

## REGULATIONS FOR TAUGHT PROGRAMMES

### II Glossary of Terms for Taught Programmes

Where the following terms appear in these regulations, they shall have the meanings assigned below:

1. **Apprentice:** An employee of a third party or of the University undertaking approved apprenticeship training offered by the University, commissioned by the apprentice's employer which may lead to a University award.

**Higher Apprenticeship:** apprenticeships at levels 4 to 7 of the Framework for Higher Education Qualifications that do not include a mandatory degree qualification but may or may not include another work-based, academic or combined qualification. Minimum duration of a higher apprenticeship is 1 year.

**Integrated degree apprenticeship:** apprenticeships at levels 6 and 7 of the Framework for Higher Education Qualifications which must include an appropriate Award. They may also include a work-based or combined qualification. Minimum duration of an integrated degree apprenticeship is 1 year.

2. **Assessment:** A set of processes that measure a student's achievement of the intended learning outcomes in terms of knowledge acquired, understanding developed, skills gained and attributes demonstrated. These may include, for example, written, aural and oral examinations, essays, poster or professional skills assessment, other course work, dissertations and practical activity.
3. **Award:** A qualification awarded by the University on completion of a programme of study.
4. **Carrying a module:** in certain specific circumstances a student may be allowed by the Personal Extenuating Circumstances Committee to proceed to the following stage without having passed one or more modules.
5. **CATS:** credit accumulation and transfer (see 12 and 14).
6. **Class of award:** a means of distinguishing the achievement of different students of the intended learning outcomes of a programme. At undergraduate level only modules studied in Stage 2 and beyond contribute towards the degree classification. Credits for programmes where students spend a full year off-campus undertaking a work placement or study abroad as a part of their programme, are not generally counted towards degree classification unless this is specified in degree programme regulations. All modules that contribute to the degree classification are referred to as Degree Classification modules. Postgraduate entry awards are classified as Pass, Pass with Merit and Pass with Distinction as defined in the *University Common Scale* for

returning marks.

7. **Compensation:** a process whereby a Board of Examiners treats certain marginal failures as passes. This only applies at undergraduate level and is subject to conditions.
8. **Compulsory module:** a module which a student, registered for a degree programme, is required to study.
9. **Condoned Fail:** a decision that a Level 7 module has been failed at the first attempt with a mark in the range 40-49, but that a pass on resit is not required in order to maintain eligibility for a Merit or Distinction Award on a classified programme.
10. **Core module:** a module which students must pass, and in which a fail mark may neither be carried nor compensated; such modules are designated by the Board of Studies as essential for progression to a further stage of the programme, for further study in a further module, or (in some accredited programmes) essential for the award of the degree and shall clearly be shown as core in the programme regulations. A final stage undergraduate module can be deemed core only if there is an accreditation requirement to pass the module.
11. **Credit:** A quantitative measure of learning effort. The size of a module, measured by reference to student learning time so that for every 10 credits a student is expected to spend 100 hours in a combination of programmed activities, independent study and assessment.
12. **Credit accumulation:** the process by which credits for modules taken may be accumulated and retrospectively brought together to qualify a student for an award.
13. **Credit level descriptors:** A description of the defined levels at which a module is taught. These levels are: a) Level 3; b) Level 4; c) Level 5; d) Level 6 and e) Level 7. Full descriptors can be seen as part of The Qualifications and Credit Framework in the [Quality and Standards Handbook](#).
14. **Credit transfer:** the system that allows students to move between programmes and institutions, taking with them the credit, earned on modules studied.
15. **Degree Programme Director:** a member of University academic staff who is responsible for the day-to-day management of a degree programme.
16. **Degree Programme Regulations:** the regulations approved by the University for a particular programme of study.
17. **Dissertation:** an exercise in research or scholarship forming part of a student's programme of study.
18. **Entry award:** the award for which the student is registered.
19. **Exit award:** awarded where a student does not satisfy the requirements for the award on which they are registered, but meets the requirements of an award with fewer credits (e.g. postgraduate certificates; postgraduate diplomas; pass degrees; higher education certificates; higher education diplomas).

20. **Extra credit modules:** modules taken in addition to the normal programme requirements, which do not affect the academic outcomes of the programme but will be recognised in the transcript.
21. **Foundation Certificate:** the qualification awarded, in line with the University's Qualifications and Credit Framework, to a candidate who undertakes a programme of 120 credits at Level 3.
22. **International Foundation Certificate:** the qualification awarded, in line with the University's Qualifications and Credit Framework, to a candidate who undertakes a programme of 120 credits at Level 3.
23. **Foundation degree programme:** a two-year programme of study consisting of 240 credits and two stages. Each Stage consists of 120 credits with the level of the modules prescribed in the programme regulations. The University's Qualifications and Credit Framework requires a minimum of 90 credits at Level 4 and a minimum of 90 credits at Level 5. No more than 30 Level 4 credits can be taken after Stage 1. Stage 1 may include up to 30 Level 3 credits.
24. **Graduate Certificate:** the qualification awarded, in line with the University's Qualifications and Credit Framework, to a candidate who undertakes a programme of 60 credits, at least 40 of which are at Level 6.
25. **Graduate Diploma:** the qualification awarded, in line with the University's Qualifications and Credit Framework, to a candidate who undertakes a programme of 120 credits, at least 90 of which are at Level 6.
26. **Higher Education Certificate:** the qualification awarded, in line with the University's Qualifications and Credit Framework, to a candidate on an Honours degree programme who has satisfied the examiners in at least 120 credits worth of study of which at least 90 are at Level 4 or above and who does not complete the degree programme; Higher Education Certificates can also exist as an entry award.
27. **Higher Education Diploma:** the qualification awarded, in line with the University's Qualifications and Credit Framework, to a candidate on an Honours degree programme who has satisfied the examiners in at least 240 credits worth of study, of which at least 90 credits are at Level 5 or above, and who does not complete the degree programme.
28. **Honours' degree programme:** a three- or four-year programme of study consisting of 360 or 480 credits and comprising a number of stages. Each stage consists of 120 credits with the level of modules taken as prescribed in individual degree programme regulations and in the Qualifications and Credit Framework.
29. **Module:** A discrete component of a programme of study that has stated intended learning outcomes, teaching and learning opportunities designed to achieve those outcomes, and assessment tasks designed to enable students to demonstrate achievement of the outcomes. Modules are allocated credit values and have a defined level.
30. **Non-modular aggregated assessment:** assessment having the purpose of assessing a student's cross-modular understanding.
31. **Non-modular degree programme.** A programme that does not adopt a

modular and credit bearing structure with teaching, learning and assessment instead being integrated across the programme. Pattern of study and duration is individual to the programme, as are progression requirements and the calculation of the award. The terms compulsory and core may be used by these programmes but relate to specific teaching activities and programme assessments rather than modules. Alternative regulatory requirements in respect of these programmes are detailed in individual programme regulations.

32. **Occasional student:** an individually designed programme of learning, with clear learning objectives and outcomes, approved by a Degree Programme Director or Director of Postgraduate Studies at the time of admission, which does not lead to a University award.
33. **Part-time student:** a student studying a maximum of 60 credits of a programme in one academic year.
34. **Pass degree:** the qualification awarded to a candidate on an Honours degree programme who is not eligible for a classified honours award but who has satisfied the examiners in at least 300 credits worth of study of which at least 60 are at Level 6.
35. **Postgraduate academic year:** An academic year, from the first day of the first semester to two weeks before the start of the following academic year (i.e. September to September). Some programmes may have alternative start dates.
36. **Postgraduate Certificate:** a programme or exit award comprising 60 credits in line with the University's Qualifications and Credit Framework, at least 40 of which are at Level 7.
37. **Postgraduate Diploma:** a programme or exit award comprising 120 credits in line with the University's Qualifications and Credit Framework, with at least 90 credits at Level 7.
38. **Pre-requisite module:** a module that is required to be studied (but not necessarily passed) before undertaking a further module that assumes prior knowledge.
39. **Sabbatical office:** any office so designated from time to time by Senate and Council, allowing the student to take up a full-time position as an officer of the Students' Union.
40. **Stage:** A sub-division of a programme, normally corresponding to one academic year (for full-time students) and 120 credits for undergraduate students.
41. **Standalone modules:** modules studied in their own right, normally by occasional students. Credit accumulation may apply.
42. **Taught element:** the remainder of a taught master's programme excluding the dissertation.
43. **University Common Scale:** the scale for the return of marks as set out in V. Specific Progression and Classification Rules for Different Types of Taught Programme. The scale defines the range of marks to be given to represent degree classifications and is designed to ensure consistency and fairness to students across all modules.

44. **Viva Voce:** an oral examination used in the assessment of research degrees and sometimes on taught postgraduate programmes to monitor standards.

