

Glossary of Terms

Academic complaint

The expression of a specific concern about the provision of a short course / module, programme of study, or a related academic service.

Academic dress

The agreed design of robes worn by the University's officers and graduates

Academic regulations

The academic regulations provide a point of reference across the University.

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 informed by the QAA UK Quality Code for Higher Education (i.e. Framework for Higher Education Qualifications, Subject Benchmark Statements and Code of Practice).

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 of the prescribed study or supervised research. Such learning outcomes shall be 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, has 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](#) guide.

Aegrotat

An unclassified award granted to a student who is unable, for reasons of illness or similar incapacity, to complete or be assessed for the award.

Annulment

The decision to declare an outcome of an examining board null and void.

Annual monitoring and evaluation

The University procedures for annual consideration of student performance at module and programme levels, external examiners' comments, identification and dissemination of best practice and successful innovations.

Appeal

A request for a review of a decision of an academic body charged with decisions on student progression, assessment and awards.

Assessment

The means by which standards are confirmed in terms of an individual student's performance against agreed assessment criteria set to measure the achievement of learning outcomes at each level. 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, plagiarism, self-plagiarism and other breaches of assessment or other examination regulations or procedures.

Award

An award (e.g. BA (Hons)) is granted on completion of an approved programme of study.

Award descriptor

An award descriptor is additional information provided in an award title to explain what has been studied, for example BA (Hons) History (Medieval).

Award titles

An award title is a University qualification (e.g. BA (Hons) History) granted to a student for successful completion of a programme of prescribed and assessed learning at a specified level conforming with the relevant provisions of the Academic Regulations.

Capping

The restriction of the mark gained on resitting or retaking to the minimum pass mark.

Chief external examiner

A chief external examiner is appointed to have oversight of a group of cognate programmes.

Collaborative provision

Denotes educational provision leading to an award or to specific credit towards an award of the University in conjunction with approved partners.

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.

Component of assessment

The required assessment (one or a maximum of two components) for a module.

Compulsory module

The module must be taken and passed to ensure progress to the following stage, 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.

Core module

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

Credit

A means of quantifying and recording the achievement of assessed learning and of specifying academic level.

Credit level

Credit level is an indicator of the relative demand, complexity and depth of learning and of the autonomy expected of the learner. Levels are differentiated by learning outcomes which are statements of what a learner is expected to know, understand and / or be able to demonstrate after completion of a process of learning.

Credit tariff

The number of hours on average a student is expected to study to achieve specified learning outcomes at a specified level. This notional study time includes staff / student contact, independent study, private study, time spent in professional practice where required, revision and completion of assessment requirements.

Default award

A named award available only on a programme leading to a professionally recognised or accredited award and awarded where the credit requirements of the University are met but where the additional requirements of a professional body are not.

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

A collaborative arrangement whereby students receive separate awards from both UWE and a collaborating degree awarding institution. Each institution is responsible for ensuring that students meet the requirements of its own award.

Element

An assessment requirement within a component.

Enrolment

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

Examining board

University bodies that have responsibility for confirming results, progression and classifying students' degrees.

Extenuating circumstances

Evidence submitted by a student in explanation for absence from study, attendance, assessment or examination which an Award Board may, at its discretion and as the regulations for the award shall allow, take into account when considering a student's assessment profile.

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.

Field external examiner

A field external examiner has responsibility for specified modules within their assigned field(s) of study.

Fields of study

Groups of cognate modules within which learning, teaching and assessment are organised. A field may represent a subject or disciplinary area, or group of disciplinary or professionally-related modules.

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

Honorary degrees

A degree conferred in recognition of achievement, merit or public service and without the recipient having had to fulfill the usual prerequisites for the awarding of the degree.

In good standing

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

Integrated Bachelor's / Masters degree

An extended programme, normally lasting four years, where a three year undergraduate curriculum leads directly into an integrated level M programme (FHEQ level 7). Students are normally required to meet specified performance criteria as stated in the approved programme specification in order to progress to level M study (FHEQ level 7).

Interim award

An award for which a student may qualify at defined points during their progress on a programme of study. This is available to students who decide not to complete their highest level of award or who fail to achieve it, but who have achieved the credit requirement for an interim award.

Joint award

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

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 the external examiners.

Modular programme

An approved programme of study leading to an award within a named faculty's modular scheme.

Modular scheme

An approved undergraduate or postgraduate modular scheme managed by a named faculty which leads to one or more awards.

Module

The smallest sub-division of teaching and assessment for which credit is awarded within the University's Modular Framework. Modules are of different sizes and have correspondingly different credit values.

Module delivery period

The dates between which a module runs as specified in the University Calendar. Where the dates do not correspond to the University Calendar they will be specified by the faculty responsible for the module.

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). It may have other requirements as described in the approved programme specification.

Notional study time

Notional study time is used to denote all time expected to be spent by a student in pursuit of a higher education qualification. It includes formal staff / student contact time, independent study, private study, time spent in professional practice when required, revision and the completion of assessment requirements.

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. The Ordinances are implemented through the Academic Regulations.

Other conditions / other means of assessment

The completion of work for an assessment other than under controlled conditions subject to meeting any stated deadline for submission of the work for assessment.

Periodic curriculum review

Periodic Curriculum Review is concerned with the academic quality and standards of subjects / programmes of study leading to University awards. All University taught provision will be re-approved every six years.

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.

Prima facie

At first sight / based on what seems to be the truth when first seen or heard.

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.

Professional practice module

A module which includes a requirement for assessment of professional competencies by an appropriately qualified practitioner and is normally undertaken by study and practice 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.

Professorial title

The highest title awarded to academic staff measured against a criteria to determine a proven record in their field as a scholar, teacher or practitioner.

Programme

A programme is a degree scheme that leads to a UWE award.

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.

Project module

A module which has as its principal focus a project, dissertation or other form of individual or group study.

Quality and Standards Management

The University regulations governing the approval of programmes, awards and modules.

Recognition of prior experiential learning / accredited experiential learning (AEL)

Learning achieved through experience outside formalised learning arrangements which is assessed and confirmed by the University for the award of University credit.

Recognition of prior certificated learning / accredited learning (AL)

Learning which is accredited or otherwise certificated by an institution of higher education, including the University, or other external body and is recognised by the University as contributing to a student's credit total for a University award. It may also be formal learning which has not been assessed but which is capable of assessment for the purpose of the award of University credit.

Registration

Following admission to the University, all students are required to register at the start of their studies and in each subsequent year of study. Registration is the procedure by which students confirm personal information about themselves, 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 rules and regulations.

Resit

The opportunity to be assessed for a second time in a module, having failed to reach the required pass standard at the first sit.

Retake

The opportunity to take a module again, having failed to reach the required pass standard at the previous first sit and resit. This allows a further sit and a resit.

Sandwich placement

A period away from the University involving a work experience which is a requirement for a sandwich award.

Sit

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

Standard module

The default type of module. Unless otherwise stated in the module specification, a module is classed as a standard 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.

University modular framework

The University-wide modular and credit Framework.

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 in and 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.