Glossary of Key Terms and Definitions (Cyprus)

AHDR Association for Historical Dialogue and Research

CAPA Cyprus Academy of Public Administration

CARDET Centre for the Advancement of Research & Development in Educational Technology

CCES Counselling and Career Education Service,

CEAA Council for Educational Assessment and Accreditation

CEO Chief Executive Officer

CFPA Cyprus Family Planning Association

CING Cyprus Institute of Neurology and Genetics

CPC Cyprus Productivity Centre

CPI Cyprus Pedagogical Institute

CSMM Cyprus School of Molecular Medicine

CUT Cyprus University of Technology

CYC Cyprus Youth Council

CyI Cyprus Institute

DAC Development Assistance Committee

DHTE Department of Higher and Tertiary Education

DS Diploma Supplement

ECPU Evaluation Committee of Private Universities

ECTS European Credit Transfer System

EKEPIS National Accreditation Centre of Continuing Vocational Training

ESD Education for Sustainable Development

ETEK Electrical Engineering and the Postgraduate Diploma in Architecture, by the Technical Chamber of Cyprus

EUC European University Cyprus

FEO Federation of Environmental Organisations of Cyprus

GNI Gross National Income

HE Higher Education

HEIs Higher Education Institutes

HHIC Higher Hotel Institute of Cyprus

HRDA Human Resource Development Authority,

HRE Human Rights Education

HTI Higher Technical Institute

KY.S.A.T.S. Cyprus Council for the Recognition of Higher Education Qualifications

LLL Strategy Lifelong Learning Strategy

MIGS Mediterranean Institute of Gender Studies

MIO-ECSDE Mediterranean Information Office for the Environment, Culture and Sustainable Development

MoEC Ministry of Education and Culture

NEC National Europass Centre

NITPSL- National In-Service Training Programmes for School Leaders

NQF National Qualifications Framework

NRCG-CY National Resource Centre for Guidance Cyprus

NSRF Cyprus National Strategic Reference Framework for Cohesion Policy 2007-2013

NUP Neapolis University of Pafos

ONEK Cyprus Youth Board

OUC Open University of Cyprus

PAPS Public Administration and Personnel Service
PB Planning Bureau
PCC PRIO (Peace Research Institute Oslo) Cyprus Centre
PES Public Employment Service
PI Pedagogical Institute
PTP Pre-service Training Programme
RPF Research Promotion Foundation
SDP Strategic Development Plan
SEKAP Council for Educational Assessment and Accreditation
STVE Secondary Technical and Vocational Education
TEPAK Technological University of Cyprus
TVE Technical and Vocational Education
UCY University of Cyprus
UNIC University of Nicosia
UNFICYP United Nations Peacekeeping Force in Cyprus
VET Vocational Education and Training
YBC Youth Board of Cyprus

Glossary of Key Terms and Definitions (Portugal)

Acreditação de Estabelecimento de Ensino Superior
Act aiming the certification of higher education institutions in order to ensure the fulfilment of the legal requirements for their recognition. This certification is granted for a certain period of time, to one or more science fields and for programs awarding degree(s).

Agregado
Academic title that certifies the quality of academic, professional, scientific and pedagogical curriculum, compulsory for those who wish to run for the highest positions in university or polytechnic teaching career, respectively *professor catedrático* or *professor coordenador* principal. The title is conferred on a knowledge field or speciality of that field and is titrated by the Aggregation Charter (*carta de agregação)*.

Agrupamento de escolas
Agrupamento de escolas or School Cluster is an organizational unit, constituted by schools of the several education levels (from Pre-school Education until Upper Secondary Education) that share a common pedagogical project and have autonomous management and administration bodies.

Ama
A person employed to care for children in a household, up to a maximum of 4 children, aged between 3 months and 3 years, 5 days per week, from 4 to 12 hours per day.

Assistente convidado
Category envisaged in the Statute of the University Teaching Career (*Estatuto da Carreira Docente Universitária - ECDU*) and in the Statute of the Polytechnic Higher Education Teaching Career (*Estatuto de Carreira do Pessoal Docente do Ensino Superior Politécnico - ECPDESP*), although not belonging to academic teaching career, may be specially hired on exceptional basis, and only when the competitions have none or insufficient number of candidates.

Carta de Agregação

Legal document certifying the academic title of *agregado*, issued by the HEI that awarded it.

Carta Doutoral

Legal document certifying the *Doutor* degree, which is issued jointly with the emission of the diploma supplement. It must be required by the former student.

Carta Educativa

Is, at municipality level, a tool for prospective planning of buildings and educational facilities to be located in the district, according to the education and training supply and demand, in order to assure a better use of educational resources, in the scope of the demographic and socioeconomic development of each municipality.

Creche

Institution that provide day-care for children under three years old.

Curso de Especialização Tecnológica (CET)

Post-secondary non tertiary training course that prepares youth and adults for the performance of skilled occupations in order to encourage their entry into active life. The CET has a theoretical school component and a work based training. Confers a diploma of technological specialization and provides a level 5 professional qualification.

Doutor

Academic title granted to those that have been well succeeded on a *Doutoramento* (3rd Cycle) program.

Doutoramento

Process leading to a *Doutor* degree, through a program taken in a university or university institute, which includes the development of an original thesis and its successful publicly defense before a jury, and possibly enrolment in curricular units aimed at training and research.

Ensino Básico

Educational level which usually starts around the age of six and lasts for nine years. It aims at granting a general preparation common to all individuals, allowing students to pursue their studies or to enter specific programmes geared to a preparation for active life. It has three sequenced cycles, the first lasting for years, the second for two years and the third for three years. It is universal, compulsory and cost free.

Ensino superior

Education level which comprises two subsystems of higher education: university and polytechnic.

Ensino Superior Politécnico

A high level type of teaching geared to the creation, transmission and culture and knowledge dissemination of a professional nature through the articulation of study, teaching, oriented research and experimental development taught in polytechnics institutions and other of polytechnic education.

Ensino Superior Universitário

A high level type of teaching geared to the creation, transmission and dissemination of culture, knowledge, science and technology through the articulation of study, teaching, research and experimental development taught in universities, university colleges and other university education

institutions.

Jardim-de-infância
Institution offering 3 years of full or part-time pre-primary education to children aged 3 to 6. Admission is based on age.

Leitor
Category envisaged in the University Teaching Career (ECDU), although not belonging to academic teaching career; may be recruited by invitation, among holders with higher domestic or foreign qualifications, and with appropriate curriculum to teach foreign languages.

Licenciado
Academic title granted to those that have been well succeeded on a *Licenciatura* (1st Cycle) program.

Licenciatura
Program ministered by HEI, leading to the *Licenciado* degree, attesting a scientific, technical and cultural training that allows the deepening of knowledge in a given scientific area and an adequate professional performance.

Mestrado
Program ministered by HEI, leading to the *Mestre* degree, attesting a high level of knowledge in a given scientific area and scientific capacity to conduct research.

Mestre
Academic title awarded to those that have been well succeeded on a *Mestrado* (2nd Cycle) or *Mestrado integrado* program.

Monitor
Student enrolled in a *Licenciatura* (1st Cycle), *Mestrado* (2nd Cycle) or *Mestrado integrado*, of the same or other HEI. The monitor's duties are to cooperate with the teachers and under their guidance, without replacing them, helping in practical classes, laboratory or fieldwork. It is provided in the statutes of the polytechnic higher education teaching career (ECPDESP) and in the university teaching career (ECDU).

Professor Adjunto
Category of the polytechnic higher education teaching career (ECPDESP). Recruitment is done exclusively by documentation competition. They are expected, among other things, to collaborate with *professores coordenadores* within the scope of a discipline or science field and namely to conduct seminars, give practical or theoretical-practical lectures; guiding studies of internships, seminars, laboratory and fieldwork; conduct, develop and execute scientific research activities as well as experimental development in accordance with headed principles and guidelines defined within the scope of specific discipline or science field.

Professor Associado
Category of the university teaching career (ECDU). Recruitment is done exclusively by documentation competition. They are expected to assist *professores catedráticos*, give lectures in *Licenciatura* (1st Cycle) and post-graduation courses, conduct seminars, give practical or theoretical-practical lectures, direct laboratory and fieldwork and conduct and supervise research work.

Professor Auxiliar

Category of the university teaching career (ECDU). They are expected to give lectures - practical or theoretical-practical - take part in laboratory and fieldwork in *Licenciatura* (1st Cycle) and post-graduation courses and coordinate disciplines in these courses. It may be equally distributed identical service to the *professores associados* in case of having five years of effective service as university teacher and the service conditions enable it.

Professor Catedrático

Full Professor. It is the highest position in the university teaching career (ECDU). Recruitment is done exclusively by documentation competition. Albeit among other responsibilities, he is responsible for the pedagogical and scientific co-ordination of a discipline, a group of disciplines or a department.

Professor Coordenador

Category of the polytechnic higher education teaching career (ECPDESP). Recruitment is done exclusively by documentation competition. He/she is responsible, among other things, for the pedagogical, scientific and technical coordination of teaching and research activities within the scope of a discipline or science field, and conduct seminars, give practical or theoretical-practical lectures; guiding studies of internships, seminars, laboratory and fieldwork; supervising *professores adjuntos*in their pedagogical, scientific and technical activities; conduct and develop scientific research activities as well as experimental development in specific discipline or science field.

Professor Coordenador Principal

Highest position in the polytechnic higher education teaching career (ECPDESP) – for remunerations purposes is similar to *professor catedrático* (highest position in the university teaching career). Among other things, the *professor coordenador principal* has the responsibility of developing cross-sectoral coordination activities, pedagogical coordination, scientific and technical coordination of teaching and research activities within the scope of a discipline or science field, and conduct seminars, give practical or theoretical-practical lectures; guiding studies of internships, seminars, laboratory and fieldwork; supervising *professores adjuntos* in their pedagogical, scientific and technical activities; conduct and develop scientific research activities as well as experimental development in specific discipline or science field.

Professor Jubilado

Title given to professors who retire by limit of age and provides certain privileges to these teachers. Can also be called *professor emérito*.

Professor Visitante

Professor or researcher of a foreign HEI or of a recognized

Glossary of key terms and definitions (UK)

Academy	Publicly funded independent school that provides free education to pupils of all abilities (can be primary, secondary or special)
ASCL	Association of School and College Leaders
ASL	Additional and specialist learning
AST	Advanced skills teacher
ATL	Association of Teachers and Lecturers
AST	Assistant Headteacher

BIS	Department for Business, Innovation and Skills
CC	Charity Commission
CEO	Chief Executive Officer
Cluster	Group of schools that comes together for a particular purpose
Community Schools	State schools in England and Wales that are wholly owned and maintained by the local authority (LA). The LA has main responsibility for deciding arrangements for admitting pupils
Community Special Schools	The special school equivalent of community schools, which cater wholly or mainly for children with statutory statements of special educational needs
CPD	Continuing professional development
DCEO	Deputy Chief Executive Officer
DBS	Disclosure and Barring Service (formerly the Criminal Records Bureau)
DHT	Deputy Headteacher
DfE	Department for Education
EFSA	Education Funding and Skills Agency
EHT	Executive Headteacher
EYFS	Early Years Foundation Stage
EYP	Early years professional
FGB	Full governing body
FOIA	Freedom of Information Act
Free School	All-ability, state-funded independent school set up due to local demand
GTP	Graduate Teacher Programme
HMCI	Her Majesty's Chief Inspector of Schools
HMI	Her Majesty's Inspectorate

HoD	Head of department
HoY	Head of year
IEB	Interim executive board
INSET	In-service education and training
IoE	Institute of Education
ISA	Independent Safeguarding Authority
ISR	Individual school range
ITE	Initial teacher education
ITT	Initial teacher training
KS1/2/3/4/5	Key Stage 1 (5-7 years); Key Stage 2 (7 - 11 years); Key Stage 3 (11 -14 years); Key Stage 4 (14-16 years) represent stages and age ranges in the UK education system
LA	Local authority
Leadership Group	Headteacher, deputy heads, assistant heads, bursars and others as decided by the headteacher and/or the governors
Middle School	A school with KS2 and KS3 pupils. Depending on the age balance of those pupils, the school can be deemed primary or secondary
ML	Middle Leader
MPR	Main pay range
NAHT	National Association of Head Teachers
National College	National College for Teaching and Leadership
NC	National Curriculum
NLE	National Leaders of Education
NPQH	National Professional Qualification for Headship
NQF	National Qualifications Framework
NQT	Newly qualified teacher
Ofsted	Office for Standards in Education, Children's Services and Skills
OTT	Overseas trained teacher
PGCE	Postgraduate Certificate in Education
PPD	Postgraduate professional development
PTFA	Parent-teacher and friends association
QTS	Qualified teacher status

SCITT	School-centred initial teacher training
SDP	School development plan
SEF	Self-evaluation framework/form
SEN	Special educational needs
SENCO	Special educational needs co-ordinator
SEND	Special educational needs and disability
SIPL	School improvement plan
SIP	School improvement partner
SLT	Senior leadership team
SMT	Senior management team
SSM	Strategic Support Manager
STPCD	School Teachers' Pay and Conditions Document
STRB	School Teachers' Review Body
Teaching school	School offering school-centred initial teacher training
TLR	Teaching and learning responsibility
TNA	Training needs analysis
UPR	Upper pay range
VA	Value added
VA School	Voluntary aided school, maintained by the LA but responsible for its own admissions and employment
VC School	Voluntary controlled school, maintained by the LA. The LA controls admissions and is the employer
VLE	Virtual learning environment
YGL	Year Group Leader