



# DUT

**DURBAN UNIVERSITY OF TECHNOLOGY**  
**INYUVESI YASETHEKWINI YEZOBUCHWEPHESHE**

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# **GLOSSARY OF TERMS**

## STANDARD GLOSSARY OF TERMS – DRAFT VERSION 1.0

This standard glossary of terms defines and clarifies the core terminology relating to DUT's Academic sector, academic administration and terminology used within the Higher Education sector. Over the years it has become evident that staff and students at DUT have varying interpretations of the terminology below. This booklet has been developed to bring consistency to the use of these terminology within DUT.

TERM	EXPLANATION OF THE TERM
<b>Academic year</b>	Means January to December of a particular year  Means the calendar year from the first day of January to the last day of December, provided that <ul style="list-style-type: none"> <li>an academic year may also refer to two semesters; and provided further that</li> <li>the Senate may amend the commencement and completion dates of an academic year;</li> <li>a student who is registered in one academic year shall remain registered as a student until the day before the prescribed day for registration in the following calendar year, unless before that day he or she is expelled or cancelled his or her registration or has graduated;</li> </ul>
<b>Accredited learning programme</b>	learning programme, leading to one of the qualification types of the Higher Education Qualifications Sub-Framework (HEQSF), that has gone through the process of approval by the CHE
<b>Act</b>	Means the Higher Education Act 1997 (Act 101 of 1997), as amended
<b>Admissions</b>	The formal acceptance by the University of an applicant into a programme
<b>Advanced Certificate</b>	A qualification with an NQF exit level 6 and minimum total credits of 120.
<b>Advanced Diploma</b>	A qualification with an NQF exit level 7 and total minimum credits of 120.
<b>Advanced standing</b>	For the purpose of registering for a higher qualification, the granting of advanced standing recognizes that a candidate has sufficiently mastered the content of a specified pre-requisite qualification through prior informal or non-formal means and therefore allows the candidate to register conditionally or unconditionally for an appropriate higher qualification without the awarding of the pre-requisite qualification
<b>Articulation</b>	Means facilitating the progress and mobility of learners within and across each of the three Sub-Frameworks and to the world of work, which is achieved by the intentional design of structure and content of qualifications.  The process of forming possibilities of connection between qualifications and/or part-qualifications to allow for the vertical, lateral and diagonal movement of students through the formal education and training system and its linkages with the world of work.
<b>Assessment</b>	Is the structured process for gathering evidence and making judgments, either formative or summative, about a student's performance. Formative judgments provide the student with guidance on how to improve on their performance prior to final assessment, at which point a summative judgment of pass/fail is made  Systematic evaluation of a student's ability to demonstrate the achievement of the learning goals intended in a curriculum
<b>Baccalaureus Technologiae</b>	A qualification with a study duration of at least one year after obtaining an appropriate National Diploma or equivalent.
<b>Bachelor's Degree</b>	A qualification with an NQF exit level of 7 or 8 and minimum total credits of 360 or 480.
<b>Certificate</b>	An official record of learner/student achievement towards awarding of a full or part-qualification.
<b>Campus</b>	A teaching and learning site that is recognised as discrete from a head office/ central office. If a campus consists of 600 or more FTEs per year, and the bulk of its programmes (60% or more) are ministerial approved, it has a full administration component such as a campus manger, head of staff, etc.
<b>Classification of educational subject matter (CESM)</b>	A set of classifications aimed at providing a single coherent system for categorising subject matter, irrespective of the level of instruction or type of institution.
<b>Complementary Subject</b>	Which is complementary to another is one for which a student must register and write all test and examinations but not necessarily pass, prior to, or simultaneously with, that other subject.

<b>Conferment of Status</b>	For the purpose of registering for a higher qualification, the granting of conferment of status recognizes that a candidate has qualified for a pre-requisite qualification which allows the candidate to be considered for registration conditionally or unconditionally for an appropriate higher qualification.
<b>Continuous Assessment (CA)</b>	Continuous assessment (CA), which is largely formative, is an assessment approach that involves the assessment of all the outcomes of a module by means of a variety of methods, with timely and frequent feedback to the student throughout the module. CA collectively informs a final mark for the student for that module.
<b>Co-requisite subject</b>	Is one that must be passed prior to, or simultaneously with, another subject before a credit will be given for that latter subject
<b>Council on Higher Education (CHE)</b>	An independent statutory body responsible for advising the Minister of Higher Education and Training on all Higher Education policy issues, and for quality assurance in Higher Education. The CHE is the council for quality assurance in Higher Education, mandated by the NQF Act (Act 67 of 2008) to achieve the objectives of the NQF and to develop and manage the HEQSF
<b>Council</b>	Means the Council of the Institution
<b>Course</b>	Assessable unit of teaching and learning within a programme that is offered for a specific period and specific subject matter.
<b>Credit</b>	<p>Is given for every subject in accordance with its importance, its scope and the time to be spent on it. The credit value of each subject is therefore in direct proportion to its scope and is expressed to the third decimal place, e.g. 0,025 credits. A complete full time instructional programme involving a full year's academic study represents one credit</p> <p>A measure of the volume of learning required for a qualification or part-qualification, quantified as the number of notional study hours required for achieving the learning outcomes specified for the qualification or part-qualification. One credit is equated to 10 notional hours of learning</p>
<b>Credit accumulation and transfer (CAT) system</b>	Means an arrangement whereby the diverse features of both credit accumulation and credit transfer are combined to facilitate lifelong learning and access to the workplace.
<b>Credit accumulation</b>	Means the totalling of relevant credits required to complete a qualification or a part-qualification.
<b>Credit transfer</b>	The vertical, horizontal or diagonal relocation of credits towards a qualification or part-qualification registered on the same or different Sub-Framework
<b>Curriculum</b>	<p>A statement of the training structure and expected methods of learning and teaching that underpin a qualification or part-qualification to facilitate a more general understanding of its implementation in an education system</p> <p>A statement of intended outcomes to be achieved, what knowledge content is to be acquired, which competencies, skills, values and attitudes are to be developed, and the levels of performance that are expected from students</p>
<b>Deregistered student</b>	The status of a student/learner who had enrolled at a PSET institution and is no longer enrolled.
<b>Diploma</b>	A qualification with an NQF exit level of 6 and minimum total credits of 240 or 360
<b>Disability</b>	The loss or elimination of opportunities to take part in the life of the community, equitably with others, that is encountered by persons having physical, sensory, psychological, developmental, learning, neurological or other impairments, which may be permanent, temporary or episodic in nature; thereby causing activity limitations and participation restriction within the mainstream society.
<b>Dissertation</b>	Is the term reserved for an extended piece of written work that contributes to the advancement of knowledge that may incorporate creative work or publications integral to the argument, and is submitted in fulfilment of the requirements for a degree of master by research.
<b>Doctoral Degree</b>	A postgraduate qualification with an NQF exit level of 10 and minimum total credits of 360
<b>Doctor Technologiae</b>	An advanced qualification that is based on research, with a study duration of at least two years after obtaining an appropriate M Tech degree or equivalent.
<b>Entry-level requirements</b>	The minimum academic knowledge and/or practical competencies, and/or work experience that a learner must have completed in order to be admitted for study towards a qualification or part-qualification; this may include recognition of other forms of prior learning such as non-formal and informal learning and work experience deemed as comparable for entry

<b>Entering Student</b>	<p>A person who is effectively enrolled for a qualification, and/or has been enrolled in the past at the institution but is now effectively enrolled for a qualification which he/she has not followed at any time in the past at the institution</p> <p>This type of students enrolled for a qualification in the past, and are now returning but enrolled for a different qualification. Entering students are classified as either “entering undergraduate” or “entering postgraduate”.</p>
<b>Equivalent</b>	Insofar as it refers within the G-Rules to the admission requirements of the National Higher Diploma, Bachelor in Technology Degree, Master’s Diploma in Technology, Master’s Degree in Technology and Doctor’s Degree in Technology - means a complete or incomplete qualification equal in academic value or academic importance.
<b>Examination</b>	A component of the assessment that refers to the culmination of the summative assessment process when students/learners are subjected to a final sitting at the end of the learning process.
<b>Exposure module (or subject)</b>	Is one that the student must have been enrolled for previously, before being allowed to commence with another module that the exposure is deemed necessary for. The individual programme rules will specify a sub minimum final mark that must be achieved before the student may progress to the latter
<b>Final level subject</b>	<p>(In respect of pre-HEQSF qualifications) is one with a SAPSE code ending with 03 for National Diploma, 06 for National Higher Diploma and B. Tech Degree and 07 for M. Tech Degree.</p> <p>(In respect of HEQSF) A module at the exit level of the programme/qualification AND A module contributes to the highest level of achievement of the exit level outcomes of the programme/qualification</p>
<b>First –time entering student</b>	<p>A person who is enrolled at a PSET institution and has not enrolled at a similar institution in the past.</p> <p>A student moving from one HEI or TVET college to another is not regarded as a first-time entering student. However, a student who moves from a TVET college to a HEI is regarded as a first-time entering student in that HEIs. Students moving from a private university to a public university are regarded as transfer students. A first-time entering student is sometimes referred to as a “new entrant”.</p>
<b>Foreign qualification</b>	A qualification that either: (1) forms an intrinsic part of an education and training system other than South Africa, and is awarded by an institution that is accredited or recognised in that system, in accordance with the relevant laws, policies, or generally accepted practice; or (2) meets other specific criteria as determined and published by SAQA
<b>Formal Courses/Instructional Programmes</b>	Senate approved courses/instructional programmes of at least one semester/six months full-time equivalent duration can either be state approved subsidy generating courses/instructional programmes or self-funding approved courses/instructional programmes registered with the national qualifications authority
<b>Full-Time Equivalent (FTE) Student</b>	<p>A student in the post-school sector who is enrolled for an academic programme for a full academic year and is enrolled for all courses/subjects prescribed for that programme.</p> <p>If a student is enrolled, for example, for only half of the subjects required for a full-year academic programme, they would be counted as a 0.5 FTE student. If a student is taking 20% more than the subjects/courses required in a standard full-year curriculum, then they would be counted as a 1.2 FTE student</p>
<b>Full time student</b>	A student who is enrolled in an education programme whose study load amounts to at least 75% of the normal full-time annual study load.
<b>Graduate</b>	A student who has satisfied all the requirements of the full qualification for which he/she was enrolled.
<b>Graduation Rate</b>	<p>A calculation based on the number of students who have graduated in a particular year, irrespective of the year of study, divided by the total number of students enrolled at universities in that particular year.</p> <p>The above definition is unique in the South African context and results obtained cannot be used to compare national performance with internationally published results.</p>
<b>HEMIS</b>	An integrated unit-level records system of the department, including all processes, rules, standards and responsibilities for data collection and management in the PSET sector.

<b>Higher Certificate</b>	An entry-level higher education qualification with NQF exit level 5 and minimum total credits of 120.
<b>Higher Education Qualifications Sub-Framework (HEQSF)</b>	<p>Effective from December 2012, is a policy which specifies the minimum legal aspects of higher education formal qualifications in South Africa and how these qualifications fit within South Africa's overall National Qualifications Framework (NQF).</p> <p>The formal qualifications offered by the Durban University of Technology (DUT) comply with all legal requirements stipulated by the Department of Higher Education and Training (DHET). These include their accreditation by the Higher Education Qualifications Council (HEQC) and registration on the NQF by the South African Qualifications Authority (SAQA).</p> <p>The DUT is in the process of aligning existing formal qualifications with the HEQSF. This process is being followed by all South African higher education institutions as a legal requirement and will take these institutions a number of years to complete. DUT gives the assurance that the status and value of DUT qualifications will in no way be adversely affected during this transitional period and beyond</p> <p>The sub-framework of the NQF for higher education that is developed and managed by the Council on Higher Education</p>
<b>Honour's Degree</b>	A postgraduate specialisation qualification with NQF exit level 8 and minimum total credits of 120.
<b>Institution</b>	Refers to the Durban University of Technology
<b>Institutional Rules</b>	Means the Rules of the Institution as approved by Senate and/or Council
<b>International Student</b>	Anyone who is enrolled in a programme of study at the University who is not a citizen refugee or permanent resident
<b>Interruption of Studies</b>	<p>If, for whatever reason, a student does not register consecutively for every year/semester of the programme, his/ her existing registration contract with the University shall cease unless the student has applied to the Department for permission to interrupt studies. Where such permission has not been given, re-registration will be at the discretion of the University and, if permitted, will be in accordance with the rules applicable at that time. A student may appeal against the application of Rule G6B in accordance with Rule G1(8).</p> <p><u>Applicable to Master's and Doctoral Students only:</u></p> <p>In the case of unavoidable interruptions/delays or requests for extension or termination of studies, the student must complete the PG4 form (<i>Application for Interruption/Extension/Termination of Studies</i>). The registration may be suspended only under exceptional circumstances, and is rarely done retrospectively. The Supervisor checks the completed form PG4 and submits it via the HoD to the FRC for approval.</p>
<b>Linked modules</b>	May be specified with respect to two consecutive semester modules that show continuity in terms of content
<b>Magister Technologiae</b>	An advanced qualification involving either instructional offerings and research or research only, with a study duration of at least one year after obtaining an appropriate Baccalaureus Technologiae or equivalent.
<b>Master's degree</b>	A postgraduate qualification with NQF exit level of 9 and minimum total of 180 credits.
<b>Minimum and Maximum Duration for Masters and Doctoral Degrees</b>	<p><b>Master's Degree</b></p> <p><u>Minimum Duration:</u></p> <p>The minimum duration for Master's Degree shall be one academic year of registered study.</p> <p><u>Maximum Duration</u></p> <p>If a Master's student fails to complete the qualification after three years of registered study, the Senate may refuse to renew the student's registration or may impose any conditions it deems fit. A student may apply to the Executive Committee of the Faculty Board for an extension.</p> <p><b>Doctoral Degrees</b></p> <p><u>Minimum Duration:</u></p> <p>The minimum duration for a Doctoral Degree shall be two consecutive academic years of registered study.</p> <p><u>Maximum Duration</u></p> <p>If a Doctoral student fails to complete the qualification after four years of registered study, the Senate may refuse to renew the student's registration or may renew it subject to any conditions it may deem fit to impose. A student may apply to the Executive Committee of the Faculty Board for an extension.</p>

	<b><u>Once a person has registered that person must re-register annually thereafter until Rule G26(5) is fully complied with. Failure to comply will nullify the approval of the student's research proposal.</u></b>
<b>Moderator</b>	A person, apart from the examiner, who is appointed by the institution to be responsible for ensuring the standard of the examination and its accompanying marking framework and response exemplars, and for marking a representative sample of examination responses.
<b>Module</b>	is a unit of study which <ul style="list-style-type: none"> <li>(i) is evaluated in a manner determined by the Institution;</li> <li>(ii) contributes a certain value to the total credit requirements for the given year/semester of an instructional programme;</li> <li>(iii) is started, completed and evaluated in its entirety within part of a year/semester;</li> <li>(iv) may have prerequisites; and</li> <li>(v) has a credit value which determines when a student has complied with all the requirements of an instructional programme.</li> </ul>
<b>National Qualifications Framework (NQF)</b>	The comprehensive system, approved by the Minister: HET, for the classification, registration, publication and articulation of quality-assured national qualifications and part-qualifications. The South African NQF is a single integrated system comprising three co-ordinated Qualifications Sub-Frameworks namely for: General and Further Education and Training; Higher Education; and Trades and Occupations
<b>National Certificate</b>	A qualification with a study duration of at least one year's tertiary education.
<b>National Higher Certificate</b>	A qualification with a study duration of at least two years' tertiary education or extending over at least one year after obtaining an appropriate National Certificate or equivalent.
<b>National Senior Certificate (NSC)</b>	Means the formal recognition by Umalusi from 2008 in terms of any law, of the capacity of a student to enter a university  A 130-credit certificate at level 4 of the NQF awarded to persons who comply with the policy requirements of the National Senior Certificate
<b>National Certificate (Vocational) [NC(V)]</b>	Means the formal recognition by Umalusi from 2009 in terms of any law, of the capacity of a vocational student to enter a university.  A qualification with 120 to 140 minimum credits at levels 2, 3 or 4 of the NQF that will be awarded to students who comply with the national policy requirements of the NC(V).
<b>National Learner Records Database (NLRD)</b>	The electronic management information system of the NQF under the authority of SAQA, which contains records of qualifications, part-qualifications, learner achievements, recognised professional bodies, professional designations and all related information such as registrations and accreditations.
<b>National Qualifications Framework (NQF)</b>	The comprehensive system, approved by the Minister of Higher Education, Science and Innovation, for the classification, registration, publication and articulation of quality-assured national qualifications and part-qualifications.
<b>Non-Entering Student/Returning Student</b>	A person who is effectively enrolled at a PSET institution for a qualification, and has been previously enrolled for the same qualification at the same institution These are returning students who are continuing with a qualification/programme they have enrolled for in the past. Non-entering students are classified as either "non-entering undergraduate" or "non-entering postgraduate".
<b>Offering Type</b>	The description of the mode of delivery of teaching/learning
<b>Programme</b>	A purposeful and structured set of learning experiences that upon achievement leads to a qualification.
<b>Non-subsidised programmes</b>	Self-supporting programmes which are offered by the Institution that are not subsidised by the State and have been approved as follows: <ul style="list-style-type: none"> <li>• 120 contact hours or less, by Faculty Board;</li> <li>• greater than 120 contact hours and less than or equal to 360 contact hours, by Senex (via Faculty Board);</li> <li>• more than 360 contact hours, by Senate (via Faculty Board)</li> </ul>
<b>Part time student</b>	A student who is enrolled in an education programme whose study load is less than 75% of the normal full-time study load. This student completes the programme in more time than the minimum duration of the programme.



<b>Postgraduate Qualification</b>	Qualification at levels 8 to 10 on the HEQSF, excluding professional qualification at level 8.
<b>Postgraduate student</b>	Means a student registered for a higher qualification  A person enrolled for a postgraduate qualification Examples of postgraduate qualifications are postgraduate diploma, honours degree, master's degree, professional master's degree, doctoral degree and professional doctoral degree.
<b>Post-School Education and Training (PSET) Sector</b>	A sector that comprises all education and training provision for those who have completed school, those who did not complete their schooling, and those who never attended school. The post-school systems consist of the following that fall under the purview of the DHET: 26 public higher education institutions; 50 public TVET colleges (formerly known as further education and training colleges); CETs (formally known as adult education and training centres); private colleges; private HEIs; the SETAs and NSF; and regulatory bodies responsible for qualifications and quality assurance in the post-school system (SAQA and the QC).
<b>Prerequisite subject</b>	Is one that must be passed before a student may register for one or more further subjects as specified in any departmental handbook. This includes a subject which continues from one level to the next higher level.
<b>Qualification</b>	The certificate (degree, diploma or certificate) awarded by the University which formally recognizes a learning achievement.  “Qualification” means an accredited qualification registered on the Higher Education Qualifications Sub-Framework (HEQSF) and “accredited qualification” means a qualification on the HEQSF which the Institution is accredited to offer;
<b>Recognition of Prior Learning (RPL)</b>	Means the assessment of an applicant's previous non-formal and informal learning and experience to determine the extent to which this meets the required learning outcomes, competency outcomes, or standards for entry or access into a specified level of study at the University. A variety of assessment methods is used to determine the relevance, depth and extent of an applicant's prior learning.  The principles and processes through which the prior knowledge and skills of a person are made visible, mediated and assessed for the purposes of alternative access and admission, recognition and certification, or further learning and development.
<b>Report 150</b>	Means the General Policy for Instructional Programmes of the Department of Higher Education and Training.
<b>Reporting year</b>	Means January to December of a year
<b>Semester</b>	A study period extending over half of the academic year
<b>Site of Delivery</b>	A site or location from which an institution conducts its teaching and learning, and provides student support services.
<b>SENEX</b>	means the Executive Committee of Senate
<b>Statute</b>	means the DUT Statute
<b>Student</b>	A person registered at the University to study for a programme.
<b>Subject</b>	is an identifiable unit of study which: (i) is evaluated in a manner determined by the Institution; (ii) contributes a certain value to the total credit requirements for the given year/semester of an instructional programme; (iii) may have prerequisites; (iv) has a credit value which is used to determine when a student has complied with all the requirements of an instructional programme; and (v) extends over a whole year/semester with a minimum of one contact period per week over the whole year/semester and an examination conducted during a specific examination period at the end of the year/semester (except in the case of continuous assessment). Rule G28 is the only G-Rule applicable to subjects categorized as experiential learning. Refer also to departmental handbooks.
<b>Success Rate</b>	A proportion of FTE passes relative to FTE enrolments at a PSET institution.

<b>Subsidised instructional programme/subjects</b>	Are those funded by the State
<b>Substitute module</b>	Is a module (or subject) that is equivalent to another module as far as a pre-requisite is concerned.
<b>The South African Qualifications Authority (SAQA)</b>	The statutory authority established in terms of the SAQA Act (Act 58 of 1995) and continuing in terms of the NQF Act (Act 67 of 2008), which oversees the further development and implementation of the NQF, the achievement of the objectives of the NQF, and the co-ordination of the three Sub-Frameworks
<b>Thesis</b>	Is the term reserved for an extended piece of writing based on research that makes an original and significant contribution to knowledge that may incorporate creative work or publications integral to the overall argument, and is submitted in fulfilment of the requirements for a doctor of philosophy qualification
<b>Transfer Student</b>	A person who is effectively enrolled at a PSET institution for a programme and has in the past enrolled at another institution within the same PSET subsector. This can happen at both undergraduate and postgraduate level. A student coming from a TVET college to a HEI will not be regarded as a transfer student, while a student moving from one HEI to another will be regarded as a transfer student.
<b>Undergraduate Degrees</b>	Refers to bachelor's degrees, BTech and professional bachelor's degrees such as BSc (Engineering), MBChB and BFA, which are those that have an approved formal study time of three or more years.
<b>Undergraduate Student</b>	A student enrolled in a bachelor's degree, Bachelor of Technology, diploma (including advanced diploma), higher certificate, advanced certificate and Postgraduate Certificate in Education. It includes students enrolled in professional bachelor's degrees such as BSc (Engineering) and MBChB, which are those that have an approved formal study time of three or more years. Examples of undergraduate qualifications are higher certificates, advanced certificates, diplomas, advanced diplomas and bachelor's degrees.
<b>University of Technology</b>	A university (previously called Technikon) that offers a range of programmes that are vocationally and/or professionally-orientated, primarily at undergraduate level.
<b>Work Integrated Learning (WIL)</b>	A characteristic of vocational and professionally oriented qualifications that may be incorporated into programmes at all levels of all three Sub-Frameworks. WIL may take various forms including simulated learning, work-directed theoretical learning, problem-based learning, project-based learning and workplace-based learning