

APPENDIX 1 DEFINITION STANDARDS

Macquarie University Definition Standards

- (1) Definitions must be both concise and unambiguous, providing as much information as possible with as few words as necessary.
- (2) The Macquarie University Definition Standards must be used in term development and review.
- (3) Definitions will be worded in simple sentence structures. Each part of a structured definition must:
 - a. be able to be independently read and easily understood;
 - b. be independently evaluated and approved by the Data Custodian and other stakeholders; and
 - c. describe the term's relationship to other terms, allowing change impacts to be better managed.
- (4) The structured definition will classify terms, providing a taxonomy of logical groupings, allowing terms of a given class to inherit the definition of the classification, thereby removing redundancy and inconsistency.

Example:

OFFER

is an invitation for admission that will grant a place in a nominated course to an applicant upon meeting the entry requirements of the course

FULL OFFER

is an offer that will not have any conditions on admission and will enable an applicant to accept their offer and to proceed to enrolment when enrolment commences