

Coventry University Jargon Buster

Designed to help you understand some of our key terms.

A

Academic

Academics include professors, readers, researchers, principal and senior lecturers, lecturers and associate lecturers and tutors who typically combine teaching, research and administration duties.

Academic Dishonesty

Any attempt by a student to gain unfair advantage (e.g. extra marks) by unauthorised means. Examples of academic dishonesty include collusion, falsification, plagiarism and cheating in examinations. See the [Centre for Academic Writing](#) or your Faculty Student Handbook for more information.

Accreditation

The approval of a higher education course by an authorised body.

AP(E)L - Accreditation of Prior (Experiential) Learning

A generic term for credits awarded on the basis of demonstrated learning which has taken place in the past. Prior learning can have been formally assessed on a course or gained through work experience or self-directed study.

Add+vantage

The [Add+vantage Scheme](#) at Coventry University offers a range of modules which help students develop work related skills and employability competencies.

Alumni

A community of graduates and former students of a particular school, college or university. [See the Coventry University alumni association, FOCUS.](#)

APT - Academic Personal Tutor

A member of academic staff to whom students can turn to for academic and personal advice. New students are allocated an APT after they enrol.

APU - Academic Partnership Unit

The Coventry University [Academic Partnership Unit](#) works with academic partner institutions across the globe.

Assessment - formative and summative

Assessment is a generic term that refers to the wide variety of processes and methods (essays, reports, exams, presentations, exhibitions, performances etc.) that are used to evaluate, measure and document student learning. **Formative assessment** refers to work that is part of a developmental process and no final mark is awarded. **Summative assessment** receives a mark, which is recorded on the student record as a measure of achievement for a specific module.

B

Bachelor's Degree and Bachelor's Degree with Honours (Hons)

A Bachelor's Degree is the qualification awarded for a 3-4 year undergraduate degree course. Depending upon the subject, a student can achieve a Bachelor of Arts (BA), Bachelor of Engineering (BEng), Bachelor of Laws (LLB) or Bachelor of Science (BSc). An Honours degree is awarded to students who have passed 360 credits, including a minimum of 100 at Level 6. An ordinary degree, without Honours, is awarded to students who have passed 300 or more but less than 360 credits, with at least 80 credits at Level 6.

BIS - Department for Business, Innovation & Skills

The UK government department responsible for further and higher education.

Blended Learning

Blended learning combines face-to-face taught classroom sessions with distance learning, typically delivered through digital and online media.

BME - Black and Minority Ethnic

The term normally used in the UK to refer to members of non-white communities.

BoS - Board of Study

A formal review of courses, quality and university requirements by an academic department, which includes student representation.

C

Campus

The grounds and buildings of a university. Some universities have a number of different campuses. Coventry University, for example, has UK campuses in Coventry, London and Scarborough.

CAS - Confirmation of Acceptance for Studies

An electronic document with a unique reference number which is provided by a university, college or school and is required by UKVI (UK Visas and Immigration) when international students apply for a Tier 4 student visa.

CATS - Credit Accumulation and Transfer Scheme

CATS is used by UK universities to monitor and record progress through a modular degree course. All modules at Coventry University are assigned a level and a credit value. For example, 10 credits equals 100 learning hours (including lectures, seminars, tutorials, independent study, exam revision, assessment etc). A full time undergraduate student will normally register for 120 credits in an academic year.

CAW - Centre for Academic Writing

[CAW](#) is a teaching and research centre based in the Lanchester Library which offers a range of services to students including tutorials, workshops, academic writing resources, and academic writing modules.

CE - Continuing Education

CE courses are usually part-time, last less than 1 year and may be vocational or non-vocational.

CertHE - Certificate of Higher Education

A UK higher education qualification, usually being 120 credits of the first year of an undergraduate degree.

CGE - Centre for Global Engagement

[CGE](#) offers students a wide range of opportunities to help them develop international experience and become globally employable.

Chancellor

The principal figurehead of the University is appointed by the Board of Governors and presides over important events such as Awards Ceremonies.

Clearing

Clearing is a part of the UCAS application process and is a way for universities to fill any remaining places and for applicants to find a place once the main UCAS cycle has closed.

Core Texts

Core texts are specified textbooks which are essential for students to study during their course.

Course Director

An academic member of staff who oversees the running and administration of an individual course.

Course Reps

Students who represent other students at course, faculty and university meetings and committees. The Student Reps department is part of Coventry University Students' Union and has three areas: Course Reps, Service Reps and Halls Reps.

CPD - Continuing Professional Development.

CPD is educational activity through which people keep their professional knowledge, skills and competencies up-to-date. In many professions, individuals are required to complete a certain number of hours of CPD every year.

CUOnline

The university platform for e-learning and digital resources operates two Virtual Learning Environments (VLE), Moodle and [Mahara](#). [Moodle](#) is the VLE that enables access to information such as lecture notes, video clips, blogs, links to websites, hand-outs and assignments.

Curriculum

This is the structure and content of a course.

CUSU - Coventry University Students' Union

An organisation run by students for students and part of the NUS. [CUSU](#) activities include an advice centre, course representation, cultural, academic and religious societies and sports clubs. See also [NUS](#).

D

DDA - Disability Discrimination Act

Deferral

When a student experiences extenuating circumstances, they may apply to defer their assessment(s). See the guidelines on extenuating circumstances on the Student Portal.

DipHE - Diploma of Higher Education

A UK higher education qualification, usually being 240 credits of the first and second year of an undergraduate degree.

Dissertation

A dissertation is a written research project, examining a subject in detail, usually submitted at the end of the final year of a course. Not all courses require students to undertake a dissertation.

Distance Learning

This is when students study away from campus with materials (printed or online) provided by the institution.

DLHE - Destination of Leavers from Higher Education

This survey asks higher education leavers what they are doing six months after graduation. Data from the survey is published by the Higher Education Statistics Agency (HESA).

DMLL - Disruptive Media Learning Lab

The [Disruptive Media Learning Lab \(DMLL\)](#) is an innovative teaching and learning space based on the 3rd floor of the Library. The DMLL team works to encourage academics, researchers, learning technologists, and students to challenge approaches to teaching and learning.

DSA - Disabled Students' Allowance

E

E-learning

Formal and informal learning undertaken using electronic media, such as the Internet.

ELQ - Equivalent or Lower Qualification

An ELQ student is defined as a UK (Home) or EU student who is aiming for a qualification that is equivalent to, or lower than, one that they already hold.

EO - Equal Opportunities

Is the principle of treating all people the same. The UK Equality Act 2010 prohibits discrimination in employment or in the provision of training and education on the grounds of any of the following characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Employability

In the context of HE, the term refers to the development of graduates who have the relevant personal attributes, skills and knowledge to be successful in their chosen occupations.

Enrolment

This is the final stage of formally registering for a course at Coventry University.

Erasmus

[Erasmus](#) is the European Union's exchange programme that provides opportunities for UK/EU students and staff to study or gain accredited work experience in another EU university or enterprise.

EU student

This term refers to a student from within the European Union and is used to classify a student's tuition fee status. An EU student may qualify for Home Student status if they meet certain residence criteria.

Executive Dean

The Executive Dean is a senior member of Coventry University staff who is responsible for the leadership and management of a faculty.

Extension

Students can apply for an extension to a submission deadline if they have extenuating circumstances which allow this. See the guidelines on extenuating circumstances on the Student Portal.

Extenuating Circumstances

These are circumstances beyond your control or ability to foresee which seriously affect your ability to submit your assessed work or sit an exam. The regulations covering extenuating circumstances can be found in your Faculty Handbook and in the Registry section on the [Student Portal](#).

External Examiner

External Examiners are academic subject or professional experts appointed from outside the university. Their role is to provide assurance that the university's assessment systems are fair and operated equitably, and that standards are comparable with other universities.

F

Faculty

A Faculty is a university management unit for organising teaching, research, enterprise and engagement with external stakeholders. Coventry University is organised into four Faculties, each representing a coherent set of courses and academic disciplines. Each Faculty is led by an Executive Dean.

FAH - Faculty of Arts and Humanities

FBL - Faculty of Business and Law

FEEC - Faculty of Engineering, Environment and Computing

FHLS - Faculty of Health and Life Sciences

Faculty Registry

The Faculty Registry are the team who support students through their studies, providing information and guidance on the rules and procedures that affect academic progress. They authorise deferrals, extensions, authorised absence requests and advise students on a range of academic matters.

FdA and FdSc - Foundation Degree

Foundation degrees (either an FdA or an FdSc) are two year employment-related higher education qualifications designed and delivered in partnership with employers, which mix academic study with workplace learning. Successful graduates are eligible to apply for the final year of an Honours Degree.

Flipped Learning

Flipped learning (or flipped classroom) reverses traditional teaching and learning. Typically, students are introduced to new learning material before class, usually via online lectures, videos and discussions. Classroom time is then used to deepen understanding through discussion with peers and problem-solving activities facilitated by staff.

Fresher

A new undergraduate student.

Freshers' Week

The first week at university, which includes registration, welcome, induction and social events.

FE - Further Education

The education that follows compulsory school education for people over 16. FE institutions offer many different types of qualifications such as A Level, BTEC, Higher Diploma, or NVQ.

G

Gap Year

A break between leaving school or college and starting higher education.

GLP – Global Leaders Programme

The [Global Leaders Programme](#) is an extracurricular option for undergraduates and postgraduates designed to develop you into a future world leader through advanced workshops, international experience and exposure to industry leaders.

Graduate

A person who has successfully completed a course of study or training, especially a person who has been awarded an undergraduate degree from a university or college.

Graduation

The graduation ceremony is where a student formally collects their qualification at the end of their studies. A student can graduate without attending the ceremony.

H

Halls of residence

Accommodation in which students often live while studying. See [Coventry University Accommodation, FutureLets](#).

HE - Higher Education

HE is an educational level that follows secondary education, mainly provided by universities, colleges and institutes.

HEFCE - Higher Education Funding Council for England

A Government Agency and the funding body for all universities in England.

HEI and HEP

A Higher Education Institution or Higher Education Provider, such as a university or college.

HNC and HND

Abbreviations for the Higher National Certificate and the Higher National Diploma which are UK vocational qualifications in subjects such as engineering, business, hospitality or health and social care. A HND is considered equivalent to the first and second year of a three year university course and can be 'topped up' to a degree.

Home student

This term is used to classify a student's tuition fee status. A Home student must meet government legislated residence criteria.

I**IELTS - International English Language Testing System**

An English Language qualification that EU or International students may need to complete before starting a course in the UK.

Independent Learning

University students are expected to be independent learners, that is thinking, acting and pursuing their own studies autonomously, without the same levels of support provided by a teacher at school.

International student

A term used to describe students whose normal home is outside the European Union. See Overseas students.

IO - International Office

The [Coventry University IO](#) looks after international and EU student recruitment and applications, and provides advice on non-academic issues such as immigration and welfare support.

J**Journal or periodical article**

Journals or periodicals are like magazines and are published several times a year. Articles typically explain research results and are 5-30 pages long. You will be expected to read these as part of your studies. They are available online through Locate or as hard copies in the library.

K**KIS - Key Information Set**

Comparable sets of standardised information about undergraduate courses published through the Unistats website and in university online and print prospectuses.

L

Laboratory class

A practical, taught class held in a laboratory.

LEA - Local Education Authority

Responsible for education for those up to age 18 years old in England and Wales.

Lecture

A lesson or presentation given by an academic to a group of students. Students usually listen and make notes, although lectures also involve interaction between the lecturer and students. Lectures may be pre-recorded for individual viewing.

Locate

The Coventry University Library's online catalogue and resource discovery system.

M

Master's degree

A qualification awarded to students who show a high level of expertise in a particular field and have typically completed an undergraduate degree or equivalent. There are two types of Masters – taught and research – and many qualifications, including MSc (Master of Science), MA (Master of Arts), MPhil (Master of Philosophy), MRes (Master of Research), LL.M (Master of Laws), MEd (Master of Education) and MFA (Master of Fine Arts).

Mature student

An undergraduate student aged over 21 at the beginning of their course.

MBA

The abbreviation for Master of Business Administration, a type of Master's Degree.

Mode

Mode of study refers to full-time, part-time or sandwich (a course that includes a year in industry or working/studying abroad).

Module

At each stage of your course you will take a range of modules. Each module has its own code, title, and credit value. A module descriptor sets out learning outcomes, teaching methods and assessments.

Module leader

An academic who designs, organises and leads a module.

MOOC - Massive Open Online Course

An online course aiming at large-scale participation and open access via the web.

Moodle

Coventry University's Virtual Learning Environment. See [CUOnline](#) for more information.

N

NSS - National Student Survey

A UK survey administered by Ipsos Mori, aimed mainly at final year undergraduate students, which asks their opinions about their experiences of their course. The results are made available to prospective students through the Unistats website and used to compile university league tables in national newspapers.

NUS - National Union of Students

NUS is the national organisation of students' unions for the UK and Ireland, representing the interests of more than seven million students. The NUS Extra Card can be purchased in the SU and provides a range of local and national discounts. To find out more go to the [CUSU](#) or the [NUS](#) website.

O

OIL – Online International Learning

OIL projects involve online interactions between Coventry University students and peers at non-UK universities, so they can work together on subject specific learning tasks or activities while developing key attributes of global graduates, intercultural competence and awareness and digital skills.

Overseas student

Students who do not meet the government residence requirements for Home or EU fee status are classified as overseas students, even if they live in the UK.

P

PDP - Personal Development Planning

A structured process that helps students reflect on their learning and plan for their personal, educational and career development.

PhD or DPhil

An advanced university degree, Doctor of Philosophy, which usually lasts 3 years full time and up to six years part time. A person with a PhD uses the title, "Dr."

Placement

A period of time in which students gain workplace experience as part of their studies. Placements may also be referred to as work placements or internships.

Plagiarism

The act of using other people's words, images etc. without reference or acknowledgement as if they were your own. Plagiarism is an example of Academic Dishonesty. See [CAW](#) or your Faculty Student Handbook for more information.

Postgraduate

A student who is studying for a postgraduate degree, such as a Master's degree, a postgraduate certificate in education (PGCE) or a doctorate (PhD).

Professor

In the UK, a professor is a senior role which recognises an individual's high levels of achievement and professional standing in a particular academic subject or discipline, or in pedagogy or university leadership.

PTES - Postgraduate Taught Experience Survey

This annual sector-wide survey gains insight on the taught postgraduate student learning and teaching experience.

Q

QAA - Quality Assurance Agency

A government organisation which assesses the quality and standards of higher education provision.

R

REF - Research Excellence Framework

The system for assessing the quality of research in UK higher education institutions overseen by the Higher Education Funding Council for England (HEFCE). The results are used to decide how public funding of research is shared amongst universities.

Refworks

A piece of software that allows you to electronically store and manage your list of references at the end of your written work. Referencing your work properly helps you avoid plagiarism. EndNote is another popular piece of referencing software.

Registry

The administrative hub of Coventry University is responsible for a wide range of functions, from governance to student administration. The Registry consists of Academic Registry, Tier 4 Compliance, Group Quality Unit and the Policy Unit. See also Faculty Registry.

Renew - a book

If your book loan time is running out you can use [Locate](#), the online Library catalogue system to keep it longer.

Reserve - hold a book

You can use Locate to reserve a book if all copies are already out on loan to other people. You cannot renew a book if someone else has reserved it.

S

Sandwich year

A course of study which includes a year of practical work in an organisation outside the university or a year abroad at a partner university. The sandwich year is usually the penultimate (last but one) year of a degree course.

Scholarship

Scholarships are financial awards to help students with the cost of studying. They can be based on financial need or academic performance.

Seminar

This is a teaching method in which a group of students meet with an academic or tutor to discuss a subject or specific readings in more detail. Seminars are smaller and more interactive than a lecture and are often student led.

Sigma

Sigma provides maths and statistics support for Coventry University students and is located on the ground floor of the Library. To find out more go to [Sigma Maths and Stats Support](#).

Single Honours and Joint Honours

In a single honours degree course a student studies a single subject. In a joint honours degree course a student studies two subjects concurrently.

SOLAR - Student Online Academic Record

Students can access their results through SOLAR.

Study Abroad student

A visiting student (including non-European exchange students) who has been accepted onto a course for a semester or full academic year as part of their home university course.

SU - Students' Union

See CUSU for information.

Subject librarian

Each course has a dedicated subject librarian, based in the DMLL on the 3rd floor of the Library, who helps students find specialised subject information for their studies.

T

Tier 4 Visa

A type of visa that non-EU international students must obtain to study a course that is longer than six months. The Coventry University [Registry Tier 4 Compliance Team](#) ensure that international students meet their visa and attendance requirements.

Tuition fees

Undergraduate tuition fees for UK and EU students are regulated by the Government and universities can only charge up to a certain amount per year. Postgraduate fees are set by each university. International students may pay different fees to Home/EU students.

Turnitin

A software programme which enables electronic submission of coursework and the detection of plagiarism, comparing the content of student assignments against a large resource of existing materials.

Tutorial

Tutorials can be one-to-one or small group. They might focus on module, course or academic issues, careers and employability or on wider concerns.

U

UCAS - Universities and Colleges Admissions Service

The organisation responsible for managing applications to undergraduate higher education courses in the UK.

UKVI - United Kingdom Visas and Immigration

The Home Office government department that runs the UK's Visa Service, monitors Tier 4 visas (including student enrolment, attendance and withdrawal) and ensures compliance with immigration regulations.

Undergraduate

A person who is studying for a Bachelor's degree.

VLE - Virtual Learning Environment

A VLE enables students to study and learn online, access learning resources, and interact with fellow students and staff. Coventry University operates two VLE, [Moodle and Mahara](#).

W

There are no entries for this letter.

X

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Y

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Z

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