

SAIT's Policies and Procedures

Glossary of Definitions

A

Term	Reference	Definition
Absenteeism	AC.3.8.2	Includes absence from class, lateness for class and/or early departure from class.
Abuse	AD.1.12.1	Any act or omission by a person, or any situation created or caused as a result of a person's act or omission, that results in a minor being at risk of physical or mental harm. It includes without limitation any form of physical harm, emotional deprivation, sexual misconduct, exploitation or neglect which can injure or psychologically harm a minor. For detailed definitions, see Schedule A, an Associated Document to this procedure.
Academic activities	AC.2.18	Teaching, program and course development, program and course delivery, learning, scholarly activity and applied research, academic administration and governance, and academic advising.
	AD.4.7.1	Activities and operations that support SAIT's regular business and mandate. These include but are not limited to teaching, program and course development, program and course delivery, learning, scholarly activity and applied research, academic administration and governance, and academic advising.
Academic block	AC.2.22.1	Courses grouped together by term and program to be scheduled conflict-free.
Academic admission requirements	AC.1.5.1	Admission requirements that are documented on a transcript, such as specific subjects and grades or standardized test results.
Academic Calendar	AC.2.1.1 AC.3.1.1 AC.3.1.3 AC.3.1.2 FN.18.1.1	SAIT's official document that describes its approved academic, apprenticeship, and pre-employment programs. It includes information about admission, tuition fees, important dates and deadlines, student services, international students, financial assistance and academic and institutional regulations. The online calendar is SAIT's official Academic Calendar.

Term	Reference	Definition
Academic forgiveness	AC.3.1.1	Removal of the total institutional GPA from a student's previously-taken SAIT courses to give the student a fresh start in academic standing.
Academic freedom	AC.2.18	Academic freedom includes: a) The freedom to teach and, where feasible and applicable, to conduct scholarly activity and applied research as appropriate to one's discipline and to publish the results of this activity and research within the limits of SAIT's policies and procedures; b) The freedom to engage in discourse in the classroom and to discuss topics that are pertinent to the students' achievement of the learning outcomes of the course being taught as documented in the course outline, within the limits of acceptable classroom conduct; and c) The freedom to express ideas that challenge or question tradition, conventional thought and/or ideologies.
Academic misconduct	AC.3.4 AC.3.4.3	Any action or attempted action that may result in creating an unfair academic advantage for a SAIT student, as described in this procedure.
Academic Probation (AP)	AC.3.1.1	The status assigned to a student who did not meet the progression requirements for a program, or who was academically withdrawn from a program and who has now returned to that same program or to another program at SAIT.
Academic Quality Council (AQC)	AC.2.19.1	Specific to quality processes, AQC reviews the program action plans and creates recommendations to school leadership and the vice president, academic regarding program projects and improvements. Detailed information governing the council and its roles and responsibilities is found on SAITNow.
Academic units	ER.3.1.2	SAIT's programs, schools and departments.
Academic Withdrawal (AW)	AC.3.1.1	The status assigned to a student whose previous academic standing had been Academic Probation (AP) and who has failed to achieve both a Term GPA of 2.0 and a Total Institutional GPA of 2.0.

Term	Reference	Definition
Academic year	AC.2.1.1	July 1 through June 30.
Access	AD.3.3.1	The permission rights assigned to allow data consumers to view, copy, enter, download, update or query data.
Access instrument	AD.4.1.1	Any instrument used to gain access to a secured SAIT facility or room, such as an access card, S2 access card, I-disk, numeric, biometric and/or mobile device lock or key.
Accommodation	AC.3.16.1	The process of making alterations to the delivery of services, up to the point of undue hardship, so that those services are accessible to students with disabilities. Accommodations are intended to remove or reduce barriers for students with disabilities or functional limitations. Accommodation does not require SAIT to lower its academic standards, and a student with a disability has the responsibility to acquire and develop the essential skills and competencies expected of all students.
	AC.2.22.1	<p>In relation to students, this refers to the process of making alterations to the delivery of services up to the point of undue hardship, so that those services are accessible to students with disabilities, as reviewed and approved by the Accessibility Services unit, Student Services Department. See procedure AC.3.16.1 Accommodations for Students with Disabilities for more information.</p> <p>In relation to employees, this refers to alternative work arrangements due to health conditions or other personal reasons, as reviewed and approved by the Employee Services Department and/or SAIT Ability Management. See SAITNow or contact Employee Services for more information.</p>
Accommodation plan	AC.3.16.1	The documented plan between SAIT and the student that specifies the reasonable accommodations that SAIT will provide for the student.
Acrobatics	AD.4.5.1	Any action on a transportation device in which both blades, skates or wheels are off the ground simultaneously, or where the device is being used in a manner not consistent with normal transportation.
Action plan	AC.2.19.1	A document in which a program sets out its goals and plans to improve and/or grow.
Action Plan Progress Report	AC.2.19.1	An annual check-in report on a program after the program's action plan has been approved. It is completed during the

Term	Reference	Definition
		implementation and monitoring phase of the program quality assurance cycle.
Action planning	AC.2.19.1	A phase within the program quality assurance cycle that focuses on the actions that a program must take to improve and/or grow, based on recommendation.
Administrative units	ER.3.1.2	All non-academic units.
Advanced standing	AC.3.18.3	The status given to a student who commences a program with credit granted for certain components of the program in recognition of previously completed studies or prior learning. Please note that other institutions may use different definitions of advanced standing.
Aggregated data	AD.3.3.1 AD.3.3.2	Information that is collected and compiled into a summary format, typically for the purposes of reporting or statistical analysis.
Agreement or contract	AD.12.1 AD.12.1.1	Any written arrangement between the Board of Governors and another party with the intention of creating legally binding obligations(s) or commitment(s) for SAIT. Agreements include but are not limited to contracts, revenue or expenditure type documents, deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments of property, real or personal, immovable or moveable, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances and all paper writings of a legally binding nature.
Alberta Gaming and Liquor Commission (AGLC) Pro Serve Liquor Staff Training Program	AD.2.2.1	An online training program for people serving or selling alcoholic beverages.
Alumni	AD.2.15.2	Graduates of SAIT's credit programs, non-credit certificate programs and apprentice programs.
Amateur cultural event	HR.3.5.1	Activity involving the performing, visual, film or literary arts or activity associated with library development, cultural heritage, historical resources and national or international study programs such as those sponsored by UNESCO. One test that may be applied to determine if an event is of amateur status is the funding of the event.
Ancillary fees	FN.18.1.1	Fees that students may be charged that are not tuition. These include but are not limited to tuition deposit fees, technology fees, program fees, application fees, student

Term	Reference	Definition
		association fees, campus recreation fees, Universal Transit fees, etc.
Animal	AC.4.3.1	Any living non-human vertebrate (such as fish, amphibians, reptiles, birds and mammals) and any living invertebrate of the cephalopod class (such as octopi and squid), including free-living and reproducing larval forms.
	HS.1.5.1	Any bird, reptile, fish, amphibian, insect, arachnid or mammal, excluding wildlife. For the purposes of this procedure, this includes a pet.
Animal Care Committee	AC.4.3.1	The joint Olds College-SAIT Animal Care Committee, operating under Olds College's Certificate of Good Practice from the CCAC and in accordance with the terms, conditions, rules and procedures already established through Olds College governance practices.
Annual Quality Review (AQR)	AC.2.19.1	A yearly program report including a self-reflection designed for programs to review the quality of their program, with a focus on continuous improvement.
Apparently intoxicated	AD.2.2.1	A person who is, or who appears to be, intoxicated by drugs or alcohol.
Applicant	AC.3.15.1	A person who has applied for admission to a SAIT program.
Application period	AC.1.5.1	The time during which SAIT accepts applications for a specific intake. This period may differ from program to program.
Applied research agreements	AC.4.1.1 AC.4.1.2	Contracts made between SAIT and another party in support of applied research at SAIT, and may be the result of utilizing SAIT's facilities, funds or resources (excluding SAIT's library e-resources). These contracts include but are not limited to non-disclosure agreements, confidentiality agreements, revenue sharing agreements, technology disclosure agreements and applied research service agreements. Templates for these agreements can be found by contacting the Business Services Unit of the Corporate Development, Applied Research and Innovation (CDARI) division.
Applied research and development	AC.4.1 AC.4.1.1 AC.4.1.2 AC.4.1.3	Activities that move concepts from the theoretical, conceptual stage to the commercialization stage, usually by engaging in proof of concept, prototype development, testing and validation activities.
Applied research fund	AC.4.1.2 AC.4.1.3	The funds available at SAIT for investment in SAIT's applied research and innovation projects and initiatives.

Term	Reference	Definition
Apprenticeship	AC.3.1.2 AC.3.2.1	A post-secondary training program consisting of on-the-job training provided by an employer and technical training provided by an approved technical training provider. The student is usually referred to as an “apprentice”. For the purpose of this procedure, apprenticeship refers specifically to programs falling under the jurisdiction of Apprenticeship and Industry Training (“AIT”).
Apprenticeship and Industry Training (“AIT”)	AC.3.1.2	The branch of the Alberta government responsible for Alberta’s apprenticeship and industry training system.
Apprenticeship Liaison Officer	AC.3.8.2	An official with the Apprenticeship and Industry Training Division of the Government of Alberta (“AIT”).
Approver	FN.11.1.1 FN.11.1.3 HR.1.5.3	A member of the SAIT community who has the authority to approve a claimant’s eligible expenses.
Articulation	AC.3.18.3	The evaluative process which connects programs and credentials by determining the transferability of credit between two partnering post-secondary institutions. This process involves developing and implementing transfer agreements that facilitate the creation of student learning pathways and the movement of students between institutions. In most cases, one credential is used towards the completion of a more advanced credential either in order to satisfy admission requirements or to award advanced standing.
Asset retirement obligation	FN.14.1.1	A legal obligation associated with the retirement of a tangible capital asset such as asbestos removal, decommissioning of a site, etc.
Assign	AC.2.11	To transfer one or more rights or interests from one party to another in exchange for consideration.
Associate	HR.4.11 HR.4.11.1	An individual or organization with which a member of the SAIT community has a business or private relationship, such as: <ul style="list-style-type: none"> • A relative, as defined below • A corporation of which the member of the SAIT community is a director or senior officer • A private corporation that the member of the SAIT community either owns or is the beneficial owner of that corporation’s shares • A partnership in which the member of the SAIT community is a partner, or of which one of the partners

Term	Reference	Definition
		<p>is a corporation directly associated with the member as described above</p> <ul style="list-style-type: none"> An organization acting with the member of the SAIT community's express or implied consent
Associated document	AD.1.3.1	A document attached to a policy or procedure and that is referred to in the policy or procedure. It is posted on SAIT's policy webpage.
At arm's length	AC.4.2.2	Not on friendly or familiar terms.
Audio recording	AD.4.7.2	The capture of sound information onto a storage medium.
Authenticity	AD.3.2	The validity, relevancy and currency of the record.
Authorized adults	AD.1.12.1	Program staff, members of the Youth Initiative Office, the youth activities champion, the external organization sponsor, and supervising adults from an external organization.
Authorized approver	FN.7.1.4	The cardholder's manager or above who can approve the issuance of the credit card and any limit or restriction changes to an existing credit card, within their approval limits as per procedure FN.12.1.1 Signing Authority - Revenue Generating, Expenditure and Other Contracts/Agreements.
Authorized driver	FN.17.1.1	A SAIT employee, contractor, volunteer or student who meets and adheres to this procedure's requirements.

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Term	Reference	Definition
Balance of probabilities	AC.3.4 AC.3.4.3 AC.3.4.4	The standard of proof that is met when something is more likely to be true than not true.
Behaviour of concern	AC.3.4 AC.3.4.2	Words or actions which give rise to concerns of wellbeing.
Behavioural Intervention Team (BIT)	AC.3.4 AC.3.4.5 HS.1.2 HS.1.2.1	This cross-functional team guides and directs an institutional response to reports of student behaviours of concern and assesses whether a student's reported behaviour constitutes a risk or threat to the SAIT community or to the student. It consists of representatives from Safety and Community Services, Student Development and Counselling, the Lamb Learner Success Centre, Accessibility Services, Employee Services, the Academic Division (schools), the Office of the Registrar, and the Office of Community Conduct. It may include other members of the SAIT community as required.
Bequest	ER.3.1.1 ER.3.1.2	Where a donor provides directions in their will that leaves one or more assets to charity.
Betterment	FN.14.1.1	A cost incurred to enhance the service potential of a tangible capital asset or purchased intangible asset. In general, service potential may be enhanced when there is an increase in the previously assessed physical output or service capacity, associated operating costs are lowered, the useful life of the asset or purchased intangible asset is extended or the quality of the output is improved.
Bissett scholarship fund	FN.9.1.1	Funds donated for the purpose of the Bissett scholarship program.
Block transfer	Ac.3.18.1 AC.3.18.2 AC.3.18.3	Where a student who has successfully completed a credential or a group of courses at one post-secondary institution is awarded transfer credit for a group of courses that collectively satisfies part of the requirements for another credential. This group of courses must have an academic wholeness and integrity that can be related meaningfully to a program at another post-secondary institution. Based on overall equivalence to a defined set of course and/or program learning outcomes, block transfer enables transfer students to enter a program with advanced standing.

Term	Reference	Definition
Blood and body fluid exposure	HS.3.1.1	An incident in which blood or body fluid comes into contact with an individual's skin, mucous membrane or through percutaneous injury.
Blood borne pathogen	HS.3.1.1	Pathogenic microbial agents found in the blood and other body fluids such as semen and vaginal fluid and which may be transmitted from one individual to another through direct contact by these fluids.
Building captain	AD.4.3.1	An individual who SAIT has trained and designated to supervise an evacuation of a specific area or building.
Building component	FN.14.1.1	A significant portion of a renovation and/or new construction cost that can be measured and amortized separately.
Business days	AC.2.1.1	Monday through Friday, excluding statutory holidays and other days when SAIT may be closed.

C

Term	Reference	Definition
Campus perimeter	AD.2.11.1	SAIT's property line.
Canadian anti-spam legislation (CASL)	AD.2.12.1	Canadian anti-spam legislation.
Canadian Free Trade Agreement (CFTA)	FN.7.1.3	An intergovernmental trade agreement between the federal government and the provinces/territories to reduce and eliminate barriers to the free movement of people, goods, services and investments within Canada.
Canadian Aviation Regulations (CARs)	AD.4.6.1	Regulations under the <i>Aeronautics Act</i> governing aviation operations and safety in Canada.
Capability	AC.6.3.1	A set of defined behaviours that provides a structured guide enabling the validator to identify and evaluate the performance of these behaviours by students engaged in a co-curricular activity.
Capital asset and purchased intangible asset acquisition	FN.14.1.1	<p>An acquisition that meets all of the following requirements:</p> <ul style="list-style-type: none"> Has a cost equal or greater than \$5,000 at the time of purchase (including GST, net of rebate), individually or as a composite asset, with the following exception: <ul style="list-style-type: none"> Purchased intangibles: minimum \$50,000 Has a useful life that extends beyond one year. Is held for use in the provision of services on a continuing basis. Is not intended for sale in the regular course of business.
Capital asset categories	FN.14.1.1	<p>Capital assets are classified according to the following categories and average useful life periods:</p> <ul style="list-style-type: none"> Building components – Estimated useful life Buildings – 50 years Computer hardware and software – 3 years Furnishings and equipment – 10 years Leasehold Improvements – Length of lease (including expected renewals) Licenses and courses content – Lesser of expected useful life or the date on which the license expires. Renovations – 10 or 25 years

Term	Reference	Definition
		<ul style="list-style-type: none"> Vehicles – 5 years
Capital asset management	FN.14.1.2	Any event that affects the asset after it has been acquired and before it is disposed.
Capital costs	AD.1.9.1 AD.1.11.1	The cost of a capital asset that includes the purchase price (including GST, net of rebate), and all costs directly attributable to the acquisition, construction, development or betterment of the asset, including installing the asset at the location and bringing the asset to the condition necessary for its intended use.
	FN.14.1.1	The cost of a capital asset that includes the purchase price (including GST, net of rebate), and all costs directly attributable to the acquisition, construction, development or betterment of the asset, including installing the asset at the location and bringing the asset to the condition necessary for its intended use and any asset retirement obligations. The cost of a purchased intangible asset includes the purchase price (including the GST, net of rebate) and all external costs directly attributable to its acquisition.
Capital project	FM.1.2 FM.1.2.1	The project lifecycle for the acquisition, development or construction of new buildings and physical infrastructure to support institutional facilities and/or renovations, exclusive of maintenance.
Capitalized investment income	ER.3.4.1	Net investment income that has been added to the total endowment balance.
Cardholder	FN.7.1.4	Employee whose name appears on the credit card and who has been authorized to incur expenses or purchase goods and services for business purposes.
Case management	AC.3.4 AC.3.4.2	A collaborative, team-based approach of assessing and addressing a student's behaviours of concern.
Cash	ER.3.1.1 ER.3.1.2	A gift of money by way of cash, cheque, money order, wire transfer, electronic transfer or credit card.
Casual illness	HR.1.5.2	An illness or injury that causes an employee to be absent from work for a period of less than four consecutive workdays.
CCTV surveillance	AD.4.4.1	A television system in which signals are not publicly distributed but are monitored and recorded, primarily for surveillance and security purposes. The signals are transmitted from a television camera to receivers by cables or telephone links forming a closed circuit. References

Term	Reference	Definition
		throughout this procedure to CCTV surveillance also includes reference to “other video surveillance”.
Chair	AC.4.4.1	For the purposes of this procedure, a reference to the Chair of the Research Ethics Board includes a reference to the Co-Chairs of the Research Ethics Board (REB).
Challenge examination	AC.3.18.1 AC.3.18.2	A comprehensive examination that encompasses the major components or learning outcomes of a course
Charitable purpose trust	ER.3.4.1	A trust established for a specific charitable purpose. Three parties must be clearly defined in this agreement: the donor, the trustee (SAIT) and the beneficiary or object of the endowment (the specified charitable purpose).
Cheating	AC.3.4 AC.3.4.3	Academic misconduct that usually arises during the course of assignments, quizzes, examinations or other evaluations and assessments.
Chief Officer	HR.4.12 HR.4.12.1	For the purpose of this procedure, SAIT’s president and CEO.
Civil servants	ER.1.1.3	Directors, managers, policy analysts and trade officers.
Claimant	FN.11.1.1 FN.11.1.3	A member of the SAIT community who incurs expenses and who seeks to be reimbursed for those expenses.
	HR.1.5.3	A member of the SAIT community who incurs the expense.
Class C license	AD.2.2.1	A class of license for the sale and consumption of alcoholic beverages on premises that are not open to the public and that are restricted to members or other defined individuals. SAIT’s liquor license is a Class C license.
Classification scheme	AD.3.2.1 AD.3.2.3	A system of organizing records based on function and subject. Designed to support ease of retrieval, storage, access and disposition through consistency in description and control. Classification and retention work together to provide a complete summary of the records, what they are, where they are being held and how long to be retained.
Client	HR.4.11.1	Any body (including corporate, government, association or volunteer organization) to which SAIT has offered or is prepared to offer or reasonably may offer a product or service.
Co-curricular activity (CCA)	AC.2.20.1 AC.6.3.1	An activity that is not part of a student’s academic requirements or activities but that supports student engagement and contributes to campus life. Examples include but are not limited to participation in athletics, student clubs, peer mentoring, peer tutoring, study abroad,

Term	Reference	Definition
		competitions, and professional associations and organizations.
Co-curricular recognition (CCR)	AC.6.3.1	An official SAIT process validating student achievement and involvement in approved co-curricular activities through an experiential record. It is separate from the student's transcript and academic record.
Co-investigator	AC.4.2.2	An investigator working in conjunction with the principal investigator on research.
Code	AC.3.4 AC.3.4.2	The student code of conduct set out in policy AC.3.4 Student Code of Conduct and its accompanying procedures.
Collude	AC.3.4.3	When two or more people act together to engage in academic misconduct or to encourage others to engage in academic misconduct.
	AC.3.4.4	When two or more people act together to engage in non-academic misconduct or to encourage others to engage in non-academic misconduct.
Commercial activity	AD.2.12.1	A transaction, act or conduct that is of a commercial character, and the primary purpose of which is profit.
Commercial electronic message	AD.2.12.1	An electronic message sent with the intent of encouraging participation in a SAIT commercial activity.
Commercialization	AC.2.11	A technology transfer resulting in economic rights.
Commercial use	AC.2.12.1 AC.2.21.1	Materials that will be offered for sale or licence and that are intended to generate sales revenues or royalties.
Committee members	AC.2.4.1	Individuals from business and industry who are invited to serve on a Program Advisory Committee.
	AC.2.4.2	Individuals from business and industry who are invited to serve on an Industry Sector Advisory Committee
Common area	AD.4.1.1	An open study area, hall or lounge. It does not include instructional space or administrative space.
Communicable disease	HS.3.2.1	A disease that may be transmitted directly or indirectly from one individual to another.
Competitive bid	FN.7.1.3	A method of procurement by which two or more parties are given the opportunity to submit separate bids to the client in connection with the supply of goods and services. A competitive bid process may take place through an open and transparent process (advertised or posted for all vendors to access) or through invitation only.

Term	Reference	Definition
Complainant	AC.3.4.4	A person who alleges that a student committed an act of non-academic misconduct.
	AC.4.2.2	An individual who believes that misconduct in research and scholarship has occurred at SAIT.
	HR.4.10 HR.4.10.1	A person who initiates a complaint under this policy and procedure.
	HR.4.12 HR.4.12.1	An individual who makes a disclosure of wrongdoing under this procedure.
	HS.1.2 HS.1.2.1	A person who initiates a complaint believing that a member of the SAIT community, whether that same person or another individual, has been the subject of an act of violence or a threat of violence.
	HS.1.6 HS.1.6.1 HS.1.6.3	A member of the SAIT community or a visitor to SAIT who reports having been subjected to an act of sexual assault, sexual violence, or gender-based violence by a member of the SAIT community.
Compliance coordinator	AD.1.7.1	The employee responsible for coordinating the legislative compliance functions on SAIT's behalf.
Component grade	AC.3.1.1 AC.3.1.2 AC.3.1.3	A grade given for an individual assessment within a course.
Composite asset	AC.14.1.1	Several pieces which work together in their service or function and collectively are valued at \$5,000 or greater.
Comprehensive self-study	AC.2.19.1	A report outlining further recommendations from the external review panel after the external review has taken place.
Computer, information and technology resources	AD.2.15.1	All hardware, software, data, network access and computing services provided and managed by SAIT. This includes but is not limited to computer systems, mobile device, network devices, peripherals/printers, software applications, databases, and electronic information that are owned, managed and/or operated by SAIT, as well as the use of external services such as cloud computing and storage services.
Confidentiality	AC.4.4.3	The obligation of an individual or organization to safeguard entrusted information.
Conflict of interest	AC.2.4.1	A situation where a full committee member has a private or personal interest sufficient to appear to influence the objective exercise of that member's responsibilities as a committee member, or a situation in which a full committee member, directly or indirectly, competes with or aids

Term	Reference	Definition
		another to compete with SAIT, or engages in a business or practice contrary to SAIT's interests, goals, objectives or business.
	AC.2.11	A situation in which an employee has a private or personal interest sufficient to appear to influence the objective exercise of the employee's responsibilities, or a situation in which an employee, directly or indirectly, competes with or aids another to compete with SAIT, or engages in a business or practice contrary to SAIT's interests, goals, objectives or business.
	AD.4.6.1 HR.4.10 HR.4.11.1	A situation in which a member of the SAIT community has a private interest sufficient to influence, to appear to influence, or to potentially influence the objective exercise of that individual's duties in SAIT's best interests, or a situation in which that individual directly or indirectly competes with or aids another to compete with SAIT or to engage in a business or practice contrary to SAIT's interests, goals, objectives or business.
Conflict of Interest Review Committee	HR.4.11 HR.4.11.1	The SAIT committee that reviews and acts upon disclosures and allegations of conflicts of interest.
Consent	HS.1.6 HS.1.6.1 HS.1.6.2 HS.1.6.3	The voluntary and explicit agreement to engage in the sexual activity in question. Consent is freely given, without coercion, and can be revoked at any time. For further information on consent, see the Sexual and Gender-Based Violence webpage on sait.ca .
	AC.4.4.2	Free, informed and ongoing consent, and for the purposes of this procedure, "free" and "voluntary" are used interchangeably.
Constraint	AC.2.22 AC.2.22.1	A restriction or limitation on the schedule due to student, room or instructor requirements.
Continuous improvement	AC.2.19.1	An evidence-based process used to ensure programs are working towards their goals in alignment with SAIT's strategic plans and that focuses on assessing and improving the merit or the worth of an enhancement or its compliance with given standards.
Contract value	FN.12.1.1	The total value of the contract over the term, including all taxes, service charges and other associated fees, but excluding the potential value of extensions to the contract.
Contracted supplier	FN.7.1.3	A supplier that has an established contract with SAIT and from which SAIT has committed to make purchases.

Term	Reference	Definition
Contractor	AD.1.1.2 AD.4.1.1 AD.4.2.1 HR.5.1.5	<p>An individual or company contracted by SAIT to perform services or work for SAIT.</p> <p>For the purposes of this procedure, there are two types of contractors:</p> <p>Independent Contractor: An individual contracted by SAIT under the individual's own company name and paid through Finance.</p> <p>Service Contractor: A member of a company that SAIT has contracted, and who is generally paid by that company.</p>
Copyright	AC.2.11	<p>The form in which literary, artistic, musical and dramatic works may be protected. It arises by statute in Canada under the <i>Copyright Act</i> and protects original expression only (for example, not ideas). It prevents reproduction only. In most cases, copyright subsists for the life of the creator plus 50 years. The <i>Copyright Act</i> also protects the "moral rights" of the creator. These moral rights allow the creator to:</p> <ol style="list-style-type: none"> 1. Assert paternity in the work or require the creator's name to be associated with the work. 2. Object to or restrain certain uses of or associations with the work. 3. Object to or restrain any distortion, mutilation or modification of the work which may prejudice the creator's honour or reputation. <p>The creator can waive in writing the creator's moral rights. However, moral rights cannot be assigned. Moral rights subsist for the life of the creator plus 50 years.</p>
	AC.2.12.1 AC.2.21.1	<p>The exclusive right of the copyright owner to reproduce, scan, distribute, perform, publish, adapt, translate and otherwise control the copyright-protected work. Copyright is recognized internationally, but different countries protect it to different levels.</p>
Copyrighted works	AC.2.12.1	<p>Original literary, dramatic, scientific, musical or artistic works, or sound recordings. These include, without limitation, published and unpublished works, including books, textbooks, articles, software content and computer</p>

Term	Reference	Definition
		<p>programs, CDs, DVDs, source codes, data, forms, compilations, pamphlets, lectures, brochures, advertising, manuals, charts, maps, circuit boards, feature films, documentaries, video clips, film trailers, sound recordings, drawings, cartoons, manuscripts, blueprints, architectural plans, photographs, music, and art works. These can be either SAIT-created or externally-created.</p> <p>Copyright does not exist in ideas, fonts, mathematical equations or factual information, but does exist in the original expression of an idea. For copyright to arise, the work must be original (independently created and not copied from another work), creative and fixed in some fashion and medium for more than a transitory period.</p>
	AC.2.21.1	Original literary, dramatic, scientific, musical or artistic works, or sound recordings. These include, without limitation, published and unpublished works, including books, textbooks, articles, software content and computer programs, CDs, DVDs, source codes, data, forms, compilations, pamphlets, lectures, brochures, advertising, manuals, charts, maps, circuit boards, feature films, documentaries, video clips, film trailers, sound recordings, drawings, cartoons, manuscripts, blueprints, architectural plans, photographs, music, and art works. These can be either SAIT-created or externally-created.
Core activity	AD.2.12.1	SAIT's provision of education to its students.
Corporate logo	AC.2.17.1	A graphic symbol or representation that identifies a particular corporation or organization.
Cost recovery	AD.1.9.1	Total revenue equals total direct operating costs, direct development costs, withholding taxes and incremental overhead costs.
Course	AC.2.17.1 AC.2.24.1 AD.1.9.1	Organized subject matter in which instruction is offered with specific learning outcomes within a given period of time.
Course collection	AC.2.12.1	Bound or otherwise packaged or assembled copies of published works from more than one publication.
Course improvement log	AC.2.24.1 AC.2.24.2	A shared program document used by all instructors teaching a particular course to record changes and improvements that they have identified while teaching the course. The information recorded in the log includes a

Term	Reference	Definition
		description of the change, evidence that supports the change, the rationale for the change, and the type of curriculum change required.
Course deficiency	AC.3.2.1	F or NP grade or less than a 50% grade.
Course deficiency remedy	AC.3.2.1	Completion of a supplemental assignment or a supplemental examination.
Course equivalency	AC.3.18.1 AC.3.18.2 AC.3.18.3	A SAIT course that is determined to be at least 80% equivalent to another SAIT course.
Course map	AC.2.24.2	A document provided to students by instructors that defines the course structure and key components.
Course outline	AC.2.24.2	The official document that sets out the course description, course's learning outcomes, delivery and evaluation components.
	AC.3.1.1 AC.3.1.2 AC.3.1.3	The official document that identifies a course's learning outcomes and how students will be assessed in that course.
Course section	AC.2.22.1	A unique offering of a course.
Course start	AD.2.15.2	The first day of the course as set out in SAIT's official student database course registration information.
Course time	AC.2.10.1	The time as set out in SAIT's official student database course registration information between and including the course's start and end dates.
Course-to-course transfer	AC.3.18.1 AC.3.18.2 AC.3.18.3	Evaluation of an individual course or courses taken at one post-secondary institution and used towards a program at another post-secondary institution.
Courseware	AC.2.12.1	External computer software containing text and multimedia which is published as an independent product or as an accompanying resource for a textbook and which serves as an educational product intended for instructors, trainers or students. Publishers often use the term "e-package" to refer to courseware that accompanies a textbook.
Creator	AC.2.11	An individual who has made a substantial intellectual or other contribution to the development of a work or invention. 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

Term	Reference	Definition
		of the final work or invention. Creators include but are not limited to SAIT's students, employees and independent contractors.
Creative Commons (CC)	AC.2.21.1	An organization that provides a system of free copyright licences, as a standardized way to allow copyright owners to give the public permission to share and use copyrighted works on conditions chosen by the owners.
Creative Commons Licences	AC.2.11.1	A suite of free, open copyright licences that Creative Commons provides and that enable copyright owners to choose the conditions by which their creations may be shared and used by the public. There are various types of CC licences and their terms of use are governed by the type of licence issued to the user.
Credit	AC.2.17.1 AD.1.9.1	A measure of the total amount of learning effort in a course, including both the scheduled and unscheduled class/online/tutorial/laboratory/workshop/work-integrated learning time and the amount of independent learning that a student must do to succeed in that course.
Credit "CR"	AC.3.18.1 AC.3.18.2	A credit, or "CR" grade, is a grade assigned to a student who has received recognition of their prior learning.
Credit bank	AC.3.18.1	A form of prior learning assessment and recognition (PLAR) where pre-assessed training (non-formal) is eligible for PLAR credit to a specific program.
Credit card	FN.7.1.4	A SAIT credit card used for approved, eligible purchases of goods and services obtained directly from suppliers and for authorized business expenses.
Credit Card Operating Manual	FN.7.1.4	Details all credit card processes and controls.
Credit Card Program Administrator (CPPA)	FN.7.1.4	Employee who is registered with the credit card issuing-agency to administer the credit card program and who centrally monitors credit card activity.
Credit course	AC.2.17.1 AC.2.22 AC.2.22.1 AC.2.24.1 AC.2.24.2 AC.3.1.1 AC.3.1.3 AC.3.18.1 AC.3.18.2 AD.1.9.1	A course that is part of a program approved by the Alberta government, and that has a credit value associated with it. It is included in the calculation of a student's grade point average.

Term	Reference	Definition
Credit program	AC.2.17.1 AC.2.24.1 AC.2.24.2 AC.3.1.1 AC.3.1.3 AD.1.9.1	A program that is approved by the Alberta government.
Critical incident	ER.1.1.5	An event, usually but not always sudden or unexpected, that involves a real or perceived threat to personal safety or loss of/damage to SAIT facilities, causing a material disruption to normal operations. This includes but is not limited to fires, bomb threats, chemical spills, natural gas/ammonia leaks, weapon-related incidents, extreme weather, data breaches and medical emergencies.
Critical review	AC.4.5.1	The evaluation of scholarly activity outputs.
Current student	AD.1.6.1	A student who is attending SAIT within the current academic year.
Curriculum	AC.2.11	The assessments, materials, laboratory and other learning activities that facilitate learning. It includes the purposeful and proactive organization and management of the dynamic interactions between instructors, learners and knowledge.
	AC.2.24.1 AD.1.9.1	The assessments, materials, laboratory and other learning activities that facilitate learning.
Curriculum management system (CMS)	AC.2.24.1 AC.2.24.2	The automated computer system that supports the curriculum process from planning and approvals to implementation of changes. It acts as the system of record for all curriculum decisions, which includes the storage of all supporting curriculum documentation.
Curriculum review	AC.2.24.1	An evidence-based analysis that applies reflection for action and continuous improvement principles and may result in revision of course curriculum and instruction.
Custody	FN.17.1.1	The time from when the authorized driver accepts the vehicle's keys until the vehicle and keys are returned to the vehicle's regular custodian.
Customer	FN.16.1.1	A student or client of SAIT.
Cycle	AD.4.5.1	Any cycle propelled by human muscular power on which a person may ride, regardless of the number of wheels that the cycle may have. For the purpose of this procedure, it includes a powered bicycle. (Schedule A)

D

Term	Reference	Definition
Dangerous item	AD.2.9.1	Any item, substance or material that is illegal, controlled under law or is otherwise capable of posing an unreasonable risk to health, safety and/or property.
Data	AD.3.3.1	Facts, numbers, letters and symbols collected by various means, including structured data and unstructured data, and processed to produce information.
Data catalog	AD.3.3.1	An inventory of SAIT's data assets.
Data consumer	AD.3.3.1	Uses data for a specific purpose collected in any data repository and can be affected by its quality. Provides feedback, requirements and issues.
Data custodian	AD.3.3.1 AD.3.3.2	The 'system owner' who manages the storage, access, transport, and safety of the actual data. They support data stewards in implementing changes to technology and grant access. They maintain the technical infrastructure of SAIT systems, implementing access rights and controls to ensure the accuracy, integrity, security and privacy of institutional data. A data custodian works with data stewards to ensure data-related issues are escalated to the appropriate governing body in a timely manner.
Data integrity	AD.3.3.1	The accuracy and consistency of data over its entire lifecycle.
Data linkage	AC.4.4.3	The merging or analysis of two or more separate data sets (for example, health information and education information about the same individuals) for research purposes.
Data management plan	AD.3.3.2	A document "...typically associated with an individual research project or program that consists of the practices, processes and strategies that pertain to a set of specified topics related to data management and curation. DMPs should be modified throughout the course of a research project to reflect changes in project design, methods, or other considerations. DMPs guide researchers in articulating their plans for managing data; they do not necessarily compel researchers to manage data differently" (Tri-Agency Research Data Management Policy, Frequently Asked Questions, Government of Canada 2021).
Data quality	AD.3.3.1	The validity, relevancy and currency of the data.

Term	Reference	Definition
Data security	AD.3.3.1	The data consumer's access to data and the amount of access each data custodian is allowed.
Data source	AD.3.3.1	The primary location from where data comes. It can be a database, a dataset, a spreadsheet or hard-coded data.
Data steward	AD.3.3.1 AD.3.3.2	A person within the school/department responsible for all queries and/or issues related to data. A data steward is a business user with expert knowledge of business processes and how data is used within those processes. They are responsible for all aspects of the data including security, quality and completeness. They monitor data quality, distribution and use, and work with data trustees and subject matter experts to resolve data issues.
Data trustee	AD.3.3.1 AD.3.3.2	Accountable for the security, privacy, data definitions, data quality and compliance with data management policies and standards for a specific school/department. Each trustee is responsible for that trustee's assigned data, and for approving requests for access to that trustee's assigned data. While data will be transported, matched and eventually stored electronically, this procedure covers the use of shared data at all stages, including but not limited to data used in reports and documents, whether electronic or in print. A data trustee may be a member of the Data Governance Council and has data stewards working for them.
Delegated review	AC.4.4.1	A review by one or more members of the REB in place of the full REB, or by an instructor who has requested and been given permission from the REB to carry out the review in the REB's place in a situation where he/she has a student performing research that is part of the coursework and that poses no more than minimal risk to human participants.
Designated groups	HR.5.1.8	Includes the following groups as defined in the Government of Canada's <i>Employment Equity Act</i> : a) Gender identity - the personal expression of one's own gender(s). b) Indigenous peoples c) Persons with a disability(s) - someone who has a physical, intellectual or learning disability, a sensory impairment, and/or mental/emotional health issue, which in interaction with various barriers may hinder

Term	Reference	Definition
		<p>their full and effective participating in society on an equal basis with others.</p> <p>d) Racialized person - someone (other than an Indigenous Person) who self-identifies as non-White in colour or non-White in racial origin, regardless of birthplace or citizenship.</p> <p>e) Sexual orientation - refers to an individual's identity in relations to the gender(s) to which they are attracted.</p>
Designated officer	HR.4.12 HR.4.12.1	For the purpose of this procedure, SAIT's associate vice president, employee services.
Digital, electronic	AC.2.12.1	For the purpose of this procedure, these two terms have the same meaning.
Digital records	AD.3.2.1	Records created, communicated and maintained by means of computer technology. Records may be "born digital" (created using computer technology) or they may have been converted into digital format from their original format (for example, scans of paper documents).
Digital rights management	AC.2.12.1	<p>Technologies that a copyright owner uses to protect digital works from unauthorized access and use, and that are often known as "digital locks". These technologies may include:</p> <ul style="list-style-type: none"> • Devices or components that restrict unauthorized access to or use of a work; • Encryption to control access and reproduction of online works; and/or • Information attached to or embedded in a digital work that is used to identify the work, its author or maker and/or any conditions of use of that work.
Digital signature	AD.2.16.1	For the purpose of this procedure, digital and electronic have the same meaning
Direct development costs	AD.1.9.1	All expenses and capital costs directly attributable to creating or modifying a product.
Direct operating costs	AD.1.9.1	All expenses directly attributable to delivering a product.
Disability documentation	AC.3.16.1	Documentation establishing that a student has a disability.
Disabilities	AC.3.16.1	Physical or mental conditions including, but not limited to, hearing loss, vision loss, mobility disabilities, psychological/psychiatric disabilities, learning disabilities, acute mental distress, neurological disorders, health

Term	Reference	Definition
		problems and illnesses. Disabilities may be temporary or permanent.
Disaggregated data	AD.3.3.2	Information that is broken down into detailed sub-categories for the purposes of understanding gaps, underlying trends, patterns or insights not observable in aggregated data sets.
Disclosure	AC.2.11	To advise or notify.
	HR.4.12 HR.4.12.1	A disclosure of wrongdoing made in good faith to SAIT or to the public interest commissioner in accordance with the PID Act or this procedure.
	HS.1.6 HS.1.6.1 HS.1.6.2	The act of informing a member of the SAIT community about an incident of sexual assault, sexual violence, or gender-based violence for the purpose of seeking support. A disclosure does not initiate an investigation unless the survivor makes a report to the appropriate office at SAIT or SAIT is required to launch an investigation.
Discrimination	HR.4.10 HR.4.10.1	Any act or omission that results in unjust or prejudicial treatment on a prohibited ground. Prohibited grounds of discrimination include race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation, and any other ground covered in Alberta's human rights legislation.
Disposal	AD.2.9.1	A range of unclaimed property disposal methods including but not limited to discarding, destroying and donating.
Disposition	AD.3.2 AD.3.2.1 AD.3.2.2 AD.3.2.3	The final administrative action taken with regards to a record including its destruction, transfer to another entity, or permanent preservation.
Distance education course	AC.2.10.1	A course delivered off-campus and managed either by the Distance Education unit of the Learner and Academic Services department or by individual school/department distance education units.
Diversity	AC.2.4.1	The unique experiences, perspectives and identities—both visible and invisible—that we all bring to campus as human beings.
Domestic client	AD.1.9.1	A corporation or government agency whose legal base of operations is within Canadian national boundaries or

Term	Reference	Definition
		jurisdiction and who does not meet the definition of an "international client".
Domestic travel	HR.1.4.1	Travel to any destination, by any mode, within Canada.
Domestic violence	HS.1.2 HS.1.2.1	A single act of violence, or a number of acts forming a pattern of behavior in a personal relationship, that is used to gain or maintain power and control over another.
Dual credit program	AC.1.5.1 AC.3.1.1	A SAIT program authorized by the Government of Alberta that allows secondary school students to simultaneously earn both SAIT and secondary school credits that count towards a SAIT course or program.

E

Term	Reference	Definition
Economic Rights	AC.2.11	The rights to receive monetary or other benefits arising from commercialization. Economic rights may be assigned, transferred, shared or waived.
Education/research animal	AC.4.3.1	An animal that SAIT uses for research, testing or teaching.
	HS.1.5.1	An animal that SAIT uses for research, testing, or teaching, as per procedure AC..4.3.1 Treatment of Animals.
Electronic message	AD.2.12.1	A message sent by any means of telecommunication, including a text, sound, voice or image message. This includes e-mails, text messages, electronic bulletins, advertisements, instant messages and messages using social media websites.
Electronic or communication devices	AC.3.3.1	Include but are not limited to computers, tablets, laptops, cellphones, electronic calculators, etc.
Electronic record	AD.3.2.1	Records entered, created, manipulated and/or stored on electronic media that show evidence of actions and decisions made in the normal course of business. Examples include but are not limited to electronic mail (email), electronic document exchange (fax), word processing, spreadsheets, database files, web pages, voice mail, text messages and audio and video files.
Electronic signature	AD.2.16.1	A mark indicating the electronic expression of a person's agreement to the terms of a particular document. This includes the scan of a real hand-written signature or any kind of electronic and authenticity stamp that identifies or can be used to identify the signatory.
Electronic smoking device	HS.1.1.4	An electronic device that can be used to deliver a vapour, emission or aerosol to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe.
Eligible course	AC.3.2.1	A course for which a course deficiency remedy is available, as determined by the school/department delivering that course.
Eligible credit card expense	FN.7.1.4	An item that has a clear SAIT business purpose and not a personal purpose, and that meets the requirements of all other applicable procedures.
Eligible student	AC.3.2.1	A student who has received an F or NP or less than 50% in a course and where the final mark for that course is 45% to 49% and is not due to the student's academic misconduct.

Term	Reference	Definition
Emergency evacuation	AD.4.3.1	The immediate and rapid coordinated movement of people away from a threat of or actual occurrence of a hazard.
Emergency evacuation warden	AD.4.3.1	An individual who SAIT has trained and designated to help coordinate an evacuation of building occupants in a specific area.
Emergency Management Response Team (EMRT)	HS.1.2 HS.1.2.1	Assesses any emergency on the SAIT campus or in relation to any SAIT business initiatives and determines the best course of action, implementing tactics and deploying resources as necessary.
Emergency responder	AD.4.3.1	A member of a police department, fire department or other public safety organization charged with providing or coordinating emergency services.
Emotional support animal	HS.1.5.1	A companion animal that provides a therapeutic benefit to its owner through companionship. In particular, it provides emotional support and comfort to individuals with emotional disabilities. The animal is not specifically trained to perform tasks for a person who has emotional disabilities. For the purpose of this procedure, emotional support animals are limited to dogs.
Employee	AC.3.4 AC.3.4.2 AD.1.1.3 AD.2.10.2 AD.4.6.1 ER.1.2.1 FM.1.2	A person employed on SAIT's payroll, whether paid by annual salary or hourly wage, and contractors.
	AD.1.2	Any SAIT employee, permanent or temporary, full-time or part-time, salaried or hourly-rated.
	FN.16.1.1	All persons employed on SAIT's payroll, whether paid by annual salary or hourly wage or from staffing agencies.
	HR.1.4.1	Any SAIT employee, full-time or part-time, salaried or contract (excluding independent contractors).
	AC.4.2.2 AD.2.16.1 FN.7.1.4 FN.11.1.1 FN.11.1.3 FN.17.1.2 HR.5.1.3 HR.5.1.8 HR.4.10	A person employed on SAIT's payroll, whether paid by annual salary or hourly wage.

Term	Reference	Definition
	HR.4.10.1 HR.1.2.5 HR.5.1.5 HS.1.2 HS.1.2.1 HS.1.6.1 HS.1.6.2 HS.1.6.3 HS.3.1.1	
	HR.4.11 HR.4.11.1	A person employed on SAIT's payroll, whether paid by annual salary or hourly wage. This includes SAIT's President and CEO.
	HR.4.12 HR.4.12.1	A person employed on SAIT's payroll, whether paid by annual salary or hourly wage, including contractors, consultants and volunteers. For the purpose of this procedure, it also includes an individual who had been employed on SAIT's payroll but who has suffered a reprisal and is no longer employed by SAIT.
	AD.1.12.1 AD.4.7.2	Any person employed on SAIT's payroll, whether paid by annual salary or hourly wage, contractors and volunteers.
Employee contest	HR.5.1.3	A contest in which only employees of SAIT are eligible to enter.
Employment equity	HR.5.1.8	The establishment of working conditions that are free of barriers, correct the conditions of disadvantage in employment and promote the principle that employment equity requires special measures and the accommodation of differences for designated groups.
End of course	AC.2.10.1 AC.3.1.1 AC.3.1.2 AC.3.1.3 AC.3.2.1 AC.3.3.3 AC.3.10.1 AC.3.17.1 AD.2.15.2	The last day of the course as set out in SAIT's official student database course registration information.
Endowments	ER.3.1.1	A donation that SAIT holds as trustee, in a charitable purpose trust. Spending allocations are generated by the property, for SAIT to use in support of the endowment's purpose or object.

Term	Reference	Definition
	FN.9.1.1	Externally restricted donations and internal allocations by the Board of Governors, the principal of which is required to be maintained intact in perpetuity.
Endowment principal	ER.3.4.1	Original amount(s) of donation or resources transferred, excluding accumulated capitalized investment income.
Energy commodities	FN.15.1 FN.15.1.1	Electricity and natural gas that SAIT consumes, excluding non-fixed charges such as power transmission and distribution wires, and natural gas pipeline transportation and fuel costs.
Enrolment budget	AC.1.5.1	Planned enrolment in an academic program based on prevailing economic and operating conditions.
Enrolment forecast	AC.1.5.1	SAIT's estimated enrolment based on capacity and historical data.
Enterprise Risk Management (ERM) Working Group	AD.1.11.1	Members include those in a leadership role who have been assigned to this group by the Vice President of their respective areas.
Entity	ER.3.1.2	An organization, corporation or foundation.
Equal opportunity barrier	AC.3.16.1	A structure, design and/or practice that prevents or impedes a student from having equal opportunity with other students to access SAIT services or facilities.
Equipment	AD.2.14.1 M.1.1.1 FM.1.1.2	Capital equipment and accountable supplies, including machinery, data processing equipment, audiovisual equipment, office equipment, furniture and SAIT vehicles.
Equity	AC.2.4.1	Ensuring everyone has a fair chance to access, participate and succeed in all that SAIT has to offer.
E-scooter	AD.4.5.1	A shared electric power scooter permitted and authorized by the City of Calgary.
Ethics hotline	HR.4.12 HR.4.12.1	The external service provider established for receiving complaints under this procedure.
Evacuation buddy	AD.4.3.1	An individual allocated the responsibility of assisting a person to evacuate who cannot leave independently.
Examination	AC.3.3.1 AC.3.3.2 AC.3.3.3 AC.3.10.1	A comprehensive form of testing for the purpose of assessing student learning, which may include admission tests, selection tests, unit tests, midterm examinations and final examinations.
Examination guidelines	AC.3.3.1 AC.3.3.2	Methods that are consistently applied across SAIT programs as well as those that are specific to particular programs.
Excused absence	AC.3.8.2	A student's absence that the instructor or academic chair has determined to have been for a valid reason such as, for

Term	Reference	Definition
		instance, illness, a court appearance, bereavement or significant extenuating circumstances.
Executive	HR.1.2.5	SAIT's president and CEO and SAIT's vice presidents.
Executive Management Council	HR.4.11 HR.4.11.1	SAIT's senior leadership team.
Exempt position	HR.1.2.5	An employee not covered by a collective agreement. This includes management and individual contributors.
Expendable gift	ER.3.1.1	A donation that SAIT holds as trustee, in a charitable purpose trust. Spending allocations are generated by the property, for SAIT to use in support of the endowment's purpose or object.
Expenditure agreement	AD.12.1.1	An agreement that may result in a formal commitment to purchase goods or services with a vendor. It includes but is not limited to purchase orders, blanket orders, increases to purchase orders, goods and service purchase agreements, construction agreements, consulting agreements, independent contractor agreements, requests for quotations, proposals, tenders and expression of interest, letters of intent, vendor exclusivity agreements, lease or rental agreements, licensing agreements and financing agreements.
External hosting event	AD.11.1.3	An event where an employee incurs hosting expenses and where its primary purpose is to influence external stakeholders.
External materials	AC.2.12.1	Print or digital works owned by an individual or entity other than SAIT.
External organization sponsor	AD.1.12.1	A person from an external organization (for example, a school or community organization) who has decision-making authority, is responsible for ensuring the supervision of participants in some types of youth activities, and is that organization's key point of contact with the Youth Initiatives Office.
External public	ER.1.1.1	Off-campus constituencies such as advisory committee members, alumni, retirees, volunteers, the business and financial community, donors, employers of SAIT graduates, junior and senior high school counsellors, government agencies, community leaders, other post-secondary organizations, relevant industry, trade and business associations, the media, potential students and families of students and potential students.

Term	Reference	Definition
External review	AC.2.19.1	As part of the program quality assurance cycle, it is a program review conducted by at least two reviewers who are external to the program's school/department and/or SAIT. Detailed information governing the selection of the reviewers and their roles and responsibilities is set out in the Program Quality Assurance Manual.
Externally restricted endowment	ER.3.4.1	An endowment subject to externally-imposed stipulations specifying that the donation be maintained permanently. It is considered a charitable purpose trust.

F

Term	Reference	Definition
Facility	AC.3.4 ER.3.1.2 AD.4.7.2	Any building, ground, digital/virtual classrooms, social media channels, websites, meeting space, or area that SAIT owns, uses or occupies and that is under the jurisdiction of SAIT's Board of Governors
Facilities	AD.2.14.1 AD.2.14.3 AD.2.8.1 AD.4.1.1 AD.4.7.1 HS.1.4.1 HS.3.1.1	Any building, ground or area that SAIT owns, uses or occupies and that is under the jurisdiction of SAIT's Board of Governors.
Fabrication	AC.4.2.2	Inventing or forging of research data or citations.
Fair dealing	AC.2.12.1	A user's right in copyright law that permits the use of, or "dealing" with, a copyright-protected work without permission or payment of copyright royalties for the specified purposes of research, private study, criticism, review, news reporting, education, satire or parody, provided that the use is "fair". Fair dealing is discussed later in this procedure and in Schedule A, an Associated Document to this procedure.
Falsification	AC.4.2.2	Alteration, selective omission or misrepresentation of research data or citations
Family medical leave	AC.3.19.1	A leave required for the student to address or treat a family member's physical illness or injury (either chronic or temporary), mental health illness or conditions, or hospitalization.
Family member	AC.3.19.1	A person usually related by blood, marriage or adoption, or living in the same household, or a legal or de facto guardian.
Favoritism	HR.4.11 HR.4.11.1	The more favourable treatment of one individual at the expense or to the detriment of another for reasons other than those based on work-related skills or other objective and relevant qualifications.
Federal Contractors Program (FCP)	HR.5.1.8	Applies to non-federally regulated contractors that have a combined workforce in Canada of 100 or more permanent full-time and permanent part-time employees, and that have received an initial federal government goods and services contract, a standing offer, or a supply arrangement

Term	Reference	Definition
		as defined within the FCP. It ensures that contractors who do business with the Government of Canada seek to achieve and maintain a workforce that is representative of the Canadian workforce and that includes members of designated groups.
Field school	AC.2.12.2 AC.2.13.3	A program where participants travel to a particular destination to learn about a topic or a range of topics.
Field trip	AC.2.13.1	<p>A SAIT-approved learning activity for an individual or group that occurs off-campus, within Canada. There are two types of field trips:</p> <p>Academic field trip: A field trip which is listed as a learning activity in a course outline, which may occur with or without direct instructor supervision and which is mandatory for students in that course.</p> <p>Non-academic field trip: A SAIT-sponsored social, cultural, sport or recreational activity or competition for an individual or group, which is usually supervised by a trip leader and which is an optional activity for students.</p>
	HS.1.6 HS.1.6.1	A SAIT-approved learning activity for an individual or group that occurs off-campus, within Canada.
Filming	AD.4.7.2	A general term that includes all forms of image capture including but not limited to motion pictures, videography, photography, and digital imaging. For the purpose of this procedure, it also includes audio-recording and/or creating transcripts of that audio-recording, and the recording of virtual events through platforms such as Zoom or Teams.
Flag	AD.1.6.1	An official flag of a nation, province, territory and municipality or recognized entity (for example, Lieutenant Governor's flag).
Flex day	HR.3.10.1	An employee benefit allowing flexibility to employees' standard work schedules.
Flight	AD.4.6.1	Operation that occurs within a specified period and geographic area.
Foodstuff	AD.2.14.2	A substance that can be used or prepared for use as food.
Found property	AD.2.9.1	Property that is found within SAIT's boundaries.

Term	Reference	Definition
Formal evaluation	AC.2.17.1	A student's performance that results in a letter grade, as defined by procedure AC.3.1.1 Grading and Progression-Credit Courses and AC.3.1.3 Grading and Progression-Non-Credit Courses.
Freedom of Expression	AC.2.18	The right to speak, write, listen, challenge and learn.
Full member	AC.2.4.1	A member who is a voting member.

G

Term	Reference	Definition
Gender-based violence (GBV)	HS.1.6 HS.1.6.1 HS.1.6.2 HS.1.6.3	Violence specifically directed at someone because of their biological sex or gender identify. It can occur publicly or privately. It involves verbal, physical, sexual, and psychological abuse, as well as threats, coercion, and deprivation of resources.
General Access Classroom List	AD.1.1.4	A list of instructional space identified as a classroom, e-learning room or meeting room and that is not considered a security risk, is used by more than one school/department and is accessible to all SAIT employees through an electronic access instrument (I-disk or access card).
General illness	HR.1.5.1 HR.1.5.2	An illness or injury that causes an employee to be absent from work for a period of more than three consecutive workdays but does not exceed 80 consecutive workdays.
General usage pool	AC.2.22.1	Space that is available to be booked for any instructional activity.
Gift annuity	ER.3.1.1	An irrevocable transfer of money or other assets to SAIT. A portion of the principal is used to purchase an annuity from an insurance company, and the remainder of the principal is considered an outright gift used for the purpose specified by the donor. The annuity pays the donor a guaranteed income for a specific time or for the remainder of the donor's life. Upon death, SAIT receives any remaining guaranteed income from the annuity, unless the donor has specified otherwise
Gift-in-kind	ER.3.1.1 ER.3.1.2	A donation other than cash. It may include, for instance, equipment, software, books, artwork, publicly traded securities, private shares, real estate and other collections and property.
Global Facilities Management System (GMFS)	AD.1.1.4	Controls and provides access to various access instruments used by schools /departments. Using a combination of computer networking, hardware, software and Security Asset Management (SAM) boxes, the GMFS stores and tracks the access instruments.
Good faith	HR.4.12 HR.4.12.1	Not frivolous or vexatious and without malicious intent.
Government	ER.1.1.3	International, federal, provincial and municipal governments.
Governor	HR.4.11	A member of SAIT's Board of Governors.

Term	Reference	Definition
	HR.4.11.1	
Grade point average	AC.3.1.1 AC.3.18.1 AC.3.18.2	<p>The measure of a student's SAIT academic achievement. It can be calculated in three ways:</p> <ul style="list-style-type: none"> Degree Awarded GPA: The weighted grade point average for all the courses the student has completed and that are used in awarding the credential for the program that the student has completed. Term GPA: The weighted grade point average for all credit courses that the student has completed in a particular term, regardless of whether or not those courses are part of the program in which the student is registered. Total Institutional GPA: The weighted grade point average for all credit courses that a student has completed at SAIT, regardless of whether or not those courses are part of the program in which the student is registered.
	AC.3.2.1 AC.3.18.1	The measure of a student's SAIT academic achievement. It can be calculated in three ways, as set out in procedure AC.3.1.1 Grading and Progression – Credit Courses.
Gross margin	AD.1.9.1	Total revenue less direct operating costs and withholding taxes, expressed as a percentage of total revenue.
Gross mismanagement	HR.4.12 HR.4.12.1	<p>A deliberate act or omission that shows a reckless or wilful disregard for the proper management of:</p> <ol style="list-style-type: none"> Public funds or a public asset; Delivery of a public service, including: <ol style="list-style-type: none"> Management/performance of or administration of funds provided under a contract or arrangement set out in the PID Act's regulations; Duties/powers resulting from or the administration of funds provided under an enactment set out in the PID Act's regulations; or Employees, through systemic conduct or a pattern of behaviour relating to bullying, harassment or intimidation.
Gross profit	AD.1.9.1	Total revenue less direct operating costs and withholding taxes.
Group study abroad activity	AC.2.13.2	A study abroad activity involving more than one participant.
Group study Canada activity	AC.2.13.3	A study Canada activity involving more than one participant.

H

Term	Reference	Definition
Harassment	HR.4.10 HR.4.10.1	For the purposes of this policy/procedure, harassment includes bullying. It is any inappropriate conduct, comment, display, action or gesture by a person (harasser) that constitutes a threat to an individual's health or safety and that either: <ul style="list-style-type: none"> a) Is based on a prohibited ground of discrimination under Alberta's human rights legislation, or b) Adversely affects an individual's psychological or physical wellbeing where the harasser knows or ought reasonably to know this would cause offence or the individual to be humiliated or intimidated and where the harasser's behavior is either repeated or is a single, serious occurrence that has a lasting and harmful effect on the individual, but excludes any reasonable conduct by SAIT or a supervisor or instructor in respect of the management, oversight, or direction of a member of the SAIT community with respect to employment, contract, associate, or studies at or with SAIT.
Hard copy	AD.3.2.1	Any record that exists as a physical object or form.
Hazardous material	FM.1.1.4	A substance so defined under applicable federal and/or provincial legislation and regulations.
Health, Safety and Environmental Management System (HSEMS)	HS.1.1.1	Framework comprised of procedural requirements, guidelines, standards and technical information needed to promote and maintain a healthy and safe environment for the SAIT community.
Heavy equipment	FM.1.1.4	All motor vehicles, lifts, and cable-operated and hydraulic-operated equipment, whether fixed or mobile.
Historical	AD.3.2.1	Information that serves to record historically significant functions, activities or events.
Honorary authorship	AC.4.2.2	A situation where authorship is attributed to an individual who has not substantially contributed to a research project.
Host school/department	AC.4.1.2	The school/department to which an applied research project is assigned.
Hosting event	FN.11.1.3	An event either on or off the SAIT campus where an employee, school or department incurs hosting expenses, where the event's primary purpose is to

Term	Reference	Definition
		influence external stakeholders or is related to internal employee information, recognition or social functions.
Hosting expense	FN.11.1.3	Costs incurred for food and beverages (including gratuities), gifts and social or recreational events.
Hosting unit	FN.11.1.3	The SAIT section that organizes the event.
Hours	AC.2.17.1 AC.2.24.2	Scheduled or equivalent non-scheduled class time.
Hover board	AD.4.5.1	A two-wheeled motorized board consisting of a platform for feet, battery operated motor and steered by varying weight distribution, self-balancing board. (Schedule B)
Human biological material	AC.4.4.1	Human tissues, whether dead or alive, including but not limited to blood, urine, saliva, or other bodily fluids; tissues; hair or nails; placentas and umbilical cords; sperm, oocytes, and products of conception; excess pathology tissue; and waste surgical tissue.
Human participant	AC.4.4.1	A human, whether alive or not, who by virtue of his/her involvement in a data-gathering situation or activity (e.g. direct observation, questionnaire, or interview), is a source of primary data or information.
Humanitarian leave	AC.3.19.1	A leave required for the student to complete a full-time humanitarian mission related to a student's work with the provincial or federal government or with a non-governmental organization (NGO). The leave is usually outside of Calgary, and may be domestic or international.



Term	Reference	Definition
Identifiable information	AC.4.4.3	Information that may reasonably be expected to identify an individual, alone or in combination with other available information.
Illness	HR.1.5.2	A non-occupational sickness or injury affecting an employee, but does not include an intentional self-inflicted injury.
Immaterial edit	AD.1.3.1	A minor correction or minor change to a policy or procedure that does not need to move through the full approval process.
Impact	AC.4.5.1	The social, economic, industrial, educational and/or environmental effects or consequences of scholarly activity. These tend to be long-term, widespread achievements. They may be intended or unintended.
In perpetuity	ER.3.1.2	For the life of SAIT. If a building is demolished, the naming shall be applied to any future physical structure, area or virtual space replacing the current physical structure, area or virtual space as long as SAIT exists.
Incident commander	AD.4.3.1	An individual trained to manage the overall response to a threat or hazard at SAIT. This position is held by the manager of Security and Emergency Services or designate.
	ER.1.1.5	The individual who has overall authority and responsibility for conducting operations relating to a particular incident and who is responsible for the management of all incident operations at the incident site, including developing strategies and tactics and ordering and releasing resources.
Incidental findings	AC.4.4.2	Unanticipated discoveries made in the course of research but that are outside the scope of the research.
Inclusion	AC.2.4.1	The intentional process of creating a campus culture where all people are welcomed, respected and feel as though they belong.
Inclusive design	AC.3.16.1	Designing the environment by considering the full range of human diversity and creating an environment that can be accessed by people regardless of ability, language, gender, and other forms of human diversity.
Independent contractor	AD.4.2.1 AD.4.4.1	An individual contracted by SAIT under the individual's own company name and paid through Finance.

Term	Reference	Definition
	AD.4.6.1 HR.4.11 HR.4.11.1	
Independent learning	AC.2.17.1	Learning that a student does outside of scheduled class time. This may include but is not limited to study, assignment work, preparation for labs and report writing.
Indigenous	AC.2.23.1	The terms Aboriginal and Indigenous are used interchangeably within Canada. However, for the purpose of this procedure, SAIT uses the term Indigenous, which includes the Indian, Metis and Inuit peoples of Canada (as per the definition of aboriginal people in s.35.2 of the <i>Constitution Act, 1982</i>). This also includes non-status Indians and those persons with Aboriginal ancestry but no status.
Industrial design	AC.2.11	The features of shape, configuration, pattern or ornament (or any combination of these features) applied to a finished article made by hand, tool or machine. The design must have features that appeal to the eye. To be eligible for registration with the Industrial Design Office, the design must be original.
Informal learning	AC.3.18.1 AC.3.18.2	The knowledge, skills, abilities and attitudes that a student has acquired through life/work experience, as demonstrated through one or more of an oral exam or interview, performance assessment, product assessment, portfolio assessment, demonstration, self-assessment, external evaluation or worksite assessment.
Influencer	ER.1.2.1	A person who generates interest in something by posting about it on social media.
Information	AD.3.2.1 AD.3.2.2	Data or knowledge that is communicated in the course of business.
	AD.3.3.1	Data elements that have been processed into a meaningful format.
Information and technology systems	AD.2.10.1	Systems that include, for instance, network, email, web applications and services, and voice mail systems.
Institute property	FM.1.1.1 FM.1.1.2	Tools and equipment as defined in this procedure.
Institutional account	ER.1.2.1	A social media account that is authorized and dedicated to SAIT, a school, a department or a program, such as, for example, SAIT Alumni on Instagram. Institutional accounts are either managed and maintained solely by the

Term	Reference	Definition
		Communications department, or approved for employees to manage with guidance from Communications.
Institutional data	AD.2.10.1 AD.2.10.2 AD.3.3.1	Data created, collected, maintained, transmitted and stored by or for the institution to conduct institution business. It includes data used for planning, managing, operating, controlling or auditing institution functions and operations and as defined by the Data Governance Council/Steering Committee. It is not limited to data or information stored on centrally managed databases/servers. Data can also be stored on hosted services, individual desktops, paper files and electronic files such as spreadsheets.
Instructional activity	AC.2.22 AC.2.22.1	An activity required to meet a learning outcome in a SAIT credit or non-credit course.
Integrated circuit topographies	AC.2.11	An innovative, three-dimensional circuit design used in many different products and intended to perform an electronic function.
Integrity	AD.3.2 AD.3.2.1	The accuracy and consistency of the record over its entire lifecycle.
Intellectual property	AC.2.11 AC.3.10.1	Any right or protection existing from time to time under applicable laws relating to patents, copyrights, moral rights, trade secrets, trademarks and other types of intellectual property, and includes rights arising under legislation.
Internal hosting event	AD.11.1.3	An event where an employee, school or department incurs hosting expenses and where it is attended primarily by SAIT's employees, contractors, board members and/or volunteers.
Internally restricted endowment	ER.3.4.1	Resources transferred to endowments by SAIT's Board of Governors. These may take one of two forms: 1. A Charitable Purpose Trust, which typically exists in perpetuity and the Board permanently changes the nature of ownership of the funds from owner to trustee. 2. A Quasi-Endowment, over which the Board retains ownership and therefore the ability to reallocate the principle and/or investment returns in future for another purpose.
Internal public	ER.1.1.2	Current students, employees and volunteers.
International applicant	AC.1.5.1	An applicant who is not a Canadian citizen, permanent resident or refugee and who is not otherwise legally entitled to maintain a permanent Canadian residence, but who is:

Term	Reference	Definition
		<ul style="list-style-type: none"> a) A visitor to Canada with a valid study permit authorizing the visitor to study in Canada in accordance with the terms of federal immigration legislation; b) A visitor to Canada with a valid visitor's visa who will be studying in a SAIT program or course less than six months in duration; or c) Registered in a SAIT course or program delivered in a country other than Canada.
International client	AD.1.9.1	A corporation, association, institution or government agency whose legal base of operations is outside of Canadian national boundaries or jurisdiction, or such an agency within Canada for whom product is to be provided to qualified international students or outside of Canadian national boundaries or jurisdiction.
International student	AC.3.15.1	<p>A student who is not a Canadian citizen or permanent resident, but who is:</p> <ul style="list-style-type: none"> a) A visitor to Canada with a valid study permit authorizing that student to study in Canada in accordance with the terms of federal immigration legislation and who is neither a Canadian citizen, permanent resident or refugee nor otherwise legally entitled to maintain a permanent Canadian residence; or b) A visitor to Canada with a valid visitor's visa who will be studying in a SAIT program or course less than six months in duration.
	AD.1.9.1	<p>A student who is not a Canadian citizen or permanent resident, but who is:</p> <ul style="list-style-type: none"> a) A visitor to Canada with a valid study permit authorizing that student to study in Canada in accordance with the terms of federal immigration legislation and who is neither a Canadian citizen, permanent resident or refugee nor otherwise legally entitled to maintain a permanent Canadian residence; b) A visitor to Canada with a valid visitor's visa who will be studying in a SAIT program or course less than six months in duration; or

Term	Reference	Definition
		c) Registered in a SAIT course or program delivered in a country other than Canada.
International travel	HR.1.4.1	Travel to any destination, by any mode, outside of Canada.
International tuition fee	AD.1.9.1	Tuition fees charged to international students.
International workplace experiential learning	AC.2.13.2	A course, or a portion of a course, requiring participants to take part in a supervised workplace experiential learning, directed field study, internship, cooperative or cooperative work term course that is related to their program of study or training, where this learning takes place outside of Canada.
Intersectionality	HS.1.6.1	The acknowledgement that an individual can occupy multiple political and social locations, for example, along racial, gender, sexual, religious, ability, class, and other lines, and that overlapping social locations can create a complex system of discrimination where individuals face compounded disadvantages.
Intimate relationships	HR.4.11 HR.4.11.1	Relationships of an intimate nature developed and maintained within the workplace and learning environment, and which may include intimate conduct or conduct of a sexual nature.
Investigator	HR.4.10.1	A person who conducts the investigation into the alleged discrimination or harassment. The investigator may be internal or external to SAIT.
Investment Committee	ER.3.4.1	A standing committee of SAIT's Board of Governors.
Invigilator	AC.3.3.1 AC.3.3.2	A SAIT employee or SAIT-approved individual authorized to oversee an examination's administration. For the purposes of this procedure, a "proctor" is interchangeable with "invigilator".

J

Term	Reference	Definition
Joint Health, Safety and Environment Committee	HS.1.1.4	For the purpose of this procedure, a joint Health, Safety and Environment committee is the forum for bringing the internal responsibility system into practice. The committee consists of SAFA, AUPE and management representatives who regularly meet to address health and safety issues.
Junior course	AC.2.17.1	A course focused on building introductory or foundational knowledge or basic skills. It provides breadth of information about a topic with limited depth of focus on the content area.

K

Term	Reference	Definition
Key contract	AD.1.7.1	An employee designated to maintain appropriate controls in that employee's area of responsibility's operational processes, in order to ensure legislative compliance.

L

Term	Reference	Definition
Law enforcement	AD.4.4.1	Policing, including but not limited to criminal investigations or proceedings having the potential of leading to penalties or sanctions.
Learning management system (LMS)	AC.2.24.1 AC.2.24.2	A web-based software application for the administration and delivery of educational courses.
Learning outcome	AC.2.24.2	A statement that captures what students need to be able to in real-world contexts, and written in such a way that it is observable and measurable.
Leased space	AD.4.1.1	Any permanent or temporary SAIT space leased by third parties
Leash	HS.1.5.1	A means of directly controlling an animal's movement, including but not limited to a harness, chain, strap, lead, or bridle.
Leave of absence without pay	HR.3.6.1 HR.3.6.2	A period of time away from work for which an employee is not paid.
Legal hold	AD.3.2.1 AD.3.2.2	A process that an organization uses to preserve all forms of relevant information when litigation is reasonably anticipated, threatened, pending or in progress.
Legal leave	AC.3.19.1	A leave required for a student to meet legal obligations such as extended jury duty.
License	AC.2.11	A right granted to another party to access and utilize an asset or a right to, among other possibilities, develop, manufacture and benefit commercially from a work or invention, in exchange for royalties or other compensation. The license may be granted on an exclusive, sole or non-exclusive basis. It is either perpetual or for a stated period of time.
Licensed driver	FN.17.1.2	A SAIT employee who carries a minimum of an Alberta Class 5 Drivers License and meets and adheres to this procedure's requirements.
Licensed function	AD.2.2.1	A function involving alcoholic beverages. A licensed function falls into one of two categories: SAIT sponsored and non-SAIT sponsored.
Licensed premises	AD.2.2.1	A pre-authorized location indicated on SAIT's current liquor license or a location approved through the liquor license extension process.

Term	Reference	Definition
Life of the building	ER.3.1.2	The naming term expires at the end of the life cycle of the physical structure or area when it is removed or demolished. It may also be referred to as "in perpetuity (for the life of the building)".
Lifecycle	AD.3.2 AD.3.2.1 AD.3.2.2	Distinct phases of a record's existence, from creation to final disposition.
Locker	AD.2.8.1	A small lockable compartment, cupboard or cabinet that students use to store their personal belongings, their tools they require for use in their academic programs, etc.
Long term	HR.1.2.1	Any period of time greater than two months.
Long term disability	HR.1.5.1	When illness or accidental bodily injury results in the employee's disability, as determined by the insurance company, and the disability continues beyond the total general illness period in consecutive work-days (or equivalent hours), the employee shall be eligible for benefits from the first day following the last day of general illness.
Lost property	AD.2.9.1	Unattended, abandoned or misplaced property that is lost within SAIT's boundaries.
Low-risk document	AD.2.16.1	A document created entirely for use in SAIT's own processes. This includes but is not limited to documents related to any new and existing relationship between SAIT and employees, SAIT and students, and internal financial transactions.

M

Term	Reference	Definition
Major	AC.2.17.1 AC.3.1.1	A primary area of specialization and a first level of differentiation in a bachelor's degree. It must be approved by the Alberta government.
Major amendment	AD.3.2.3	Major revisions to the Classification scheme and/or the Retention and Disposition Schedule for records that would be identified as altering the context of the schedule.
Management	HR.4.10.1 HS.1.2.1	An academic chair/coordinator, manager, associate dean/director, dean/director, associate vice president, vice president or president and CEO.
Manager	HS.1.2 HS.1.1.1	An academic chair/coordinator, manager, associate dean/director, dean/director, associate vice president, vice president or president and CEO.
Mandatory change	AC.2.22.1	A change that is required to a published schedule to correct missing information such as an assigned instructor, the space allocation, and/or dates/times.
MASH sector	FN.7.1.3	Regional, local, district or other forms of municipal government, school boards, publicly-funded academic institutions, health and social service entities, and any corporation or entity owned or controlled by one or more of the preceding entities.
Medical leave	AC.3.19.1	A leave required for the student to address or treat the student's physical illness or injury (either chronic or temporary), mental health illness or conditions, or hospitalization.
Members	AD.2.2.1	SAIT employees, students and invited guests. Proof of membership must be supplied upon demand.
Microdrone	AD.4.6.1	RPAS that weigh less than 250g.
Microsite	ER.2.2.1	An individual web page or a small collection of pages which functions as a discrete entity with a separate web address (URL) from SAIT's institutional website (sait.ca). It provides information about and/or promotes something related to the content on sait.ca, and is driven primarily by a specific strategy or business need with distinctive audiences.
Military leave	AC.3.19.1	Leave required for a domestic student to meet the student's military service obligations as a member of the

Term	Reference	Definition
		Canadian Armed Forces or for an international student to meet the student's military service obligations to the student's home country.
Minimal risk	AC.4.4.1	The probability and magnitude of possible harms that the research will cause to human participants is no greater than those that the human participants encounter in those aspects of their everyday life relating to the research.
Minor	AC.2.17.1	A secondary area of specialization outside the major in a baccalaureate program. It is approved by SAIT.
Minor	AD.1.12.1 AD.1.12.2 AD.4.7.2	A person under the age of eighteen years.
Minor amendment	AD.3.2.3	Minor revisions to the Classification scheme and/or the Retention and Disposition Schedule for records that would not alter the context of the schedule.
Misconduct in research and scholarship	AC.4.2.2	<p>Acts that include but are not limited to:</p> <ul style="list-style-type: none"> a) Fabrication: making up data, source material, methodologies, or findings. b) Falsification: manipulating, changing or omitting data, source material, methodologies or findings without acknowledgement and which results in inaccurate findings or conclusions. c) Destruction of research records, whether one's own or another's data or records, to avoid the detection of wrongdoing or in contravention of funding agreements, SAIT's policies, legislation, or professional or disciplinary standards. d) Plagiarism: the submission of work in respect of which ideas or words are taken from another source and presented as if they are one's own work, without appropriate acknowledgment of the original source. It is the act of presenting another's materials as one's own without appropriate acknowledgement that constitutes plagiarism, regardless of whether or not one does so intentionally. e) Redundant publication or self-plagiarism: the re-publication of one's own previously published work or part thereof, without adequate acknowledgement of the source, or justification. f) Invalid authorship: inaccurate attribution of authorship.

Term	Reference	Definition
		<p>g) Inadequate acknowledgement: failure to appropriately recognize contributors.</p> <p>h) Mismanagement of conflict of interest: failure to appropriately identify and address any real, potential or perceived conflict of interest, in accordance with procedure HR.4.11.1 Conflict of Interest.</p>
Mission	AD.4.6.1	A series of related flights for the execution of a specific program or purpose.
Moped	AD.4.5.2	A motorized pedal cycle with operable pedals, a motor rated at 1.5 horsepower or less with a cylinder displacement of less than 50ccs. (Schedule A)
Moral rights	AC.2.11	Defined above, in relation to copyright.
Motorcycle	AD.4.5.1	A motor vehicle, other than a moped, that is mounted on two or three wheels. (Schedule A)
Motor vehicle	AD.4.5.1	A device used for transportation on roadways, such as cars, trucks, and motorcycles, and which is propelled by any power other than human muscular power. For the purpose of this procedure, it does not include a moped. (Schedule A)
Multi-centered research	AC.4.4.1	Research that requires review by more than one research ethics board, such as is the case where research involves more than one post-secondary institution.
Multi-year contract	AD.12.1.1	A contract that extends beyond an approved fiscal year budget and requires future financial commitments on SAIT's behalf. These include but are not limited to earned revenue contracts, leases, and licenses.
Muster point	AD.4.3.1	A safe, pre-designated gathering point for building evacuees. SAIT currently utilizes "virtual muster points." These locations have been preselected but not physically marked as muster points and are identified on SAIT's muster point map.
Mutual agreement signoff	AC.2.22.1	A documented agreement between the school/department and the instructor setting out a mutual agreement for specific instructional schedules or loads, as required by the applicable collective agreements.

N

Term	Reference	Definition
Named asset	ER.3.1.2	Physical structures and areas, academic and administrative units, centres of excellence, programs and virtual spaces.
Nav Canada	AD.4.6.1	Private, not-for-profit corporation that operates Canada's air traffic control and civil air navigation system under the auspices of the Civil Air Navigation Services Commercialization Act.
Needle stick injury	HS.3.3	A penetrating stab wound from a needle or other sharp object that may result in exposure to blood or body fluids.
Need of protection	AD.1.12.1	<p>A minor is in need of protection where there are reasonable and probable grounds to believe that the minor's survival, security and/or development is endangered because of any of the following:</p> <ul style="list-style-type: none"> the minor is abandoned or lost the minor's guardian is deceased and the minor has no other guardian the minor's guardian: <ul style="list-style-type: none"> has neglected the minor, has physically injured or sexually abused the minor, or there is substantial risk that the guardian will do so, is unable or unwilling to protect the minor from physical injury or sexual abuse, has emotionally injured the minor, or is unable or unwilling to protect minor from emotional injury, has subjected the minor to, or is unable or unwilling to protect the minor from, cruel and unusual treatment or punishment; or the minor is otherwise in need of intervention within the meaning of Alberta's child welfare legislation
Net investment income	ER.3.4.1	Revenue, gains and losses earned on the total endowment balance.
Net revenues	AC.2.11	Monies, revenues, fees, license fees, funds and any other consideration received at any time and from time to time in relation to the license, lease, disposition or other commercialization of a work or invention, and may be comprised of or include cash, corporate shares, partnership

Term	Reference	Definition
		units or other equity, and dividends payable to SAIT in respect of same, less operating costs.
Next-of-kin	AC.3.15.1	A family member who the student had indicated would be an emergency contact or the family member who notified SAIT of the student's death. It could include the student's spouse, domestic partner, parent, guardian, adult child, or sibling.
New West Partnership Trade Agreement (NWPTA)	FN.7.1.3	A trade agreement between Alberta, British Columbia, Saskatchewan and Manitoba that creates a barrier-free, interprovincial market.
Non-academic activities	AD.4.7.1	Activities that are not academic activities. They include but are not limited to events that are not normally part of SAIT's regular business, and include demonstrations, public displays, conferences, recreational activities, and personal or social functions.
Non-academic admission requirement	AC.1.5.1	Admission requirements that use alternative measures to assess a student's preparedness for a SAIT program, such as holistic assessments.
Non-academic misconduct	AC.3.4 AC.3.4.4	A violation of civil or criminal laws, a violation of SAIT's policies or procedures, conduct that threatens the safety, well-being of or dignity or and respect for members of the SAIT community, and/or any behaviour that adversely affects SAIT, a member of the SAIT community, or SAIT's reputation, educational mission and objectives.
Non-credit course	AC.2.4.1 AC.2.17.1 AC.2.22 AC.2.22.1 AC.3.1.1 AC.3.1.3 AC.3.18.1 AC.3.18.2 AD.1.9.1	A non-credit course is not part of an Alberta government-approved program, and does not have a credit value associated with it. It is not included in the calculation of a student's grade point average.
Non-credit curriculum	AD.1.9.1	Learning materials that SAIT has created or licensed that are not approved through the process of managing curriculum.
Non-credit program	AC.2.17.1 AD.1.9.1	A program that is not approved by the Alberta government.
Non-formal learning	AC.3.18.1 AC.3.18.2	The knowledge, skills, abilities and attitudes that students have acquired from non-credit courses, on-the-job training and professional workshops, as demonstrated through oral

Term	Reference	Definition
		exam or interview, performance assessment, product assessment or portfolio assessment.
Non-instructional activity	AC.2.22 AC.2.22.1	An activity that is not required to meet a SAIT credit or non-credit course learning outcomes. Examples include but are not limited to student club activities, bookings for tours, etc.
Non-registered program	AD.1.12.2	A youth activity that does not require participants to register in a course, that has a Course Registration Number (CRN) at SAIT. It is shorter in duration and frequency than a registered program. Examples include but are not limited to youth activities in the Career Exploration Centre and the participation of youth in one-day programs at SAIT.
Non-SAIT event	AD.1.12.2	An event or activity where SAIT acts solely as the host facility and is not involved in programming, instruction, or supervision of participants.
Non-SAIT-sponsored function	AD.2.2.1	An event which SAIT has not organized but for which SAIT has allowed an organization, group or individual to rent space on its campus.
NP grade (no pass)	AC.3.2.1	A grade that may be assigned to a student who is registered in a course where students are evaluated on a pass/no pass basis.

O

Term	Reference	Definition
Obsolete asset	FN.14.1.3	An asset that has no remaining physical, technological, commercial or legal life.
Off-highway vehicle	AD.4.5.1	Includes but not limited to all-terrain vehicles (ATVs), pocket motorcycles and snowmobiles. (Schedule B)
Off-track student	AC.1.5.1	A student who has been admitted to a program, but who is taking courses out of sequence and who must customize registration with the program's academic chair/coordinator each term.
Office of record	AD.3.2.3	The office that has primary responsibility for the official record. It maintains the official record in order to satisfy SAIT's operational, financial, legal and audit requirements.
Official record	AD.3.2.1 AD.3.2.2	Original document from which subsequent copies might be made.
Olds College Institutional Animal Care and Use Committee (IACUC)	AC.4.3.1	The committee that provides oversight of the animals that SAIT uses in its research, testing and teaching activities.
Open content	AC.2.21.1	For the purpose of this procedure, this term has the same meaning as Open Educational Resource or public domain materials.
Open contest	HR.1.5.3	A contest which is open more broadly than just to SAIT employees (for example, open to students, contractors, alumni, or external community members).
Open Educational Resources (OERs)	AC.2.21.1	Teaching, learning, and research resources created with the intention of being freely available to users anywhere to use, reuse, adapt, and share without charge. Examples include but are not limited to online videos, source codes, photographs, graphics, schematics, simulations, data sets, print and e-books, print and e-work books, print and e-articles, e-labs, test banks, supporting assignments and rubrics.
Open licence	AC.2.12.1 AC.2.21.1	A standardized way for copyright owners to grant permission for access, use and distribution of their copyrighted works, subject to stated restrictions to accessing, using, repurposing, reusing or redistributing creative works. Creative Commons licences are one form of open licence.
Operating costs	AC.2.11	Any and all taxes (including non-recoverable G.S.T.) payable or withheld by SAIT in respect of such consideration, and

Term	Reference	Definition
		any and all other costs and expenses incurred by SAIT in relation to the licence, lease, disposition or other commercialization of the work or invention.
Operating funds	FN.9.1.1	Funds designated for: <ul style="list-style-type: none"> Expenditure within one to five years, including those intended for facilities and curriculum development. Long-term working capital, including those for accrued vacation pay and pension liability.
Optional work-integrated learning course	AC.3.1.1	An optional course in a credit program; students may choose to take this course but it is not a graduation requirement for the program, it has a zero credit value, it is graded with a Pass/No Pass and it is not included in the calculation of a student's grade point average.
Other agreement	AD.12.1.1	Any other legally-binding or potentially legally-binding agreement that is not a revenue generating agreement or an expenditure agreement. It includes but is not limited to joint ventures, collaboration/partnerships, non-disclosure and confidentiality, information sharing, letters of intent, memorandums of understanding, articulation, agency, trademark licenses, workplace experiential agreements and intellectual property licenses.
Other video surveillance	AD.4.4.1	A system of monitoring activity using an audiovisual system in which systems are not publicly distributed but are monitored and recorded, primarily for surveillance and security purposes.
Outcome	AC.4.5.1	The consequence(s) attributed to scholarly activity and that is considered significant. This may be intended or unintended; positive or negative.
Outlet	FN.16.1.1	A retail operation within SAIT.
Output	AC.4.5.1	A product, service, event and/or participation generated by the scholarly activity.
Overhead costs	AD.1.9.1	Expenses that are not directly attributable to, but are required for, delivering a product. Overhead costs may be variable or fixed.
Overtime	HR.1.2.2	All authorized hours worked in excess of the normal scheduled hours of work in accordance with the applicable provisions of the relevant collective agreement or the Administrative/Professional/Technical (APT) Salaried Employee Information document.

Term	Reference	Definition
Ownership	AC.2.11	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. An employer retains ownership rights in work, inventions and related intellectual property created by its employees in the course of employment and/or using its facilities, funds or resources.

P

Term	Reference	Definition
Parental leave	AC.3.19.1	Maternity, paternity and adoption leaves.
Participant	AD.1.12.2	A youth participating in a youth activity.
Participants	AC.2.13.2 AC.2.13.3	Students, alumni and industry members whose participation has been pre-approved by the program running the activity.
Patent	AC.2.11	A patent gives an inventor the right to prevent others from doing certain things with the inventor's work. In particular, the <i>Patent Act</i> protects the creator's interests in the creator's new and useful art, process, machine, manufacture or composition of matter, or any new and useful improvement in any art, process, machine, manufacture or composition of matter. They arise only from legislation and, in the case of patents in Canada, under the <i>Patent Act</i> .
Payload operator	AD.4.6.1	Person trained to operate the payload system and, in some cases, to manage the flight.
Payments	FN.16.1.1	Cash, cheques, preauthorized debit, money orders, bank drafts, debit and credit card transactions, and electronic fund transfers received as tuition payments, donations, sponsorships, government grants, etc., in exchange for goods and services that have been or will be provided.
Pension fund	FN.9.1.1	Funds designated for the Notional Defined Contribution Pension Plan (NDCPP).
Period	AC.3.1.2 AC.3.2.1	The compilation of the technical training requirement for an apprentice's specific year of training.
Personal account	ER.1.2.1	A social media account that a SAIT employee or a person who provides a service for SAIT creates, moderates or administers.
Personal business venture	HR.4.11 HR.4.11.1	Any business activity, provision of services, employment services, consultation or any related activity (regardless of whether or not remuneration is paid) that a member of the SAIT community conducts or carries out individually, through a proprietorship, body corporate, partnership, association or otherwise, and that is not part of that

Term	Reference	Definition
		individual's employment mandate or responsibilities with SAIT.
Personal circumstances leave	AD.3.19.1	A leave for compelling personal circumstances that includes, for instance, bereavement, caregiving and work obligations.
Personal information	AD.1.1.1 AD.1.1.2 AD.1.1.3 AD.1.1.5 AD.2.15.1	Recorded information about an identifiable individual and includes, but is not limited to, name, residential address and phone number, personal email address, sex (sex assigned at birth), gender identity, title, pronouns, sexual orientation, religious affiliation, Indigeneity, ethnicity, disability status, languages spoken, immigration status, identification number, education and employment history, health information including documentation of approved accommodations for physical or mental disability, an individual's personal views or opinions and information about an individual's financial matters.
Personal information bank	AD.1.1.1 AD.3.1.1	A collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual.
Personal information bank directory	AD.3.1.1	A collection of personal information banks.
Personal problems	HR.1.1	Emotional, physical and/or situational difficulties where there has been some type of shift from an individual's usual functioning abilities.
Personal protective equipment	HS.3.1.1 HS.3.3.1	Gloves, gowns, masks and eye protection or face shields. When used correctly, personal protective equipment provides a barrier between a potentially infectious person or material and others, preventing the transfer of pathogens from one person to another.
Personal transporter	AD.4.5.1	A two-wheeled motorized personal vehicle consisting of a platform for the feet mounted above an axle and an upright post surmounted by handles, also known as a Segway™, a Shredder or a Hublex. (Schedule B)
Personal vehicle	FN.17.1.1	Any vehicle that an authorized driver owns and operates for SAIT business.
	FN.17.1.2	Any vehicle that a licensed driver owns and operates for SAIT business.

Term	Reference	Definition
Pet	HS.1.5.1	An animal that is domesticated and intended for human companionship or amusement.
Photography	AD.4.7.2	The art or practice of taking and processing photographs by means of a camera and editing software.
Physical structures and areas	ER.3.1.2	Buildings and facilities, common areas and green spaces.
PID Act	HR.4.12 HR.4.12.1	<i>Public Interest Disclosure (Whistleblower Protection) Act</i>
Pilot certificate	AD.4.6.1	Issued by Transport Canada for the operation of RPAS. In Canada, there are two main categories of RPAS operation: basic and advanced, each with specific rules. The weight of the RPAS, distance from bystanders, and airspace rules define the category of operations.
Pilot-in-command	AD.4.6.1	Licensed pilot of the RPAS with overall responsibility of the RPAS flight.
Plagiarism	AC.3.4 AC.3.4.3	Academic misconduct that occurs when a student submits work in which the student has taken ideas, images, sounds, words, etc., from another source and presents them as if they are the student's own work, without appropriately acknowledging the original source. Plagiarism can occur even if the student did not intend to commit academic misconduct.
	AC.4.2.2	Representing the thoughts, writings or inventions of another as one's own.
Policy	AD.1.3.1	A strategic position statement that tells how SAIT intends to operate and sets out SAIT's stand on a subject, and is accompanied by at least one procedure.
Policy owner	AD.1.3.1	The position that has overarching responsibility for a particular policy and procedure(s) and their creation, implementation, revision and/or deletion.
Political fundraising function	ER.5.1	Any function held for the purpose of raising funds for the registered party, a registered constituency or electoral district association, or a registered candidate by whom or on whose behalf the function is held.
Portfolio	AC.3.18.1	Formal documentation and other supporting evidence (informal learning and/or non-formal learning) that provides validation of prior learning.
Potluck	AD.2.14.2	A gathering of people where each person or group of people contributes a dish of food that the person or group has brought to the gathering, to be shared among the gathering. This is also referred to as "group food sharing".

Term	Reference	Definition
Power bicycle	AD.4.5.1	A vehicle that is a power-assisted bicycle under the federal <i>Motor Vehicle Safety Regulations</i> (C.R.C., c.1038). (Schedule A)
Power scooter	AC.4.5.1	A power-assisted means of transportation consisting of a footboard mounted on two or more wheels and a long steering handle. For the purpose of this procedure, this does not include an e-scooter (a shared electric power scooter permitted and authorized by the City of Calgary) or a liquid-fueled scooter, both of which are prohibited on the SAIT campus as per Schedule B to AD.4.5.1. (Schedule A)
Power tool	FM.1.1.2 FM.1.1.4	Any device which plugs into an electrical outlet or is powered by compressed gasses, explosives or motors of any sort.
Precluded equivalent	AC.3.18.1 AC.3.18.2	A course that is a 40%-79% match in content with another course.
Pre-commercialization	AC.4.1 AC.4.4.1 AC.4.4.2 AC.4.4.3	Activities associated with pre-competitive development, where the technical feasibility of the product or process has already been established and it can be demonstrated that the product or process could reasonably be expected to work and be successful in the marketplace.
Preferred supplier	FN.7.1.3	A supplier that SAIT identifies as being suitable to supply a particular commodity or service.
Pre-qualified vendor	FN.7.1.3	A supplier or contractor that SAIT identifies through a competitive qualification process as being suitable or qualified to supply a particular commodity or service.
Primary administrator	ER.1.2.1	The person who holds the social media account and has full administrative access to the account.
Principal investigator	AC.4.1.2 AC.4.1.3 AC.4.2.2 AC.4.4.1 AC.4.4.2 AC.4.4.3 AD.3.3.2	The lead investigator completing the research.
Prior learning assessment and recognition (PLAR)	AC.3.18.1	A process for the institutional assessment, identification, documentation and recognition of a person's knowledge and skills acquired through non-formal and informal learning and experience in relation to a course's learning outcomes, by way of a challenge examination, credit bank or portfolio submission.
Priority usage space	AC.2.22.1	A room that is primarily scheduled for one program. A program with priority usage of a particular space will be

Term	Reference	Definition
		booked into that space first; once full-time schedules are published, the space becomes available for booking by anyone.
Privacy	AC.4.4.3	An individual's right to be free from intrusion or interference by others. Individuals have privacy interests in relation to their bodies, personal information, expressed thoughts and opinions, personal communications with others and the spaces they occupy.
Privacy complainant	AD.1.1.5	A person who initiates a complaint believing that SAIT has improperly collected, used, allowed unauthorized access to, or disclosed their personal information. A privacy complainant can be any individual, including but not limited to members of the SAIT community.
Privacy complaint	AD.1.1.5	An allegation by an individual (the "complainant") that SAIT has improperly collected, used, allowed unauthorized access to, and/or disclosed their personal information.
Privacy impact assessment	AD.1.1.1	A document used for information systems, administrative practices and policy proposals that helps to identify and address potential privacy risks that relate to the collection, use or disclosure of individually identifying personal or health information.
Private business purpose	FM.1.1.2	An activity unrelated to SAIT business in which an employee, contractor or student engages with commercial intent.
Private interest	HR.4.11 HR.4.11.1	An individual's self-interest (for example, achieving a financial profit or avoiding loss, gaining a special advantage, or avoiding a disadvantage); the interests of an individual's relatives, associates, or business partners; or the interests of another organization in which the individual holds a voluntary or a paid position.
Private purpose	FN.17.1.1	An activity unrelated to SAIT business in which an employee, contractor or student engages.
Procedure	AD.1.3.1	An operational document that describes the methods and considerations for implementing the policy under which it falls and that directs the conduct of people and the activities of SAIT.
Procurement	FN.7.1.3	The act of acquiring, buying, purchasing or leasing goods, services, materials, equipment or other types of property from an external vendor or source.
Procurement value	FN.7.1.3	The estimated total financial cost resulting from procurement, but does not include optional renewals when

Term	Reference	Definition
		the compulsory part of the contract is at least one year in duration. The value includes all premiums, fees and commissions and covers only the term of the contract for which the commitment is initially made.
Product	AD.1.9.1	A program, course, good or service that SAIT creates, licenses or buys and offers for sale. This includes goods or services created through delivery of product that SAIT offers for sale.
Production company	AD.4.7.2	A business that provides commercial services in fields including but not limited to film, video, television, music and photography.
Professional	FN.8.1.1	Includes but is not limited to accountants, architects, auditors, banking services providers, dentists, doctors, engineers, insurance services providers and lawyers.
Professional account	ER.1.2.1	A social media account for a SAIT employee who uses social media as a representative of SAIT. The majority of the content shared relates to that employee's role at SAIT. For example, @School_Dean on Twitter.
Professional service	AC.4.5.1	Work done in support of an academic discipline and includes but is not limited to activities such as serving on committees and boards of professional organizations, organizing or chairing sessions at national or international meetings, or editing or reading manuscripts for professional journals.
Program	AC.2.17.1 AC.2.19.1 AC.3.1.1 AC.3.1.2 AC.3.1.3 AD.1.9.1	A prescribed curriculum leading to a SAIT credential. A program is divided into a number of courses.
Program leader	AC.2.13.1	A SAIT employee organizing a field trip. In the case of an academic field trip, this is usually the instructor. The program leader may not necessarily accompany the participants on the field trip.
	AC.2.13.2	A SAIT employee responsible for the overall organization and management of a study abroad activity in the employee's school/department. The program leader may not necessarily accompany the participants on a study abroad activity.
	AC.2.13.3	A SAIT employee responsible for the overall organization and management of a study Canada activity in the

Term	Reference	Definition
		employee's school/department. The program leader may not necessarily accompany the participants on a study Canada activity.
Program quality assurance	AC.2.19.1	A developmental process that includes a systematic collection and review of multiple program quality criteria and evidence from both a qualitative and quantitative perspective. The program's faculty, support staff and management work together in this process to evaluate and report on how well the program meets the needs of students and employers, and to recommend and implement improvements to the program.
Program quality assurance cycle	AC.2.19.1	A quality assurance process at SAIT that consists of several phases: readiness, self-study, external review, action plan, implementation, and monitoring.
Program Quality Assurance Manual	AC.2.19.1	A document that sets out the detailed guidelines and expectations for the Program Quality Assurance Process.
Program-specific study tour	AC.2.13.2 AC.2.13.3	A program trip to another post-secondary institution where participants attend classes related to their program at the host institution.
Progression	AC.3.1.1	A student's advancement from term to term within a program.
Prohibited item	AD.2.8.1	Any item, substance or material that: <ul style="list-style-type: none"> • SAIT considers to be offensive or inappropriate • Is illegal, controlled under law, or is otherwise capable of posing a risk to the health, safety, and/or property of members of the SAIT community, the public, or SAIT as an institution. This includes but is not limited to: <ul style="list-style-type: none"> ○ Illegal or illicit items or substances, and related paraphernalia. ○ Items/materials that contain/display hate symbols. ○ Materials or documents that may relate to the planning, and/or execution of a criminal act, such as but not limited to a targeted act of violence against an individual or group. ○ Weapons (including knives (excluding knives that students use in SAIT's culinary programs), ammunition, explosives, etc.).

Term	Reference	Definition
Project coordinator, educational relationships	AC.2.13.2	The SAIT employee responsible for coordinating study-abroad activities and for addressing/mitigating risk issues associated with study abroad initiatives, on SAIT's behalf.
Project manager, strategic youth initiatives	AD.1.12.2	The SAIT employee responsible for managing youth activities and addressing/mitigating risks associated with those activities.
Project sponsor	FM.1.2.1	The SAIT representative(s) responsible for ensuring the overall success of a capital project. They provide a link between the project and executive management and support the project with resources, guidance and oversight.
Property room	AD.2.9.1	An enclosed, secured space that the Safety and Community Services department manages for the safekeeping of found property.
Psychological safety	HS.1.1.1	The absence of harm and/or threat of harm to mental well-being that a worker might experience.
Public domain	AC.2.12.1 AC.2.21.1	Information and/or materials that are not protected by copyright, because either the term of copyright protection has expired or the copyright owner has waived copyright protection.
Public interest commissioner	HR.4.12 HR.4.12.1	The public interest commissioner of Alberta, available by toll-free phone number 1-855-641-8659.
Publicly-listed security	ER.3.1.1	A security that is traded on a recognized stock exchange as determined by the <i>Income Tax Act</i> . This includes bonds, mutual funds and T-bills.
Purchase contract	FN.7.1.3	A legal document between SAIT and a supplier that once signed and executed binds both parties to its terms and conditions.
Purchase order	FN.7.1.3	A commercial document that a SAIT purchasing officer issues to a supplier, authorizing the purchase of a specified product or service. It includes a description and specification of the product or service, quantities, pricing, payment and additional terms and conditions associated with the purchase.
Purchase Requisition	FN.7.1.3	A document that initiates a request to purchase supplies, services or other products on SAIT's behalf. It allows for appropriate controls to monitor the legitimacy of a purchase and to identify the business need for the requested purchase.
Purchased intangible asset	FN.14.1.1 FN.14.1.2	An identifiable non-monetary economic resource which is without physical substance and acquired through an arm's

Term	Reference	Definition
	FN.14.1.3	length exchange transaction between knowledgeable, willing parties who are under no compulsion to act. Intangible assets acquired through a transfer, contribution, or inter-entity transaction are not purchased intangible assets. Software is not an intangible asset, as it is accounted for as a tangible capital asset in accordance with Public Sector Accounting Standards.

Q

Term	Reference	Definition
Qualified applicant	AC.1.5.1	An applicant who has completed all admission requirements for a specified program, or who is currently engaged in a plan of academic studies that will enable all admission requirements for the specified program to be completed before the program transcript deadline.

R

Term	Reference	Definition
Real estate	ER.3.1.1	A gift of a principal residence, recreation property, farms, land or commercial property
Reasonable	FN.11.1.1	Considered moderate and sensible in the circumstances and is defensible to an impartial observer.
Recent graduate	AC.2.4.1	A member who graduated from the program within the last two years of being appointed to the committee.
Recognition of prior learning (RPL)	AC.3.18.1	All learning that a person acquires throughout their life and includes transfer credit, course equivalency and prior learning assessment and recognition.
Reconfirmed policy or procedure	AD.1.3.1	A policy or procedure that has been reviewed but to which no changes are required.
Record	AD.3.2 AD.3.2.1 AD.3.2.2 AD.3.2.3	Information created, received, and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business. A record may be in any form. This includes notes, images, audio-visual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.
Record custodian	AD.3.2.1 AD.3.2.2	All SAIT employees, contractors, sub-contractors and agents are considered record custodians. Record custodians need and use SAIT records as part of their assigned duties. Record custodians may act in one or more specific roles when creating, receiving, collecting, reading, copying, querying, updating, maintaining, transmitting, accessing or using paper or electronic records and must understand and fulfill the responsibilities of their roles. All record custodians have an obligation to properly document what they do by creating accurate records of their activities and by ensuring that the appropriate records and information relating to business decisions are retained.
Record owner	AD.3.2.1	SAIT is the owner of all records created and received by SAIT, and determines how records will be shared. Schools/departments have responsibilities for particular elements and/or aspects of the records.
Record steward	AD.3.2.1	A person within the school/department responsible for all queries and/or issues related to records. A record steward

Term	Reference	Definition
		is a business user with expert knowledge of business processes and how records are used within those processes. The record management activities assigned to the record steward may be assigned or delegated by a record trustee.
Record trustee	AD.3.2.1	Accountable for the security, privacy, definitions, quality and compliance with record management policies and standards for a specific school or department. Each trustee is responsible for the trustee's assigned records, and for approving requests for access to those assigned records. While most records will eventually be stored electronically, this procedure covers the use of records at all stages of the lifecycle, whether electronic or in print.
Records management	AD.3.2.1 AD.3.2.3	Field of management responsible for the efficient and systematic control of the record lifecycle.
Records Management Services	AD.3.2.1 AD.3.2.2 AD.3.3.3	The Records Management Services unit, Finance department, is responsible for all aspects of records management, including managing and maintain the Retention Schedule, and designing, implementing and providing training on records management programs and operations.
Registered program	AD.1.12.2	A youth activity that requires participants to register in a course (CRN) at SAIT. Examples include but are not limited to dual-credit programs, camps, year-round youth programming, and evening youth programs.
Relative	HR.4.11 HR.4.11.1	A person to whom a member of the SAIT community is related by blood or marriage. It includes a husband, wife, child, parent, sibling (including a foster or a step parent, child or sibling), parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild, niece or nephew. It also includes a common law spouse and adult interdependent partner (as defined by law).
Release	AC.3.16.1	The document that the Accessibility Services unit of the Learner and Academic Services department prepares and the student signs, allowing Accessibility Services to release information about the student to individuals specified in the release. Accessibility Services keeps originally signed releases.
Religious leave	AC.3.19.1	A leave required for the student to complete a full-time religious mission related to a student's membership in a

Term	Reference	Definition
		religious-affiliated cause. The leave is usually outside of Calgary, and may be domestic or international.
Remainder trust	ER.3.1.1	A trust that pays the donor income from the assets (i.e., real estate, securities, cash) for life or for a number of years, and then distributes the principal to SAIT.
Remotely piloted aircraft system (RPAS)	AD.4.6.1	Navigable aircraft, other than a balloon, rocket, or kite, that is operated by a pilot who is not on board.
Rental vehicle	FN.17.1.1 FN.17.1.2	Any vehicle that an authorized rental agency owns and that is temporarily used for SAIT business.
Report	HS.1.6 HS.1.6.1 HS.1.6.2 HS.1.6.3	The act of informing a designated office at SAIT about an incident of sexual assault, sexual violence, or gender-based violence, for the purpose of initiating an investigation.
Reportable disease	HS.3.2.1	A communicable disease which must be reported to the local medical officer of health in accordance with public health legislation and regulations.
Reprisal	HR.4.12 HR.4.12.1	Any of the following measures taken or threatened to be taken against an employee because the employee has in good faith sought advice about making a disclosure, made a disclosure, co-operated in an investigation pursuant to the PID Act or this procedure, declined to participate in suspected wrongdoing, or done anything in accordance with the PID Act or this procedure: a) Dismissal, layoff, suspension, demotion or transfer, discontinuation or elimination of a job, change of job location, reduction in wages, change in hours of work or reprimand; b) Any other measure that adversely affects the employee's employment or working conditions.
Research	AC.3.10.1 AC.4.4.1	An undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation to benefit human society.
Research data	AD.3.3.2	Data collected, observed, generated or created from research or scholarly activity used to validate research findings.
Research Ethics Board	AC.4.4.1 AC.4.4.2 AC.4.4.3	The board that reviews research applications to ensure that researchers comply with this procedure

Term	Reference	Definition
Research involving humans	AC.4.4.1	Any research that involves human participants or human biological materials.
Researcher	AC.4.2.2 AC.4.4.1 AC.4.4.2	Any member of the SAIT community or any person external to the SAIT community who conducts or carries out research using SAIT resources and/or formally using members of the SAIT community as human participants. This includes but is not limited to researchers carrying out scholarly activity, applied research, and/or research under the terms of a Cadmus Trades Teaching Chair award or a Cisco e-Learning Chair award.
Reserve fund	ER.3.4.1	Funds that the Board of Governors allocates to help meet endowment goals and objectives.
Residency	AC.3.1.1 AC.3.18.1	The number of credits that a student must complete at SAIT in order to be awarded a credential for a SAIT program of study.
Residual trust	ER.3.1.1	A trust whereby an asset (personal residence, work of art, investment property) is donated today, but the donor retains the use of it during the donor's lifetime.
Resource member	AC.2.4.1 AC.2.4.2	A member who is not able to vote, such as students, SAIT employees and invited guests.
Respondent	HR.4.10 HR.4.10.1	The person alleged to have committed discrimination or harassment.
	HR.4.12 HR.4.12.1	An individual alleged to have committed an act of wrongdoing under this procedure.
	HS.1.2 HS.1.2.1	A member of the SAIT community alleged to have committed an act of violence or a threat of violence.
	AC.4.2.2	A member of the SAIT community alleged to have committed misconduct in research and scholarship.
	HS.1.6 HS.1.6.1 HS.1.6.2 HS.1.6.3	A member of the SAIT community alleged to have committed an act of sexual assault, sexual violence or gender-based violence.
Restricted funds	FN.9.1.1	Funds that are: <ul style="list-style-type: none"> • Donations to be used for the purpose authorized by the donor or funding agency and which may be intended for use over various timeframes. • Held on behalf of related organizations. • Internally restricted by the Board of Governors for Board-designated purposes and which may be intended for use over various timeframes.

Term	Reference	Definition
Retention and Disposition Schedule	AD.3.2 AD.3.2.1 AD.3.2.2 AD.3.2.3	A legal instrument that describes the records under the control of a public body, specifies how long and where the records must be kept as they progress through the phases of their life cycles, the format in which the records must be stored, and what their final disposition will be (destruction or archival preservation) at the end of their life cycles. This is also referred as to the "Retention Schedule".
Return on investment	AD.1.9.1	The benefit (proceeds less cost) of an investment divided by the cost of the investment, expressed as a percentage. ROI can be used to measure or compare the efficiency of an investment. At SAIT, ROI is generally evaluated over a five-year term.
Revenue generating agreement	AD.12.1	A legally-binding or potentially legally-binding agreement that may generate revenue for SAIT. It includes but is not limited to training agreements, master services agreements, leases, facility licenses, binding proposals, partnerships, licensing agreements and government-provided grants.
Review year	AC.2.19.1	As part of the program quality assurance cycle, the first year of the program quality assurance process, during which the program completes a self-study and an action plan.
Reviewer	FN.7.1.4	The cardholder's one-up approver with delegated signing authority, who has the appropriate authorization levels to approve all transactions. This employee must be at least one level higher than the cardholder.
Right of first refusal	AC.2.11	A party has the right to pursue an opportunity prior to any other parties. If that party declines to pursue the opportunity, the opportunity may then be offered to other parties.
Risk	AC.2.11	Exposure to any possible loss or liability, including but not limited to monetary loss.
	AD.1.11.1	Anything that can or has the potential to impede SAIT from achieving its priorities, goals and objectives as set out in SAIT's strategic and business plans. Risk is measured in terms of impact and likelihood.
Risk categories	AD.1.11.1	A collection of common risks relating to activities under all divisions of SAIT.
Risk Management Framework	AD.1.11.1	An inventory of current risk management strategies by risk category.

Term	Reference	Definition
Risk management strategies	AD.1.11.1	Policies, procedures, processes, practices, actions or projects that help SAIT achieve its objectives by reducing risk. They minimize negative events or increase opportunities.
Risk Register	AD.1.11.1	A document that outlines the current potential risks and risk categories to which SAIT is exposed.
Roller blade	AD.4.5.1	A means of transportation composed of one or more wheels attached in a line or separately to the sole of a shoe or a boot, also known as roller skates or inline skates. (Schedule A)
Roller shoe	AD.4.5.1	Footware with one or more removable wheels embedded in each sole, similar to inline skates, allowing the wearer to walk, run, or, by shifting their weight to their heels, (also known as Heelys or Wheellys).
Room attributes	AC.2.22.1	Room characteristics such as furniture types, room layout (forward facing or pod), instructional AV, instructor workstation, flooring, sinks, student information technology infrastructure and tiered or standard layout.
Routine practices	HS.3.1.1	A comprehensive set of Infection Prevention Control (IPC) measures developed for use in the routine care of all patients at all times in all healthcare settings. They are intended to minimize or prevent healthcare associated infections (HAIs) in all individuals in the healthcare setting.
RPAS Committee	AD.4.6.1	Governing body and approver for all SAIT RPAS flights.

S

Term	Reference	Definition
SAIT alumni	ER.1.1.4	Graduates of credit programs, non-credit certificate programs and apprentice programs.
SAIT Animal Care and Use Committee	AC.4.3.1	The SAIT committee that provides oversight of the animals that SAIT uses in its research, testing and teaching activities.
SAIT business	FM.1.1.2 FN.17.1.1 FN.17.1.2	An activity that SAIT sponsors or that occurs in relation to SAIT's employment activities.
SAIT business purpose	FN.11.1.1 FN.11.1.3	The promotion and achievement of SAIT's goals and objectives.
SAIT campus	AC.2.18 AC.2.20.1 AC.2.23.1 AC.3.4.2 AC.3.4.4 AC.4.3.1 AD.1.6.1 AD.1.12.2 AD.2.14.1 AD.2.14.2 AD.2.14.3 AD.4.5.1 ER.1.1.5 FN.11.1.3 HR.5.1.5 HS.1.2.1 HS.1.4.1	SAIT's main campus and all satellite campuses.
	AC.3.4 AD.2.11.1 AD.4.7.2 HR.4.10 HS.1.2 HS.1.6 HS.1.6.1	SAIT's main campus and all satellite campuses, including virtual/digital campuses
SAIT community	AC.2.12.1	SAIT's governors, employees, students, contractors, consultants and agents.

Term	Reference	Definition
	AD.2.15.1	SAIT's governors, employees, students, alumni, contractors, consultants, agents and volunteers.
	AC.2.18 AC.3.15.1 AD.1.3.1 AD.2.3.1 AD.4.1.1 AD.4.2.1 AD.4.3.1 ER.1.2.1 HR.4.12 HR.4.12.1 HS.1.2 HS.1.2.1 HS.1.4 HS.1.4.1 HS.1.5.1 HS.3.3.1	SAIT's governors, employees, students, contractors, consultants, agents and volunteers.
	AC.3.4 AC.3.4.2 AC.3.4.3 AC.3.4.4 AD.2.8.1 AD.2.14.1 AD.4.4.1 AD.4.4.2 AD.4.5.1 AD.4.7.1 AD.4.7.2	SAIT's governors, employees, students, contractors, consultants, agents, volunteers and visitors.
	AD.4.6.1	SAIT's governors, employees, students and independent contractors.
	AC.3.4.2 HR.4.10 HR.4.10.1 HS.1.6 HS.1.6.1 HS.1.6.2 HS.1.6.3	All persons employed on SAIT's payroll (whether paid by annual salary or hourly wage), members of SAIT's Board of Governors, SAIT Student Association employees, students, contractors, consultants, agents and volunteers.
	HS.1.1.1 HS.1.1.4	SAIT's governors, employees, students, contractors and visitors.

Term	Reference	Definition
	AD.2.12.1	SAIT's governors, employees, students, alumni, contractors, consultants, agents, volunteers and organizations operating on the SAIT campus and/or in association with SAIT.
	AC.4.2.1 AC.4.4.1	All persons employed on SAIT's payroll (whether paid by annual salary or hourly wage), members of SAIT's Board of Governors, students, contractors, consultants, agents and volunteers.
	AD.1.11.1	SAIT's governors, employees, students, contractors, affiliates and volunteers.
	ER.3.1.2	SAIT's governors, employees, advisory committee members and Campaign Cabinet members.
	HR.1.5.3 HR.4.11 HR.4.11.1	SAIT's governors, employees and independent contractors.
	FN.11.1.1 FN.11.1.3	SAIT's governors, employees, contractors, consultants and agents.
SAIT event	AD.1.12.2	An event or activity where SAIT is involved in its programming, planning, supervision, and/or coordination. Examples include but are not limited to class or group field trips to SAIT, Open House and tours.
SAIT funds	FN.16.1.1	Funds received for transactions conducted under SAIT's name and in the course of business related to furthering SAIT's goals and objectives. These funds may be received from students, employees, or external corporate/individual customers. This does not include funds that SAIT receives for activities that are not in the course of SAIT business, such as employee social funds, student club activities falling under Saitsa, or faculty activities falling under SAFA.
SAIT licence	AC.2.12.1	A licence agreement into which SAIT enters (as the licensee) with the copyright owner or the owner's own licensee or a copyright collective (as the licensor). Pursuant to the terms and restrictions of such an agreement, SAIT is authorized to deal with the copyright-protected work.
SAIT resources	AC.2.11	Any assets or rights owned, leased or licensed by SAIT. This includes facilities or assets that are not available to members of the general public except by special request. SAIT resources may be tangible or intangible. They include but are not limited to computer software, computer hardware, office facilities, laboratory facilities, privileged information, production and reproduction services, and the

Term	Reference	Definition
		specialized knowledge and skills of staff and illustration, editorial and instructional design services.
SAIT space	AD.4.1.1	SAIT instructional and administrative space, whether SAIT owns or leases it.
SAIT-sponsored function	AC.3.4 AC.3.4.4 AD.2.2.1 HR.4.10.1 HS.1.2 HS.1.6 HS.1.6.1	An event which SAIT has organized and which benefits SAIT. It is not open to the public: attendance is limited to members of the SAIT community and their invited guests. This includes but is not limited to student functions, student club meetings and employee functions.
SAIT student	AD.1.12.1	A student registered in SAIT courses or programs who is at least 18 years of age.
SAIT-supported initiatives	HR.1.6 HR.1.6.1 HR.4.10 HS.1.2 HS.1.6 HS.1.6.1	Events and activities that contribute to institutional positioning or other SAIT strategic priorities. These initiatives are identified by the president and CEO or the Executive Management Council or if at the division or school/department level, by the relevant vice president or dean/director.
SAIT vehicle	FM.1.1.2	Any vehicle owned, leased, rented or loaned to SAIT.
	FN.17.1.1 FN.17.1.2	Any vehicle owned by or leased to SAIT.
SAIT's CASL officer	AD.2.12.1	A SAIT employee who offers advice and guidance on CASL related issues falling within the scope of the procedure.
SAIT's copyright officer	AC.2.12.1	SAIT employee who offers advice and guidance on copyright issues falling within the scope of this policy and procedure; provides copyright awareness training for SAIT employees and students; administers copyright licences (excluding SAIT's Library's licences); and obtains copyright permissions from copyright owners as SAIT requires.
Saitsa	AD.4.7.2	The SAIT Students' Association
Salary compression	HR.1.2.5	A situation where there is an inappropriate pay differential between a subordinate and the supervisor's base salary, or between employees in the same position, or between employees in lower-level positions and higher-level positions.
Salary inversion	HR.1.2.5	A situation where a subordinate has a base salary which is inappropriately higher than the subordinate's supervisor,

Term	Reference	Definition
		where a new employee is paid more than a more experienced employee in the same position, or where an employee in a lower level position is paid more than an employee in a higher position.
Scholarly activity	AC.2.18 AD.3.2.1	Scholarly activity in the polytechnic context is any activity that involves the intentional creation, integration and/or dissemination of knowledge with a view to informing professional practice, contributing to the state-of-practice within a field and/or impacting the broader external environment. Applied research is one form of scholarly activity at SAIT.
	AC.4.2.2 AC.4.5.1	Any activity that involves the intentional creation, integration and/or transmission of knowledge with a view to informing professional practice, contributing to the state-of-practice within a field and/or impacting the broader external environment.
Scheduling Appeal Committee	AC.2.22.1	The committee responsible for arbitrating decision items during the scheduling process.
Scheduling Timeline	AC.2.22.1	A document created annually and updated quarterly by the Office of the Registrar outlining the critical path of scheduling-related activities and associated timelines and deadlines.
Scholarly misconduct	AC.4.4.2	<p>Interpreted in light of practices that are appropriate within scholarly communities, includes:</p> <ul style="list-style-type: none"> a) Plagiarism; b) Fabrication or falsification of research data; c) Conflict of scholarly interest, such as suppressing the publication of the work of another scholar; d) The unfair evaluation of a student's work; e) Failure to obtain approvals for research involving animal and human subjects, biohazards, radioisotopes, environmental effects or to conduct such research in accordance with the protocols prescribed; and/or f) Other practices that deviate significantly from those which are acceptable as appropriate within scholarly communities.
Scooter	AD.4.5.1	A means of transportation consisting of a footboard mounted on two or more wheels and a long steering handle, propelled by resting one foot on the footboard and pushing the other against the ground. (Schedule A)

Term	Reference	Definition
Secondary use of data	AC.4.4.3	The use of research for a purpose other than the purpose for which it was originally collected. Common examples are social science or health survey datasets collected for specific research or statistical purposes but then re-used to answer other research questions. It also refers to situations where data was obtained for one REB-approved project, but is subsequently proposed to be used in new research.
Section	AC.3.1.2 AC.3.2.1	A component of an apprentice's period of technical training. For the purpose of this procedure, the term "course" is used interchangeably with "section".
Security	AC.4.4.3	Measures used to protect information. It includes physical, administrative and technical safeguards.
Security Asset Management System	AD.4.1.1	Electronic lockboxes that store and track various access instruments on-site.
Security site manager	AD.4.2.1	The individual responsible for supervising the day-to-day activities of the Security department staff.
Self study	AC.2.19.1	As part of the program quality assurance cycle, a systematic, structured examination of program quality criteria in relation to the program's internal, external and industry requirements.
Semester	AC.3.1.1	For the purpose of this procedure, "semester" is used interchangeably with "term".
Semester exchange	AC.2.13.2	A program where a student completes part of a SAIT program by attending a comparable program of studies at a post-secondary institution outside of Canada.
	AC.2.13.3	A program where a student completes part of a SAIT program by attending a comparable program of studies at a post-secondary institution outside of Alberta but within Canada.
Senior course	AC.2.17.1	A course that transmits or articulates knowledge beyond a basic level. This level may or may not require a pre-requisite or co-requisite, linguistic ability or quantitative skills.
Senior government officials	ER.1.1.3	All elected officials and their political staff (including communications staff), executive directors, assistant deputy ministers, deputy ministers, ambassadors, consul generals and embassy staff.
Service contractor	AD.4.1.1 AD.4.2.1	A member of a company that SAIT has contracted, and who is generally paid by the company.
Service course	AC.2.22.1	A course that is part of a program's graduation requirements but that another program/school/department delivers to that program.

Term	Reference	Definition
Service dog	HS.1.5.1	A dog trained as a guide for a disabled person and having the qualifications as prescribed by the Alberta Government's regulations for service dogs. For the purpose of this procedure, a service dog must be accompanied by the person for whom the dog provides service.
Service learning	AC.2.13.2 AC.2.13.3	A program dedicated to a volunteer service project and often carried out in conjunction with a non-profit organization.
Sexual assault	HS.1.6 HS.1.6.1 HS.1.6.2 HS.1.6.3	Any type of unwanted sexual act done by one person to another that violates the sexual integrity of the survivor and involves a range of behaviours from unwanted touching to penetration.
Sexual violence	HS.1.6 HS.1.6.1 HS.1.6.2 HS.1.6.3	Any violence, physical or psychological, carried out through sexual means or by targeting sexuality. Sexual violence may be characterized by a broad range of behaviours that involve the use of force, threats, threats to a third party, or control towards a person, which makes that person feel uncomfortable, distressed, frightened, threatened, or that is carried out in circumstances in which that person has not freely agreed, consented to or is incapable of consenting to. Examples of sexual violence include but are not limited to stalking, indecent exposure, voyeurism, distribution of sexually explicit photographs or recordings, online activities and stealthing (i.e. removing a condom without the consent of a sexual partner). This definition applies to either a single incident or a pattern of behaviour.
Sharps	HS.3.3.1	Objects that could cause a puncture, cut or abrasion injury if not handled in a safe manner, including but not limited to used needles, syringes, razor blades, and broken glass.
Short term	HR.1.2.1	A period of time less than two months.
Signing authority	AD.2.16.1 FN.12.1.1	The legal authority that the Board delegates through SAIT's president and CEO to organizational positions, enabling persons in these positions to perform transactions and execute agreements on SAIT's behalf.
Single source purchase	FN.7.1.3	A method of procurement when an item or service must be purchased from a specified vendor without an open and transparent competitive bid process taking place, even though there are multiple sources available.
Skateboard	AD.4.5.1	A means of transportation consisting two or more wheels fixed to the bottom of a narrow board, propelled by resting

Term	Reference	Definition
		one foot on the board and pushing the other against the ground, also known as a longboard or a pennyboard. (Schedule A)
Smoking	HS.1.4.1	To inhale, exhale, burn, carry, or possess lighted tobacco, cannabis or other herbal products, including cigarettes, electronic smoking device, cigars, cigarillos, pipe tobacco, hookahs or other products capable of being smoked, or to burn, vaporize or atomize any products for inhalation including tobacco or illegal substances.
Social media	ER.1.2.1	<p>A category of online tools or services where users collaboratively generate the majority of content. It provides a model of communication in which a person or organization can have a conversation with many people at any one time. Current platforms include, for instance, but are not limited to:</p> <ul style="list-style-type: none"> a) Blogs and podcasts, including corporate blogs, personal blogs or blogs hosted by mainstream media outlets. b) Forums and discussion boards including comments or feedback sections of mainstream media websites. c) Microblogging sites such as Twitter. d) Professional networking sites such as LinkedIn. e) Social networking sites such as Facebook. f) Social news websites such as Reddit. g) Video and photo sharing sites such as Instagram and YouTube.
Sole source purchase	FN.7.1.3	A method of procurement when only one supplier for the required item is available.
Source document	AD.3.2.2	An original document that has been scanned and saved as a digital image by electronic or imaging methods according to a scanning procedure. It cannot be destroyed as a transitory record. Record schedule retention periods still apply.
Special flag	AD.1.6.1	Any other flag that not falling within the definition of a flag.
Specialization	AC.2.17.1 AC.3.1.1	An area of differentiation within a SAIT credential other than a bachelor's degree, such as in a diploma.
Stakeholders	AC.4.5.1	Industry experts, pedagogical experts, academic peers, community stakeholders and/or professional bodies.

Term	Reference	Definition
Statement administrator	FN.7.1.4	The cardholder or other designated employee who is responsible for reconciling the monthly credit card statement.
Structured data	AD.3.3.1 AD.3.3.2	Data that resides in fixed fields within a record, file or data. This includes data in relational databases and spreadsheets.
Student	AC.3.2.1	A person currently enrolled in a SAIT program or course. For the purpose of this procedure, the term "student" is used interchangeably with "apprentice".
	AC.3.3.1	A person who has a SAIT ID number, is a potential applicant to SAIT, or taking a third-party examination administered by SAIT.
	AC.3.4.1	A person who has a SAIT ID number.
	AC.3.1.2	For the purposes of this procedure, the term "student" is used interchangeably with "apprentice".
	AC.3.18.1 AC.3.18.2 AD.2.12.1	A person who has a SAIT ID number and a student record.
	AC.3.4.2 AC.3.10.1 AC.3.15.1 AD.2.15.2 AD.4.4.1 HR.4.10 HR.4.10.1 HR.4.11 HR.4.11.1 HR.4.12 HR.4.12.1 HS.1.2 HS.1.2.1	A person currently enrolled in a SAIT program or course.
	FN.16.1.1	A person who has a SAIT ID number or who is a potential applicant to SAIT.
	AC.3.4.3 AD.1.1.2	A person who is enrolled in a SAIT program or course, or who is an applicant to SAIT.
	AC.3.4 AC.3.4.4	A person who is enrolled in a SAIT program or course, who is an applicant to SAIT, who is participating in a youth activity at SAIT or who is participating in learning activities at SAIT through corporate training initiatives.

Term	Reference	Definition
Student club	AC.6.2.1	<p>A group, organization or society of students that exists primarily for and is driven by students, has an executive, holds at least one event per year and meets on a regular basis. A student club falls into one of two categories:</p> <ul style="list-style-type: none"> Academic student club: A student club that focuses primarily on students in one or more specific SAIT programs and that is supported by or connected to a SAIT school or program. Non-academic student club: A student club that does not focus on students in a specific SAIT program(s) and where the purpose of the club is primarily to provide events and activities promoting social, cultural, religious or athletic interaction amongst students.
Student electronic resources	AD.2.15.2	Resources that are provided to students to support SAIT's delivery of instructional, research and service activities (including, for instance, SAIT email, electronic library material, applications and online learning platforms).
Student engagement coordinator	AC.6.3.1	A SAIT employee who creates, organizes, publicizes, and administers co-curricular activities.
Student Investment Management Trust (SIMT)	FN.9.1.1	Funds that are donated for the purpose of providing SAIT's School of Business students with educational experience.
Student record	AC.3.18.1 AC.3.18.2 AD.2.12.1	A record created for a person who has confirmed that person's intention to attend SAIT, and which allows that person to be eligible to register for SAIT courses.
Study abroad activity	AC.2.13.2 HS.1.6 HS.1.6.1	A SAIT-approved activity for an individual or group and which occurs outside Canada. This includes but is not limited to field schools, program-specific study tours, subject-specific study tours, service learning programs, conferences, student competitions, semester exchanges, organized sports competitions, workplace experiential learning placements, other extracurricular activities and student research projects.
Study abroad coordinator	AC.2.13.2	The SAIT employee responsible for coordinating study abroad activities and for addressing/mitigating risk issues associated with study abroad initiatives, on SAIT's behalf.
Study Canada activity	AC.2.13.3	A SAIT-approved activity for an individual or group and which occurs outside Alberta but within Canada. This includes but is not limited to field schools, program-specific study tours, subject-specific study tours, service learning programs, conferences, student competitions, semester

Term	Reference	Definition
		exchanges, organized sports competitions, other extracurricular activities and student research projects.
Study Canada coordinator	AC.2.13.3	The SAIT employee responsible for coordinating study Canada activities and for addressing/mitigating risk issues associated with study Canada initiatives, on SAIT's behalf.
Subject matter expert	AD.3.3.1	An individual who has expertise and understands the business for which the data is being used. They provide recommendations for data definitions for their business area.
Subject-specific study tour	AC.2.13.2 AC.2.13.3	A program where participants from several post-secondary institutions come together in one location to study a specific subject.
Subsidiary	AD.1.2	A subsidiary that SAIT owns, controls or operates in which SAIT has more than a 50% interest.
Summarized data	AD.3.3.1 AD.3.3.2	Data that is combined from different sources and provides an easy-to read-report that identifies findings and recommendations.
Supervisor	HS.1.1.1	A person who has authority over a worker or charge of a work site.
Supplier	FN.7.1.3	For the purpose of this procedure, a supplier is also referred to as a vendor or contractor.
Survivor	HS.1.6 HS.1.6.1 HS.1.6.2 HS.1.6.3	A member of the SAIT community who has been subjected to an act of sexual assault, sexual violence, or gender-based violence. 'A person who has experienced sexual violence' is another term that can be used.

T

Term	Reference	Definition
TCPS2	AC.4.4.1	The Canadian Institutes of Health Research (CIHR), the Social Sciences and Humanities Research Council of Canada (SSHRC) and the Natural Sciences and Engineering Council (NSERC) jointly issued a revised national human research ethics policy in 2010, referred to as the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, or TCPS2.
Teaching material	AC.2.11	Any material, in any format, created to convey educational and training information. Teaching materials may include but are not limited to lecture notes, laboratory manuals, modules, articles, books, works of visual art, maps, charts, plans, photographs, engravings, sculptures and music.
Technology transfer	AC.4.1 AC.4.1.1 AC.4.1.2 AC.4.1.3	The transfer of ideas, information, methods, procedures, techniques, tools or technology from the developers to potential users.
Testing centre	AC.3.3.2	A SAIT-approved facility designed to hold secure examination writing sessions. It is typically a secondary school, a post-secondary institution, or an educational consortium.
Third-party advertiser or sponsor	AD.2.11.1	An advertiser or sponsor that operates at arms' length from SAIT and that wishes to promote a brand, product, service or event through assets that SAIT owns or controls and for which it pays a fee or provide sponsorship.
Third-party data	AD.3.3.1 AD.3.3.2	Data owned by a third party and being used to support academic, research or scholarly activities. This data may contain sensitive intellectual property and if compromised or used inappropriately would have implications for the third party.
Tobacco product	HS.1.4.1	A product composed in whole or in part of tobacco, including tobacco leaves and any extract of tobacco leaves, but does not include any product for use in nicotine replacement therapy. It includes but is not limited to cigarettes, cigars, cigarillos, pipe tobacco, and specialized tobacco products such as chewing tobacco, smokeless tobacco, and snuff.
Tools	AD.2.14.1 FM.1.1.1	A non-consumable device used to facilitate mechanical operations, including but not limited to a hammer, saw,

Term	Reference	Definition
	FM.1.1.2	plane, wrench, file, and power tools. For the purpose of this procedure, a tool does not include books, audiovisual software or computer software.
Total endowment balance	ER.3.4.1	The sum of endowment principal and accumulated capitalized investment income.
Trade secret	AC.2.11	Information including but not limited to formula, pattern, compilation, program, method, technique or process, or information contained or embodied in a product device or mechanism which (i) is, or may be used, in a trade or business; (ii) is not generally known in the trade of business; (iii) has economic value from not being known generally; and (iv) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.
Trademark	AC.2.11	A word, symbol, packaging or picture, or any combination of the foregoing, used to distinguish the goods or services of one person or organization from those of others. In Canada, trademarks are entitled to legal protection, regardless of whether or not they are registered. The <i>Trade-marks Act</i> (Canada) provides certain protection for trademark owners.
Transcript	AC.3.1.1 AC.3.1.2 AC.3.1.3	A complete and unabridged record of all courses that a student has taken at SAIT.
Transcript deadline	AC.1.5.1	Date by which all official transcripts must be submitted to SAIT, as listed in the Academic Calendar.
Transfer agreement	AC.3.18.1 AC.3.18.2 AC.3.18.3	<p>An agreement between two post-secondary institutions-a from (sending) institution and a to (receiving) institution-that specifies how the from (sending) institution's course(s) or program will be accepted for transfer credit at the to (receiving) institution. It can take the form of a transfer decision or a block transfer. Two types of agreements are possible:</p> <p>Receiving agreement: An agreement whereby SAIT receives transfer students from a partner institution into a SAIT program.</p> <p>Sending agreement: An agreement whereby SAIT sends its students to a partner institution.</p>
Transfer credit	AC.3.18.1 AC.3.18.2	Upon successful demonstration of course transferability, credit is granted for a specific SAIT course(s) based on a course(s) completed at another post-secondary institution.

Term	Reference	Definition
		Credit may be awarded through a block transfer or through course-to-course transfer.
Transfer decision	AC.3.18.1 AC.3.18.3	Evaluation of an individual course or courses taken at one post-secondary institution and used towards a program in another post-secondary institution.
Transfer student	AC.3.18.1	A student who has previously earned credit at one or more post-secondary institutions and who is transferring that credit to another post-secondary institution to continue a program of study.
Transitory record	AD.3.2.1 AD.3.2.2	A record that has only immediate or short-term usefulness and will not be needed in the future. Transitory records contain information that is not required to meet legal or financial obligations or to sustain administrative or operational functions and has no historical value.
Transport Canada	AD.4.6.1	The Canadian federal regulatory authority that manages transportation in Canada.
Transportation device	AD.4.5.1	Transportation devices are listed and defined in Schedule A and Schedule B, Associated Documents to this procedure. These schedules may change from time to time.
Travel	HR.1.4.1	Any destination outside of a 50 kilometer radius of Calgary city limits.
Traveler	HR.1.4.1	Any SAIT employee or Board of Governors member who is on approved travel in relation to SAIT business.
Trespassed person	AD.4.2.1	An individual banned from SAIT property after SAIT has issued that individual the Trespass to Premises Notice.
Tri-agency	AC.4.1.1	Three federal government funding agencies that support Canadian research, including the Canadian Institutes of Health Research (CIHR), Natural Sciences and Engineering Research Council of Canada (NSERC) and the Social Sciences and Humanities Research Council of Canada (SSHRC).
Trip leader	AC.2.13.1	A SAIT employee accompanying and supervising participants on a field trip. In the case of an academic field trip, this is usually but not always the instructor.
	AC.2.13.2	A SAIT employee accompanying participants on a group study abroad activity and who the program leader has designated as being the trip leader. The role of the trip leader is defined by the school/program responsible for the study abroad activity and is set out in Schedule B, Group International Study Abroad Program Guide.
	AC.2.13.3	A SAIT employee accompanying participants on a group study Canada activity and who the program leader has

Term	Reference	Definition
		designated as being the trip leader. The role of the trip leader is defined by the school/program responsible for the study Canada activity and is set out in Schedule A Study Canada Program Guide.
Trust	ER.3.4.1	A legal relationship where a donor transfers fiduciary responsibility of assets to a person or institution (the trustee), to be managed for the benefit of designated beneficiaries. Trusts are subject to the provisions of provincial legislation.
Tuition deposit	AC.1.5.1	A deposit paid to confirm a seat that has been offered to an applicant for a specific program. It is a partial payment of the first term tuition for the program.
Tuition fees	AD.1.9.1	Charges payable to SAIT in exchange for instruction.

U

Term	Reference	Definition
Undue hardship	AC.3.16.1	A situation where accommodating a student with disabilities leads to unreasonable and excessive challenges for SAIT. This includes but is not limited to situations where: <ul style="list-style-type: none"> a) The accommodation significantly interferes with the rights of other students; b) The accommodation creates health and/or safety concerns; c) The financial cost of the accommodation is excessive, in the context of SAIT as a whole; and/or d) The accommodation would result in a necessary course or program requirement not being met.
Unexcused absence	AC.3.8.2	A student's absence that the instructor or academic chair has determined was not for a valid reason.
Unrestricted endowment	ER.3.4.1	An unrestricted endowment contribution is one where the beneficiary or object is defined in broad terms, essentially supporting SIAT's mission and the activities conducted in pursuit of that mission.
Unstructured data	AD.3.3.1 AD.3.3.2	Any document, file, image, report, form, etc. that has no defined standard structure.
Unstructured data	AD.3.3 AD.3.3.1	Any document, file, image, report, form, etc. that has no defined standard structure.
User content (UC)	AC.2.12.1	Text, photos, videos and/or other content that an individual creates or submits to SAIT or a third party by website or social media platform, such as but not limited to Instagram, Twitter and Facebook.

V

Term	Reference	Definition
Validation process	AC.6.3.1	A process that determines whether a student has completed the participation requirements (length of time and demonstration of capabilities) for the activity to be recognized as part of the co-curricular recognition program.
Validator	AC.6.3.1	A SAIT or SAITSA employee responsible, in consultation with applicable stakeholders, for approving or declining students' requests to add activities and capabilities to their co-curricular record. The student participating in the activity selects the validator (unless one has already been assigned); for instance, a validator might be the instructor attached to a student club.
Videography	AD.4.7.2	The art or practice of recording images with a video camera, drone or other video-capturing technology.
Virtual space	ER.3.1.2	SAIT owned and operated electronic and/or internet-based assets.
Visual line-of-sight	AD.4.6.1	Unaided (corrective lenses and/or sunglasses exempted) visual contact with a RPAS sufficient to maintain operational control of the RPAS and to know its location and orientation.
Visual observer	AD.4.6.1	A trained crew member who keeps the RPAS within visual line-of sight and who assists the pilot-in-command in the duties associated with collision avoidance and with complying with the applicable rules of flight.
Vital record	AD.3.2.1	A record that is essential for preserving, continuing or reconstructing the operations of SAIT and protecting the rights of SAIT, its employees and its stakeholders in the event of a disaster.

W

Term	Reference	Definition
Waive	AC.2.11	The creator or owner expressly agrees not to exercise certain rights or interests. A waiver should be in writing.
Waitlist	AC.1.5.1	The list of qualified applicants to whom offers have not been made and for whom there is not sufficient space in the current enrolment forecast.
Web application or app	ER.2.2.1	A standalone web application or program. The phrase “web app” or “online app” is also used in a business setting as an abbreviation for “online application” - meaning purposeful programming the user accesses and uses while online via a browser or smartphone instead of software (such as Microsoft Word) residing on the user’s computer or device.
Web assets	ER.2.2.1	For the purpose of this procedure, this includes content, images, videos and other related media.
Web module	ER.2.2.1	The combination of JavaScript, servlets, PHP: Hypertext Preprocessor, Java Server Pages (JSP) files, ASP, ASP.NET and static content such as Hypertext Markup Language (HTML) pages into a single deployable unit that sits within a standard webpage. Examples include online registration forms, online tests or a photo gallery.
Web portal	ER.2.2.1	A website or services that offer a broad array of resources and services, such as email, forums, announcements and documentation. For the purposes of this procedure mysait.ca is referred to as a portal.
Website	ER.2.2.1	A collection of web pages that represents SAIT, promotes its brand and displays its official trademark(s). Information presented on the website includes but is not limited to calendars, fact sheets and recruitment documents, course listings, SAIT policies and procedures and links to SAIT-sanctioned websites.
Withholding taxes	AD.1.9.1	Taxes imposed by foreign governments on organizations whose legal base of operations are within their national boundaries or jurisdiction.
Work-integrated learning (WIL)	AC.2.20.1 AC.3.4 AC.3.4.4 AC.6.1.1 HS.1.6	Activities that integrate academic learning in a SAIT program or course with practical applications in a real-world setting.

Term	Reference	Definition
	HS.1.6.1	
Work-integrated learning agreement	AC.2.20.1	An agreement signed by SAIT, the student and the work-integrated learning organization for certain types of WIL, outlining the terms and conditions of the work-integrated learning experience. These agreements include but are not limited to the: <ul style="list-style-type: none"> a) Employee Agreement. b) International Practicum Agreement. c) Multiple Student Unpaid Agreement. d) Sole Student Paid Agreement. e) Sole Student Unpaid Agreement.
Work-integrated learning liaison	AC.2.20.1	A SAIT representative assigned by the school or program to handle work-integrated learning details for the students. This could include an instructor, academic chair/coordinator, or a designated contact.
Working dog	HS.1.5.1	Includes but is not limited to police dogs and rescue dogs.
Workplace accommodations	AC.3.16.1	A reasonable accommodation that allows a student with disabilities to successfully complete a project or work-integrated learning placement, where such project or placement is a required component of the student's program at SAIT.
Workplace and learning environment	HR.5.1.8 HR.4.10 HR.4.10.1 HR.4.11 HR.4.11.1 HS.1.2 HS.1.2.1	Any physical or electronic environment where SAIT-related activities take place or where SAIT conducts business.
Workplace violence	HS.1.2 HS.1.2.1	The threatened, attempted or actual conduct of a person, whether at a work-site or that is work-related, that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence. It includes without limitation: <ul style="list-style-type: none"> • physical assault. • threats of violence, verbal or written.

Term	Reference	Definition
		<ul style="list-style-type: none"> gestures or acts of aggression towards an individual that create fear or mistrust in that individual, or that comprise or devalue that individual. harassment in any communication or actions whether direct or indirect which causes another person to fear for their safety or the safety of another.
Workspace	FM.1.1.1 FM.1.1.2	SAIT's real property, including land and building space, storage lots and compounds, laboratories, shops, classrooms, offices and meeting rooms.
Wrongdoing	HR.4.12 HR.4.12.1	<p>For the purpose of this procedure, wrongdoing by SAIT, its schools/departments/units, and/or its employees includes:</p> <ul style="list-style-type: none"> a) Contravening provincial or federal legislation or regulations; b) An act or omission creating: <ul style="list-style-type: none"> i) A substantial and specific danger to the life, health or safety of individuals other than a danger inherent in the performance of the employee's duties or functions, or ii) A substantial and specific danger to the environment; c) An act or omission of gross mismanagement (as defined above); d) An act of wrongdoing as set out in the PID Act's regulations; or e) Knowingly directing or counselling someone to commit an act of wrongdoing.

Y

Term	Reference	Definition
Youth	AD.1.12.2 AD.4.7.2	For the purpose of this procedure, youth includes both minors and young adults.
Youth activities champion	AD.1.12.2	A manager, academic chair/earned revenue coordinator, associate dean or dean who is the main point of contact on behalf of a school/department and who collaborates with the Youth Initiatives Office regarding youth activities.
Youth activity	AC.3.4.4 AD.1.12.2	A registered program, non-registered program, SAIT event or non-SAIT event involving youth on the SAIT campus, or that SAIT deems to be a youth activity given the nature of the activity and the participants.
Youth Initiatives Office	AD.1.12.2	The office responsible on SAIT's behalf for coordinating youth activities on the SAIT campus and for providing support and guidance to schools/departments on youth activities.