

Information for Students, Teachers and Examiners

Annex 1: Glossary of Terms

Alternative Exit Awards

A qualification which may be awarded to a student who meets the requirements for this award but does not meet the requirements for the award for which he/she is registered.

APEL

Accreditation of Prior Experiential Learning. The process through which learning achieved outside education or training systems is assessed and, as appropriate, recognised for academic purposes.

APCL

Accreditation of Prior Certificated Learning. The process through which previously assessed and certificated learning is considered and, as appropriate, recognised for academic purposes.

Assessment

The process by which the University establishes whether or not students have achieved the learning outcomes required for the award of credit or of a Certificate, Diploma or Degree and determines the appropriate classification of such awards.

Average Method

One of the methods by which the classification of an award may be determined, based on the average mark obtained by the student over all modules comprising the programme of study or over all the modules taken in specified stages of the programme.

Award

A qualification given to a student following successful completion of a programme of study.

Classification

Signifies the level of achievement of a student who receives an award. For example, Certificates and Diplomas may be awarded 'with Merit' or 'with Distinction' while Honours degrees may be awarded with First Class, Upper Second Class, Lower Second Class or Third Class honours.

Compensation

The process by which credit may be awarded for a narrowly failed module on the basis of good performance in other modules and achievement of programme learning outcomes.

Condonement

The process by which credit may be awarded for failed modules where there is evidence that failure was due to illness or other mitigating circumstances and that programme learning outcomes have been achieved.

Credit

A measure of volume of learning. The University defines one credit as corresponding to approximately ten hours of learning time i.e. including all taught or supervised classes and all private study and research. Each module corresponds to a specified number of credits.

Credit Transfer

The process by which students are exempted from part of a programme of study on the basis of previously acquired credit, either through undertaking formally assessed learning at the

same or another institution or via accreditation of prior learning or accreditation of prior experiential learning.

Deferral

Permission to undertake assessment at a later date than is normal and as for the first time following absence or failure to submit or failure. Deferral can only be permitted where there is evidence of illness or other mitigating circumstances.

Distinction

Certificates, diplomas and some degrees may be awarded 'with Distinction' to students whose performance is considered to be of an exceptionally high standard.

Extended Masters

Degrees awarded following successful completion of a programme of study beginning at level 4 and ending at level 7, typically requiring four years of full time study or equivalent.

Fail

A student will be deemed to have failed a module if he/she does not provide evidence via assessment that he/she has achieved the learning outcomes specified for the module. A student will be deemed to have failed a programme of study, or a stage of a programme of study, if he/she does not obtain all the required credits for the programme or stage.

Fallback Award

A qualification which may be awarded to a student who meets the requirements for this award but does not meet the requirements for the award for which he/she is registered.

Honours

The classification system used for most undergraduate degrees which may be awarded with First Class honours, Upper Second Class honours, Lower Second Class honours or Third Class honours according to the level of performance of the student.

Interim Award

A qualification awarded following successful completion of part of a programme of study and where the student progresses to the following stage i.e. the student is entitled to both the interim award and the final award. The University does **not** make interim awards.

Intermission

Interruption of study for a prescribed period of time. Intermission must be formally applied for and permission granted.

Learning Outcomes

Statements of what a student is expected to know, understand and/or be able to demonstrate after successful completion of the learning process concerned.

Level

An indicator of relative difficulty, complexity, depth of study and learner autonomy. Each module is at a specified level.

Level Descriptor

A statement which describes the characteristics of teaching and learning at that level.

Merit

Certificates, diplomas and some degrees may be awarded 'with Merit' to students whose performance is considered to be of a very high standard but not sufficiently high for an award 'with Distinction'.

Module

A self-contained component of a programme or programmes of study with defined learning outcomes, teaching and learning methods and assessment requirements.

Pass

A student will be deemed to have passed a module if he/she has demonstrated achievement of the learning outcomes of the module. A student will be deemed to have passed a programme of study, or a stage of a programme of study, if he/she has obtained all the required credits required for the programme or stage.

Pearson

The national awarding body for programmes of study leading to the award of a Higher National Certificate (HNC) or a Higher National Diploma (HND).

Plagiarism

Plagiarism is the act of reproducing in work submitted for assessment material derived from work authored by another person, or by the student themselves in other work, without clearly acknowledging the source.

Preponderance Method

One of the methods by which the classification of an award may be determined based on the average mark obtained and the number of credits for which the marks obtained are in a particular classification.

Programme of Study

A schedule of modules and a set of learning outcomes approved as leading to the award of a Certificate, Diploma or Degree. Also commonly referred to as 'Course' in recruitment literature and on Kent Vision.

Programme Specification

A detailed description of a programme of study prepared in accordance with an agreed template and providing information about the programme of study to students, teachers and other interested parties.

Progression

Permission to proceed from one stage of a programme of study to the next stage.

Referral

The opportunity to undertake further assessment following failure of a module or modules.

Repeat

The opportunity to take for a second time a module or modules which have been failed.

Stage

Programmes of study are divided into a number of **stages** and students must achieve specified requirements in each stage except the final stage before being permitted to progress to the next stage.

Subject

Each programme of study and each qualification awarded is in a named subject or subjects which describe, in general terms, the academic area(s) of study to be undertaken.

Trailing

Undertaking further assessment in a failed module or modules while simultaneously progressing to the next stage of the programme of study.

Validation

The process by which the University permits other institutions to devise and deliver programmes of study leading to awards of the University. The University retains responsibility for approval and quality assurance of such programmes except in the case of accredited institutions.

Viva Voce Examination

An interview of a student by an examiner or examiners intended to assist examiners in determining the outcome of assessment.