an instance describes the actual occurrence of an event. For eg, a calendar instance or date alias instance.
Intermission	SIS specific: an approved leave of absence. BEWARE: Not to be confused with Deferral. (However Deferral was the term used for this type of leave in the old SIS.)
INTNL CWK	SIS specific: An Enrolment Category defining an International Coursework student.
INTNL RES	SIS specific: An Enrolment Category defining an International Research candidate.
INVALID	SIS specific: A unit status indicating student does not meet the criteria enabling enrolment. For eg, when results are released, the student may find they have failed a pre-requisite unit for another subject (student may have to select another unit or have the unit rules WAIVED to allow enrolment). Alternatively, student may be provisionally enrolled in a unit for which they require co-ordinators approval.
IPO	International Programs Office. Their function is to assist international students with all enquiries related to study opportunities at La Trobe, including undergraduate, postgraduate, study abroad and exchange programs. All international applicants must apply for admission through the IPO.
ITS	Information Technology Services
Lamp	SIS specific: Red text indicating the mode of the form or other important information
LAPSED	SIS specific: A course status indicating student failed to re-enrol.
LOCAL CWK	SIS specific: An Enrolment Category indicating a Local Coursework student.
LOCAL RES	SIS specific: An Enrolment Category indicating a Local Research candidate
LUPA	La Trobe University Postgraduate Association, the representative body for La Trobe's postgraduate students.
Menu Bar	SIS specific: The drop-down Application Menus
Menu Code	SIS specific: Unique code for each menu
Menu Path	SIS specific: A list of menu names to guide navigation

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Module	Within SIS, a module is a logical group of related applications, usually pertaining to a specific process. Eg Admissions
Multi Modal	SIS specific: meaning the student is studying in a range of modes – external as well as internal
Navigate	SIS specific: To move around from screen to screen by using menus and buttons.
Navigation Buttons	Shortcuts to aid navigation
NOI	Notice of Intention. Refers to a research candidate advising the university of their readiness to submit their thesis.
NON REPORT	SIS specific: Non Reportable Enrolment Category
OFF CWK	SIS specific: Offshore Coursework Enrolment Category
OFF RES	SIS specific: Offshore Research Enrolment Category
Offer	Refers to offer of admission. For eg, an offer letter invites an applicant to take up a place in a La Trobe course.
Offer Response Status	SIS specific: See Application Status
OLDPS	Open Learning Deferred Payment Scheme
OS-HELP	Overseas - Higher Education Loan Program. A loan available to eligible students based in Australia, to undertake some of their study overseas.
Outcome Status	SIS specific: See Application Status
Owning Organisational Unit	SIS specific: The Organisational unit responsible for the administration. Eg, the owning organisational unit for a course would be the faculty.
Pattern of Study	SIS specific: A set of units predefined for a course. A student enrolled in the course would be expected to follow this pattern and is pre-enrolled in the units to save data entry time.
Pattern of Study Period	A teaching period or semester for which a specific set of units applies.
PAYG	Pay As You Go: refers to the Australian system of taxation. A person, who has an accumulated HECS debt and reached a certain tax bracket, will have an additional amount of tax withheld, to cover their HECS repayments.
PELS	Postgraduate Education Loan Scheme. From 2005 this has been replaced by FEE-HELP (See FEE-HELP).
PIG	SIS specific: Person ID Group. A user defined group of ID's (often student ID's but may also contain staff ID's recorded in SIS) useful for reporting and production of mailing labels.
Posthumous Awards	Enables the family of a deceased student to receive their award.
Preclusion	SIS specific: The student is prevented from enrolling in the Unit and may be required to enrol in one or more alternative units.
Predictive Course Completion	SIS specific: Used to identify a bulk group of students who will potentially complete their course requirements should they pass all units for which they are enrolled.
Pre-requisite	(As relates to SIS specific unit version rules) A requirement that must be complete before undertaking the context unit. Enrolment in the pre-requisite will also meet the rule. Rules are checked again when results are entered to check all units still meet unit version rules.
Primary Set Indicator	SIS specific: Identifies the Unit Set or Sets which form the major part of the Course Attempt.
Probation	SIS specific: A Progression Status indicating the student's enrolment has been restricted in some way or must meet certain conditions, due to poor academic performance.
Progression	Progression is the module in SIS that handles both Academic Progression(students failing to progress through course to satisfactory standard) and course completion (previously known as Qualifiers)
PVC	Pro Vice Chancellor. La Trobe has a number of Pro Vice Chancellors who oversee the business of the University.

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Quota Restriction	(As relates to SIS specific unit version rules) An academic Quota is used at La Trobe University, rather than quotas to restrict numbers. The rule will state a condition the student has to satisfy in order to enrol straight into the unit (eg, must be enrolled in course SBAS, or, must meet a specified grade point average), otherwise, student must be given permission to attempt the unit.
Record	SIS specific: Item of information about an individual thing such as a specific Course
Reserved Place	Also known as a Deferral: A successful applicant who wishes to defer the acceptance of their offer of admission.
RGSO	Research and Graduate Office: this office administers the Research candidates. A student wishing to undertake a research course at La Trobe university must apply through the RGSO.
Roll Over	SIS specific: the term used to populate calendars and records in bulk for the following period. For example: Calendar roll over, course offering roll over
SAP	Systems, Applications, Products in data processing, it is La Trobe's financial, materials management and Human Resources system.
Security Role	SIS specific: Each user is associated with one or more Roles which determine the menus, forms and reports which can be accessed along with their privilege to view/change records etc.
Session	SIS specific: The user interface of SIS, commencing with logging on and ending with logging off. One or more sessions of SIS can be active at once.
SIS	Student Information System. The University is currently using Callista software to manage student records. This will be replaced by a Product called Student One in 2007. La Trobe will refer to the new system as SISone.
SLE	Student Learning Entitlement: Commonwealth Supported Students are assigned an SLE. It defines the study load for which an eligible student will be supported via subsidised tuition fees. If a student 'consumes' their SLE before completing their course, they must pay full fees for the remaining subjects.
SLIMS	Student Loan Information Management System. Eligible students can apply for financial aid from the University, SLIMS is the system tracking this information
SOA	Statement of Account: Lists the student's course and Unit information and applicable tuition (and other) fees. This is generated by a nightly job triggered by the student's enrolment/re-enrolment/amendments to enrolment. Only changes to the enrolment resulting in a differing fee assessment will trigger a new SOA being sent to the student. The Student's email account username and password will appear on their first SOA only.
SOE	Standard Operating Environment. Refers to the configuration of La Trobe networked pc.
Special Consideration	Students can request special consideration be given to work completed in a unit, on the grounds of illness or other impairment where study may have been affected.
SRC	Student's Representative Council: Their aim is to represent the views of all students of La Trobe university in forums such as University Committees and in wider community debates, and also to protect existing rights and fight for the improved rights of all students
SRO	Student Records Office. The office responsible for many of the 'centralised' data entry and system processes required for the running of student administration at the Bundoora campus.
Statement of Account	(see SOA) This was a Statement of Enrolment in the old SIS
Subject	Subjects undertaken at La Trobe are referred to as Units.
Surrender	The articulation of an award for a higher award (see Articulate). For example, the Bachelor of Arts degree is articulated (or surrendered) for the Bachelor of Arts with Honours Degree.
Suspension	A student on suspension has had their enrolment suspended, preventing the student from being admitted or enrolled for a period of time (usually minimum of 1 year) or perhaps indefinitely. (Similar to Exclusion)

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System Assessment Type	SIS specific: The assessment type defined by La Trobe can be mapped to a system (Callista) reference of either Assignment or Non-Central. This is required in some cases to enable System functionality to apply. For example, Assessment items are recognised for assignment tracking purposes only where they are of an Assessment Type mapped to the System Assessment Type ASSIGNMENT.
TAC	Tertiary Admission Centre. The generic term for non La Trobe admission centres, including VTAC and UAC.
Teaching Period	Defines the dates during which subject material is taught. The most common teaching periods include first and second semesters, the all year teaching period and summer teaching period. In efforts to make education more accessible, many subjects are offered in non standard teaching periods, such as week 3 to week 8 etc. These teaching periods are expressed in this example format W03-08.
Testamur	This is the term used to describe the actual degree or award certificate. It is a testament from the university that the student has achieved the requirements of the degree or award.
TFN	Tax File Number. All students receiving Commonwealth Support toward tuition fees and deferring their contributions must provide a TFN.
Toolbar	System specific. Short cut buttons located above the Form for formatting and other functions specific to the context.
Translation Set	(As relates to SIS unit version rules) The context unit is, or was previously known by, another code. Student is prevented from enrolling into the unit.
UAC	University Admission Centre. This is the NSW equivalent of VTAC. NSW students wishing to apply to La Trobe University (Albury Wodonga or Mildura) courses may apply through UAC.
Unconfirm	SIS specific: A status indicating a student is admitted (pre-enrolled or offered a place) but yet to enrol
Unit	Also known as Subject. Prescribed set of requirements common to a specific purpose.
Unit Assessment Item	SIS specific: An individual assessable item for a unit, such as an exam paper or an assignment
Unit Attempt	SIS specific: also known as subject enrolment. A unit the student enrolls into are known as Unit Attempts.
Unit Location	SIS specific: Specifies campus where the unit is being offered, eg BU= Bundoora, AW = Albury/Wodonga
Unit Set	SIS specific: A set of units with similar discipline, taken across the course, to represent majors, minors and specialised study.
User Defaults	SIS specific: Default settings can be set for features such as Printing and once set; these settings apply to all future SIS sessions.
Username	SIS specific: Personal user identification used to log into NewSIS.
VTAC	Victorian Tertiary Admissions Centre. Applications for most of La Trobe University's undergraduate courses are lodged with the Victorian Tertiary Admissions Centre (VTAC). This includes applicants who are current or previous VCE, interstate Year 12 or tertiary students, and those eligible for our Special Entry Access Schemes (SEAS). For more information visit http://www.vtac.edu.au
WAM	SIS specific: Weighted Average Mark can be used to calculate potential honours students.
Wildcards	Special characters which can be used to substitute unknown single or multiple characters in a search. In SIS the 'multiple' wildcard is %, the 'single' wildcard is _ (underscore).