

## AURORA COLLEGE

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Aurora College has established the following standard definitions to assist in the implementation of approved policies.

**Abuse of Authority:** see “Harassment”.

**Abuse of Power:** Abuse of Power is the misuse of authority in the course of performing work. It can include but is not limited to:

- Requests to carry out personal errands;
- Requests to perform duties of a personal nature inside or outside the work environment, for example assisting at social gatherings;
- Actions that interfere with the ability of a colleague to work effectively, such as impeding access to information or resources;
- Explicit or implicit pressure on staff to distort facts in favour of a personal agenda.
- Use of salary as a form of a threat

**Academic Accommodation:** Accommodations are planned arrangements that enable students with disabilities to participate effectively in a course of study. They are individualized to meet the student’s needs in accordance with the nature of the student’s abilities. They may include, but are not limited to, the provision of note-takers, readers, test aides, scribes, sign or oral language interpreters, transcribed learning resources and specialized equipment or software.

**Academic Freedom:** Includes freedom of inquiry, the right to disseminate the results of that inquiry, freedom to challenge conventional thought, freedom to express one’s opinion about the institution, its administration, or the system in which one works, and freedom from institutional censorship

**Academic Integrity:** Doing one’s work well and with honesty and giving credit to other people’s work.

**Academic Misconduct:** Participation in acts that compromise the integrity of the academic process. Academic Misconduct includes but is not limited to:

- Disrupting the academic activities of the College;
- Providing false or misleading information or documentation to gain admission to the College or any College program;
- Stealing lecture notes, research work, computer files, or academic materials prepared by another student or an instructor;
- Plagiarising, taking someone’s words or ideas and presenting them as one’s own original work;
- Using work done in one course in fulfillment of the requirements of another course, unless approval is obtained from the instructor involved;
- Passing off the work of someone else as one’s own;
- Supplying another student with one’s own work for that student to pass off as his or her own work;

## AURORA COLLEGE

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- Altering or falsifying records, computer files, or any document relating to a student's academic performance;
- Failing to observe any stated rule with regard to procedures used in an examination or any other form of exercise undertaken for academic credit which could result in the student gaining relatively greater credit;
- Altering answers on a returned examination;
- When prohibited, removing an examination from the examination room;
- Seeking to acquire or acquiring prior knowledge of the contents of any examination question or paper with the intention of gaining an unfair advantage;
- Using notes or other sources of information or devices not permitted by the course instructor in an examination;
- Providing false or misleading information with the intent to avoid or delay writing an examination or fulfilling any other academic requirement;
- Failing to observe the terms of any undertaking of non-disclosure given in connection with an examination;
- Misrepresenting or conspiring with another person to misrepresent the identity of a student writing an examination or engaging in any other form of assessment;
- Knowingly doing anything designed to interfere with the opportunities of another person to have his or her contribution fully recognized or to participate in the academic program;
- Preventing others from fair and equal access to college facilities;
- Using or attempting to use personal relationships, bribes, threats or other illegal conduct to gain unearned grades or academic advantages; and
- Knowingly assisting another person engaged in actions that amount to academic misconduct.

**Academic Qualifications:** Knowledge and skills required for enrolment in an educational institution or practice in an occupation. Academic qualifications are usually obtained through formal study in a recognized educational institution and are documented. In the absence of documentation, academic qualifications may be established through Prior Learning Assessment and Recognition (PLAR). See also "Academic Record" and "Prior Learning Assessment and Recognition (PLAR)".

**Academic Record:** A file containing academic information on each student at an institution. It may include such information as a student's program of study, transfer credits awarded, names of credit and non-credit courses completed, course grades and grade point average, repeated courses, prior learning assessments, disciplinary actions, and appeals. See also "Academic Qualifications" and "Prior Learning Assessment and Recognition (PLAR)".

**Academic Responsibility:** Includes the duty to respect the rights of others, to exercise academic freedom in a reasonable and responsible manner, and to respect the academic objectives of Aurora College, as outlined in Aurora College documents such as course and program outlines and the mission statement.

## AURORA COLLEGE

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**Academic Success:** Completion of all the requirements needed to pass a course or program.

**Academic Standard:** Level of academic quality or attainment required of the institution, its faculty, staff, and students including, but not limited to, the types of programs and courses offered, organization of courses and programs, certification offered and student performance requirements.

**Academic Year:** For the purposes of post-secondary education, an academic year is a period of 12 continuous months. The Aurora College academic year begins July 1 and ends June 30 of the following year.

**Access Programs:** Programs designed to prepare people for careers in specific professional occupations. Access programs provide students with the necessary academic upgrading and an introduction to the specific professional program area. Academic upgrading may range from the 130 to 160 Adult Basic Education levels.

**Acceptance:** The willingness to allow credentials obtained outside a jurisdiction or institution to be used for entry into an educational program of study or occupation, but without the formal or official granting of an equivalency. In some occupations, acceptance takes the form of provisional licensing. The term acceptance is most often used in European Union countries. See also “Equivalency” and “Recognition”.

**Accreditation:** A process of quality assurance through which accredited status is granted to an educational institution or program of study by responsible authorities. It means that standards of education established by professional authorities have been met. In Canada, individuals and educational institutions are not accredited. The term applies only to educational programs of study. The process usually includes self-assessment by the program under review and on-site visits by qualified, external reviewers from government and/or non-governmental agencies. Degrees, diplomas, or certificates emanating from non-accredited programs do not have the same status as those issued by accredited programs and may not be recognized at all. A program’s accreditation status is normally subject to periodic review and may be withdrawn by relevant professional authorities.

**Accrediting Body:** The authority that has the responsibility of granting accreditation to formal education programs. Accrediting bodies can be (but are not necessarily) mandated by legislation or by regulatory bodies and can consist of government representatives, stakeholder representatives, external academic experts, and professional regulatory bodies. See also “Accreditation”.

**Admission:** An educational institution’s or occupational body’s formal acceptance of a person to enter a program or occupation.

## AURORA COLLEGE

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**Adult Basic Education (ABE):** Courses include Levels 110 to 160 in Science, Social Studies, Mathematics, Aboriginal Languages, and English. A Personal Life Management course is also a required component. ABE offers elective courses providing special emphasis on preparing people for careers in health and teaching related professions.

**Adult Literacy & Basic Education (ALBE):** Provides students with the equivalent of Grade 1 to 12 course requirements necessary to enter post-secondary or trades programs. Adult Basic Education (ABE) courses include levels 110 to 160 in English, Mathematics, Science, Social Studies, Computer Studies, and Career Planning.

**Adult Participation in Formal Education:** Participation in formal education and training by persons aged 17 years and over on a full-time or part-time basis.

**Advanced Standing:** The waiving of the requirement to complete a course or unit of coursework. Formal credit for the waived coursework is not normally given. See also “Credit Transfer” and “Transfer Credit (External)”.

**Appeal:** The formal process of reviewing the procedures by which a decision was made.

**Applied Degree:** An undergraduate degree offered by post-secondary institutions that normally requires three or four years of full-time study. Degrees are primarily in technology fields, emphasize technical applications, and frequently involve field work or practical training.

**Apprenticeship:** A workplace-based training program involving in-school studies and supervised on-the-job training, during which the apprentice learns the knowledge, skills, tools, and materials of an occupation. Apprenticeships may be regulated by legislation or custom, according to an oral or written contract that imposes obligations on the apprentice, sponsor, and workplace. Occupations may require a term of apprenticeship as a condition of licensing. An apprenticeship program is a regulated program delivered in cooperation with the Apprenticeship Division of the Department of Education, Culture and Employment. See also “Apprenticeship Programs in the Northwest Territories”, “Red Seal Trades”, and “Trade-vocational Programs”.

**Apprenticeship Programs in the Northwest Territories:** Apprenticeship programs provide training and experiences for employment in the trades. Apprentices and employers sign contracts that are registered with the Department of Education, Culture and Employment. Programs vary in length from one to five years, depending on the trade. Registered apprenticeship combines on-the-job experience with six-to-eight-week periods of in-class training each year. The in-class portion is usually taken at a post-secondary institution during the apprenticeship training. Graduates of apprenticeship programs can receive both a Completion of Apprenticeship and a Certificate of Qualification.

## AURORA COLLEGE

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**Approval:** A process by which a governmental agency or other body establishes basic standards for the review of educational programs. Approval is distinguished from accreditation in that the approval process is generally not a voluntary process, and the standard-setting entry is usually governmental, whereas accreditation bodies may include non-governmental components. See also “Accreditation”.

**Articling:** A one-year period of paid workplace training as part of a formal educational program in law.

**Articulation Agreement:** An agreement between two institutions that authorizes studies undertaken in specific programs at one institution to be credited toward direct entry into, or advanced standing in, specific programs at another institution.

**Assessment:** The identification and measurement of learning, credentials, and other forms of qualifications required for entry into programs of study or occupations. Assessment may include testing, examinations, or other prescribed activities.

**Associate Degree:** An undergraduate degree offered by colleges and university colleges, normally requiring two years of full-time study.

**Audit Course:** A course in which a student is registered without the intention of obtaining credit.

**Aurora College:** Established by the Government of the Northwest Territories as a corporation under the Public Colleges Act for the purpose of delivering adult and post-secondary education. Also known as the College.

**Bachelor’s Degree:** An undergraduate degree offered by universities, normally requiring three or four years of full-time study.

**Bachelor’s and First Degrees:** These include all bachelor’s degrees so named, whether specialized or general, and all professional degrees that are neither bachelor’s nor master’s degrees (such as M.D., D.M.D., D.D.S., and D.V.M.)

**Blended/Hybrid Learning:** Instruction which includes face-to-face instruction, augmented with course materials delivered using any of a variety of electronic media. See also “Distance Education/Distributed Learning and E-Learning”.

**Block Transfer:** The transfer and granting of credit for a group of completed courses from one institution to another without requiring course-by-course assessments.

**Bridging Program:** A program of study involving courses designed specifically to provide individuals with skills and knowledge required for entry into an occupation or a higher-level educational institution. It supplements learning outside a jurisdiction or at another

## AURORA COLLEGE

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institution and may consist of workplace training and occupation-specific skills, acquisition, as well as language training.

**Bursary:** A financial award made to students based on an assessment of financial need.

**Business Relationship:** Serving as an officer, director, employee, partner, or trustee, or owning more than 10 per cent of the outstanding stock or interest in a corporation, partnership, sole proprietorship, or other business entity.

**Calendar:** A book of rules, regulations, policies, programs and courses for a specific institution.

**Campus Region:** An area of the Northwest Territories that is served by one of the Aurora College Campuses.

**Campus Standing Appeal Committee:** A committee comprising at least six staff members and any number of student members, which serves as a pool of members to sit on a Hearing Committee. The Campus Standing Appeal Committee serves the Campus and Community Learning Centres of a Campus Region. See also “Campus Region” and “Hearing Committee”.

**Career Development:** A category of the Student Records System at Aurora College that refers to employment-related short-term courses/programs.

**Certificate:** A document attesting to the successful completion of an educational course or program that is normally less than four semesters in length. A certificate may also qualify holders for entry into an occupation (e.g. Certificates of Qualification in the skilled trades). At Aurora College, a Certificate is the document awarded for successful completion of an Aurora College post-secondary education Certificate Program. See also “Certificate Program”, “Credential”, and “Diploma”.

**Certificate Program:** A program that usually consists of a sequence of a minimum of 10 three-credit courses. Certificate programs may also include a practicum/internship/preceptorship component.

**Certification:** Documented recognition by a governing body that a person has attained occupational proficiency. *Renewal:* Certificate holders may be required to undergo periodic renewal procedures involving reassessment, retesting, and/or proof of continuing and upgraded education or training. Certification may be revoked if requirements are not met. See also “Revocation”.

**Challenge Exam:** A method of assessment developed by subject-matter experts and/or faculty to award credit for previously acquired learning. It measures learning through a

## AURORA COLLEGE

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variety of written and non-written evaluation methods, including examinations and demonstrations. See also “Portfolio” and “Prior Learning Assessment and Recognition”.

**Cheating:** The acquisition or use of information through illegal or inappropriate means. Cheating includes but is not limited to:

- Use of unauthorized assistance;
- Dependence upon the aid of sources beyond those authorized by the instructor, including the submission of plagiarized work;
- Acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff;
- The fabrication of information or data;
- Collaborating with others without faculty consent;
- Cooperating with or helping another student cheat; and
- Other forms of dishonest behaviour, such as having another individual take an examination in a student’s place, altering examination question answers, or communicating with any person during an exam, other than the exam invigilator or faculty.

**Clinical Training:** A period of on-the-job, generally supervised training included in a professional or vocational qualifying program of study. Clinical training may be required in addition to academic qualifications for entry into a trade or profession. See also “Apprenticeship” and “Internship”.

**Code of Ethics:** A set of rules outlining moral principles and conduct.

**College-sponsored Activities:** Activities for which the College provides full or partial funding, including but not limited to any off-campus program activity (e.g. field camps, field trips, work placements) and any College-sponsored extracurricular activity (e.g. College sports).

**College Community:** Includes any person who is a registered student or College official (including Board of Governors members, administrators, instructors, non-academic staff members, volunteers, and contractors). See also “Public”.

**College Property:** College property (leased or owned) includes the College’s academic buildings, student accommodation, administrative buildings, research centre, equipment, shops, camps, common areas in or around such buildings, both permanent and temporary, and also the equipment contained therein. This definition does not apply to College-owned or leased passenger vehicles (cars, vans, or light trucks).

**Collegiality:** Cooperative interaction among colleagues.

## AURORA COLLEGE

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**Communicable Disease:** A medical condition that may pose a health risk to others.

**Community Colleges:** Post-secondary, non-degree granting institutions, such as members of the Association of Colleges of Applied Arts and Technology of Ontario (ACAATO), Colleges d'Enseignement General et Professionnel (CÉGEP) in Quebec, general and vocational colleges, technical institutes, and other establishments that provide university transfer programs or specialized training in fields such as agriculture, the arts and forestry. Enrolment in these programs normally requires successful completion of secondary school.

**Competency:** A measurable skill or set of skills, level of knowledge, and behavioural practices obtained through formal, non-formal, or informal learning. Also, the ability to perform occupation-specific tasks and duties. See also "Skill".

**Competency Assessment:** Measurement of skills, level of knowledge, and behaviours obtained through formal or non-formal education, work experience or other means, with the purpose of establishing an applicant's possession of requirements for a trade or profession or for a program of study, or to identify training needs. Competency assessment may be in the form of examinations or task-based performance testing. See also "Assessment" and "Prior Learning Assessment and Recognition (PLAR)".

**Competency-based Module:** Short training sessions that teach individually distinct but associated skills and knowledge that in combination constitute a training program. Used for training and evaluation purposes.

**Completion Ceremony:** A public recognition of a student's achievement in a program. See also "Convocation".

**Conflict of Interest:** A situation arising between two or more parties (i.e. staff/student; student/student; staff/staff; staff/business contact) in which one or more of the parties is/are placed in a beneficial or detrimental position because of a personal, professional, or business relationship. For the purpose of Policy D.01 Student Appeals, any member who is an appellant, respondent, or witness in an appeal, or is from the same course or program in which the appealing student is enrolled, will be deemed to have a conflict of interest.

**Continuing Competence:** The ability over time to integrate and apply the knowledge, skills, judgment, and personal attributes required to practice an occupation safely and ethically. Occupational bodies may require members to verify that they have met continuing competency standards.

**Convocation:** A public recognition of a student's achievement in a Certificate or Diploma Program. See also "Completion Ceremony".

## AURORA COLLEGE

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**Cooperative Education:** Educational programming in which classroom instruction is alternated with semesters of work placement and performance evaluation in workplaces related to the field of study.

**Copyright:** A number of moral and economic rights provided to creators of works as prescribed in the *Copyright Act* (R.S.C., 1985, c.C-42).

**Course:** A course includes a set of instructional topics, with stated skill and knowledge goals relating to a particular subject. This includes credit courses, non-credit courses, and workshops. The term “course” shall also be used to refer to an internship, practicum, or preceptorship. This training may be part of a larger program of study that leads to certification or it may represent a complete learning event on its own.

**Course Description:** A documented description of a course. It may include learning outcomes, objective, content, texts, other resources, and student evaluation methods.

**Course File:** A file that contains an approved course outline, syllabus, program outline(s), as well as copies of all lesson plans, assignments, and exams. The file should also contain a course final report, a list of students and their course grades, and copies of Student Course Evaluation Forms.

**Creator:** The author or inventor of the intellectual property as characterized by an individual who has made a substantial intellectual, original, or other contribution to the development of a work or invention as defined in intellectual property law principles. The individual must have contributed to the work or invention so as to take public responsibility for its contents in whole or part, and the individual’s contribution must be relatively substantial to the development process of the final work or invention. Creators include but are not limited to the College’s students, employees and independent contractors. There can be more than one Creator with respect to the development of a work or invention.

**Credential:** Documented evidence of learning based on the completion of a recognized program of study, training, work experience, or prior learning assessment. Degrees, diplomas, certificates, and licenses are examples. See also “Certificate” and “Diploma”.

**Credentialing:** Pertaining to the recognition of qualifications through the issuance of formal documentation.

**Credit:** A unit of recognition indicating successful completion of study, training, or a defined competency as documented in an academic record. Aurora College defines one credit as the equivalent of 15 hours of instruction. See also “Academic Record”.

**Credit Course:** A credit course is a course in an approved Certificate, Diploma, or Degree program for which a credit has been assigned.

## AURORA COLLEGE

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**Credit Transfer:** Acceptance or recognition of credits by a host institution from another institution within or outside the jurisdiction. See also “Advanced Standing” and “Transfer Credit (External)”.

**Criterion:** An objective and measurable indicator relating to skill level, knowledge, and/or competency. See also “Standards”.

**Currency:** The period of time during which something is valid, accepted, or in force.

**Curriculum:** The list of subjects composing a structured training and/or education program which is organized into a course, courses, or work experiences that develop the knowledge, skills, and abilities of learners.

**Dacum:** An acronym for “Developing a Curriculum”, a model used in competency-based training for developing learning activities that generate specific skills required by an occupation.

**Degree:** A title awarded by a university or other authorized academic institution for the successful completion of a program of academic study.

**Designate:** Named or appointed to assume authority of responsibility and duties.

**Designated Institution:** Under the *Canada Student Loans Act* section 2.(1), known as a *Specified Educational Institution* and defined as an institution of learning that offers courses at a post-secondary school level, and that is designated by the Commissioner of the NWT as a Specified Educational Institution.

**Designation:** The term used to select or denote educational institutions, programs, or courses of study according to set criteria of eligibility. This term also sometimes refers to restricted occupational titles. In the context of apprenticeship, “designation” refers to a trade that has been formally recognized through provincial/territorial legislation for apprenticeship training and certification.

**Digital signature:** A specific type of electronic signature that uses cryptographic transformation of data to provide authenticity, message integrity, and non-repudiation. A digital signature has two parts: the certificate and the appearance. The certificate is the encrypted file, necessary for determining if a signature is valid. The appearance is how the signature appears in a document; it has different fields of information that can be included.

**Diploma:** Title awarded upon, or document attesting to, the successful completion of a program of post-secondary academic and/or vocational training and education. At Aurora

## AURORA COLLEGE

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College, a diploma is the document awarded to a student who successfully completes an Aurora College post-secondary education Diploma Program. See also “Certificate”, “Credential”, and “Diploma Program”.

**Diploma Program:** A program that usually consists of a sequence of a minimum 20 three-credit courses. Some Diploma Programs may be a minimum of 30 three-credit courses. Diploma programs may also include a practicum/internship/preceptorship component.

**Director:** A senior administrator of the College and includes Campus Directors and the Director of the Aurora Research Institute.

**Disability:** Any physical or mental condition that prevents a student from performing the specific course assignments of a specific program without the provision of appropriate accommodations.

**Disciplinary Action:** Authorized actions taken by Aurora College faculty or staff member(s) to address a student’s misconduct.

**Discipline:** A grouping of several related fields of study that forms the basis for organizing educational programs.

**Dismissal:** The temporary removal of a student from a course, program or the College. A person dismissed from a program or the College ceases to be an Aurora College student, but may be eligible to apply for re-admission to the College at some future date.

**Distance Education/Distributed Learning:** Instruction characterized by quasi-permanent separation of teacher and student during the learning process. It is differentiated from self-study because it is influenced by an educational institution in preparation of learning materials and provision of support services. There is use of technical media to unite teacher and learner, and carry educational content. Provision is made for two-way communication for dialogue, which may be synchronous (real-time/same-time) or asynchronous (using postings to web boards, email or regular mail). There is a quasi-permanent absence of a ‘learning group’ throughout the learning process, although provision is often made for some face-to-face interaction for both social and pedagogical reasons. Also see “E-learning/Online Learning” and “Blended/Hybrid Learning”.

**Doctorate:** A graduate degree that is one level higher than a master’s degree.

**Documents of Recognition:** The following are documents issued by Aurora College:

- A Diploma is issued to a student who successfully completes a College post-secondary credit program which includes a minimum of 60 to 90 credits and has achieved a cumulative average of “C” (60 per cent) or higher.

## AURORA COLLEGE

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- A Diploma with Honours is issued to a student who successfully completes a College post-secondary credit program which includes a minimum of 60 to 90 credits and has achieved a cumulative average of “A-” (83%) or higher and with no course mark below “C+” (65%).
- A Certificate is issued to a student who successfully completes a College post-secondary credit program which includes a minimum of 30 credits and has achieved a cumulative average of “C” (60 per cent) or higher.
- A Certificate with Honours is issued to a student who successfully completes a College post-secondary credit program which includes a minimum of 30 credits and has achieved a cumulative average of “A-” (83%) or higher and with no course mark below “C+” (65%).
- A Record of Achievement is issued to a student who successfully completes a College program or course for which a grade is assigned and which is other than a Certificate or Diploma program.
- A Record of Participation may be issued to a student for participating in a College sanctioned program or activity for which no grade is assigned or credit is awarded.
- An Official transcript is an official record of a student’s grades that is issued by the Registrar and affixed with the College’s seal.
- An Unofficial Transcript is a formal record of marks that is available through the Student Information System to a student upon completion of a College course.
- An “In Appreciation” certificate is issued to community members and agencies for significant contribution(s) to the College.
- An ARI Recognition certificate is issued for significant contribution to science, technology and/or research in the North.

**Dual Credit:** An opportunity for high school students to earn post-secondary credits and high school credits at the same time.

**Due Process:** The process prescribed by Aurora College policies and all other relevant documents.

**Educational Attainment:** Measures an individual’s highest level of completed schooling completed by an individual, according to the following categories derived from the Census and Labour Force Survey as follows: *Less than high school:* persons who did not graduate from high school; *High school:* high school graduates with no further education, or with some apprenticeship training or post-secondary education, albeit uncompleted; *Trade-*

## AURORA COLLEGE

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*vocational*: persons with a trades certificate or diploma from a vocational or apprenticeship training; *College*: persons with a non-university certificate or diploma from a community college, CEGEP, or school of nursing; *University*: persons with a bachelor's degree, university degree or certificate above bachelor's, or certificate below bachelor's degree.

**E-Learning/Online Learning**: Instruction in which some portion of the course materials are accessed electronically, and/or instructor-student interaction takes place using electronic media. Typically, this term is used to refer to distance education delivered via online dissemination. See also “Blended/Hybrid Learning” and “Distance Education/Distributed Learning”.

**Elective**: An approved, non-core, credit course.

**Employed**: Employed persons are those who, during a particular timeframe, did any work for pay or profit, or had a job and were absent from work. For the NWT Bureau of Statistics, employed refers to persons who a) did any work at all, excluding housework, maintenance around the home and volunteer work; or b) were absent from their job or business because of vacation, illness, on strike or locked out, etc. See also “Employment Rate”, “Labour Force”, “Labour Force Participation Rate”, “Unemployed”, and “Unemployment Rate”.

**Employee Work**: Work or Intellectual Property developed by an Employee in, or during the course of employment, or for a College related purpose.

**Employees**: Persons employed by the College including full-time, part-time, casual, term, and indeterminate employees.

**Employment Rate**: The percentage of persons 15 years of age and over who were employed as a percentage of the population. See also “Employed”, “Labour Force”, “Labour Force Participation Rate”, “Unemployed”, and “Unemployment Rate”.

**Enrolment**: The number of persons who have officially registered into a course or program.

**Entrance Requirements**: A set of criteria stipulating education and other types of training or experience for eligibility to enter an educational program or occupation. May include minimal levels of achievement and/or scores on examinations.

**Equivalency**: A term used to describe and/or determine a relationship of parity between one system, jurisdiction, or institution and another with respect to the value and significance of courses, diplomas, certificates, licenses, and/or degrees. Ideally, these relationships are mutual so that holders of “equivalent” credentials are treated in the same way by institutions and occupations. See also “Acceptance” and “Recognition”.

## AURORA COLLEGE

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**Ethics:** A body of moral principles or values.

**Evaluation:** See “Assessment”.

**Eviction:** The process by which a student is expelled from Aurora College student accommodations, as per Policy D.05 Student Accommodations.

**Examination:** An exercise designed to examine progress or test qualification or knowledge.

**Excellence:** Of the highest quality.

**Exemption:** The waiving of specific courses as requirements for completion of a formal program of study based on an assessment of prior studies or prior learning through work or other life experience. Exemptions are granted on a case-by-case basis and result in advanced standing. Students may be required to replace exempted courses with alternatives.

**Experiential Learning:** Learning acquired through doing. It can be acquired in formal and non-formal education programs or through informal work and life experience. See also “Informal Learning”.

**Expulsion:** The permanent exclusion of a person from access to, or involvement in, any future College enrollment, College learning activities, College facilities and any other College activities or resources. A student who is expelled from the College shall not be readmitted.

**Extension:** A period of time granted to a student in addition to the regular time allowed for completion of a credit course.

**Extenuating circumstances:** External conditions that could not reasonably be foreseen that affect or might affect an action and that are considered when reaching a decision that affects a person academically or non-academically. Extenuating circumstances are normally health-related, or of a sensitive/personal nature, or relate to an emergency or crisis affecting a person’s situation (e.g. sudden, lengthy illness, family bereavement, house fire).

**External:** Originating from outside of the College Community. See also “College Community” and “Public”.

**Facsimile signature:** A reproduction of one’s manual signature that is produced manually or electronically.

## AURORA COLLEGE

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**Faculty:** The teaching staff and members of the administration having academic rank in an educational institution.

**Fair and Equitable Treatment:** The treating of individuals fairly and equally, regardless of race, religion, sexual orientation, physical or mental disabilities, or any other state that makes someone different from the status quo. Fair and equitable treatment includes, but is not limited to, the following:

- Equitable access and inclusion;
- Equitable treatment;
- Equitable opportunity to learn; and
- Equitable resources.

**Field of Study:** The predominant discipline, area of learning, or subject specialization of studies.

**Field Trip:** An approved College activity that takes place away from the regular class venue and is designed to enhance the learning objectives of a program or course.

**Formal Education:** Education and training activities with an identifiable structured plan and clear objectives geared to the development of the learner's skill and competence, from which accreditation or some kind of formal recognition of completion is received.

**Formal Learning:** Learning acquired in educational institutions.

**Full-time Equivalency:** All Aurora College enrolment numbers are converted to "Full-time Equivalent Students" (FTE) to allow for the evaluation of enrolments in a consistent manner. FTE calculations are one full-time student equals one FTE. Part-time students are converted to FTE using a ratio of 10 courses to one FTE for all programs, except apprentice programs where the ratio is four courses to one FTE. See also "Part-time Student" and "Full-time/Part-time".

**Full-time/Part-time:** A classification of enrolment as either full-time or part-time is made according to institutional definitions. Since standard pan-Canadian definitions of full-time and part-time enrolment do not exist, it can be expected that the definitions used by institutions will vary somewhat.

**Full-time Student:** A person enrolled in a post-secondary program taking a minimum 60 per cent of a 100 per cent course load, or a person with a permanent disability taking a minimum 40 per cent of a 100 per cent course load.

**Funded Student:** A student who receives funding for his or her education from another agency.

## AURORA COLLEGE

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**Graduates:** At the post-secondary level, students who completed the requirements for degrees, diplomas, or certificates from university, college, or other post-secondary programs during the academic year in which they were enrolled. A graduate is someone who has fully completed or met program completion requirements.

**Graduate Studies:** Studies normally taken following an undergraduate degree (most often a master's or doctoral degree).

**Harassment:** Any behaviour that satisfies one or more of the following definitions:

- Abuse of Authority – occurs when an individual improperly uses the power and authority inherent in his/her position to endanger the learning or employment of another, interferes with the process of learning or the real or potential employment of another College Community member. It does not include the legitimate and proper exercise of the individual's authority and responsibilities inherent with the position that they hold within the Community.
- Harassment – unwanted conduct that can be reasonably considered to have the purpose or effect of violating an individual's dignity and can reasonably be considered to result in creating an intimidating, hostile, degrading, humiliating or offensive environment based upon one or more of the following – race, colour, ancestry, nationality, ethnic origin, place of origin, creed, religion, age, disability, sex, sexual orientation, gender identity, marital status, family status, family affiliation, political belief, political association, social condition or pardoned criminal conviction.
- Personal Harassment – unwanted conduct that can be reasonably considered to have the purpose or effect of violating an individual's dignity and can reasonably be considered to result in creating an intimidating, hostile, degrading, humiliating or offensive environment. Personal harassment does not have to be based on a prohibited ground of discrimination listed in the Human Rights Act.
- Sexual Harassment – unwanted sexual conduct that can be reasonably considered to have the purpose or the effect of violating an individual's dignity and can reasonably be considered to result in creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual, whether on a one-time basis or in a series of incidents; or that an individual might reasonably perceive as placing a condition of a sexual nature on his or her participation within the College Community.

**Hearing Committee:** A committee that hears a Level 2 Appeal of a mid-term/final grade, or a course dismissal. The Hearing Committee consists of three members, including a student member whenever possible, to be drawn from the pool of members of the Campus Standing Appeal Committee. See also "Campus Standing Appeal Committee".

**Heavy Equipment:** Heavy-duty vehicles that are specifically designed to do construction tasks, usually involving earthmoving.

## AURORA COLLEGE

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**Incomplete Designation:** The transcript notation for any course for which the course work has not been completed in the required time due to extenuating circumstances.

**Independent Study:** An in-depth study of a topic, in consultation with the course instructor, which results in the preparation of a related paper or project for credit.

**Indirect costs:** The overhead costs for maintaining an environment and infrastructure for conducting research, which includes human resources and payroll, accounting (invoicing, research account maintenance, preparation of financial reports, purchasing), research administration (drafting of research agreements, negotiation of contracts, review of research proposals, on-going contract administration, maintenance of information on funding sources, etc.), support for the library, access to computer services, utilities, and building maintenance and renovation.

**Informal Learning:** Learning acquired through work and life experience, using unstructured methods and settings. See also “Experiential Learning”.

**Institution:** An organized body that is formally recognized as having the responsibility for the administration of a particular public education requirement (colleges, universities, school boards).

**Instruction:** Classroom teaching; formalized laboratory or shop work.

**Intellectual Property:** All materials, products, inventions, discoveries and the products of research that are capable of protection pursuant to any law of Canada or any other country, such as patent, design, copyright, trademark, and plant breeders’ rights, or that may be licensable.

**International Student:** International student means a foreign national who is authorized to study in Canada under a Study Permit as defined by the *Immigration & Refugee Protection Act* and *Regulations*. For clarity, a foreign national is a person who is neither a Canadian citizen nor a permanent resident.

**Internship:** A supplementary period of practical, supervised, on-the-job training designed to give practitioners the required skills and knowledge for entry into a trade or profession. An intern is an advanced student or recent graduate in a professional field who is getting practical experience under the supervision of experienced workers.

**In-town applicant / student:** A person whose primary residence during the eight months prior to the date the College receives his or her Application for Admission is within 60 km of the community where the person will be attending Aurora College.

## AURORA COLLEGE

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**Introductory Trades Program:** A program designed to teach the basic skills of a trade with no direct transfer to regulated certification.

**Joint Program:** An educational program developed and delivered by two educational institutions resulting in credits being awarded by both institutions. It can also refer to an educational program developed and delivered by two different areas within the same institution. Examples include: Aurora College/University of Victoria Northern Nursing Baccalaureate in the Science of Nursing (B.ScN) and Aurora College/University of Saskatchewan Bachelor of Education (B.Ed).

**Labour Force:** The labour force is composed of that portion of the civilian, non-institutional population 15 years of age and over who are actively participating in the labour force. For the reference period in question, it includes employed and unemployed persons. Employed persons are those with a job or business, and unemployed persons are those without a job or business who are looking for work. See also “Employed”, “Employment Rate”, “Labour Force Participation Rate”, “Unemployed”, and “Unemployment Rate”.

**Labour Force Participation Rate:** The percentage of persons 15 years of age and over who are in the labour force. See also “Employed”, “Employment Rate”, “Labour Force”, “Unemployed”, and “Unemployment Rate”.

**Language Requirement:** Stipulated requirement for applicants to demonstrate oral and/or written language skills and general comprehension prior to entry into an educational institution or a trade or profession. Minimum standards may be set by the institution, trade, or profession, and may include trade- or profession-specific comprehension skills. See also “Language Testing”.

**Language Testing:** Process of determining oral and written language skills, as well as general comprehension, based on achievement scores in a written and/or oral examination. Sometimes used as part of certification process or for entry into an academic institution or for membership in a trade or profession body. See also “Language Requirement”.

**Learning Outcome:** A statement of what a person knows and can do as a result of learning. It is often used in connection with academic courses and programs, and can also be used to describe knowledge and skills acquired through work and life experiences.

**Letter of Permission:** A letter issued to a student by a post-secondary institution stating that credit for a course taken at another institution will be granted upon receipt of a transcript confirming successful completion of the course.

**Library:** A physical entity that includes room(s), furniture, books, computers, videos, serial publications, and other printed or recorded publications.

## AURORA COLLEGE

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**Library Services:** The services that a qualified resource person provides to assist library users. These can include reference services, orientation, instruction, interlibrary loans, selective dissemination of information, etc.

**Licence:** A document used by some trades and professions to signify that the licence-holder meets competency and other requirements and is entitled to practice. Although generally used within a regulatory system prohibiting practice without a licence, there are occupations for which licensing is voluntary. Licences may also be granted to services and facilities (as in a licensed daycare facility).

**Licensing Body:** An authority charged with the exclusive right to determine eligibility for, and to issue licences in, a specific occupation or set of occupations.

**Licensure:** Mandatory procedures for determining licence eligibility, granting licences, and protecting the public regarding licensed occupations. See also “Registration”.

**Lifelong Learning:** All learning that is acquired throughout a person’s life, including formal, non-formal, and informal learning.

**Literacy or Literacy Proficiency:** The ability to read, write, calculate, and apply printed and electronic information in daily activities at home, at work, and in the community.

**Maintenance:** The process of renewing standards, updating curricula, and upgrading professional/occupational development of certificate and license holders for the purposes of keeping their professional and occupational practice and standards current.

**Master’s Degree:** A graduate degree offered by universities. It normally follows an undergraduate degree and takes one to two years of full-time study. These include all university degrees so named except the Master’s of Divinity, which is considered a first professional degree.

**Mature Student:** A student who:

- Is age 20 or older;
- Has not met the required academic qualifications for a particular program; and
- Has been out of the K-12 school system for a minimum of one year.

**Median Age:** The age of which half the students are older and half are younger.

**Mentorship:** A service associated with educational programs and licensing/registration processes, through which individuals obtain ongoing advice and assistance from persons experienced in their field of study or occupation.

**Minimal Risk:** If the probability and magnitude of possible harms implied by participation in the research is no greater than those encountered by participants in those

## AURORA COLLEGE

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aspects of everyday life that relate to the research, then the research can be regarded as within the range of minimal risk.

**Misconduct:** Failure of a student to meet established standards of behaviour either inside or outside the classroom. Misconduct occurs when a student engages in behaviour that violates statutes, regulations, College bylaws, policies, procedures, rules or guidelines, or interferes with normal College operations and/or the lives and activities of other members of the College Community. Misconduct may be academic or non-academic in nature. See also “Academic Misconduct” and “Non-Academic Misconduct”.

**Misconduct in Research** includes but is not limited to:

- Fabrication and/or falsification of research data;
- Plagiarism, theft of ideas or intellectual property, or misuse of another’s work;
- Failure to acknowledge the input of others such as students, co-researchers, research assistants and staff;
- Use of unpublished work of others without permission;
- Violation of copyright, patent, or trade-mark laws;
- Failure to comply with terms and conditions of research grants and/or contracts;
- Use of College resources, facilities and equipment for purposes other than that which has been properly approved by the College;
- Failure to account for or misapplication or misuse of funds and equipment acquired for support of research;
- Failure to comply with relevant federal or provincial/territorial statutes or regulations or other agency and College policies for the protection of researchers, human participants, or the health and safety of the public, or for the welfare of animals; and
- Failure to reveal any material conflict of interest to the College, sponsors or to those who commission the research.

Misconduct in research does not include honest errors or differences in research methodologies, interpretations or judgments of data.

**Mobility:** The extent to which a worker is able to move freely from one jurisdiction to another, and to gain entry into an academic institution or occupation without undue obstacles or hindrances. See also “Provisional License”. *Student Mobility:* The movement of students between jurisdictions for the purpose of pursuing post-secondary studies. *Graduate mobility:* The movement of graduates away from their province/territory of study.

**Moral Rights:** Rights as defined in the *Copyright Act* that a creator maintains over the integrity of a work including the right to:

- Assert authorship of the work or require his/her name or pseudonym to be associated with the work;
- Remain anonymous;
- Object to or restrain certain uses of or associations with the work;

## AURORA COLLEGE

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- Object to or restrain any modification of the work which may prejudice the creator's honour or reputation.

Moral rights may be waived in whole or in part, but cannot be assigned to others.

**Non-Academic Misconduct:** Failure of a student to meet established standards of student behaviour during activities that occur in a College facility, on a College campus or at College sponsored or supported activities, but are not part of the required learning process. This includes but is not limited to participation in acts that:

- Contradict published statutes, regulations, or College rules, bylaws, policies, procedures, or common standards of safety;
- Are disrespectful of faculty, staff and/or other students;
- Create an atmosphere of hostility, intimidation, ridicule, anxiety, or disrespect for others;
- Endanger or threaten to endanger the health or safety of College students, faculty, staff or others present on campus;
- Subject any College student, faculty member, staff member or others to physical, mental, written, or verbal abuse;
- Discriminate against or harass students, faculty or staff members, and/or other members of the College Community;
- Result in the unauthorized use of, or unauthorized entry into, College property;
- Include the possession of misappropriated property;
- Involve participation in unauthorized or hazardous activities;
- Damage College property, or the property of faculty, staff and/or students;
- Involve theft from the College, College faculty members or staff, or fellow students;
- Misuse library or computer resources and the Internet;
- Involve physical confrontation or fighting either on Aurora College property, or when representing the College at an outside activity or function;
- Involve knowingly aiding or assisting other students or individuals in the commission of any misconduct.

**Non-Credit Course:** A course for which Aurora College does not award formal credit.

**Non-formal Learning:** Learning acquired in structured programs outside formal educational institutions.

**Northwest Territories Resident:** A person who has lived in the Northwest Territories, on a full-time basis, for at least one calendar year immediately prior to application.

**Obligation of Commitment:** Duty to fulfill one's vow or pledge as an educator.

**Occupation:** A group of related job activities consisting of sets of knowledge, skills, and related tasks. See also "Profession" and "Trade".

## AURORA COLLEGE

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**Occupational Standards:** Identification of relevant tasks, knowledge and/or skills, and performance levels associated with a particular occupation. Also, the benchmarks for skills and knowledge against which the practice of an occupation is measured. They are generally established by the regulatory body governing the occupation. See also “Standard”.

**Out-of-town applicant / student:** A person whose primary residence during the eight months prior to the date the College receives his or her Application for Admission is more than 60 km from the community where the person will be attending Aurora College.

**Ownership:** Legal and beneficial title in and to a work or invention and its related intellectual property rights. The owner generally has the right to restrict the use of the work or invention, to adapt or modify it, to permit others to use it, to commercialize it, and to be associated with it.

**Participation Rate:** The percentage of persons 15 years of age and over who are in the labour force. See also “Employment”, “Employment Rate”, “Participation Rate”, “Unemployed”, and “Unemployment Rate”.

**Part-time Student:** A student who is enrolled in less than 60 percent of a full program load (i.e. enrolled in one or two courses). FTE calculations are one full-time student equals one FTE. Part-time students are converted to FTE using a ratio of 10 courses to one FTE for all programs except apprentice programs where the ratio is four courses to one FTE. See also “Full-time Equivalency” and “Full-time/Part-time”.

**Patents:** Are government grants that give inventors or their assignees exclusive rights to their inventions for a limited period of time in the country that issues the patent. In Canada, the *Patent Act (R.S.C., 1985, c.P-4)* codifies the rights and requirements of a patent holder. Inventors must obtain a patent in each country in which they want protection. Inventors can apply for Canadian and international patents through the Canadian Intellectual Property Office.

**Personal Development Course:** A short, non-credit course.

**Personal Harassment:** See “Harassment”.

**Personal Work:** Work or Intellectual Property developed by an Employee entirely on the Employee’s own time, on his or her own initiative, without the use of College assets or support and not developed for an employment or College related purpose.

**Placement Recommendation:** Judgment made regarding an applicant’s appropriate level within an educational institution and based on an evaluation and assessment of prior credentials. It does not constitute formal equivalency or recognition.

## AURORA COLLEGE

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**Plagiarism:** Taking someone's words or ideas and presenting them as one's own original work.

**Portability:** The condition of transferability and recognition of a credential between one jurisdiction or institution and another. See also "Transferability".

**Portfolio:** Formally presented documentation and other supporting evidence that demonstrates and provides validation of learning achieved from prior experience, and that articulates the learning toward course or program requirements. See also "Challenge Exam" and "Prior Learning Assessment and Recognition".

**Post-diploma:** Open to holders of approved two- or three-year diplomas from an accredited college or technical institute, after the completion of one to two years of additional coursework. For example, a baccalaureate degree may be obtained through a post-diploma route when a student completes two or three diploma years and transfers into an additional one- or two-year university program.

**Postgraduate Studies:** Studies normally taken following completion of the highest level credential available in a field of study (e.g. postdoctoral).

**Post-secondary Education:** Formal education at a higher level than secondary school. Education beyond secondary studies, leading towards a licence, certificate, diploma, degree, master's, or doctorate. Post-secondary does not include adult basic education, transitional/bridging, or English as a second language.

**Practicum/Internship:** A unit of work undertaken by a student that involves the practical application of previously studied theory, and the collection of data for future theoretical interpretation. A required applied learning activity in which the student has the opportunity to gain practical experience from the application of previously studied theory in the program in which he/she is enrolled. Practicums/internships include but are not limited to the following: practicums, internships, practices, preceptorships, co-op placements, and work placements.

**Predecessor Institution:** One of the post-secondary institutions that preceded the incorporation of Aurora College.

**Pre-employment/Pre-apprenticeship Programs:** Provide basic training in a particular trade, offering entry-level skills for employment. These programs also offer the knowledge and skills required to enter an apprenticeship program.

**Prerequisite:** A course that must be completed before a more advanced course can be taken.

## AURORA COLLEGE

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**Principal Investigator:** The researcher with overall responsibility for the direction of a research project, grant or contract.

**Prior Learning Assessment & Recognition (PLAR):** Identification and measurement of skills and knowledge acquired outside formal educational institutions. Assessments are most often used to grant academic credit or determine eligibility to practice a trade or profession. Recognition is based on an assessment of skills and knowledge obtained through work and other life experiences. Prior Learning Assessment and Recognition may also include determination of future goals and individual training needs. Prior learning recognizes past learning to meet admission requirements for a program, and/or to obtain credit for one or more courses within a program. See also “Academic Qualifications”. Prior Learning may include:

- *Challenge Credit*

Provides an opportunity for a student to demonstrate that he/she has the knowledge/skills based on the objectives of a specific Aurora College course outline by successfully completing the appropriate challenge exam. See also “Challenge Exam”.

- *Equivalency*

Granted when an individual has provided documentation that a previous learning activity for which recognition has been granted by another approved program is similar to the course objectives of an approved Aurora College course.

- *Portfolio*

A collection of materials that is submitted by a student for evaluation. It may contain documents of past experience and accomplishments relevant to the learning objectives of an approved Aurora College course. See also “Portfolio”.

- *Standardized Tests*

A test for which reliable and valid norms have been established.

**Private Training Institution:** A non-publicly funded institution that provides training.

**Probation:** The conditional status of a student who does not meet or maintain College policy requirements but is allowed to continue as a student.

**Procedural Fairness:** The duty of decision-makers to perform certain actions that guarantee the rights of the people affected by their decisions, thereby ensuring a just process. The duty of procedural fairness may vary according to the matter before the decision-makers and according to the potential gravity of the consequences and may but not necessarily include:

- Obligation\* to conduct / right to – a hearing
- Obligation to provide / right to – an unbiased decision-maker
- Obligation to produce / right to – a decision based on the facts and issues

## AURORA COLLEGE

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- Obligation to state in writing / right to be advised of – the rules, infractions and consequences
- Obligation to advise / right to be told – the nature of the allegations and possible consequences
- Obligation to provide / right to receive – notice of hearing
- Obligation to disclose / right to know – the nature of the hearing in advance of the proceedings (written submission, oral presentation, or both)
- Obligation to disclose / right to receive a copy of – the evidence and information to be relied upon by the College
- Obligation to grant / right to request – an adjournment of the hearing under extenuating circumstances
- Right to have a spokesperson or support person present at the hearing
- Right to respond to the allegations
- Obligation to provide / right to be told – the reasons for the decision
- Obligation to conduct / right to – a hearing of an appeal

\**Obligation* refers to Aurora College and *right* refers to Aurora College students.

**Profession:** An occupation that typically requires a bachelor’s degree and in some cases a period of postgraduate study. Professions are normally self-regulating, with members adhering to a code of ethics and standards. However, “profession” and “professional” have a wide variety of more common usages that include semi-professional and technical occupations, as well as creative and performing arts occupations. See also “Occupation” and “Trade”.

**Professional Association/Organization:** A body in which membership is based on common occupational interests. Membership is voluntary in some professional bodies and mandatory in others. Activities range from advocacy on behalf of members to formal regulatory responsibilities. Activities generally include the protection of their members’ interests, hosting conferences and meetings, information dissemination, professional development and training, and publishing. Membership may imply adherence to a code of professional conduct and discipline.

**Professional Development:** Studies completed by individuals to enhance knowledge and skills in their fields of practice.

**Program:** An integrated group of courses or learning activities in a particular field of study, completion of which leads to an academic credential. A selection of courses taken for credit towards a degree, diploma, or certificate. See also “Record of Achievement”.

**Program Discontinuation:** Permanent closure of a program which includes removal from future academic calendars and cessation of admission to the designated program.

## AURORA COLLEGE

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**Program Suspension:** A temporary cessation of a program whereby students will not be admitted to a program for a defined period of time.

**Program Manager:** An Aurora College staff member who is responsible for the direct supervision of the delivery of program(s). The responsibility of program manager may be assigned to a senior instructor, a coordinator, a program head, or occasionally the chair of a school.

**Program Selection Committee:** A committee made up of the registrar, program manager, and instructors of the relevant program that selects the applicants to be accepted into the program.

**Proportionate Ethics Review:** A process which is based on the ethical principle that, while all research involving human subjects must be reviewed adequately to ensure protection for the subjects, the greater the potential for risk or harm to the subjects, the greater the scrutiny required in reviewing the research.

**Provisional Licence:** A licence that permits practice in an occupation on a temporary basis. It may contain restrictions on the practice or conditions that must be met for the holder to qualify for a permanent licence. See also “Mobility”.

**Psychological/Physical/Mental Illness:** Any condition of the psyche or mind or body that could adversely affect a student’s success in a course, or which would interfere with the safety or learning capacity of his/her classmates.

**Public:** Includes any person who is not a registered student or College official (including Board of Governors members, administrators, instructors, non-academic staff members, volunteers, and contractors). See also “College Community”.

**Public Domain:** The status of a work whose intellectual property protection has expired or has been abandoned such that the work then belongs to the public and may be used by anyone without permission or the payment of royalties. These works are said to be in the public domain.

**Qualification:** Possession of knowledge, skills, and experience for entry into an educational program, or practice in an occupation.

**Quality Assurance/Quality Assessment/Quality Control:** Planned and systematic review process of an institution or program to determine that acceptable standards of education, scholarship, and infrastructure are being met. Some regulatory bodies also have structured quality assurance or continuing competency programs.

**Reasonable Accommodation:** Accommodations that do not impose undue hardship on the College or other learners in the form of significant additional financial requirements or

## AURORA COLLEGE

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changes to the fundamental nature of the learning outcomes or academic standards established for the course or program.

**Recognition:** Formal acceptance of a student’s knowledge, skills, or formal academic studies, and the granting of advanced standing or credit. May also apply to formal acceptance of an educational institution by another institution or public authority. See also “Acceptance” and “Equivalency”.

**Record of Achievement:** A document that is issued to a student who successfully completes an Aurora College program or course for which a grade is assigned, and which is other than a Certificate or Diploma program.

**Record of Participation:** A document that is issued to a student who is participating in an Aurora College sanctioned program or activity for which no grade is assigned or credit awarded.

**Red Seal Trades:** Trades for which common Interprovincial standards have been established, allowing opportunity of portability of credentials as related to the designated trades. These trades are designated by the Interprovincial Standards Program under the authority of the Canadian Council of Directors of Apprenticeship, the body which is also responsible for setting standards in the trades. A nationally registered trademark symbol adopted for the Interprovincial Standards Program to signify Interprovincial qualification of tradespersons at the journey person level, the “Red Seal” is a passport that exempts the holder from further examinations when moving between participating provinces and territories. See also “Apprentice/Apprenticeship”.

**Registration:** Formal entry following admission into an educational institution, or acceptance into a professional body in compliance with regulations governing the profession. See also “Licensure”.

**Regulation:** Governance of a trade or profession with regard to entry requirements, occupational standards and ethics, credentials, licensure, discipline, professional development, continuing competence, compliance with legislative provisions, portability, etc.

**Regulatory Agency:** An organization that has legislated authority to carry out the governing legislation of a profession. See also “Licensing Body”.

**Research:** An endeavour to study or obtain knowledge through the use of a systematic approach with the intent of clarification. This includes activities that attempt to discover new facts, information or application of existing knowledge.

## AURORA COLLEGE

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**Research Associate:** An individual whose appointment as an adjunct faculty member will enhance the intellectual life of Aurora College. The title is recognized as an honour bestowed by Aurora College and carries no remuneration or teaching duties.

**Research Grant:** Project funding obtained to support a specific research project.

**Research Subject:** For the purposes of Policy I.04 *Ethical Conduct for Research Involving Human Subjects*, Research Subject is defined as an individual, living or deceased, about whom an investigator conducting *research* obtains: (1) data through intervention or interaction with the individual or (2) identifiable private information.

Intervention includes both physical procedures by which data are gathered (e.g. bodily fluid collection) and manipulations of the subject or the subject's environment that are performed for research purposes.

Interaction includes communication or interpersonal contact between investigator and subject.

Private information includes information about behaviour that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (e.g. a medical or school record). In general, private information is considered to be individually identifiable when it can be linked to specific individuals by the investigator(s) either directly or indirectly through coding systems, or when characteristics of the information obtained are such that by their nature a reasonably knowledgeable person could ascertain the identities of individuals.

A Research Subject includes any form of human biological material, including human embryos, foetuses, foetal tissue, reproductive material, and stem cells.

**Researcher:** Any person associated with the College who does research as part of their employment or studies with Aurora College. This includes employees and students as well as persons from the community who are associated with a College-generated research project. The Principal Investigator is the person who has the primary responsibility for a research project.

**Reserved Title:** Occupational title not required for practice of a trade or profession or certain parts of a trade or profession, but available to individuals who can satisfy the regulating body that they have achieved a certain skill level, and can be used only by individuals who are members of a regulatory body. Offered as evidence that the regulating body has scrutinized the practitioner's credentials, and that the practitioner has satisfied the standards set by the regulating body, and that he/she agrees to uphold the standards maintained in the profession or trade.

## AURORA COLLEGE

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**Residency:** A specific amount of time that must be spent, or number of courses or credits that must be completed, by a student at a specific institution in order to receive his or her credential.

**Revocation:** Cancellation of a certificate or license, or withdrawal of permission to offer an educational program. Certificate or license holders may be subject to disciplinary measures by the issuing body, including cancellation of the certificate or license. Permission to offer an educational program may be withdrawn if the institution no longer meets the faculty or program requirements set by the program's accrediting body.

**Right to Title:** A provision in legislation that authorizes use of a professional title. See also "Reserved Title" and "Licensing Body".

**Scholarly activity:** The application of systematic approaches to the development of knowledge through intellectual inquiry and scholarly communication. It includes research, the dissemination of knowledge through such means as publications and presentations, and the application of new knowledge in professional practice and student learning. Scholarly activity also includes creative activities designed to further artistic endeavour.

**Scholarship:** A financial award made to students based on an assessment of academic performance and other education-related activities (e.g. participation in community or volunteer activities).

**Self-funded Student:** A student who does not receive funding for his or her education from another agency. (see also Funded Student and Sponsored Student)

**Senior Staff:** Aurora College staff who are covered in the Hay Plan and/or excluded from the bargaining unit.

**Sexual Harassment:** See "Harassment".

**Short-Term Professional Leave:** A term of leave up to six months.

**Skill:** Ability to perform a task or set of tasks, as acquired through formal or informal education and/or training, work and life experience, or other means; identifiable in an occupation-specific context, and measurable through a variety of instruments. See also "Competency".

**Skill Level:** The amount and type of education and training required to enter and perform the duties of an occupation, taking into account the type of experience required to practice the profession or occupation, considering its complexity and its responsibilities.

**Sponsor:** A person or organization that provides funding or in kind support.

## AURORA COLLEGE

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**Standard:** The desirable and achievable level of performance for tasks, knowledge, and skills required for entry into an educational institution or admission to a trade or profession. See also “Criterion” and “Occupational Standards”.

**Standardized Testing:** Measurements designed to assess knowledge and skills, and intended to be applied on a uniform basis, for the purpose of entry into a trade or profession. A set of questions or exercises is administered to an individual, measuring his/her performance and comparing it to that of a large group of individuals for the purpose of evaluating the individual’s degree of learning, knowledge, skills, or competencies. Standardized testing may be used to measure success in an academic or training program, or qualifications to enter a trade or profession.

**Standard Setting:** The process of identifying the pertinent tasks, knowledge, and skills within an educational program, profession, or trade, and establishing the required performance levels.

**Sponsored Student:** A student who has his/her tuition paid directly to Aurora College by another agency. (see also Funded Student and Self-funded Student)

**Student:** A person who is registered at Aurora College.

**Substantial Equivalency:** Comparability in program content and educational experience. It implies reasonable confidence that individuals possess the academic competencies needed to enter a program of study, or begin professional practice at the entry level.

**Supervisor:** An individual who is authorized by an employer to oversee or direct workers. (*Safety Act, R.S.N.W.T. 1988,c.S-1 Occupational Health and Safety Regulations R-039-2015*)

**Supplemental Examination/Assignment:** An examination or assignment assigned in addition to the regular prescribed course assignments which provides an opportunity for a student, under extenuating circumstances, to complete the requirements of an Aurora College credit course.

**Syllabus:** A written description of a program of study and its courses.

**TechPrep:** A program of study developed by the education sector in partnership with the private sector that begins in high school, continues at a post-secondary institution, and culminates in a credential at a vocational occupation. It may also link a community college program to a four-year college/university or apprenticeship program.

**Tenancy Agreement:** An agreement between a landlord and a tenant for the right to occupy rental premises, whether written, oral or implied, including renewals of such an agreement (Residential Tenancies Act).

## AURORA COLLEGE

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**Term:** A limited or definite extent of time that the College has stated to divide the academic year into four terms: Summer, Fall, Winter, and Spring.

**Third Party:** A community group, non-profit organization, government department or agency, private business, or any person who is not a registered student or College official (including Board of Governors members, administrators, instructors, non-academic staff member, volunteers, and contractors).

**Trade:** Occupations generally regarded as requiring one to three years of post-secondary education at a community college or university; or two to four years of apprenticeship training; or two to three years of on-the-job training; or a combination of these requirements. A license/certificate may be required to practice the trade. See also “Occupation” and “Profession”.

**Trade-vocational Programs:** Programs at community colleges and similar institutions that do not require secondary school completion, and do not include continuing education or general interest programs. See also “Pre-employment/Pre-apprenticeship Programs” and “Apprenticeship Programs”. *Registered Apprenticeship Programs:* A program based on a contract registered with the province/territory, between the apprentice and employer, in which the employer agrees to provide an opportunity to obtain the experience and skill required for a trade. Programs vary in length from two to five years, depending upon the trade. Registered apprenticeship combines on-the-job experience with six- to eight-week periods of in-class training. In most jurisdictions, the in-class portion is usually taken at a post-secondary institution during the apprenticeship training.

**Traditional Knowledge:** “Knowledge and values which have been acquired through experience, observation, from the land or from spiritual teachings, and handed down from one generation to another,” as defined by the GNWT Traditional Knowledge Policy.

**Transcript:** The official document or record of a student’s enrolment, progress, and achievement within an education institution. The transcript identifies courses taken (title and course number), credits and grades achieved, and credentials earned. A transcript is an official document prepared by the Office of the Registrar in which a student’s academic performance is recorded and which bears the Aurora College Seal.

**Transfer Credit:** The awarding of course credits that were formally earned from another institution for an equivalent course. Also, credit granted for the successful completion of course work from another accredited post-secondary institution.

**Transfer Credit (External):** Advanced standing for individual courses awarded on the basis of successful completion of courses at another educational institution. See also “Advanced Standing” and “Credit Transfer”.

## AURORA COLLEGE

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**Transferability:** See “Portability”.

**Transnational Education:** All types of educational courses, program, or services in which the learners are located in a country different from the one where the awarding institution is based.

**Tri-Agency:** the three federal research funding agencies consisting of the Canadian Institutes of Health Research (CIHR); the Natural Sciences and Engineering Research Council of Canada (NSERC); and the Social Sciences and Humanities Research Council of Canada (SSHRC). Formerly known as Tri-Council.

**Unacceptable Behaviour – Faculty and Staff:** Behaviour that interferes with normal College operations by any reasonable standard. Unacceptable faculty/staff behaviour includes but is not limited to:

- i. Behaviours that create an atmosphere of hostility, intimidation, ridicule, anxiety, or disrespect for others;
- ii. Behaviours that contradict published rules, bylaws, policies, procedures, or common standards of safety. These include rules or protocols for specific locations within Aurora College, such as libraries, computer laboratories, science laboratories, trades shops, dormitories, shared facilities (e.g. Fort Smith Recreation Centre), and when studying in the field; and
- iii. Behaviours of a non-violent nature that endanger or threaten to endanger the health or safety of College students, faculty/staff or others present on campus, or that subject any College student, faculty/staff or others to physical, mental, written or verbal abuse.
- iv. Deceit, fraud, plagiarism, or breach of confidentiality;
- v. Any type of discrimination against or harassment of students, faculty/staff, and/or members of the community;
- vi. Unauthorized use of College property;
- vii. Participating in unauthorized or hazardous activities on behalf of the College;
- viii. Damaging College property, or the property of other faculty/staff members, or students;
- ix. Acting in a disrespectful manner towards faculty/staff and/or students;
- x. Theft from the workplace or from other colleagues or students;
- xi. Acting in conflict of interest;
- xii. Entering into consensual relationships (dating, romantic, sexual or marriage) with students for whom he or she has academic responsibility;
- xiii. Acceptance of remuneration from anyone other than Aurora College for tutoring or providing other academic assistance to students for whom he or she has academic responsibility;
- xiv. Refusal to abide by College policies, terms of the Collective Agreement, terms of employment contract, and/or other regulations governing College employment and activities;

## AURORA COLLEGE

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- xv. Accepting outside employment without written consent of the President;
- xvi. Retaliation against a student who has submitted a complaint against a faculty/staff member; and
- xvii. Misuse of library or computer resources and the Internet.

**Unacceptable Behaviour - Student:** Unacceptable behaviour is behaviour that interferes with normal College operations by any reasonable standard. Unacceptable behaviour by a student may be academic or non-academic in nature, and includes but is not limited to:

- i. Behaviours that create an atmosphere of hostility, intimidation, ridicule, anxiety, or disrespect for others;
- ii. Behaviours that contradict published rules, bylaws, policies, procedures, or common standards of safety. These include rules or protocols for specific locations within Aurora College, such as libraries, computer laboratories, science laboratories, trades shops, dormitories, shared facilities (e.g. Fort Smith Recreation Centre), and when studying in the field;
- iii. Behaviours of a non-violent nature that endanger or threaten to endanger the health or safety of College students, faculty/staff or others present on campus, or that subject any College student, faculty/staff or others to physical, mental, written or verbal abuse.
- iv. Cheating, plagiarism, deceit, fraud, or other forms of academic dishonesty, as defined in section 5.1 of the Student Loss of Privileges, Expulsion, and Appeals Bylaw;
- v. Any type of discrimination against or harassment of students, faculty/staff, and/or members of the community;
- vi. Unauthorized use of, or unauthorized entry into, College property;
- vii. Possession of misappropriated property;
- viii. Participation in unauthorized or hazardous activities;
- ix. Damaging College property, or the property of faculty/staff and/or students;
- x. Disrupting the academic activities of the College;
- xi. Acting in a disrespectful manner towards faculty/staff and/or other students;
- xii. Theft from the College, College faculty/staff, or fellow students;
- xiii. Misuse of library or computer resources and the Internet;
- xiv. Breach of College bylaw provisions regarding drugs, alcohol, and smoking;
- xv. Fighting on Aurora College property, or when representing the College at an outside activity or function; and
- xvi. Aiding or assisting other students or individuals in the commission of any unacceptable behaviour listed above.

**Undergraduate Studies:** First level of studies at a university (bachelor's degree program).

**Unemployed:** Refers to persons who were without work, had actively looked for work in the previous four weeks and were available for work, or had been on temporary layoff and expected to return to their job, or had definite arrangements to start a new job within the

## AURORA COLLEGE

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next four weeks. See also “Employment”, “Employment Rate”, “Labour Force”, “Labour Force Participation Rate”, and “Unemployment Rate”.

**Unemployment Rate:** The percentage of the labour force who were unemployed. See also “Employment”, “Employment Rate”, “Labour Force”, “Labour Force Participation Rate”, and “Unemployed”.

**Universities and Other Degree-Granting Institutions:** These include:

- *Universities* – Independent institutions granting degrees in at least arts and sciences.
- *Colleges of Theology* – Independent institutions granting degrees only in theology.
- *Liberal Arts Colleges* – Independent institutions granting degrees in only arts.
- *Other* – Independent institutions granting degrees in specialized fields other than theology (such as engineering, fine arts).

**University College Programs:** These refer to degree-granting programs offered by community colleges. These differ from university transfer programs also offered by some community colleges, as the college offers the degree-granting program in its entirety (that is, all the years of the degree-granting program). Community colleges offering these programs are able to do so as they have been awarded degree-granting powers in certain fields or programs of study by the jurisdiction. University college programs exist in British Columbia and to a lesser extent Alberta. Statistics on university college enrolment are not captured and reported by Statistics Canada as part of its university statistics program, but rather with it college statistics.

**University Preparation Course:** An Adult Basic Education Level 160 course.

**Unjustified:** Unfounded, unwarranted, or contrary to fair.

**Validation:** Sometimes used interchangeably with “verification”, “certification”, and “recognition”. Also used to indicate bona fide origins of documented credentials. Another use of the term refers to validity of standards in the sense of “credibility”. Validation is the stage of development of standards during which they are subjected to scrutiny to assess the validity of their content or the confirmation by a larger group of knowledgeable individuals that the tasks, subtasks, and enabling objectives of an occupational analysis, which were developed by a skilled group of practitioners, are representative and reflect actual occupational requirements.

**Verification:** Confirmation of credentials.

## **AURORA COLLEGE**

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**Vocational Qualifications:** Credentials related to formal training courses and/or practical, on-the-job preparation for entry into a trade.

**Withdrawal:** The formal process by which a student voluntarily leaves a program, course, or accommodation.

**Workplace:** Any location where business of the College is being carried out such as work yards, cafeterias, classrooms, offices, and boardrooms; and other locations and situations, such as during business travel, work-related social gatherings or other locations where unwelcome behaviour may have subsequent impact on the work relationship, environment, or performance in the workplace.