



## Glossary of Key Terms – Academic Regulations for Taught Awards

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## Glossary of Key Terms

This glossary is designed to provide a guide to key terms used regularly in relation to the Academic Regulations for Taught Awards and academic programmes.

Title	Acronym	Description
<b>Academic Regulations for Taught Awards</b>	ARTA	All Northumbria taught awards are governed by a common set of regulations, the Assessment Regulations for Taught Awards. This is updated annually at the start of the academic year so care must be taken to use only the current version. All students are provided with the web reference during enrolment; see also: <a href="#">here</a>
<b>Academic misconduct</b>		Academic Misconduct refers to plagiarism and other forms of cheating in assessed work as defined in section 1.11 of these regulations; see also: <a href="#">here</a>
<b>Appeal / Academic Appeal</b>		Appeals are generally against failure to progress or against a degree classification. This is a formal request for the review of a decision affecting the original academic decision.
<b>Assessment</b>		Assessment is the means to measure the student's achievement of specified criteria.
<b>Assessment Criteria</b>		What a learner is expected to know, understand and/or be able to demonstrate after completing a process of learning at each stage (level) of the programme, prior to progression to the next stage.
<b>Award</b>		Qualification conferred in formal recognition that the student has achieved the intended assessment criteria required to meet the academic standards set for a programme of study.
<b>Award level</b>		<p>The levels of Northumbria Awards are in line with the 'Framework for Higher Education Qualifications' in England, Wales and Northern Ireland' (FHEQ) and specified in the Academic Regulations for Taught Awards, sections 6 and 7.</p> <p>The levels are:</p> <ul style="list-style-type: none"> <li>• Level 3 foundation certificate level (offered in some areas as entry route to degrees)</li> <li>• Level 4 first year undergraduate (certificate of higher education level)</li> <li>• Level 5 second year undergraduate (foundation degree level)</li> <li>• Level 6 third year undergraduate (honours degree level)</li> <li>• Level 7 Masters level</li> <li>• Level 8 Doctoral level</li> </ul>



<b>Title</b>	<b>Acronym</b>	<b>Description</b>
<b>Compensation</b>		Provision for the allowance of module failure based on overall performance to enable the student to progress to the next level or complete the award.
<b>Credit</b>		A means of quantifying and recognising learning expressed as numbers of credits at a specific level. In a standard full-time undergraduate academic year (2 semesters), the student will study 120 credits. The number and level of credits required for each Northumbria award is defined in Academic Regulations for Taught Awards, sections 6 and 7.
<b>Credit level</b>		An indicator of the relative complexity, depth and autonomy of learning associated with a particular module.
<b>Current learning</b>		Learning undertaken by the student towards a Northumbria award excluding any credit attained elsewhere which has been recognised as contributing to the overall credit requirements for the award.
<b>Deferral / Defer</b>		This is where the Programme Assessment Board decides that the student should be given a first attempt at the assessment, usually due to approved personal extenuating circumstances.
<b>Distance Learning</b>		A method of studying in which lectures are broadcast or lessons are conducted by correspondence, without the student needing to attend Northumbria University at Newcastle.
<b>eLearning Portal (or BlackBoard)</b>	eLP / Bb	This is an electronic learning platform. The student's Programme and Module information can be found and will be supported by the eLearning Portal.
<b>External Examiner</b>	EE	Nominated by the Department and appointed subject to approval by the University, to verify the standards of the University awards and to ensure that assessment processes are fair and fairly operated in line with the Academic Regulations for Taught Awards.
<b>Flexible Learning</b>		Enables the student to have choices in how, what, when and where they learn including the pace, place and mode of delivery.
<b>Full-time programme</b>	FT	A programme which requires attendance for at least 24 weeks in an academic year and requires the student to undertake learning which amounts to an average of at least 21 hours per week. For the purposes of these regulations, a full-time programme will normally comprise of at least 120 credits in an academic or calendar year.
<b>Graded/Qualifying modules</b>		Modules assessed on a percentage scale, ie not pass/fail modules.
<b>Higher Education Achievement Report</b>	HEAR	The Higher Education Achievement Report is a means for recording student achievement in Higher Education and is intended to provide more detailed information about the student's learning and achievement than the traditional degree classification system. It has been issued to graduates across the UK since 2013. For



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		more information please access the following web link: <a href="#">here</a>
<b>Late Authorised</b>	LA	Where an extension has been granted from the existing assessment deadline.
<b>Level</b>		Each stage of a programme consists of a given number of credits at an appropriate level as defined in the programme specification. A level is an indicator of the relative complexity and depth of learning associated with stages of a programme.
<b>Level Average</b>		The average mark the student has achieved over all credits assessed in one level, expressed as a percentage and combining individual module marks with weightings, which reflect the credit attached to each.
<b>Lifelong learning</b>		This is the continuous process of gaining knowledge and skills through life, often to help complete an existing job role. This can be by formal or informal study.
<b>Moderation</b>		A sample of work from the module is selected for internal 'moderation' in accordance with the University regulations to ensure fairness and consistency. Assessment that counts towards the final degree classification is also subject to external 'moderation' by an External Examiner with relevant, current subject expertise.
<b>Module Course Record Form</b>	MCRF	A Module Course Record Form will be received per module studied and provides the total module mark and each of the assessment component marks. Marks received before the Programme Assessment Board are subject to change and are not confirmed until they have been ratified at the Board.
<b>Module</b>		An individual module of study with its own module code, curriculum, assessment criteria, teaching and learning methods and assessment. Programmes are divided into units of learning modules eg 10, 20, 30, 40, 60 or 80 credits. Each module has specified assessment criteria and a specified volume of credit at one level only. Each module successfully completed at a level will contribute a number of credits as determined at approval of the programme.
<b>Non-synoptic assessment</b>		Where the module is referred, overall individual failed components of assessments are reassessed.
<b>Northumbria University at Newcastle</b>	NU	This is the official legal name of the University.
<b>Part-time programme</b>	PT	A programme with fewer than 120 credits in an academic year.
<b>Personal Extenuating Circumstances</b>	PECs	Students are responsible for informing the Chair of the PAB (or nominee) before the meeting of the Board, of any personal extenuating circumstances, which they feel, might have significantly affected their performance in examinations or other forms of



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		assessment. This is done through a submission of a personal extenuating circumstances claim. Guidance and application process can be found on the student portal. See also: <a href="#">here</a>
<b>Placement</b>		Some programmes include a work placement in industry and where applicable are a core element of many of Northumbria's programmes and are governed by the full-time Assessment Regulations.
<b>Programme</b>		An approved course of study that provides a coherent learning experience leading to a qualification.
<b>Professional, Statutory and Regulatory Body</b>	PSRB	Organisations that set the standards for, and regulate entry into, particular profession/s and are authorised to accredit, approve or recognise specific programmes leading to the relevant professional qualification/s, for which they may have a statutory or regulatory responsibility.
<b>Programme Assessment Board</b>	PAB	This is the Board that considers student profiles at the end of a year of study and determines whether the student is able to progress to the next year of the programme or be awarded.
<b>Programme Framework for Northumbria Awards</b>	(PFNA)	This is the cross-institutional standard that establishes clear and consistent criteria for all programmes to ensure that all graduates are fully prepared for employment or future study at the point of graduation. The framework ensures programmes are designed to align with, and deliver, the desired outcomes of the Northumbria Corporate Strategy.
<b>Programme Family, Name/Code</b>		Each programme has a separate title and identifying programme code. The programme code can be found in the Programme Handbook. Students may need to refer to this on various official University documents. Note that a programme is the same as a 'course'.
<b>Programme Handbook</b>		The Programme Handbook contains the details of the programme philosophy, aims, structure, staff and assessment details and other relevant information relating to the programme of study.
<b>Progression</b>		Formal progress through an academic programme, meeting key academic requirements. Progression on full-time programmes takes place at the end of a level or at a progression point. Progression on part-time programmes takes place at the end of a calendar year from the point of enrolment.
<b>Progression Point</b>		Where there are more than 120 credits in a level, a programme may include a progression point after 120 credits for decisions to be taken on whether the student may progress from one stage to the next.
<b>Programme Assessment Board</b>	PAB	The board which considers student overall performance to determine progression on the programme or conferment of award/classification.
<b>Reassessment</b>		The process by which failure or non-completion of assessment is handled through deferral or referral.



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<b>Recognition of Prior Learning</b>	RPL	<p>This is an academic process that enables previous learning to be acknowledged within the current programme of study. Consideration is given to the student's prior learning and providing the criteria is met, which is set out in the regulations, the student may be eligible to waiver module credit, gain advanced entry or an exemption to a level of study. However, this is dependent on meeting the learning outcomes of the programme/module and is usually at academics discretion.</p> <p>Some of Northumbria University at Newcastle programmes may be exempt from this process eg due to Professional, Statutory Regulatory Body requirements.</p>
<b>Referral/ resit</b>		<p>A further attempt, following initial failure, at a module assessment. Graded referred modules are capped at the pass mark (40% for undergraduate and 50% for postgraduate modules).</p>
<b>Sandwich programme</b>		<p>A programme that includes a placement year. For Northumbria awards, assessment on sandwich programmes is governed by the regulations for full - time programmes.</p>
<b>Semester</b>	Sem	<p>The academic year is split into semesters of 15 weeks each. There are usually two semesters a year but some programmes may have three.</p>
<b>Student Module Results Form</b>	SMRF	<p>This document shows marks achieved for each module on the student's current year of study and is available via <a href="#">MyNorthumbria</a> following the Programme Assessment Board.</p>
<b>Stage (part-time programme)</b>		<p>Part-time programmes are structured with a specified number of credits in each stage. A stage may be the standard academic year or a calendar year, but is completed on or before the anniversary of the programme start date. Where there is more than one stage, progression to the next stage requires the award of the specified number of credits across all qualifying modules in the current stage either initially or following referral. The award stage is the final stage; all stages leading up to this are defined as intermediate stages.</p>
<b>Student Support and Wellbeing</b>	SSW	<p>SSW encompasses a range of services made up of trained specialised professionals who can offer additional advice and support during the student's time at Northumbria.</p>
<b>Study Abroad</b>		<p>The Northumbria study abroad programme offers students the opportunity to spend up to three semesters in three different locations throughout their university lifetime on most programmes.</p>
<b>Synoptic assessment</b>		<p>This is one form of reassessment that tests all module learning outcomes. This tests the students</p>

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		understanding of the connections between the different elements of the subject matter. This is the standard approach for all modules unless there are exceptional circumstances such as Professional Statutory Regulatory Bodies requirements.
<b>Technical Extenuating Circumstances</b>	TEC	Technical extenuating circumstances affecting the conduct of an examination or assessment may affect individual students or groups of students. They will normally be considered and resolved prior to the Programme Assessment Board as part of the marks confirmation process.
<b>Variation Order</b>	VO	Where an exemption has been approved due to a need to deviate from the standard University Regulations eg to meet PSRB Accreditation requirements to ensure that the PSRB terms are met.
<b>Widening Participation</b>		This term refers to raising the aspirations and attainment of people from backgrounds that are under-represented at University. The aim behind widening participation is to ensure that student bodies at universities reflect the diversity represented in wider society. By encouraging widening participation can often provide a more diverse student experience.