

Glossary of terms – 2023/24

Academic Regulations

Student Voice and Academic Policy Team – August 2023

Glossary of Terms

2023/24 Academic Regulations -

Academic standards

Academic standards are a way of describing the benchmark 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.

Accreditation of Experiential learning (AEL)

AEL is a process through which it can be demonstrated that a student has already met the learning outcomes of a module where learning has been achieved through experience which may not have been formally certified.

Accreditation of learning (AL)

AL is a process through which it can be demonstrated that a student has already met the learning outcomes of a module as a result of certified study completed at UWE Bristol or with another Higher Education Institution or other awarding body.

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 a student's performance within a module is evaluated against assessment criteria to measure the achievement of learning outcomes. 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. For more information see the [Assessment Offences Policy](#).

Attempt

When a student enrolls on a module they are 'attempting' it. Students will normally get two attempts at each module (except where there are professional practice requirements), a first attempt and a second attempt/re-take. Each attempt is normally structured to allow students a 'first-sit' at all the assessments, followed by a

'resit' if a student fails any of the assessment tasks within a module and has not passed the module at the first-sit.

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.

Compensation

Compensation is the process which can be applied to allow a student to progress at programme level, despite marginal failure of a module. Credit can be awarded for the module where it can be demonstrated that the module's learning outcomes have been met elsewhere in the programme. For further details see the Academic Regulations.

Controlled conditions

Completion of work for assessment under conditions set 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 set 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 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

A student is required to take 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.

First sit

The opportunity to be assessed for the first time in either a first attempt or second attempt/re-take within a module.

Formative assessment

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

FHEQ levels

Framework for Higher Education Qualifications of Degree-Awarding Bodies in England, Wales and Northern Ireland – set by the Quality Assurance Agency (QAA).

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

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

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.

PGR

Abbreviation commonly used to denote all matters concerning Postgraduate Research.

PGR Candidate

The formal term used by the University to describe postgraduate research students especially in the context of assessment. PGR or PG researcher is more commonly used.

PGR Director of Studies

The primary supervisor for a student undertaking a PGR degree award, commonly referred to as the DoS. PGR supervisory teams are made up of the DoS and at least one other supervisor for each PGR candidate.

PGR Examiners

A team of examiners is appointed for the final assessment of each individual PGR candidate. A student PGR candidate will be examined by an internal and an external examiner. PGR candidates who are also members of staff are examined by two external examiners. A UWE Independent Chair is also appointed to oversee the assessment and ensure that the viva voce examination is conducted appropriately.

PGR Maximum Active Study Period

This is the maximum number of months of active study that a PGR is allocated to undertake their research degree from initial registration on the award to the point at which the thesis or final work is submitted for assessment. It does not include any periods of suspension from active study.

PGR Maximum Registration Period

The maximum number of months that a PGR can normally remain registered on a research degree with the University from initial registration to submission for final assessment. It includes any periods of suspension from active study for any reason e.g., absence due to illness, or other time out. It is normally double the length of the maximum active study period.

PGR Progression Examination

A formal review of academic progress undertaken at the end of the first stage of research in a postgraduate research degree award, comprising a submitted report and a viva voce examination. The PGR candidate is examined by two appointed internal examiners.

PGR Progress Review stages two and three

A review of academic progress undertaken at the end of the second and third stages of research in a postgraduate research degree award. The PGR candidate submits evidence of progress from an approved list, and this is discussed during a meeting with the Director of Studies and one of the appointed internal examiners.

PGR Project Confirmation

An initial review of the arrangements for the research project undertaken by a PGR candidate as part of their research degree award. This ensures that the project complies with the University's research governance requirements, and that an appropriate supervisory team, training plan and outline schedule of work are in place. The review takes place within the first few months of initial registration on the award, (or the commencement of the research phase for Professional doctorate candidates).

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

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

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

Programme specification

A 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 and 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.

Resit

The opportunity to be assessed for the second time in either a first attempt or second attempt/re-take of a module. During a resit, students will be assessed in the assessment tasks they did not pass at the first sit.

Retake

This is another term sometimes used for a second attempt at a module.

Resubmission

A term used in the assessment of postgraduate research degree awards. The PGR candidate has not passed the assessment at the first attempt and is required to rework and resubmit the written work or thesis. They may also be required to undergo a further viva voce examination.

Sandwich placement

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

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 accreditation of prior 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 staff and External Examiners. Viva Voce examinations are sometimes used as modular assessments in their own right.

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. This is normally a requirement of a Foundation Degree.