

Appendix 14: Glossary of terms for students

Academic Appeal: The second and final stage of the Academic Appeals Process.

See

Request for Reconsideration.

Academic judgement: A judgement made by one or more academic experts, including decisions where you are required to repeat or take further assessment, or a final assessment result or degree classification. Disagreement with the academic judgement of a Board of Examiners' decision is not grounds for an appeal.

Attempt: You have two attempts to pass a module. If you fail the first attempt you may be offered a second attempt. The second attempt will be capped. The Board of Examiners will decide whether the second attempt will be the same type of assessment as the first attempt. If you fail a module at your final attempt, you will not be able to continue on your current course of study.

Board of Examiners (Exam Board): A group of academic experts, including a senior academic as chair, course leaders, module leaders, and one or more external examiners. They meet to review your overall academic profile and to determine your outcome for the academic year.

Cap / capped: A type of academic penalty. For example, if you have been referred in an assessment and it is capped at a Low Third, the highest result you can achieve is a Low Third.

Compensation: You have achieved a marginal fail in a module but you have passed your other modules. In this situation the Board of Examiners may decide to award you a compensated pass for the marginal fail module. This decision will depend on your overall academic performance and profile and the learning outcomes you have met. Compensation is a matter of academic judgement by the Board of Examiners and is not an automatic right. No more than 20 credit points can be compensated. If you are compensated you do not have to do anything else. You will be recorded as having passed the module and gained the credits.

Curtail / curtailment: If your Tier 4/Student Route visa is curtailed by the Home Office, then your visa has been or will be cancelled.

Deferral: You have been unable to complete an assessment due to illness or other extenuating circumstances, and you have provided written evidence to support this. In this situation *deferral* means that you have been given another attempt in that assessment but it is treated like a first attempt. This means that the grade for a deferred assessment will not be capped.

Degree classifications:

Honours Degrees:

First Class Honours	(1)
Second Class Honours (First Division)	(2.1)
Second Class Honours (Second Division)	(2.2)
Third Class Honours	(3)
Ordinary Degree	

Fallback award: See interim award.

Interim award: If you are not eligible to receive the degree for which you originally registered, through academic failure or various personal circumstances, you may be eligible for an interim award such as a Certificate of Higher Education (CertHE) or a Diploma of Higher Education (DipHE). It will depend on the number of credits you have successfully completed.

Pass stage: You can proceed to the next level of your course.

Referral: You have failed an assessment or module. In this situation *referral* means you have been given another attempt in that assessment or module. The grade for a referred assessment will be capped at a Low Third.

Repeat module and proceed with deficit (trail module): You have failed a module. You are allowed to proceed to the next level of your course but you will repeat the failed module alongside your other modules. The grade for this module will be capped at a *pass*.

Repeat with attendance: You have failed a number of modules and the Board of Examiners has decided that you must repeat them in the following academic year without proceeding to the next level. In this situation *repeat with attendance* means you must attend all timetabled sessions (lectures, tutorials, etc.), and you must attempt the assessments for these modules. These attempts will be capped.

There are financial implications for repeating and your Subject Administration team will write to you to confirm your fees for the next academic year. It is your responsibility to notify Student Finance England of any change in circumstances.

Repeat without attendance: You have failed a number of modules and the Board of Examiners has decided that you must repeat them in the following academic year. In this situation *repeat without attendance* means you do not have to attend timetabled sessions (lectures, tutorials, etc.) but you do need to attempt one or more assessments for these modules. These attempts will be capped.

There are financial implications for repeating and your Subject Administration team will write to you to confirm your fees for the next academic year. It is your responsibility to notify Student Finance England of any change in circumstances.

Request for Reconsideration (R4R): The first stage of the Academic Appeals Process. An R4R allows you to appeal the decision of the Board of Examiners. It will be considered by a Reconsideration Panel. From the published date of results posting on NOW you have ten working days to submit an R4R. An Academic Appeal is the second and final stage of the Academic Appeals Process. You cannot submit an Academic Appeal until you have received the outcome of your R4R.

Sit (first sit, second sit): See *attempt*.

Submission (resubmission): See *attempt*.