

## SAIT's Policies and Procedures

### Glossary of Definitions

# A

Term	Reference	Definition
Aboriginal person	AC.2.15 AC.2.15.1	A person in Canada who is a member of an Indian/First Nation, Métis or Inuit community as defined in the <i>Constitution Act, 1982</i> . Indian/First Nation includes "Status", "Treaty" or "Registered" Indians as well as "Non-Status" and "Non-Treaty" Indians.
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 Calendar	AC.2.1.1 AC.3.1.1	SAIT's official document that describes its approved academic, apprenticeship, and pre-employment programs. It includes information about admission, selection, 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.
Academic freedom	AC.2.18	Academic freedom includes:

Term	Reference	Definition
		<p>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;</p> <p>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</p> <p>c) The freedom to express ideas that challenge or question tradition, conventional thought and/or ideologies.</p>
Academic misconduct	AC.3.4.1	Any action or attempted action that may result in creating an unfair academic advantage for a SAIT student and/or other SAIT students and is described in more detail in the Code. It includes but is not limited to plagiarism, cheating, collusion, altering academic documents or transcripts, intentionally or deliberately gaining access to materials before they are intended to be available, or helping another student to gain an unfair academic advantage
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	AC.2.19.1	A council that reviews the internal self-study, the external reviewers' report and the program's action plan, and that reports to the vice president, academic. Detailed information governing the council and its roles and responsibilities is set out in the Program Quality Assurance Manual.
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 the minimum Semester Program Grade Point Average (PGPA) and Cumulative Grade Point Average (CGPA) after attempting a minimum of nine additional credits (excluding course withdrawals).
Academic units	ER.3.1.4	SAIT's programs, schools and academic departments.

Term	Reference	Definition
Access	AD.3.3.1	The permission rights assigned to allow data custodians 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.3.17.1	The process of making alterations to the delivery of services so that students are able to meet their military obligations. Accommodation does not require SAIT to lower its academic standards: a student asking for an accommodation to meet his/her military obligations has the responsibility to acquire and develop the essential skills and competencies expected of all students.
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.
Accounting clerk	FN.7.1.2	Employee who reviews approved Pcardholder submissions (monthly statement, receipts, and approvals).
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.
Administrative units	ER.3.1.4	All non-academic units.
Advanced standing	AC.3.18.5	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.
Advisor	HR.4.10.1	A person who provides advice and assistance to a complainant, a respondent, and/or a witness.

Term	Reference	Definition
Aggregated data	AD.3.3 AD.3.3.1	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.
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.
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 self-assessment	AC.2.19.1	An annual check-in on a program.
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.

Term	Reference	Definition
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. 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 are located in the Applied Research and Innovation Services department.
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. These SAIT funds come from an applied research and innovation endowment funded by the Alberta Science and Research Authority and funds assigned during the annual budgeting process
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	A member of the SAIT community who has the authority to approve a claimant's eligible expenses.
Articulation	AC.3.18.5	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 articulation 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.
Articulation agreement	AC.3.18.5	An agreement between two post-secondary institutions-a sending institution and a receiving institution-that specifies how the sending institution's course(s) or program will be accepted for transfer credit at the receiving institution. It

Term	Reference	Definition
		<p>can take the form of course-to-course transfer or a block transfer. Two types of agreements are possible:</p> <p><b>Receiving agreement:</b> An agreement whereby SAIT receives transfer students from a partner institution into a SAIT program.</p> <p><b>Sending agreement:</b> An agreement whereby SAIT sends its students to a partner institution.</p>
Assign	AC.2.11	To transfer one or more rights or interests from one party to another in exchange for consideration.
Associate	HR.4.11.1	<p>An individual or organization with which a member of the SAIT community has a business or private relationship, such as:</p> <ul style="list-style-type: none"> <li>• A relative, as defined below</li> <li>• A corporation of which the member of the SAIT community is a director or senior officer</li> <li>• A private corporation that the member of the SAIT community either owns or is the beneficial owner of that corporation's shares</li> <li>• A partnership in which the member of the SAIT community is a partner, or of which one of the partners is a corporation directly associated with the member as described above</li> <li>• An organization acting with the member of the SAIT community's express or implied consent</li> </ul>
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.
Authenticity	AD.3.2	The validity, relevancy and currency of the record.
Authorized approver	FN.7.1.2	The Pcardholder's dean, director or vice president.

Term	Reference	Definition
Authorized driver	FM.1.1.5	A SAIT employee, contractor, volunteer or student who meets and adheres to the requirements of this procedure.

# B

Term	Reference	Definition
Balance of probabilities	AC.3.4.1	The standard of proof that is met when something is more likely to be true than not true.
Betterment	FN.14.1.1	A cost incurred to enhance the service potential of a tangible capital 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 is extended or the quality of the output is improved.
Block transfer	AC.3.18.2 AC.3.18.5	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.
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.
Break in service	HR.5.1.7	A period in excess of three months from an employee's last date of employment with SAIT.
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.
Bulk capitalized assets	FN.14.1.1 FN.14.1.2	Selected items of material value to SAIT as a whole that are capitalized into a central pool (bulk capitalized), such as modular furniture and library book purchases. The threshold applies to the combined cost of all items that SAIT purchases, and not to each individual purchase.
Business days	AC.2.1.1	Monday through Friday, excluding statutory holidays and other days when SAIT may be closed.



Term	Reference	Definition
Business related item	FN.7.1.2	An item that has a clear SAIT business purpose and not a personal purpose, and that meets the requirements of all other applicable procurement procedures.

# C

Term	Reference	Definition
Campus perimeter	AD.2.11.1	SAIT's property line.
CASL	AD.2.12.1	Canadian anti-spam legislation.
Canadian aviation regulations	AD.4.6.1	Regulations under the <i>Aeronautics Act</i> governing aviation operations and safety in Canada.
Capital asset acquisition	FN.14.1.1	<p>An acquisition that meets all of the following requirements:</p> <ul style="list-style-type: none"> <li>• All computers are recorded as capital assets. This includes central infrastructure as determined by the Capital Assets section, Finance department.</li> <li>• Has a cost equal or greater than \$5,000 at the time of purchase (including GST, net of rebate).</li> <li>• Has a useful life that extends beyond one year.</li> <li>• In certain circumstances, items with a cost less than \$5,000 are still considered capital assets.</li> <li>• Is held for use in the provision of services on a continuing basis.</li> <li>• Is not intended for sale in the regular course of business.</li> </ul>
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"> <li>• Building components – Estimated useful life</li> <li>• Buildings – 40 years</li> <li>• Computer hardware and software – 3 years</li> <li>• Furnishings, equipment and library – 10 years</li> <li>• Leasehold Improvements – Length of lease (including expected renewals)</li> <li>• Renovations – 10 or 25 years</li> <li>• Vehicles – 5 years</li> </ul>
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

Term	Reference	Definition
		the location and bringing the asset to the condition necessary for its intended use.
Capitalized investment income	ER.3.4.1	Net investment income that has been added to the total endowment balance.
Casual employee	HR.5.1.7	A period in excess of three months from an employee's last date of employment with SAIT.
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 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	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).
Chief officer	HR.4.9.1	In the context of Alberta's <i>Public Interest Disclosure (Whistleblower Protection) Act</i> , SAIT's president and CEO or designate.
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.
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

Term	Reference	Definition
		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.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, and study abroad.
Co-curricular coordinator	AC.6.3.1	A SAIT employee who creates, organizes, publicizes, and administers co-curricular activities.
Co-curricular record (CCR)	AC.6.3.1	An official SAIT document validating student achievement and involvement in approved co-curricular activities. 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.3.4.1	The Student Code of Conduct.
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.
Competency	AC.6.3.1	A set of defined behaviours that provides a structured guide enabling the validator to identify and evaluate the

Term	Reference	Definition
		performance of these behaviours by students engaged in a co-curricular activity.
Competitive program	AC.1.5.1	A program that uses selection to determine admission into a program.
Complainant	AC.4.2.2	An individual who believes that misconduct in research and scholarship has occurred at SAIT.
	HR.4.10.1	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 discrimination or harassment.
	HS.1.1.2	A member of the SAIT community who believes that the member has suffered from an act of violence or a threat of violence.
	AC.2.13.1	A member of the SAIT community who believes that the member has suffered from an act of sexual assault or sexual violence.
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	A grade given for an individual assessment within a course.
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 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.
	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

Term	Reference	Definition
		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.4.11.1	The SAIT committee that reviews and acts upon disclosures and allegations of conflicts of interest.
Consent	AC.2.13.1	The voluntary and explicit agreement to engage in the sexual activity in question. It is the act of willingly agreeing to engage in specific sexual behaviour, and requires that a person is able to freely choose between two options: yes and no. This means that there must be an understandable exchange of affirmative words which indicates a willingness to participate in mutually agreed-upon sexual activity. For further information, please refer to Canada's <i>Criminal Code</i> .
	AC.4.4.2	Free, informed and ongoing consent, and for the purposes of this procedure, "free" and "voluntary" are used interchangeably.
Continuous selection	AC.1.5.1	A program where selection is offered on a continuing basis once that program has formally begun selection.
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.
Contractor	AD.4.1.1 AD.4.2.1	<p>An individual or company contracted by SAIT to perform services or work for SAIT. For the purposes of this procedure, there are two types of contractors:</p> <p><b>Independent Contractor:</b> An individual contracted by SAIT under the individual's own company name and paid through Finance.</p> <p><b>Service Contractor:</b> A member of a company that SAIT has contracted, and who is generally paid by that company.</p>
Copyright	AC.2.11	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:

Term	Reference	Definition
		<ol style="list-style-type: none"> <li>1. Assert paternity in the work or require the creator's name to be associated with the work.</li> <li>2. Object to or restrain certain uses of or associations with the work.</li> <li>3. Object to or restrain any distortion, mutilation or modification of the work which may prejudice the creator's honour or reputation.</li> </ol> <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 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	<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 programs, CDs, DVDs, source codes, data, forms, compilations, pamphlets, lectures, brochures, advertising, manuals, charts, maps, circuit boards, feature films,</p>

Term	Reference	Definition
		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 card	FN.7.1.2	A SAIT credit card used for eligible purchases related to travel (such as meals, transportation and accommodation) and general business expenses (such as hosting and professional development).
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 Level I and Level II overhead costs.
Course	AC.2.17.1 AD.1.9.1	Organized subject matter in which instruction is offered with specific learning outcomes within a given period of time.
Course-to-course transfer	AC.2.18.2 AC.3.18.5	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.
Course collection	AC.2.12.1	Bound or otherwise packaged or assembled copies of published works from more than one publication.
Course deficiency	AC.3.2.1	F or NP grade or less than a 50% grade.
Course outline	AC.3.1.1	The official document that identifies a course's learning outcomes and how students will be assessed in that course.
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.
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



Term	Reference	Definition
		work or invention so as to take public responsibility for its contents in whole or part, and the individual's contribution must be relatively substantial to the development process of the final work or invention. Creators include but are not limited to 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/workplace experiential learning time and the amount of independent learning that a student must do to succeed in that course.
Credit course	AC.2.17.1 AC.3.1.1	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.
	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.
Credit program	AC.2.17.1	A program that is approved by the Alberta government. It may be a grant funded program or a non-grant funded, earned revenue program.
	AC.3.1.1 AD.1.9.1	A program that is approved by the Alberta government
Critical incident	ER.1.1.5	Any meaningful threat to the safety of campus occupants that cannot sufficiently be addressed through standard security procedures, or loss of - or damage to - physical campus facilities that causes substantial disruption to SAIT operations. This includes but is not limited to fires, bomb threats, chemical spills, natural gas/ammonia leaks, weapon-related incidents, extreme weather and medical emergencies.

Term	Reference	Definition
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.
	AD.1.9.1	Learning materials that SAIT has created or licensed and that the vice president, academic has approved through the Approval Process for Managing Curriculum.
Custody	FM.1.1.5	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, generally the Facilities Management department or the rental agency.
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.

# D

Term	Reference	Definition
Data	AD.3.3 AD.3.3.1	Facts, numbers, letters and symbols collected by various means and processed to produce information.
Data custodian	AD.3.3.1	An individual who needs and uses data as a part of that individual's assigned duties. This may include reading, entering, downloading, copying, querying or updating data or information.
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 owner	AD.3.3.1	SAIT is the owner of all institutional data, and determines how institutional data and information will be shared.
Data quality	AD.3.3.1	The validity, relevancy and currency of the data.
Data security	AD.3.3.1	The data custodian's access to data and the amount of access each data custodian is allowed.
Data source	AD.3.3 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.3.3.1D	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. The data management activities assigned to the data steward may be assigned or delegated by a data trustee. A data steward may be a member of the Data Governance Team.
Data technician	AD.3.3.1	Maintains the technical infrastructure of SAIT systems, implementing access rights and controls to ensure the accuracy, integrity, security and privacy of institutional data. The data technician works with data stewards to ensure data-related issues are escalated to the appropriate governing body in a timely manner. The data technician may be a member of the Data Governance Team.
Data trustee	AD.3.3.1	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

Term	Reference	Definition
		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.
Deferred salary leave plan funds	AD.9.1.1	Funds from deferred salary plans and programs.
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> : <ul style="list-style-type: none"> <li>a) Gender identity - the personal expression of one's own gender(s).</li> <li>b) Indigenous peoples</li> <li>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 their full and effective participating in society on an equal basis with others.</li> <li>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.</li> <li>e) Sexual orientation - refers to an individual's identity in relations to the gender(s) to which they are attracted.</li> </ul>
Delivery lead	AD.1.9.1	An employee who has been assigned responsibility to manage the process of delivering product to a client or individual learner.

Term	Reference	Definition
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	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: <ul style="list-style-type: none"> <li>• Devices or components that restrict unauthorized access to or use of a work;</li> <li>• Encryption to control access and reproduction of online works; and/or</li> <li>• 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.</li> </ul>
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 problems and illnesses. Disabilities may be temporary or permanent.
Disclosure	AC.2.11	To advise or notify.
Discrimination	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.

Term	Reference	Definition
Disposal of property	AD.2.9.1	A range of unclaimed property disposal methods including but not limited to discarding, destroying, donating, auctioning or selling.
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.
Domestic client	AD.1.9.1	A corporation or government agency whose legal base of operations is within Canadian national boundaries or 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.
Dual credential	AC.1.5.1	A SAIT program that allows students to complete both a SAIT credential and a secondary school credential simultaneously.

# 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 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.
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 procurement card expenses	FN.7.1.2	Items not restricted for purchase by Pcard where the total value of the goods or services to be purchased is less than the Pcard per transaction dollar limit, and the total value of goods or services purchased in the month is less than the Pcard monthly limit.
Eligible student	AC.3.2.1	A student who has received an F or NP or less than 50% in a course where the final mark for that course is within 5% of the passing grade for that course and where the failure is not due to the student's academic dishonesty.
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 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.

Term	Reference	Definition
Employee	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 FN.11.1.1 FN.11.1.3 HR.5.1.8 HR.4.10.1	A person employed on SAIT's payroll, whether paid by annual salary or hourly wage.
	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.
Employees and others	AC.3.4.1	All persons employed on SAIT's payroll (whether paid by annual salary or hourly wage), members of SAIT's Board of Governors, contractors, consultants, agents and volunteers.
Employees or affiliates	AD.1.1.3	Employees, contractors, or volunteers.
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.3.2.1 AC.3.3.3 AC.3.17.1	The last day of the course as set out in SAIT's official student database course registration information.
Endowment	ER.3.4.1	A donation made with the expectation and understanding that the principal amount will be invested, the investment earnings generated will be used to advance a specified charitable purposes, and there will be no encroachment on the original donated gift principle.
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.



Term	Reference	Definition
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	FM.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.
Equivalent course	AC.3.18.2 AC.3.18.4 AC.3.18.5	A SAIT course that is determined to be at least 80% equivalent towards another SAIT course.
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	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.
Executive Management Council	HR.4.11.1	SAIT's senior leadership team.
Expendable portion	ER.3.4.1	Funds available for disbursement in accordance with the terms of the endowment.
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 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

Term	Reference	Definition
		agencies, community leaders, other post-secondary organizations, relevant industry, trade and business associations, the media, potential students and families of students and potential students.
External review	AC.2.19.1	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 are 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
Facilities	AD.4.1.1 AD.4.7.1 HS.1.4.1	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
Favoritism	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)		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 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	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	A SAIT-approved learning activity for an individual or group that occurs off-campus, within Canada. There are two types of field trips:  Academic field trip: A field trip which is listed as a learning activity in a course outline, which may occur with or without

Term	Reference	Definition
		<p>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>
First-offered, first-qualified program	AC.1.5.1	A program that offers seats to qualified applicants as they apply, with no selection process
Flex day	HR.3.10.1	An employee benefit allowing flexibility to employees' standard work schedules.
Foodstuff	AD.2.6.1	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.
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.
Full-load equivalent (FLE)	AD.1.9.1	One FLE student reflects one student completing the full load for one year of study in an accredited program, or several students combining to complete the equivalent of a normal full load.
Full member	AC.2.4.1	A member who is a voting member.

# G

Term	Reference	Definition
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.
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 disclosure	HR.4.9.1	A complaint of any unethical behaviour that is not frivolous or vexatious and is made without malicious intent
Government	ER.1.1.3	International, federal, provincial and municipal governments.
Governor	HR.4.11.1	A member of SAIT's Board of Governors.
Grade point average	AC.3.1.1 AC.3.2.1	<p>The measure of a student's SAIT academic achievement. It can be calculated in three ways:</p> <ul style="list-style-type: none"> <li>• <b>Credential Grade Point Average:</b> The overall cumulative 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.</li> <li>• <b>Cumulative Grade Point Average (CGPA):</b> The overall cumulative weighted grade point average for all credit courses that the student has completed, regardless of whether or not those courses are part of the program in which the student is registered.</li> <li>• <b>Semester Grade Point Average (SGPA):</b> The weighted grade point average for all the credit courses that a student has completed in a particular semester, regardless of whether or not those courses are part of the program in which the student is registered.</li> </ul>

Term	Reference	Definition
	AC.3.2.1 AC.3.18.1	The measure of a student's SAIT academic achievement. It can be calculated in four ways, as set out in procedure AC.3.1.1 Grading and Progression.
Gross margin	AD.1.9.1	Total revenue less direct operating costs and withholding taxes, expressed as a percentage of total revenue.
Gross profit	AD.1.9.1	Total revenue less direct operating costs and withholding taxes.
Group food sharing	AD.2.6.1	Where an individual prepares a dish of food to be shared amongst a larger group of people.
Group study abroad activity	AC.2.13.2	A study abroad activity involving more than one participant.

# H

Term	Reference	Definition
Harassment or bullying	HR.4.10.1	For the purposes of this 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"> <li>a) Is based on a prohibited ground of discrimination under Alberta's human rights legislation, or</li> <li>b) Adversely affects an individual's psychological or physical wellbeing where the harasser knows or ought reasonably to know this would cause 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.</li> </ul>
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.
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 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	AC2.17.1	Scheduled or equivalent non-scheduled class time.

Term	Reference	Definition
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.
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.



## I

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.
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.
Incidental findings	AC.4.4.2	Unanticipated discoveries made in the course of research but that are outside the scope of the research.
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 HR.4.11.1	An individual contracted by SAIT under the individual's own company name and paid through Finance.
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.
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.3.18.3	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

Term	Reference	Definition
		interview, performance assessment, product assessment, portfolio assessment, demonstration, self-assessment, external evaluation or worksite assessment.
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.
Institute property	FM.1.1.1 FM.1.1.2	Tools and equipment as defined in this procedure.
Institutional data	AD.2.10.1 AD.3.3 AD.3.3.1	Data that is 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. Institutional data can also be stored on hosted services, individual desktops, paper files and electronic files such as spreadsheets.
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	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.
Internal rate of return (IRR)	AD.1.9.1	The interest rate at which the net present value of all the cash flows (both positive and negative) from a project or investment equal zero. IRR can be used to evaluate the attractiveness of a project or investment.
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 for the funds from owner to trustee.

Term	Reference	Definition
		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 or permanent resident, but who is: <ul style="list-style-type: none"> <li>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 and who is neither a Canadian citizen, permanent resident or refugee nor otherwise legally entitled to maintain a permanent Canadian residence;</li> <li>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</li> <li>c) Registered in a SAIT course or program delivered in a country other than Canada.</li> </ul>
International client	AD.1.9.1	A corporation 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	AD.1.9.1	A student who is not a Canadian citizen or permanent resident, but who is: <ul style="list-style-type: none"> <li>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;</li> <li>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</li> <li>c) Registered in a SAIT course or program delivered in a country other than Canada.</li> </ul>
International travel	HR.1.4.1	Travel to any destination, by any mode, outside of Canada.

Term	Reference	Definition
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.
Intimate relationships	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.
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.
Level I overhead cost	AD.1.9.1	Expenses incurred by a school/department to support the management and delivery of a product that the school/department delivers. Level I overhead costs may vary depending on the volume of business. For example, an Earned Revenue Coordinator's salary or the cost to market the school/department's product are Level I overhead costs.
Level II overhead cost	AD.1.9.1	Expenses incurred by SAIT, at an institutional level, to support the delivery of a product. Level II overhead costs are generally fixed costs. For example, registration, corporate marketing and legal expenses are Level II overhead costs.
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 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
Lifecycle	AD.3.2 AD.3.2.1 AD.3.2.2	Distinct phases of a record's existence, from creation to final disposition.
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.



# 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	An academic chair/coordinator, manager, associate dean/director, dean/director, associate vice president, vice president or president and CEO.
Members	AD.2.2.1	SAIT employees, students and invited guests. Proof of membership must be supplied upon demand.
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 that is related to the sait.ca home page, and is driven primarily by specific strategy or business need and distinctive audiences.
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	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	Acts that include but are not limited to:  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.

Term	Reference	Definition
		<p>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.</p> <p>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.</p> <p>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.</p> <p>f) Invalid authorship: inaccurate attribution of authorship.</p> <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>
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.
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.
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.

Term	Reference	Definition
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.

# N

Term	Reference	Definition
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 other bodily 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"> <li>• the minor is abandoned or lost</li> <li>• the minor's guardian is deceased and the minor has no other guardian</li> <li>• the minor's guardian: <ul style="list-style-type: none"> <li>○ has neglected the minor,</li> <li>○ has physically injured or sexually abused the minor, or there is substantial risk that the guardian will do so,</li> <li>○ is unable or unwilling to protect the minor from physical injury or sexual abuse,</li> <li>○ has emotionally injured the minor, or is unable or unwilling to protect minor from emotional injury,</li> <li>○ has subjected the minor to, or is unable or unwilling to protect the minor from, cruel and unusual treatment or punishment; or</li> </ul> </li> <li>• the minor is otherwise in need of intervention within the meaning of Alberta's child welfare legislation</li> </ul>
Net contribution	AD.1.9.1	Total revenue less direct operating costs, Level I overhead costs, and withholding taxes.
Net contribution margin	AD.1.9.1	Total revenue less direct operating costs, Level I overhead costs, and withholding taxes, expressed as a percentage of total revenue.
Net investment income	ER.3.4.1	Revenue, gains and losses earned on the total endowment balance.
Net present value (NPV)	AD.1.9.1	The difference between the present value of cash inflows and the present value of cash outflows. NPV can be used to

Term	Reference	Definition
		analyze the profitability of a projected investment or project.
Net profit	AD.1.9.1	Total revenue less direct operating costs, Level I overhead costs, Level II overhead costs and withholding taxes.
Net profit margin	AD.1.9.1	Total revenue less direct operating costs, Level I overhead costs, Level II overhead costs and withholding taxes, expressed as a percentage of total revenue.
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 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.
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 misconduct	AC.3.4.1	A violation of civil or criminal laws, conduct that threatens the safety, well-being of or dignity of and respect for members of the SAIT community and/or any behavior that adversely affects SAIT, its employees and others, other students, the public, SAIT's reputation or its educational mission and objectives. It is described in more detail in the Code.
Non-credit course	AC.2.17.1 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 program	AC.2.17.1 AD.1.9.1	A program that is not approved by the Alberta government.
Non-formal learning	AC.3.18.3	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-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-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 account	ER.1.2.1	An account that SAIT owns and that is best suited for schools, departments and programs. For example, SAIT School of Business on Facebook.
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 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 any and all other costs and expenses incurred by SAIT in relation to the licence, lease, disposition or other

Term	Reference	Definition
		commercialization of the work or invention.
Operating funds	FN.9.1.1	Funds designated for: <ul style="list-style-type: none"> <li>• Expenditure within five years, including those intended for facilities and curriculum development</li> <li>• Long-term working capital, including those for accrued vacation pay and pension liability.</li> </ul>
Opportunity lead	AD.1.9.1	An employee who has been assigned responsibility to manage the client relationship and is the primary contact with the client for contract negotiations and disputes.
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.
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.
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



Term	Reference	Definition
		of employment and/or using its facilities, funds or resources.

# P

Term	Reference	Definition
Participants	AC.2.13.2	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> .
Payback period	AD.1.9.1	The length of time, in years, that a product must operate in order to generate a cumulative net contribution that equals total direct development costs.
Payload operator	AD.4.6.1	The person trained to operate the payload system and, in some cases, manage the flight profile.
Payments	FN.16.1.1	Cash, cheques, money orders, bank drafts, debit and credit card transactions, and electronic fund transfers received as donations, sponsorships, government transfers, or in exchange for goods and services that have been or will be provided.
Pcard program administrator	FN.7.1.2	Employee who is registered with the Pcard issuing agency to administer the Pcard program, and who centrally monitors Pcard activity.
Personal account	ER.1.2.1	An account for a SAIT employee's personal use and which does not represent SAIT. Although SAIT can be referenced as an employer, the account is not used to conduct communication related to job duties at SAIT.
Personal business venture	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 individual's employment mandate or responsibilities with SAIT.

Term	Reference	Definition
Personal information	AD.1.1.1 AD.1.1.2 AD.1.1.3	As defined in Alberta's <i>Freedom of Information and Protection of Privacy Act</i> . It is recorded information about an identifiable individual, including: <ol style="list-style-type: none"> <li>1. The individual's name, home or business address or home or business telephone number;</li> <li>2. The individual's race, national or ethnic origin, colour or religious or political beliefs or associations;</li> <li>3. The individual's age, sex, marital status or family status;</li> <li>4. An identifying number, symbol or other particular assigned to the individual;</li> <li>5. The individual's fingerprints, other biometric information, blood type, genetic information or inheritable characteristics;</li> <li>6. Information about the individual's health and health care history, including information about a physical or mental disability;</li> <li>7. Information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given;</li> <li>8. Anyone else's opinions about the individual; and</li> <li>9. The individual's personal views or opinions, except if they are about someone else.</li> </ol>
Personal information bank	AD.1.1.1	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 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.
Pet	HS.1.5.1	An animal that is domesticated and intended for human companionship or amusement.
Physical structures and areas	ER.3.1.4	Buildings and facilities, common areas and green spaces.

Term	Reference	Definition
Pilot-in-command	AD.4.6.1	The licensed pilot of the UAS, often referred to as the primary pilot.
Plagiarism	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.
Potluck	AD.2.6.1	A gathering of people where each person or group of people contributes a dish of food that the person or group has prepared, to be shared among the gathering.
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.3.18.4	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.
Principal investigator	AC.4.1.2	The individual who is responsible for the management of resources associated with a SAIT applied research project.
	AC.4.1.3	The lead investigator completing the research.
	AC.4.2.2	The lead investigator completing the research.
	AC.4.4.2	The person who has ultimate responsibility for a research project. In the case of a project funded by an external or internal grant, normally the holder of the grant. In the case of a project that is not funded, the initiator of the project. The principal investigator is usually the supervisor of the research team (which may include other faculty members) and is usually a faculty member.
	AC.4.4.1	The lead investigator completing the research.

Term	Reference	Definition
	AC.4.4.2 AC.4.4.3	
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.
Private business purpose	FM.1.1.2 FM.1.1.5	An activity unrelated to SAIT business in which an employee, contractor or student engages with commercial intent.
Private interest	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.
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 card (Pcard)	FN.7.1.2	A SAIT credit card used for eligible purchases of small dollar value goods and services obtained directly from suppliers.
Procurement card operating manual	FN.7.1.2	Details all administrative and procedural Pcard processes and controls.
Procurement cardholder (Pcardholder)	FN.7.1.2	Employee whose name appears on the Pcard, and who has been authorized to purchase goods and services for business purposes.
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.
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	An 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,

Term	Reference	Definition
		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 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.
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	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.
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.
Property room	AD.2.9.1	An enclosed, secured space designated for the safekeeping of found property and that SAIT manages.
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.

# 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
RACI chart	AD.1.9.1 AD.1.11.1	A matrix of process and risk management strategies set against roles. At each intersection of strategy and role it is possible to assign roles that are responsible, accountable, consulted or informed for that strategy.
RACI: Accountable	AD.1.9.1 AD.1.11.1	The person/department accountable for the activity being completed appropriately. Responsible persons/departments report to the Accountable person/department.
RACI: Consulted	AD.1.9.1 AD.1.11.1	The person/department not directly involved in carrying out the activity but consulted about the activity. The person/department may be a stakeholder or subject matter expert.
RACI: informed	AD.1.9.1 AD.1.11.1	The person/department receiving output from the activity or needing to stay informed.
RACI: Responsible	AD.1.9.1 AD.1.11.1	The person/department carrying out the activity.
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.
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



Term	Reference	Definition
		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 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.
Relative	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

Term	Reference	Definition
		the student signs, allowing Accessibility Services to release information about the student to individuals specified in the release. Accessibility Services keeps originally signed releases.
Reprisal	HR.4.9.1	Retaliatory measures, as a result of a good faith disclosure, that include: <ul style="list-style-type: none"> <li>a) 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;</li> <li>b) Any other measure that adversely affects the employee's employment or working conditions; and/or</li> <li>c) A threat to take any of the measures mentioned in clauses a) and b).</li> </ul>
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.
Research	AC.4.4.1	An undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation to benefit human society.
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
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.
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.4.10.1	The person alleged to have committed discrimination or harassment.

Term	Reference	Definition
	HS.1.1.2	A member of the SAIT community alleged to have committed an act of violence or a threat of violence.
	AC.2.13.1	A member of the SAIT community alleged to have committed an act of sexual assault or sexual violence.
	AC.4.2.2	A member of the SAIT community alleged to have committed misconduct in research and scholarship.
Restricted funds	FN.9.1.1	<p>Funds that are:</p> <ul style="list-style-type: none"> <li>• Donations to be used for the purpose authorized by the donor or funding agency and which may be intended for use over various timeframes.</li> <li>• Held on behalf of related organizations.</li> <li>• Internally restricted by the Board of Governors for Board-designated purposes and which may be intended for use over various timeframes.</li> <li>• Endowments for which donors have specified that the principal is to be held intact.</li> </ul>
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.
Returning student	AC.3.1.1	A student who has not been an active student in a program for one or more terms of study.
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	The first year of the program quality assurance process, during which the program completes a self-study and an action plan.
Reviewer/supervisor	FN.7.1.2	The employee who has been delegated authority to review and approve the Pcardholder's monthly Pcard purchases,

Term	Reference	Definition
		and who has the appropriate authorization levels, as governed by the signing authority matrix, to approve all transactions.
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 SAIT's activities.
Risk Management Framework	AD.1.11.1	An inventory of current risk management strategies by risk category.
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 Universe	AD.1.11.1	A document that outlines the current potential risks and risk categories to which SAIT is exposed.
Rollerblade	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.
Roller shoe	AD.4.5.1	Footwear 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).

# S

Term	Reference	Definition
SAIT business	FM.1.1.2 FM.1.1.5	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.4.3.1 FN.11.1.3 HS.1.4.1	SAIT's main campus and all satellite campuses.
SAIT community	AC.2.12.1	SAIT's governors, employees, students, contractors, consultants and agents.
	AC.2.18 AD.1.3.1 AD.2.3.1 AD.4.1.1 AD.4.2.1 AD.4.3.1 HR.4.10.1 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.
	AD.4.4.1 AD.4.4.2 AD.4.5.1 AD.4.7.1	SAIT's governors, employees, students, contractors, consultants, agents, volunteers and visitors.
	AD.4.6.1	SAIT's governors, employees, students and independent contractors.
	AD.2.13.1 HS.1.2.1	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.
	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

Term	Reference	Definition
		Governors, students, contractors, consultants, agents and volunteers.
	HR.4.9.1 AD.1.11.1	SAIT's governors, employees, students, contractors, affiliates and volunteers.
	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 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 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	AD.2.2.1	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	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 Committee, or if at the division or school/department level, by the relevant vice president or dean/director.
SAIT vehicle	FM.1.1.2 FM.1.1.5	Any vehicle owned, leased, rented or loaned 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.

Term	Reference	Definition
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.
Salaried employee	HR.5.1.7	An individual who is employed for either a specified period of time or without an end date, in a full or part-time capacity, and who is compensated at a monthly rate with access to SAIT's benefits package.
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.
Scholarly misconduct	AC.4.4.2	Interpreted in light of practices that are appropriate within scholarly communities, includes: <ul style="list-style-type: none"> <li>a) Plagiarism;</li> <li>b) Fabrication or falsification of research data;</li> <li>c) Conflict of scholarly interest, such as suppressing the publication of the work of another scholar;</li> <li>d) The unfair evaluation of a student's work;</li> <li>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</li> <li>f) Other practices that deviate significantly from those which are acceptable as appropriate within scholarly communities.</li> </ul>
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.

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.
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.
Selection	AC.1.5.1	A process whereby additional criteria above the minimum admission requirements are used to determine acceptance into a program.
Self study	AC.2.19.1	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 his or her SAIT program by attending a comparable program of studies at a post-secondary institution outside of 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 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	A program dedicated to a volunteer service project and often carried out in conjunction with a non-profit organization.



Term	Reference	Definition
Sexual assault	AC.2.13.1	A criminal offence under Canada's <i>Criminal Code</i> . Sexual assault is 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	AC.2.13.1	A broad term that describes 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, 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.
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.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.
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 one foot on the board and pushing the other against the ground, also known as a longboard or a pennyboard.
Smoking	HS.1.4 HS.1.4.1	To inhale, exhale, burn, carry, or possess lighted tobacco, cannabis or other herbal products, including cigarettes, electronic cigarettes (e-cigarettes), 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	A category of websites where the majority of content is collaboratively generated by users. It provides a model of communication in which a person or organization can have a conversation with many people at any one time. The tone of social media is conversational and is constantly evolving; some current platforms include but are not limited to:

Term	Reference	Definition
		<ul style="list-style-type: none"> <li>• Blogs, including corporate blogs, personal blogs or blogs hosted by mainstream media outlets;</li> <li>• Forums and discussion boards including comments or feedback sections of mainstream media websites;</li> <li>• Location-based platforms such as Foursquare;</li> <li>• Microblogging sites such as Twitter and Tumblr;</li> <li>• Professional networking sites such as LinkedIn;</li> <li>• Social networking sites such as Facebook;</li> <li>• Social news websites such as Reddit; and</li> <li>• Video and photo sharing sites such as Instagram, Flickr, Pinterest and YouTube.</li> </ul>
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 Flight Operating Certificate (SFOC)	AD.4.6.1	A certificate that Transport Canada issues, approving the operation of unmanned aerial systems, including operation for research or testing purposes. Transport Canada has issued SAIT an institution-wide SFOC.
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.
Specified credit	AC.3.18.2 AC.3.18.5	Where credit is awarded for a specific course. Specified credit may be used towards meeting prerequisite or specific program requirements.
Stakeholders	AC.4.5.1	Industry experts, pedagogical experts, academic peers, community stakeholders and/or professional bodies.
Standard precautions	HS.3.1.1	Prudent standard preventive measures to be taken by professional and other health personnel when in contact with blood and other body fluids, in order to avoid contracting disease by contagion or infection.
Statement administrator	FN.7.1.2	The Pcardholder, or other designated employee, who is responsible for reconciling the monthly Pcard statement.
Structured data	AD.3.3 AD.3.3.1	Data that resides in fixed fields within a record, file or data. This includes data in relational databases and spreadsheets.
Student	AC.3.4.1	A person who has a SAIT ID number.
	AC.3.18.1 AC.3.18.2	A person who has a SAIT ID number and a student record.

Term	Reference	Definition
	AC.3.18.3 AC.3.18.4 AD.2.12.1	
	AC.3.15.1 AD.4.4.1 HR.4.10.1 HR.4.11.1	A person currently enrolled in a SAIT program or course.
	AC.6.3.1	A person currently enrolled in a SAIT credit program.
	FN.16.1.1	A person who has a SAIT ID number or who is a potential applicant to SAIT.
	HS.1.2.1	Any person that SAIT designates as a SAIT student, and includes any person engaged in or registered on a full-time or part-time basis in any course or program of technical or academic work offered by or through SAIT, whether or not the course or program leads to a mark, grade, degree, applied degree, diploma, certificate or statement of performance or achievement and includes a person holding a valid SAIT identification number between sessions or who is entitled to SAIT student status by contract and includes students on exchange at SAIT, workplace experiential students, apprenticeship students and students learning on a distance basis.
	HS.2.1.1 HS.2.1.2	For the purpose of this procedure, a student is an individual enrolled in a program offered at a SAIT campus, primarily using traditional classroom delivery.
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"> <li>• 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.</li> <li>• 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.</li> </ul>

Term	Reference	Definition
Student record	AC.3.18.1 AC.3.18.2 AC.3.18.3 AC.3.18.4 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	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.
Subject-specific study tour	AC.2.13.2	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 AD.3.3.1	Data that is combined from different sources and provides an easy-to read-report that identifies findings and recommendations.
Support lead	AD.1.9.1	An employee who has been assigned responsibility to manage the process of delivering the school/department's portion of the product to a client. Support Lead(s) may be required where more than one school/department will deliver product to a client in accordance with the terms of an executed contract

# 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.
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	FM.1.1.1 FM.1.1.2	A non-consumable device used to facilitate mechanical operations, including but not limited to a hammer, saw, 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.

Term	Reference	Definition
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	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 credit	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. Credit may be awarded through a block transfer or through course-to-course transfer.
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	For the purpose of this procedure, it includes a cycle, hover board, moped, personal transporter, rollerblade, roller shoe, scooter and skateboard. It does not include a motor vehicle.
Travel	HR.1.4.1	Any destination outside of a 50 kilometer radius of Calgary city limits.
Traveler	HR.1.4.1	Any employee or SAIT Board 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.

Term	Reference	Definition
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 set out in Schedule B, Group International Study Abroad Program Guide, an Associated Document to this procedure.
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 fees	AD.1.9.1	Charges payable to SAIT in exchange for instruction.

# U

Term	Reference	Definition
Unclassified student	AC.1.5.1	A student who has been granted permission to register into specific courses, but who has not been admitted into a program and whose intent is not to graduate from a program.
Undue hardship	AC.3.16.1	<p>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:</p> <ul style="list-style-type: none"> <li>a) The accommodation significantly interferes with the rights of other students;</li> <li>b) The accommodation creates health and/or safety concerns;</li> <li>c) The financial cost of the accommodation is excessive, in the context of SAIT as a whole; and/or</li> <li>d) The accommodation would result in a necessary course or program requirement not being met.</li> </ul>
Unethical behavior	HR.4.9.1	<p>Includes but is not limited to the following in respect of SAIT or any member of the SAIT community:</p> <ul style="list-style-type: none"> <li>a) Gross mismanagement of public funds or a public asset.</li> <li>b) Contravention of a federal or provincial act or regulation.</li> <li>c) A breach of SAIT's Code of Ethics.</li> <li>d) An act or omission that creates a substantial and specific danger to the life, health or safety of persons, except as outlined in the <i>Public Interest Disclosure (Whistleblower Protection) Act</i>, or to the environment.</li> <li>e) An act of reprisal.</li> <li>f) Attempts to conceal any of the above.</li> <li>g) Knowingly directing or counseling an individual to commit any of the above.</li> </ul>
Unmanned aerial systems (UAS)	AD.4.6.1	An aircraft designed to fly without a human pilot on board, that may be remotely controlled on the ground by a UAS pilot or that can fly autonomously based on preprogrammed flight plans or automation systems. It is commonly referred to as a "drone" or as a "model aircraft".
Unrestricted endowment	ER.3.4.1	An unrestricted endowment contribution is one where the beneficiary or object is defined in broad terms, essentially



Term	Reference	Definition
		supporting SIAT’s mission and the activities conducted in pursuit of that mission.
Unspecified credit	AC.3.18.2 AC.3.18.5	Where credit is granted when no direct transfer is offered. Unspecified credit is discipline-specific, is granted at the appropriate year level and may be used towards meeting elective requirements.
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 competencies) for the activity to be recognized in the student's co-curricular record.
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 competencies 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.
Violence	HS.1.2.1	The threatened, attempted or actual conduct of a person that causes or is likely to cause injury. It includes, without limitation: <ul style="list-style-type: none"> <li>• physical assault,</li> <li>• threats of violence, and/or</li> <li>• gestures or acts of aggression towards an individual that create fear or mistrust in that individual, or that comprise or devalue that individual.</li> </ul>
Virtual space	ER.3.1.4	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 UAS sufficient to maintain operational control of the UAS, to know its location, and to be able to scan the airspace in which it is operating to decisively see and avoid other air traffic or objects with a maximum range of 500m.
Visual observer	AD.4.6.1	A trained crew member who keeps the UAS 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.
Web application or app	ER.2.2.1	A stand-alone software application or program. An app typically refers to software used on a smartphone or tablet computer. The phrase "web app" or "online app" is also used in a business setting as an abbreviation for "online application" – meaning software that the user accesses and uses while online, via a browser, instead of software residing on the user's computer (such as Microsoft Word).
Web assets	ER.2.2.1	Web modules and web applications.
Web module	ER.2.2.1	The combination of servlets, Java Server Pages (JSP) files, Flash, ASP, ASP.NET and static content 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 logo. Information presented on the website includes but is not limited to calendars, fact sheets and recruitment documents, course listings, SAIT's 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.
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.4.10.1	Any physical or electronic environment where SAIT-related activities take place or where SAIT conducts business.

Term	Reference	Definition
Workplace experiential learning	AC.2.16 AC.2.16.1 AC.6.1.1	A course, or a portion of a course, requiring students to participate in a supervised workplace experiential learning setting such as a practicum, directed field study, internship, cooperative work term course, or capstone course, and that is related to their program of study or training.
Workplace experiential learning agreement	AC.2.16.1	An agreement signed by SAIT, the student and the workplace experiential learning organization, outlining the terms and conditions of the workplace experiential learning experience. These agreements include the: <ul style="list-style-type: none"> <li>a) Employee Agreement</li> <li>b) International Workplace Experiential Learning Agreement</li> <li>c) Multiple Student Unpaid Agreement</li> <li>d) Sole Student Paid Agreement</li> <li>e) Sole Student Unpaid Agreement</li> </ul>
Workplace experiential learning course	AC.2.17.1	A course that the student completes primarily in a workplace setting.
Workplace experiential learning liaison	HS.2.1.2 AC.2.16.1	For the purpose of this procedure, a SAIT representative assigned to handle workplace experiential learning details for the students.
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.