

## Taught Degree Regulations Glossary of Terms

This document should be read in conjunction with the University's [Undergraduate Degree Regulations and Postgraduate Taught Degree Regulations](#)

### Glossary of terms

'Academic grounds'	Decisions made on 'academic grounds' are taken using a 'holistic perspective' of a student's overall academic performance.
'Academic standing'	Relates to a student's overall level of academic achievement.
Academic Year	Normally, a 12 month period, beginning in September for UG and PGT, in which programmes are taught and assessed.
Accreditation	Used in reference to programmes with professional accreditation by an independent Professional, Statutory and Regulatory Body (PSRB). (see also AP(E)L)
AP(E)L	Accreditation of Prior (or Experiential) Learning: The identification, assessment and formal acknowledgment of learning and achievement that occurred prior to entry to a programme. This may not always be in the context of formal education or training and could be experiential instead. Students can apply to have previous learning or experience recognised as AP(E)L but it would be a School decision whether to accept it or not.
Assessment/ Reassessment	Process by which a judgment can be made as to whether a standard of attainment has been achieved, when judged against the intended learning outcomes of a degree programme.
Award	The degree, certificate or diploma which is conferred following the successful completion of a defined programme of study.
Bachelors degree with honours	An undergraduate award, awarded following the successful completion of 360 credits, 90 of which must be at FHEQ (Framework for Higher Education Qualifications) level 6. The University also has Bachelors degrees with 480 credits, 180 of which must be at FHEQ level 6.
'Borderline' students/ cases/ classifications	Used to describe those students who fall in the defined boundaries between classifications and could be considered by an Exam Board for the higher classification.
Boundary Zone/ Boundary/ Boundaries	The defined area between classifications where a student falling into the 'zone' may be considered for the higher award if they meet the criteria defined in Appendix A of the UG and PGT taught regulations.
Cap, capped, capping	Course unit marks that have been limited or reduced in some way, usually due to referred assessment being taken and passed or as a penalty for academic misconduct.
'Carry over'/'Carry forward'/'Carried over'	Undergraduate students are permitted to carry over/take to the following year, up to 20 credits of failed units in exceptional circumstances, at the discretion of an Exam Board. This applies to FHEQ levels 4 & 5 only and is subject to teaching capacity not being exceeded. This may not be possible on programmes with PSRB accreditation.
Classification	The process by which it is decided which award should be conferred on a student who has successfully completed the defined programme. For Bachelors degrees with honours, the classifications are 'first', 'upper second' (2:1), 'lower second' (2:2) & 'third' (please note: there is no third class classification for Integrated Masters degrees). For a Masters degree, the classifications are 'merit' and 'distinction'. There is no classification

	for an Ordinary undergraduate degree, nor for the award of Diploma nor the award of Certificate.
Certificate of Higher Education (CertHE)	An undergraduate award of 120 credits, at FHEQ level 4, usually as an exit award or as an award for continuing professional development.
Classification Review (formerly known as Mark Review)	The process by which students in the boundary zone of a classification, who have not met the requirements for 'mark distribution', are considered for the next classification based on the review of marks, overseen by an External Examiner. <i>Note: marks do not change, just the classification.</i>
Compensation, Compensated	Where students have failed to achieve the required standard to pass a course unit and they are within the designated compensation zone, their mark can be compensated so that they are awarded the credit for the unit. Compensation is for credit only. The original mark will still stand (see also special compensation).
Compensated credit/ Compensated Pass	Credit or a pass achieved as a result of compensation (see above).
Compensation Zone	The zone in which marks fall for them to be considered for compensation. Details can be found in found in the <i>Guide to the Taught Degree Regulations</i> (Table A: Undergraduate course unit marking scheme in Appendix A – Undergraduate Classification Scheme, and Tables B and C in Appendix B – Postgraduate Degree Classification Scheme).
Compulsory units	Compulsory units are units which cannot be substituted and must be taken by students in order to meet the intended learning outcomes of the programme (see pre-requisite course units). Compulsory units are <u>not</u> compensatable but may be resat. Schools can, however, specify if compulsory units need to be passed at the first attempt, and this must be clearly stated in the unit specification.
Core units	Core units must be taken by students in order to achieve all the required intended learning outcomes of the programme. They differ from 'compulsory units' as they <u>can be resat and compensated</u> . (Aside from 'compulsory' and 'core' units, other units can be optional, free choice or elective units - see 'Optional course units'.)"
Credit	A measure of work required to successfully complete a course unit or programme. One credit corresponds to a notional 10 hours of student workload.
Course unit	A self-contained unit of study on a particular topic, with defined level and credit values, aims and intended learning outcomes, mode(s) of delivery, defined assessment and possibly pre or co-requisites.
Course unit mark or mark	A numerical designation (0-100%), recorded as whole numbers, which is awarded to a student on completion of a course unit, and which reflects the achievement of the defined intended learning outcomes.
Course unit marking Scheme	The University approved marking scheme is between 1-100% and specifies pass/fail and compensatable marks. Details can be found in the <i>Guide to the Taught Degree Regulations</i> (Table A: Undergraduate course unit marking scheme in Appendix A –

	Undergraduate Classification Scheme, and Tables B and C in Appendix B – Postgraduate Degree Classification Scheme).
Course unit Specification	The approved course unit description. Includes details on credits, level, intended learning outcomes and types of assessment in a specific course unit.
Deferral	A second attempt at summative assessment, which will be considered a first attempt, without penalty, as a result of approved mitigating circumstances.
Diploma of Higher Education (DipHE)	An undergraduate award of 240 credits, at FHEQ level 5, usually as an exit award or an award for continuing professional development.
European Credit Transfer System (ECT)	The European system for accommodating credit transfer where 1 ECT equals 2 UK credits.
Examination Board/Exam Board	A chaired forum, with School and External representation, which ensures the standards of the marking and awards in accordance with institutional policy and regulations.
Exit Award	An award of the institution which is given when a student is unable to meet the intended learning outcomes of the programme, consequently not accumulating enough credit for the award they registered for, but when they have achieved sufficient credit for a lesser, exit award. Exit award points and titles should be stated in a programme specification.
External Examiner	An academic normally from a peer university who is paid a fee for undertaking moderation duties, as outlined in the University <i>Guidance on External Examiner Procedures</i> . External Examiners play a major role in the maintenance of academic standards and in ensuring rigorous but fair assessment of students.
Fail	When a student does not meet the intended learning outcomes of a course unit or programme of study and is therefore not eligible to be awarded the credit or to receive award of the University.
FHEQ	The 'Framework for Higher Education Qualifications' is a framework designed to ensure a consistent use of qualification titles across the Higher Education sector, which assigns levels on the basis of achievement of outcomes and attainment, rather than the year of study.
Graduate Certificate (GCert)	An undergraduate award of 60 credits, at FHEQ level 6. If the level of a student's previous study does not permit progression directly to PGT level, the Graduate Certificate can be used as a conversion or refresher. They can also be used as qualifications in their own right for those without previous Undergraduate qualifications, or they can be used to extend the range and depth of previous UG studies.
Graduate Diploma (GDip)	An undergraduate award of 120 credits, at FHEQ level 6. If the level of a student's previous study does not permit progression directly to PGT level, the Graduate Diploma can be used as a conversion or refresher. They can also be used as qualifications in their own right for those without previous Undergraduate qualifications, or they can be used to extend the range and depth of previous UG studies.
Integrated Masters Degree	An undergraduate award of 480 credits, of which at least 120 must be at FHEQ level 7.
In attendance	When studying in attendance, it is expected that students will attend lectures and other scheduled teaching sessions, undertake assessment and pay full fees.

Intended Learning Outcomes	A concise description of what a student will be expected to have learnt at the end of a programme or course unit level, as specified in Programme and Course unit Specifications.
Level	Describes the intellectual demands of course units and programmes of study. A course unit will be assigned a level, corresponding to 'Table 1: Credit and Award Framework' found in the Undergraduate Degree Regulations and 'Table 1: Credit and Postgraduate Award Framework' found in the Postgraduate Taught Degree Regulations (both taken from the FHEQ). Levels 4, 5 and 6 correspond to the typical demands of successive years of a Bachelors degree; or level 7 to the typical demands of a Masters (or Integrated Masters final year) Degree programme. Levels 4, 5 and 6 correspond to the years of a 'traditional' 3 year undergraduate degree programme.
Mark Distribution	The process by which students in the boundary of a classification, who have met the requirements stated in the Degree Regulations, are considered for the next classification. <i>Note: marks do not change, just the classification.</i>
Mark Review	See 'Classification Review'.
Masters Degree	Normally an award of 180 credits (undertaken during one year), at least 150 of which must be at FHEQ level 7. For a two year award, this would normally be made up of 360 credits, at least 240 of which must be at FHEQ level 7.
Mitigating Circumstances	Unanticipated and unavoidable circumstances which adversely affect the student's achievement in any particular assessment. The process for applying for and approving mitigating circumstances is contained in the University's Policy on Mitigating Circumstances.
Minimum credit for the award (see table 1 in both the UG and the PGT Degree Regulations)	To receive an award, students must have successfully achieved the minimum required credit at the level of the award they are registered on, in accordance with Table 1 of both sets of Degree Regulations.
Non-professional award	This describes an award for a professionally accredited programme, where a student has gained enough credit for a University award but has not met the professional requirements of the programme's accreditation.
Optional course units	Free choice course units or electives where students have a choice of units to decide from.
Ordinary Bachelors Degree	An undergraduate award of 300 credits, 60 of which must be at FHEQ level 6 (see table 1 in the Undergraduate Degree Regulations - Credit and Award Framework).
Pass	Where a student has achieved the intended learning outcomes at course unit level and has been awarded the credit, without compensation.  Also used to classify Masters degrees with a weighted average of less than 60%.
Postgraduate Certificate	Postgraduate (exit) award of 60 credits, at least 40 of which are at the level of the award (FHEQ 7).
Postgraduate Certificate in Education (PGCE)	Postgraduate award of 60 credits, at least 40 of which are at the level of the award (FHEQ 7).
Postgraduate Diploma	Postgraduate (exit) award of 120 credits, at least 90 of which are at the level of the award (FHEQ 7).
Pre-requisite course units	Pre-requisite course units are defined within programme specifications, and are course units that must be passed prior to taking subsequent course units further on in programme. Pre-

	requisite course units contain essential knowledge required for the study of subsequent course units (see compulsory units).
Programme	A cognate programme or course of study, made up of approved course units (compulsory or optional) with agreed intended learning outcomes, the details of which are contained within the programme specification and Student Handbook, which define modes of delivery and agreed assessment methods. UG programmes are 'usually' 120 credits at FHEQ level 4, 5 & 6; and a further 120 credits at level 7 for Integrated Masters. A Masters programme is 'usually' 180 credits at FHEQ level 7.
Programme Specification (see programme)	The definitive, approved programme details, setting out the aims and structure, how students progress through the programme, how they can expect to develop from year to year, and what knowledge, understanding and skills they should expect to acquire by the end of the programme.
Progression/ Progress	For undergraduate students, this refers to the transition between FHEQ levels 4 to 5 and levels 5 to 6, or the different years, for Bachelor degrees; and between levels 6 and 7 for Integrated Masters. The term can also be used to describe the process by which postgraduate students are able to reach appropriate attainment levels in 'taught' elements of Masters programmes in order to commence 'research' elements.
Professional, Statutory and Regulatory Body (PSRBs)	External Bodies which accredit Professional programmes, who may require stricter rules and regulations in order to meet professional/ clinical standards.
Profile	Relates to the attainment of a student over the period of their registration. A 'profile' might also include AP(E)L as well as compensated marks, which show an overall 'picture' of a student's performance.
Referral or reassessment (see also assessment/reassessment)	A second attempt at summative assessment, with penalty, as a result of a student failing the first attempt.
Registration	The process by which an individual becomes a student of the University.
Rescind	To hand back an award of the University in order to work towards and achieve a higher award.
Special compensation	Special compensation can be given in the final year of a programme, due to the fact that referral/reassessment is not normally permitted in the final year. It can be given at FHEQ level 6 for up to 40 credits for the award of 2:2; 2:1 and 1st class degrees; and up to 60 credits for third class degrees or at FHEQ level 7 of an integrated Masters only.. For 2:2, 2:1 and 1 <sup>st</sup> class awards, the student must have passed at least 80 credits at the level of the award and have achieved pass average overall. For the award of a third class degree, the student must have passed at least 60 credits at the level of the award. The original course unit marks are used to calculate the degree classification. Special compensation is for credit only..
Taught Credits (PGT only)	Credit achieved as a result of successful completion of 'taught' course units on PGT programmes which are specified in programme handbooks. This is to enable programmes to formally distinguish between delivered teaching and independent research, where this exists in the programme.
Viva or Viva Voce	References to vivas have been removed from the Degree Regulations as vivas should now no longer be a standard part of

	assessment and most areas of the University have moved away from using them.
Weighted Average	The weighted average of a programme of study, based on the value of individual assessments and marks achieved for those, and calculated to one decimal place.

<b>Document control box</b>	
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