

**UWE
Bristol**

University
of the
West of
England

UWE BRISTOL
**ACADEMIC
SURVIVAL
GUIDE**
2019 - 20

All areas of your studies are governed by a set of rules known as the Academic Regulations. They can be difficult to understand as they cover a vast range of issues you may come across in your time as a student. The following guide will help to explain some of the key things you need to know and where to go for more help if you need it.

To make this guide, UWE Bristol and The Students' Union worked together to answer the most frequently asked questions from students. It is intended to aid all students in their journey and act as a starting point for information, but we'd encourage you to speak to an adviser or contact an Information Point should you need specific advice or guidance. Their contact details can be found on the final page of this guide.

Vice-President Education
The Students' Union at UWE

CREDITS	04
DEADLINES	08
EXAMS	10
ASSESSMENT FEEDBACK	14
MODULE MATTERS	18
PERSONAL CIRCUMSTANCES	26
SUSPENSION OF STUDIES	30
DEGREE CLASSIFICATION	34
APPEALS	36
GLOSSARY	39
USEFUL CONTACTS	41

Further support and information

If you need help or support, please make an appointment to speak to a Student Support Adviser via an Information Point.

We've created a useful video to help explain the different stages of the assessment process. Visit uwe.ac.uk/assessmentandfeedbackpolicy for more information.

For further information on Study Skills support, please visit the Library Services webpages at uwe.ac.uk/studyskills.



CREDITS

What is 'module credit'?

Credits are gained when modules are successfully completed and modules are normally given values between 5 and 60 credits. The number of credits assigned to a module is based on learning hours, i.e. the number of hours which it is expected that you will spend, on average, achieving the learning outcomes. 1 credit usually equals 10 notional hours of study.

Normally, when sufficient credit in the required modules is achieved, students become eligible for an award. Sometimes 'module credits' are described as being like a currency which can be accumulated and is then 'cashed in' or exchanged when a student accepts an award (e.g. an honours or a Masters degree).

Eg. Andrew is registered on the BSc (Hons) Psychology. In one year he studies modules worth 120 credits. In order to be eligible for the degree, he needs to have passed 360 credits. So in three years, after taking 120 credits a year, he has enough credit to be eligible for the degree:

Year	Running total	Eligible for
Year 1	120 credits	Certificate in Higher Education
Year 2	240 credits	Diploma in Higher Education
Year 3	360 credits	Honours Degree

So, the number of credits you pass at specific levels determines which award you are eligible for, but the level of your achievement (i.e. your classification) is determined by the marks you achieve.

Who determines whether I am eligible for an award?

Your faculty's exam board meets at specific points throughout the year to confirm assessment marks. This is a two-part process; firstly, the Field Board considers and approves the marks for all modules and awards the associated credit, and then the Award Board decides upon the eligibility of students for awards based upon their results. The Award Board also considers any actions that may be required due to a student's accepted personal circumstances.

Do I always need to have passed the required number of credits in order to be eligible for an award?

Normally yes. However, an Award Board can decide to accept 'failure to pass modules' in certain cases (e.g. if you have personal circumstances accepted).

Or, if you do not have enough credit for your 'target' award, you may be able to claim a lower level 'interim' and 'step off' your target. For example, you may be eligible to claim a degree without honours if you achieve 300 credits rather than 360 credits.

What does 'condoned credit' mean?

If you attempt a module but marginally fail, an Award Board can decide to condone it. This means you retain the mark and are awarded the credit. You will not need to do a resit or retake.

The Award Board can condone when:

- The module mark is above 37% (levels 0-3) or 47% (level M).
- You have already passed modules worth a minimum of 90 credits at the same level or above.
- A professional body permits it (some do not).
- The learning outcomes for the module have been met.

An Award Board can only condone a maximum of 30 credits at levels 0 and 1 combined, and 45 credits at levels 2 and 3 combined. 30 credits may be condoned at level M.

What does 'excused credit' mean?

You may see the word 'excused' appear in your myUWE academic record.

If you have been 'excused' credit by an exam board it is because of an accepted personal circumstances application/exceptional removal of marks application.

This means:

- You have not passed the module or been awarded credit for it, but you do not need to pass it on your current award.
- The mark for the module is not included in the calculation of your final result.
- Excused credit will not be granted if a professional body does not allow it.



DEADLINES

What is the submission deadline time?

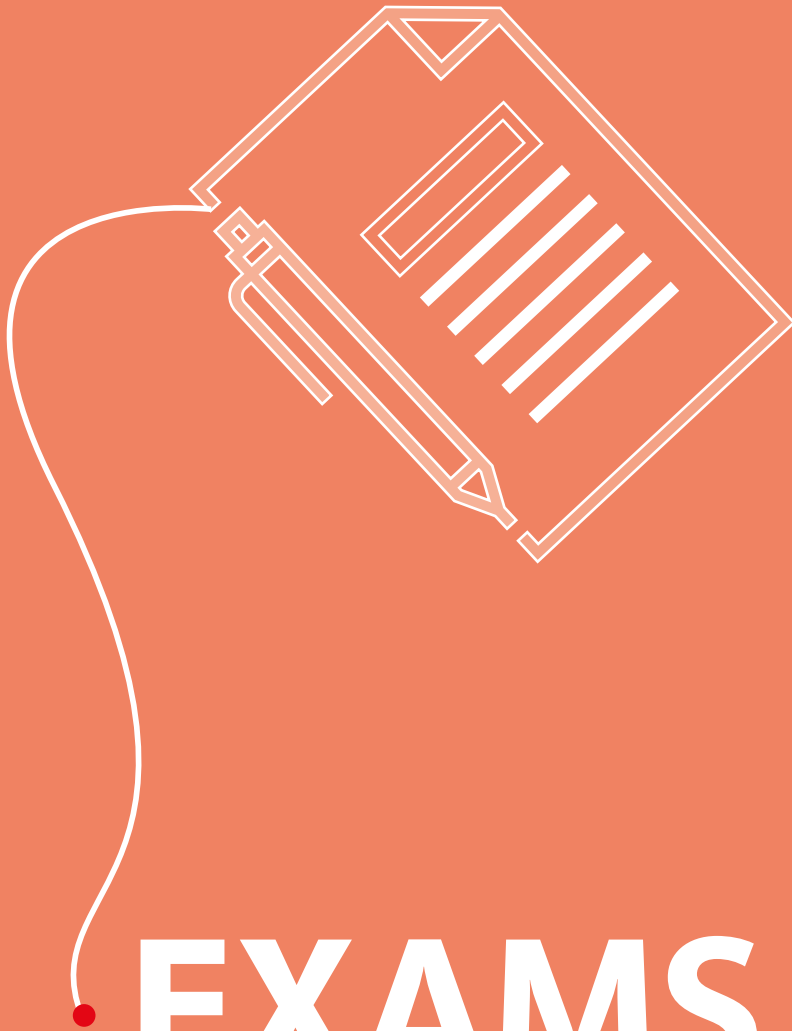
14:00 is the deadline for all assessments (submitted as a hard copy or electronically). Work submitted up to 24 hours after the deadline will incur a mark penalty and the highest mark available will be 40% at levels 0-3 and 50% at level M. After 24 hours a non-submission will be recorded.

If you are submitting online via an approved system designated for this purpose (for example, BlackBoard or PebblePad), be aware that the date and time of your submission is taken from the server and recorded when your submission is complete, not when you click submit. With this in mind, make sure you leave plenty of time to allow your work to upload.

Microsoft Office (Office 365) is available free for students. You are allowed to download and install the software on up to 5 devices. You need to login to your university email account to access the Microsoft Office download.

Is it possible to submit work by post?

Yes. If you have an assessment which is due to be submitted as a hard copy and you are not able to travel to campus, you can submit it by post. If you submit coursework this way, you must obtain proof of postage (for example, by using Recorded Delivery) which records the date and time of postage. The work must be posted before the deadline. Have a look at our assessment FAQs for more information and details of the postal address for your campus: uwe.ac.uk/students/academicadvice/assessments



EXAMS

Do I need to bring my UWE Bristol ID card to exams?

Yes, you'll need this for all exams. Your university ID card is your main source of identification whilst on campus and should be carried with you at all times. If you have lost your card, a replacement can be applied for through our online store for just £5. Once your order is processed, you will receive a confirmation email with details on where to collect your new card.

I am running late for my exam, what can I do?

You may still be able to sit the exam as you can be admitted up to 30 minutes after the official start time. You will not be admitted after 30 minutes have elapsed.

Our Student Support Advisers will be available at the Exhibition and Conference Centre (ECC) during exam periods to provide guidance for students taking exams.

What can I do if I have been ill and can't make an exam?

If you are unable to attend an exam due to an illness or injury, you must contact a Student Support Adviser as soon as you can they will explain all available options to you.

If you are ill during an exam, you should raise your hand so the invigilator may come and help you.

If you leave the exam and are unable to return, please make sure you tell the invigilator and then contact a Student Support Adviser as soon as possible.

Visit our Personal Circumstances webpage at uwe.ac.uk/personalcircumstances for more information.

You can find lots of helpful information about what to expect in your exams and about what is expected of you at uwe.ac.uk/exams

Your individual exam timetable is available via myUWE.

Help with exam stress

Exams can be a stressful time. A range of wellbeing support options are available, including workshops that can teach you how to approach revision and exams so that you can get the right balance between looking after yourself and studying.

Exam Information film

If you're worried about your exams, have a look at our film for some top tips: search 'UWE Exam Information Film' on YouTube.

DON'T FORGET!



For students based in Bristol, the majority of standard written exams take place at the Exhibition and Conference Centre (ECC) on Frenchay Campus.

It is possible that some exams might take place elsewhere, especially if you have exam adjustments in place - so make sure you check your timetable carefully.



Your exam timetable is personalised for you, so it is essential you use this as your only means of checking dates, times and venues.

Do not rely on others for this information.



Exams usually begin at either 09:30 or 14:00. You should arrive at least 20 minutes before the start of the exam.

This will give you time to adjust to your surroundings and find exactly where your exam will take place.



A meet and greet team are available at the ECC to help you with any general queries.



Please make sure your mobile phone is switched off and alarms are disabled so that you do not disturb any other candidates.



ASSESSMENT FEEDBACK

What can I expect from an assessment?

Check out our Assessment FAQs at uwe.ac.uk/assessmentfaqs for more specific issues on assessments. You can also speak to a Student Support Adviser.

For more information on the cycle of assessments (including marking and moderation), online assessments or how to use assessment feedback, see the Assessment and Feedback Operational Guide:

uwe.ac.uk/assessmentandfeedbackpolicy

How long should I expect to wait for my assessment mark and feedback?

The period for providing feedback will not normally exceed 20 working days (excluding university closure days) following the deadline for submission of the assessment. This period may be shorter or longer for some assessments. You will be advised when the duration is longer than 20 working days.

What if I am given an adjusted deadline or extension?

If you are given a five working day extension or have an adjustment to your deadline due to Reasonable Adjustments, you will not receive your mark until after the rest of your cohort. Once ready, your mark will be available in your myUWE account but you may see a non-submission ('NS') until this time.

What is a word count limit?

A word count limit gives you a clear indication of the maximum length of your piece of assessed written work. You'll find information on the maximum word count limit for all your assessed pieces of coursework in the module handbook. The Word Count Policy is available at: uwe.ac.uk/aboutus/policies

When do I find out my coursework marks?

You'll receive an email notification to your university e-mail account when your unconfirmed marks are released on myUWE. Your unconfirmed marks should also normally be included on your coursework when it is returned to you. Confirmed marks that have been ratified by an Examination Board are available on the results publication date. To find out when these are, visit uwe.ac.uk/publicationdates.

How do I submit my work online?

Some modules require you to submit your coursework online. If this is the case, you should get detailed instructions at the start of your module. You can also find information about your coursework and submission types in the myUWE Coursework tab.

What happens in the event of a critical systems failure on my deadline day?

If there is a critical systems failure, the University will assess the impact on students submitting work and may implement the following:

- All deadlines for work submitted online will be extended by an additional 24 hours.

- All deadlines for assessments that are not submitted online will be extended by an additional 24 hours (due to the potential for losing access to Blackboard materials).
- All deadlines where students have already been given an extension under Reasonable Adjustments will be extended by an additional 24 hours.
- If the extension falls on a Saturday or a public holiday then it will last until 14:00 on the next working day.

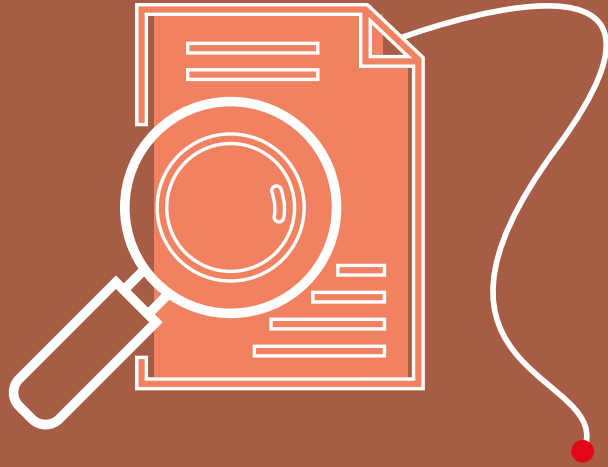
You will be advised of the extended deadlines via Blackboard, myUWE, and the coursework hubs. Make sure you also check the University's and The Students' Union social media accounts for updates in the event of a critical systems failure.

I don't agree with my mark – what can I do?

If you think your mark has been recorded incorrectly, you should immediately draw this to the attention of your Student Administration Team and produce the piece of work which you believe shows the correct mark.

If you have concerns about the module you can speak to your Student Representative. Normally Student Reps only get involved with issues which affect more than a couple of students, so if you have an individual issue, you should still contact the Students' Union Advice Centre.

You can see who your Student Reps are in Blackboard. It will display all the Reps within your programme and it will also place a * next to Reps who you share modules with.



MODULE MATTERS

Can I study a module that is not on my programme?

Yes. But you should be aware that this may have funding implications. You should also consider the impact that taking on additional work might have on your main programme. To find out more, speak to a Student Support Adviser.

Is it possible to transfer between modules?

Where relevant to your programme, you may have the opportunity to change/transfer modules at specific points in the year. Some programmes also have Module Fairs where you can find out more about the module options open to you, so look out for details of these on online at uwe.ac.uk/howtochooseyourmodules.

Where can I find out more about transferring?

You can find out more about transferring between modules or programmes from our 'How to suspend, transfer or withdraw from your studies' webpages, which are available at uwe.ac.uk/suspendtransferorwithdraw.

Are there any implications for transferring between programmes?

Yes, you should note the following:

- Many changes have financial implications, including being liable for fees even if you withdraw.
- Whilst the academic regulations may allow you to transfer or retake a year or a module, you may find that your funding does not cover the additional cost or the change.
- You might find that some modules you are enrolled on are valid for your new programme as well as your old one.

You are advised to speak to a Student Support Adviser and/or your Programme Leader to see if you can transfer any completed modules/or the credit for a completed module into your new programme.

What does it mean if I have to do a retake?

A retake is when you study a whole module for a second or further time because you have taken it previously but have not passed it yet. If you have a retake, unless you had the module mark uncapped due to accepted personal circumstances, the maximum mark you can achieve will be limited to 40% (levels 0–3) or 50% (level M). You will not be able to retake a module if you've already passed it.

Are there charges for resits and retakes?

The University **does not** charge students to take a resit.

Charges for retakes will depend on your individual situation.

The fee implications for retaking a module are set out in the University tuition fee policy which is available at uwe.ac.uk/aboutus/policies

Fee levels are determined based on a number of factors including the fee regime in force at your initial registration on a programme of study (subject to any annual changes which will be outlined in the fee policy). You will be asked to agree to the terms of the policy as part of the registration process at the start of each year of study.

Why do I have to pay to retake a module?

There are still costs associated with retaking a module even if you have studied it before. These include:

- Teaching, supervision, assessment and feedback.
- Use of university facilities e.g. The Library, computer rooms, laboratories, software.
- Provision of module materials.
- Administrative services e.g. registration and examinations.

See the tuition fee policy for details of your financial liability.

How do I find out how much my tuition fees will be?

There are two ways to find out:

1. Refer to the 'fees' tab on the individual programme listing
2. Or go to coursefees.uwe.ac.uk

I am resitting/retaking a module and I know that some or all of my marks are capped. Is there any reason for me to still aim for good marks in my assessments?

You should still aim for good marks in your assessments because:

- You still need to pass the module which means you should aim to pass all assessments well.
- The full mark will appear on your notification of credit and assessment marks which you may wish to show to a prospective employer.
- If you have a resit, your module mark may only be partially capped. For example, you may have passed Component A and failed Component B, in which case you would only have to resit Component B.

For example:

The mark for this module is based on an equal weighting (50:50) for Components A (exam) and B (coursework).

1st sit

Component A = 65%

Component B = 25%

Need to resit Component B.

Component A mark is carried forward and is not capped.

Resit of Component B

Component A = 65% (the mark carried forward)

Component B = 55%

BUT as this is a resit, Component B is 'capped' at 40%

Therefore:

Module mark is $65 + 40 = 105$

Divide 105 by two (as this module has a 50:50 weighting)

Mark for the whole module = 52.5%

N.B. If Component B is not passed at the resit, you would need to retake the whole module (no marks can be carried forward). The whole module mark would be capped at 40%, unless you had accepted Personal Circumstances.

What is the pass mark for a module?

Individual pieces of work or exams are also known as elements of assessment. You do not have to pass each element in its own right (unless there is a professional body requirement to do so), and the marks for elements are grouped together into components.

The overall mark for a component is calculated from the weighted average of all of the elements associated with it.

You are required to reach a particular standard in a component.

- All modules have one or two components. If a module has two components its mark is calculated from the weighted average of both components. Component weightings are set out in the module specification.

Level 0, 1, 2, 3 modules (undergraduate)

- The pass mark for a module is 40%.

Modules with one component

- In a module with one component the component pass mark is 40%. The mark for the component will also be the mark for the whole module.
- A mark of 35%–39% in the component, will not be enough to pass the module.

Modules with two components

- In a module with two components the component pass mark is 35% but the aggregate mark for the module must be at least 40%.

- You have not passed the module if you get less than 35% in either component or if you get an aggregate of less than 40%.

If you achieve a mark of 35%–39% in each component it will not give you a high enough overall mark to pass the module. If you are eligible for a resit you will need to redo both components. If you are eligible for a retake you will need to redo both components.

Level M modules

- The pass mark for a module is 50%.

Modules with one component

- In a module with one component the component pass mark is 50%. The mark for the component will also be the mark for the whole module.
- A mark of 40%–49% in the component will not be enough for you to pass the module.

Modules with two components

- In a module with two components the component pass mark is 40% but the aggregate mark for the module must be 50%.
- You have not passed the module if you achieve less than 40% in either component or an aggregate of less than 50%.

If you achieve a mark of 40%–49% in each component it will not give you a high enough overall mark to pass the module. If you are eligible for a resit you will need to resit both components. If you are eligible for a retake you will need to retake both components.

Where will my academic achievements be recorded?

Your marks will be recorded in the Higher Education Achievement Report (HEAR), which is an electronic report that records your academic achievements.

The report will summarise your achievements and help you to:

- Provide employers with an official record of your accomplishments verified by the University.
- Plan and prepare for your future career.
- Prepare your CV and job applications.

If you have a general query about your HEAR, please email **certificates@uwe.ac.uk**



PERSONAL CIRCUMSTANCES

I am experiencing difficulties, what should I do?

If you find you are experiencing difficulties which are affecting your studies and resulting in you being unable to do an assessment, or if something has impacted on an assessment that you have already done, then contact a Student Support Adviser or an Information Point as soon as you can to discuss your options.

Telephone **+44 (0)117 32 85678**

Email: **infopoint@uwe.ac.uk**

Website: **uwe.ac.uk/students/informationpoints**

Have you/do you need to submit a piece of work up to 24 hours after the assessment deadline?

The 24 hour window allows you to submit your work up to 24 hours after the deadline.

If you submit a coursework assessment up to 24 hours after the deadline, you will receive a mark but there will be a penalty applied:

- Levels 0-3 - a mark of more than 40% will be reduced to 40%
- Level M - a mark of more than 50% will be reduced to 50%

You do not need to provide a reason or any evidence when submitting your work within the 24 hour window.

Visit **uwe.ac.uk/support processes** for more information.

Do you need more time to submit your coursework because of personal difficulties?

If you need more time because you are experiencing personal difficulties, you may be able to apply for an extra 5 working days to complete your work without a marks penalty being applied. You will need to apply for the extension no later than two days before the assessment deadline.

Along with the application form, you will be asked to provide supporting evidence of the personal circumstances which are affecting your studies. Please see the five working day extension process for more information visit uwe.ac.uk/5workingdayextensions

Unfortunately, the five working days extension process is not available for students who are completing a re-sit assessment.

Do you need a reasonable adjustment for a deadline?

Are you a student with a disability, medical condition or are you a primary carer? Are you pregnant or on maternity leave? If you need more than five working days, you may be able to get an adjustment to a deadline which would give you more time to complete your work. Please see the Reasonable Adjustments webpages for more information and the criteria.

You will need to complete an application form and provide supporting evidence. To find out more, visit uwe.ac.uk/typesofsupport.

I am not going to be able to submit my coursework or attend an exam (miss an assessment)

If you miss a coursework deadline or were unable to attend an exam due to difficult personal circumstances, then you may be able to have the capping which will be applied to your re-sit/retake mark removed - provided your mark has not previously been capped.

Please note, the missed assessment process won't give you more time to complete your coursework and the deadlines in place for the resit/retake still apply.

I've submitted or attended my assessment, but I shouldn't have done so

You can apply for your mark for an assessment to be removed and replaced by a non-submission if your circumstances affected your judgement in deciding to sit an assessment, or if you fell ill during an exam. There may be consequences for your further studies/graduation if you use either of these processes. For more information, visit uwe.ac.uk/personalcircumstances.

I couldn't do my first sit due to personal circumstances, do I get it back?

No. You will need to resit or retake.

Will I need to resit or retake?

It will depend on what assessment is missed, or what you had the mark removed for. It is still possible to pass a module if you have missed an assessment. If you have not passed, you will need to resit or retake. If you pass the module even if you missed assessments, the pass mark will stand and you will not be eligible for a resit or retake. You will not be able to sit a missed assessment at a later date in order to improve your module mark.

Do I need to make additional applications if my circumstances continue?

If you make an application but your circumstances continue and affect other assessments or examinations, you'll need to complete a new application if you are unable to attempt them.



SUSPENSION OF STUDIES

Are you struggling with your studies and/or assessments due to serious but temporary circumstances and need to take a break from study?

A suspension of study is a break from study and is usually for one academic year. If you have experienced serious but temporary circumstances which have impaired your learning such as, medical treatment, a long period of illness or another unexpected but disruptive occurrence, you may request a suspension of studies.

There are implications to withdrawing temporarily or permanently. We'd urge you to chat to a Student Support Adviser if this is something you're considering.

You will need to apply to suspend your studies no later than one of the following deadlines.

Programme start date	Suspension of studies
September 2019	19 April 2020
January 2020	23 August 2020
February 2020	6 September 2020
March 2020	25 September 2020

What are the financial implications of taking a suspension of study?

You should note the following:

- For the purpose of fee charging, students are allowed a maximum break in study of 2 years before being reassessed for entitlement of continuing student fees.
- For 14 days after registration is completed or for 14 calendar days from the day after the start of term (whichever is later), a student can cancel their registration without incurring financial penalty.

For the full details refer to the tuition fee policy: uwe.ac.uk/aboutus/policies

If a student withdraws part way through the academic year, any request for a refund or reduced liability of tuition fees will be calculated from the official withdrawal date.

Student withdraws during:	Fee liability
Term 1	25% of full fees
from the first day of term 1 but before the start of term 2	
Term 2	50% of full fees
from the first day of term 2 but before the start of term 3	
Term 3	Full fees
from the first day of term 3	

What are the consequences if I decide to suspend my studies?

You should note that:

- Your progression may be affected.
- There may be consequences if you withdraw from a programme accredited by a Professional Body.
- There may be implications on your immigration status and for completion of studies if you require a visa.
- You cannot submit work for assessments or sit examinations during your suspension.
- No marks for work submitted after the suspension commences will be recorded.
- Withdrawal from modules will remove access to view them on Blackboard.
- It will only be possible to return to the same programme if it is still running.

I'm an international student – is there anything else I need to know?

If you are on a Tier 4 student visa, you will need to seek advice regarding any visa implications before thinking about changes to your registration status or studies. Please speak to an Immigration Adviser or a member of the PBS Tier 4 Visa team by visiting our Student Visa Support Service team.

What happens when I return from a suspension of study?

On your return you should note that:

- You will need to take assessments for any modules you did not pass, even if you had previously submitted work for them or taken an exam.
- The form of module assessment may be different.
- You may be required to change your mode of attendance (e.g. from full-time to part-time).

You can find out more about taking a suspension on our 'How to suspend, transfer or withdraw from your studies' webpages, or talk to a Student Support Adviser about your options. Visit uwe.ac.uk/suspendtransferwithdraw for more information.

I'm on a suspension of study which is due to end. How do I find out about coming back?

If you are on a suspension of study and it is due to end, we will contact you and ask if you wish to return, extend your suspension of study or withdraw. Once you have confirmed, the University will take the appropriate action (e.g. if you wish to return we will send you information about registration, module choices).



DEGREE CLASSIFICATION

How is my bachelors/hons degree classification calculated?

You can find out on our degree classification webpage. Visit uwe.ac.uk/degreeclassification for more information.

If you decide to estimate your result it might differ from the final outcome because:

- The academic record system calculates your final classification using unrounded marks. The marks you see on myUWE are rounded up or down to the nearest whole number. This means that there is normally a difference between your estimate and your final outcome. In some cases, this can be the difference between two classifications.
- Sampling of work by external examiners takes place as part of the University's Assessment Cycle. Sampling is carried out to make sure marking is at the appropriate level and in some cases can result in the marks for the whole cohort being adjusted.
- It is not until the University's exam boards meet to sign off the marks and award credit to students that the marks are finally confirmed.
- Even though the majority of students on an honours degree normally study 120 credits at level 2 and 120 credits at level 3, only the best overall module marks for 100 credits at level 3 and the best overall module marks for 100 credits at level 2 (or other level 3 credits) are included in the calculation of your degree. This calculation cannot be done until all marks are confirmed by the end of year examining boards.
- The University determines final classifications / differential awards in the Award Board. The Award Board has the right to award one class higher than that which is calculated by the student record system when considering individual student results.



APPEALS AND COMPLAINTS

What is an appeal?

If you feel dissatisfied after your results have been formally confirmed and published, the appeals procedure enables you to request, within specified limited grounds, that the University reconsiders your results.

You can submit an application for an academic appeal after your results are published, but you must do this promptly. An application must be submitted within ten working days of the official publication date of the results. The official publication date is published to students by the faculty in advance and will be shown on the portal results page. You should not submit an appeal before the official results have been published.

The University may use discretion to consider and allow a late request where a student demonstrates good reason for delay.

What are the grounds for an appeal?

If there has been significant administrative error or other wrongdoing (e.g. your assessments were not conducted as they should have been).

Details of the grounds on which you are able to submit an appeal are available on the Academic Appeals webpages.

To find out more, **visit uwe.ac.uk/academicappeals**.

What are the grounds for a complaint?

If you are dissatisfied with any of the academic aspects of your teaching and/or assessments, you can submit a complaint to the University.

Whilst the complaint procedure can be used to address concerns relating to a wide variety of university matters, there may be other options available that you can consider before raising an official complaint. **Visit uwe.ac.uk/complaint** for more information.

Who can I speak to if I think I need to appeal or complain?

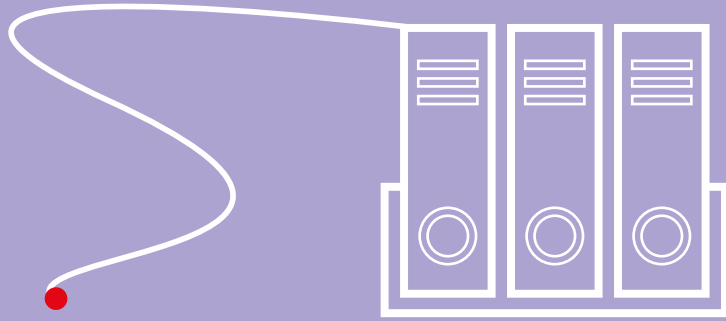
If you are thinking about making an appeal or complaint and wish to find out more about the processes and options available to you, you can contact the University's Complaints and Appeals Team by email or phone:

+44 (0)117 32 83371

academicappeals@uwe.ac.uk

complaints@uwe.ac.uk

The Students' Union at UWE Advice Centre can also assist students at all stages of either process. For more information about their service, visit **thestudentsunion.co.uk/advice**.



GLOSSARY

Attempt When you enrol on a module you are 'attempting' it. An attempt is normally structured to allow you a first 'sit' at all your assessments, followed by a 'resit' if you need it. If you are on your first attempt, this shows you have enrolled on it for the first time. If you are on your second attempt, this shows you have enrolled on it for the second time, and so on.

Capping This is a restriction placed on the mark you achieve if you have had a resit or a retake. It means that the mark for the component or the entire module is limited to the minimum pass mark (40% at levels 0-3 / 50% at level M).

Cohort A 'cohort' is a student group to which you are assigned to facilitate your learning, usually linked to your level of study.

Component All modules have either one or two components - each component has required assessments for the module.

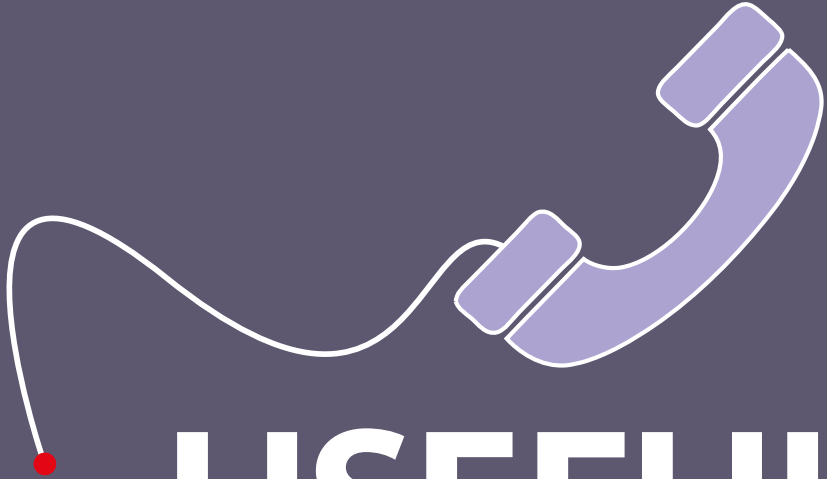
Module The smallest sub-division of teaching and assessment for which credit is awarded.

Programme Your programme of study is made up of different modules at different levels which lead to an award.

Resit If you do not pass a module at the first sit, you will normally get an automatic resit. In the resit, you will be assessed in the component(s) you did not pass at the first sit.

Retake A retake is another opportunity to study the whole module. A retake includes a further sit and a resit. You will have to pay for the whole module in order to do the retake.

Sit A sit is a first 'go' at the assessments in a module.




USEFUL CONTACTS


Disability Services


 infopoint@uwe.ac.uk

 uwe.ac.uk/disability

 0117 32 85678

Student Support Advisers


 infopoint@uwe.ac.uk

 uwe.ac.uk/studentssupportadvisers

 0117 32 85678

The Students' Union Advice Centre

 advice@uwe.ac.uk


 thestudentsunion.co.uk/advice

 0117 32 82676

Kooth - Online counselling service

 uwe.ac.uk/kooth


Fees and Funding


 infopoint@uwe.ac.uk

 uwe.ac.uk/money

 0117 32 85432


Information Points

 infopoint@uwe.ac.uk


 uwe.ac.uk/help

 0117 32 85678

Wellbeing Service


 wellbeing@uwe.ac.uk

 uwe.ac.uk/wellbeing

 0117 32 86268

Information Technology Services

 itonline@uwe.ac.uk

 uwe.ac.uk/its

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