

Glossary of Terms and Acronyms for ESW Staff

This is an attempt at a comprehensive list of teaching-related terminology and acronyms that are found in UK HE generally and Sussex particularly.

Where acronyms are pronounced as words, pronunciations are indicated. (If none is indicated, assume that the initials are read as letters.)

Academic Time Survey	A record of the hours you spend on teaching/research/admin/etc. that is occasionally required for TRAC-FEC. Done via Sussex Direct.
ACR	Annual Course Review
ADQE	Academic Development and Quality Enhancement office. Oversees implementation of curricular policy and validation and periodic evaluation of courses. [formerly: Academic Office]
A levels	‘Advanced’ level. In the English education system, the final year of pre-university i.e. school education and the final exams. The exams are offered by a range of ‘boards’ so the content can vary. Preceded by AS levels , at which students take more subjects. The grades for A-levels are a major consideration in university admissions.
Annual Course Review	Internal review undertaken for all taught courses by each Board of Study and sent upward to School and University Teaching & Learning Committees.
AS levels	‘Advanced Subsidiary’ level. The year of study/exams preceding A levels .
assessment	Collective term for any work submitted by students for marking and/or feedback. Often particularly refers to summative assessment .
assessment block	Examination/submission period in which for most of the University, no teaching takes place.
assessment convenor	Member of academic staff in the School who oversees the conduct of assessment and marking for a specific module(s)
associate tutor, AT	Someone who is employed to teach on a specific module/sessions and is paid per module/hours taught
BA	Bachelor of Arts
benchmarks, benchmark statements	Standards of learning for courses (e.g. what a BA in ‘X’ must cover), usually set by the QAA
blind second examining	When two examiners separately mark a piece of work, then agree on a mark. Used generally at PG level and for dissertations.
board of study (BoS)	Unit within the School responsible for the degrees within a discipline.
borderline	The status of a student’s degree classification If it is close to the next classification (e.g. a 69 is a ‘borderline first’ at UG level). There are specific procedures for determining which borderline students are lifted into the higher degree classification. See: classification .
Canvas	Web Based Learning Management System
CAO	= Curriculum & Assessment Officer
capped mark	A mark for an assessment or module that has been ‘capped’ at a bare pass mark (40% UG; 50% MA). Used for re-sits after an initial fail and in some cases of academic misconduct. Done in central systems—you mark as normal.

CEC	Careers & Employability Centre. Located in the Library. (Formerly: CDEC)
Certificate of Higher Education (CertHE)	A qualification that can be awarded for one (passed) year of full-time higher education
classification	<p>Successful undergraduate students leave the university with an 'honours degree' that has been 'classified' according to various formulae, but based largely on the 'grand mean' (weighted average) of their marks from the second and third years (weighted at 40% and 60%, respectively). These decisions are made at the final-year PAB. There are various rules for assigning students whose grand mean is at the 'borderline' between classifications. For more information about classification rules, see the Examination & Assessment handbook. Possible classification outcomes (and the marks associated with them) are:</p> <ul style="list-style-type: none"> • First class (above 70%) • Upper 2nd class, a/k/a 2(i) ('two-one'): 60-69% • Lower 2nd class, a/k/a 2(ii) ('two-two'): 50-59% • Third class: 40-49% <p>(But: see borderline above.)</p> <p>Students who are deemed to have passed but have not reached all the requirements of an honours degree <i>may</i> be given an unclassified, non-honours degree in certain circumstances.</p> <p>Because degree classifications are associated with particular % marks, it's not uncommon for people to refer to marks for individual pieces of work as 'firsts' or 'upper-seconds'.</p>
clearing	After the 'normal' admissions round is complete in August, universities may offer unfilled spaces through 'clearing', a process in which prospective students scramble for places on programmes whose entry requirements are not too far from their A-level achievements.
compensated (credit)	Up to 30 failed credits can be 'compensated' so that a student can progress, in certain circumstances but not on professional courses for teachers and social workers. (See Examination Handbook.)
compulsory (module)	A module that must be passed before the student can progress to the next level (or graduate); that is, it cannot be condoned, compensated or treated as trailed credit . (cf. core)
condoned (credit)	Up to 30 failed credits can be 'condoned' so that a student can graduate, in certain circumstances but not on professional courses for teachers and social workers. (See Examination Handbook.)
conflation (of marks)	The calculation of component marks of a module to give the module's final mark.
contributory assessment	See: summative assessment
convenor	The person with overall responsibility for a module (module convenor/leader) or a few other academic oversight roles (course convenor , assessment convenor, admissions convenor)
coordinator	Member of admin staff with a particular responsibility, e.g. for a Board of Study or Head of School

core (module)	A module that is required for a course or a pathway (cf. option , elective ; cf. compulsory)
course	The whole programme that leads to a degree. E.g. the BA Childhood and Youth course.
course leader	The person who leads, manages and oversees the operation and content of a particular course. In other Schools these are called 'course convenors'.
CREC, C-REC "sea-wreck"	Cross-School Research Ethics Committee. English answers to the Social Sciences & Arts (SSA) C-REC. See: ethical approval.
credit	The unit of value of modules in courses. The BA is constituted of 360 credits, and students typically take 60 credits per term.
Curriculum & Assessment Officer	Member of School administrative staff responsible for ensuring that curriculum & assessment procedures are followed and that changes to them are processed appropriately. CAO
DDS	Director of Doctoral Study
Diploma of Higher Education (DipHE)	a qualification that can be awarded if a student has passed two years (in credit) of higher education
dissertation	A long essay submitted at the end of a taught degree (BA or MA).
DOSE "dose" or "dozy"	Director of Student Experience
DPhil "dee-fill"	A doctoral degree. Now replaced at Sussex by PhD.
DRAKE	Director of Research and Knowledge Exchange
DSA	Disabled Students' Allowance
DTA	Doctoral teaching assistant—i.e. a PhD student who is contracted to do teaching
DTL	Director of Teaching and Learning
DVC	Deputy Vice Chancellor (2 nd in command); this position currently rotates among PVCs.
ECR	Early-career researcher
elective	A level 4 or 5 module that is not part of a degree programme. Single-honours students take one per term for their first two years. May be part of a pathway . (cf. option)
electronic submission	See: ESEF .
Erasmus	Programme for exchange of students and staff within the European Union
ESEF "ee-seff"	Electronic Submission & Electronic Feedback. See: http://www.sussex.ac.uk/tel/submission
ethical approval	Any student or staff research that involves live human subjects must go through ethical approval process. UG & PGT research is approved within the school; Staff & PGR research is approved by the Arts & Social Sciences C-REC. http://www.sussex.ac.uk/english/internal/forstudents/researchethics
exam boards	Collectively, the MABs and PABs
exam convenor	aka assessment convenor
extenuating circumstance	See: mitigation .

external examiner	An academic from another HEI who is employed to review our assessment procedures and outcomes annually in order to ensure that they are fair and meet national standards. Each course has at least one and they serve for 3-4 years.
FE	= Further Education
feedback	Information that tutors give students about the student's progress on an assignment, assessment or more generally on module/course. Feedback may be written or verbal.
FHEQ	Framework for Higher Education Qualifications: http://www.qaa.ac.uk/publications/information-and-guidance/publication?PubID=2718#.Ve2RE3fLLL8
FHEQ levels	The levels of study starts in post-16 education (the years of AS level and A level study/examinations). So at university: Level 3 = foundation year (not part of a degree; Year 0) Level 4 = year 1 of bachelor's degree Level 5 = year 2 Level 6 = year 3 (final year in BA) Level 7 = master's level (formerly called level M)
finalist	Student in the final year (whether that is the 3 rd or 4 th year) of an undergraduate course
first examiner	The person with primary responsibility for the marking of a module's assessments.
flagged (on the system)	When a student has a recognised impairment that is communicated to tutors and advisor via SxD.
formative assessment	Feedback given to students on draft work, or feed forward on a final submission, to enable the student to know how to improve. Note: in the wider university, formative feedback is considered by some as that which does not count towards their final mark for the module e.g. that which is given on a draft. (See: non-contributory assessment)
foundation year	Pre-degree-level year of study.
Further Education	In the UK, post-16 but non-university education. As opposed to HE (higher education).
FT	Full-time
FTE	Full-time equivalent e.g. three single-honours students would be 3 FTEs. 2 part time would be 1 FTE.
FY	Foundation year
GCSE(s)	General Certificate(s) of Secondary Education. Exams taken around age 16.
general impairment	An on-going health problem or disability that may impair academic function (as opposed to an acute extenuating circumstance). This will be flagged on Sussex Direct and reasonable adjustments may be made.
grade	see mark
GTS	General Teaching Space (i.e. classrooms)
Harvard	Referencing and citation style preferred by EL&L. See: http://www.staffs.ac.uk/support_depts/infoservices/learning_support/refzone/harvard/
HE	Higher Education (i.e. university-level)
HEA	= Higher Education Academy

HEFCE “heff-key”	Higher Education Funding Council of England: the body that distributes public funds for universities
HEI	Higher Education Institution (i.e. universities)
Higher Education Academy	Professional organisation (publically funded) to support learning and teaching standards and innovation. Manages the individual accreditation (HEA Fellowships) for academic staff.
HoS	Head of School
HoBoS	Head of Board of Study
informal assessment	see formative assessment
Investigating Officer (IO)	Aa member of School academic staff who facilitates and oversees the processing of student academic misconduct cases.
ITS	Information Technology (Computer) Services
joint honours (joint hons)	A course in which two subjects are studied in equal amounts.
league tables	Rankings of universities and courses (or other things), usually by national newspapers. Different newspapers use different ways of making judgements so there are variations in rankings.
learning agreement	An agreed set of conditions on further study, implemented via the DOSE when a student’s attendance or progress is a problem or they are re-taking a year
learning outcomes (LOs)	Statements of what a successful student will have achieved/be able to do by the end of a module or course.
level (of study)	See: FHEQ levels
LO	= Learning Outcome
MAB “mab”	= Module Assessment Board
mark	(a) The percentage-based numeral given to an assessed submission, or the conflation/average of those numbers that constitutes the mark for the module or course. (b) A (percentage) point given for a correct answer, e.g. ‘This exam question is worth 20 marks. You got 13 marks for it.’
EC	Extenuating circumstance. Also used to mean ‘evidence of’ these. (E.g. ‘Does the student have MEC for that missed exam?’) See also: mitigation
MEQ	Module Evaluation Questionnaire. Used for student feedback on some modules.
mitigation	If a student has extenuating circumstances (e.g. illness) that prevents them from adequately completing assessments, they have ‘mitigating circumstances’ that may allow for work to be rescheduled or excused. This terminology has now shifted to extenuating circumstances . See: http://www.sussex.ac.uk/studentlifecentre/mitigation/
MLE	Managed Learning Environment. In our case, Sussex Direct .
module	A (usually) 15 or 30-credit unit of teaching that is taught to a group of students over a term.
Module Assessment Board (MAB)	Termly exam boards in which the execution and outcomes of assessment is considered on a module-by-module basis in order to identify any problems in the conduct of assessment for that term (with a view to mitigating any extreme irregularities).
moderation	Process by which marks are checked for consistency and appropriateness.

MPhil “em-fill”	A Master’s level research degree. (This may also be awarded if doctoral work was not sufficient for a PhD).
non-contributory assessment	One that does not ‘count’ towards a module mark(s). See: formative assessment
NSS	National Student Survey. Contributes heavily to league tables
office hour	A consistent advertised time when faculty staff will be in their office, available for students to consult with them. (Also known as consultation times, feedback hours, etc.)
option	A module within a (major) course that is not required for a course, but which can be chosen by the student to fulfil their credit requirements (cf. core, elective)
PAB “pab”	= Progression and Award Board
PAC “pack”	= Portfolio Approval Committee
pathway	A two-year programme of modules (totalling 60 credits) in the elective slot that is rewarded with mention in the student’s degree title. E.g. Childhood and Youth with a pathway in French. Some three-year 90 credit pathways (i.e. minors) are available.
periodic review	A major internal review (with external reviewers) of all courses within a School, carried out every five years.
personal tutor	see: academic advisor
PG , PGT, PGR	Postgraduate, postgraduate taught (i.e. MA study), postgraduate research (i.e. PhD study)
PGCE	Postgraduate Certificate in Education: the recognised qualification for teaching from Early Years to Secondary schools.
PGCert	Postgraduate Certificate. An award for postgraduate study that is usually a third of the credit value of a master’s.
PGCertHE	Postgraduate Certificate of Higher Education. The teaching qualification that university staff may be required or encouraged to have.
PGDip	Postgraduate Diploma. An award for postgraduate study that is less than a master’s but more than a PGCert. (Usually, all but the dissertation.)
Portfolio Approval Committee	Body that reviews new course / pathway proposals both for academic merit and for planning/resource issues
progress (verb)	To be accepted onto the next year of study in an undergraduate course. E.g. one <i>progresses</i> from first year to second.
Progression Assessment Board (PAB)	Termly exam boards (following the MABs) in which decisions about individual students’ progression to the next year of study or the classification of their degree. Membership is usually for around three years and will include School Directors, HoDs etc.
prospectus	The web/paper-published official guide to courses on offer at the University. (There are actually two: UG and PG.) http://www.sussex.ac.uk/study/prospectus
Pro Vice Chancellor (PVC)	Academic-administrative post directly below the Vice Chancellor & Deputy Vice Chancellor, assigned a particular portfolio and oversight of particular Schools. Includes PVC (Education), PVC (Research), PVC (International), PVC (Planning & Resource)
PT	Part-time
PVC	= Pro Vice Chancellor

PWD	Permanent Withdrawal
QAA	Quality Assurance Agency: national organisation that sets standards for and reviews taught programmes
qualification	An award for successful completion of education (above a certain level). Includes degrees, diplomas, certificates, A-levels, etc.
RAM "ram"	Resource assessment model: i.e. how funds are distributed internally through the university
reading week	A week in some Schools in which no teaching sessions are held. Staff still keep office hours
reasonable adjustments	Adjustments made in light of a student's long-term disability or ill health, especially with regard to assessment. Can include extension of deadlines, quiet rooms for exams, etc. Proposed by Student Support Unit , then approved by the School.
REF "reff"	Research Excellence Framework: the evaluative exercise by which funding is nationally distributed to universities by HEFCE on the basis of research activity. The last one was in 2014.
research degree	A degree earned by a substantial piece of original research alone (no module-based teaching) e.g. MPhil and PhD.
re-sit	A second (or occasionally third) attempt to pass a module, with a capped mark .
sampling	Usually a sample selected for moderation
school meeting	A meeting of the School.
SCLS	Sussex Centre for Language Study. Administratively part of the School of English, but operationally separate. Offers academic support for international students, as well as language courses.
SEC	School Education Committee
second examiner	A second marker for an assessment/module.
SEF	Sussex Estates and Facilities (outsourced company responsible for buildings & grounds)
single honours (single hon)	A course in which one main subject is studied (rather than a 'joint' where two are studied).
sit	Either: a first attempt to pass an assessment or module or: a subsequent attempt that is treated as if it were the first attempt (because the result of the first attempt has been excused). cf: re-sit
Skills Hub	Website run by the Library that is a 'one-stop shop' for transferrable skills, including writing/referencing, library/research, employability, IT skills, exams/assessment, personal development. http://www.sussex.ac.uk/skillshub/
SLC	= Student Life Centre
SLT	Senior Management Group – for ESW (consists of Head of School, Directors of Doctoral Study, Research, Student Experience and Teaching & Learning, school manager, and relevant member of finance)
SPA "spa"	Student Progress and Assessment office. (They collect and process marks, give information to exam boards.)
SSPC	= School Student Progress Committee
SRC	School Research Committee
SSA C-REC	See C-REC.
SSEG	= School Student Experience Forum

SSU	= Student Support Unit
stage	Another term for 'year' as a level within a UG course. E.g. a 'stage 1' module is taught in year 1.
Student Experience Forum (SSEG)	Termly meeting of the School's student representatives and selected staff members to identify and discuss matters of student concern. Chaired by the DOSE .
Student Life Centre	Students' contact point for access to all non-academic support services, e.g. mitigation processes, financial help, counselling, etc. Located in Bramber House. http://www.sussex.ac.uk/studentlifecentre/
School Student Progress Committee (SSPC)	School-based committee, chaired by the DOSE, that reviews progress of students who have repeatedly failed to meet attendance or submission requirements and can move to withdraw the student from the University.
Student Support Unit (SSU)	Office on campus providing services for students with disability or long-term ill health. http://www.sussex.ac.uk/studentsupport/index
study abroad	Available to all students as a part of Sussex choice (voluntary year/term abroad); For more info: http://www.sussex.ac.uk/study/sabroad/forsussexstudents/
summative assessment	An assessment on set work, often at the end of a module e.g. an exam, essay etc. which contributes to the final mark of the module. The feedback on this may not necessarily be formative. (It may also be called a contributory assessment .)
Sussex Choice	The branding of various ways a student can choose to enrich their UG curriculum, including electives, pathways, study abroad , and placements. See: http://www.sussex.ac.uk/study/ug/sussexchoice/
Sussex Direct (SxD)	Sussex's MLE (managed learning environment).
Talis Aspire	The reading list software used (via the Library).
teaching block	11-week academic term.
Teaching Fellow (TF)	A member of academic faculty on a teaching only contract (rather than teaching and research).
TEF	Teaching Excellence Framework: a Conservative-government-proposed (not yet operating) exercise for evaluating and ranking teaching at universities
TEL	Technology-Enhanced Learning unit: supports staff in using technology including Study Direct, Lecture Capture, social media, etc.
term	The more colloquial way of referring to a teaching block
TF	= Teaching Fellow
thesis	The final submission in a research degree (MPhil, PhD).
TRAC-FEC "track-feck"	Transparent Approach to Costing-Full Economic Costing: a means to try to quantify direct and indirect costs at universities; the reason for Academic Time Survey. See: http://www.sussex.ac.uk/finance/services/corporateaccounting/tracfec
trailed credit	If an undergraduate has at least 90 credits of the required 120 to progress to the next year of study, they may be allowed to 'trail' the remaining 15 or 30 credits. That is, they progress to the next year, but must re-take the assessment for the failed module when it is next offered. However, trailed credit is <u>not</u> permitted for students on professional courses in ESW.

TurnItIn	Plagiarism detection software Sussex uses; packaged with our electronic submission system
tutor	The teaching role for a particular module. For some modules there can be multiple tutors.
TWD	Temporary Withdrawal
UCAS "yew-cass"	University and Colleges Admissions Service: agency to which prospective students apply for UG courses at all universities.
UCU	University and Colleges Union: the union representing academic & affiliated staff at Sussex
UEC	University Education Committee
UG	Undergraduate
uncapped	The opposite of a capped (mark)
UKVI	UK Visa and Immigration: handles student visas, so the university has to report to them to ensure the students are 'genuine'.
USSU	University of Sussex Students' Union
V&E	Visiting and Exchange (student) i.e. a student studying at UG level for one or two terms. See also: ERASMUS.
validation	The process by which a new degree course is approved.
variation of study	Deviation from an MA course's prescribed modules, approved by the course leader, DTL and PVC-Education
VC	Vice Chancellor – the highest-ranking member of staff. (University Chancellor is a ceremonial role.)
VCEG "vee-seg" or "vee-sedge"	Vice Chancellor's Executive Group. Advises the VC on major matters. Consists of VC, DVC, PVCs, Registrar & Secretary, Director of Finance, Director of Human Resources
VLE	Virtual Learning Environment. In our case, Canvas .
widening participation (WP)	Programmes that aim to recruit/support/retain students from areas/groups with traditionally low university participation
Withdrawal	(from a course). Suspension (temporary withdrawal) or ending (permanent withdrawal) of registration on a course.