

Glossary of terms used at University

Academic advisor

Academic advisors provide students with course selection advice, including advice on dual degree plans, and can offer advice on careers and opportunities for postgraduate studies. In some cases, academic advisors are located in faculty offices and in others, they are located in school offices. Your faculty office can assist you to find the appropriate advisor.

AskI.T.

AskI.T. offers free computer help and training for UQ students and will assist you with the use of information technology in your studies. AskI.T. is located in and managed by The University of Queensland Library and assistance is available at help desks, by email, telephone, or its website. Training classes, including training in word-processing, spreadsheets and presentation software are also available. Check the website for more information at: askit.uq.edu.au

Blackboard

An educational, teaching and learning framework providing electronic delivery of coursework material. Online course information is provided to students to enable them to access course information and communicate in an interactive environment. elearning.uq.edu.au

Campus

The location/site at the University where a program is conducted. UQ has three campuses: St Lucia, UQ Gatton and UQ Ipswich. Many other locations including Herston (Medical School) and Turbot Street (Dental School) are also used for teaching and research.

Census date

The date set by the University by which all enrolment, fees, HECS and FEE-HELP arrangements must be finalised. HECS and FEE-HELP liabilities are finalised as at this date. The census dates are 31 March (Semester 1) 31 August (Semester 2). The census date for Summer Semester is set annually based on the start date.

Clash

At UQ, a clash generally refers to classes or examinations timetables, when two classes or examinations are scheduled at the same time.

Commonwealth supported place

A higher education place for which the Commonwealth makes a contribution towards the cost of the student's education.

Commonwealth supported student

A student who occupies a Commonwealth supported place.

Compulsory course (or core courses)

A course which must be passed in order to complete the requirements of a particular program. See also "Elective course".

Continuing students

You are a "continuing student" if you were enrolled in the same program in a previous semester.

Corequisite (Coreq:)

Enrolment is not permitted in the course unless the student has passed, has been granted credit for, or is concurrently enrolled in any course listed as a corequisite.

Course

A distinct unit of study within a program. Each course is identified by its alphanumeric code, a title and a fixed unit value. Courses are normally completed in one or two semesters.

Course coordinator

A course coordinator is the teaching staff member with overall responsibility for teaching a particular course.

Credit

Credit has different definitions at UQ. You receive credit toward a program when you have passed a course that is counting toward the degree requirements. If you are changing programs, you may apply for "credit" and you should refer to the definition of "credit transfer".

Credit transfer (or transfer credit)

This may be granted when you change from one program to another. Credit may be transferred to the new program if the rules of the new program allow. You should consult the faculty administering the program you wish to change to for assistance.

Cross-institutional

A cross-institutional student undertakes study at one institution while they are formally enrolled at another. UQ students who wish to take a course at another university and have credit transferred to the UQ program must obtain permission in advance from their faculties.

Deferment

Deferment is an official delay to commencement of a tertiary program, usually for a period of one year.

Diploma

A semi-professional qualification, typically requiring two years of study.

Director of Studies

Each faculty has a Director of Studies, who is responsible for managing matters relating to the academic progress made by students in the undergraduate and postgraduate coursework programs on offer in their faculties.

Discipline

A field of related studies, e.g. biology, physics, mathematics, history.

Distance education

Students studying by distance education are not required to regularly attend a University campus.

Dual degree programs

A combination of two UQ degree programs undertaken at the same time that have a single set of program rules.

Duration

The amount of time normally taken to complete a program. Duration is expressed in terms of full-time and part-time (where allowable) study.

Electives

Courses you can choose which, when added to the compulsory (required) courses, enable you to meet your degree requirements.

External student

A student undertaking their entire program through distance education.

Faculty

The major organisational unit with responsibility for academic programs. Faculties may have a number of sub-units called schools. The head of a faculty is called an Executive Dean.

FEE-HELP

A loan scheme allowing eligible domestic students to defer payment of their tuition fees through the tax system.

Financial penalty

Describes a liability to pay student contribution amounts, HECS-HELP, FEE-HELP, fees and/or other charges if you cancel your enrolment in a course or courses after the census date.

Flexible delivery

A combination of study types offered as an alternative to on-campus study in some programs.

Full-time

75% or more of the standard full-time load for a program (i.e. enrolled in at least 6 units in a semester for most programs). A standard full-time load is 8 units per semester in most programs (excluding pre-2001 dual degrees).

HECS-HELP

HECS-HELP is a loan that enables eligible students in a Commonwealth supported place to defer payment of their student contribution amounts until they have completed their studies

Incompatible (Inc:)

Credit is not given for the course if credit has been obtained for any course listed as an incompatible. Sometimes expressed as Inc: in the Course Information on mySI-net.

Learningfast

askit.uq.edu.au/learningfast

An online help and training service designed to assist you with applications such as *Word*, *Excel*, *PowerPoint* and many others.

Major/double major

An area of specialised study within your program, history. A major or double major may be a formal requirement in your program (refer to the rules for your program or consult your faculty office).

Mode

The way a course is delivered and includes internal (on-campus), external (off-campus or via distance education) and flexible delivery.

my.UQ

Your personalised portal or doorway to the services you need as a UQ student. You can use it to access your email, enter mySI-net, access online resources for the courses in which you are enrolled, view your calendar and address book, see important reminders, search the Web and to find out what's happening at UQ and around the world. The website is at: my.uq.edu.au

myAdvisor

The University's website, which gathers into one place a wide range of essential information for students including material on enrolment, assessment, financial matters, and students' rights and responsibilities. myAdvisor is located at: www.uq.edu.au/myadvisor

mySI-net

A website that allows you to enrol, add/cancel courses, change your address, check class and exam timetables, view your results, view and pay your HECS-HELP contribution or fee liability and check on your overall enrolment. mySI-net is found at: www.sinet.uq.edu.au

Non-award enrolment

Enrolment in a course or courses offered by UQ but not officially enrolled in a program that leads to an award of the University. Examples include students enrolled in the Enhanced Studies Program, cross-institutional students and Study Abroad students.

Orientation (O Week)

A program of activities and information sessions to introduce new students to the University to assist the transition to tertiary study. UQ offers Orientation programs in January/February and July of each year.

Part-time

You are enrolled part-time if you are enrolled in less than 75% of the standard full-time load for a program (i.e. less than 6 units per semester in most programs).

Plan

An area of study within a program. Depending on the program rules, a plan could be called a major, field of study, stream or concentration.

Practical

Generally a laboratory session (usually in science or engineering programs) where you might do an experiment or other types of laboratory work.

Pre-2005 student

A student who commenced their program prior to 2005 and who may be eligible to have their access to student support programs determined under the *Higher Education Funding Act 1998*.

Prerequisite (Pre:)

The course(s) that you must have previously passed to be able to enrol in a particular course. The prerequisite course provides you with the appropriate foundation knowledge in order to progress to the next course. Students are expected to be aware of the required prerequisites (often expressed as Pre: in the Course Information on mySI-net) as, in most cases, the University does not check to see if you have completed prerequisite courses.

Program

A sequence of study leading to the award of a qualification such as a bachelors degree, graduate diploma or certificate.

Program code

A unique identifying number assigned by the University to a program.

Recommended Corequisite (C:)

A course that is suggested for enrolment, when you enrol in another course in the same semester (or have previously passed). It is sometimes expressed as C: in the Course Information on mySI-net.

Recommended Prerequisite (P:)

A course a student is advised to take before progressing to another course (sometimes expressed as P: in the Course Information on mySI-net).

Recommended courses

Courses/subjects that you should consider taking before you enter a particular program.

Restricted (R:)

A course that is restricted to students enrolled in the program/s listed by abbreviated title. Sometimes expressed as R: in the Course Information on mySI-net.

School

The core sub-faculty academic unit, responsible for teaching, research and interaction with professional organisations. Course coordinators and lecturers generally work in schools.

Semester

The University teaching year is divided into three semesters: Semester 1, Semester 2 (each 13–14 weeks of classes) and Summer Semester between December and February (approx 8 weeks of classes). Most programs require students to be enrolled only in Semesters 1 and 2. Semester classes are followed by a revision period prior to exams.

Student Centre

The University has dedicated Student Centres on all three campuses. Staff can provide you with information on a range of matters relating to studies and student life.

Student contribution amount

The student contribution that a given Commonwealth supported student pays for a given unit of study.

Student Services Charge (SSC)

Changes to Commonwealth Government legislation have resulted in the removal of the Student Services Charge from Semester 2, 2006. From Semester 1, 2007, it is anticipated new arrangements will be in place to collect subscriptions for students who choose to join the student union, and details will be advised when they become available.

Subject area

The discipline in which a course is included, expressed as a 4-letter abbreviation. For example COMP, for "computing" in COMP1400.

Tutorial (T:)

Usually a small discussion group offered to complement the material presented in lectures. It is sometimes expressed as "T" in the Course Information on mySI-net. Your lecturer will let you know how many tutorials you must attend in a given course.

Undeclared plan

When students have not specified which field of study they are undertaking, their enrolment will be labelled in mySI-net as an "undeclared plan".

Undergraduate

Bachelor or diploma or sub-tertiary level programs.

Unicard

Universal Card Systems provides the University with ID cards for students and staff.

Unisafe and Unisafe escorts

UQ's safety program designed to provide a safe campus. Facilities include a free safety bus service at night at the St Lucia campus, as well as escorts to accompany staff and students anywhere on campus, on request, and/or during the evenings. Contact Security to book (phone (07) 3365 1234 or 1 800 800 123).

Units

Units (#) represent the value of individual courses that contribute to the total unit requirement of an academic program. A standard study load is 8 units per semester.

UQconnect

Part of Information Technology Services (ITS), UQconnect provides Internet Services for the UQ community, including UQ itself, free Internet account for students, and commercial accounts for staff, students, alumni and community.