

A – Z GLOSSARY OF TERMS

This glossary contains some terms which are specific to either Undergraduate and/or Postgraduate Taught students. where they are applicable only to one group of students, they will be denoted as such.

[Access [Your Guide to Undergraduate Assessment and Award Processes 2018-19](#)]

[Access [Your Guide to Postgraduate Taught Assessment and Award Processes 2018-19](#)]

ACCELERATED DEGREES *[UNDERGRADUATE ONLY]*

Accelerated degrees, sometimes called fast track or two-year degrees, are full-time Undergraduate programmes that cover the same learning as a typical three-year degree programme but are completed in a shorter time frame than usual. Accelerated degrees require students to attend more teaching weeks across the year, including during the summer months. (Adapted from [QAA Viewpoint: Accelerated Degrees, November 2017](#))

ADVANCED STANDING

The use of Recognition of Prior Learning (RPL) to gain entry to a programme later than the normal admission stage. Advanced Standing does not result in the award of credits by the University.

APPRENTICESHIP

In the context of the guides (links above), an apprenticeship is a specific University Apprenticeship programme that provide you with an opportunity to work with an employer while developing academic and employment skills as part of a University degree or other programme. The Apprenticeship qualification is awarded separately to the academic award when you successfully complete an external End Point Assessment (EPA).

ASSESSMENT

Your first attempt at an assessment activity.

ASSESSMENT ACTIVITY

An activity you undertake that is assigned an individual mark, and comprises or contributes to an overall module mark, e.g. examinations, coursework, practicals and set exercises or other types of formally marked activities undertaken as part of a programme.

ASSESSMENT WEIGHTING

Sometimes, your assessments will have different percentage weightings. Assessments that are awarded the same mark will therefore contribute differently to your overall module mark. For example, you might have two assessments in a module, with one worth 30% of the overall module mark and the other worth 70%.

AWARD

For Undergraduate students: the final degree, diploma or certificate that you achieve at the end of your programme or studies.

For Postgraduate Taught students: your achievement at the end of your programme of studies. This could include a Master's, Diploma or Certificate.

BLACKBOARD

This is the University's Virtual Learning Environment and is the place where your lecturers will post module and assessment information, as well as lecture, revision and other study materials.

BLENDED LEARNING

A mixture of face-to-face learning and activities done on the Virtual Learning Environment (VLE), which currently is Blackboard, or other Technology Enhanced Learning tools.

BOARDS OF EXAMINERS

Formally convened bodies, comprising members of the University and one or more External Examiners that approve marks and decide on your programme progression and achievements. There are two types of Boards of Examiners: Module Boards of Examiners, and Progression and Award Boards of Examiners.

CLOSEST REASSESSMENT PERIOD

The next period, agreed by the University, for reassessment to take place.

COLLABORATIVE PROVISION

Collaborative provision is where learning opportunities leading to or contributing to the award of academic credit or a qualification are delivered, assessed or supported through an arrangement with one or more organisations other than the University. In these arrangements, students will be studying either for an award of the University or for a joint award with another

awarding body. The standards of the award are set and maintained by the University alongside any other awarding bodies.

COMPENSATION

If you do not achieve a module pass mark but you meet specific criteria, a Board of Examiners may confirm a Compensated Pass for a module, which allows you to pass a Level of Study and progress or achieve an award.

Some programmes and awards have approved Special Regulations that do not permit Compensation due to professional and/or employer requirements.

CONTINUOUS PROGRESSION *[UNDERGRADUATE ONLY]*

The process whereby you complete your programme in the expected period of time without interrupting your studies, taking a repeat year or undertaking reassessment with attendance e.g. you register for a three-year programme and complete within three years.

CORE MODULE

Core modules are modules students are required to take as part of an award.

CREDITS

A numerical value agreed across the Higher Education sector that indicates the amount of learning undertaken. Credits can also guide the number of hours of expected study, for example, 10 credits relate to a notional 100 hours of learning time. A module typically consists of 20 credits, 40 credits or occasionally 10 credits.

DEFERRAL OF AN ASSESSMENT ACTIVITY

Where an approved delay for the completion of an assessment activity is granted (by a Board of Examiners).

DEGREE CLASSIFICATION *[UNDERGRADUATE ONLY]*

The overall grade of a programme, which is awarded by a Board of Examiners according to your weighted average of raw marks.

DOUBLE MARKING

Process whereby a second examiner ensures that the criteria for assessment and arrangements for feedback have been appropriately applied through the review of every piece of assessment.

END POINT ASSESSMENT (EPA)

A specific assessment for apprenticeships that takes place following the completion of an Apprenticeship academic award and leads to the full external Apprenticeship qualification. This demonstrates that the apprentice has achieved the occupational competence as set out in the standards.

EXAMINER

A member of the University who is responsible for marking assessment activities and who is a member of a Board of Examiners. All University academics are examiners.

EXTENUATING CIRCUMSTANCES

Personal circumstances that are outside of your control, and are likely to have a significant impact on your assessments and overall academic success.

EXTERNAL EXAMINER

A subject specialist from outside of the University who is appointed to provide an impartial view on the standard of awards being made by the University to ensure they meet required standards and national expectations.

FAILURE OF A MODULE

Where you do not achieve the module pass mark/standard and you are not eligible for reassessment.

FAILURE OF AN ASSESSMENT ACTIVITY

Where you do not achieve the assessment activity pass mark/standard and you are not eligible for reassessment.

FIRST REASSESSMENT

The first opportunity to undertake reassessment in an assessment activity that has not been passed.

FORMATIVE ASSESSMENT

Continuous assessment activities that take place before summative assessment and which are designed to monitor your progression and provide feedback in order to develop learning. These do not contribute to your module mark.

GENERAL REGULATIONS FOR THE CONFERMENT OF AWARDS

The General Regulations for the Conferment of Awards are a component of the University's Regulation and Credit Framework. They cover regulations that apply to whole University provision including the University's capacity to award degrees and academic appeals.

GRADUATE ATTRIBUTES

Graduate Attributes are the qualities that the University is committed to developing in those students who engage with the opportunities available. They are being adaptable, digitally literate, effective communicator, informed, innovative, professional and self-aware.

INDIVIDUAL STUDY

Individual study is a module focussed on a student's independent work and research that is carried out under the guidance of a supervisor. An individual study follows the conventions for the academic discipline and can take the form either of a dissertation (a substantial written piece of work), or a project-based activity (e.g. a performance, artefact or project).

INTEGRATED MASTER'S *[UNDERGRADUATE ONLY]*

Integrated Master's awards are Undergraduate awards delivered through a programme (typically four years in length) that combines study at the level of a Bachelor's Degree with Honours with study at Master's level. Normally to begin the programme students must meet higher entry criteria because the University will need to be assured that a student can study beyond the usual Undergraduate completion point. (Adapted from [QAA Master's Degree Characteristics, 2010](#))

INTERIM AWARD

When you do not complete your programme or target award, but have completed enough credits to exit with a lower award, such as a Cert HE, a Dip HE or an Ordinary degree. You cannot register for an Interim Award.

LEVEL OF STUDY [UNDERGRADUATE ONLY]

A defined period of learning (typically one academic year for a full-time Undergraduate programme), where you must meet specific learning criteria in order to achieve credits and progress through a programme. Levels carry a specific number of credits (typically 120 credits).

The period of learning and credit value may vary according to mode of study and programme.

Details are provided in the Programme/Module Guide and at the time of accepting your place on a programme.

MARKING

The process of grading and reviewing an assessment activity and allocating marks according to set marking criteria.

MARKING PROCESS

The formal steps involved in grading and reviewing an assessment activity and allocating a mark.

MODERATION

The process of reviewing an assessment activity in relation to marking criteria in order to ensure a consistent standard of marking.

MODULE BOARDS OF EXAMINERS

Formally convened bodies, comprising members of the University and one or more External Examiners that approve module marks.

MODULES

Each Level of Study (UG) or Programme (PGT) consists of separate parts known as modules, which focus on specific topics and themes. Modules must be passed in order to gain credits and progress through a programme and achieve an award and/or credits.

MODULE LEARNING OUTCOMES

The skills and knowledge that you will be able to demonstrate upon successful completion of a module. The module learning outcomes shape what is taught on the module and informal assessments of that module.

NON-CREDIT BEARING *[UNDERGRADUATE ONLY]*

A module or award that does not accumulate UK credit.

OPTIONAL MODULE

Optional Modules are modules a student may select as part of the credits for an award.

ORDINARY DEGREE *[UNDERGRADUATE ONLY]*

A degree that is awarded without honours and is therefore not classified.

OUTGOING REGULATIONS *[UNDERGRADUATE ONLY]*

These regulations apply to you if you registered at the University before September 2017 and have continuous progression.

Students who registered at the University before September 2017 and who, after September 2017, accept an offer to repeat a year or are granted an interruption of studies, will follow the Regulations for Taught Awards.

PASS / FAIL

Assessment activities that cannot be awarded a numerical mark. The assessment must achieve a pass mark.

PASS OF A MODULE

Where you achieve at least the minimum standard/marks required in a module.

PASS OF AN ASSESSMENT ACTIVITY

Where you achieve at least the minimum standard/marks required in an assessment activity.

PASS THRESHOLD

Pass Threshold may refer to:

- The minimum mark needed to pass a module;
 - The minimum amount of credits that you need to have passed in order to progress to the next level or achieve your target award.
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PERSONAL ACADEMIC TUTOR (PAT)

A named member of your Programme Team, with whom you have regular contact and acts as an advisor to your pastoral and academic support needs.

PLACEMENT - *see also work-based learning.*

PLAGIARISM AND ACADEMIC MISCONDUCT

The practice of presenting and incorporating somebody else's work and/or ideas into your work without full acknowledgement. Academic Misconduct is any act of direct cheating, including the purchase or commissioning of assessments that are prepared by others. Plagiarism is a serious offence and may lead to a disciplinary procedure under academic misconduct.

Learn more about [plagiarism](#) and the University's Plagiarism and Academic Misconduct Policy.

PRACTICE COMPETENCIES / STANDARDS

The professional and/or regulatory requirements that students are expected to master as a part of their academic programme in order to gain professional recognition of their learning. Competencies are integrated with the academic theory component of the award and are met through facilitation of learning and assessment, which typically takes place in an employment / practice learning environment (e.g. placement). In some cases, completion of a programme that meets external professional and/or regulatory requirements will enable students to apply for registration with the relevant professional and/or statutory regulatory body.

PROFESSIONAL, STATUTORY AND REGULATORY BODY (PSRB)

Professional, statutory and regulatory bodies (PSRBs) set standards for, and regulate standards of entry into, particular professions. They are a diverse group that approves, recognises or accredits higher education programmes (adapted from [QAA definition](#), 2018)

PROGRAMME LEARNING OUTCOMES

A statement of specific skills and knowledge that you will be able to demonstrate upon successful completion of a programme.

PROGRESSION *[UNDERGRADUATE ONLY]*

The process whereby you move through a programme, progressing from one Level of Study to the next.

PROGRESSION AND AWARD BOARDS OF EXAMINERS

Formally convened bodies, comprising members of the University and one or more External Examiners, that decide on your programme progression and achievements.

RAW MARKS

Marks that are calculated to three decimal places and are therefore not rounded marks.

REASSESSMENT

Any further attempt at completing and passing an assessment activity. Unless otherwise stated, this will normally involve submitting an improved form of your original work or taking another examination where you will complete different questions on the same subject.

REASSESSMENT WITH ATTENDANCE (RWA) *[APPLICABLE ONLY TO UG STUDENTS COVERED BY THE REGULATIONS FOR TAUGHT AWARDS and PGT STUDENTS REGISTERED FROM SEPTEMBER 2019]*

A further attempt at completing and passing assessment activities, which requires you to undertake reassessment by attending (in the following year) those modules that you have not yet passed.

REFERRAL (REFERRED)

Where you are granted reassessment (by a Board of Examiners) because you have not passed an assessment activity, compulsory assessment or a module and you are eligible for reassessment.

REFERRED AT FIRST ATTEMPT

The first opportunity for you to be reassessed in an assessment activity where the module pass mark has not been achieved.

REFERRED AT SECOND ATTEMPT

The second opportunity for you to be reassessed in an assessment activity where the module pass mark has not been achieved.

REGULATION AND CREDIT FRAMEWORK

The documents that set out the University regulations that govern University programmes and final awards. It is made up of General Regulations for the Conferment of Awards, Regulations for Taught Awards and the Regulations for Research Awards. In addition, some programmes have Special Regulations (due to Professional, Statutory and Regulatory Body (PSRB))

requirements and/or employer requirements), which supplement the University's Regulation and Credit Framework.

REGULATIONS FOR RESEARCH AWARDS *[POSTGRADUATE ONLY]*

The Regulations for Research Awards are a component of the University's Regulation and Credit Framework covering all Research programmes of study. They cover a range of regulation content, including research degree organisation, entry requirements, assessment and examinations, subject Codes of Practice, periods of study, programme structure and attendance.

REGULATIONS FOR TAUGHT AWARDS

These regulations apply to you if you were a new student who registered at the University from September 2017 or if you registered at the University before September 2017 and do not have continuous progression.

Students who registered at the University before September 2017 and who, after September 2017 are offered and accepted a repeat year or are granted an interruption, will follow the Regulations for Taught Awards.

REPEAT YEAR *[APPLICABLE TO: UG STUDENTS COVERED BY THE OUTGOING REGULATIONS and PGT STUDENTS REGISTERED WITH THE UNIVERSITY PRIOR TO SEPTEMBER 2019]*

Where you do not achieve a sufficient overall pass in a level and have exhausted all reassessment opportunities, a Progression and Award Board may offer you the opportunity to repeat the Level of Study / year of study.

You will not progress and will be required to either repeat all assessment activities in the modules for that level / year or repeat only the assessment activities for the modules that have not been passed.

ROUNDED MARKS

Marks that are calculated to the nearest 10. A number that is 0.5 or above will be rounded up. A number that is 0.499 or below will be rounded down.

SECOND SAMPLE MARKING

Process whereby a second examiner ensures that the criteria for assessment and arrangements for feedback have been appropriately applied through the sampling of the work assessed by the first marker.

SPECIAL REGULATIONS

Additional or alternative regulations that enable a programme to meet Professional, Statutory and Regulatory Body (PSRB) and/or employer requirements. They take precedence over the Regulation and Credit Framework. Unless the Special Regulations make specific mention of an issue, the Regulation and Credit Framework applies in full.

SUMMATIVE ASSESSMENT

A formally marked assessment activity, which evaluates your learning, contributes to module credits and leads to the achievement of a final grade.

TRAIL AND PROGRESS (T&P) *[UNDERGRADUATE ONLY]*

If you do not pass a module but you are eligible for further reassessment opportunities, a Progression and Award Board may grant you the opportunity to progress to the next Level of Study whilst undertaking reassessment for the module that has not been passed. Conditions apply.

Some programmes and awards have approved Special Regulations that do not permit Trail and Progress due to professional and/or employer requirements.

TRANSCRIPTS

A transcript is the formal document you will receive at the completion of your academic programme. It will only include final marks confirmed by the appropriate Board of Examiner. A transcript may be required by prospective employers or educational institutions to which you are applying.

TURNITIN

An application within Blackboard that enables you to submit assignments digitally for marking while also providing an originality report that can be used to help you correctly reference sources of information within your work.

VALIDATION

Where a new programme is given academic and, where appropriate, professional approval by the University. The approved documentation is referred to as the validation document.

WORK-BASED LEARNING

Placement and/or Work-Based Learning are learning experiences located in a workplace. The

activity may range from shadowing to full-time employment and it may last for a considerable period as set out in the approved validation document.

WORK-RELATED LEARNING

Planned activity that uses the context of work to develop knowledge, skills and understanding useful in work, including learning through the experience of work, learning about work and working practices, and learning the skills for work.