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	the formal, independent recognition and "stamp of approval" that a programme or person meets specific quality standards and is competent to perform particular tasks. It is used in reference to programmes with professional accreditation by an independent Professional, Statutory and Regulatory Body (PSRB).
Accreditation of Prior (Experiential) Learning (AP(E)L)	'AP(E)L' stands for the award of credits based on learning that has already taken place. AP(E)L credits can exempt a student from parts of their academic programme if they can show that their existing knowledge and skills meet the necessary requirements. This prior learning may have been formally assessed by an educational institution or gained through experience, such as paid or unpaid work. AP(E)L can only be approved for whole course units. For more details, see Principles and Guidance for the Application of the Accreditation of Prior Learning (AP(E)L).
Assessment/ Reassessment	the process of forming a judgement about a student's attainment of knowledge, understanding or skills, when judged against the intended learning outcomes of a degree programme and/or course unit.
Award	The degree, certificate or diploma which is awarded 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 via Mark Distribution and / or Classification Review.
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 or 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'	Where an undergraduate student has not passed the required number of credits after compensation or referrals, an Examination Board may exceptionally allow a student to progress to the next level whilst carrying forward/ taking into the next year up to 20 failed credits 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' (Note: Third Class is not available for Integrated Master's degrees). There is no classification for an Ordinary undergraduate degree, Diploma of Higher Education or Certificate of Higher Education. For a Masters degree, the classifications are: • 'distinction' • 'merit' • 'pass'. There is no classification for a Postgraduate Diploma or Postgraduate 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	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. *Note: marks do not change, just the classification.*
Compensation, Compensated	Compensation' is when an Examination Board awards the credit for a unit that is below the pass mark providing the unit mark falls within the Compensation Zone (known as a 'compensated pass') to allow the student to progress or exit with an award without retaking the unit. This is known as a unit being 'compensable. 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 numerical zone in which marks fall for them to be considered for compensation. Details can be found in found in section E of the Undergraduate Degree Regulations and section F of the Postgraduate Taught Degree Regulations.
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 (Anti-requisite)	a course unit that overlaps so heavily in content with another that a student cannot take both for credit. The student will not be permitted to take an anti-requisite module alongside their current unit, nor can they take it if they have already completed the overlapping module.

Course unit (Compulsory)	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 **not** compensable but may be reassessed. 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. (On campus solutions both 'compulsory' and 'core' units are known as 'mandatory' units)
Course unit (Co-requisite)	a unit of study that must be taken in the same semester or year as another given unit of study (unless the other unit has already been completed).
Course unit (Core unit)	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 **can be resat *and* compensated.** (Aside from 'compulsory' and 'core' units, other units can be optional, free choice or elective units - see 'Optional course units'.)" (On campus solutions both 'compulsory' and 'core' units are known as 'mandatory' units)
Course unit (optional)	An elective unit of study that students are able to choose during course unit selection, subject to credit requirements.
Course unit (Pre-requisite)	Pre-requisite course units are defined within programme and unit 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).
Course unit mark or mark	Either a numerical designation (0-100%), recorded as whole numbers, or a non-numeric (e.g. pass/fail) judgement, 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 0-100% and specifies pass/fail and compensable marks. Details can be found in the Guide to the Taught Degree Regulations (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 reassessment on the original attempt at summative assessment as a result of approved and verified mitigating circumstances. This is considered a first attempt, without penalty. Deferrals may also be referred to as a 'first sit'.
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 (ECTS)	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. These can occur at

	University, Faculty, and School level.
Exit Award	When a student exits the University with an award of a lower FHEQ level than they had registered for. Students are awarded these when their reassessment opportunities have been exhausted, or they decide to withdraw, so have not accumulated enough credit for the award they are registered for. Students are then awarded based on the credit they have achieved in accordance with Table 1 of the UG and PGT Degree Regulations. Exit award points and titles should be stated in a programme specification.
External Examiner	An academic or other independent expert, normally from a peer university, who is paid a fee for undertaking moderation duties, as outlined in the University Guidance on External Examiner Procedures. 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.
Framework for Higher Education Qualification (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 and 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. *Note: marks do not change, just the classification.*
Masters Degree	Normally an award of 180 credits (undertaken during one academic 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	Unforeseeable or unpreventable circumstances that have, or did have, a significant negative effect on the academic performance of a student. Accepting and applying mitigation aims at reducing the negative effects on a student's academic outcome. 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- accredited award	This describes an award for a professionally accredited programme, should students fail to meet PSRB standards, but have succeeded in achieving University standards then a 'non- accredited' alternative award must be awarded by an Examination Board
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, core 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. *(see separate definitions)
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.
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 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. This can occur in order to work towards and achieve a higher award, as the result of discipline and academic malpractice, or to receive an award at a lower level, for example an integrated master's student may also rescind to achieve a bachelors award.
Research Credits (PGT Only)	Credit achieved as a result of successful completion of 'research' course units (known as 'research elements') 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.
Special compensation	Special compensation is compensation given for unit(s) failed in the final year of a Bachelors degree programme, or levels 6 and 7 of an Integrated Masters programme. This is to recognise that referral/reassessment is not normally permitted in the final year. Special compensation is for credit only.
Taught Credits (PGT only)	Credit achieved as a result of successful completion of 'taught' course units (known as 'taught elements') 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.

Weighted Average	A method of calculating an overall mark by applying different weightings to marks for course units, based on their credit value, and also different levels of study, depending on the relevant classification method set out in the programme handbook. For further details, see the classification provisions in the Undergraduate and Postgraduate Taught Degree Regulations. See M61 of the UG Degree Regulations for more details.

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