

DICTIONARY OF TERMS

The University's *How to Write a Policy* stipulates that all Murdoch University policies and procedures [Clause 1.6] shall be written concisely, and clearly expressed in plain English and that, where appropriate, definitions of key terms shall be included. Definitions of key terms are either to be selected from, or added to, "Definitions" in the Dictionary of Terms located in the EPMS to ensure consistency of terminology across all University policies and procedures.

The following definitions have been approved by the University Secretary's Office (USO). USO consults with relevant key staff before approving definitions of key terms.

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
% of academics holding research grants	<p>The holder of a grant is often referred to as the 'Chief Investigator', 'Supervisor' or 'Team Leader'. Where there are multiple Chief Investigators for a single grant all are captured as 'Grant Holders' in the definition of this KPI.</p> <p>Additionally it was decided this KPI should be a proportion of Total FTE – including Teaching Only contracts as this provides a more accurate picture of the total research profile of a school and enables the right behaviours to be driven.</p> <p>The % of teaching only should be considered when setting performance thresholds.</p> <p>To be considered to be holding a grant, an Academic employee will need to achieve the following threshold:</p> <p>Science and Health Science – need to hold a minimum value of \$5,000 in grants;</p> <p>Humanities – need to hold a minimum value of \$2,500 in grants.</p> <p>If an Academic is listed on more than one grant then the proportion of participation in each grant is added together. Each Academic will count as a maximum of 1 grant (e.g. if an academic is listed as the sole researcher on 3 grants they will only be recognised as holding 1 grant for the purposes of this calculation).</p>	Murdoch	<p>RIAS KPI:</p> <p>School: 13</p> <p>Research:11</p>		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<p>If there is more than one person named on the grant the value of the grant will need to be apportioned. If the split of effort is not nominated on the grant cover sheet then the grant will be equally split between all nominated on the grant. If the grant defines the split of effort then the grant will be apportioned according to the % split.</p> <p>For example:</p> <p>Split of effort is not defined on grant cover sheet:</p> <p>If there are 5 researchers named on the grant then they will each be apportioned 0.2 of the grant (1 grant/ 5 researchers = 0.2 grant).</p> <p>Split of effort is defined on grant cover sheet:</p> <p>If there are 5 researchers named on the grant with the following effort 1 researcher 40%, 2 researchers 20% and 2 researchers 10% they will be apportioned the grant as follows:</p> <p>1 researcher 0.4</p> <p>2 researchers 0.2</p> <p>2 researchers 0.1</p> <p>NB: This measure will be further developed to capture the cash contribution provided by Murdoch to secure the grant. A weighting will be applied to favour fully costed research grants.</p> <p>Grant information currently only captures dollars provided by external sources.</p>				
% of academics research active	<p>An academic is considered to be research active if they meet the below criteria in a 3 year period:</p> <ul style="list-style-type: none"> - Have published 3 research outputs; <p>Plus one of the following:</p>	Murdoch	<p>RIAS KPI:</p> <p>School: 8</p> <p>Research: 5</p>		

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		Murdoch/ External	Source (if applicable)		
	<ul style="list-style-type: none"> - Supervision of 1 PhD or Masters by Research completion; - 2 additional research outputs; - 1 research grant or research consultancy of >\$5000; or - Currently supervising a PhD or Masters by Research student. <p>NHB: A book will be considered to satisfy 5 research outputs due to the time and effort involved to produce</p>				
% of academics research intensive	<p>An academic is considered to be research active if they meet all three criteria in a 3 year period:</p> <ul style="list-style-type: none"> - Supervision of 1 PhD completion; - 6 research outputs; and - 3 research grants or consultancies of >\$5,000 - \$99,999 or 1 research grant >\$100,000. <p>Note: A book will be considered to satisfy 3 research outputs due to the time and effort involved to produce.</p>	Murdoch	<p>RIAS KPI:</p> <p>School:</p> <p>Research: 10</p>		
% of Non DEEWR funding	% of income derived from Non DEEWR sources. Non DEEWR sources include Category 1, 2, 3 or 4 research income, consulting income, fee paying student income and other income.	Murdoch	<p>RIAS KPI:</p> <p>School: 7</p> <p>Research:</p>		
% of postgraduate coursework fee paying EFTSL	The sum of course load associated with Australian and International onshore fee paying students enrolled in a postgraduate coursework course. Reported for course owner AOU and expressed as a percentage of total coursework course load, for courses owned by the AOU	Murdoch	<p>RIAS KPI:</p> <p>School: 12</p> <p>Research:</p>		
'S' and 'N' Coding	When coding short course components (units), the unit code will start with 'S' where the short course component is being taken for credit and 'N' where the short course component is not-	Murdoch			

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	for-credit.				
12-Month Retention	Only load/enrolments for units with a census date in the subsequent year AND at least twelve months subsequent to a student's course commencement date is eligible.				
AARNet	Abbreviation for the "Australian Academic and Research Network Pty Ltd", who provide Internet services for the tertiary education and research sector.	External	IT Policy	AARNet	
Aboriginal and Torres Strait Islander code	316	External	2007 ON. DEEWR staff/student definition 424/316		
Academic awards and prestige index	<p>This is a count of academic awards and achievements of an individual academic aggregated up to the school level. The prestigious awards and achievements will include the following:</p> <ul style="list-style-type: none"> - Carrick Awards - VC Award - Nobel Prize - Fellow of a Learned Academy - Fellow of a Royal Academy - ARC Centre Fellow - NHMRC Research Fellow - ISI Highly Cited researcher - Editor In Chief for a recognised journal - Fulbright Scholarship - Rhodes Scholar - President of a national or international society - Citation Laureate 	Murdoch	RIAS KPI: School: 16 Research:		
Academic Chair	A member of academic staff responsible for a Course, Major or Minor. A student taking	Murdoch	Handbook	A member of academic staff	

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	multiple Course/Majors/Minors may have to liaise with several Academic Chairs.		25/01/11 Systems Administrator	responsible for a course, major or minor.	
Academic Institution Enrolling	The institution that enrolls students in the collaborative course and is where the student intends to complete the highest number of standardised points. Students graduating from the course will receive their testamur from that institution.	Murdoch			
Academic Institution Managing	This institution will arrange the collaboration and establishment of the agreement in consultation with the other partners. It is also responsible for managing any processes of revision of the conditions of the collaboration and interacting with DEEWR and other accrediting bodies on the overall aspects of the collaborative course.	Murdoch			
Academic Institution Teaching	The institution(s) that teaches agreed specific units in a collaborative course and provides student results for units to all participating institutions.	Murdoch			
Academic Institutions	Collaborating academic partners can be any Australian University which is a member of Universities Australia. Any overseas University must comply with Murdoch's internal policies and academic guidelines. TAFE involvement is possible in some circumstances.	Murdoch			
Academic Integrity	Adherence to five fundamental values in all academic work to ensure that proper recognition is given and that intellectual contribution is acknowledged: honesty, trust, fairness, respect and responsibility.	Murdoch			
Academic monitoring	The process of observing and reporting on a student's academic performance over a period of time to determine academic standing and progression.	Murdoch			
Academic Organisational Unit (DEEWR)	As defined by DEEWR, an AOU is: A unit formed by an institution to undertake as	External	2007 ON. DEEWR staff/student definition 333		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<p>their primary objective teaching only, research only or teaching and research functions, or which is used for statistical reporting purposes. Such units are referred to by various names, such as "schools" and "departments".</p> <p>AOU is an important unit since it is used in the division of resources, particularly the operating grant budget/Murdoch Funding Model.</p> <p>It is important to note that AOU's are institutional defined. This means that they cannot be compared across institutions.</p>				
Academic Organisational Unit (AOU)	The basic administrative groups of academic and general staff that is responsible for academic work and academic support. AOU's can be Schools, Foundation Units, and offices such as Library Services, Kulbardi Aboriginal Centre, Student Life and Learning, Student Liaison and Recruitment, Educational Development Unit and Organisational Capability Unit or their equivalents that may be in place from time to time.	Murdoch	24/01/11 Systems Administrator	The basic administrative group of academic work and academic support.	
Academic Organisational Unit Group	<p>According to DEEWR's definition, AOU group is:</p> <p>An academic organisational unit group provides a means for standardising academic organisational units across institutions. Academic organisational units are assigned to an academic organisational unit group on the basis of disciplines for which each academic organisational unit has a teaching and/or a research responsibility.</p> <p>AOU group is calculated by assessing the student load by discipline group for each AOU and assigning an appropriate AOU group code. While this may seem a reasonable method for comparing AOU's in practice it is less than satisfactory. The size and diversity that each AOU can have does not allow for a single specific code to accurately represent their primary</p>	External	DEEWR staff definition 335		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	discipline area. Also, problems occur when an AOU does not have student load associated with it since no AOU group code can be assigned.				
Academic Plan (Curriculum)	An Academic Plan sets out the academic elements and requirements for the approval of all new and amended academic offerings. Is submitted via a template in the Curriculum Management System (CourseLoop).	Murdoch			
Academic progression	The determination of a student's current progress toward completion of their enrolled Course based on the outcome of academic monitoring.	Murdoch			
Academic standing	The determination of a student's eligibility to continue studying in their enrolled Course based on the outcome of academic monitoring.	Murdoch			
Account Number	An account number is a construct of numbers that are used to identify and group transactions in a Financial system. The structure supported by Murdoch can be found here .	Murdoch	USED IN MR Finance Report: Outstanding Purchase Orders and Finance System		
Act	An Act is a formal law or decision made by a Federal or State legislature.	Murdoch			
Action	An action is the part of a workload activity that defines the particular aspect of a requirement, such as authoring or delivering a lecture. The list of possible actions is defined and maintained by the WMS with input from Murdoch glossaries and user feedback. The set of actions is limited as the same action may apply to many requirements, for example marking an exam or marking an assignment.	Murdoch	Used in WMS system		
Active prestigious linkages index	A count of active linkages with prestigious institutions and organisations, in the immediate past year. Prestigious institutions will be defined by the top 100 institutions listed in the Shanghai Jiao Tong and top 100 institutions listed in the Times	Murdoch	RIAS KPI: School: 15 Research: 14		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
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	<p>Higher Education rankings.</p> <p>Prestigious organisations will be defined by the top 100 organisations listed in Financial Times Global 500 companies plus Australian Research Council (ARC) Centres of Excellence and State Centres of Excellence.</p> <p>A linkage will be considered active if it meets any of the following criteria in the given year:</p> <ul style="list-style-type: none"> - Category 3 research income > \$5,000 - Joint research output with a nominated institution or organisation - Staff of Student exchange with a nominated institution or organisation - Training course or short course for a nominated organisation - Industry consultancy with a nominated organisation - Hosting of a centre of excellence 				
Activity	<p>An activity is a defined component of work that involves workload. Teaching activities are those activities involved with putting on a unit offering. Each activity consists of two parts: a <i>requirement</i>, such as a lecture, exam, or assignment; and an <i>action</i> that applies to the requirement, such as delivering (a lecture), authoring (an exam), or marking (an assignment). The complete activity is therefore shown as (e.g.) lecture delivering, exam authoring, assignment marking, and so on.</p>	Murdoch	Used in WMS system		
Actual Expense Year-to-date	Sum of all expenses as defined by Capital Report from Period 1 to the current reporting period.	Murdoch	USED IN MR Finance Report: Capital Report		
Actual Expense year-to-date (Funding)	Not used (to be deleted).	Murdoch	USED IN MR Finance Report: Capital Report		
Actual full-time equivalence –	414	External	2007 ON. DEEWR staff data element dictionary		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
prior year					
Actual Year-to-date (Funding)	Not used (to be deleted).	Murdoch	USED IN MR Finance Report: Capital Report		
Additional entrance criteria	537	External	2007 ON. DEEWR student data element dictionary		
Address of permanent home residence – part 1	410	External	2007 ON. DEEWR student data element dictionary		
Address of permanent home residence – part 2	411	External	2007 ON. DEEWR student data element dictionary		
Address of permanent home residence – postcode	413	External	2007 ON. DEEWR student data element dictionary		
Adjustment of Tutorial Group	A process whereby the scores of students in different tutorials or demonstrator groups are adjusted when a significant discrepancy is discovered between the group marks and which cannot be attributed to any intrinsic differences between the groups other than the standards of different markers.	Murdoch			
Administrator Password	A password or shared password that provides a privileged level of access compared to an ordinary password. These are usually used by system administrators or other individuals to carry out a maintenance or supervisory task.	Murdoch	Password Policy <i>07/02/2014</i>		
Advanced Standing	Entry to a Course at an advanced level due to prior learning which is recognised through the granting of credit and the awarding of exemptions.	Murdoch	<i>24/01/11 Systems Administrator</i>		
Affirmation	Review Panel endorsement of an AOU's self-identified opportunity for improvement.	Murdoch			
Age code	913	External	2007 ON. DEEWR student data element dictionary		
Age group code	914	External	2007 ON. DEEWR student data element dictionary		
All Student Staff Ratio (EFTSL per teaching staff FTE)	The sum of All student load taught by an AOU divided by the FTE of academic staff with teaching only or teaching & research functions in the AOU.	Murdoch	University Strategic Plan 2003-2007 KP Indicator 21		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	Reported at the AOU level and aggregated up to the Divisional level. Note: Year 'x' FTE data usually are available in end of June of year 'x+1'.				
Amount paid up front	381	External	2007 ON. DEEWR student data element dictionary		
Animal		External Murdoch	Australian Code of Practice for the Care and Use of Animals for Scientific Purposes 2004, 7 th edition. Responsible Conduct of Research Policy; Authorship Attribution Procedure; Authorship Dispute Resolution Procedure; Joint Authorship by Research Students and their Supervisors Procedure; Research IP, Invention & discovery Notification Procedure; <i>28/03/11 Research Policy Officer</i>	Any live non-human vertebrate that is fish, amphibians, reptiles, birds and mammals, encompassing domestic animals, purpose-bred animals, livestock, wildlife, and also cephalopods such as octopus and squid.	
Animal Ethics Committee (AEC)		External Murdoch	Australian Code of Practice for the Care and Use of Animals for Scientific Purposes 2004, 7 th edition. Responsible Conduct of Research Policy; Authorship Attribution Procedure; Authorship Dispute Resolution Procedure; Joint Authorship by Research Students and their Supervisors Procedure; Research IP, Invention & discovery Notification Procedure <i>28/03/11 Research Policy Officer</i>	A committee in accordance with the terms of reference and membership laid down in the <i>Animal Code</i> .	
AOU	Abbreviation for "Academic Organisational Unit (Murdoch)"	Murdoch	University abbreviation		
Application	Any software that functions and is operated by means of a computer, with the purpose of supporting or improving work.	Murdoch	IT Policy		

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Appointment Term	A staff's term indicates the duration of their employment. There are two main categories; temporary or tenured (permanent). Each category can be further split. A temporary appointment has the number of months recorded for it while a tenurable appointment can be 'probationary' or 'confirmed'.	External	DEEWR definition		
Appointment term code	404	External	2007 ON. DEEWR staff data element dictionary		
Approval Authority	A staff member, representative committee or group or body with responsibility for approving the policy and/or supporting procedures and/or supporting guidelines and/or supporting standards, and notifying the Author of such approval	Murdoch	All Policies		
Approved Staff (IT)	Any staff member or contracted third party within IT Services which has the explicit written permission of the Director, IT Services and CIO.	Murdoch	IT Policy		
Archival Record	Records that are viewed as having long term/continuing value. Sometimes called "corporate memory".	External	Adapted from: AS Handbook GB278-2009 Recordkeeping Compliance		
Archives	A place such as a building, room or storage area where archival material is kept.	External	Australian National Archives		
Articulated Award	An articulated award provides a recognised pathway from one post-secondary qualification to another at the same or a higher level, and includes a formal arrangement about the granting of credit and exemptions.	Murdoch			
Articulation Arrangement	A formal agreement with a partner organisation to admit students to a Murdoch University Course upon meeting defined criteria. An Articulation Arrangement may provide entry to or credit towards an Australian Qualifications Framework (AQF) qualification offered by Murdoch University.	Murdoch			
Artworks	Works of art (regardless of the cost) that are acquired by the University through purchase or donation. Artworks have no minimum value and	Murdoch	Asset Fixed Asset Acquisition and Depreciation Policy (101) 11/07/2012 OFPR		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	include: paintings; works on paper (including drawings and photography); sculptures; artefacts.				
Assessment	The means by which progress or achievement in a unit is evaluated. This can include assessment methods such as diagnostic assessment, assignments, examinations, project work, seminar papers and tutorial participation.	Murdoch			
Assessment Competency for Moderators	The skills base of the person assigned to perform moderation should be such that they are competent to detect errors, discrepancies or ineptitude in the marking process of a particular unit.	Murdoch			
Assessment Notice	A Working with Children Check.	Murdoch			
Asset (IT)	Any information, IT system or communication system that belongs to the University.	Murdoch	IT Policy		
Audience	The audience to which a policy, procedure, guidelines, and/or standards are intended to apply and can include staff and/or students.	Murdoch	All Policies		
Australian Qualification Framework (AQF)	The Australian Qualification Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualification from each education and training sector into a single comprehensive qualification framework. See: http://www.aqf.edu.au/	External	The Australian Qualification Framework (AQF) national policy <i>05/10/2012 Handbook Systems Administrator</i>		
Authentication	A process to verify the identity and permissions of an individual, such as a request to log-in to an information system.	Murdoch	IT Policy		
Author	A person who has made a substantial scholarly contribution to, and is listed on, a written or other means of communication of a research output and its interpretation.	Murdoch	Responsible Conduct of Research Policy; Authorship Attribution Procedure; Authorship Dispute Resolution Procedure; Joint Authorship by Research Students and their Supervisors Procedure;		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
			Research IP, Invention & discovery Notification Procedure; 28/03/11 Research Policy Officer		
Authorisation	The act of giving authority to access an electronic resource (IT only).	Murdoch	IT Policy		
Authorised Contractor	Any third party for which an agreement or contract has taken place to perform University related duties.	Murdoch	All policies		
Authorising Officer	543	External	2007 ON. DEEWR student data element dictionary		
Authorship	The listing of the names of persons who have made a substantial scholarly contribution to a written or other means of communication of research output and its interpretation, sufficient for them to take public responsibility for that part of the output they contributed	Murdoch	Responsible Conduct of Research Policy; Authorship Attribution Procedure; Authorship Dispute Resolution Procedure; Joint Authorship by Research Students and their Supervisors Procedure; Research IP, Invention & discovery Notification Procedure; 28/03/11 Research Policy Officer		
Availability	The assurance that access to information will be reliable and performed in an acceptable timeframe. Destruction or denial of access to information is a breach of availability.	Murdoch	IT Policy		
Avatar	An individual's online representation of him/herself, either in the form of a 3D model, an image or text.	External	IT Policy		
Award	A Degree, Diploma or Graduate Certificate or other qualification covered by level 5, 6, 7, 8, 9 or 10 of the AQF.	Murdoch			
Award Course	An approved course of instruction offered by the University which leads directly to an Award.	Murdoch			
Award Unit	A unit that has been approved as earning credit towards an Award Course.	Murdoch			

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
Bachelor Award Course	A Course offered by the University which conforms to the specifications for AQF level 7 and leads to the Award of a Bachelor Degree.	Murdoch			
Bachelor Degree	An undergraduate Award conferred by the University as the result of successfully fulfilling the requirements of a Bachelor Award Course.	Murdoch			
Bachelor Honours Award Course	A Course offered by the University which conforms to the specifications for AQF level 8 and leads to the Award of a Bachelor Honours Degree.	Murdoch			
Bachelor Honours Degree	An undergraduate Award conferred by the University as the result of successfully fulfilling the requirements of a Bachelor Honours Award Course.	Murdoch			
Bachelor Honours (Research)	Research Honours includes research training. The Australian Qualifications Framework (AQF) recognises Bachelor Honours completed as an additional year appended to a 3 year Bachelor Award Course, or embedded within a 4 year Bachelor Award Course.	Murdoch			
Backup	The process of making copies of information that may be used to restore the original information following a loss.	External	IT Policy		
Balance of Funding (Excluding Commitments)	Allocated funding less expense.	Murdoch	USED IN MR Finance Report: Capital Report		
Balance of Funding (Including Commitments)	Allocated funding less expenses and commitments.	Murdoch	USED IN MR Finance Report: Capital Report		
Blog	Any weblog, page or published content maintained by an individual with regular entries of commentary, descriptions of events, or other material such as images or video.	External	IT Policy		
Board of Examiners	A group of delegates within a School with responsibility to confirm unit results and monitor and assess student progression within Courses and Majors.	Murdoch			

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		Murdoch/ External	Source (if applicable)		
Borrowing Costs	Means interest and other costs the University incurs in relation to the borrowing of funds.	Murdoch	Debt Management Policy (1650)		
Breach of the <i>Australian Code for the Responsible Conduct of Research</i>	A less serious deviation from the Code that may be appropriately remedied within the institution.	External Murdoch	<i>Australian Code for the responsible Conduct of Research 2007</i> Responsible Conduct of Research Policy; Authorship Attribution Procedure; Authorship Dispute Resolution Procedure; Joint Authorship by Research Students and their Supervisors Procedure; Research IP, Invention & discovery Notification Procedure <i>28/03/11 Research Policy Officer</i>		
Bridging Course (DEST Definition)	A bridging programme is provided for particular types of disadvantaged students who need preparation prior to commencing a formal award course – it is offered to students to enable them subsequently, if they so choose, to commence an award course in a student place that is funded either partially or fully by the Commonwealth. Programmes which form part of a formal award course or for which credit will or may be given towards an award course are not considered to be bridging programmes	Murdoch	DEST Enabling Courses, Continuing Education Courses and Award Transition Units Policy; Academic Organisational Unit Reviews Policy; Recording Grades on Academic Transcripts for Non-Award (Including DEST Enabling) Courses		
Business Case (Curriculum)	An assessment of the key financial and risk elements of a proposed Course, Major or Minor including: resourcing implications; expected initial and ongoing costs of establishing, promoting and delivering the academic offering; the expected student demand; and risk mitigation strategies. Is submitted via a template in the Curriculum Management System (CourseLoop).	Murdoch			
Business Plan	The WMS term that describes the proposed offerings of a unit across different locations, teaching periods and enrolment modes, in any	Murdoch	Used in WMS system		

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		Murdoch/ External	Source (if applicable)		
	academic year.				
By-Law	A By-law is delegated legislation which regulates the organisation to which it applies. By-laws pertain to the use of University lands and buildings and provide for penalties for breaches. By-laws are required or permitted to be prescribed under authority granted by the <i>Murdoch University Act 1973</i> , are approved by the Governor and apply within the boundaries of the University lands.	Murdoch		A By-Law is delegated legislation that regulates the use of University lands and buildings as required or permitted to be prescribed under authority granted by the <i>Murdoch University Act 1973</i> as well as providing for penalties for breaching the By-laws.	
CAAW	Confirmation of Appropriate Accommodation and Welfare (CAAW) letter. This document confirms that the University has undertaken to ensure that appropriate accommodation, support and general welfare arrangements in place for the period that the student will be under 18 years old while in Australia. The document is an electronic form submitted through the PRISMS alongside the Confirmation of Enrolment (COE) to assist an under-18 student with a student visa application.	External	Australian Government Department of Immi-gration and Border Protection International Under-18 Student Policy	Confirmation of Appropriate Accommodation and Welfare (CAAW) letter.	
Callista	The University's student records system.	Murdoch			
Campus	A term used to describe Murdoch University teaching locations.	Murdoch			
Campus Location	525	External	2007 ON. DEEWR student data element dictionary		
Campus of Enrolment	Definition of Campus could be twofold: Campus of Course Enrolment or Campus of Unit Enrolment. Campus of Course Enrolment	Murdoch	Internal Murdoch		

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	<p>A student typically enrolls in a Course and a number of units under the Course. A Course could be offered at more than one campus. However a Student's Course enrolment is unique to a single Campus. This is known as the Campus of Course Enrolment, even though not all the units are offered at the same Campus.</p> <p>Campus of Unit Enrolment</p> <p>Individual units may be offered at more than one Campus. However a Student could typically enrol in a Unit offered at a single campus. This is known as the Campus of Unit Enrolment.</p> <p>Load and Enrolment figures calculated and aggregated by various dimensions and at the two definitions of Campus above will not be the same.</p> <p>All Off-shore Campuses are grouped in to a single description Off-shore.</p> <p>Please note that there is a Funding Source Code called "Off-shore" as well. The two have different meanings. Students enrolled in the Funding Source "Off-shore" may be enrolled in units offered at On-shore campuses. Similarly students enrolled at "Off-shore" Campuses may be enrolled in a Funding Source other than "Off-shore".</p>				
Cancelled Unit	A unit which was indicated as being offered in a specified teaching period but was ultimately not offered in that teaching period. Cancelled units are intended to be offered in a future teaching period.	Murdoch			
Capital Carried Forward in Current Year	Not used (to be deleted).	Murdoch	USED IN MR Finance Report: Capital Report		
Capital Expenses	Not used (to be deleted).	Murdoch	USED IN MR Finance Report: Capital Report		
Carcinogenic Substance	Means a substance that produces cancer through the uncontrolled division and multiplication of	Murdoch	Responsible Conduct of Research Policy;		

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	cells.		Safety in Research and Teaching Policy <i>06/09/11 General Counsel</i>		
Cardholder	Someone who owns and benefits from the use of a membership card, particularly a credit card.	Murdoch	Payment Card Security Best Practices Procedure (1900b); Payment Card New EFTPOS procedure (1900c) <i>19/11/2014 University Secretary</i>		
Card Holder Data	Those elements of credit card information that are required to be protected. These elements include Primary Account Number (PAN), Cardholder Name, Expiration Date and the Service Code.	Murdoch	Payment Card Security Best Practices Procedure (1900b); Payment Card New EFTPOS procedure (1900c) <i>19/11/2014 University Secretary</i>	CHD	
Cardholder Name	The name of the Cardholder to whom the card has been issued.	Murdoch	Payment Card Security Best Practices Procedure (1900b) <i>19/11/2014 University Secretary</i>		
Career Learning Spine	A set of units and/or learning experiences that complement or augment disciplinary learning by developing skills for successful career management.	Murdoch			
Cash receipting area	Authorised area that accepts money on behalf of the University	Murdoch	Accounts Receivable Policy (401) <i>14/05/13 University Registrar</i>		
Category 1 research income per academic FTE	Category 1 Research Income as defined by Higher Education Research Data Collection reported in the University's enterprise finance system (Finance 1) apportioned to the number of staff on the grants. This will be summed at the school level and divided by the total FTE. The grant holder will need to be apportioned. If the split of effort is not nominated on the grant cover sheet then the grant will be equally split between all nominated on the grant. If the grant defines the split of effort then the grant will be apportioned according to the % split.	Murdoch	RIAS KPI: School: 11 Research: 9		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<p>For example:</p> <p>Split of effort is not defined on grant cover sheet:</p> <p>If there are 5 researchers named on the grant then they will each be apportioned 0.2 of the grant (1 grant/ 5 researchers = 0.2 grant).</p> <p>Split of effort is defined on grant cover sheet:</p> <p>If there are 5 researchers named on the grant with the following effort 1 researcher 40%, 2 researchers 20% and 2 researchers 10% they will be apportioned the grant as follows:</p> <p>1 researcher 0.4</p> <p>2 researchers 0.2</p> <p>2 researchers 0.1</p> <p>FTE in this case will be defined by that year's Level B to E FTE with Teaching, Teaching and Research or Research only contracts.</p>				
CAV2, CVC2, CID OR CVV2 data	The three or four digit value printed on or to the right of the signature panel or on the face of a payment card used to verify card - not present transactions.	Murdoch	Payment Card Security Best Practices Procedure (1900b) <i>19/11/2014 University Secretary</i>		
Census Dates	A census date is the date on which a student's unit enrolment is taken to be finalised and HECS-HELP and FEE-HELP debts are incurred. Students must make their up-front payments and submit their request/s for Commonwealth assistance by the census date. The two main census dates for units at Murdoch University now are 14 March and 29 August, and non-standard Census Dates may be applied to individual or groups of units.	Murdoch			
Centralised (IT)	Equipment or services that used by multiple individuals in a centralised manner. This includes servers and other similar systems.	Murdoch	IT Policy		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
Change	The addition, modification or elimination of an authorised, planned or supporting service and its related documentation.	Murdoch	All Policies		
Child	A person under the age of 18 years.	Murdoch			
Child related work	The usual duties of the work involve, or are likely to involve contact with a child in connection with areas outlined in Section 6 of the Act.	Murdoch			
Citizen/resident indicator	358	External	2007 ON. DEEWR student data element dictionary		
Class	A WMS defined term referring to multiple occurrences of repeat activities. For example, several tutorial classes may be required per week based on class size. Number of classes is determined when the Delivery Plan is created, from the defined maximum class size and the actual number of enrolments.	Murdoch	Used in WMS system		
Classification & Level	All staff are assigned a classification on employment. This data element indicates the classification (academic/non-academic), level of the appointment and the increment of the appointment (for academic appointments only). There are two types of classification; the appointment classification for the substantive position held and the current classification for the current position held. Often these are the same, but for someone acting in another position or on higher duties they can be different.	Murdoch	DEEWR/Internal Murdoch definition		
Clinical Trial	In Harmonisation of Multi-centre Ethical Review (HoMER), "Clinical Trial" means research involving an unapproved or approved therapeutic good, intervention or treatment. The HoMER initiative applies to clinical trials where multiple institutions are involved.	External Murdoch	World Health Organisation (WHO) definition on NHMRC website. Responsible Conduct of Research Policy; Authorship Attribution Procedure; Authorship Dispute Resolution Procedure; Joint Authorship by Research Students and their	Any research project that prospectively assigns human participants or groups to one or more health-related interventions to	

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
			Supervisors Procedure; Research IP, Invention & discovery Notification Procedure; <i>28/03/11 Research Policy Officer</i>	evaluate the effects on health outcomes.	
Co-Major	A coherent and scaffolded sequence of required units and/or Specified Elective units that may be an Option within a Course.	Murdoch			
Code	A statement and description of ethical principles and socially responsible behaviours, responsibilities and actions expected of employees and/or students.	Murdoch	All Policies		
Cohort Year	522	External	2007 ON. DEEWR student data element dictionary		
Collaborative Award	An Award that is jointly offered by Murdoch University and at least one other provider and is governed by a joint agreement.	Murdoch			
Combined Award Course	A Course offered by the University which leads to the conferral of two Awards being either two Bachelor Degrees or a Bachelor Degree and Bachelor Honours Degree.	Murdoch			
Combined course of study indicator	455	External	2007 ON. DEEWR student data element dictionary		
Commencing location code of permanent home residence	476	External	2007 ON. DEEWR student data element dictionary		
Commencing Status (New, Commencing, etc)	<p>Commencing</p> <p>A student who is starting a particular qualification or award for the first time. This would include students transferring course where the award changes or students continuing study into a new course after graduating in a previous qualification. This also includes students who are new to the University.</p> <p>New</p> <p>A student who is starting at Murdoch for the first time (in any course). This is a subset of</p>	Murdoch	DEEWR/Murdoch definition		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<p>Commencing above.</p> <p>Commencing but not New</p> <p>Students starting a new qualification or award for the first time but are not new to the University. This would include students transferring course where the award changes or students continuing study into a new course after graduating in a previous qualification.</p> <p>Non-Commencing</p> <p>All students outside of the commencing category above.</p>				
Commencing student indicator	922	External	2007 ON. DEEWR student data element dictionary		
Commendation	Praise for a good practice or valuable innovation identified by the Review Panel, or by any other applicable auditing body or agency.	Murdoch			
Commercialisation and innovation index	<p>Commercialisation and innovation index will measure the outcomes of research including the development of intellectual property, licensing agreements, spin off company and research consultancy. The components will be weighted to recognise the value and importance of the different outcomes as follows:</p> <p>Spin Off Company – weighting 4</p> <p>Licensing Agreement – weighting 3</p> <p>Intellectual Property – weighting 2</p> <p>Research Consultancy – weighting 1</p>	Murdoch	<p>RIAS KPI:</p> <p>School:</p> <p>Research: 8</p>		
Commitments	Total PO Amount where no invoice has been raised (i.e. a purchase order that has not yet been invoiced)	Murdoch	USED IN MR Research Report: Research Project Activity		
Commonwealth Assistance Notice (CAN)	A notice generated by the University and provided to students, that includes information about a student's enrolment and use of	Murdoch	<p>University Handbook</p> <p>24/01/11 Systems Administrator</p>		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	Commonwealth assistance.				
Commonwealth Contribution	Per-EFTSL funding under the Commonwealth Grant Scheme consists of two parts: the Commonwealth contribution and the Student contribution. The amount of the contributions depends on the FOE of the unit. When comparing the relative level of funding between disciplines, the sum of Commonwealth and Student contributions must be used.	External	2005 on. DEEWR definition		
Commonwealth Higher Education Student Support Number (CHESSN)	488	External	2007 ON. DEEWR student data element dictionary		
Commonwealth Learning Scholarship (CLS) code	545	External	2007 ON. DEEWR student data element dictionary		
Commonwealth Learning Scholarship (CLS) status code	526	External	2007 ON. DEEWR student data element dictionary		
Commonwealth Learning Scholarship (CLS) termination reason code	538	External	2007 ON. DEEWR student data element dictionary		
Commonwealth Higher Education Student Support Number (CHESSN)	<p>A unique identifier used by a higher education provider (provider) in communications with the Australian Government relating to a student who is:</p> <ul style="list-style-type: none"> - Enrolled, or seeking to enrol, in a unit of study with the provider; and - A Commonwealth supported student, or seeking Commonwealth assistance under the <i>Higher Education Support Act 2003</i>, for a unit of study. <p>The CHESSN will remain linked to the Student for the remainder of their academic life.</p>	External			
Community and Employability Pathway Transcript	The Community and Employability Pathway Transcript records student successful participation in approved Volunteer Programs.	Murdoch			

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	Volunteer Programs offer opportunities to develop and demonstrate skill in areas such as communication, leadership, team work, time management, problem-solving and initiative. Volunteer Programs have worthy objectives and involve activities that make a worthwhile contribution to the University and/or the Community.				
Completion requirements	The set of conditions and criteria that must be satisfied in their entirety to successfully complete a Course, Course Component or unit. Completion requirements are specified in the Handbook.	Murdoch			
Completion time period	The period of time taken to satisfy the requirements of a Course offered by the University. It is measured from the date of first enrolment and is inclusive of periods of leave, exclusion and non-enrolment.	Murdoch			
Concurrent Enrolment	Simultaneous enrolment in two different Award Courses.	Murdoch			
Conferral	The granting of an Award by Academic Council on behalf of Senate as the result of successfully fulfilling the requirements of an Award Course.	Murdoch			
Confidential/confidentiality	The assurance of data privacy. Only authorised individuals processes or systems may access information. Theft or disclosure of information is a breach of confidentiality.	Murdoch	All Policies		
Confidential Information	Any information held by the University that is subject to a legal obligation of confidence, is of a confidential nature or was obtained in confidence.	Murdoch	Information Security Incident Management Procedure		
Consultancy	N/A	Murdoch	Responsible Conduct of Research Policy; Authorship Attribution Procedure; Authorship Dispute Resolution Procedure; Joint Authorship by Research Students and their	The provision of professional or expert advice or services to an external party, either on a paid or	

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
			Supervisors Procedure; Research IP, Invention & discovery Notification Procedure; <i>28/03/11 Research Policy Officer</i>	unpaid basis. This includes the provision of Research services but excludes work funded from research grants.	
Contact Activity	An activity that involves student contact, such as delivering a lecture. Contact activities have implications for scheduling and location.	Murdoch	Used in WMS system		
Contact facsimile number	426	External	2007 ON. DEEWR student data element dictionary		
Contact name – full	424	External	2007 ON. DEEWR student data element dictionary		
Contact Officer	The staff member who can be contacted to respond to general queries about the policy and/or supporting procedures/guidelines/standards.	Murdoch	All Policies		
Contact telephone number	425	External	2007 ON. DEEWR student data element dictionary		
Content (Academic)	Used in the context of Content and Event Sharing in the Delivery Plan. Content activities are non-contact activities such as authoring a lecture or marking an assignment.	Murdoch	Used in WMS system		
Content (IT)	Describes all forms of information, and without limitation includes: text, formatted text, interactive and/or dynamic pages (such as those generated from data files and databases), images, video and sound files. It may also include software and the input and output from software applications.	Murdoch	IT Policy		
Content and Event Sharing	A feature available in the Delivery Plan that allows nominated teaching activities to be reused across different offerings. For example, the same assignments and exam may be used for internal and external mode in the same	Murdoch	Used in WMS system		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<p>semester; or the same lecture slides may be used at different campuses. If an activity is shared across multiple offerings, then the workload for it is calculated once only (for the first offering), and reuse of the activity by subsequent offerings is assumed to involve zero workload. Content and Event Sharing enables the 'marginal' effort and cost involved in putting on additional offerings to be calculated.</p> <p><i>Event</i> sharing involves synchronous teaching contact, such as shared lecture delivery for double-coded units. <i>Content</i> sharing is of non-contact teaching activities, such as authoring of assignments or lectures. To be eligible for content or event sharing the activity must occur in more than one offering.</p> <p>Activities that have a measure of Hours per Student are not eligible for Content and Event Sharing.</p>				
Contract End Date	Date an employee's contract with the University ends.	Murdoch	USED IN MR HR&OHS Report: Staff Management		
Contribution Margin (Proxy – Variance to Budget)	<p>Variance to budget will calculate the difference between the net of actual revenue and expense and the net of approved budgeted revenue and expense divided by the absolute net value of the approved budget revenue and expenses and shown as a % variance.</p> <p>NB: Variance to budget will be utilised as a proxy measure until Contribution Margin can be accurately calculated at a school level. This will be dependent on the new resource allocation model.</p>	Murdoch	RIAS KPI: School: 1 Research:		
Corrective Action Status (pi)	<p>Current status of corrective actions required.</p> <p>Domain: Outstanding, Complete</p>	Murdoch	USED IN MR HR&OHS Report: Incidents and Hazards		
Country of Birth	346 504	External	2007 ON. DEEWR student data element dictionary		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
Course	A coherent and integrated sequence of study that conforms to the applicable AQF specification for type, outcomes and volume of learning. Courses are designed, governed and managed in accordance with the Coursework Regulations and Curriculum Policy.	Murdoch			
Course Campus Postcode	559	External	2007 ON. DEEWR student data element dictionary		
Course Code	The unique code used to identify an approved Course.	Murdoch			
Course Commencement Date	328	External	2007 ON. DEEWR student data element dictionary		
Course completion	The successful completion of all of the academic requirements of a Course.	Murdoch			
Course Components	The curriculum components that are combined to form a Course.	Murdoch			
Course Core	A coherent and scaffolded sequence of required units and/or Specified Elective units that is a compulsory component of a Course or group of related Courses.	Murdoch			
Course fee type	536	External	2007 ON. DEEWR student data element dictionary		
Course Name	A name of a Course. A Course can either be 'award', 'non-award' or 'enabling'. Award Course: A program of study formally approved by the University which leads to an academic award granted by the institution. Non-award Course: A program of study which does not lead to an award but is comprised of a unit or units of study from an award course. Completion of such units may or may not be counted as credit towards the requirements of an award course. Enabling Course: A program of study which provides bridging or supplementary education to enable a person to qualify for admission into an award course.	Murdoch	USED IN MR Student Report: Taught EFTSL		
Course Name – full	308	External	2007 ON. DEEWR student data element dictionary		
Course of Study Code	533	External	2007 ON. DEEWR student data element dictionary		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
Course of Study Commencement Date	534	External	2007 ON. DEEWR student data element dictionary		
Course of Study Load	350	External	2007 ON. DEEWR student data element dictionary		
Course of Study Name	394	External	2007 ON. DEEWR student data element dictionary		
Course of Study Type Code	310	External	2007 ON. DEEWR student data element dictionary		
Course Type	Descriptor identifying the level of a student undertaking a course. Domain: Under Graduate Course Work, Post Graduate Course Work, Higher Degree by Research	Murdoch	USED IN MR Student Report: Taught EFTSL		
Coursework	The DEEWR definition of coursework courses excludes any professional doctorate and master's courses with a two thirds or greater research content. The course type of a course may change between different years resulting in inconsistent totals across different years.	External	DEEWR definition		
Credit	Credit Points granted in recognition of prior learning that may be counted towards the satisfaction of completion requirements.	Murdoch	Handbook		
Credit Check Agent	An external party contracted by the University to conduct credit checks on a potential debtor	Murdoch	Accounts Receivable – Credit Checks policy (401) and procedure (401c) <i>14/05/12 University Registrar</i>		
Credit point value	The value assigned to a Course Component, Option or unit by the University.	Murdoch			
Creditors	An external party, staff, student or associate for which Murdoch University processes a payment other than a salary.	Murdoch	Accounts Payable Policy (503) <i>14/05/12 University Registrar</i>		
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).	External	Admission and Support of International Students Policy	This is the Australian Government website that lists all Australian education providers to offer	

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
				courses to people studying in Australia on student visas and the courses offered.	
Cross-Institutional Enrolment	A unit offered by another institution that may be taken by a Murdoch student for credit.	Murdoch			
Current duties classification type and level group code	409	External	2007 ON. DEEWR staff data element dictionary		
Current duties classification type, level and increment code	408	External	2007 ON. DEEWR staff data element dictionary		
Current duties term code	407	External	2007 ON. DEEWR staff data element dictionary		
Current Year Actual	Not used (to be deleted).	Murdoch	USED IN MR Finance Report: Capital Report		
Current Year Budget Spend	Not used (to be deleted).	Murdoch	USED IN MR Finance Report: Capital Report		
Custodian (of Application)	Is the individual, department or organisation tasked with administering an Application.	Murdoch	IT Policy		
Customer Facing	Staff and Authorised Contractors who deal with customers on a day-to-day or regular basis.	Murdoch	All Policies		
Data Breach	A breach of information security in respect of information, other than a physical breach.	Murdoch	Information Security Incident Management Procedure		
Data Mart	Data Mart (DM), in contrast to a Data Warehouse (DW), is a database of information collected from operational and other systems, which is made available to a group of users to meet a specific Business Need. Data marts are usually smaller and focus on a particular subject or department thus tends to be tactical and directed at meeting an immediate business need. A DM is a single-subject DW.	Murdoch			
Data Mining	The process of finding hidden patterns and relationships in the data. Analysing data involves the recognition of significant patterns. Human analysts can see patterns in small data sets.	Murdoch	All policies		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	Specialized data mining tools are able to find patterns in large amounts of data. These tools are also able to analyse significant relationships that exist only when several dimensions are viewed at the same time.				
Data type code	422	External	2007 ON. DEEWR student data element dictionary		
Data Warehouse	<p>A Data Warehouse (DW) is a data store designed to produce a single, comprehensive view of data that an organisation accumulates during its course of operations. This supports transforming data into valuable information to make better business decisions.</p> <p>As any other large scaled organisation, Murdoch University collects and records data on transactions in corporate systems for operational and regulatory reasons. Often, each line of business and functional area uses its own online transaction processing (OLTP) application and other both internal and external data sources. Typically, this results in disparate systems and data silos serving as a barrier for decision makers to consume information relevant to their needs. A DW would collect and integrate all available data in a single data store that empowers managers to make decisions based on that data with confidence.</p>	Murdoch	All Policies		
Date of birth	314	External	2007 ON. DEEWR student data element dictionary		
Debt Coverage Ratio	<p>Measures the University's capacity to meet its debt servicing obligations from operating cash flows.</p> <p>Calculation = EBIT / Debt Service Costs</p>	Murdoch	Debt Management Policy (1650)		
Debt Service Costs	Includes Borrowing Costs and scheduled regular principal repayments.	Murdoch	Debt Management Policy (1650)		
Debt to Equity Ratio	<p>Measures the University's debt to net assets.</p> <p>Calculation = Total Debt / Total Equity</p>	Murdoch	Debt Management Policy (1650)		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
Debtor ID	Unique identification number given to a debtor	Murdoch	USED IN MR Finance Report: Aged Debtors		
Debtor Name	The name of the customer who has been invoiced for goods or services provided.	Murdoch	USED IN MR Finance Report: Aged Debtors		
Decision Support System	<p>A decision support system (DSS) is an application that analyses business data and presents it so that users can make business decisions more easily.</p> <p>It is an "informational application" (to distinguish it from an "operational application" that collects the data in the course of normal business operation).</p> <p>A decision support system may present information graphically and may include an expert system or artificial intelligence (AI). It may be aimed at business executives or some other group of knowledge workers.</p>	Murdoch	Term		
DEEWR Equity Indicator (Access) – Female, Low SES, Disabled, Refugee, Rural, Isolated, NESB, ATSI	<p>The DEEWR equity indicators cover the following equity groups:</p> <ul style="list-style-type: none"> - Female - Aboriginal & Torres Strait Islander (ATSI) - Isolated - Low Socio-economic Background (Low SES) - Non-English Speaking Background (NESB) - Rural - Student with Disability <p>In addition the following group has been included for years 2005 and above:</p> <ul style="list-style-type: none"> - Refugee – Students identified by the citizenship code on Callista which has a value of '8'– students with permanent humanitarian visa. <p>Four indicators are used to assess these groups. The indicators are;</p>	External	DEEWR Equity Indicators, University Strategic Plan 2003-2007 KP Indicators 15, 16, 17, 18, 19a, 19b		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<ul style="list-style-type: none"> - Access - Participation - Retention - Success <p>The indicators are defined as follows:</p> <p>Access</p> <p>The number of commencing equity group students enrolled in a first major course expressed as a proportion to the total number of commencing students in the course.</p> <p>Participation</p> <p>The proportion of equity group students enrolled in a first major course expressed as a ratio to the average participation for the equity group in Western Australia.</p> <p>Retention</p> <p>The retention rate for equity group students in a first major course expressed as a ratio to the retention rate for other than equity group students in the course. The retention rate is the number of students in a course continuing from the previous year divided by the number of students enrolled in the previous year minus the number of students which completed in the previous year.</p> <p>Success</p> <p>The SPR (see indicator 12) for equity group students in a first major course as a ratio to the SPR for other than equity group students in the course.</p> <p>All indicators are reported at the course level and aggregated up to the AOU and Divisional levels.</p>				

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<p>Notes:</p> <p>All indicators are available for all equity groups with the exception of the participation rate indicator which is not available for the Female and Low SES groups. The enrolment figures have been displayed for comparison upon request by Divisions.</p> <p>The DEEWR definition of the equity groups excludes international students. When comparisons are made to the other than equity group student, international students are excluded from both sides, i.e. the calculations are only performed on Australian citizens, permanent residents and New Zealand citizens.</p>				
Deductible Gift Recipient (DGR)	<p>A DGR is an entity that is entitled to receive income tax deductible gifts. All DGRs must be endorsed by the ATO, unless they are listed by name in the income tax law. DGR endorsement is the approval process for organisations that want to be endorsed by the ATO as DGRs. Endorsement as a DGR allows donor to claim tax deductions for most types of gifts or donations they make to your organisation.</p> <p>There are two types of DGR – (1) & (2) DGR:</p> <p>(1) Is also informally known as a “doing DGR. Most organisations which are endorsed as DGRs will fall into this category. It includes public benevolent institutions, universities, environmental organisations, cultural organisations and many more. An organisation is a DGR 1 if its endorsement from the Tax Office states that the “Provision for gift deductibility” is item 1 of the table in section 30-15 of the <i>Income Tax Assessment Act 1997</i>”. Murdoch University is a DGR 1.</p> <p>(2) DGR 2 is known informally as a “giving” DGR. This category includes organisations which are Public Ancillary Funds. These organisations</p>	External & Murdoch	<p>ATO Website</p> <p>Gift Acceptance Policy</p> <p>(20/03/2014 University Registrar)</p>		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<p>exist only for the purposes of providing donations to “doing” DGRs. An organisation is a DGR2 if its endorsement from the Tax Office states that the “Provision for gift deductibility” is Item 2 of the table in section 30-15 of the <i>Income Tax Assessment Act 1997</i>.”</p> <p>DGR2s must only provide funds to DGR 1s. A DGR 2 may not fund another DGR 2. The Murdoch University Foundation Trustee Company is a DGR2.</p>				
Definition	An approved defined “Definition” maintained in the EPMS Dictionary of Terms and is a word commonly used at Murdoch.	Murdoch	All Policies		
Delivery Mode	Descriptor identifying the manner in which a student is undertaking a unit. Domain: Internal Delivery Mode, External Delivery Mode.	Murdoch	USED IN MR Student Report: Unit Enrolments USED IN MR Student Report: Taught EFTSL		
Delivery Pattern	The WMS term for the particular collection of activities involved in delivering a unit offering. Each Unit Profile includes one or more delivery pattern. Delivery patterns are school-specific, although a limited number of broad categories may be recognised at university level. Delivery patterns are independent of enrolment mode, but in practice, particular delivery patterns (such as a school’s typical lecture/tutorial pattern) would map to a particular enrolment mode.	Murdoch	Used in WMS system		
Delivery Plan	The WMS term for the list of workload activities associated with delivering the set of unit offerings for a unit: the list of activities that are required to deliver a unit in a particular location, teaching period and enrolment mode. The Delivery Plan is created by combining the information about teaching activities from the Unit Profile with the Business Plan that lists the different offerings of the unit. The Delivery Plan is the basis for teaching workload allocation.	Murdoch	Used in WMS system		
Department	An organisational grouping at Murdoch. The structure supported by Murdoch can be found	Murdoch	USED IN MR Finance Report: Capital Report		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	here.				
Department Name	The name of a specific department.	Murdoch	USED IN MR Research Report: Research Project Activity		
Designated Person		External	Description in the <i>Australian Code for the Responsible Conduct of Research 2007</i> 12/05/11 Research Policy Officer	Means the senior member of the University's management structure with experience in research and research management who receives written allegations of research misconduct, conducts preliminary investigations and provides advice to the Vice Chancellor or their delegated officer.	
DEST Funding Cluster	Descriptors identifying the DEST funding cluster of a unit. Domain: Law, Accounting Business & Economics, Humanities, Maths & Statistics, Behavioural & Social Science, Computing & Health, Languages Visual Performance Arts & Media, Engineering & Science, Medicine Vet & Dentistry, Agriculture, Education, Nursing	Murdoch	USED IN MR Student Report: Taught EFTSL		
Development (of Software)	The process of writing and maintaining software.	Murdoch	IT Policy		
Disability	" Disability " in relation to a person, means: (a) total or partial loss of the person's bodily or mental functions; or (b) total or partial loss of a part of the body; or (c) the presence in the body of organisms	External	1992 Disability Discrimination Act Student Disability Policy		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<p>causing disease or illness; or</p> <p>(d) the presence in the body of organisms capable of causing disease or illness; or</p> <p>(e) the malfunction, malformation or disfigurement of part of the person's body; or</p> <p>(f) a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or</p> <p>(g) a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgement or that results in disturbed behaviour;</p> <p>and includes a <u>disability</u> that:</p> <p>(h) presently exists; or</p> <p>(i) previously existed but no longer exists; or</p> <p>(j) may exist in the future (including because of a genetic predisposition to that <u>disability</u>); or</p> <p>(k) is imputed to a person.</p> <p>To avoid doubt, a disability that is otherwise covered by this definition includes behaviour that is a symptom or manifestation of the <u>disability</u>.</p>		28/03/11Research Policy Officer		
Disability	386	External	2007 ON. DEEWR student data element dictionary		
Disadvantaged Students	Those students who have suffered social or educational disadvantage.	Murdoch			
Discipline Code	464	External	2007 ON. DEEWR student data element dictionary		
Discipline Group	<p>A discipline group is a means of classifying units of study in terms of the subject matter being taught and/or researched in them.</p> <p>Each unit at Murdoch may be assigned a discipline group code. The base categories are:</p> <ul style="list-style-type: none"> - Humanities 	Murdoch	Expired. DEEWR definition, replaced by FOE		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<ul style="list-style-type: none"> - Social Sciences - Education - Sciences - Mathematics, Computing - Visual/Performing Arts - Engineering, Processing - Health Sciences - Administration, Business, Economics, Law - Built Environment - Agriculture, Renewable Resources <p>Each of the above categories has many sub-categories.</p> <p>The discipline group code is useful for comparing the subject matter taught at various institutions. To compare the programmes students study the field of study code is used.</p>				
Discontinuation	The permanent cessation of a Course, Major, Minor or unit offered by the University. Following discontinuation, no further enrolments shall be accepted.	Murdoch			
Discontinued Unit	A discontinued unit is one which will no longer be offered by the University. Once a unit has been discontinued no further enrolments shall be accepted.	Murdoch			
Disposal	Card Holder Data (CHD) must be disposed of in a certain manner that renders all data unrecoverable. This includes paper documents and any electronic media including computers, hard drives, magnetic tapes and USB storage devices. All computer related devices must be sanitised before disposal. The approved disposal methods are: Cross-cut shredding, incineration or	Murdoch	Payment Card Security Best Practices Procedure (1900b) 19/11/2014 University Secretary		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	approved shredding.				
Dissertation	The written component of research training.	Murdoch			
Doctoral Award Course	A Course offered by the University which conforms to the specifications for AQF level 10 and leads to the Award of a Doctoral Degree. The Course may be constituted by a mix of Coursework and Research Training (Professional) or entirely by Research Training (Research).	Murdoch			
Doctoral Degree	A graduate Award conferred by the University as the result of successfully fulfilling the requirements of a Doctoral Award Course.	Murdoch			
Document Owner	The staff member responsible for the development, oversight and review of the relevant policy, procedure, guideline or standard. This may be the Secretary of a committee/working party acting under instruction of the committee/working party or it's Chair.	Murdoch	All Policies		
Drop-Out Rate	<p>This indicator measures the rate at which students fail to return to their Course of study between two years and actually drop out of the University without graduating.</p> <p>The Retention Rate indicator complements this indicator but uses student load instead of enrolments and takes into account students who change their Course.</p> <p>Method of calculation:</p> <p>The basic calculation is:</p> <ul style="list-style-type: none"> - Lapsed Enrolments (year X+1) - Initial Enrolments (year X) - The final result is expressed as a percentage. <p>The two components of the calculation are determined as follows:</p>	Murdoch	University Strategic Plan 2003-2007 KP Indicator 14		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<p>Initial Enrolments</p> <p>The number of students enrolled in a Course in year 'X' who did not finish during that year.</p> <p>Lapsed Enrolments</p> <p>The number of students enrolled in year 'X' who did not complete and did not continue their study the following year (year 'X'+1).</p> <p>Other points of note:</p> <p>Students enrolled in research, non-award and cross-institutional Courses have been removed from the calculations.</p> <p>Equity Group calculations are also provided.</p> <p>A new set of Reports for Drop-out Rate will be designed and available soon in line with the new OPP Reporting Framework.</p>				
Due Date	Date on which the Purchase Order is expected to be paid.	Murdoch	USED IN MR Finance Report: Outstanding Purchase Orders		
Duration	The time taken for an activity, in hours. In a contact activity such as a lecture or tutorial delivery duration refers to contact time; in a non-contact activity such as lecture authoring duration is the amount of time estimated for the activity. Duration is expressed in one of three <i>measures</i> .	Murdoch	Used in WMS system		
Earnings Before Interest and Taxation (EBIT)	<p>Measures the 'operating earnings' of the University by excluding interest and taxation.</p> <p>Calculation = Net Surplus / (Deficit) + Interest + Taxation</p>	Murdoch	Debt Management Policy (1650)		
EFTSL	Abbreviation for "Equivalent Full Time Student Load". A measure which expresses what proportion of a standard annual program for a student undertaking a full year of study in a particular year of a particular course can be attributed to a (part of a) unit, or units, of	Murdoch	USED IN MR Student Report: Taught EFTSL		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	study. Student load is expressed in EFTSL (Equivalent Full-time Student Load) values and is based on 24 credit points of units.				
Electronic Collaboration System	Is any form of electronic system intended to be used for information collaboration. This includes but is not limited to: Aggregators; Blogs; Discussion Forums; Online Spaces; Online Worlds; Podcasts; Video casts; Virtual Worlds; and Wikis.	Murdoch	IT Policy		
Electronic Messaging	Are all technologies used to transfer messages via electronic means, including email, instant messaging, facsimile (fax) and other such technologies.	Murdoch	IT Policy		
Electronic Submission of Assignments	The submission of assignments by means of the internet.	Murdoch			
Eligibility score	552	External	2007 ON. DEEWR student data element dictionary		
Email	Are electronic messages specifically sent using the methods described in RFC 821 or similar means.	Murdoch	All Policies		
Emergency Change	A change that must be introduced as soon as possible.	Murdoch	All Policies		
Employee Costs	Refer "Employee Total Cost".	Murdoch	USED IN MR Finance Report: Capital Report		
Employee Total Cost	Remuneration Total Cost + On Cost	Murdoch	USED IN MR HR&OHS Report: Staff Management		
Enrolment Option	A combination of Location (for example, 'Murdoch' for Murdoch campus), Teaching Period (for example, 'S1' for Semester 1) and Unit Class (for example, 'X' for external), which together indicate the availability of a unit in a given academic year. A unit may have multiple enrolment options. This may also be referred to as 'unit offering'.	Murdoch	University Handbook <i>24/01/11 Systems Administrator</i>	A combination of Location, Teaching Period and Unit Class, which together indicate the availability of a unit in a given academic year, also referred to as 'unit offerings'.	
Enabling Program	An approved program of instruction that prepares students to undertake a higher	Murdoch			

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	education award. Learning gained through participation in an Enabling Program is not eligible for credit towards an Award Course.				
Encryption Technology	Technology or software intended to transform information using an algorithm to make it unreadable to anyone except those authorised.	Murdoch	All Policies		
Enrolment Mode	The Murdoch term defining whether a unit is available on-campus or off-campus. At present there are two enrolment modes, Internal and External.	Murdoch	Used in WMS system		
Enrolment Type	Descriptor identifying the enrolment type of a student. Domain: International, Domestic	Murdoch	USED IN MR Student Report: Taught EFTSL		
Enrolment year	546	External	2007 ON. DEEWR student data element dictionary		
Enterprise Data Warehouse	Any analytic infrastructure may embody some of these attributes, but to truly be called an enterprise data warehouse they should exhibit all of the attributes in this list. Data Warehouse 1. Single Version of the Truth 2. Multiple Subject Areas 3. Normalized Design 4. Mission-Critical Environment 5. Scalability Across Several Dimensions	Murdoch	Term		
Entry cut-off for Commonwealth Supported Places	497	External	2007 ON. DEEWR student data element dictionary		
Entry cut-off for fee-paying domestic places	498	External	2007 ON. DEEWR student data element dictionary		
EPMS	Abbreviation for "Electronic Policy Management System".	Murdoch	All policies		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
Equivalent full-time annual salary – current duties	423	External	2007 ON. DEEWR staff data element dictionary		
Equivalent full-time student unit load	339	External	2007 ON. DEEWR student data element dictionary		
ESOS Act	<p><i>Education Services for Overseas Students Act 2000</i></p> <p>The ESOS Act sets out the legal framework governing delivery of education to overseas students studying in Australia on a student visa. The Australian Government, through the Department of Education, administers the ESOS Act and its associated instruments.</p> <p>The <i>Education Services for Overseas Students (ESOS) Act 2000</i> (Current) governs:</p> <ul style="list-style-type: none"> - The registration process and obligations of registered providers; - The Tuition Protection Service; and - Enforcement and compliance powers. 	External	<p>International Under-18 Student Policy</p> <p>International Under-18 Student Procedure</p>	Education Services for overseas Students Act 2000	
Establishment Number	An identification number given to a position. More than one person may hold the same position.	Murdoch	USED IN MR HR&OHS Report: Leave Planner		
Ethical		<p>External</p> <p>Murdoch</p>	<p>Harmonisation of Multi-centre Ethical Review (HoMER) definition.</p> <p>Responsible Conduct of Research Policy;</p> <p>Authorship Attribution Procedure;</p> <p>Authorship Dispute Resolution Procedure;</p> <p>Joint Authorship by Research Students and their Supervisors Procedure;</p> <p>Research IP, Invention & discovery Notification Procedure</p> <p>28/03/11 Research Policy Officer</p>	Right or morally acceptable	

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
Event	Used in the context of Content and Event Sharing in the Delivery Plan. Event-based activities are teaching contact activities such as lectures that are timetabled for a specific place and time.	Murdoch	Used in WMS system		
Examination	A type of formal assessment of learning conducted by the University, or by any other person or body prescribed by University statute as a person or body authorised to conduct examinations for the University.	Murdoch			
Examination Centre	An off campus examination venue approved and organised by the office responsible for examinations, where External Students who live outside a 100km radius from a Murdoch campus are directed to sit their exams. Other students may request permission to sit their examination at an Examination Centre.	Murdoch			
Examination Office	The office responsible for organisation and administering of exams held in the official examination period at the end of each standard teaching period and the follow-up supplementary and deferred exams.	Murdoch			
Examination Officer	The officer responsible for administering the Examinations Office procedures.	Murdoch			
Examination Period	A period at the end of each teaching period during which examinations are conducted.	Murdoch			
Executive Author	N/A	External	<i>Australian Code for the Responsible Conduct of Research 2007</i> Responsible Conduct of Research Policy; Authorship Attribution Procedure; Authorship Dispute Resolution Procedure; Joint Authorship by Research Students and their Supervisors Procedure;	The person appointed by multiple persons involved in a single research project to record Authorship and manage administration and communication	

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
			Research IP, Invention & discovery Notification Procedure 28/03/11 Research Policy Officer	regarding the research findings or output. The Executive Author is typically the person leading the study.	
Exemption/status Higher Education Provider code	368	External	2007 ON. DEEWR student data element dictionary		
Exemptions	When a student is freed from the requirement to complete a specific unit by virtue of credit granted in recognition of prior learning. A student may not enrol in a unit from which they are exempt.	Murdoch			
Expenses	Operating Expenses + Other Expenses	Murdoch	USED IN MR Research Report: Research Project Activity USED IN MR Finance Report: Actual v Budget		
Expiration Date	The date on which a card expires and is no longer valid. The expiration date is embossed, encoded or printed on the card.	Murdoch	Payment Card Security Best Practices Procedure (1900b) Approved 19/11/2014 by University Secretary		
External Mode of Study	Learning undertaken exclusively or primarily off-campus.				
External research income per academic FTE	Research Income as defined by Higher Education Research Data Collection reported in the university's enterprise finance system (Finance 1) apportioned to the number of staff on the grant. This will be summed at the school level and divided by the total FTE. Research consultancy and Foundation income identified as research are included in the data collection. The grant holder will need to be apportioned. If the split of effort is not nominated on the grant cover sheet then the grant will be equally split between all nominated on the grant. If the grant defines the split of effort then the grant	Murdoch	RIAS KPI: School: 10 Research: 4		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<p>will be apportioned according to the % split.</p> <p>For example:</p> <p>Split of effort is not defined on grant cover sheet:</p> <p>If there are 5 researchers named on the grant then they will each be apportioned 0.2 of the grant (1 grant/ 5 researchers = 0.2 grant).</p> <p>Split of effort is defined on grant cover sheet:</p> <p>If there are 5 researchers named on the grant with the following effort 1 researcher 40%, 2 researchers 20% and 2 researchers 10% they will be apportioned the grant as follows:</p> <p>1 researcher 0.4</p> <p>2 researchers 0.2</p> <p>2 researchers 0.1</p> <p>FTE in this case will be defined by that year's Level B to E FTE with Teaching, Teaching and Research or Research only contracts.</p>				
Facilities	Are Campus based resources and systems designed to facilitate and enhance the academic program of the University.	Murdoch	All Policies		
Family Members	Spouse, partner and dependants (up to the age of 18)	Murdoch	Travel Policy (1502) 11/07/12 OFPR		
Fee Status	<p>Australian</p> <p>Students who are either citizens, permanent residents or New Zealanders, regardless of whether they are paying HECS or fees for their studies.</p> <p>International</p> <p>Students who are not Australian citizens, permanent residents or New Zealanders. Typically, these students have temporary</p>	External	DEEWR definition		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	student visas or are studying overseas. Exchange students will also fit into this category. All students in this category, with the exception of some exchange students, pay fees for their education.				
Field of Education	The Field of Education Classification is the classification used to describe higher education courses, specialisations and units of study. The main purpose of the classification is to ensure courses, specialisations and units of study with the same or similar vocational emphasis are reliably classified to the same "field of education". It is intended also to aid people who design data collections, respond to requests for data, and compile, verify and analyse data. As such, the classification may be viewed as a dictionary clarifying where particular courses, specialisations and units of study data should be categorised. It is important to note that this classification has been developed to be used nationally in all administrative and survey collections which incorporate data on education by field Level I: 12 broad fields of education (2 digit code). Level II: 83 narrow fields of education (4 digit code including the relevant Level I code). Level III: 439 detailed fields of education (6 digit code including the relevant Level I and Level II codes).	Murdoch	USED IN MR Student Report: Taught EFTSL		
Field of education code	461	External	2007 ON. DEEWR student data element dictionary		
Field of education supplementary code	462	External	2007 ON. DEEWR student data element dictionary		
Field of Study	DEEWR define field of study as follows; A classification of courses based on similarity in terms of the vocational field of specialisation of the principal subject matter of the course. Simply put, field of study is a coding scheme	External	Not in use. DEEWR definition		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<p>applied to programmes which identifies their main subject area. This code is very useful for comparing programmes across institutions.</p> <p>The main categories of the field of study are:</p> <ul style="list-style-type: none"> - Agriculture, Animal Husbandry - Architecture, Building - Arts, Humanities and Social Sciences - Business, Administration, Economics - Education - Engineering, Surveying - Health - Law, Legal Studies - Science - Veterinary Studies <p>Each category is split into many sub-categories. At Murdoch, each combination of programme/degree has a field of study code assigned to it.</p>				
Fieldwork	The systematic collection of information, samples, data or other specific source material, or the carrying out of research, or practical work, such as surveying and specimen collecting, undertaken at an external location which may be on-campus or off-campus.	Murdoch	<p>Safety in Research and Teaching Policy</p> <p>29/08/11 Safety in Research Teaching Working Party</p> <p>31/08/11 University Secretary</p>		
Financial Delegates	University employees or appointed representatives who have been delegated a financial authority to approve University expenditure.	Murdoch	<p>Financial Delegates Policy (510)</p> <p>11/07/2012 OFPR</p>		
Financial Delegation	The dollar amount a financial delegate is authorised to approve in respect of an individual financial transaction. All delegations are GST inclusive.	Murdoch	<p>Financial Delegations Policy (510)</p> <p>11/07/2012 OFPR</p>		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
Firewall	Part of a computer system or network that is designed to block unauthorised access while permitting outward communication.	Murdoch	IT Policy		
First Named Chief Investigator	The Chief investigator whose name appears first on the grant application	Murdoch	USED IN MR Research Report: Research Project Activity		
Form	A document that requires you to fill in information.	Murdoch	All Policies		
Formal Moderation	Moderation in a Murdoch context is a quality assurance strategy directed at ensuring the reliability and validity of assessment in units. It tests whether the standard of marking across particular assessment components is appropriate and consistent through the scrutiny or remarking of samples of assignments and the timely initiation of corrective action where deficiencies are discovered.	Murdoch			
Formative Assessment	Formal or informal assessment used to monitor student learning so as to provide feedback that can be used by students to improve their learning and by instructors to improve their teaching.	Murdoch			
FTE (HR)	Abbreviate for "Full Time Equivalent". Staff with known hours: Total number of hours worked in a period divided by the number of hours worked by a full time staff member in that period. (e.g. daily – 7.5 hours, weekly – 37.5 hours, monthly – number of work days in month x 7.5). Staff with unknown hours: Total period cost of staff divided by the period cost of a full time Level B employee for academic staff or a full time. HEW Level 5 employee for general staff.	Murdoch	USED IN MR HR&OHS Report: FTE Variance		
FTE Base Line	FTE measurements based on budgeted hours and dollars.	Murdoch	USED IN MR HR&OHS Report: FTE Variance		
FTE Teaching Staff	The sum of Casual and FT-FFT FTE of academic staff with teaching only or teaching & research functions in the AOU. Reported at the AOU level and aggregated	Murdoch	University Strategic Plan 2003-2007 KP Indicator 27		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	Divisional levels.				
Full Time Equivalence (FTE)	<p>Full time equivalence is a unit for measuring staff resources. Like student EFTSU it is a measure as compared to a standard full-time workload. So, a person employed on a full-time basis (5 days a week, 7.5 hours per day) has a full time equivalence (FTE) of 1.0. Likewise, someone working only 2 full days a week will have an FTE of 0.4. No matter how many positions a person holds or how many hours they work, a single member of staff cannot generate more than 1.0 FTE (sorry to all those out there giving it 110%).</p> <p>Staff FTE is normally reported at the level it is at the reference date. So, if a staff member has a full-time contract at the reference date then they will generate 1.0 FTE in the staff collection to DETYA. This is independent of whether the contract is long term or short term (it could expire immediately after the reference date). Information on the length of contract appointments is indicated in the Appointment Term data element.</p>	External	DEEWR definition		
Full-time equivalence – reference date	413 810	External	2007 ON. DEEWR staff data element dictionary		
Function	<p>Function refers the primary type of activities performed by the staff member. These activities can be one of the following:</p> <ul style="list-style-type: none"> - Teaching Only - Research only - Teaching & Research - Other <p>At Murdoch most academic classifications are Teaching & Research, while non-academic classifications are Other function.</p>	External	DEEWR staff definition 412		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
Funding Agreement	A formal agreement between the University and DEEWR specifying load targets and agreed funding for Commonwealth-supported places.	External	2005 on. DEEWR definition		
Funding Allocated	Not used (to be deleted).	Murdoch	USED IN MR Finance Report: Capital Report		
Funding Cluster	The Commonwealth Grants Scheme and the Murdoch Operating Budget both use funding clusters as part of the model which allocates available funds. A cluster is defined as a group of specified Fields of Education, and notionally corresponds to a group of disciplines which have similar costs (for teaching, etc.). Each cluster is assigned a weight, which represents the level of funding to that cluster relative to others: a cluster with a weight of 5 receives twice as much funding as a cluster having a weight of 2.5. In the CGS model, the cluster weights correspond to the sum of the Commonwealth contribution and the base (pre-2005) student contribution (HECS) for the cluster.	Murdoch	DEEWR/Murdoch Funding Model definition		
Funding Source	<p>The University operating income is derived from a range of sources. A Student Enrolment is assigned a funding source accordingly and the major sources are described as follows.</p> <p>Commonwealth Grant Scheme</p> <p>Funds provided by the Australian Government via DEEWR to service the operations of the University are based on a target student load and cluster profile approved by the Government and set out in a formal Funding Agreement.</p> <p>Fees from International Students</p> <p>Income derived from tuition fees paid by International on-shore students.</p> <p>Summer School, Ithaca, Wanju Boodjah</p> <p>An estimate of income from Commonwealth-supported students who opt to take course units during the summer semester, together with</p>	Murdoch	DEEWR/Murdoch Funding Model definition		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<p>estimated income from International students who enrol in the Ithaca Walkabout and Wanju Boodjah courses.</p> <p>Domestic Postgraduate Coursework</p> <p>An estimate of income from postgraduate coursework offered to Australian students.</p> <p>Partnerships</p> <p>An estimate of income from Murdoch University courses delivered in partnership with other providers, either offshore or at campuses in Australia. The Murdoch Institute of Technology partnership is not included.</p> <p>Non-Award</p> <p>An estimate of income from fees for course units that are not taken for credit towards University awards.</p> <p>Research Training Scheme (RTS)</p> <p>An estimate of Australian Government funds allocated to the University on the basis of competitive performance relative to other Australian universities in research student completions, research-related income and publications.</p> <p>Please refer to the Murdoch University Operating Budget for more information. This is available on line via the OPP web site.</p>				
Funding Source	Descriptor identifying the funding source of a student. Domain: CGS, Fee Paying	Murdoch	USED IN MR Student Report: Taught EFTSL		
Gender code	315	External	2007 ON. DEEWR student data element dictionary		
General Electives	The list of units available to be taken as Options within a Course.	Murdoch			
Ghost Authorship	N/A	External	Washington University in St Louis. <i>Policy for Authorship on Scientific and Scholarly Publications</i>	Failure to identify as an author a person who met	

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
		Murdoch	(2009) Responsible Conduct of Research Policy; Authorship Attribution Procedure; Authorship Dispute Resolution Procedure; Joint Authorship by Research Students and their Supervisors Procedure; Research IP, Invention & discovery Notification Procedure <i>28/03/11 Research Policy Officer</i>	the authorship criteria (i.e. made a substantial scholarly contribution to the research or writing of a research output). Ghost Authorship may range from Authors for hire with the understanding that they will not be credited, to major contributors not names as an Author.	
Gift Authorship	N/A	External Murdoch	Slight variation to Washington University in St Louis. <i>Policy for Authorship on Scientific and Scholarly Publications (2009)</i> Responsible Conduct of Research Policy; Authorship Attribution Procedure; Authorship Dispute Resolution Procedure; Joint Authorship by Research Students and their Supervisors Procedure; Research IP, Invention & discovery Notification Procedure <i>28/03/11 Research Policy Officer</i>	Credit offered from a sense of obligation, tribute or dependence, within the context of an anticipated benefit, to an individual who has not made a substantial scholarly contribution to the research output.	
Graduate Attributes	Graduate Attributes are the generic capabilities and qualities that all undergraduate students are expected to develop during their studies. Murdoch University has adopted a set of nine Graduate Attributes that are further divided into sub-attributes. These Attributes reflect vision of	Murdoch	Handbook	Graduate Attributes are the generic skills and attitudes that all undergraduate students are	

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	the University and are considered important for enhancing lifelong learning, social awareness and employability in its graduates.			expected to develop during their studies. They are considered important for enhancing lifelong learning, social awareness and employability in Murdoch's graduates.	
Graduate Certificate	A graduate Award conferred by the University as the result of successfully fulfilling the requirements of a Graduate Certificate Award Course.	Murdoch			
Graduate Certificate Award Course	A Course offered by the University which conforms to the specifications for AQF level 8 and leads to the Award of a Graduate Certificate.	Murdoch			
Graduate Diploma	A graduate Award conferred by the University as the result of successfully fulfilling the requirements of a Graduate Diploma Award Course.	Murdoch			
Graduate Diploma Award Course	A Course offered by the University which conforms to the specifications for AQF level 8 and leads to the Award of a Graduate Diploma.	Murdoch			
Grant Approval Date	Date a research grant gets approved and allocated a project code by OFS	Murdoch	USED IN MR Research Report: Research Project Activity		
Grant End Date	Date the grant is available until	Murdoch	USED IN MR Research Report: Research Project Activity		
Grant Start Date	Date the grant is available from	Murdoch	USED IN MR Research Report: Research Project Activity		
Granted Amount Total	Total amount granted for project	Murdoch	USED IN MR Research Report: Research Project Activity		
Granted Amount Yearly	Annual budgeted grant amount	Murdoch	USED IN MR Research Report: Research Project		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
			Activity		
Gross Retention	The only time restriction on retained load/enrolment is that it falls within the subsequent year.				
Gross Retention	The only time restriction on retained load/enrolment is that it falls within the subsequent year.				
Guideline	An explanatory document designed to assist readers understand a policy, set of Regulations or Rules, and/or supporting procedure(s), and where specifically intended to assist decision making, may comprise of a set of organisation statements or criteria to aid decision-makers. Is a set of prioritised statements to aid decision-makers to implement the governing policy.	Murdoch	All Policies		
Handbook	The University's source of Course and unit information.	Murdoch			
Hazard Location (ph)	Location of the hazard being reported. Domain: NOT CURRENTLY DEFINED	Murdoch	USED IN MR HR&OHS Report: Incidents and Hazards		
Hazardous Substance	Means a substance that is listed in the National Occupational Health and Safety Commission's Hazardous Substances Information System (HSIS), or has been classified as a Hazardous Substance by the manufacturer or importer in accordance with the National Occupational Health and Safety Commission Approved Criteria for Classifying Hazardous Substances .	Murdoch	Responsible Conduct of Research Policy; Safety in Research and Teaching Policy 29/08/11 Safety in Research and Teaching Working Party 31/08/11 University Secretary		
Hazard Total Number	Total number of hazards reported for a particular group, e.g. University, School.	Murdoch	USED IN MR HR&OHS Report: Incidents and Hazards		
Hazard Type (per hazard)	Descriptor identifying the type of hazard being reported.	Murdoch	USED IN MR HR&OHS Report: Incidents and Hazards		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	Domain: NOT CURRENTLY DEFINED				
HDR	N/A	Murdoch	Higher Degree by Research <i>28/03/11 Research Policy Officer</i>		
HDR and Research Honours completion per academic FTE	<p>The number of Higher Degree Research students completing for an AOU multiplied by the weighting plus the number of research honours students completing for an AOU divided by the number of research only and teaching & research academic staff FTE associated with the AOU, with classification of Lecturer Level B and above.</p> <p>This measure will be calculated on a 3 year rolling average.</p> <p>To include both HDR and Research Honours in the same measure a weighting will be applied to the HDR.</p> <p>HDR will be broken into its component parts PhD and Masters by Research. The average completions rate for a PhD is 3.5 years, the average completion rate for a Masters by Research is 2 years, and the average completion rate for a Research Honours is 1 year. The weighting will be 1 PhD = 3.5, Masters by Research = 2 and 1 Research Honours = 1</p>	Murdoch	RIAS KPI: School: 5 Research:		
HDR completion to load ratio	The number of research students completing a HDR course within a Research Institute AOU divided by the sum of load associated with students enrolled in a HDR course within the same Research Institute AOU.	Murdoch	RIAS KPI: School: Research: 3		
HDR retention rate	Calculation of this Retention indicator uses student enrolments. The AOU Research Institute is determined from the course in which the student is enrolled in the initial year. A student is included as 'retained' if they are continuing at the University from the prior year, regardless of the AOU they are continuing in. (i.e. enrolled in at least one unit at the census date for that unit	Murdoch	RIAS KPI: School: Research: 2		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	at any time during the following year), regardless of the AOU they are continuing in The full year enrolment and load files as at 31 August reference date are used for all calculations therefore this is only available annually. Students who complete during the year are excluded from all calculations.				
HDR Student	A person enrolled in a Higher Degree by Research at Murdoch University. In the <i>Australian Code for the Responsible Conduct of Research</i> , an HDR student is described as a Research Trainee.	Murdoch	Responsible Conduct of Research Policy; Authorship Attribution Procedure; Authorship Dispute Resolution Procedure; Joint Authorship by Research Students and their Supervisors Procedure; Research IP, Invention & discovery Notification Procedure; <i>28/03/11 Research Policy Officer</i>	A person enrolled in a Higher Degree by Research at Murdoch University	
HELP debt	414	External	2007 ON. DEEWR student data element dictionary		
HESA	The <i>Higher Education Support Act</i> 2003 provides the legislative framework for higher education in Australia.	External			
High level travel advisory	A DFAT travel advisory of level 4 or 5, being "Reconsider your need to travel" or "Do not travel", or equivalent level advisories as DFAT may replace these with from time to time.	Murdoch			
Highest educational attainment prior to commencement	493	External	2007 ON. DEEWR student data element dictionary		
Higher Education Loan Program (HELP)	A Federal government loan program to help eligible students pay student contributions, tuition fees and/or overseas study expenses.	Murdoch	University Handbook <i>24/01/11 Systems Administrator</i>		
Higher Education Provider address – part 1	427	External	2007 ON. DEEWR student data element dictionary		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
Higher Education Provider address – part 2	428	External	2007 ON. DEEWR student data element dictionary		
Higher Education Provider address – postcode	431	External	2007 ON. DEEWR student data element dictionary		
Higher Education Provider address – state	430	External	2007 ON. DEEWR student data element dictionary		
Higher Education Provider address – suburb	429	External	2007 ON. DEEWR student data element dictionary		
Higher Education Provider code	306	External	2007 ON. DEEWR student data element dictionary		
Higher Education Provider name	423	External	2007 ON. DEEWR student data element dictionary		
Highest qualification	501	External	2007 ON. DEEWR staff data element dictionary		
Highest qualification completed prior to commencement	535	External	2007 ON. DEEWR student data element dictionary		
Honorary Authorship	N/A	External Murdoch	Washington University in St Louis. <i>Policy for Authorship on Scientific and Scholarly Publications (2009)</i> Responsible Conduct of Research Policy; Authorship Attribution Procedure; Authorship Dispute Resolution Procedure; Joint Authorship by Research Students and their Supervisors Procedure; Research IP, Invention & discovery Notification Procedure <i>28/03/11 Research Policy Officer</i>	Granting Authorship to a person who fails to meet the designated Authorship criteria.	
Hour	The unit of measure used in the WMS. Hours are intended to represent real hours and contribute to an annual workload of 1725 hours per staff member.	Murdoch	Used in WMS system		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
Hours per Instance	A duration measure used in the Unit Profile which applies to activities that have <i>session</i> -based repeats, such as weekly lectures. Instances may optionally involve repeated <i>classes</i> , such as multiple repeat tutorials in the same week.	Murdoch	Used in WMS system		
Hours per Student	A duration measure used in the Unit Profile which applies to activities where workload is variable based on the number of students, such as marking assignments. The number of hours of the activity per student is estimated and input to the Unit Profile, and the WMS calculates the actual load based on enrolments when the Delivery Plan is created.	Murdoch	Used in WMS system		
Hours per Teaching Period	A measure of duration used in the Unit Profile which applies to activities that are a one-off occurrence within the context of a unit offering (such as authoring a unit learning guide), or which can be represented as a simple total (such as communicating with staff). The total number of hours is estimated for the activity over a single teaching period.	Murdoch	Used in WMS system		
Human Research	N/A	External Murdoch	National Statement on Ethical Conduct in Human Research (2007) Responsible Conduct of Research Policy; Authorship Attribution Procedure; Authorship Dispute Resolution Procedure; Joint Authorship by Research Students and their Supervisors Procedure; Research IP, Invention & discovery Notification Procedure <i>28/03/11 Research Policy Officer</i>	Research conducted with or about people, or their data or tissue.	
Human Research Ethics Committee (HREC)	N/A	External	Harmonisation of Multi-centre Ethical Review (HoMER) definition	An institutional body that has been established in accordance with	

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
		Murdoch	Responsible Conduct of Research Policy; Authorship Attribution Procedure; Authorship Dispute Resolution Procedure; Joint Authorship by Research Students and their Supervisors Procedure; Research IP, Invention & discovery Notification Procedure <i>28/03/11 Research Policy Officer</i>	Chapter 5.1 of the NHMRC/ARC/AVCC National Statement on Ethical Conduct in Human Research; and conducts the ethical review of research. Under the HoMER initiative, a single HREC conducts an ethical review that is accepted by multiple institutions.	
Human Tissue	"Human Tissue" means any human body organs, tissues or fluids (including, but not limited to, skin, blood, urine, saliva, hair, bones, tumour and other biopsy specimens, fresh or paraffin-embedded), and their derivatives such as DNA, RNA and proteins obtained from human beings.	Murdoch	Human Tissue Policy <i>06/07/11 Manager, Research Ethics</i>		
Incident	An unplanned interruption to a service, or reduction in the quality of a service.	Murdoch	All Policies		
Incident Date (pi)	Date the incident being reported occurred.	Murdoch	USED IN MR HR&OHS Report: Incidents and Hazards		
Incident Location (pi)	Location the incident being reported occurred at. Domain: NOT CURRENTLY DEFINED	Murdoch	USED IN MR HR&OHS Report: Incidents and Hazards		
Incident Status (pi)	Current status of incident. Domain: Open, Closed	Murdoch	USED IN MR HR&OHS Report: Incidents and Hazards		
Incident Time (pi)	Time the incident being reported occurred.	Murdoch	USED IN MR HR&OHS Report: Incidents and Hazards		
Incident Total Number	Total number of incidents reported for a particular group, e.g. University, School.	Murdoch	USED IN MR HR&OHS Report: Incidents and Hazards		
Incident Type (per incident)	Descriptor identifying the type of incident reported.	Murdoch	USED IN MR HR&OHS Report: Incidents and Hazards		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	Domain: Near Hit, Minor Incident, Major Incident				
Increment Date	The date on which the salary of an individual is increased by a defined amount or percentage.	Murdoch	USED IN MR HR&OHS Report: Staff Management		
Independent Study Contract	A unit of independent study on a topic or subject that is not available as a structured unit within the University for which credit toward a degree may be obtained.	Murdoch			
Indicative student contribution amount for a Commonwealth Supported place	495	External	2007 ON. DEEWR student data element dictionary		
Indicative tuition fee for a domestic fee-paying place	496	External	2007 ON. DEEWR student data element dictionary		
Individual	Any person, collective persons or organisation considered an Audience for the purposes of a Policy.	Murdoch	All Policies		
Industry and International Linkages Index	An industry or international linkage is considered active if it meets any of the following criteria in a 3 year period: - Category 3 research income > \$5,000 - Joint research output with another international tertiary provider or a national/ international organisation, including Innovative Research Universities Australia (IRUA) - Industry sponsorships or donations - Industry consultancy - Cooperative Research Centre (CRC) core participant.	Murdoch	RIAS KPI: School: 9 Research:		
Industry and international linkages index per academic FTE	An industry or international linkage is considered active if it meets any of the following criteria in a 3 year period: - Category 3 research income > \$5,000 - Joint research output with another	Murdoch	RIAS KPI: School: Research: 7		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	international tertiary provider or a national/ international organisation, including Innovative Research Universities Australia (IRUA) - Industry sponsorships or donations - Industry consultancy - Cooperative Research Centre (CRC) core participant.				
Industry or Community Project	Student learning and assessment occur in the educational setting, but requires them to engage in a real work project or activity, with some degree of genuine engagement with a real world client, co-worker to community	Murdoch			
Information Security	Means measures to protect information and information systems from unauthorised access, use, disclosure, disruption, modification or destruction.	Murdoch			
Information Security Incident	Means any event that affects, or has the potential to affect, the confidentiality, integrity or availability of information held by the University, in any format.	Murdoch			
Information Security Management System	That part of overall management system based on a business risk approach to establish, implement, operate, monitor, review, maintain and improve information security. The management system includes organisational structure, policies, planning activities, responsibilities, procedures, processes and resources.	External	BS ISO/IEC 27001: 2005: Information Security Information Security Incident Management Procedure	That part of overall management system based on a business risk approach to establish, implement, operate, monitor, review, maintain and improve information security.	
Inherent Requirements (Curriculum)	Beyond the University's Regulations and Policies, inherent requirements are the Learning Outcomes of the Course and include the student's capacity to participate in activities that	Murdoch	Murdoch		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	demonstrate the attainment of these outcomes. The University recognises that reasonable adjustments may be made and still achieve the same outcomes.				
Initial Proposal (Curriculum)	The Proposal Summary is a mandatory template used to set out the key elements of the proposed Course, Major or Minor. Used in the Curriculum Management System (CourseLoop).	Murdoch			
Instance	An instance-based activity is one that occurs more than once over a teaching period with the number of occurrences based on a scheduled number of original <i>sessions</i> . For example, a 2 hour lecture may be scheduled every week for 12 weeks.	Murdoch	Used in WMS system		
Institution code	306	External	2007 ON. DEEWR staff data element dictionary		
Integrated Award Course	A Course offered by the University which leads to the conferral of two Awards at different AQF levels with at least one being a Bachelor Degree or a Bachelor Honours Degree.	Murdoch			
Integrity	The assurance that information has not been modified, duplicated, diverted other than as prescribed, or misused.	Murdoch	IT Policy		
Intellectual Property	The result of creative effort protected by law, including rights relating to: <ul style="list-style-type: none"> - Inventions (including patent rights); - Information which is of a kind and which has been communicated in such a way as to give rise to a duty of confidentiality; - Information which is subject to an <i>Employee's</i> duty of fidelity to his or her employer; - Trade secrets; - Copyright; - Trademarks, whether registered or unregistered; 	Murdoch	Intellectual Property Regulations; Unit Material License		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<ul style="list-style-type: none"> - Registered designs and designs capable of being registered; - Plant varieties and the rights of breeders of such varieties; - Circuit layouts; and - Other rights resulting from intellectual activity in the industrial, commercial, scientific, literary and artistic fields. 				
Interest Coverage Ratio	<p>Measures the University's capacity to meet its debt servicing obligations from operating cash flows.</p> <p>Calculation = EBIT / Interest Expense</p>	Murdoch	Debt Management Policy (1650)		
Interest on Loans	Costs incurred in servicing borrowings.	Murdoch	USED IN MR Finance Report: Capital Report		
Internal Mode of Study	Learning undertaken exclusively or primarily on-campus.	Murdoch	Handbook		
Internal Transfers	A process of transferring costs from one account to another account. The process supported by Murdoch can be found here .	Murdoch	USED IN MR Finance Report: Capital Report		
International Student	International students are students from other countries studying in Australia. These students (or their sponsors) are charged fees by the University to pay for their studies.	Murdoch			
Internet	A worldwide, publicly accessible series of interconnected information systems.	Murdoch	IT Policy		
Investigation Status (pi)	<p>Current investigation status.</p> <p>Domain: Outstanding, Complete</p>	Murdoch	USED IN MR HR&OHS Report: Incidents and Hazards		
Invigilator	Person who supervises an examination.	Murdoch	Rules for the Conduct of Examinations		
Invoice Amount Outstanding	Total value of invoice amount outstanding for a debtor	Murdoch	USED IN MR Finance Report: Aged Debtors		
Invoice Number	A unique identifier associated to a Debtor Invoice (invoice numbers are system generated and in sequence).	Murdoch	USED IN MR Finance Report: Aged Debtors		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
IPSec	Abbreviation for "Internet Protocol Security". Is a suite of protocols for securing Internet Protocol (IP) communications.	Murdoch	IT Policy		
IT	Abbreviation of "Information Technology". Discipline that has the purpose of dealing with information, communications, technology, internet and computing.	Murdoch	All Policies		
IT Service Desk	A functional staff unit within the University intended to provide response to IT queries, incidents, problems and changes.	Murdoch	IT Policy		
Job End Date (pv)	End date relating to a specific staff job number.	Murdoch	USED IN MR HR&OHS Report: FTE Variance		
Job Number (per variance)	Sequential identification number indicating the number of jobs an individual has performed for the University.	Murdoch	USED IN MR HR&OHS Report: TE Variance		
Job Number Current	A staff member may have had for example 5 job numbers and be currently working in job number 3.	Murdoch	USED IN MR HR&OHS Report: Staff Management		
Job Start Date (pv)	Start date relating to a specific staff job number.	Murdoch	USED IN MR HR&OHS Report: FTE Variance		
Job Workload Fraction (pv)	Workload fraction relating to a specific staff job number.	Murdoch	USED IN MR HR&OHS Report: FTE Variance		
Laboratory	Means any building or portion of a building used, or intended to be used, for any practical scientific work, which may be hazardous, including Research or the teaching of Sciences or the Arts. Such work may involve the use of chemicals, flammable liquids, pathogens, other harmful substances, harmful radiation, or processes including electrical or mechanical work, which would be hazardous unless carried out in a specifically designed area. The laboratory area includes support areas such as instrument and preparation areas, laboratory offices, and laboratory stores.	Murdoch	Safety in Research and Teaching Policy 29/08/11 Safety in Research and Teaching Working Party 31/08/11 University Secretary		
Language spoken at home code	348	External	2007 ON. DEEWR staff/student definition 503/348		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
Learning experiences	Experiences undertaken in an academic setting (e.g. classroom, lecture) and/or other setting (outdoors, in a workplace, gaming), which lead to learning that supports the achievement of Learning Outcomes.	Murdoch			
Learning Outcomes	Clearly articulated statements describing the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.	Murdoch			
Leave	An absence from the normal work place.	Murdoch	All Policy		
Leave Annual	Annual leave entitlement accrued as per the relevant employment agreement	Murdoch	USED IN MR HR&OHS Report: Staff Management		
Leave End Date	The date (inclusive) when a requested period of leave ends.	Murdoch	USED IN MR HR&OHS Report: Leave Planner		
Leave Long Service	Long service Leave entitlement accrued as per the relevant employment agreement.	Murdoch	USED IN MR HR&OHS Report: Staff Management USED IN MR HR&OHS Report: FTE Variance		
Leave LS Pro-Rata	Long Service Leave pro rata entitlement as per the relevant employment agreement.	Murdoch	USED IN MR HR&OHS Report: Staff Management		
Leave Personal	Sick Leave, carers leave, bereavement – When an employee is unable to attend work because of personal illness or injury or because they are required to care for an ill or injured person to whom they have a family responsibility, they are entitled to sick leave.	Murdoch	USED IN MR HR&OHS Report: Staff Management		
Leave Start Date	The date (inclusive) when a requested period of Leave starts.	Murdoch	USED IN MR HR&OHS Report: Leave Planner		
Leave Type	Describes the kind of Leave taken, e.g. Annual, Personal.	Murdoch	USED IN MR HR&OHS Report: Leave Planner		
Leave Without Pay	Managers/Supervisors may approve Leave without pay in special circumstances for a period that will not normally exceed twelve months	Murdoch	USED IN MR HR&OHS Report: FTE Variance		
Level of Award	DEEWR group courses into various levels depending on the circumstance it is required. The base levels that courses are divided into	External	DEEWR definition		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<p>are:</p> <ul style="list-style-type: none"> - Higher Doctorate - Doctorate by Research - Doctorate by Coursework - Master's by Research - Master's by Coursework - Masters Preliminary/Qualifying - Postgraduate Diplomas - Graduate Diplomas - Graduate Certificate - Bachelor's Graduate Entry - Bachelor's Honours - Bachelor's Pass - Diploma - Associate Diploma - Other Award Course - Enabling Course - Cross-Institutional Course - Non-Award Course - Open Learning Studies <p>DEEWR defines postgraduate courses to be Graduate Certificate and above. Undergraduate is the remainder, excluding the last four categories on occasion. This contradicts the Murdoch University policy of what comprises postgraduate studies as established by Academic Council in 1995. Murdoch's policy excludes Graduate Diplomas from the above definition. However, in keeping with the DEEWR requirements, all data supplied within the Office</p>				

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<p>of Policy & Planning area follows the DEEWR definitions.</p> <p>A common break for course level used in a number of DEEWR tables is:</p> <ul style="list-style-type: none"> - Higher Degree Research - Higher Doctorate - Doctorate by Research - Master's by Research - Higher Degree Coursework - Doctorate by Coursework - Master's by Coursework - Other Postgraduate - Masters Preliminary/Qualifying - Postgraduate Diplomas - Graduate Diplomas - Graduate Certificate - Bachelor - Bachelor's Graduate Entry - Bachelor's Honours - Bachelor's Pass - Other - Diploma - Associate Diploma - Other Award Course - Enabling Course - Non-Award Course 				

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<ul style="list-style-type: none"> - Cross-Institutional Course - Non-Award Course - Open Learning Studies 				
Liability-status	380	External	2007 ON. DEEWR student data element dictionary		
Library Access – Full	Access equivalent to that of an undergraduate student (based on the entry in Callista) and means full remote access to electronic resources, access to the 24/7 Learning Common, and access to the Library's physical collection. There is no separate fee for this type of access.	Murdoch			
Library Access – Partial	<p>Access based on borrowing items from the physical collection as described on the Library website http://wwwlib.murdoch.edu.au/for/community/</p> <p>There is a fee attached to this form of membership. A card with a barcode is created but it does not allow access to the 24/7 Learning Common. This form of access does not include remote access to the Library's electronic resources.</p>	Murdoch			
Licensed unit	A licensed unit is a unit that is part of a Murdoch Award where either the whole Murdoch unit is delivered off-campus by an external provider or a non-Murdoch unit is taught (on or off-campus) as part of a Murdoch Award. Though all units in a Murdoch University Award may be licensed to an external provider the Course is not considered to be licensed as on completion students will not receive a Murdoch Award.	Murdoch			
Licensed-in	Offering a non-Murdoch University unit as part of a Murdoch University Award.	Murdoch			
Licensed-out	Offering a Murdoch University unit as part of a non-Murdoch University Award.	Murdoch			

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
Load retention rate – School – commencing	Initial: for courses owned by the School, (student id, course code) flagged as commencing [new = 2 or 3]. Retained: all unexcluded load for students represented in initial load (even if different course).				
Load retention rate – School – continuing	Initial: for courses owned by the School, (student id, course code) flagged as continuing [new = 1]. Retained: all unexcluded load for students represented in initial load (even if different course).				
Load retention rate – School – new	Initial: for courses owned by the School, (student id, course code) flagged as new to Murdoch [new = 2]. Retained: all unexcluded load for students represented in initial load (even if different course).				
Load retention rate – School – total	Initial: load in courses owned by the School. Retained: all unexcluded load for students represented in initial load (even if different course).				
Load retention rate – university – commencing	Initial: (student id, course code) flagged as commencing [new = 2 or 3]. Retained: all unexcluded load for students represented in initial load (even if different course).				
Load retention rate – university – continuing Note: Gross and 12-month retention should coincide here	Initial: (student id, course code) flagged as continuing [new = 1]. Retained: all unexcluded load for students represented in initial load (even if different course).				
Load retention rate – university – new	Initial: (student id, course code) flagged as new to Murdoch [new = 2].				

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	Retained: all unexcluded load for students represented in initial load (even if different course).				
Load Retention: Load retention rate – university – total	Initial: No additional restrictions. Retained: All un-excluded load for students represented in initial load (even if different course).				
Loan fee	529	External	2007 ON. DEEWR student data element dictionary		
Location code of permanent home residence	320	External	2007 ON. DEEWR student data element dictionary		
Location code of term residence	319	External	2007 ON. DEEWR student data element dictionary		
Magnetic Stripe (i.e. track) data	Data encoded in the magnetic strip or equivalent data on a chip used for authorisation during a card-present transaction. Entities may not retain full magnetic-stripe data after transaction authorisation.	Murdoch	Payment Card Security Best Practices Procedure (1900b) <i>19/11/2014 Approved by University Secretary</i>		
Maintenance (Buildings and Grounds)	These costs relate to the various stages undertaken by the Office of Commercial Services (OCS) in repairing and maintaining the University buildings and grounds.	Murdoch	USED IN MR Finance Report: Capital Report		
Major	A coherent and scaffolded sequence of required units and/or Specified Elective units that may be a compulsory or selected component of a Course. An additional Major may also be selected as an Option.	Murdoch			
Major Incident	An incident to which the impact on the University is extreme.	Murdoch	All Policies		
Malicious Software	Software designed to infiltrate or damage a computer system without informed consent. Examples include: Viruses; Trojans; Spy-ware; Ad-ware; and Root kits.	Murdoch	IT Policy		
Marking Guide	Identifies how the marking is to be approached for a particular assessment task and the criteria for assigning marks and the number of marks	Murdoch			

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	attributed to each aspect or component of the task. It is not the same as a solution list.				
Masters Award Course	A Course offered by the University which conforms to the specifications for AQF level 9 and leads to the Award of a Masters Degree. The Course may be constituted in the majority by Coursework (Coursework) or by Research Training (Research).	Murdoch			
Masters Degree	A graduate Award conferred by the University as the result of successfully fulfilling the requirements of a Masters Award Course.	Murdoch			
Material Safety Data Sheet (MSDS)	Means a document that contains the information in relation to a substance that is required by the National Occupational Health and Safety Commission National Code of Practice for the Preparation of Material Data Sheets , whether or not the document is in the form required by that Code of Practice.	Murdoch	Safety in Research and Teaching Policy 29/08/2011 Safety in Research and Teaching Policy 31/08/11 University Secretary		
Maximum class size	Maximum allowed class size can be defined for any contact activity. Maximum class size is used to calculate the number of repeats of an instance-based activity such as a tutorial from the actual number of students enrolled.	Murdoch	Used in WMS system		
Maximum student contribution indicator	392	External	2007 ON. DEEWR student data element dictionary		
Measure	The measure is the unit by which the workload for an activity is calculated from its base duration. There are three different measures in the current version of the WMS: Hours per Teaching Period, Hours per Instance, and Hours per Student.	Murdoch	Used in WMS system		
Message Integrity	The consistency and accuracy of data in transit.	Murdoch	IT Policy		
Minor	A coherent and scaffolded sequence of required units and/or Specified Elective units that may be an Option within a Course.	Murdoch			

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
Mode of Attendance	<p>Describes the way in which a student studies.</p> <p>Mode of Attendance</p> <p>Mode of attendance can have one of three values:</p> <ul style="list-style-type: none"> - Internal - External - Multi-modal <p>A student is considered internal if all of their units are taken internally. If all of a student's units are taken externally then they are considered external. A multi-modal student is one who is taking both internal and external units in a year.</p> <p>A breakdown of full-time/part-time/external is often given in tables showing student enrolments. To get this breakdown, both the type of attendance and the mode of attendance elements are used. If the student has an external mode of attendance then they are assigned to the external category, otherwise the type of attendance element is used to determine the full-time/part-time category.</p> <p>Hence the categories are:</p> <ul style="list-style-type: none"> - Full Time – All full-time students except full-time external students - Part Time – All part-time students except part-time external students - External – All external student, whether they be full-time or part-time 	Murdoch	DEEWR/Murdoch definition		
Mode of attendance code	329	External	2007 ON. DEEWR student data element dictionary		
Murdoch Other	Unique identification number given to a person who is not a staff member or student, but requires access to computer resources.	Murdoch			

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
Murdoch Research Income	Category 1 Research Income + Category 2 Research Income + Category 3 Research Income + Category 4 Research Income + Travel Grants + NCRIS Income + HEP Income.	Murdoch	USED IN MR Research Report: Research Profiles USED IN MR Research Report: Research Project Activity		
Murdoch Spine (MS)	Also known as Career Learning Spine. MS is the acronym for Murdoch Spine. Used in the Curriculum Management System (CourseLoop) and Student Management System (Callista).	Murdoch			
Name of suburb/town/locality	486	External	2007 ON. DEEWR student data element dictionary		
Nested Award Suite	A group of cognate Graduate Courses that lead to successively higher Awards and include articulation arrangements between Courses.	Murdoch			
New Basis for admission to current course	327	External	2007 ON. DEEWR student data element dictionary		
New Equity Student Success Rate	<p>The calculation is Equity student progress rate divided by the progress rate of all students within the AOU. Where the progress rate is the sum of successfully passed coursework load taught by an AOU expressed as a percentage of the sum of all coursework load taught by the AOU which was passed, failed or withdrawn. Load for which a result is outstanding is ignored (i.e. certified load is used).</p> <p>Unit completion status is extracted annually and reported to DEEWR by end March in the following year. Coursework follows the DEEWR definition and will exclude any professional doctorate and master's courses with a two-thirds or greater research content. The individual unit census date is used to define the withdrawal period.</p> <p>Individual equity groups for which KPI's will be produced are:</p> <ul style="list-style-type: none"> - Students with a disability - Aboriginal and Torres Straight Islanders 	Murdoch	RIAS KPI: School: 4 Research:		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<ul style="list-style-type: none"> - Non English Speaking Background students - Refugees <p>Individual equity groups excluded from the measures:</p> <ul style="list-style-type: none"> - Students from Rural areas (small group, performing well) - Students from Isolated areas (small group, performing well) - Students from Low Socio Economic Background (constitute 40% of Equity and will skew results) - Females in Engineering (only relevant to one school) <p>Criteria for inclusion in indicator calculation:</p> <ul style="list-style-type: none"> - Student is New to University - Australian citizen, Permanent resident or New Zealand citizen - Permanent home residence not overseas - Student enrolled in course which is not of type Research, non-award or cross-institution <p>NB: Equity student success rate will only be calculated on Equity students that have disclosed their equity status to the university. Under privacy legislation individual equity students will not be disclosed to staff in the AOU, unless the student has consented to the information being provided.</p>				
New Student Retention Rate – Undergraduate & Post Graduate	Calculation of this Retention indicator utilises student enrolments. The AOU (School) is determined from the course in which the student is enrolled in the initial year. A student is included as 'retained' if they are continuing at the University from the prior year (i.e. enrolled in at least one unit at the census date for that unit at any time during the following year);	Murdoch	RIAS KPI: School: 3 Research:		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<p>regardless of the AOU they are continuing in.</p> <p>The full year enrolment and load files as at 31 August reference date are used for all calculations therefore this is only available annually. Students enrolled in research, non-award and cross-institutional courses, and students who complete during the year are excluded from all calculations</p> <p>Criteria for inclusion in indicator calculation:</p> <ul style="list-style-type: none"> - Student enrolled in course which is not of type Research, non-award or cross-institution - For undergraduate indicator, include students 'new' to the University 				
New to higher education indicator	924	External	2007 ON. DEEWR student data element dictionary		
Non-Award Certificate	A certificate issued to recognise successful completion of a non-award or enabling course/program.	Murdoch			
Non-Award Course	An approved course of instruction offered by the University which leads directly to an Award.	Murdoch			
Non-Award Unit	A unit that does not form part of an Award Course and that would normally be undertaken by non-award students.	Murdoch			
Non-Compulsory Uniform	Employees choice to wear designated "Compulsory" uniform, (colour of choice) such purchase cost to be borne by the employee. Non-Compulsory is not to be mandated or monitored.	Murdoch	All Policies		
Non-contact activity	An activity that does not involve student contact, such as marking an assignment.	Murdoch	Used in WMS system		
Non-Restricted Course	A "Non-Restricted Course" is one in which enrolments are not limited by quota or specific Course requirements.	Murdoch	Handbook		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
Not-Spam	An electronic message which is not suspected of being unsolicited.	Murdoch	IT Policy		
Non-Standard Teaching Period	Any teaching period which is not a Standard Teaching Period. Standard Teaching Periods are: Semester 1 = S1 (February to June) Semester 2 = S2 (August to November) Full Year = Y (S1 then S2) Straddle Year = H (S2 then S1) Summer Term = SUM (November/December of the preceding calendar year to February) Winter Term = W (June to July) Trimester 1 = T1 (January to April) Trimester 2 = T2 (April/May to July-August) Trimester 3 = T3 (August to November)	Murdoch	Handbook	Any Teaching Period that is not a Standard Teaching Period.	
Number of [instances]	Refers to the number of times the original activity occurs over the teaching period. For example if there are 10 tutorials over the teaching period, 10 is entered here regardless of how many repeats there might be depending on student numbers. Number of instances only applies to activities whose measure is in Hours per Instance.	Murdoch	Used in WMS system		
Number of FT/FFT staff	812	External	2007 ON. DEEWR staff data element dictionary		
Number of students	929	External	2007 ON. DEEWR student data element dictionary		
Off-Campus Student	Students enrolled in only external study mode during a teaching period.	Murdoch			
Offer Year	556	External	2007 ON. DEEWR student data element dictionary		
Offshore	Outside Australia.	Murdoch			

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
On Costs	Total cost of Payroll Tax + Workers Compensation + Long Service Leave + Maternity Leave + Severance Pay + Movements in Annual Leave Liability	Murdoch	USED IN MR HR&OHS Report: Staff Management		
On-Campus Student	Students enrolled in internal study mode for at least one offering in a teaching period.	Murdoch			
On-Line Analytical Processing	<p>"OLAP" is the most widely used term for multidimensional analysis software. The term "On-Line Analytical Processing" was developed to distinguish data warehousing activities from "On-Line Transaction Processing" – the use of computers to run the on-going operation of a business.</p> <p>In its broad DEEWR usage the term "OLAP" is used as a synonym of "data warehousing". In a more narrow usage, the term OLAP is used to refer to the tools used for Multidimensional Analysis.</p> <p>"Think of an OLAP data structure as a Rubik's Cube of data that users can twist and twirl in different ways to work through what-if and what-happened scenarios." – Lee The, Editor, Datamation (May 1995).</p>	External	DEEWR		
Online World	An electronic simulated environment where individuals can inhabit and interact in the form of avatars.	Murdoch	IT Policy		
Onshore Student Staff Ratio (EFTSL per teaching staff FTE)	<p>The sum of Onshore coursework student load taught by an AOU divided by the FTE of academic staff with teaching only or teaching & research functions in the AOU. Reported at the AOU level and aggregated up to the Divisional level.</p> <p>Notes</p> <p>Coursework programmes follow the DEEWR definition of coursework programmes and will exclude any professional doctorate and master's programmes with a two thirds or greater</p>	Murdoch	University Strategic Plan 2003-2007 KP Indicator 22		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	research content. Note: Year 'x' FTE data usually are available in end of June of year 'x+1'.				
Options	The defined set of choices available within a Course after Course Components have been selected. Approved options are Major (additional), Co-major, Minor(s) and General Electives.	Murdoch			
Order Amount	Amount raised on a purchase order	Murdoch	USED IN MR Finance Report: Outstanding Purchase Orders		
Order Date	Date the Purchase Requisition was raised.	Murdoch	USED IN MR Finance Report: Outstanding Purchase Orders		
Order Quantity	Quantity of Good(s) requested from the Supplier.	Murdoch	USED IN MR Finance Report: Outstanding Purchase Orders		
Order Status	This identifies the stage with which the Purchase Order is within the Finance System prior to be converted to an Invoice: A: Active D: Delivered I: Invoiced P: Posted C: Cancelled	Murdoch	USED IN MR Finance Report: Outstanding Purchase Orders		
Organisational unit code	410	External	2007 ON. DEEWR staff data element dictionary		
Organisational unit type code	851	External	2007 ON. DEEWR staff data element dictionary		
OS-HELP country of study code – primary	553	External	2007 ON. DEEWR student data element dictionary		
OS-HELP country of study code – secondary	554	External	2007 ON. DEEWR student data element dictionary		
OS-HELP debt incurral date	527	External	2007 ON. DEEWR student data element dictionary		
OS-HELP payment amount	528	External	2007 ON. DEEWR student data element dictionary		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
OS-HELP Study period commencement date	521	External	2007 ON. DEEWR student data element dictionary		
Other Expenses	The range of posting codes 25100 – 29999 (excluding 27001).	Murdoch	USED IN MR Finance Report: Capital Report		
Overseas	Not in Australia.	Murdoch			
Overseas or domestic student	036	External	2007 ON. DEEWR student data element dictionary		
Overseas student fee for students subject to minimum indicative fee	500	External	2007 ON. DEEWR student data element dictionary		
Owner (of Application)	The individual, group or organisation which is responsible for the information contained on an IT system.	Murdoch	IT Policy		
Parent Committee	Academic Council or one of its approved subordinate committees.	Murdoch			
Participation Age code	997	External	2007 ON. DEEWR student data element dictionary		
Passphrase	A password that is significantly longer than most passwords and may contain multiple words forming a sentence or phrase. IN this Policy the term "password" also means "passphrase".	Murdoch	Used in Password Policy 07/02/2014		
Password (see also Shared Password, Administrator Password, Passphrase, System Password, PIN)	A secret string of characters that is used for authentication, to prove identity or gain access to an IT resource.	Murdoch	IT Policy		
Payment Card Industry Data Security Standards	The security requirements defined by the Payment Card Industry Security Standards Council and the 5 major Credit Card Brands: Visa, MasterCard, American Express, Discover, ICB as further described in the Preamble of this Policy	Murdoch	Payment Card Security Best Practices Procedure (1900b) <i>19/11/2014 Approved by University Secretary</i>		
Peer Review	N/A	External	Australian Code for the Responsible Conduct of Research 2007 Responsible Conduct of Research Policy; Authorship Attribution Procedure;	Impartial and independent assessment of Research by others working in the same or a	

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
		Murdoch	Authorship Dispute Resolution Procedure; Joint Authorship by Research Students and their Supervisors Procedure; Research IP, Invention & discovery Notification Procedure; <i>28/03/11 Research Policy Officer</i>	related field.	
Permanent resident eligibility for HELP Assistance	390	External	2007 ON. DEEWR student data element dictionary		
Person identification code	401	External	2007 ON. DEEWR staff data element dictionary		
Personal Information	Information or an opinion, whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion. Examples include but are not limited to an individual's: - address – postal or residential - telephone or fax numbers - photograph - date of birth - gender - academic results or disciplinary record - debt to or accounts with the University - banking details, such as BSB and account number.	Murdoch	All Policies		
Physical Breach	A breach of information security, for example loss of theft or equipment.	Murdoch	Information Security Incident Management Procedure		
PIN	PINS means a personal identification number (PIN), a type of password containing only digits. In this Policy the term "PIN" is not considered to be a password; policies that apply to a PIN contain the word "PIN" explicitly.	Murdoch	Used in Password Policy <i>07/02/2014</i>		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
PIN/PIN Block	Personal Identification Number entered by cardholder during a card-present transaction, and/or encrypted by PIN block present within the transaction message.	Murdoch	Payment Card Security Best Practice Procedure (1900b) <i>19/11/2014 Approved by University Secretary</i>		
Place of highest qualification	502	External	2007 ON. DEEWR staff data element dictionary		
PO ID	Unique identification number given to a purchase order	Murdoch	USED IN MR Finance Report: Outstanding Purchase Orders		
Poison	Means any substance included in a Schedule attached to the Poisons Act 1964 .	Murdoch	Responsible Conduct of Research Policy; Safety in Research and Teaching Policy 29/08/11 Safety in Research and Teaching Working Party <i>31/08/11 University Secretary</i>		
Policy	A Policy is a concise, formal and mandatory statement principle which provides a framework for decision-making. Policies are approved by relevant committees or officers.	Murdoch	All Policies		
Policy Author	The staff member responsible for the development, oversight and review of the relevant policy or procedure.	Murdoch	All Policies 28/03/11 Research Policy Officer		
Position Current	Descriptor identifying an employee's current position. Domain: Position Substantive, Position Concurrent, Position Higher Duties Allowance.	Murdoch	USED IN MR HR&OHS Report: Staff Management USED IN MR HR&OHS Report: FTE Variance		
Postal address – country name	468	External	2007 ON. DEEWR student data element dictionary		
Postal address – part 1	406	External	2007 ON. DEEWR student data element dictionary		
Postal address – part 2	407	External	2007 ON. DEEWR student data element dictionary		
Postal address – postcode	409	External	2007 ON. DEEWR student data element dictionary		
Postal address – state code	467	External	2007 ON. DEEWR student data element dictionary		
Postal address – suburb/town	466	External	2007 ON. DEEWR student data element dictionary		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
Postcode or overseas country code location of Higher Education Provide campus	477	External	2007 ON. DEEWR student data element dictionary		
Postgraduate Student/Graduate Student	A student enrolled in a Doctoral, Masters, Graduate Certificate or Graduate Diploma Award Course.	Murdoch			
Preclusion	A unit a student does not have to complete because the student can show that they have satisfactorily achieved its objectives and mastered its content by means of prior learning. This prior learning is generally at a lower level and is not eligible for credit.	Murdoch		An exemption without credit.	
Preparation	An amount of Preparation time can be assigned to contact activities such as lecture or tutorial delivery. Preparation is defined here to be familiarisation with already prepared material, such as checking through previously written lecture slides before delivering the lecture. In a repeated activity, such as several tutorials, this process of familiarisation is assumed to occur only once for the staff member so at Allocations is only assigned to the original activity rather than the repeats.	Murdoch	Used in WMS system		
Primary Account Number	Number code of 14 or 16 digits embossed on a bank or credit card and encoded in the card's magnetic strip. PAN identifies the issuer of the card and the account, and includes a check digit as an authentication device.	External	Payment Card Security Best Practices Procedure (1900b); Payment Card New EFTPOS procedure (1900c) <i>19/11/2014 Approved by University Secretary</i>	PAN	
Primary course record indicator	095	External	2007 ON. DEEWR student data element dictionary		
Primary record code	801	External	2007 ON. DEEWR staff data element dictionary		
Primary student record indicator	089	External	2007 ON. DEEWR student data element dictionary		
Prior studies	367	External	2007 ON. DEEWR student data element dictionary		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
exemption/status					
Prior Year Carried Forward	Not used (to be deleted).	Murdoch	USED IN MR Finance Report: Capital Report		
Prior Year Funding Allocation	Not used (to be deleted).	Murdoch	USED IN MR Finance Report: Capital Report		
Prior Year Movement	Not used (to be deleted).	Murdoch	USED IN MR Finance Report: Capital Report		
PRISMS	<p>Provider Registration and International Students Management System. PRISMS is a computer system developed by the Department of Education in association with the Department of Immigration and Border Protection (DIBP) for the purpose of receiving and storing information about accepted students that is given to the Secretary under section 19 of the Education Services for Overseas Students Act 2000 (The ESOS Act).</p> <p>PRISMS provides a secure system for Providers registered on the 9CRICOS) to comply with legislative requirements by:</p> <p>Issuing bona fide confirmation of enrolments as "evidence of enrolment" in a registered full-time course as required for the issue of a student visa by DBP, and</p> <p>Reporting changes in course enrolment, particularly where study ceases (non-compliance), or the duration of the study changes. The system also facilitates the monitoring of student compliance with visa conditions and provider compliance with the ESOS Act.</p>	External Australian Government, Department of Education	International Under-18 Student Policy; International Under-18 Student Procedure	Provider Registration and International Students Management System.	
Privacy	A domain within which individuals and groups are entitled to be free from the scrutiny of others.	External	<p>National Statement on Ethical Conduct in Human Research (2007)</p> <p>04/04/11 Research Policy Officer</p>		
Private Ancillary Fund	A private ancillary fund is a fund established and maintained under a will or instrument of trust solely for the purpose of providing money,	External	<p>ATO website</p> <p>Gift Acceptance Policy</p>		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	property or benefits to deductible gift recipients (DGRs) or the establishment of DGRs. These are vehicles for private philanthropy.		20/03/2014 University Registrar		
Problem	The unknown cause of one or more incidents.	Murdoch	All Policies		
Procedures	Procedures are a statement of the mandatory steps required to implement and comply with a Policy or a set of Regulations or Rules and meet its intent used to implement policies. Procedures are approved by relevant officers.	Murdoch	All Policies		
Project	A temporary endeavour undertaken to create a unique product or service for the University. Projects are not tasks which are carried out in a normal operational sense, rather one-off initiatives to achieve a set goal.	Murdoch	All Policies		
Project (IT)	A temporary endeavour undertaken to create a unique product, service, or result.	Murdoch	IT Policy		
Project Code	A unique identifier for a project. The format supported by Murdoch can be found here .	Murdoch	USED IN MR Finance Report: Capital Report		
Project Description	The description for a specific project. The format supported by Murdoch can be found here .	Murdoch	USED IN MR Finance Report: Capital Report		
Project ID	Unique identification number given to a project	Murdoch	USED IN MR Research Report: Research Project Activity		
Project Responsible Person	The name of the individual who is responsible for costs associated with the project ID. The format supported by Murdoch can be found here .	Murdoch	USED IN MR Finance Report: Capital Report		
Project Title	The title of the project as it appears on the grant application.	Murdoch	USED IN MR Research Report: Research Project Activity		
Public Ancillary Fund	The public ancillary fund is a fund established and maintained under a will or instrument of trust solely for the purposes of providing money, property or benefits to deductible gift recipients (DGRs) or the establishment of DGRs. Members of the public must contribute to these funds.	External	ATO Gift Acceptance Policy (University Registrar 20/03/2014)		
Publication DEST (Government Reported)	Number of A1 + B1 + C1 + E1 publications.	Murdoch	USED IN MR Research Report: Research Profiles		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
Number					
Publication Raw Number	Number of research publications raw (all types A1 -> N)	Murdoch	USED IN MR Research Report: Research Profiles		
QLD entry cut-off for Commonwealth Supported Places	523	External	2007 ON. DEEWR student data element dictionary		
Qualification	See Award.	Murdoch			
Quota	A limit placed on the number of enrolments in a Course or Course Component.	Murdoch			
Quotation	Offer, either written or verbal, made in response to an invitation to supply specified goods or perform a service/consultancy.	Murdoch	Procurement Policy (1001) <i>15/05/13 University Registrar</i>		
Ratio Casual to FT FFT teaching staff FTE	The sum of Casual FTE in an AOU divided by the sum of FT-FFT FTE of academic staff with teaching only or teaching & research functions in the AOU. Reported at the AOU level and aggregated Divisional levels.	Murdoch	University Strategic Plan 2003-2007 KP Indicator 28		
Recognition of Course Components	The formal recording of the successful completion of a Course Component on a student's testamur and/or academic transcript.	Murdoch			
Recognition of prior learning	An assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine advanced standing.	Murdoch			
Recommendation	An opportunity for improvement identified by the Review Panel that was not identified as part of an AOU's self-evaluation.	Murdoch			
Record	Information in any form created, received and maintained by the University as evidence of and in support of business activities.		Adapted from AS/ISO 14589-1 Clause 3.15		
Record type code	300	External	2007 ON. DEEWR staff/student definition 300		
Recordkeeping Plan	A Recordkeeping Plan comprises one or more		State Records Office of WA		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	documents which, when accessed as a whole, provides an accurate reflection of the recordkeeping program within the organisation. It includes documentation about the organisation's recordkeeping system/s, disposal arrangements, policies, practices and processes.				
Recordkeeping System	Information systems that capture, keep and provide access to records over time.		AS Handbook HB278-2009 Recordkeeping Compliance		
Recordkeeping/Recordkeeping Program	The making and maintaining of complete, accurate and reliable evidence of business transactions in the form of recorded information. Recordkeeping includes the creation of records in the course of business activity and the means to ensure the creation of adequate records; the design, establishment and operation of recordkeeping systems; and the management of records used in business (traditionally regarded as the domain of records management and as archives (traditionally regarded as the domain of archives administration).		Adapted from: Standards Australia, AS 4390, Part 1, Clause 4.19; and Part 3, foreword. As Handbook HB278-2009 Recordkeeping Compliance	The making and maintaining of complete, accurate and reliable evidence of business transactions in the form of recorded information.	
Reference Dates / Reporting Points	See also Census Dates. Prior to 2005, there were two main reference dates for submitting student data to DEEWR. 31 May was the deadline to submit student data for the main census date of 31 March, and 31 October was the deadline to submit student data for the main census date of 31 August. From 2005 onwards, more DEEWR reference dates have been introduced, but the main dates of 31 May and 31 October remain the same for reporting of student data for 31 March and 31 August census dates respectively. For internal reporting purposes, data shown as at reference date / reporting point 31 March, is actually the full year load (EFTSL) enrolled on Callista at 31 May. Thus, at this point the semester 2 load is still subject to substantial variance. Data shown as at reference date /	Murdoch	DEEWR/Murdoch definition		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<p>reporting point 31 August, is actually the full year load (EFTSL) enrolled on Callista at 31 October.</p> <p>The 31 of March is also the reference date for the staff collection. Hence, a staff member employed on the 31 March will appear in the Murdoch's staff submission to DEEWR, and a staff member employed at any time after this date will not appear, at least until the following year.</p>				
Reference year	550	External	2007 ON. DEEWR staff/student definition 550		
Regulation	A Regulation is delegated legislation designed to control or govern procedure or conduct. At Murdoch University Regulations are approved by Senate and include a framework for decision-making to implement and comply with provisions in the <i>Murdoch University Act 1973</i> or a Statute made pursuant to that Act.	Murdoch		A Regulation is delegated legislation designed to control or govern procedure or conduct. At Murdoch University Regulations are approved by Senate and include a framework for decision-making to implement and comply with provisions in the <i>Murdoch University Act 1973</i> or a Statute made pursuant to that Act.	
Release (of Software)	Any new software or technology that is to be tested and deployed.	Murdoch	IT Policy		
Remuneration Total Cost	Salary + Superannuation + Allowances	Murdoch	USED IN MR HR&OHS Report: Staff Management		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
Request for Commonwealth assistance indicator	547	External	2007 ON. DEEWR student data element dictionary		
Requested By	Identifies who has Requested a Purchase Order be raised so that if there are any questions relating to the Order, the Approver can then discuss the issue with the Requestor.	Murdoch	USED IN MR Finance Report: Outstanding Purchase Orders		
Required Unit	A unit that must be completed to fulfil the requirements of a Course Component or Option.	Murdoch			
Requirement	A requirement is the part of a workload activity that identifies the activity, such as a lecture, exam or workshop. The list of possible requirements is defined and maintained by the WMS with input from Murdoch glossaries and user feedback. Requirements may be customised within a Unit Profile by the use of annotations, such as Assignment [major essay].	Murdoch	Used in WMS system		
Requisition Number	Requisitions will be allocated a unique number to aid in the audit trail from a Purchase Requisition to a Purchase Order.	Murdoch	USED IN MR Finance Report: Outstanding Purchase Orders		
Research	<p>In the Code, the description of research is expanded to mean that which:</p> <p>'...includes work of direct relevance to the needs of commerce, industry, and to the public and voluntary sectors; scholarship; the invention and generation of ideas, images, performances, artefacts including design, where these lead to new or substantially improved insights; and the use of existing knowledge in experimental development to produce new or substantially improved materials, devices, products and processes, including design and construction.</p> <p>It includes routine testing and routine analysis of materials, components and processes such as for the maintenance of national standards, as distinct from the development of new analytical techniques. It also excludes the development of teaching materials that do not embody original</p>	<p>External</p> <p>Murdoch</p>	<p><i>Australian Code for the Responsible Conduct of Research 2007.</i></p> <p>Responsible Conduct of Research Policy;</p> <p>Authorship Attribution Procedure;</p> <p>Authorship Dispute Resolution Procedure;</p> <p>Joint Authorship by Research Students and their Supervisors Procedure;</p> <p>Research IP, Invention & discovery Notification Procedure</p> <p><i>28/03/11 Research Policy Officer</i></p>	Original investigation undertaken to gain knowledge, understanding and insight.	

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<p>research’.</p> <p>Here the term ‘scholarship’ has the particular meaning: ‘...the creation, development and maintenance of the intellectual infrastructure of subjects and disciplines, in forms such as dictionaries, scholarly editions, catalogues and contributions to major research databases’.</p> <p>“Research” means the OECD definition for “research and experimental development”:</p> <p><i>Research and experimental development comprises creative work under-taken on a systematic basis in order to increase the stock of knowledge, including knowledge of man (sic), culture and society, and the use of this stock of knowledge to device new applications</i></p> <p>Research is characterised by originality; it has investigation as a primary objective and has the potential to produce results that are sufficiently general for humanity’s stock of knowledge (theoretical and/or practical) to be recognisably increased.</p> <p>Research includes pure basic research, strategic basis research and applied research.</p> <p>In addition to the activity of people who are obviously engaged in research, research activity also includes:</p> <ul style="list-style-type: none"> - the provision of professional, technical, administrative or clerical support and/or assistance to staff directly engaged in research; - management of staff who are either directly engaged in research or are providing professional, technical or clerical support or assistance to those staff; - activities of students undertaking postgraduate research courses; - development of postgraduate research 				

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<p>courses; and</p> <ul style="list-style-type: none"> - supervision of students undertaking postgraduate research courses. <p>The following specific activities are not to be classified as being research except where they are primarily for the support of, or as part of research activities:</p> <ul style="list-style-type: none"> - preparation for teaching; - literary and artistic activities such as creative writing (but to that preparation of an original report on research findings is research); - scientific and technical information services; - general purpose or routine data collection; - standardisation and routine testing; - feasibility studies (except into research projects); - specialised routine medical care; - the commercial, legal and administrative aspects of patenting, copyright or licensing activities; and routine computer programming, systems work or software maintenance (but note that research into applications software, new programming languages and new operating systems is included). 				
Research awards and prestige index	<p>This is a count of academic awards and achievements of an individual academic aggregated up to the research institute level. The prestigious awards and achievements will include the following:</p> <ul style="list-style-type: none"> - Nobel Prize - Fellow of a Learned Academy - Fellow of a Royal Academy 	Murdoch	<p>RIAS KPI:</p> <p>School:</p> <p>Research: 13</p>		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<ul style="list-style-type: none"> - ARC Centre Fellow - NHMRC Research Fellow - ISI Highly Cited researcher - Editor In Chief for a recognised journal - Fulbright Scholarship - Rhodes Scholar - President of a national or international society - Citation Laureate <p>The following weighting would be applied to the awards to recognise the relative eminence of each</p>				
Research Completions per 10 Research Staff	<p>The number of research students completing for an AOU divided by one tenth the number of research only and teaching & research academic staff FTE associated with the AOU, with classification of Lecturer Level B and above.</p> <p>Reported at the AOU level and aggregated up to the Divisional level.</p> <p>Notes</p> <p>Research programmes follow the DEEWR definition of research programmes and will include any professional doctorate and master's programmes with a two thirds or greater research content.</p> <p>A three year rolling average is used for research staff FTE.</p>	Murdoch	University Strategic Plan 2003-2007 KP Indicator 46		
Researcher		Murdoch	<p>Responsible Conduct of Research Policy;</p> <p>Authorship Attribution Procedure;</p> <p>Authorship Dispute Resolution Procedure;</p> <p>Joint Authorship by Research Students and their Supervisors Procedure;</p>	Means any 'Research Staff' or 'Research Student'.	

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
			Research IP, Invention & Discovery Notification Procedure 12/05/11 Research Policy Officer		
Research Governance	N/A	External Murdoch	Harmonisation of Multi-centre Ethical Review (HoMER) Responsible Conduct of Research Policy; Authorship Attribution Procedure; Authorship Dispute Resolution Procedure; Joint Authorship by Research Students and their Supervisors Procedure; Research IP, Invention & discovery Notification Procedure 28/03/11 Research Policy Officer	An institutional framework to effectively oversee and administer research so that its conduct complies with relevant legislation and meets appropriate standards of quality, safety, Privacy, risk and financial management.	
Research Income per 10 Research Staff	<p>The research income for an AOU divided by one tenth the number of research only and teaching & research academic staff FTE associated with the AOU.</p> <p>Reported at the AOU level and aggregated up to the Divisional level.</p> <p>Notes</p> <p>Research staff includes any staff member with a research only or teaching & research function of level B (lecturer) and above associated with a Division.</p> <p>Research income from the following sources is used:</p> <ul style="list-style-type: none"> - National Competitive Research Grants (NCRG) - Other Public Sector Research Funding (OPSF) - Industry & Other Funding (IOF) <p>Research institute income has been assign to</p>	Murdoch	University Strategic Plan 2003-2007 KP Indicator 50		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	AOU as follows: - AJ Parker Hydrometallurgy Centre to Physical Sciences - Energy Research Institute to Physical Sciences - Institute for Environmental Science to Environmental Science - CRC for Renewable Energy to Physical Sciences - State Agricultural Biotechnology Centre to Biological Sciences - Institute for Social Programme Evaluation to Education - Labour Market Research Centre to Economics - Asia Research Centre to Politics (40%), Economics (30%) and Asian Studies (30%)				
Research Integrity Adviser		External	Description in the <u><i>Australian Code for the Responsible Conduct of Research 2007.</i></u> 12/05/11 Research Policy Officer	Means a person appointed by the University to provide advice on issues pertaining to the responsible conduct of research and options available to persons considering making, or having made an allegation of research misconduct.	
Research Misconduct		External	Description in the <u><i>Australian Code for the Responsible Conduct of Research 2007.</i></u> 12/05/11 Research Policy Officer	Means more serious or deliberate deviations from the <i>Australian Code for the</i>	

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
				<p><i>Responsible Conduct of Research.</i></p> <p>Research misconduct includes:</p> <p>falsification or misrepresentation to obtain funding</p> <p>fabrication, falsification, plagiarism or deception in proposing, carrying out or reporting the results of research</p> <p>misleading ascription of authorship</p> <p>failure to declare or manage a serious conflict of interest</p> <p>conducting research without ethics approvals as required by the <i>National Statement on Ethical Conduct in Human Research (2007)</i> and the <i>Australian Code of Practice for the Care and Use of Animals for Scientific Purposes</i></p>	

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
				<p>2004</p> <p>avoidable failure to follow research proposals as approved by a research ethics committee, particularly where this failure may result in unreasonable risk or harm to humans, animals or the environment</p> <p>wilful concealment or facilitation of research misconduct by others</p> <p>failure by supervisors and heads of department to appropriately address breaches of the Code</p> <p>Repeated or continuing breaches of the Code where these have been the subject of specific counselling or specific direction.</p> <p>Research misconduct does not include:</p>	

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
				honest differences in judgment in management of the research project Honest errors that are minor or unintentional.	
Research Publications per 10 Research Staff	<p>The number of research publications for an AOU divided by one tenth the number of research only and teaching & research academic staff FTE associated with the AOU.</p> <p>Reported at the AOU level and aggregated up to the Divisional level.</p> <p>Notes</p> <p>Research staff includes any staff member with a research only or teaching & research function of level B (lecturer) and above associated with a Division.</p> <p>Research publications in the following categories are used:</p> <ul style="list-style-type: none"> - Authored Books (A1) - Book Chapters (B) - Journal Articles (C1) - Refereed Conference Papers (E1) <p>Research institute publications have been assign to AOU as follows:</p> <ul style="list-style-type: none"> - AJ Parker Hydrometallurgy Centre to Physical Sciences - Energy Research Institute to Physical Sciences - Institute for Environmental Science to Environmental Science 	Murdoch	University Strategic Plan 2003-2007 KP Indicator 51		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<ul style="list-style-type: none"> - CRC for Renewable Energy to Physical Sciences - State Agricultural Biotechnology Centre to Biological Sciences - Institute for Social Programme Evaluation to Education - Labour Market Research Centre to Economics - Asia Research Centre to Politics (40%), Economics (30%) and Asian Studies (30%) 				
Research scholarship allocation ranking	<p>Research scholarship allocation ranking will calculate the mean score of the Australian Post Graduate Awards (APA), Murdoch University Research Scholarships (MURS), Endeavour International Postgraduate Research Scholarships (EIPRS) and Murdoch International PhD Scholarship (MIPS) within the Research Institute.</p> <p>Refer to Research Development Board – Allocation of Research Scholarships 2007</p>	Murdoch	<p>RIAS KPI:</p> <p>School:</p> <p>Research: 12</p>		
Research Staff		Murdoch	<p>Responsible Conduct of Research Policy;</p> <p>Authorship Attribution Procedure;</p> <p>Authorship Dispute Resolution Procedure;</p> <p>Joint Authorship by Research Students and their Supervisors Procedure;</p> <p>Research IP, Invention & Discovery Notification Procedure</p> <p>12/05/11 Research Policy Officer</p>	Means anyone subject to a Murdoch University instrument of employment or the <i>Honorary Titles and Appointments Policy</i> undertaking, piloting or supporting research in association or affiliation with Murdoch University.	

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
Research Student		Murdoch	Responsible Conduct of Research Policy; Authorship Attribution Procedure; Authorship Dispute Resolution Procedure; Joint Authorship by Research Students and their Supervisors Procedure; Research IP, Invention & Discovery Notification Procedure <i>12/05/11 Research Policy Officer</i>	Means any 'HDR Student' or 'Student' enrolled in an Honours or coursework Masters that has a thesis component.	
Research Studies Program	The Research Studies Program (RSP) provides academic staff members relief from some of their normal duties (teaching, University service and community engagement) in order to undertake research activities which will result in specific and measurable outcomes to enhance the strategic directions of the School and University.	Murdoch			
Research Training	Training to develop and apply skills and knowledge necessary to undertake systematic experimental and theoretical work, application and/or development that advances the accumulation of knowledge.	Murdoch			
Research Workload Allocation	Percent of time an academic employee has allocated for research activities	Murdoch	USED IN MR Research Report: Research Profiles		
Residential address country name	471	External	2007 ON. DEEWR student data element dictionary		
Residential address state code	470	External	2007 ON. DEEWR student data element dictionary		
Residential address suburb/town	469	External	2007 ON. DEEWR student data element dictionary		
Responsible Officer	The staff member, Authorised Contractors, representative committee or group with responsibility for implementation and monitoring compliance with the policy and its associated procedures. This is either a class of officer, e.g.	Murdoch	All Policy		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	Deputy Vice Chancellors, or a single position holder, e.g. President of Academic Council.				
Restricted Course	A 'Restricted Course' means the enrolment is restricted by quota or specific admission requirements.	Murdoch			
Retention	<p><u>Fundamentals:</u></p> <p>Retention from one year to the next requires that we identify:</p> <ul style="list-style-type: none"> - Initial year load/enrolments to serve as denominator. - Matching load/enrolments from subsequent year that will count as "retained" and serve as numerator. <p>General Exclusions:</p> <ul style="list-style-type: none"> - All load/enrolments in research degrees, that is, type of course must be other than "higher doctorate", "doctorate by research" or "master's by research". - All load/enrolments in non-award and cross-institutional courses, that is, course code must not begin with "N". - Initial load/enrolments in a course that the student completed during the initial year. - Other subgroups: equity, gender, funding, etc. The pool of students defining initial load/enrolments is restricted by specified characteristic; initial load includes all load in base year incurred by those students (even if for some of it the student was flagged with a different characteristic—this could happen with funding for example) a (student id, course code) falls into the following funding categories if: <ul style="list-style-type: none"> - CSG – More initial course load funded under CGS than under any other funding type. 				

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<p>- Onshore – More initial course load funded as International onshore than under any other funding type.</p> <p>- PGCW – More initial course load funded as domestic postgraduate coursework than under any other funding type.</p> <p>- Offshore – More initial course load funded as International offshore than under any other funding type.</p> <p>If a (student id, course code) has two or more funding types equally dominant within their initial course load, assign the {student id, course code) to the funding type of the unit with the earliest census date.</p>				
Return on Investment (Variance to Budget)	A financial KPI will need to be developed for the Research Institutes as they currently do not have an operating budget, they will be reliant on the resources and support of the Schools to function. A relevant financial measure will not be possible until a suitable project management system is implemented.	Murdoch	RIAS KPI: School: Research: 1		
Revenue	Operating Revenue + Other Revenue	Murdoch	USED IN MR Finance Report: Actual v Budget		
Reviewer	The Staff member, Authorised Contractor, representative committee or group or body with responsibility for reviewing a policy or procedure prior to the Author submitting it for final approval.	Murdoch	IT Policy		
Revised HELP debt	445	External	2007 ON. DEEWR student data element dictionary		
Revisions file reference number	453	External	2007 ON. DEEWR student data element dictionary		
Router	A networking device whose software and hardware are usually tailored to the tasks of routing and forwarding information.	Murdoch	IT Policy		
Rule	A Rule is delegated legislation governing a particular matter. At Murdoch University, Rules	Murdoch		A Rule is delegated	

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	normally support the implementation of and/or compliance with a University Statute or Regulation and are approved by Senate, Academic Council or the Vice Chancellor.			legislation governing a particular matter. At Murdoch University, Rules normally support the implementation of and/or compliance with a University Statute or Regulation and are approved by Senate, Academic Council or the Vice Chancellor.	
Run type code	420	External	2007 ON. DEEWR student data element dictionary		
Salary Category	Descriptor identifying the category of salary an employee receives. Options: Bands 0 -4, Levels A – E, HEW Levels 1 – 10	Murdoch	USED IN MR HR&OHS Report: Staff Management USED IN MR HR&OHS Report: FTE Variance		
Scaling	The retrospective adjustment of unit marks to ensure that a given proportion of students between specific marks range (e.g. 10% of students score a final unit mark greater than 80%). Scaling (marking to the scale) is prohibited under the Murdoch Assessment policy.	Murdoch			
Scholarship Type	487	External	2007 ON. DEEWR student data element dictionary		
School	A basic organisational unit of academic and supporting general staff, responsible for teaching and research in one or several disciplines.	Murdoch	University Handbook 24/01/11 Systems Administrator 19/02/2013 System Administrator		
School ID	Unique identification number for a School.	Murdoch	USED IN MR Student Report: Unit Enrolments Taught EFTSL		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
School leaver indicator	925	External	2007 ON. DEEWR student data element dictionary		
School-based Centre	A Centre in which the operations and focus are based primarily within one school and where the resources of the school (e.g. staff, equipment and infrastructure) are adequate to effectively run the Centre without additional assistance from the University (e.g., does not require supplementary funding).	Murdoch			
Semester	Refers to the organisation of the teaching year into two principal teaching periods of equal length. A standard semester includes 12 teaching weeks and a final two-week examination period.	Murdoch	Handbook		
Semester (1 or M) load indicator	091	External	2007 ON. DEEWR student data element dictionary		
Semester (2 or J) load indicator	092	External	2007 ON. DEEWR student data element dictionary		
Semester (3 or D) load indicator	093	External	2007 ON. DEEWR student data element dictionary		
Semester (4 or S) load indicator	094	External	2007 ON. DEEWR student data element dictionary		
Semester 5 load indicator	096	External	2007 ON. DEEWR student data element dictionary		
Senate Approved Funding Current Year	Amount of funds available in the Budget for the current year for specific capital projects as approved by Senate.	Murdoch	USED IN MR Finance Report: Capital Report		
Sensitive Authentication Data	Additional elements of credit card information that are also required to be protected but never stored. These include Magnetic Stripe (i.e. track) data, CAV2, CVC2, CID or CVV2 data and PIN/PIN block.	Murdoch	Payment Card Security Best Practices Procedure (1900b) <i>19/11/2014 Approved by University Secretary</i>		
Separation Status of Higher Degree Research students	465	External	2007 ON. DEEWR student data element dictionary		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
Server	An IT system that provides services used by other IT systems.	Murdoch	IT Policy		
Service Code	The service code that permits where the card is used and for what.	Murdoch	Payment Card Security Best Practice Procedure (1900b) <i>19/11/2014 Approved by University Secretary</i>		
Service Teaching Unit	A Service Teaching unit is a required unit in a Course/Major in one or more Schools other than the School providing the unit.	Murdoch			
Session	A connection to or period of use on an IT System.	Murdoch	IT Policy		
Session (WMS)	A WMS defined term referring to the scheduling of multiple occurrences of original activities. A session corresponds approximately to a teaching week: thus a typical semester based activity such as a lecture would have 12 sessions. Number of sessions is equivalent to Number of [instances] and is defined in the Unit Profile.	Murdoch	Used in WMS system		
Sex of staff code	402	External	2007 ON. DEEWR staff data element dictionary		
Shared Password	An exception to the standard password where it is intended to be known by more than one individual, each of whom is authorised for access to the shared password	Murdoch	Used in Password Policy <i>07/02/2014</i>		
Short Course	A fee-paying non-Award Course offered to a targeted market.	Murdoch			
Signature date	475	External	2007 ON. DEEWR student data element dictionary		
Single Award Course	A Course offered by the University which leads to the conferral of a single Award.	Murdoch			
Social Media system	See Electronic Collaboration	Murdoch	IT Policy		
Solution List	A list of the correct or acceptable answers, with working where appropriate, for each component of a submitted piece of work.	Murdoch			
SPAM	Are unsolicited electronic messages.	Murdoch	IT Policy		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
Special course type code	312	External	2007 ON. DEEWR student data element dictionary		
Special Topic Unit	A unit for which different topics are run for individual unit offerings. This enables students to study topics that may not be offered each year, or which are being offered on a pilot basis.	Murdoch			
Specialisation code	463	External	2007 ON. DEEWR student data element dictionary		
Specified Elective Unit	A unit that is part of a defined list from which a student may select units to a given credit point value.	Murdoch			
Sponsor (of Application)	An individual, department or organisation which has requested the creation or implementation of an IT Application.	Murdoch	IT Policy		
Staff age code	802	External	2007 ON. DEEWR staff data element dictionary		
Staff age group code	850	External	2007 ON. DEEWR staff data element dictionary		
Staff Category	Descriptor identifying the category of a staff member. Domain: Employee, Appointee Rules: If Work Category = General Then Staff Category = Employee	Murdoch	USED IN MR HR&OHS Report: Staff Management		
Staff date of birth code	403	External	2007 ON. DEEWR staff data element dictionary		
Staff Engagement Survey	This will need to be defined when an appropriate engagement survey instrument has been selected. It is anticipated that the measurement would be overall satisfaction level.	Murdoch	RIAS KPI: School: 2 Research:		
Staff ID	Unique identification number given to a staff member	Murdoch	USED IN MR Research Report: Research Profiles		
Staff Name	Surname and given name(s) as provided on identification	Murdoch	USED IN MR Research Report: Research Profiles USED IN MR HR&OHS Report: Staff Management USED IN MR HR&OHS Report: Leave Planner		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
			USED IN MR HR&OHS Report: FTE Variance		
Stand Alone Degree	Not an articulated award.	Murdoch			
Standard	A document that contains a set of defined requirements to establish uniform criteria, methods, processes and practices.	Murdoch	All Policies		
Standard Operating System	A standard, consistent implementation of an operating system and its associated software.	Murdoch	IT Policy		
Standard Teaching Period	<p>Standard Teaching Periods are semesters, trimesters, winter or summer periods. They are defined for each of the main teaching calendars. They have consistent codes from year to year and their start and end dates are set by Academic Council.</p> <p>Standard teaching periods are:</p> <p>Semester 1 = S1 (February to June)</p> <p>Semester 2 = S2 (August to November)</p> <p>Full Year = Y (S1 then S2)</p> <p>Straddle Year = H (S2 then S1)</p> <p>Summer term = SUM (November/December of the preceding calendar year to February)</p> <p>Winter term = W (June to July)</p> <p>Trimester 1 = T1 (January to April)</p> <p>Trimester 2 = T2 (April/May to July/August)</p> <p>Trimester 3 = T3 (August to November)</p>	Murdoch	Handbook	A semester, trimester, winter or summer.	
State of permanent home location code	919	External	2007 ON. DEEWR student data element dictionary		
State of term/semester location code	920	External	2007 ON. DEEWR student data element dictionary		
State/Territory of institution code	996	External	2007 ON. DEEWR staff/student definition 996		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
Statute	A Statute is a law or directive or mandate intended to be of a permanent or long-lasting nature that governs the internal affairs of an organisation and prescribes the organisation's structure, procedure or practice. The Statutes of the University are a form of delegated legislation pertaining to the conduct of University business that the <i>Murdoch University Act 1973</i> provides may be prescribed by Statute and are approved by the Governor.	Murdoch		A Statute is delegated legislation pertaining to the conduct of the internal affairs of the University (structure, procedure or practice) that the <i>Murdoch University Act 1973</i> provides may be prescribed by Statute and that is intended to be of a permanent or long-lasting nature.	
Streamlined Visa Processing (SVP)	<p>Streamlined Visa Processing is available for certain prospective students of participating education providers. Student visa applications that are lodged with a Confirmation of Enrolment (CoE) from a participating education provider in Australia for an advanced diploma, bachelor, masters or doctoral degree or an eligible exchange programme are generally subject to reduced evidentiary requirements, (similar to the current Assessment Level 1) regardless of the applicant's country of origin.</p> <p>Under the Streamlined Visa Processing arrangements, student visa applicant will generally have reduced evidentiary requirements. As such, education providers can be confident that the majority of students will have their visa applications processed quickly. This will help to make Australia a destination of choice for international students.</p>	External	<p>Department of Immigration and Border Protection (DIBP)</p> <p>https://www.border.gov.au/Busi/Educ/Stre/Guidelines-for-education-provider-participation-in-streamlined-visa-processing-arrangements</p>		
Student Contribution	Amount paid by a Commonwealth-supported student. A student can elect to pay upfront or				

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	defer payment through HECS-HELP.				
Student contribution payment method	548	External	2007 ON. DEEWR student data element dictionary		
Student Enrolment	Where a person has been admitted to a Course, and is able to enrol in units contributing to that Course.	Murdoch			
Student Enrolment Count	<p>Student Enrolment Count will differ on the level of grouping or the point of view.</p> <p>1. Highest Level</p> <p>University Level is the highest without any other attribute included in the aggregation.</p> <p>2. Other</p> <p>Any number of attributes relating to the Enrolment could be included depending on the need for them. For example: Campus, Funding Source, Commencing Status, Course Type, etc. Some students could have more than one of those attributes in a single academic year—e.g. International On-shore in the first half of the year and CGS in the second half or non-Commencing in one course and Commencing in another.</p> <p>This means that the aggregates at different groupings of attributes will be higher than the number of unique students enrolled at the Highest Level. For example students having multiple funding sources in a single academic year will have been counted multiple times if the grouping level included the Funding Source attribute. This means that the course totals across funding sources may be higher than the number of unique students enrolled in the course.</p> <p>It is important to note that this difficulty does not arise in reporting Student Load (EFTSL), because a student can have only one attribute</p>	Murdoch	Murdoch definition for reporting purpose		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	for a unit: that which applied at the unit's census date. Load is calculated from unit records and aggregated up to the Course, AOU or other higher levels.				
Student given name – first	403	External	2007 ON. DEEWR student data element dictionary		
Student given name – others	404	External	2007 ON. DEEWR student data element dictionary		
Student ID	Unique identification number given to a student at Murdoch.	Murdoch			
Student identification code	313	External	2007 ON. DEEWR student data element dictionary		
Student Load (EFTSL)	<p>As defined by DEEWR, student load is:</p> <p>A measure which expresses what proportion of a standard annual program for a student undertaking a full year of study in a particular year of a particular course can be attributed to a (part of a) unit, or units, of study. Student load is expressed in EFTSL (Equivalent Full-time Student Load) values.</p> <p>At Murdoch a full-time study load is considered to be 24 points of units. So, a student doing 24 points in a single year will be counted as 1 EFTSL. Likewise if a student does only 12 points of units then he/she will only be counted as 0.5 EFTSL.</p> <p>It is important to realise that the University is funded on its student load, not its student enrolments. Similarly, the load distribution between AOU's helps determine the distribution of the operating budget.</p>	Murdoch	DEEWR/Murdoch definition		
Student Progress Rate AOU Taught Load	<p>The sum of successfully passed coursework load taught by an AOU expressed as a percentage of the sum of all coursework load taught by the AOU which was passed, failed or withdrawn from. Load for which a result is outstanding is ignored (i.e. certified load is used).</p> <p>Reported at the AOU level and aggregated up to</p>	Murdoch	University Strategic Plan 2003-2007 KP Indicator 13		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<p>the Divisional level.</p> <p>Notes</p> <p>Coursework programmes follow the DEEWR definition of coursework programmes and will exclude any professional doctorate and master's programmes with a two thirds or greater research content.</p> <p>The HECS reference date (31 March and 31 August) are used to define the withdrawal period and not Murdoch's W1/W2 categories.</p>				
Student Progress Rate Broad FOE	<p>The Student Progress Rate (SPR) indicator is a measure of the likelihood of a student passing their units of study. The indicator can be aggregated at a number of different levels, for example AOU, Unit, Course, Field of Education (FOE) etc.</p> <p>At the Broad FOE level this is defined as the sum of successfully passed coursework load of a Broad FOE expressed as a percentage of the sum of all coursework load in the Broad FOE which was passed, failed or withdrawn from. The used FOE is the FOE of the Unit (not Course).</p>	Murdoch	KPI definition		
Student Progress Rate Course Load	<p>The sum of successfully passed load by students in a first major coursework programme, expressed as a percentage of the sum of the load which was passed, failed or withdrawn from by all students in the programme. Load for which a result is outstanding is ignored (i.e. only certified load is used).</p> <p>Reported at the programme level and aggregated up to the AOU and Divisional levels.</p> <p>For indicator 41, please select "International Off-shore" from the drop down list in the Funding parameter at the top.</p> <p>Notes</p> <p>Course work programmes follows the DEEWR</p>	Murdoch	University Strategic Plan 2003-2007 KP Indicators 12, 25, 41		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<p>definition of coursework programmes and will exclude any professional doctorate and master's programmes with a two thirds or greater research content.</p> <p>The HECS reference date (31st March and 31st August) are used to define the withdrawal period and not Murdoch's W1/W2 categories.</p>				
Student Status code	490	External	2007 ON. DEEWR student data element dictionary		
Student surname	402	External	2007 ON. DEEWR student data element dictionary		
Student title	405	External	2007 ON. DEEWR student data element dictionary		
Study Abroad Student	A Study Abroad Student is the term given to overseas students who study for a period at Murdoch University. They enrol in Murdoch Units. Any credit and exemptions gained by these students is determined by their home institution.	Murdoch			
Study Load	The credit point value that a student enrolls in during a given teaching period or academic year. A full-time study load is 9-15 credit points, and a part-time load is less than 9 credit points, per teaching period.	Murdoch	Handbook		
Sub Degree Course	<p>A Sub-Degree Course is any Course below a Bachelor's Degree. The Australian Qualifications Framework (AQF) distinguishes between Higher Education sector courses which can include Diplomas, Advanced Diplomas and Associate Degrees and Vocational Education and Training sector courses, which can include Certificates, Diplomas, Advanced Diplomas, Vocational Graduate Certificates and Vocational Graduate Diplomas.</p> <p>Enabling and other university preparation courses that do not lead to a formal award are Sub-Degree Courses outside the AQF.</p>	Murdoch			
Submission date	421	External	2007 ON. DEEWR student data element dictionary		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
Submission indicator	549	External	2007 ON. DEEWR student data element dictionary		
Submission/year code	415	External	2007 ON. DEEWR student data element dictionary		
Successful EFTSL per teaching staff FTE	<p>The sum of successful coursework student load taught by an AOU divided by the FTE of academic staff with teaching only or teaching & research functions in the AOU.</p> <p>Reported at the programme level and aggregated up to the AOU and Divisional levels.</p> <p>Notes:</p> <p>Coursework programmes follow the DEEWR definition of coursework programmes and will exclude any professional doctorate and master's programmes with a two thirds or greater research content.</p> <p>Year 'x' FTE data usually are available in end of June of year 'x+1'.</p>	Murdoch	University Strategic Plan 2003-2007 KP Indicator 23		
Summative Assessment	Summative assessment is conducted at the end of a unit or period of teaching so as to provide students, teaching staff, the institution and employers with evidence of the extent to which students have achieved intended learning outcomes. To fulfil its purpose, summative assessment must be valid and reliable as well as being systematically recorded and communicated.	Murdoch			
Summer school indicator	551	External	2007 ON. DEEWR student data element dictionary		
Supervised Assessment	Supervised Assessment includes: written tests or examinations; seminar/tutorial presentations including responses to questions; practical tasks including laboratory work or performance, technical or field work; oral assessment if recorded and/or two members of academic staff are present; class participation; direct academic supervision of an individual student.	Murdoch			
Supervised Completions	Number of completed masters and PhDs	Murdoch	USED IN MR Research Report: Research Profiles		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	supervised.				
Supervised EFTSL	The EFTSL for supervised research students multiplied by the supervision percentage (recorded in Callista) at time of completion	Murdoch	USED IN MR Student Report: Taught EFTSL USED IN MR Research Report: Research Profiles		
Supervisor in Charge	Invigilator responsible for co-ordination and running of an examination venue.	Murdoch			
Supplementary Course (DEST Definition)	A supplementary programme is provided for students subsequent to their commencement of a formal award course in a student place that is funded either partially or fully by the Commonwealth, and which is undertaken concurrently with that course. Such programmes provide supplementary teaching in the form of a separate, discrete programme which is systematic and structured and aimed at addressing difficulties experienced by particular types of disadvantaged students undertaking the award course. Programmes which form part of a formal award course or for which credit will or may be given towards an award course are not considered to be supplementary programmes.	Murdoch			
Supplier	An external company that provides goods and services to Murdoch University.	Murdoch	All Policy		
Supplier Code	A Unique Identifier from our Accounts Payable Chart that will identify one Supplier from another. Is currently formatted to show five (5) Alphanumeric and four (4) numeric [XXXXXNNNN].	Murdoch	USED IN MR Finance Report: Outstanding Purchase Orders		
Supplier Name	The name of the Supplier from whom we are purchasing Good(s) and/or Service(s) as per the Purchase Order.	Murdoch	USED IN MR Finance Report: Outstanding Purchase Orders		
Suspected Spam	Electronic messages suspected of being "SPAM".	Murdoch	IT Policy		
Sustainability	The use or application of resources in a way that ensures their future availability.	Murdoch	All Policies		
System Breach	A breach of information security in respect of	Murdoch	Information Security Incident Management Procedure		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	information, other than a physical breach.				
System Password	A password or shared password that may have a privileged level of access and differs from an administrator password in that it is predominantly used between applications, databases, program code or scripts.	Murdoch	Used in Password Policy <i>07/02/2014</i>		
TAC offer	557	External	2007 ON. DEEWR student data element dictionary		
Taught Location	Physical location in which the unit is taught from. Domain: Onshore, Offshore	Murdoch	USED IN MR Student Report: Unit Enrolments USED IN MR Student Report: Taught EFTSL		
Taught School ID	Unique identification number given to a school teaching a specific unit.	Murdoch	USED IN MR Student Report: Unit Enrolments USED IN MR Student Report: Taught EFTSL		
Taught School Name	Name of school teaching unit.	Murdoch	USED IN MR Student Report: Unit Enrolments USED IN MR Student Report: Taught EFTSL		
Tax file number	416	External	2007 ON. DEEWR student data element dictionary		
Teaching Period	The period of time during which all teaching and learning activities, including assessment, required to complete a unit are scheduled and undertaken.	Murdoch	USED IN MR Student Report: Unit Enrolments USED IN MR Student Report: Taught EFTSL Handbook <i>20/01/11 Systems Administrator</i>	The period of time spent in teaching an assessing a unit, lasting from the first day of instruction to the final day of assessment.	
Teaching Period – Standard	Teaching conducted on a semester, trimester, summer term, winter term, straddle year or full year basis.	Murdoch			
Tertiary entrance score	369	External	2007 ON. DEEWR student data element dictionary		
Testamur	An official certification document that confirms that a qualification has been awarded to an individual.	Murdoch			
The National Code	The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code) provides nationally consistent	External	International Under-18 Student Policy; International Under-18 Student Procedure	The National Code of Practice for Registration Authorities and	

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	standards for the conduct of registered providers and the registration of their courses. The standards set out specifications and procedures to ensure that registered providers set out education and training courses can clearly understand and comply with their obligations under the National Code.			Providers of Education and Training to Overseas Students 2007.	
The QLD Eligibility score required to be academically capable of completing the course	555	External	2007 ON. DEEWR student data element dictionary		
The QLD entry cut-off for a course with domestic fee-paying places	524	External	2007 ON. DEEWR student data element dictionary		
Third Party	Any individual or organisation other than the University who may be involved in the exchange of information, a transaction or an agreement.	Murdoch	All Policies		
Threat (IT)	Any individual, party, system, action or event with the intent and capability to exploit vulnerability in an Asset (IT). This could be a malicious hacker, an automated program or a natural occurrence in nature (i.e. flood).	Murdoch	IT Policy		
Tier 1 publications per academic FTE (Publication per academic FTE)	This measure will utilise the Excellence in Research for Australia initiative (ERA) definition of a Tier 1 publication once defined. Until this is defined publication points will be utilised as a proxy. Excellence in Research for Australia initiative (ERA) will focus on the disciplines where the metrics are most widely accepted (e.g. physical and biological sciences) before reviewing other research disciplines.	Murdoch	RIAS KPI: School: 14 Research: 6		
TISC	Tertiary Institution Service Centre		Acronym		
TISC Applicant Category	These definitions apply to TISC Statistics and Information available via the OPP only.	External	TISC definition		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	<p>The following Applicant Categories are used to identify TISC candidate status:</p> <ul style="list-style-type: none"> - Applied – A candidate who has applied to a WA university through TISC. - Eligible (not in use since 2000) - A candidate who has been defined as eligible for a place in a course. - Offered – A candidate who has been offered a place in a course. Enrolled – Within the TISC system Enrolled simply means accepted. - Available (not in use since 2000) – A candidate who has indicated their availability. - Lapsed (not in use from 2001-2004) – An Offer made to a candidate has lapsed. 				
Total amount charged	384	External	2007 ON. DEEWR student data element dictionary		
Total amounts of original debts on this file	473	External	2007 ON. DEEWR student data element dictionary		
Total amounts of revised debts on this file	474	External	2007 ON. DEEWR student data element dictionary		
Total Commitments	Total PO Amount where no invoice has been raised (i.e. a purchase order that has not yet been invoiced)	Murdoch	USED IN MR Finance Report: Capital Report		
Total EFTSU value in aggregate	931	External	2007 ON. DEEWR student data element dictionary		
Total exemption granted	385	External	2007 ON. DEEWR student data element dictionary		
Total number of data records (Type 2 only)	472	External	2007 ON. DEEWR student data element dictionary		
Total previous RTS EFTSL	460	External	2007 ON. DEEWR student data element dictionary		
Transfer	The movement of a student from one Course to another without completion of the first Course.	Murdoch			
Travel	Travel is defined as a journey greater than 100 kilometres from the traveller's normal place of	Murdoch	Travel Policy (1502);		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	business.		Travel-University Student Travel Procedure (1502a); Travel-Approval Procedure (1502b); Travel-Purchasing Travel Services Procedure (1502c) <i>11/07/2012 OFPR</i>		
Travel Expenses	Expenses incurred on behalf of University for University business requirements directly associated with travel, including but not limited to: meals; incidentals - laundry, calls and internet; local transport; excess baggage; visas, and inoculations. This list does not preclude expenses that have been pre-approved by a supervisor who has appropriate financial delegation and are legitimate University business travel expenses.	Murdoch	Travel Policy (1502); Travel-University Student Travel Procedure (1502a); Travel Payments Procedure (1502e) <i>11/07/2012 OFPR</i>		
Travel Services	Services engaged on behalf of the University for University Business requirements directly associated with travel; including but not limited to: Fares – air, sea and ground; accommodation; car hire, and airline lounge membership	Murdoch	Travel Policy (1502); Travel-University Student Travel Procedure (1502a); Travel Payments Procedure (1502e) <i>11/07/2012 OFPR</i>		
Trimester	Refers to the organisation of the teaching year into three principal teaching periods of equal length. A standard trimester is 14 weeks long, with the final week used for assessment.	Murdoch	Handbook		
Type of attendance code	330	External	2007 ON. DEEWR student data element dictionary		
Type of identity	418	External	2007 ON. DEEWR student data element dictionary		
Undergraduate Student	A Student enrolled in a unit for a Bachelor's Degree or pre-University bridging/enabling course, certificate, or diploma.	Murdoch			
Uniform	A style of dress that is mandated by the University.	Murdoch	All Policy		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
Unit	The basic element of a Course or Course Component, which delivers a discrete volume of learning described in its Learning Outcomes.	Murdoch			
Unit Allocation	Unit allocation is the process by which staff can be allocated to the workload activities involved with teaching a unit. Allocations can be made at the level of a whole unit or unit offering in the <i>Unit Allocations</i> form, and at the level of an individual activity in the linked <i>Activity Allocations</i> form.	Murdoch	Used in WMS system		
Unit Activity	The collective term used for all teaching activities, such as lectures, tutorials, laboratories, workshops, seminars etc. Students enrol in unit activities through MyInfo.	Murdoch			
Unit Class	Refers to the mode of study in which a unit is offered by the University. Current modes of study are Internal (unit class code is 'D') and External (unit class code is 'X'), Placement (unit class code is 'P').	Murdoch	Handbook		
Unit Code	Each unit is assigned a unique unit code which consists of an alpha code, followed by a sequence of at least three numbers. The Unit Code Conventions, which includes the Schedule of Approved Alpha Codes, is attached to the Units Policy.	Murdoch			
Unit code (OUA only)	483	External	2007 ON. DEEWR student data element dictionary		
Unit Coordinator	Academic staff member who is appointed Unit Coordinator in accordance with the relevant regulations and is responsible for the management of the unit for a unit offering teaching period and location.	Murdoch	USED IN MR Student Report: Unit Enrolments		
Unit Enrolments	Student head count for a specific unit.	Murdoch	USED IN MR Student Report: Unit Enrolments		
Unit Generic	Any activities that apply to all delivery patterns for the unit (such as authoring the final exam) are defined as 'Unit Generic' activities. Unit	Murdoch	Used in WMS system		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	Generic activities are added to the Unit Profile under the Unit Generic pattern and are distributed across the other delivery patterns when the Delivery Plan is created.				
Unit ID	Unique Identification number for a unit.	Murdoch	USED IN MR Student Report: Unit Enrolments		
Unit Material Licence (Agreement)	The formal document establishing a contractual relationship between Murdoch University and the external provider institution.	Murdoch			
Unit Name	The name of a basic unit of a course or program, which a student may undertake and on successful completion of the unit's requirements, gain credit points towards completion of a course. Units of study are sometimes referred to as "units" or "subjects"	Murdoch	USED IN MR Student Report: Unit Enrolments USED IN MR Student Report: Taught EFTSL		
Unit of Study	The basic unit of study which a student may enrol in and successfully complete to gain credit towards, and fulfil the completion requirements of, a Course of study.	Murdoch			
Unit of study census date	489	External	2007 ON. DEEWR student data element dictionary		
Unit of study code	354	External	2007 ON. DEEWR student data element dictionary		
Unit of study completion status	355	External	2007 ON. DEEWR student data element dictionary		
Unit of study HELP Debt	558	External	2007 ON. DEEWR student data element dictionary		
Unit Offering	The Murdoch term defining an individual instance of a unit by its location, teaching period and enrolment mode, e.g. ICT218 Murdoch S1 Internal.	Murdoch	Used in WMS system		
Unit Prerequisite	A requirement that a student must satisfy to be permitted to enrol in a unit.	Murdoch	Handbook		
Unit Profile	The WMS term that describes the complete collection of information about a unit independent of any actual offerings of it. In particular, the Unit Profile records all the various	Murdoch	Used in WMS system		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	workload activities that are involved in putting on a unit, no matter when or where it may be delivered.				
Unit Set	Used to define a student's nominated path of study and to assist in the assessment of progression and completion of the student's Course attempt. For academic purposes, Unit Sets are a grouping of related units. The units represent a defined area of study and can be broken down into types such as Majors and Minors and Specialisations. They all have their own completion rules and most have a level of choice in the units selected by a student for study.	Murdoch			
Unit Teaching Splits (2004 onwards)	<p>A new unit code system was introduced in 2004. It includes a combination of three alpha and three numeric characters, with the three alphas representing the discipline area, rather than the responsible School, which was used previously.</p> <p>The unit split information enables the University to assign the units taught to Academic Organisation Units for load and resource distribution purposes. The field of education of the unit determines the funding cluster.</p> <p>Details contained here affects both University funding, the distribution of funds to Schools and students HECS. Hence, it is very important that these details be as accurate as possible. Please contact any of the Section Staff should you have any questions about any of this.</p> <p>Listed for each unit is the following:</p> <ul style="list-style-type: none"> - Unit Code - Title - Start Date - Field of Education (from 2001) 	Murdoch			

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	- AOU Split (percentage allocation to each AOU).				
Unit Template	Unit Templates are a convenience for recording groups of activities for the purposes of creating new Unit Profiles quickly by <i>cloning</i> . Unit Templates may consist of an entire Unit Profile or separately defined delivery patterns.	Murdoch	Used in WMS system		
Units for Credit	A unit that provides transferable credit towards a recognised Award Course. This would apply to all award units but may also apply to other approved units not part of any Award Course.	Murdoch			
University	In this document the term University is used in reference to Murdoch University.	Murdoch			
University Business	Work undertaken on behalf of the University for purposes directly associated with the functions of the University, including, but not limited to: Official duties or operations, conference, research, consultancy, administrative or academic duties.	Murdoch	Financial Delegations Policy (510); Procurement Policy (1001); Travel Policy (1502); Travel-University Student Travel Procedure (1502e); Travel Approval Procedure (1502b); Travel-Purchasing Travel Services Procedure (1502c) <i>11/07/2012 OFPR</i>		
University Company	An entity incorporated under the Corporations Act 2001 (Cth) in which the University has a controlling interest as defined by that Act.	Murdoch	University Companies Policy <i>24/01/11 General Counsel</i>		
University Expenditure	Expenditure incurred for the purpose of carrying out the University activities.	Murdoch	Financial Delegations Policy (510) <i>11/07/2012 OFPR</i>		
University Purchaser	Anyone who procures goods, services, consultancy or capital works on behalf of the University including but not limited to: Staff – including casuals; associates, including members of Senate; consultants or contractors; students; conjoint appointees, and other persons and/or visitors funded by University funds (for example fellowships and affiliates	Murdoch	Procurement Policy (1001) <i>11/07/2012 OFPR</i>		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
University Traveller	Anyone who travels on behalf of the University on pre-approved University Business booked or arranged by the University, including, but not limited to; Staff-including casuals; Persons accompanying staff who are representing or engaged in University business; Associates, including members of Senate; Consultants or contractors; Students; Conjoint appointees travelling on University business funded by University funds; and other persons and/or visitors whose travel is associated with and funded by University funds (for example fellowships and affiliates)	Murdoch	Travel Policy (1502); Travel – University Student Travel Procedure (1502a) 11/07/2012 OFPR		
University working day	A day that the University is open for business. Where there are variations between University campus working days, these will be read so as not to disadvantage students.	Murdoch	Student Appeals Policy		
Validation	The means of ensuring that data inserted into an application satisfies predetermined formats or complies with stated length and character requirements and other defined input criteria	Murdoch	IT Policy		
Variation reason code	446	External	2007 ON. DEEWR student data element dictionary		
Vendor	See “Supplier”.				
Virtualisation	A separation of an operating system from the underlying hardware resources, permitting multiple operating systems to run on a single server, desktop or laptop computer.	Murdoch	IT Policy		
VLAN	Abbreviation for “Virtual Local Area Network”. A logically separated domain within a physical network.	Murdoch	IT Policy		
VPN	Abbreviation for “Virtual Private Network”. It is a logical network encapsulated within another network.	Murdoch	IT Policy		
Vulnerability	A weakness in an Asset (IT) that can be exploited.	Murdoch	IT Policy		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
WC Body Location	The location of the injury being claimed. Domain: <<see website >">http://accidentreport.murdoch.edu.au/online/>>	Murdoch	USED IN MR HR&OHS Report: Workers' Compensation		
WC Claim Cost	The insurance cost of the claim.	Murdoch	USED IN MR HR&OHS Report: Workers' Compensation		
WC Claim ID	Unique identification number given to a worker's compensation claim.	Murdoch	USED IN MR HR&OHS Report: Workers' Compensation		
WC Claimant	The staff name of the employee making the claim.	Murdoch	USED IN MR HR&OHS Report: Workers' Compensation		
WC Injury Type	The type of injury giving rise to the claim. Domain: <<see website >">http://accidentreport.murdoch.edu.au/online/>>	Murdoch	USED IN MR HR&OHS Report: Workers' Compensation		
WC Lost Time	The time lost due to the injury is claimed.	Murdoch	USED IN MR HR&OHS Report: Workers' Compensation		
WC Mechanism of Injury	The mechanism of injury being claimed. Domain: <<see website >">http://accidentreport.murdoch.edu.au/online/>>	Murdoch	USED IN MR HR&OHS Report: Workers' Compensation		
Weighting	Staff members who are doing a unit for the first time are often given a weighting to recognise the extra time it takes to get up to speed with it. This is recognised by allowing a weighting to be defined for activities where this may be relevant, such as in authoring or revising lectures.	Murdoch	Used in WMS system		
Wireless	The transfer of information over a distance without the use of physical electrical conductors (wires).	Murdoch	IT Policy		
Wireless Access Point	A wireless access point (WAP or AP), is a device that allows wireless communication devices to connect to a network using a standardised protocol.	External	IT Policy	WAP	
Work	Includes practical training undertaken as part of an educational or vocational course.	Murdoch	Employee Background Checks Policy		
Work Category	Descriptor identifying the category of work activities a staff member is employed or	Murdoch	USED IN MR HR&OHS Report: Staff Management		

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	appointed to carry out. Domain: Academic, General				
Work contract code	406	External	2007 ON. DEEWR staff data element dictionary		
Work experience in industry indicator	337	External	2007 ON. DEEWR student data element dictionary		
Work Fraction	Value indicating an engagement's required work load as a percent of a Full-Time (37.5 Hrs/Week) work load.	Murdoch	USED IN MR HR&OHS Report: Staff Management		
Work Integrated Learning (WIL)	<p>Work Integrated Learning (WIL) exists where the learning outcomes, the learning activities, and the assessment:</p> <p>(1) Require students to integrate and appropriately apply previous learning and knowledge to make and justify decisions in a work-related context;</p> <p>(2) Require students to reflect upon their personal choices, decisions and actions in a work-related context to critically appraise their appropriateness; and</p> <p>(3) Engage students with the world of work in one of three broad categories: (a) work placement; (b) industry or community project; (c) workplace simulation (see separate definitions).</p>	Murdoch			
Workplace Partner	A business, industry, government or community organisation that partners with Murdoch University to provide work placements or other Work Integrated Learning opportunities to students.	Murdoch			
Workplace Simulation	Student learning and assessment occur in the educational setting but, in consultation with industry, business, government or community, the learning context simulates as many of the complexities of a work situation as possible (e.g. multiple tasks, prioritising work, interpersonal	Murdoch			

Key Term	Long Definition	Source of Definition		Short Definition (Optional)	Allowable Values (Optional)
		Murdoch/ External	Source (if applicable)		
	dynamics, deadlines).				
Work Placement	<p>Sometimes referred to as an internship, clinical placement or practicum, student learning and assessment takes place in the context of a real workplace, under supervision, where they are able to develop professional competencies. Murdoch University offers two forms of work placement units – full and partial:</p> <p>(1) Full placement</p> <p>A unit is regarded as full work placement where all the assessment for the unit is directly related to the placement.</p> <p>(2) Partial placement</p> <p>A unit is regarded as partial placement where the assessment includes other items that do not related directly to the placement.</p>	Murdoch			
Work Placement Business Agreement	An agreement between Murdoch University and a Workplace Partner governing the conditions of student work placements.	Murdoch			
Work Placement Student Agreement	An agreement between Murdoch University and a student governing the conditions of a work placement.	Murdoch			
Work sector code	411	External	2007 ON. DEEWR staff data element dictionary		
Working Day	means a day other than a Saturday, Sunday or other day on which the University is officially closed	Internal	Statute No. 8 - Interpretation		
Yammer	A company-only micro-blogging Web 2.0 website, similar to Twitter that can setup for a specific customer. Murdoch University has setup its own Yammer website at https://www.yammer.com/murdoch.edu.au	External	IT Policy		
Year of arrival in Australia	347	External	2007 ON. DEEWR student data element dictionary		

Explanation of Headings

"Key Term" means a formally defined term within a Murdoch University policy or procedure.

"Long Definition" means the complete definition.

"Source of Definition" means the source of the definition – Murdoch University or External, e.g. legislation or prescribed by an external agency such as DEEWR or AUQA. Where applicable, the external source is identified.

"Short Definition" means an abbreviated version of the complete definition. Short definitions are optional and may not be applicable for each key term.

"Allowable Values" means the values that can be assigned to the key term, e.g. 'internal' or 'external' for 'enrolment mode'. Allowable values are optional and may not be applicable for each key term.

Revision History

02/11/2018	Removed outdated terms Average School Quality Index Results; CEQ Quality of Teaching; Graduate Destination Survey Employment Outcome by Programme; Graduation Destination survey (GDS) Further Study Outcome(administrative change) by Programme; Student Satisfaction Rate;
23/08/2016	Removed all dot point formatting from the Source column.
20/01/2011	Major Dictionary changes following review by Handbook Systems Administrator