



UNIVERSITY COLLEGE
OF ESTATE MANAGEMENT

UCEM Glossary

UCEM Glossary

A	
Academic Board	The University College of Estate Management (UCEM) board which has responsibility for ensuring the academic quality and standards of UCEM programmes The Academic Board is chaired by the Principal and has student representatives as members.
Academic Misconduct	Cheating, attempts to cheat, plagiarism, collusion and any other attempts to gain an unfair advantage in assessments. Academic Misconduct is a disciplinary offence. Please see the Academic Misconduct Policy for more details.
Academic Misconduct Committee	A committee which meets to discuss suspected academic misconduct. The committee can impose various penalties, the maximum severity of which is termination of your registration agreement with UCEM, as referred to in the UCEM and Terms Conditions of Contract . Please also see the Academic Misconduct Policy for more details.
Accreditation	A process for verifying or approving a higher education programme, or provider, by an authorised external organisation, such as a Professional Statutory Regulatory Body. (QAA, 2017)
Additional Support Plan	The additional support plan is a document drawn up between a student with additional needs and the Disability and Wellbeing Adviser which outlines the additional support provision that has been agreed. The document is made available to relevant departments within UCEM to ensure that the student receives the support they require to fulfil their academic potential.
Admissions Team	The Admissions team helps guide you through the admissions process, from the initial enquiry and application stage through to enrolling on a UCEM programme. The team can also advise you if you wish to change your programme part way through your studies.
Aegrotat Awards	An award to a student who, because of serious illness or other major mitigating circumstance, is unable to complete the assessment requirements of a programme. Applicable to higher education programmes only.

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Apprenticeship	<p>Practical on-the-job training combined with study. UCEM is a leading provider of the new apprenticeships that were developed by the surveying trailblazer employer group and have been introduced as part of the apprenticeship reform programme in England. The current offer is:</p> <ul style="list-style-type: none"> •Surveying Technician Level 3 •Chartered Surveyor Level 6
Assessment	<p>Review and marking of coursework and/or examinations, undertaken by internal or associate tutors.</p>
Assessment Materials	<p>Any materials (e.g. text, video, podcast etc.) which provide all the necessary information, guidance and questions / tasks which are required to complete a piece of assessed work (either coursework or examination).</p>
Athens	<p>Athens is an online library resource which enables you to access a wide variety of third-party databases offering reference material, full-text downloads of journal articles and other bibliographic data. It is available in the 'Library' section of the VLE.</p>
Award	<p>Refers to the name of the qualification conferred upon the successful completion of a programme of study. An award may be either a final award (e.g. MSc) or an intermediate award (e.g. PGCert).</p>
Award Ceremony / Graduation Ceremony	<p>The ceremony at which degrees and other awards are conferred. It is usually held twice a year in June and December.</p>

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B	
Bachelor's Degree	This is the named award conferred upon candidates who have successfully completed a programme of study encompassing credit-rated modules at levels 4, 5 and 6. An ordinary bachelor's degree comprises 300 credits and confers the designation BSc. A bachelor's degree with honours comprises 360 credits and confers the designation BSc (Hons).
Below Threshold Standard (BTS)	This refers to a marginally failing grade which comes close enough to a pass to be eligible, under certain conditions, to be compensated by sufficiently high pass marks in other modules within the same course. The BTS range is normally 35 to 39 for undergraduate courses and 45 to 49 for postgraduate courses. The conditions under which such marks can be compensated is set out in the relevant progression and award regulations. Applicable to higher education programmes only.
Board of Examiners	Boards which are held to ensure that UCEM's assessment policies and regulations are applied consistently: <ul style="list-style-type: none"> a) Module/Unit Boards Confirm and agree module/unit marks. b) Progression and Award Boards Verify progression through a programme to awards, and where applicable the classification of an award. <p>The decisions of the Progression and Awards Board are the final approved decisions on candidates' results which are then ratified by the Academic Board.</p>
Break in Learning	A break in learning is defined as a student being permitted to interrupt and suspend their programme of study, and cease to complete work for all the units that they are currently studying. Students may opt to go on a break in learning due to personal or medical grounds. A break in learning is for a specified period of time, not exceeding a 12 month period. A break in learning will not be permitted for short-term absences, such as holidays. Applicable to further education programmes. For higher education programmes, please see 'Suspension of Studies'.

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B	
Bye Laws	Regulations made by UCEM in connection with its own governance arrangements.

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C	
Candidate Pack	This is an information pack emailed by the Exams team that contains all the information you need for your examinations. It includes venue details, examination timetable, examination materials and other important information such as your candidate number. The pack is usually emailed to you four weeks before the examinations.
Capped Mark	Assessments that must be retaken due to previous fails can only be awarded at most the pass mark. The retake mark is thus capped at the pass mark.
Carry Forward	This is carrying forward marks of at least pass standard in either of the assessment components. Please refer to the Assessment, Progression and Award Regulations for your programme for the rules regarding the carry forward of marks which relate to your programme.
Certificate of Higher Education (Cert HE)	An award at level 4 in the Framework for Higher Education Qualifications for which the minimum number of credits required is 120. It may be awarded as an intermediate exit qualification from a Bachelor's programme.
Cheating	Cheating is when a student deliberately sets out to falsify something. It is usually associated with misconduct in examinations, such as taking in prohibited materials or using a mobile phone during the examinations.
Classification	<p>There are two different classification types conferred by UCEM depending on the levels of studies:</p> <p>a. Bachelor's with honours degrees are conferred with the following classifications:</p> <ul style="list-style-type: none"> • First Class Honours • Upper Second Class Honours • Lower Second Class Honours • Third Class Honours <p>b. Postgraduate diplomas and degrees are conferred with the following classifications:</p> <ul style="list-style-type: none"> • Distinction • Merit • Pass

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Collusion	Collusion is when students work together to produce a piece of work but present it as one person's work.
Compensation	The arithmetic offsetting of marks below some threshold by other marks above that threshold.
Compulsory Module/Unit	A module leading to an award for which credit must be attained for a student to progress to an award for which that module/unit is compulsory.
Condonation	The treatment of marks below a threshold as being of that threshold, for the purposes of progression and credit, on the grounds of mitigating circumstances.
Conferment	The final granting of an award by UCEM. Conferment happens at the awards ceremony or graduation.
Copyright	An exclusive legal right granted to an author, designer or artist to print, publish or otherwise record their original written, artistic or musical material. The reproduction of copyright material by third parties is normally permissible either with the express consent of the author or via a formal copyright agreement.
Core Module/Unit	A module/unit is which is compulsory for the programme.
Coursework	Coursework is the generic term for assignment, project, portfolio or dissertation. If you find reference to assignment, project, portfolio or dissertation this is UCEM's terminology for coursework.
Coursework team	The Coursework team offers support in all aspects of coursework submission and can answer any questions you may have regarding the submission process. The team ensures that all assignments are dispatched to the correct marker, liaises with tutors to make sure that coursework is returned promptly, and records and forwards all online marks and feedback. For queries about receipt and return of assignments, check the 'Assignment Tracking' section on the VLE.
Credits	The term 'credit' is a simple way of indicating, using numbers, the amount of learning required. Credits cannot be divided. If you only pass individual assessments within the module/unit, without gaining the necessary requirements for the whole module/unit, you are not eligible for any

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	credits. Credit is awarded if you have shown, through assessment, that you have successfully met the module/unit's learning outcomes.
Current Student	Students are referred to as 'current' if they have signed and returned a student registration agreement and paid for part of a programme.

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D	
Deemed Not Sat (DNS)	This is a Board of Examiners decision that may be recorded against a module grade or against a coursework or examination grade. Such a decision is recorded for a student, who, for reasons of valid mitigating circumstances has been constrained in his or her ability to complete an assessment(s) to the best of his or her capability.
Deferral	After registration for an academic session a student may postpone a module. The full fee for the session remains payable and no fee is payable if the student returns at the next available opportunity. Applicable to higher education programmes only.
Degree (postgraduate)	Awarded to a postgraduate student on completion of a programme having accumulated 180 credits at the level(s) specified in the assessment and progression regulations governing that programme. Master of Science (MSc) and Master of Business Administration (MBA) are postgraduate degrees.
Degree with Honours (undergraduate)	Awarded to an undergraduate student on completion of a programme having accumulated 360 credits at the level(s) specified in the assessment and progression regulations governing that programme, and having met the criteria for the Honours classification achieved.
Diploma of Higher Education (DipHE)	An award at level 5 in the Framework for Higher Education Qualifications for which the minimum number of credits required is 240. It may be awarded as an intermediate exit qualification from a Bachelor's programme or as a terminal award from a programme in its own right.
Diploma Supplement	This is a comprehensive transcript sent to you when you have completed a programme with UCEM. It provides information on the nature, level, context and status of the programme completed. If you pass a programme with UCEM, you will receive a diploma supplement as well as a certificate of achievement. The diploma supplement is useful for showing employers achievements, for applying for professional membership or for applying to study with different institutions.

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Disability	The Equality Act 2010 defines a disabled person as having a physical or mental impairment, which has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities. Long term is defined as lasting more than, or expected to last more than 12 months.
Dissertation	A structured piece of extended writing that develops a clear line of thought (or 'argument') in response to a central question or proposition (the 'hypothesis').

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E	
e-Library Page	This is a page of the VLE with links to useful resources and online resources for students.
Elective Module/Unit	A module/unit within a programme which is neither compulsory nor core to that programme. Students have a choice of elective modules/units from a given set. Credits from elective modules/units count towards the minimum credit requirements for programmes.
Entry award	An entry award is a complete programme of study. It is not available as an exit or intermediate award, i.e. you must have registered for that particular award in order to achieve it. A Certificate of Personal and Professional Development (CPPD) is an example of an entry award.
Event Registration	This is different to programme registration or re-registration. Event registration is when you inform UCEM if you are attending an event, e.g. face-to-face teaching. This is done through the VLE on the programme page.
Examination Centre	This is the location where you will be taking your examinations.
Exams Team	The Exams team helps you with all issues relating to examinations. The team will make sure that you are provided with all the information on examinations, examination venues are arranged, results are delivered on time and final awards are made.
Exemptions (in the context of RPL)	Candidates for admission to a programme may be granted exemption from certain modules on the basis of documented prior learning in equivalent or similar modules elsewhere. Applicable to higher education programmes only.
Exit award	An award (typically a certificate, diploma or non-honours degree) for which a student may be eligible on successful acquisition of a defined number of credits from within a complete programme of studies. These are normally awarded where a student is unable to complete the entire programme of studies. Also referred to as an 'intermediate award'. Details of exit awards available can be found in your programme specification.
Extension	An extension is the extra time given to you to complete coursework without penalty.

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E	
	<p>You are allocated a set number of seven-day extensions at the start of each block of study. You can apply for these online using the Coursework Extension Request Form on the VLE. You may use one extension only at a time. Extensions may not be available for all coursework. Extensions must be requested before the original due date. Please refer to the 'Coursework Team' section of the VLE for further information. This is applicable to higher education programmes only. Extensions are not permitted for further education Programmes.</p>
External Examiner	<p>An independent expert, either a practitioner or academic, who is appointed to oversee the quality, consistency and currency of a programme.</p>

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F	
Fail Mark	This indicates a mark that has not fulfilled the requirements for a pass. In exceptional circumstances fails can be subject to condonation.
Feedback-only coursework	For higher education programmes, feedback-only coursework is where the coursework is submitted between 7 and 21 days after the due date or the extended due date. You will be given feedback but the mark will not count towards your final module mark. For work submitted over 21 days after the original submission or extended submission date, no feedback will be given.
Formative Assessment	Feedback on students' performance, designed to help learn and improve their progress. It does not contribute to the final mark, grade or class of degree award.
Forum	A forum is an online discussion board where you can communicate with fellow students. There are forums on the programme and module pages of the VLE.
Foundation Degree	A level 5 higher education qualification designed jointly by UCEM and employers that combines academic study with work-based learning in a specific field. It can lead to other professional and further academic qualifications.
Framework for Higher Education Qualifications for England, Wales and Northern Ireland	Published by QAA in 2014 (updating the previous guidance of 2008). It comprises five levels of higher education achievement, each of which is related to a qualification descriptor. These reflect distinct levels of intellectual achievement associated with typical higher education qualifications.
Further Education (FE)	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 (QAA, 2017). UCEM's Level 3 Surveying Technician Diploma is a further education programme.

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G	
Grade	This is the mark or score attributed by an assessor to a piece of assessment. It also refers to the overall mark achieved in a module once all the relevant assessment marks have been aggregated.

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H	
Harvard Referencing	This is the system of referencing you must use when writing assignments. A guide is available on the 'Study Skills' section of the VLE. This document is UCEM's primary advice on referencing and it should be used by students and staff in preference to any other referencing advice.
Have Your Say!	This is a way for you to let us know about how UCEM has helped you to make the most of your learning experience, or about the times you feel you have not received the help you needed. UCEM welcomes any suggestions you have to improve the service we provide. There is a 'Have Your Say' section on the VLE where you can post a compliment or suggestion directly to UCEM relating to your student experience.
Higher Education (HE)	Education that comes after secondary and further education, leading to a qualification or credit awarded by a degree-awarding body. Typically it involves working towards a degree, but some programmes may lead to a diploma, certificate or other award or qualification on the national Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (Qualifications Frameworks). (QAA, 2017)

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I	
In Writing	For the purpose of brevity, in writing is used within UCEM documentation to mean communication either by post or e-mail.
Independent Appeals Board	A UCEM Board which considers appeals made against decisions taken by an individual or academic body charged with making decisions about students' admission, progression, assessment, and awards. Appeals are normally, but not exclusively, related to decisions on admissions, or decisions made by the, Academic Misconduct Committee or the Board of Examiners where the appeal convener has agreed that the appellant meets the criteria stated within the Student Appeals Procedure.
Intellectual Property Rights (IPR)	Intellectual Property refers to any inventions, designs, information, know-how, specifications, formulae, data, processes, methods, techniques and other technology that are conceived or developed by UCEM staff, UCEM students, collaborators and sponsors along or jointly with others (UCEM Intellectual Property Policy). Intellectual Property Rights are the legal protection for the ownership of these assets.
Intermediate Award	An award (typically a certificate, diploma or non-honours degree) for which a student may be eligible on successful acquisition of a defined number of credits from within a complete programme of studies. These are normally awarded where a student is unable to complete the entire programme of studies. Also referred to as an 'exit award'.

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L	
Learning Outcome	This is a statement of particular skill understanding or aptitude that a student should be able to demonstrate in a piece of assessment.
Level	<p>In the UK and Ireland, each stage within any framework of qualifications whether from school, vocational, or higher education, is referred to as a 'level'. Each level represents bands of qualifications with similar expectations of attainment. (QAA, 2014 <i>The Frameworks for Higher Education Qualifications of UK Degree Awarding Bodies</i>)</p> <p>In higher education Levels 4,5 and 6 relate to undergraduate awards, level 7 refers to Masters awards and level 8 refers to PhD's or Professional Doctorates.</p>

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M	
Master's Degree	This is the named award conferred upon candidates who have successfully completed a programme of study comprising a minimum of 180 credits at level 7. Master of Science (MSc) and Master of Business Administration (MBA) are masters' degrees.
Matrix Standard	The Student Services department and Finance department has been accredited with the Matrix Standard, the unique quality framework for the effective delivery of information, advice and/or guidance on learning and work.
Maximum Period of Registration	<p>This refers to the maximum time you are permitted to complete a programme. The period of registration commences at the start date of the programme that you have registered for with UCEM. If at any point you take a gap in your studies this gap period is included within your period of registration.</p> <p>For example, if you have been studying for 12 months, and take a gap of 6 months your current period of registration with UCEM would be 18 months.</p>
Mitigating Circumstances	<p>An unforeseeable or unavoidable serious disruption of studies caused by circumstances which occurred during a period of examinations, when coursework submission was due, or affecting a scheduled revision period.</p> <p>For example: physical or mental health problems, domestic trouble or bereavement.</p> <p>Mitigating circumstances must be supported with documentary evidence.</p> <p>(Long term physical or mental health problems would be classified as a disability and ideally should not be put through mitigating circumstances but be handled by the Disability and Wellbeing Adviser.).</p>
Moderation	The academic monitoring and review of marking to promote accuracy and fairness.
Module	A self-contained credit-rated element of study, where a collection of modules make up a programme. Modules apply to higher education programmes. For further education programmes, the element is referred to as a Unit.

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M	
Module/Unit Boards	A Board of Examiners which reviews student performance in each module/unit. Module/Unit Boards are held once all module assessment is complete and prior to the Progression and Award Board.
Module/Unit Descriptor	This is the document that fully describes all aspects of a module/unit of study. Normally these will detail, amongst other things, credit tariff, learning outcomes, form of assessment and syllabus.
Module/Unit Leaders	The names and contact details of the tutors responsible for individual modules can be found on the VLE
Module/Unit Page	This is a page on the VLE which has module/unit-specific information, announcements and discussion forums.

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N

NUS (National Union of Students)

This is a confederation of students' unions in the UK. Only students who are British nationals can become members. To find out how to apply for an NUS extra card, please look on the 'Student Support' page on the VLE for instructions

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O	
Office of the Independent Adjudicator (OIA)	The body established by the UK government to review students' complaints and appeals handling by higher education institutions within England and Wales. Such action is restricted to those complaints and appeals that have first been taken through an institution's own procedures without reaching a satisfactory outcome in the view of the complainant. Please see UCEM's Student Complaints Procedure and Student Appeals Procedure. The OIA is applicable to HE programmes only.
Office for Standards in Education, Children's Services and Skills (Ofsted)	A body responsible for inspecting and regulating services providing education and skills for learners.
Online Submission	This is when you submit your coursework online to UCEM via the VLE. Please refer to the most up-to-date submission guidelines on the 'Coursework Team page of the VLE.

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P	
Paraphrasing	This is taking the work of others and changing some words within the text to make it look like your own work.
Pass	A pass at FHEQ levels 3, 4, 5 and 6 is a mark of at least 40. A pass at FHEQ level 7 is a mark of at least 50. Achieving pass marks is an indication that learning outcomes have been met to a minimum acceptable standard. PSRBs may require UCEM to raise the pass threshold for certain modules.
Plagiarism	The act of copying, repeating, faking, borrowing or stealing someone else's work and attempting to present it as one's own.
Poor Academic Practice	Where a marker considers work to be poorly referenced, but not a fraudulent representation by the student of another's work, the work should be treated as an instance of poor academic practice, not academic misconduct. For further information, please read UCEM's Academic Misconduct Policy, available on the 'Student Services' section of the VLE.
Postal Submission	This is when you post your project/dissertation to UCEM. Please read the most up-to-date guidelines on the 'Coursework Team' page of the VLE.
Postgraduate Certificate	Awarded to a postgraduate student departing from a programme having accumulated at least 60 credits at the level(s) specified in the assessment and progression regulations governing that programme.
Postgraduate Diploma	Awarded to a postgraduate student departing from a programme having accumulated at least 120 credits at the level(s) specified in the assessment and progression regulations governing that programme.
Professional, Statutory and Regulatory Bodies (PSRBs)	Particular professional bodies and other domestic and international agencies that accredit specific courses or programmes leading to relevant academic and/or professional qualifications.
Programme	Programmes are made up of modules, which, where appropriate, allow you to choose subjects and specialisms. Programme specifications provide key programme information.

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P	
Programme Leaders	<p>Programme Leaders are responsible for the quality of the learning resources and their delivery, as well as for the academic welfare of their students, ensuring that they are treated efficiently and equitably. They represent the programme in dealings with external bodies or individuals, and with UCEM departments.</p> <p>The Programme Leader's contact details can be found under the 'UCEM team' link on the programme page of the VLE.</p>
Programme Page	<p>This is a page on the VLE which has general information, announcements and discussion forums for the programme.</p>
Programme Specification	<p>A document that details the intended outcomes, teaching and learning methods, support and assessment methods of a particular programme of study.</p> <p>Programme specifications are available on the UCEM website and on your programme page of the VLE.</p>
Progression and Award Board	<p>An assessment board which verifies progression through a programme to awards, and where applicable the classification of an award.</p>
Project	<p>A project is an extended piece of work completed at the end of a programme where the student is given some choice in the subject area to be studied and is expected to collect, organise and present information relating to it.</p>
Prospectus	<p>A document available online and in print which contains information about the institution, the available programmes and the benefits of studying with UCEM. It includes advice on the individual programmes, the staff, how to apply, programme fees, and specific information for international students.</p>
Provisional Student	<p>Students are referred to as 'provisional' if they have been made an offer to join a programme or have been invited to (re-) register for part of a programme but they have not yet paid.</p>

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Q

Quality Assurance Agency

An independent body which assures the standards of UK higher education awards.

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R	
Recognition of Prior Learning (RPL)	Where certain <i>approved</i> qualifications allow exemption from a module or modules. The specific rules relating to credit transfer can be found in the UCEM Code of Practice chapter Admissions and Recognition of Prior Learning. This applies to higher education programmes only. Credit transfer, as a result of the recognition of certificated prior learning, is not permitted on UCEM further education programmes.
Recognition of Prior Experiential Learning (RPEL)	Assessing previous learning which has not led to an academic qualification, for example through work experiences. UCEM will assess prior experiential learning for applicants who do not meet the standard entry criteria for a particular programme. UCEM does not currently evoke the Recognition of Prior Experiential Learning for the award of credit from UCEM programmes or modules. Please see the UCEM Code of Practice Chapters on Admissions (FE and HE) for the details.
Referencing	This is the procedure by which an author acknowledges the sources they have used in their work. References are recorded both within the text and in a bibliography at the end of a piece of work. Please read the Harvard Guide to Referencing in the 'Study Skills' section of the VLE to learn how UCEM expects you to reference your work.
Registration	<p>For students who are part of an apprenticeship programme, registration occurs when a commitment agreement is signed between the apprentice, employer, and UCEM. This marks the start of your 'registration'.</p> <p>For students who are not part of the apprenticeship scheme, registration is the point at which you accept UCEM's offer of a place on the programme, and arrange for payment of that programme. UCEM will formally confirm that your registration has been accepted. You will be asked to complete a new registration agreement and payment plan for each new Semester or Year of study.</p> <p>As part of the registration process students must accept the Terms and Conditions of Contract which can be found at https://www.ucem.ac.uk/about-ucem/ucem-</p>

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	policies/
Result Not Yet Available (RNYA)	<p>Where a mark or grade has not been finalized the module or award may be recorded as result not yet available. This may happen where:</p> <ul style="list-style-type: none">• misconduct is suspected but not yet proven or where• further discussion is required at a board of examiners• assessment marks are unavailable.
Right to Reply	<p>This is a letter sent to students who are suspected of misconduct. This gives the student the chance to explain why this may have happened or if there has been a mistake. This will then be used as evidence at the Academic Misconduct Committee.</p>
Royal Charter	<p>The document issued by the Monarch granting UCEM certain rights and powers.</p>

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S	
Scheduled Learning Activity	An activity prescribed within a module/unit which needs to be undertaken by the student and which will assist the learning of the topic, and which may form part of the assessment requirements for the module/unit.
Scrutiny Panel	A panel responsible for reviewing draft summative assessments to ensure the alignment with UCEM assessment policy, intended learning outcomes of relevant modules, the prescribed assessment format and the appropriate academic level.
Senior Leadership Team	This is the executive board of UCEM comprising the Principal and the UCEM Senior Leaders. It has managerial and administrative responsibility for all UCEM operations and business areas.
Session	Refers to a time period relating to a part of a programme of study. It includes annual study patterns, semesters, terms and variants thereof.
Strategic Partner Institutions	Strategic partner institutions include validating bodies, accrediting bodies, PSRB's and overseas academic partner institutions and variants thereof.
Student Charter	The document that summarises the relationship between UCEM and its students. It includes details of the standards students can expect from UCEM as well as students' own responsibilities.
Student Registration Number	This is the seven-digit number that UCEM uses to identify student's records. Please always have this ready when contacting UCEM (e.g. 1234567/1).
Student Representatives	All programmes have student representatives, allowing students to raise issues with UCEM so that we can work together to continually improve the service we provide. 'Student Representation Guidelines' and an application form can be found on the VLE in the 'Student Services' section. You can communicate with your student representatives through the Student Feedback Forum on the VLE.
Student Support	The Student Support team consists of Programme Administrators who can help students throughout their studies with UCEM. Programme Administrators will provide students with support and guidance

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	in a variety of ways. The Programme Administrator will help students: make informed decisions regarding studies; explain procedures and regulations; provide information about teaching and offer a pastoral service.
Study Skills Page	This is a section of the VLE designed to give you guidance on improving study skills.
Subject Benchmark Statements	Produced by the Quality Assurance Agency (QAA) in consultation with academia and other professional, statutory and regulatory stakeholders, these describe the nature and characteristics of programmes in a specific subject area. They also set out the necessary standards, attributes and capabilities associated with candidates for awards at each level.
Summative Assessment	Assessment of students work, for which the grade contributes to the final module/unit result.
Suspension of Studies	Suspension is defined as a student being permitted to interrupt their programme of study, and cease to complete work for all the modules that they are currently studying. Suspension is for a specified period of time, typically either for a Semester or for a 12-month period. Applicable to higher education programmes only. For further education programmes, please refer to 'Break in Learning'.

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T	
Termination	<p>Termination may be brought about by UCEM, for reasons including:</p> <ul style="list-style-type: none">• Failure to meet the requirements of UCEM's regulations;• Cases of academic misconduct;• Disciplinary offences;• Failure to pay your tuition fees;• Exhausting all of the three permitted attempts at a module (sit, resit and retake are all considered to be attempts);• Exceeding the maximum period of registration for the programme, as set out in the Assessment, Progression and Award Regulations. <p>If your study is terminated, re-admittance will not be permitted under any circumstances. Your registration with UCEM will end, and VLE access will be removed.</p> <p>Please see the Academic and General Regulations for Students for more details.</p>
Turnitin	<p>This is the software UCEM uses to check whether coursework has been plagiarised. Turnitin is an online resource which compares submitted documents to other sources such as current and archived Internet data, previously submitted student papers, and a database of periodicals, journals and publications including UCEM study material. Students are able to upload work to Turnitin as a pre-submission tool to help as part of the learning process. While it is not compulsory to use Turnitin, it is beneficial as it will enable identification and correction of any referencing issues in the assignment before it is submitted.</p>

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U	
UK Quality Code for Higher Education	A series of documents setting out the expectations which the Quality Assurance Agency (QAA) requires all providers of higher education within the UK to maintain.
Unit	A self-contained credit-rated element of study, where a collection of units make up a programme. Units apply to further education programmes. For higher education programmes, the element is referred to as a Module.
Universities and Colleges Admissions Service (UCAS)	The central organisation through which applications are processed for entry to publicly-funded and some private institutions offering higher education in the UK.

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V	
Virtual Learning Environment (VLE)	A virtual learning environment is a web-based educational system which provides access to study materials, learning tools, e-library resources, student support and assessment information. It is also a social space where students and tutors can interact and collaborate via discussion or chat forums.
Viva Voce	An examination where a student is expected to provide a spoken answer to questions posed by the examiner in real time (either in an actual face-to-face session or virtually using appropriate electronic media).

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W	
Withdrawal	If you choose to withdraw from a programme, this will be permanent, and only in exceptional circumstances will you be permitted to re-apply for the programme. If you wish to withdraw, you are expected to discuss your reasons for withdrawing with a member of UCEM staff, usually the Programme Leader, or the Student Advice Team.
Work-Based Learning	Any formal learning that is based within a work place setting.