

SCHEDULE G: DEFINITIONS

Term	Definition	Reference(s)
abuse	<p>Any action that causes harm and violates another individual's human and civil rights.</p> <p><i>For specific definitions of physical abuse, emotional abuse, sexual abuse, see the Safeguarding Children and Vulnerable Adults policy.</i></p>	Section J3: Safeguarding Children or Vulnerable Adults
academic appeal	See appeal	
academic award	See award	
academic credit	See credit	
academic honour	A certificate, prize, gift or medal given as a reward to a competition winner or to recognise another outstanding academic achievement or contribution.	
academic infrastructure	<p>The core guidance previously used for quality assurance of UK Higher Education. It was developed and maintained by Quality Assurance Agency in partnership with the UK Higher Education community.</p> <p><i>After the 2011-12 Academic Year, the academic infrastructure was replaced by the UK Quality Code for Higher Education.</i></p>	
academic judgment	A decision where only the opinion of an academic expert is sufficient. It specifically draws on the professional and scholarly knowledge or expertise of a member of academic staff and external examiners.	
academic misconduct	A successful or unsuccessful attempt to achieve an unpermitted or unfair advantage over other candidates in an assessment or the deciding of results for themselves or others. It includes formal and informal situations.	
academic presentation	Each different start of a programme, module or academic stage.	
academic quality	How and how well the College helps students to progress and succeed in their programme including all the resources and processes that support this (for example learning, teaching and assessment opportunities).	
academic stage	Any section of a programme that forms a discrete (i.e., separate) element. The programme's stages are decided as part of its approval.	
academic standards	The level of achievement needed by a student in their programme to be eligible for a College award or credit, and the processes the College puts in place to ensure a student meets this level.	

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accelerated undergraduate	A programme or award (at a combination of Levels 3, 4, 5 or 6) where a student is registered for assessment at a first attempt on 180 credits in a 12-month period.	
accelerated undergraduate degree	A degree where the College has registered a student for a first attempt on 180 credits at a combination of Levels 3, 4, 5 or 6 in a 12-month period.	
access support	Any equipment, facility or service that helps a person overcome barrier(s) that affect their use of a service or ease in completing a task.	
accessible information	Information presented or made available in appropriate formats so that it can be found and understood by the intended audiences.	
accreditation	The verifying or approving of a programme, or provider, by an authorised external organisation. <i>For example, programmes can be accredited by a professional or regulatory body such as the Institute of Chartered Accountants in England and Wales.</i>	
accreditation of prior certificated learning (APCL)	See <i>recognition of prior certified learning</i> <i>Out of date. After the 2011-12 academic year the term was replaced in the UK Quality Code for Higher Education.</i>	
accreditation of prior experiential learning (APEL)	See <i>recognition of prior experiential learning</i> <i>Out of date. After the 2011-12 academic year the term was replaced in the UK Quality Code for Higher Education.</i>	
accreditation of prior learning (APL)	See <i>recognition of prior learning</i> <i>Out of date. After the 2011-12 academic year the term was replaced in the UK Quality Code for Higher Education.</i>	
additional conviction	For some programmes, Disclosure and Barring Service (DBS) checks may not be needed but professional requirements may demand disclosure of criminal offences that do not come under the definition of 'relevant criminal conviction'.	
admission	Applying for, and gaining entry to, an institution for the purposes of studying a programme, module or course.	
advanced standing	Admission to a programme or course at a stage other than the first stage. A student so admitted is exempted from part of the programme or course owing to this prior learning.	
aegrotat award	An award to a student who has missed all or part of their final examinations through illness or other exceptional reasons.	

Term	Definition	Reference(s)
alternative providers	Independent colleges and universities that offer UK Higher Education. They do not receive direct recurrent grant funding from a Higher Education funding council.	
annual monitoring	Checking a process or activity every year to see if it meets expectations for academic standards and quality.	
anonymous marking or grading	Marking or grading assessments without the identity of the candidate being revealed to the person carrying out the marking at the time the work is marked.	
anonymous marking	The identity of students is not revealed to markers or to the assessment panel or examination board. There may be a point towards the end of the assessment process where anonymity ends.	
appeal	An applicant's request for a formal review of an admissions decision	
appeal	A request for a formal review of the quality of the process for reaching a decision affecting the academic status or studies of a member or applicant of the academic community.	
applicant	Someone who has completed and submitted an application form to the College.	
application	The College has received a person's completed and signed application form and passed it to the Admissions Team, which will consider admitting the person to a College programme.	
appropriate acknowledgement	Clearly identifying material being used, and giving clear attribution of the author and the source using referencing acceptable to the subject discipline.	
articulation agreement	An agreement between awarding or teaching bodies so that students who satisfy academic criteria on a programme automatically satisfy all entry criteria to be admitted with advanced standing to a subsequent stage of a programme of a degree-awarding body.	
articulation arrangement	An agreement between two (2) awarding bodies whereby all students who satisfy academic criteria on a programme automatically satisfy the entry criteria to be admitted with advanced standing to a subsequent part or year of a programme at another body. <i>See also:</i> credit accumulation and transfer	
assessment component	Each assessment item such as an essay, coursework assignment or an exam paper.	
assessment criteria	The knowledge, understanding and skills a student is expected to display in an assessment task, and which are taken into account in marking the work.	

Term	Definition	Reference(s)
assessment criteria	A description that provides the means for evaluating the knowledge, understanding and skills that markers expect a student to display in the assessment task; the criteria are based on the intended learning outcomes for the work being assessed.	
assessment element	The combined work from each assessment type within a module. This is divided by assessment type such as coursework or exams for each module. (For further information, see assessment component.	
assessment regulations	The rules governing assessment of a programme including the marking scheme; the pass mark; the requirements for progression between academic stages; and the award and classification requirements.	
attendance	A student's physical presence in the learning environment for the entire scheduled session.	
award	A document or process that officially recognises the successful completion and granting of an approved qualification.	
award	A qualification or certificated credit conferred on a student who has achieved the intended learning outcomes and passed the assessments required to meet the academic standards set by an institution for the award.	
awarding organisation	An organisation authorised to award a particular qualification, typically an organisation recognised by Ofqual to award Ofqual-regulated qualifications.	
behaviour	Physical, verbal, social and mental conduct of members of the academic community as it affects themselves and others, including planned and unconscious or accidental actions.	
belief	Any religious or philosophical belief, and a reference to belief includes a reference to a lack of belief.	
benchmark statement	See subject benchmark statement.	
blended learning	Learning delivered by a number of different methods, usually including face-to-face and technology-enhanced learning.	
blind double-marking	Two (2) separate internal examiners each independently give marks for all the assessments submitted; they then agree a final mark, with the student receiving the agreed mark.	
branch campus	A campus that is located separately from the main or 'home' campus and is typically smaller but has a range of facilities for student support.	

Term	Definition	Reference(s)
careers education	Information, advice and guidance aimed at helping students with career choices, and to plan and prepare for future employment and further education or training.	
charter	See Royal Charter.	
child	Someone under 18 years of age.	
cohort	A group (of students) who share the same learning experience – for example, they entered the same programme in the same term at the same campus.	
collaborative arrangement	A formal arrangement between a degree-awarding body and another Higher Education provider, allowing for the latter to provide Higher Education on behalf of the former, typically leading to an award of credit, or a qualification, from the degree-awarding body.	
complaint	A formal expression of dissatisfaction about any action or lack of action in a service provided by the College – for example, admission to a programme, the Library facility or resources at a campus, or the learning experience on a programme or course.	
concern	When a single student or a group of students raises a matter they are unhappy or worried about with the College. <i>Compare with complaint.</i>	
continuing professional development	Training programmes – some leading to formal awards – to extend a person's employment-related knowledge, skills and understanding.	
course	See short course.	
credit accumulation	Achieving academic credit over time, by successful completion of units of study, or by accreditation of prior learning or recognition of prior learning.	
credit accumulation and transfer schemes	Arrangements within and between Higher Education providers enabling academic credit to be accumulated over time and transferred between programmes or providers.	
credit framework	A published structure that states the credit value typically associated with programmes and qualifications, and that generally includes credit-level descriptors.	
credit level	An indicator of the relative complexity, depth and autonomy of learning associated with a particular module. <i>See also credit value and credit level descriptor.</i>	
credit level descriptor	A statement of the generic characteristics of learning at a specific credit level, used as a reference point for those designing programmes. <i>See credit framework.</i>	

Term	Definition	Reference(s)
credit transfer	A system that allows credit awarded by a Higher Education awarding body to be recognised and included towards the requirements for a programme at another Higher Education provider; or that allows credit gained on a particular programme to contribute towards the requirements of a different programme. See <i>also</i> credit accumulation and transfer schemes.	
credit value	The number of credits at a specified study level, indicating the amount and difficulty of the learning achieved. It is based on notional hours of learning.	
credit(s)	A means of quantifying and recognising learning, used by most institutions that provide Higher Education programmes, expressed as numbers of credits at a specific level. See <i>also</i> credit level, credit value, credit accumulation and transfer schemes.	
current students	Students enrolled on, and participating in, a programme or course who have not yet had a qualification conferred.	
decision	Any choice or judgment by a person or body that affects a person or group, including reports, recommendations, advice and guidance.	
deferral	A student's assessment attempt is transferred to the next available date. Normally, a deferral may be agreed only before the start of assessment period or sitting.	
degree-awarding body	A UK Higher Education provider (typically a university) with the power to award degrees, conferred by Royal Charter, or under Section 76 of the Further and Higher Education Act 1992, or under Section 48 of the Further and Higher Education (Scotland) Act 1992, or by Papal Bull, or, since 1999, granted by the Privy Council on advice from QAA (in response to applications for taught degree-awarding powers, research degree-awarding powers or university title).	
delegate	A person authorised by an individual to act for them in their absence or incapacity. A delegate is appointed with the individual's permission.	
delivery organisation	An organisation that provides learning opportunities on behalf of a degree-awarding body. This may be a Higher Education provider without degree-awarding powers, a degree-awarding body other than that granting the award, an employer or another organisation approved by the degree-awarding body.	
diagnostic assessment	Evaluation of how well a learner is prepared for a given programme, course or module. It generally identifies any strengths, gaps in knowledge, or shortfall in necessary understanding and skills.	

Term	Definition	Reference(s)
diagnostic assessment	An assessment task that is used to show a learner's preparedness for a course or programme and identifies, for the learner and the teacher, any strengths and potential gaps in the knowledge, understanding and skills expected at the start of a programme.	
direct applicant	An applicant who has not applied through UCAS or is not recruited through a recruitment agent.	
disability	A physical or mental impairment that in the long term negatively and substantially affects a person's ability to do normal daily activities.	
discipline	Obeying the policies, regulations, rules and code of behaviour of an academic community. Also, a defined area of academic study, usually smaller than a subject area. <i>Also see subject area.</i>	
distance learning	A course of study that does not involve face-to-face contact between students and tutors but instead uses technology such as the internet, intranets, broadcast media, CD-ROM and video, or traditional methods of correspondence – learning 'at a distance'. <i>See also blended learning.</i>	
double marking	Assessment of students' work by two (2) or more independent markers as a means of safeguarding or assuring academic standards by controlling for individual bias.	
double-marking	All the work is marked by a first internal examiner and is then given to a second internal examiner who also marks the work, but is aware of any comments made by the first internal examiner and is given a list of the allocated marks for the student cohort proposed by the first internal examiner. A final mark must be agreed between the internal examiners and the student given the agreed mark.	
dual award	The granting of separate awards (and certificates) for the same programme by two (2) degree-awarding bodies who have jointly delivered the programme leading to them. <i>See also multiple award.</i>	
due diligence	Enquiries relating to the governance, ethos, status, capacity, reputation and general suitability of a potential delivery organisation or support provider to satisfy the requirements of a degree-awarding body for an arrangement to provide services.	

Term	Definition	Reference(s)
educational agent	A third party that the College contracts to fulfil certain agreed functions, normally regarding the marketing of its programmes or the recruitment of prospective students.	
educational village	A group of education providers occupying a shared campus and ethos, and forming a pedagogic community, despite not necessarily providing education of the same type or at the same level.	
e-learning	See technology-enhanced or enabled learning.	
electronic signature	The electronic equivalent of a written signature.	
embedded college	A private organisation, usually part of a network, operating within or near to the premises of a degree-awarding body, usually engaged in preparing students for entry to Higher Education programmes.	
Emeritus	A mark of distinguished service, usually awarded on retirement.	
employability	A set of achievements, skills, understanding and personal attributes that makes graduates more likely to gain employment and be successful in their chosen occupations.	
engagement	Interacting and communicating with a particular group or organisation leading to improved understanding, especially on issues of shared concern.	
enhancement	The process by which Higher Education providers systematically improve the quality of provision and the ways in which students' learning is supported. It is used as a technical term in the College's review processes.	
enrolment	The process by which a student begins a programme leading to a recognised award.	
enrolment advisor	A fully trained College employee responsible for informing the student about their options for Higher Education, assessing their viability for making an application and advising the student as to the most appropriate programme and mode of study.	
equality of arms	Each party has the reasonable possibility of presenting its case, in conditions that will not put them at a disadvantage against the other.	
European Credit Transfer and Accumulation System	A system used across Europe for the transfer and accumulation of academic credit See <i>also</i> credit accumulation and transfer schemes.	
European Standards and Guidelines	The expectations developed by the European Association for Quality Assurance in Higher Education (ENQA) for quality assurance in Higher Education across the European Higher Education Area.	

Term	Definition	Reference(s)
exclusion	Prohibiting a student's attendance at or access to the College services and any participation in its activities. It may be qualified (for example, for permission to attend an exam).	
executive structures	The infrastructure within an organisation for decisions and action to be taken by a hierarchy of individual officers.	
expectations	Statements in the Quality Code that set out what all UK Higher Education providers expect of themselves and each other and what the general public can therefore expect of them.	
extension	A student's prescribed time to sit an assessment is lengthened. Normally, an extension may be agreed only after the assessment sitting begins and before the assessment attempt is submitted.	
extenuating circumstances	Unforeseen circumstances that are beyond a student's control, and have, or have the potential to, significantly impair their academic performance.	
external examiner	An independent expert appointed by an institution to comment on student achievement regarding established academic standards and to look at approaches to assessment.	
external examining	The process by which one (1) or more independent experts (external examiners) comment(s) on student achievement regarding established academic standards and on the Higher Education provider's approach to assessment, thus helping to ensure consistent standards and fair assessment procedures across the UK.	
external review	A review conducted at Higher Education provider by a suitably qualified team of people not normally employed there. See <i>also</i> institution-led review.	
externality	The use of experts from outside a Higher Education provider, such as external examiners, to assist in quality assurance procedures.	
fair	Referring to information, this means giving a true impression.	
feedback	The process by which students are given a commentary on work they have done and suggestions about how to improve it in future.	
feed-forward	A process by which students are given guidance to inform work they are about to do, or are doing, so that they can make adjustments to it. The term is also used to describe adjustments in teaching based on an evaluation of student assessment results.	

Term	Definition	Reference(s)
final average mark	The highest mark calculated using the classification of awards procedures.	
fit for purpose	Referring to information, this means appropriate in terms of what the provider wants to communicate and the information needs of the intended audience.	
fitness to practise	Being suitably qualified and prepared, and demonstrating appropriate skills, conduct, values and attributes, to perform a particular professional role as recognised by the relevant professional body.	
flexible and distributed learning	A programme or module that does not require the student to attend classes or events at particular times and locations. <i>See also</i> distance learning.	
flying Faculty	(Or 'fly-in, fly-out Faculty') An arrangement whereby a programme is delivered in a location away from the main campus (usually overseas) by staff from the degree-awarding body.	
formative assessment	Feedback on students' performance, designed to help them learn more effectively and find ways to maintain and improve their progress. It does not contribute to the final mark, grade or class of degree awarded to the student. <i>See also</i> summative assessment.	
foundation course (also called foundation year)	A Higher Education programme designed to prepare students for a further course for which they do not have the usual entry qualifications. Foundation courses sometimes constitute a preparatory 'Year 0' of a degree course. They are not the same as foundation degrees.	
framework	A published formal structure.	
framework for Higher Education qualifications	A published formal structure that identifies a hierarchy of national qualification levels and describes the general achievement expected of holders of the main qualification types at each level.	
franchising	A process by which a degree-awarding body agrees to authorise another organisation to deliver (and sometimes assess) part or all of one (1) (or more) of its own approved programmes. Often, the degree-awarding body retains direct responsibility for the programme content, the teaching and assessment strategy, the assessment regime and the quality assurance. Students normally have a direct contractual relationship with the degree-awarding body.	
freedom of assembly	The freedom to gather for public expression. It applies to, e.g., protest marches, demonstrations, press conferences, public and private meetings, counter-demonstrations, sit-ins, motionless protests.	

Term	Definition	Reference(s)
freedom of expression	The freedom of people to hold opinions and to receive and impart information and ideas without interference.	
full-time equivalent	A measure where each part-time staff member or student is expressed as a fraction (or decimal) of a full-time staff member or student, the total being considered collectively for comparison and funding purposes.	
further education	Formal learning that follows compulsory education, such as A-levels, NVQs and Access to Higher Education courses. Some form of further education is normally required to qualify for entry to Higher Education.	
good academic practice	Working with integrity, avoiding plagiarism and other forms of academic misconduct.	
grade descriptors	Statements that define a level of achievement within a certain band of marks.	
grade descriptors	Descriptions for grades that encapsulate a level of achievement in relation to bands of marks. For individual assignments they indicate how well the assessment criteria have been met.	
graduand	A person who has met all the requirements of their programme and been recommended for an award that has not yet been conferred.	
graduate	A person who has attained a qualification.	
graduate destinations	The employment, continuing education or other occupations that graduates are pursuing after a certain time interval after successfully completing their studies. Data is collected through the Destinations of Leavers from Higher Education survey.	
graduation	The process of formally receiving a degree at a ceremony, not necessarily in person.	
gross misconduct	Behaviour that is so bad it destroys a relationship with the rest of the academic community and merits instant termination of contract or registration without notice.	
hearing	A formal meeting held under a regulation or policy to judge the outcome of a complaint.	
Higher Education review	The method used by QAA to review providers of Higher Education in England, Wales and Northern Ireland against the Expectations of the Quality Code.	
home campus	The site for teaching, learning and student support services allocated to a student in their offer and at registration.	
honorary degree (degree honoris causa)	An award that is not an academic qualification but is used by a degree-awarding body to recognise the achievements or status of a particular individual.	

Term	Definition	Reference(s)
in the public domain	Relating to information, this means placed where it is readily available to everyone.	
indicative information	Information that provides an overview or outline of a topic but makes no claim to be fully comprehensive.	
indicator	A statement in the Quality Code that reflects sound practice and through which providers can demonstrate that they are meeting the relevant expectation.	
institutional audit (IA)	The process used by QAA until 2011 to report on how, and how well, Higher Education institutions in England and Northern Ireland safeguarded quality and standards.	
Institutional review (IR)	A method of review used by QAA to assure the standards and quality of Higher Education. Institutional Review (Wales) is the quality assurance process applicable to Welsh institutions. Institutional Review (England and Northern Ireland), or IRENI, is the review process used from 2011 to 2013 to review Higher Education institutions in England and Northern Ireland.	
interruption of study	An extended break from a programme at the student's request or required by the College.	
joint award	An arrangement under which two (2) or more degree-awarding bodies together provide a programme leading to a single award made jointly by both, or all, participants. A single certificate or document (signed by the competent authorities) attests to successful completion of this jointly delivered programme, replacing the separate institutional or national qualifications.	
knowledge transfer (or knowledge exchange)	Applying the results or outcomes of Higher Education research activities so as to benefit wider society and the economy. This could be through the development of commercial applications or by contributing to the effectiveness of public services for example. These activities may be undertaken through 'knowledge transfer partnerships' (KTPs).	
learning opportunities	The provision made for students' learning, including planned study, teaching, assessment, academic and personal support, resources (such as libraries and information systems, laboratories or studios).	
learning outcomes	What a learner is expected to know, understand or be able to do after completing a process of learning.	
legal representation	The presence at a meeting under a regulation or policy of an individual who is legally qualified as a barrister, solicitor or in some other way.	
level (qualification level)	See qualification level <i>and</i> credit level.	
level descriptor	See credit level descriptor.	

Term	Definition	Reference(s)
listed bodies	UK organisations that lack the power to award their own degrees but provide full programmes leading to a degree of a recognised body.	
malpractice (whistleblowing)	Fraud or financial irregularity; corruption, bribery or blackmail; criminal offences; failure to comply with a legal or regulatory obligation; miscarriage of justice; endangering the health or safety of an individual; endangering the environment; improper use of authority; serious financial administrative fault arising from deliberate improper conduct; research misconduct.	
management information	Information collected for the purposes of monitoring and reviewing academic standards and quality, which is used to inform management decision-making.	
marking grid	A detailed framework for assigning marks, where differential levels of achievement are provided for each of the criteria in an assignment.	
marking scheme	A detailed framework for assigning marks, where a specific number of marks is given to individual components of the answer.	
marking scheme	A detailed framework for assigning marks, where a specific number of marks is given to individual components of the answer.	
maximum mark	The number of marks available for an assessment task (for example, 100 would be the maximum mark in a percentage marking scheme).	
mental health	A state of psychological and emotional well-being in which a person can achieve their potential, cope with the normal stresses of life, work productively and fruitfully, and contribute to the academic community.	
minimum necessary force	Using no more force than the incident warrants.	
mitigation	Voiding an assessment attempt. Normally, a student may apply for mitigation only after the time for submitting the assessment attempt has expired.	
moderation	A process intended to assure that an assessment outcome is fair and reliable and that assessment criteria have been applied consistently. See double marking.	
modes of study (or study mode)	Different ways of studying, such as distance learning, face-to-face, e-learning or work-based learning.	
modular	Made up of modules.	

Term	Definition	Reference(s)
module	A self-contained, formally structured piece of study, with a coherent and explicit set of learning outcomes and assessment criteria.	
multiple awards	An arrangement where three (3) or more degree-awarding bodies together provide a single jointly delivered programme (or programmes) leading to a separate award (and separate certification) of each awarding body. The arrangement is the same as for dual/double awards, but with three (3) or more awarding bodies being involved.	
non-standard entry	The process of admitting a prospect who lacks the required academic qualifications but whose application the College will assess on other factors such as work experience.	
notional hours of learning	The number of hours that (it is expected) a learner at a particular level will spend, on average, to achieve the specified learning outcomes at that level.	
offer	A written document produced by the College when a prospect applies, meets the specific academic, personal and professional requirements.	
official document	An academic document that grants rights to member of a Higher Education institution, or requires them to act in a particular way.	
operational definition	A formal definition of a term, establishing exactly what the QAA means when using it in reviews and reports.	
participation	A student devotes academically acceptable levels of time and energy to study and to the use of available resources to enhance their learning both inside and outside scheduled sessions (for example, contributing to discussions in seminars, and preparing work for tutorials).	
partnership arrangement	Arrangements whereby students who have successfully completed a programme at one (1) organisation may be considered on an individual basis for progression either to the beginning or to a more advanced stage of a programme of the degree-awarding body. <i>See also</i> articulation arrangement.	
pastoral support	Help or guidance, usually given on a one (1)-to-one (1) basis, that relates not to academic matters but to the personal and emotional issues that may arise during a student's Higher Education experience. <i>See also</i> learning support.	

Term	Definition	Reference(s)
peer assessment or review	An assessment process involving students in looking at and assessing each other's work against predetermined criteria and giving each other feedback. This process can be extended to involving students in the construction and formulation of marking criteria.	
peer review	A process of review conducted by people with current or very recent experience of the activity being reviewed (in this case, providing or assessing Higher Education).	
periodic review	An internal review of one (1) or more programmes, undertaken by institutions periodically (typically once every five (5) years), using nationally agreed reference points, to confirm that the programmes are of an appropriate academic standard and quality. The process typically involves experts from other Higher Education providers.	
personal development planning	A structured and supported process undertaken by a learner to reflect upon their own learning, performance or achievement and to plan for their personal, educational and career development.	
placement	A planned period of experience outside the institution (for example, in a workplace) to help students to develop particular skills, knowledge or understanding as part of their programme.	
policy	Instructions agreed by an awarding body that sets out the required behaviour or administration for ensuring or enhancing the academic quality or coherence of the academic community.	
poor academic practice	An inadvertent breach of academic practice or convention, below the level of infringement, where there is no distinguishable advantage to the student and no discernible intention to deceive.	
position of trust	The role of a person who is not receiving education but who looks after, supervises, or otherwise has a professional obligation towards someone who is.	
postgraduate student	A student who has attained a bachelor's degree or equivalent and is now studying for a qualification at a higher level.	
posthumous award	An award to a student who has died.	
previous student	Any student who has been registered and fully enrolled on programme with the College. This includes students who are registered on programmes leading to awards of other bodies.	
private provider	See <i>also</i> alternative provider.	

Term	Definition	Reference(s)
professional body	An organisation that oversees the activities of a particular profession and represents the interests of its members.	
professional, statutory and regulatory bodies	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.	
programme	Any stand-alone, approved curriculum that contributes to a qualification of a degree-awarding body or otherwise carries academic credit.	
programme stage	The division of programme decided when the College approves a programme.	
programme approval	A formal process through which a degree-awarding body decides that a programme (content, teaching/learning and assessment) is of appropriate standard and quality to lead to one (1) of its qualifications. This applies both to programmes delivered directly by the degree-awarding body and to programmes provided at delivery organisations.	
programme specifications	Published statements about the intended learning outcomes of programmes, containing information about teaching and learning methods, support and assessment methods, and how individual units relate to levels of achievement.	
programme validation	See programme approval.	
progression	Formal progress through an academic programme, meeting key academic requirements.	
progression arrangements	Arrangements whereby students who have completed a programme at one (1) organisation successfully may be considered on an individual basis for progression either to the beginning or to a more advanced stage of a programme of the degree-awarding body. <i>See also</i> articulation arrangement.	
prospective student (or prospect)	A person who is interested in Higher Education and gives permission for the College to contact them.	
prospectus	A substantive printed document describing programmes and related information.	

Term	Definition	Reference(s)
protected characteristics	Certain characteristics – age, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race (ethnic origin or national identity), religion or belief (including lack of belief), sex, and sexual orientation – which, in the context of the Quality Code, may require particular consideration in ensuring equal access to educational opportunities for all.	
protest	A statement or action expressing disapproval of or objection to something including leafleting, banner display, occupations, demonstrations, and co-ordinated disruption.	
provision	In the context of Higher Education, making courses available to students and supplying them with learning opportunities accordingly.	
public	Anyone who may obtain, or want access to, information about Higher Education provision.	
public domain	Any location where members of the public can expect to find unrestricted access to information. <i>See also</i> in the public domain.	
public information	Information that is freely available to the public (sometimes referred to as being in the public domain).	
publications	Documents and other items put into the public domain by the College, whether digital or printed. It includes prospectuses, brochures, leaflets, display stands and webpages.	
publish	To place (information) in the public domain, issuing it either as traditional printed matter or electronically – for example, on a website.	
qualification	A formally recognised academic award, such as a degree, diploma or certificate, granted on successful completion of a coherent programme.	
qualification descriptors	Generic statements about the main qualifications at each level of a qualifications framework (for example, bachelor's degree with honours, Master's degree), specifying what students should know, understand or be able to demonstrate on being awarded that qualification, and exemplifying its characteristics.	
qualification level	One (1) of a series of defined points in a qualifications framework that are numbered in ascending order. Qualifications within the same level share characteristics and require similar achievement. Qualification levels in different frameworks can be compared. Qualification levels are distinct from credit levels.	

Term	Definition	Reference(s)
qualifications framework	A formal structure identifying qualification levels in ascending order and stating the requirements for qualifications to be awarded at each one (1). In UK Higher Education 'the Qualifications Frameworks' refers specifically to the Frameworks for Qualifications of UK Degree-Awarding Bodies, which form part of the Quality Code, Part A.	
quality	See academic quality.	
quality assurance	The systematic monitoring and evaluation of learning and teaching, and the processes that support them, to make sure that the standards of academic awards meet the expectations set out in the Quality Code, and that the quality of the student learning experience is being safeguarded and improved.	
quality code	Short term for the UK Quality Code for Higher Education, the UK-wide set of reference points for Higher Education providers which states the expectations that all providers are required to meet. It was developed with the Higher Education community and is owned, maintained and published by QAA.	
readmission	A student voluntarily withdraws or has their registration terminated and now wishes to re-join the same a Higher Education institution and resume study.	
reasonable	Something that can actually be done within the College's resources and effectively helps a student or group of students with access needs.	
reasonable notice	A proper period of time – given the circumstances – that allows for a genuine attempt to put matters right.	
reasonably arguable	What is proposed is more likely than not to be logically sustainable taking into account the specific circumstances and evidence.	
recognised bodies	Institutions that are recognised by the UK government as being entitled to award degrees and other Higher Education qualifications.	
recognition of prior certificated learning (RPCL)	The use of any learning that has been or will be awarded as a recognised qualification for exemption from a requirement of a programme.	
recognition of prior experiential learning' (RPEL)	The use of any learning that the applicant or student acquires through experience – including formal tuition, training programmes, work or professional experience – for which no formal qualification has been awarded for exemption from a requirement of a programme.	

Term	Definition	Reference(s)
recognition of prior learning (RPL)	Assessing previous learning that has occurred in any of a range of contexts including school, college and university, or through life and work experiences. Once recognised through this process, prior learning can be used to gain credit or exemption for qualifications or personal and career development.	
record of study	A detailed record of a student's studies, provided to them when they complete (or leave) a programme, which provides evidence of their achievement including credit awarded and modules successfully completed.	
reference points	Statements and other publications that establish criteria against which performance can be measured.	
registration	The process by which an applicant holding an offer makes a commitment to become a member of the College and abide by all relevant regulations, policies and lower-level rules.	
regulated activity	Regularly teaching, training, instructing, caring for or supervising a child; providing advice or guidance on the well-being, treatment or therapy of a child; or driving a vehicle only for children.	
regulation	Instruction agreed by an awarding body that sets out the required behaviour or administration for ensuring the protection of academic standards. For example, rules or sets of instructions about a student's registration or examination.	
regulatory body	An organisation recognised by government as being responsible for the regulation or approval of a particular range of issues. <i>See also</i> statutory body.	
relevant criminal conviction	A conviction that is not spent for: offences involving any kind of violence including threatening behaviour, the intention to harm or actual bodily harm; offences listed in the Sex Offenders Act 2003; the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking; human-trafficking offences; offences involving firearms; offences involving arson; offences listed in the Terrorism Act 2006.	

Term	Definition	Reference(s)
relevant criminal conviction	Any non-spent conviction or a conviction for: offences listed in the Sex Offenders Act 2003, as amended; offences listed in the Terrorism Act 2006, as amended; offences involving violence including threatening behaviour, the intention to harm or actual bodily harm; offences involving deceit including fraud or money laundering; and offences involving firearms, arson, human-trafficking or the unlawful supply of controlled drugs or substances.	
religion	Any religion, and a reference to religion includes a reference to a lack of religion.	
representation	The presence at a meeting under a College regulation or policy of a person who has the power to act on another's behalf.	
research	A process of investigation leading to new insights that peers effectively share and validate or debate, and that influences others beyond the College.	
research clusters	Communities of academic researchers grouped together to facilitate the sharing of resources and ideas. The arrangements may operate within a single Higher Education provider or may bring together researchers from a number of providers in geographical proximity.	
research councils	The seven organisations funded by government to support research in different disciplines and to fund studentships for successful applicants wishing to undertake formal academic research.	
resolution	A formal decision to authorise the creation or approval of an official document.	
restraint	Intentionally restricting a person's voluntary movement or behaviour.	
Roll for Conferral	A signed list from a Board of Examiners of recommended awards.	
safeguarding	Putting in place arrangements to take all reasonable measures to minimise the risk of harm – including harm from neglect – to a child's or vulnerable adult's welfare.	
sampling	A process of moderation, which entails looking at a selection, or sample, of work. It normally involves internal or external examiners scrutinising a proportion of the work from a student cohort to review the standard and consistency of marking.	

Term	Definition	Reference(s)
sandwich course	A programme that includes a significant time – normally a year – spent studying away from the university or college (typically in a work-based setting).	
scholarship	Applying the latest knowledge of a discipline or professional specialism to broader activities and practice; and communicating the results in ways that peers validate and that influence others.	
search	Examining a student's possessions, property or person to discover proof of guilt or otherwise regarding a disciplinary concern.	
second marking	As the name implies, a second stage of marking, which may be for checking, sampling or moderation purposes. See <i>also</i> double marking.	
self-evaluation document	A report submitted by a Higher Education provider, assessing its own performance, to be used as evidence in a QAA review.	
self-funded student	Students not receiving tuition fee loans from Student Finance England or equivalent authorities in Scotland, Wales and Northern Ireland. This includes those students being funded by a sponsor and those receiving SLC-funded maintenance loans only.	
Senior Academic Officer	A staff member of the College listed in the Foreword, who is also has relevant experience of academic standards and quality in UK Higher Education	
Senior Officer	A staff member of the College listed in the Foreword.	
seniority	The date of appointment to the role within the College or by decision of the Provost.	
serial arrangement	The situation arising when a delivery organisation that is responsible for programmes franchised to it (or validated) by a degree-awarding body enters into a separate arrangement with a third party to deliver those entire programmes.	
short course	Programme of study that do not lead to an award. Short courses may or may not attract credits that can later contribute to the award of an award or qualification.	
SLC-funded student	Students who are paying their tuition fees directly to the institution through a tuition fee loan from Student Finance England or equivalent authorities in Scotland, Wales and Northern Ireland.	

Term	Definition	Reference(s)
special scheme of study	<p>Any individually designed award that enables a student to undertake study not leading to a previously validated qualification.</p> <p>For example, it may adjust the requirements of programmes to meet the student's exceptional access needs; or enable individually approved repeats.</p>	
spent conviction	<p>A criminal conviction that has become time-expired after a rehabilitation period in line with the Rehabilitation of Offenders Act 1974, as amended. The rehabilitation period depends on the sentence imposed by the court. Custodial sentences of more than four (4) years can never become spent.</p>	
standard	See academic standards.	
statutory body	<p>An organisation set up through Act of Parliament that has a legal requirement to oversee a particular profession (for example, the General Medical Council). See <i>also</i> regulatory body.</p>	
student engagement	Communicating with students and involving them in how the standards and quality are set and maintained.	
study centre	<p>A place of study that is located separately from the main (also called 'home') campus. It is generally smaller and does not have all student support facilities.</p>	
study load	<p>The number of credits taken at a first attempt within an academic year expressed in relation to the standard full-time equivalent.</p>	
study year	<p>Each calendar year from the first day of the students first term on the award they are currently registered on.</p>	
subject area	<p>A defined area of academic study usually larger than an academic discipline.</p> <p><i>Also see</i> discipline.</p>	
subject benchmark statement	<p>A published statement (part of the Quality Code, Part A) that sets out what knowledge, understanding, abilities and skills are expected of those graduating in each of the main subject areas, and explains what gives that particular discipline its coherence and identity. The statements are consistent with the relevant generic qualification descriptors.</p>	
substances	<p>Illegal drugs; legal highs and synthetic drugs; prescribed medication; dietary supplements; and alcohol taken to an extent that it interferes with reasonable functioning.</p>	
substitute	<p>A person authorised to act for another individual in their absence or incapacity. A substitute may be appointed with or without the individual's permission.</p>	

Term	Definition	Reference(s)
summative assessment	Formal assessment of a student's work, contributing to the final result. <i>See also</i> formative assessment.	
summative assessment	An assessment task that is used to indicate the extent of a learner's success in meeting the assessment criteria used to gauge the intended learning outcomes of a course or programme. In that sense, it can be considered to sum up a student's achievement. Summative assessment contributes to a student's success or failure on a course or programme.	
support provider	An organisation, other than the degree-awarding body, that supplies resources or facilities to support student learning.	
suspension	Selectively restricting a student's attendance at or access to services or selectively prohibits the student exercising the functions or duties of any office or committee membership or the Students' Union, or any combination of these.	
synoptic assessment	An assessment that encourages students to combine elements of their learning from different parts of a programme and to show their accumulated knowledge and understanding of a topic or subject area.	
technology-enhanced or enabled learning (or e-learning)	Learning that is delivered or supported through the use of technology.	
term	Any of the parts of an academic year that is divided into three (3) or more for purposes of teaching and assessment (in contrast to division into semesters).	
termination	The College ends a student's registration before the completion of their programme, or exceptionally before conferring an award.	
termination of registration	The end of a current student's contract with and membership of the College academic community before both sides have fully performed all duties required under the contract.	
theme	In the context of a review, a topic selected for particular attention for quality purposes. <i>See also</i> enhancement theme.	
threshold academic standard	The minimum acceptable level of achievement that a student has to demonstrate to be eligible for an academic award. (See General Introduction to the Quality Code.) Threshold academic standards are set out in the national qualifications frameworks and subject benchmark statements.	

Term	Definition	Reference(s)
transcript	A document, but not a formal certificate, that records the results achieved in a final assessment (usually broken down at least to module/unit level).	
transferable skills	Skills learned within a particular context that can be applied usefully in another context.	
transnational education	Higher education learning opportunities that are provided outside the UK but lead to an award of a UK degree-awarding body.	
transparent	Presented in a way that is open, straightforward, and enlightening.	
trustworthy information	Information that the provider has good grounds for claiming is dependable and truthful and that confidence can be placed in it.	
undergraduate student	A student who has not yet gained a first degree.	
valid first attempt	Submitting an assessment item or sitting an exam on time and with an attempt that the College grades as being at least a compensatable pass.	
verification	A check on the administration of procedures and clerical recording of a decision affecting a student's status or academic study.	
virtual learning environment	An intranet or password-only interactive website giving access to learning opportunities electronically. These may include such resources as course handbooks, information and reading lists; blogs, message boards and forums; recorded lectures; or facilities for online seminars (webinars).	
vulnerable adult	A person aged 18 or over who is or may be unable to take care of or protect themselves against significant harm, abuse or exploitation.	
wellbeing	The ability of a student to function as a member of the academic community in a productive and co-operative manner. It relates to their physical, social, and mental health, and how these enable a student to achieve their potential.	
widening participation	Increasing the involvement in Higher Education of people from a wider range of backgrounds.	
withdrawal	Leaving a programme and ending the contract and registration with the College at the student's request or if required by the College.	
work-based learning	Learning that takes place, in part or as a whole, in the context of paid or voluntary employment. <i>See also:</i> Placement.	

Term	Definition	Reference(s)
working day	A day when the College is generally open and excludes bank holidays, other statutory days and published College closures.	
young person	Someone aged 16, 17 or 18.	