

# Glossary of terms: for use with Regulations and Codes of practice

Academic year 2015/16

Academic appeal	<p>A formal request by a student or students for the review of a decision affecting them that has been made by a University of Surrey academic body, or a body at an Associated or Accredited Institution (AI), with authority for making decisions or advising on student progression, assessment, and academic awards.</p> <p>An academic appeal may be made by a University of Surrey student, or students, in respect of programmes, modules, or courses that do not lead to the University's award but for which it may grant academic credit.</p>
Academic integrity	As defined by the Center for Academic Integrity, academic integrity requires 'adherence to the values of honesty, trust, fairness, respect, and responsibility'. [Center for Academic Integrity, 1999, cited in <i>Supporting Academic Integrity. Approaches and resources for higher education</i> , HEA/JISC Academic Integrity Service, 2010, p. 3]
Academic Integrity Officers	Members of the University's staff identified for subject areas, Departments, Schools, and Faculties (as appropriate) to act as experts and advisers, to their colleagues and students, in support of academic integrity generally and more specifically in support of technical and pedagogical aspects of academic integrity. Academic Integrity Officers also investigate cases of suspected academic misconduct and sit on Academic Misconduct Panels.
Academic judgement	A judgement that is made about a matter where only the opinion of an academic expert will suffice, for example, a judgement about programme or module content or outcomes, assessment, research methodology
Academic leader	<p>The person designated by their Executive Dean of Faculty (or the Dean's nominee) as the lead academic contact for fitness to practise or fitness to study matters for a programme or a group of programmes. They may also be known by other titles such as Programme Leader, Director of Learning and Teaching. For postgraduate research programmes the academic leader for fitness to study is the head of the doctoral programme or of the supervisory team.</p> <p>For programmes that lead to eligibility to apply for Registration, the designated academic leader is also a Registrant of the Registration Body linked to the programme or programmes.</p>
Academic misconduct	Acts or omissions by a student that have the potential to give an unfair advantage in assessments. It includes personation, copying from another student in or for an assessment; the use of unauthorised reference material, texts, or equipment in an assessment; plagiarism; collusion between students in assessments in order to gain an advantage, and fabricating results.
Academic year	A 12 month period, normally spanning two calendar years that is used by the University to organise the delivery of the curriculum and associated assessments. It comprises two semesters and normally begins in autumn and ends the following calendar year after late summer resits. An academic year is sometimes referred to as an 'academic session'.
Accreditation	A process through which recognition is given to a programme(s) of study that it has met the requirements of another University or a body such as a Professional Statutory or Regulatory Body (PSRB).
Accreditation of Prior Experiential Learning (APEL)	See Recognition of Prior Experiential Learning (RPEL)

Accreditation of Prior Learning (APL)	See Recognition of Prior Learning (RPL)
Additional Learning Support (ALS)	The Additional Learning Support service provides advice for students and staff on ways to support students with needs that arise from physical or other impairments. ALS can provide students with general advice and can also prepare a written summary of the adjustments to learning, teaching and assessment assessed as reasonable for a named student by ALS staff (following consultation with the relevant Programme Leader). See also Learning Support Adjustment (LSA).
Aegrotat degree	An undergraduate degree awarded by the University in exceptional circumstances for a student prevented by illness or other occurrences from sitting the whole or part of their assessments in the year in which the programme would normally be completed. An Aegrotat degree recognises a student's degree-level achievement. Aegrotat degrees are not honours awards and are not classified.
Agreement of mark(s)	The process used when the two or more markers responsible for marking an individual unit of assessment such as a project or dissertation initially disagree, but then reach agreement, on the mark/grade they jointly award.
Alternate	<p>A person, designated by a senior member of the University (such as the President and Vice Chancellor or an Executive Dean of Faculty) and the Deputy Registrar, to discharge a specified responsibility on their behalf or in their absence.</p> <p>A register of the persons who have been designated by the President and Vice Chancellor or other senior managers as their Alternate(s) is maintained by the Appeals Section of the University Secretariat. Persons who have been designated by an Executive Dean of Faculty as their Alternate(s) are listed in a register maintained for each Faculty.</p>
Alternative assessment	A method of assessment that is used in instances where it is not possible to re-assess students in the same method as the original assessment, eg group presentations, performances or practical work. Alternative assessment should allow students to demonstrate achievement of the relevant learning outcomes in a comparable way to the original assessment. Alternative assessment is approved through the validation/review process.
Anonymisation; anonymised	<p>The removal of evident personal identification information from a document so that the facts it presents can be used (for example in case studies) without breaching an individual's right to privacy.</p> <p>The removal of evident personal identification information from an examination script or piece of coursework.</p>
Assessment	The evaluation of student performance and attainment against the learning outcomes for a specific piece of work, module and programme.
Assessment, element of	A discrete assessment task linked to one or more of the intended learning outcomes within a unit of assessment.
Assessment, formative	Assessment that helps a student check whether they have succeeded in acquiring a particular skill, technique, or facet of knowledge. It is formative in that it forms (or informs) the student's understanding through performing the assessment task(s) and through receiving and acting on the feedback received. Formative assessment does not contribute to the overall mark for a unit of assessment/module.

Assessment, summative	Assessment that tests the student's command of the knowledge, understanding and skills required to demonstrate the achievement of some or all of the learning outcomes of a module. Marks given for summative assessments contribute to a student's overall mark for the module. Summative assessments are also formative in that the student will normally receive feedback on their performance.
Assessment, unit of	One or more assessment tasks linked to the intended learning outcomes of a module. A module is normally assessed through more than one unit of assessment but not more than five units. Exceptionally, a module may be assessed via a single unit of assessment that enables the assessment of the student's achievement of the integration or synthesis of matters dealt with in the module.
Associated and Accredited Institutions (AIs)	Those institutions that have entered into a formal partnership with the University whereby the University validates one or more of the institutes' programmes as leading to an award of the University of Surrey. Accredited Institutes have been given additional authority by the University to exercise powers and responsibility for academic provision and quality assurance.
Authorised person	A person authorised by the President and Vice-Chancellor to deal with matters of actual or possible misconduct, fitness to study and fitness to practise. Designated authorised persons are given in the relevant regulations.
Average	The arithmetic mean when used in calculations for classification or compensation.
Award	A degree, diploma or certificate awarded by the University following successful completion of a recognised programme of study. Specified awards are normally linked to particular programmes of study. See also intermediate exit award.
Burden of proof	The term used to state who has to prove a matter, and where that burden lies.
Clinical Trainee	A student undertaking a programme of study or research that includes a clinical placement and/or practice setting, leading to an award of the University and to registration with a PSRB.
Collusion	A form of plagiarism, in which work that has been set to be undertaken by an individual is undertaken by more than one person and is submitted as the work of an individual.
Compensation	A process through which strong performance by a student in the greater part of the current level or stage of their programme entitles them to compensation for limited failures following reassessment in non-core modules.
Complaint	The expression of a specific concern about the provision of learning opportunities or operation of a service area. See also learning opportunities.
Completion of Procedures letter	A formal written statement issued by the University to a student to confirm that the student has exhausted the University's internal procedures. A Completion of Procedures statement is required before a student can refer a matter to the Office of the Independent Adjudicator (see definition below).
Compulsory module	A module that students are required to study which may include some units of assessment that must be passed. Where it does not conflict with the requirements of any PSRB to which the programme is linked, compensation may be applied.

Continuing status	Refers to the fee status of postgraduate research students who have completed their research and who are in the final stages of writing up their theses. Such students are referred to as continuing students.
Core module	<p>A module that is central to a programme of studies and which must be taken and passed and all units of assessment within it passed in order for the student to pass the module.</p> <p>Because core modules must be passed if the student is to progress and/or take their award, compensation cannot be applied to a failure in a core module.</p>
Correction of marks	Correction of a mark where there has been a demonstrable failure in administrative procedures, for example incorrect addition of various component marks.
Course	<p>A term used by some Associated and Accredited Institutions to refer to elements of provision.</p> <p>When coupled with 'short' (as in 'short course') a way of referring to provision (including bespoke provision) provided for continuing professional development, for employers, and for professional bodies.</p>
Coursework	All work for assessment that is not completed by the student under examination conditions is coursework. Dissertations and theses are a form of coursework.
CRB	See Disclosure and Barring Service (DBS).
Credit, academic credit	<p>A way of quantifying the volume and complexity of work associated with learning and its outcomes. Credit is awarded in recognition of the verified achievement of designated learning outcomes at a specified level.</p> <p>In the UK credit system one credit equates to ten hours of notional learning, this includes face-to-face tuition, group work or self-directed learning and assessment. In common with other UK higher education institutions two University of Surrey credits are equivalent to one <a href="#">European Credit Transfer and Accumulation System (ECTS)</a> credit.</p>
Deferred assessments	Where a student is unable to take the assessments for one or more modules in the normal assessment period and there are confirmed extenuating circumstances the student may be permitted to take the relevant assessments as if for the first time in the late summer reassessment period or, exceptionally, in the following academic year. These assessments are described as 'deferred assessments' to distinguish them from reassessments.
<a href="#">Disclosure and Barring Service (DBS)</a>	A body formed from the Criminal Records Bureau and the Independent Safeguarding Authority to carry out checks on individuals applying to work in specified occupations and/or places.
Dissertation	A substantial written report, usually completed by a student towards the end of their programme of studies, designed to enable them to demonstrate their command of the subject matter of the dissertation, their academic, practical and/or professional skills and understanding and to integrate concepts, theories and knowledge.
Enhanced programme	See Integrated Master's programme.
Examination	A form of assessment (usually summative assessment) in which students undertake an assessment task(s) under specified conditions.
Exclusion	The exclusion of students is defined in <a href="#">Ordinance 6.3.1.2 (a)</a>
Expulsion	The expulsion of students is defined in <a href="#">Ordinance 6.3.1.2 (c)</a>

Extended undergraduate awards	See Integrated Master's programme.
External examiner (undergraduate and taught postgraduate programmes)	An experienced academic or practitioner who is employed by the University to act as an independent and impartial adviser. External examiners are required to provide the University with informed comment on the standards set for programme outcomes and awards and the achievement of students in relation to those standards.
Extenuating circumstances	Unforeseen circumstances, outside the control of the student, that are accepted by the University as having temporarily prevented them from participating in their programme, submitting their work for assessment, attending an examination, or from performing in assessment at the level that might reasonably have been expected of them.
Fitness to study	The ability of a student to participate in their programme of study, to the extent that they are able to do so in safety, and without endangering the safety or well-being of themselves or others, with reasonable adjustments where appropriate, and with full opportunities to meet the learning outcomes for their programme.
<a href="#">Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ)</a>	The FHEQ is used as a reference point to set threshold academic standards for higher education academic awards.
<a href="#">Framework for Qualifications of the European Higher Education Area (FQ-EHEA)</a>	The FQ-EHEA provides a means to relate national qualifications frameworks across the member states that comprise the European Higher Education Area (EHEA) of the Bologna process. It provides the parameters within which the countries of the European Higher Education Area (EHEA) develop their national qualifications frameworks. QAA certified the FHEQ as compatible with the FQ-EHEA in 2009.
Global Graduate Award (GGA)	A University of Surrey scheme to promote the international mobility of its students through enabling them to study a language module each year in addition to their other modules. An additional module in sustainability is also available. Credits are shown on the student's Higher Education Achievement Report (HEAR) but do not count towards the final award calculation. Modules are worth 15 credits each and are separately recognised through the University's Global Graduate Award.
Home Faculty	The programme of study followed by a student may include modules that are studied in another Faculty. In such circumstances the Faculty that hosts the programme on which the student is registered is their home Faculty.
Home institution	For students studying part of a programme with the University who are registered with another institution the latter is their home institution.
Independent evidence (fitness to practise)	Evidence about a student's fitness to practise from a third party medical practitioner or other relevant registered healthcare professional who is a Registrant.
Independent evidence (fitness to study)	Evidence about a student's fitness to study from a third party, normally a registered medical practitioner or other relevant registered healthcare professional.
Integrated Master's programme	A degree programme through which study at bachelor's level is integrated with study at master's level. Integrated Master's programmes are studied for four academic years full-time; integrated master's degree programmes that include a professional training year may be studied for

	five years. The Bachelor of Veterinary Medicine and Science (BVMSci) is also a five year integrated master's programme but does not include a professional training year.
Intermediate exit award	An intermediate exit award recognises the academic achievement of students who are unable to meet the credit volume and/or credit level requirements for the award on which they are registered. It enables a student who leaves their programme without submitting for their final award to gain recognition for their achievements. Intermediate exit awards are graded but not classified.
Learning opportunities	The combination of the curriculum, tuition, supervision, advice and support and facilities (information and communication technology equipment and software, teaching rooms, libraries, laboratories, workshops and studios and practice rooms) that the University makes available to its students so that they can learn.
Learning outcomes, intended learning outcomes	The expression of what a student can be expected to know, understand and/or do as a result of a learning experience. Learning outcomes are defined at module and programme level.
Learning Support Adjustment (LSA)	A statement in a standard form through which the University's Additional Learning Support service (ALS) provides a written summary of the adjustments for physical or other impairments assessed as reasonable by ALS staff for a named student. Adjustments are designed to provide the student with an equal opportunity to participate in all educational activities.
Level	An indicator of the relative demand, complexity and depth of learning and of learner autonomy. The FHEQ sets out five levels (4, 5, 6, 7, 8). Bachelor's degrees are level 6 qualifications, Master's degrees are level 7 qualifications and doctoral degrees are level 8 qualifications).
Level descriptor	A statement that sets out the relative complexity, depth of learning and learner autonomy associated with a particular level of learning and achievement and the demands that it makes on the learner.
Local rules	University-approved rules that relate to part of its premises or a particular area of its activities. For example, each of the following constitute local rules: <ul style="list-style-type: none"> <li>• Conditions of Residence/Accommodation Agreement (for Students in University-managed accommodation)</li> <li>• Regulations relating to Service Departments, including computer misuse as specified in the University Computing Service Acceptable Use Policy for the Use of Computing Facilities at University of Surrey</li> <li>• the University's Traffic and Parking Regulations</li> </ul>
Managed Exclusion Order	In connection with a disciplinary matter, a Managed Exclusion Order is a way of enabling the University to manage a student's access to the University's premises and/or services while enabling the student to continue their studies.  Managed Exclusion Orders may be also sought by OSCAR in the interests of the student's own safety and wellbeing, that of other members of the University community, University property, or in the interests of the integrity of <i>Student disciplinary regulations</i> .
Managed Study Plan (fitness to practise)	A written statement that has been endorsed by a Fitness to Practise Panel of the studies and actions that a student may be required to follow in order to make good a deficiency in their fitness to practise. A

	Managed Study Plan is normally devised by (or on behalf of) a Registrant who may be the academic leader for the student's programme. A Managed Study Plan may include a period of suspension.
Managed Study Plan (fitness to study)	A written statement that has been devised by, or on behalf of the designated academic leader for the student's programme, that describes the studies that a student may be required to follow, and the actions and/or behaviours that they may be required to demonstrate, in order to allay concerns about their fitness to study. A Managed Study Plan that has been endorsed by a Fitness to Study Panel may include a period of suspension.
Marking guide	All units of assessment have an associated marking guide/scheme. This indicates how marks are awarded and proportioned, in relation to both the University's grade descriptors and specific discipline-related expectations.
Member of the University	As defined in the Article 2 of the <a href="#">Charter</a> .
Misconduct	Actions or acts, or failures to act, by a student of the University, or by a guest or guests invited onto University premises, that are contrary to the maintenance of good order and mutually respectful behaviour within the University community and/or contravene the University's Regulations to which the student subscribed when registering to study with the University or when taking up a place in residential accommodation.
Moderation (of marks)	Where markers disagree on one or more marks within a cohort of marks for a unit of assessment, all of the cohort, or all of an appropriate sample of a large cohort, are reconsidered by the markers. Where the markers reach agreement on how marks should be changed moderation is applied to the complete cohort of marks for that unit of assessment.
Moderator	An academic appointed by the University of Surrey to assist the University in providing assurance that academic standards are maintained and appropriate student support mechanisms are in place for students at Associated Institutions.
Modification (of mark)	Adjustment to the mark for a single piece of assessed work but not within a cohort of marks.
Module	A set of learning activities designed and organised to enable a student to meet a coherent set of learning outcomes. Each module at a given level makes comparable intellectual demands on the student.
Module Leader	An individual responsible for coordinating and managing the delivery of a module, whether at undergraduate or taught postgraduate level. Module Leaders may also be responsible for coordinating and managing the assessment processes associated with that module.
Module descriptor	A description that includes information on the module aims, the learning outcomes that the student is expected to be able to demonstrate on successfully completing the module, the assessment strategy and assessment tasks, the weighting of the various units of assessment and reading lists.
Nominee	In the context of the Regulations, a nominee is a person formally identified by an Authorised Person to act in their place and with the same powers as if they were an Authorised Person. Nominees of Authorised Persons are not able to nominate others to act as if they were an Authorised Person or their nominee.
Normalisation of marks within a cohort of marks	The alteration of some marks within a cohort where analysis shows an unexpected and significant variation in the profile of marks awarded within or between modules. It involves the alteration of those marks that



	render the profile atypical towards one in which the profile of marks demonstrates the typical profile for that cohort.
<a href="#">Office of the Independent Adjudicator</a> (OIA)	<p>The independent body that operates the student complaints scheme for England and Wales. It reviews complaints by students against universities and makes findings and recommendations. It has no statutory powers.</p> <p>Students cannot appeal to the OIA, which has no academic jurisdiction over universities. Rather, students make a complaint to the OIA about the way in which the University has handled their appeal or complaint.</p>
Official of University Surrey Students' Union	The Students' Union uses the term official to designate a paid member of its staff.
Officer of University of Surrey Students' Union	The Students' Union uses the term officer to designate an elected officer of the Union, such as its President or Vice-Presidents.
Optional module	<p>A module that is not a core module or a compulsory module and is chosen by the student with academic advice.</p> <p>Compensation may be applied in the case of optional modules where this does not conflict with the requirements of any PSRB to which the programme is linked.</p>
Ordinary degree	An academic award made for successfully completing a programme of studies that includes a minimum of 60 credits at FHEQ level 6. Ordinary degrees are not honours degrees and are not classified. They are only available as exit awards.
OSCAR	Office of Student Complaints Appeals and Regulation
Pass mark	The threshold mark for completing a module successfully. For a module at FHEQ levels 4, 5 and 6 the pass mark is 40%. For a module at FHEQ level 7 the pass mark is 50%. In some cases a PSRB may prescribe a higher pass mark than the University norm for that particular level.
Periodic review (re-validation)	The process of reviewing an existing programme of study at a prescribed time not normally exceeding five years following initial validation.
Personal tutor	<p>Personal tutors:</p> <ul style="list-style-type: none"> <li>• support taught students' academic, personal and professional development through a personalised point of contact with the University</li> <li>• facilitate the induction of students into the academic community and their academic studies</li> <li>• refer students to the appropriate sources of academic or welfare advice when necessary</li> </ul>
Personation	The assumption of the identity of another in order to mislead or deceive or allowing another to assume your identity in order to mislead or deceive. Personation may or may not involve impersonation of another.
Plagiarism	<ul style="list-style-type: none"> <li>• Inserting words, concepts, or images from the work of someone else into work submitted for assessment without acknowledging the originator's contribution</li> <li>• Representing the work of another as one's own, whether purchased or not, or taken with or without permission</li> </ul>

Practitioner (or professional) Doctorate	A doctoral award, designed for practising professionals, in which, in addition to the substantial element of original research, there is also a significant taught component.
Primary assessment outcome	The mark initially assigned to an assessed piece of student work.
Professional behaviour (for students following programmes of study that lead to professional Registration)	Behaviour by the student that: <ul style="list-style-type: none"> <li>• conforms to the relevant code of professional conduct or practice (if any)</li> <li>• is consistent with the behaviour required by the relevant profession and by the employers of such professional staff</li> <li>• does not jeopardise or put at risk the welfare, wellbeing, or safety of others, including: patients; pupils; clients; members of the public; fellow students; co-workers; members of academic, professional or clinical staff</li> <li>• does not jeopardise or put at risk the student's own welfare, wellbeing, or safety</li> </ul>
Professional Statutory, and Regulatory Bodies (PSRBs)	An umbrella term to group together bodies that have an interest in an aspect of higher education for vocational and/or professional purposes. For some programmes of study, accreditation by a PSRB is mandatory in order to allow a graduating student entry to the professional register and to practise as a registered professional. Other programmes seek PSRB accreditation in order for the programme to achieve professional recognition.
Professional training	One or more periods of work-based learning, research or study abroad integrated into the structure of a taught programme of studies in order to enable the student to develop their ability to apply their previous academic studies in a work-based professional environment. Students' achievements in their period(s) of professional training are recognised by the University through the award of credits at P-Level.
Programme Leader	The person designated by the University to lead the academic management of a suite of provision that may or may not lead to one or more academic awards.
Programme of study, programme	The approved set of modules that enables a student to study to accumulate academic credit for a named academic award.
Programme specification	A concise description of the intended learning outcomes of a higher education programme, and the means by which the learning outcomes are achieved and demonstrated. Programme specifications show how modules can be combined into whole qualifications and the learning and attributes developed through completion of the programme.
Progression	In the context of curriculum design, the concept that programmes and modules are designed in such a way that modules in successive years of a programme have more demanding learning outcomes. See also student progression.
Project	A substantial piece of work, often of a practical nature or practice based, completed by students normally at FHEQ levels 6 and 7. Projects normally involve more independent study than taught content.
<a href="#">Quality Assurance Agency</a>	An independent body funded by the higher education institutions of the UK through their representative bodies and by the bodies in the UK through which its Governments fund higher education. Its role is to safeguard the academic standards and quality of UK HE.

Reassessment	The process through which a student who has failed an assessment task retakes that assessment in order to pass it.
Recognition of Prior Experiential Learning (RPEL)	The process whereby an applicant's previous achievements outside formal education are evaluated in order to determine whether they are eligible to enter a programme of studies. The essential feature of this process is that it is the learning gained through experience which is being assessed, not the experience itself. RPEL may also grant exemption from certain modules.
Recognition of Prior Learning (RPL)	The process whereby an applicant's previously assessed and certificated educational and professional achievements are evaluated in order to determine whether they are eligible to enter a programme of study and, if so, whether their prior learning achievement would allow them to be admitted to a programme with academic credit that gives exemption from certain modules.
Register	The record maintained by a Registration Body of persons it recognises as meeting its standards for their training, professional skills, behaviour and health and is fit to practise.
Registrant	A member of the University's staff whose name is on the Register of a Registration Body or Bodies linked to the programmes of study on which they teach.
Registration	The process through which the University and the student formally record that the student has entered the University to study for a specific programme of studies, that they have exchanged information, and that the student agrees to abide by the University's academic and other regulations and pay any fees due to the University. See also suspension of registration, termination of registration.
Registration for practise	The process through which a Registration Body maintains a Register of individuals who are qualified as practitioners who meet the Body's standards for their training, professional skills, behaviour and health.
Registration Body	A Registration Body administers the Registration of a person where entry of the person's name on the Registration Body's Register is necessary to enable the person to practise in that profession.
Regulated Activity	In the context of work with children and vulnerable adults, Regulated Activity is 'work that a barred person must not do'. See <a href="#">Regulated Activity in relation to Children: scope. Factual note by HM Government Safeguarding</a> .
Rescission of award/ rescinding of award	Where, after receiving their award from the University, a person is found to have acquired it through misrepresentation or academic misconduct Senate has the power to rescind the award. Awards can also be rescinded if they have been made in error.
Researcher Development Programme	The provision of skills training for postgraduate research students.
Return to study assessment	The assessment, performed for the University by the <a href="#">Robens Centre for Occupational Health and Safety</a> or other independent specialist advisers, of a student's fitness to return to study after a period of suspension or exclusion.
Semester	A period of 15 weeks comprising teaching, revision, directed learning and assessment.
Scaling of cohorts of marks	The raising or lowering a cohort of marks may be considered where analysis of the marks awarded to a cohort of students shows that, whilst the overall profile is typical for that cohort, there is an unexpected and significant variation in the range of marks within the profile.

SITS	Acronym for Strategic Information Technology Services Ltd which is the provider of the University's student information system.
SPLASH	Abbreviation for the Student Personal Learning and Study Hub. It is located in the Library and provides support for the development of study skills.
Stage	A term used in some programmes (for example, those leading to integrated Master's awards) to describe that part of the programme of studies which comprises a mix of FHEQ level 6 and FHEQ level 7 modules.
Standard of proof	In panel hearings, the standard of proof is that it was more likely than not that something was or was not the case (the balance of probability).
Student	Individual sections of the Regulations list which categories of students are subject to those particular Regulations. The categories of student are: <ul style="list-style-type: none"> <li>• those registered as a University of Surrey student and studying for a University award</li> <li>• those registered for one or more credit-bearing modules offered by the University but not registered for a University award</li> <li>• those registered for a non-award-bearing programme or non-credit bearing course offered by the University</li> <li>• those registered as a student with another organisation operating in collaboration with the University and using University facilities, for example, Surrey International Study Centre (SISC)</li> <li>• those registered with one of the University's Associated or Accredited Institutions to study for an award of the University</li> </ul>
Student progression	Progression takes place: <ul style="list-style-type: none"> <li>• when a student meets the requirements to move from one level or stage of a taught programme to the next level or stage</li> <li>• when a student terminates their programme and is awarded an intermediate exit award</li> <li>• when a student successfully completes their programme and, is awarded their final award.</li> </ul>
Student Services	An umbrella term for the group of services that provide a range of support mechanisms for students. It includes: <ul style="list-style-type: none"> <li>• Additional Learning Support</li> <li>• Student Support Services</li> <li>• Centre for Wellbeing</li> </ul>
Subsidiary award	See Intermediate exit award.
Supervisor	A member of the University's academic staff designated to supervise the work of a postgraduate research student. A supervisor can also be appointed from an organisation where the student is on placement.
Suspension of registration	Suspension of a student's registration is defined in <a href="#">Ordinance 6.3.1.2 (b)</a> .
Teaching period	A timetabled period of defined duration in which teaching and learning normally takes place but which can also be used for assessments that are locally timetabled and managed.
Termination of registration	Where a student has failed to meet the University's requirement that they make academic progress, or has been found to have committed academic misconduct of such a nature that they cannot be allowed to progress in their programme, or as a result of a disciplinary hearing, the University will terminate their registration, at which point they cease to

	be a student registered to study with the University. Former students whose registration has been terminated by the University for academic misconduct may not subsequently register for study with the University.
Thesis	For doctoral degrees the thesis is the presentation of original work by the student. The term thesis can also refer to a portfolio.
University Secretariat (Appeals Section)	The Section within the University Secretariat that deals with appeals from recommendations and decisions made by panels and individuals within the University.
Validation	The process of initial academic and professional consideration and approval (or otherwise) of a new programme of study by the University.
Viva voce examination, viva	A meeting of a student or a sample of students with one or more examiners (usually including an external examiner). Viva voce examinations for students following taught programmes can be used to help determine an individual's results or to enable a Board of Examiners to check the overall level of student achievement for the purposes of confirming the appropriateness of any moderation to the overall results of the cohort.
Weighting	Modules that are taken in the final year of a programme of study are given a higher weighting than modules studied earlier in the programme when calculating the student's overall performance for the purposes of classifying an honours or integrated Master's degree.
Withdrawal from studies and from registration	A voluntary decision by a student to end their studies and thus their registration with the University.