

Glossary of UTAS Terminology

Academic Staff

Faculty

A formal academic body, comprising of one or more schools, responsible for the academic management of a group of courses. UTAS has six faculties - Arts, Business, Education, Health Science, Law and Science, Engineering & Technology. The Australian Maritime College is an institute of UTAS.

Dean

A faculty's chief executive with overall responsibility for academic and general management.

Head of School

A senior member of faculty staff who manages a school's teaching and learning and research activities.

Course Coordinator

An academic staff member responsible for the management of a course.

Faculty Executive Officer/Officer

Faculty administrative staff that can assist students with course structure, enrolment advice, credit and other course based issues.

First Year Coordinator

Teaching staff who act as a liaison person for first year students.

Courses and Units

Award

A degree, associate degree, diploma or certificate.

Course

A program of study leading to an award. Courses are comprised of units.

Unit

A set of lectures, seminars, tutorials or practicums on a particular topic, and the associated assessment. Each unit has a specific code and percentage weighting, eg, HEA101 Australian Literature 12.5%.

Prerequisite

A level of study or unit which must be successfully completed before attempting a particular unit or entering a particular course, eg first year University unit KRA101 Chemistry 1A has a prerequisite of TCE level 5C Chemistry or its equivalent; the Bachelor of Medical Research course has TCE level 5C Chemistry and Physical Sciences or equivalents as prerequisites for entry to the course.

Weighting

UTAS uses a percentage point weighting system for its units to determine student contribution amounts and academic load. A full time enrolment for one year is 100%. Most semester long units are weighted at 12.5% each, and a full-time enrolment usually consists of 4 x 12.5% in each semester.

Part-time study

A part-time student is enrolled in units totaling less than 75% in one academic year.

Semester

A formal University teaching period. There are two main semesters, each comprising 13 weeks of teaching: semester 1 runs from late February to the end of May; semester 2 runs from mid-July to mid-October.

Campus

The physical location within the University where you undertake your study. UTAS has three main campuses in Tasmania: Sandy Bay (Hobart), Newnham (Launceston which includes the AMC) and Cradle Coast (Burnie).

Census Date

The date when your enrolment in a unit must be finalised, ie you must enrol in a unit by the census date, and withdrawal after the census date may involve a financial and/or academic penalty.

Lecture

A presentation by academic teaching staff to a large group of students, usually of 50 minutes duration. Students are expected to take notes. These are usually delivered on campus or by video-conference across campuses.

Tutorial

A small group discussion, led by a tutor, which covers the unit content in more detail.

Undergraduate

A student studying for the award of bachelor degree or associate degree.

Postgraduate

A student who has completed a bachelor degree and who is undertaking a higher award course, eg a graduate certificate, graduate diploma, masters degree or doctorate.

Credit

Advanced standing granted in course for specified units or a specified component of a course on the basis of previous study, or relevant professional qualifications or experience.

Bachelor degree

A qualification awarded at University after completion of an undergraduate course, eg Bachelor of Science, Bachelor of Arts.

Major

An area of specialisation continued for the duration of your degree. Students undertake more units related to their major(s) than for other areas of study.

On-line Services**Username**

The name allocated to you to identify you to UTAS computer services and on-line systems.

Password

The password allocated to you for use of UTAS computer services and on-line systems.

eStudentCentre

A portal that provides students with the ability to view and manage their student enrolment and student details online.

MyLO

Is UTAS' on-line learning system.

Commonwealth Support

(For more detail visit www.goingtouni.gov.au)

Commonwealth Supported Place (CSP)

A CSP is a higher education place for which the Commonwealth Government contributes to the cost of the place.

Student Contribution (HECS)

The amount of money a student will have to contribute for their Commonwealth Supported Place.

HECS HELP

A loan program to help eligible students pay for their student contribution by lending up to the full amount of their student contribution.

The loan is repaid through the taxation system.

eCAF (Electronic Commonwealth Assistance Form)

All students who are enrolled in a Commonwealth Supported place must complete a Commonwealth Assistance Form. UTAS students can complete this form on-line through the eStudentCentre.

Commonwealth Assistance Notice (CAN)

A notice sent after each census date containing information about the Commonwealth Assistance provided through UTAS.