

Glossary of terms

Student and Academic Services
September 2018

Glossary of Terms

Academic standards

Academic standards are a way of describing the level of achievement that a student has to reach to gain an academic award (for example, an honours degree). They should be at a similar level across the UK and are informed by the QAA UK Quality Code for Higher Education.

Academic standard of an award

The academic standard of an award is defined by reference to the threshold knowledge and skills required of a student on entry to an award and by reference to the stated learning outcomes required for successful completion. Such learning outcomes are stated in the approved programme specification for each award and are informed by the QAA Framework for Higher Education Qualifications and Subject Benchmark Statements.

Admission

A student is admitted to the University when they have satisfied the University's general entrance requirements or otherwise provided evidence of ability to achieve the required standard at entry, have registered for an award or enrolled on a module or short course and paid the required fees. The process of application to the University is explained in the [applying to UWE Bristol](#) guide.

Assessment

The means by which standards are confirmed at each level in terms of an individual student's performance against agreed assessment criteria set to measure the achievement of learning outcomes. Assessment of student performance is an integral part of students' learning experience. Both summative and formative forms of assessment are used in the University.

Assessment offence

Assessment offences include copying (reproducing or imitating), cheating, collusion (agreement to deceive, using the words or ideas of colleagues or other students and not acknowledging the source, allowing another student to see or use an assessment), preventing or attempting to prevent another student from being able to be assessed properly, contract cheating, plagiarism, self-plagiarism and other breaches of assessment or other examination regulations or procedures.

Competence standard

An academic, medical or other standard applied by or on behalf of a responsible body for the purpose of determining whether or not a person has a particular level of competence or ability.

Compulsory module

The module must be taken and passed to ensure progress or to pass the programme.

Controlled conditions

Completion of work for assessment under conditions prescribed by the University to guarantee that the work is that of the student alone and that there is parity of treatment between all students undertaking the assessment. Assessment under controlled conditions normally means assessment at a prescribed time and in prescribed conditions involving University-controlled invigilation or supervision. Other forms of assessment under controlled conditions can be undertaken, providing that the control exerted is sufficient to provide certainty that the work submitted for assessment is the student's own and that there is parity of treatment between all students taking the assessment.

Core module

Students have a restricted option, taking a specified minimum number of credits from a core group of modules.

Credit level

Credit level is an indicator of the relative demand, complexity and depth of learning and of the autonomy expected of the learner.

Differential level of award

Indicates a particular level of achievement on an award. For honours degrees this is expressed as a classification and as merit or distinction for other types of award where this is specifically permitted by the regulations.

Dual Award

Students receive separate awards from both UWE and a collaborating degree awarding institution.

Enrolment

The process each year by which students select/confirm the modules they intend/are required, to undertake during that year.

Examining boards

University bodies with responsibility for confirming results, progression and classifying awards.

External Examiners

External Examiners are academics from other higher education institutions, or professional practitioners, who are appointed by the University in order to judge students for assessment, ensure that the approved assessment regulations are applied and ensure that provision is of an appropriate quality and comparable with similar provision in other UK HEIs.

Force majeure

An approach used to manage the impact of something that interrupts the expected course of events and which restricts participants from fulfilling obligations.

Formative assessment

Assessment which constitutes a learning experience in its own right and is usually not included in the formal grading of the work.

In good standing

A student who is not in tuition fee debt to the University or subject to any University proceedings relating to conduct or expulsion for academic reasons at the point specified.

Joint award

One certificate of award granted or conferred by the collaborating degree awarding institutions.

Learning outcomes

Statements of what a learner is expected to know, understand and/or be able to demonstrate after completing a process of learning.

Moderation

The process by which assessment processes can be confirmed as being consistent across modules – examples of moderation include double marking and sampling of assessment by External Examiners.

Module specification

The approved and authoritative statement of the teaching, learning and assessment requirements for a module. Module specifications are published on the University website.

Named award

An award with a descriptor which has specified entry, curriculum and assessment requirements (e.g. BA (Hons) Historical Studies).

Optional module

Where the programme structure permits students to choose a module from a list of options. An option must be attempted but it does not have to be passed in order to proceed or

graduate. An alternative module may be taken if necessary to achieve the minimum number of required credits.

Ordinances

The Ordinances are authorised by the Board of Governors and provide the framework for the University's academic activity and are implemented through the Academic Regulations.

Placement

A period of approved work-based learning or study in a host organisation or institution approved by the University for this purpose, as defined in the requirements of a specific award.

Professional Practice

A period of approved work-based learning or study that includes a requirement for assessment of professional competencies by an appropriately qualified practitioner and is undertaken in a professional setting.

Professionally recognised or accredited named awards

A professionally recognised or accredited named award is an award of the University that has been approved/accredited by a named professional or statutory body as enabling the student to be admitted as a member to a professional body and/or granting the student licence to practise.

Programme specification

The authoritative statement of the teaching, learning and assessment requirements for a programme leading to a University award. Approved programme specifications are published on the University website.

Registration

Registration is the procedure by which students confirm personal information about themselves, confirm their programme of study, agree to pay, or make arrangements to pay their tuition (and other university) fees. Registration leads to the creation of an individual student record to provide the student with access to university facilities and resources and to enable the University to record academic information against the student record for the duration of their registration. Registration is also the means by which students formally agree to abide by the University's terms and conditions, rules and regulations.

Sandwich placement

A period away from the University involving work experience required for a sandwich award.

Sit

The opportunity to be assessed for the first time in a module.

Study placement

A period of approved study in a host organisation or institution approved by the University for this purpose, as defined in the requirements of a specific award.

Study year abroad

Where students registered on a University award undertake a period of approved study outside the UK which is assessed by another institution. In accordance with the Academic Regulations for accredited learning/recognised prior learning, the credit achieved may be transferred towards the University award.

Summative assessment

Usually undertaken at the end of a period of learning (although it can also be during the period of learning) in order to generate a grade that reflects the student's performance.

Viva voce examination

To determine a borderline degree classification or differential level of an award, normally involving the Chief External Examiner or to determine whether a candidate for a research degree has met the criteria of the relevant descriptor; normally conducted by both internal and External Examiners.

Work-based learning

Learning that has normally been achieved by learners through paid or unpaid work, which can be assessed as being at HE level, and can be recognised in terms of standard UWE academic credit. The focus of work-based learning is on learning in and from workplaces, critical reflection in and on this learning, and its relevance to learners in terms of enhanced skills, knowledge and understanding, and increased critical self-awareness and personal potential. The scope of work-based learning encompasses individuals undertaking units of study for which credit is awarded, professional practice and work placements through to whole programmes negotiated with employers.

Work based placement

A period of approved work-based learning in a host organisation or institution approved by the University for this purpose, as defined in the requirements of a specific award.