

Glossary of terms

A level

GCE Advanced Level.

Academic staff

The University's professors, principal lecturers, senior lecturers and lecturers, demonstrators, senior demonstrators, tutors, research assistants, senior research assistants, research associates and research fellows, fellows, visiting senior fellows and visiting professors.

Academic year

This is the period over which taught classes are delivered and assessed.

ACCA

Association of Chartered Certified Accountants.

www.acca.co.uk

Access courses

The main aim of Access courses is to prepare adult learners from non-traditional backgrounds and under-represented groups for admission to degree courses.

www.ucas.ac.uk/access

Access to Learning Funds

Government student hardship funds given to each higher education institution to administer. Administered at TVU by Student Services Approval of a course by an approved body or institution. Thus, accredited units are approved and given a Credit Accumulation and Transfer Scheme (CATS) rating by the University. The Accredited Colleges are validated by the University and particular programmes may be accredited by professional/statutory bodies external to the University.

Accreditation

Approval of a course by an approved body or institution. Thus, accredited units are approved and given academic credit rating by the University. Particular TVU courses may be accredited by professional/statutory bodies external to the University.

Accreditation of Prior Learning (APL)

If you have studied before, or hold a professional qualification, you may be exempt from certain modules of the course.

Accreditation of Prior Experiential Learning (APEL)

If you have prior experience in the field of your prospective studies through the workplace, voluntary work or any other informal learning activities outside a work or educational environment, you may be able to demonstrate that you have achieved the learning requirements for some of the modules of the course.

In such cases, you will be given credit that can contribute to the credit total required to obtain an award.

Advanced Standing

If you have educational or professional qualifications you may be eligible to be considered for entry to the course at a more advanced year of entry by being exempted from some modules. This may reduce the duration of your course.

For example, if you already hold a related HND qualification (normally at Merit level), you may enter directly into the final year of the degree.

AS level

GCE Advanced Supplementary Level.

Associate Student Scheme

The Associate Student Scheme at TVU allows you to mix and match short courses from a wide range of subject areas. The courses are modules taken from our undergraduate degree courses, and you can use credit points obtained from your study to apply for an Honours degree course.

Award

This is the specific qualification (degree, diploma or certificate) that is awarded when you have successfully completed an approved course of study.

BA

Bachelor of Arts.

BCS

British Computer Society.

www.bcs.org.uk

BEng

Bachelor of Engineering.

BMus

Bachelor of Music.

BPS

British Psychology Society.

www.bps.org.uk

BSc

Bachelor of Science.

BTEC

Business and Technology Education Council. One of the main examining bodies for vocational qualifications. Set up to promote and develop vocational education. Now incorporated into the Edexcel Foundation.

www.edexcel.org.uk

Bursaries

Bursaries (and scholarships) are financial help for students primarily from poorer backgrounds that are aimed at easing the transition into higher education and help them successfully complete their studies. Most are means-tested, but some are based on other criteria such as academic merit.

CertHE

Certificate in Higher Education. 120 CATS points at Level 4, or above.

CIMA

Chartered Institute of Management Accountants.
www.cimaglobal.com

City and Guilds

City and Guilds of London Institute. One of the main examination bodies for vocational qualifications.

Continuing Professional Development (CPD)

Vocational and professional programmes, bespoke or tailored, are offered in a wide variety of subject areas and delivery modes, meeting a broad range of client needs. Some programmes have credit attached to them – academic (CATS points), vocational eg NVQs or professional; others focus solely upon the acquisition of new skills and knowledge and have no formal assessment requirements.

Course

A complete programme of study leading to an award.

Credits

A credit is an educational currency which provides a means of quantifying the learning you have achieved at a given level and is awarded to you when you have demonstrated that you have attained the specified learning outcomes in the module.

Credit Accumulation and Transfer

The University's awards are 'credit-rated'. This means that students can carry over credits from previous study successfully completed at the University if they wish to resume their studies at a later date, or transfer their credits to or from another institution.

Credit points

Credit points are values within the Credit Accumulation and Transfer Scheme.

Degree course

A course of higher education leading to the award of a foundation, bachelor's or master's degree.

DipHE

Diploma in Higher Education.
240 CATS points, with at least 120 CATS points at Level 5, or above.

Diploma

A qualification awarded for a course of higher education.

Dissertation

An extended piece of written work, often the write-up of a final year project. The dissertation measures the ability to research findings, and demonstrate good research method skills.

DSA

Disabled Students' Allowance (DSA).
The DSA pays for disability-related costs (including non-medical helpers and specialist and/or additional equipment) incurred by a student studying for a full-time degree or HND at a British University or FE College.

Edexcel

One of the main examining bodies for vocational qualifications, promoting and developing vocational education. Includes BTEC.
www.edexcel.org.uk

ERASMUS

A scheme in which students can spend time abroad as part of their study at a UK higher education institution.

FdA

Foundation Degree in Arts.

FdSc

Foundation Degree in Sciences.

Foundation Degree

Employment-related higher education qualifications which provide students with the specialist technical knowledge and skills needed for jobs at the associate professional and higher technician level, with a minimum of 240 credits. TVU was one of the first universities in the country to be selected to develop this new type of degree, which is employment-related and designed to equip students with professional and specialist technical knowledge and skills, academic knowledge and those transferable skills which are in such high demand in the workplace.

FT

Full-time.

GCE A

General Certificate in Education – Advanced level.

GCE AS

General Certificate of Education – Advanced Supplementary level.

GCSE

General Certificate in Secondary Education.

www.dfes.gov.uk/qualifications

Graduate

Someone who has attained a bachelor's or higher degree.

HE

Higher Education.

HEFCE

Higher Education Funding Council for England. The public body that is responsible for the distribution of public funding from the Secretary of State for Innovation, Universities and Skills.

www.hefce.ac.uk

HNC

Higher National Certificate.

A sub-degree qualification awarded by Edexcel for England and Wales and the SQA for Scotland.

HND

Higher National Diploma.

A sub-degree qualification awarded by Edexcel for England and Wales and the SQA for Scotland.

Home students

Students who are normally resident in Great Britain and Northern Ireland who meet certain immigration, nationality and/or residence requirements. They do not include students living in the Isle of Man or the Channel Islands.

Honours Degree

To gain an Honours Degree a Dissertation or Project is compulsory.

IB

International Baccalaureate.

IELTS

International English Language Testing System.

www.ielts.org

ILC

Irish Leaving Certificate.

Higher Grade is generally recognised throughout Britain as an equivalent to GCE A Level and is accepted entry qualification for UK universities.

International students

Term used within the University to refer to students who are new to the UK. (These students are generally liable to pay 'overseas' fees. EU Nationals are generally assessed as eligible for 'home' fee status).

IT

Information Technology .

Key Skills

Also referred to as Core Skills or Transferable Skills. The National Standard Key Skills, approved by QCA, are nationally recognised, competence-based qualifications which cover the essential transferable skills on which employers of graduates place a particularly strong emphasis. These qualifications cover: Communication, Information Technology, Personal skills – Improving Own Learning and Performance, Personal skills – Working with Others, Problem solving, Application of Numbers.

LA

Local Authority.

Learning outcomes

Learning outcomes are the expected end results for a student following a learning and teaching experience. They include knowledge and understanding, intellectual thinking skills, subject practical skills and key/transferable skills. The outcomes will vary in the extent of sophistication depending on the academic level required.

LLB

Bachelor of Laws MA Master of Arts.

Master's Degree (MA, MSc, MPhil, MEng)

MA/MSc degrees are awarded to graduates who have undertaken a further course of study, after an honours degree, either full-time or part-time. MPhil degrees may be awarded following a period of research rather than a course of study.

Major

At TVU, an undergraduate Major course consists of four modules of six in each year, to be combined with a Minor of two modules in each year.

MBA

Master of Business Administration.

Minor

At TVU, an undergraduate Minor course consists of two modules of six in each year, to be combined with a Major of four modules in each year.

Module

All courses consist of modules. Each module has specified learning outcomes to inform you what standards you will achieve. An Honours degree course typically consists of 18 modules, most of which earn you 20 credits to your degree. A module with a value of 20 credits is called a single or full module and is equivalent to 200 hours of study. In some cases, courses contain double modules giving you 40 credits on successful completion; others are rated at 10 credit modules. Module study guides are available.

MPhil

Master of Philosophy.

MSc

Master of Science.

NUS

National Union of Students.

www.nus.org.uk

Open Days

Days during which prospective students are invited to visit the university and receive information about the courses.

Overseas students

Students who are classified as non-EU students for the purposes of tuition fees.

Pathway

A pathway is a specialist route through a course.

PhD

Doctor in Philosophy.

PGCE

Postgraduate Certificate in Education.

Preliminary studies

A one year course to prepare students for entry into degree level studies.

Quality Assurance Agency for Higher Education (QAA)

The Quality Assurance Agency for Higher Education (QAA) was formed in 1997, bringing together the functions previously carried out by the Higher Education Quality Council (HEQC) and the quality assessment functions of the English and Welsh higher education funding councils. Its mission is to promote public confidence that quality of provision and standards of awards in higher education are being safeguarded and enhanced.

www.qaa.ac.uk

Quality assurance

The procedures within a university for monitoring the operation of particular activities to assure the institution as a whole, and persons outside, that the self-regulating approaches to quality within that activity, are operating well.

Semester

A fifteen week teaching period which typically runs from October to January and from February to June.

SOCRATES

SOCRATES is the EU programme to promote the mobility of university students. The aims of the programme are to encourage student exchanges between universities in EU and EFTA countries, to support staff mobility throughout Europe and foster the development of joint programmes which contain a European dimension.

Specialist

At TVU undergraduate Specialist courses contain six specified modules in each year from one course area (as opposed to a Major (four modules) or Minor (two modules)).

Subject/Programme review

Assessment of the quality of education received by students in a given subject area, carried out by the QAA.

UCAS

Universities and Colleges Admissions Service. The UK central organisation through which applications are processed for entry to full-time higher education courses.

www.ucas.ac.uk

Undergraduate

Student working towards a first degree, higher education certificate or diploma or equivalent.

Validation

The process whereby a judgement is reached by a group, including external peers, as to whether a course and its modules, designed to lead to an academic award of a specific level, meets the nationally accepted requirements for that award as determined by the University's awarding powers and by the principles and regulations established there under.

Work-based learning

The achievement of planned (and/or) negotiated learning outcomes through the experience of performing a work role or function.