



STUDY GUIDE

UNIVERSITY TERMS

GLOSSARY OF UNIVERSITY TERMS

Appendix/ Appendices	Additional information (which is not essential to answer the question) appended (added) after the end of an assignment. The appendix may be in text, tables, graphs or any other format and is not part of any word count. Appendices are often marked A, B, C etc or numbered.
Assessment Criteria	A group of descriptive phrases to assess your work against.
Bibliography	A list of all the sources of information a student has cited in the text of their work, together with all other sources of information used but not necessarily cited or referred to in any other way and which the student has read or part read. The bibliography appears at the end of a piece of work and is arranged in alphabetical order by surname of the author/s. Refer to Module Guide to see whether required.
Capped	Capped refers to the grade limit a student can get should they submit work late. The student's work may be worth any percentage above 40 (a pass) however it will be formally received as 40%.
Case study	Describes and investigates a situation (for example, a patient being treated in hospital), analyses that situation in the light of relevant theories and literature, identifies any problems, suggests possible solutions and/or makes recommendations.
Citation	A source quoted in an essay, report or dissertation.
Ethics Application	Usually in the format of a form then a review by an ethics committee made up of relevant lecturers that decides whether your research proposal complies with ethical standards in order to go ahead with the study.
Extenuating Circumstances	A policy to ensure that no student is disadvantaged by circumstances beyond their control, whilst maintaining academic standards.
Empirical research	Research which is based on trial, experiment and/or experience.

Essay	A piece of continuous writing on a specific topic. Traditionally, essays do not have sub-titles or headings. One paragraph should flow into the other. Essays should be structured using Introductions, Main Body of Work and a Conclusion. Paragraphs would usually be a minimum of 250 words and be structured using the Point, Evidence, and Explain order.
Examination Board	A board of examiners which meets to decide which candidates/ students should be passed or failed and at what level. There is usually an internal board followed by an external board which has the addition of one or more external examiners.
(Subject) External Examiner	The Subject External Examiner will be asked to comment on assessment processes, and on the standard, content and development of the modules within the subject.
Field trip	Study which is an integral part of a module, but which is undertaken at a location away from the University Centre.
Footnote	Any form of additional information, not regarded as essential in the text, usually in much smaller font, inserted at the foot of the same page.
Formative	A draft submission of work which aims to evaluate and give guidance for improvement or further work.
Journal	Any academic publication which appears at regular intervals (weekly, monthly, quarterly, annually). Academic journals are always peer-reviewed in order to try and ensure quality of content.
Learning Outcome	Describes what the students should be able to do or demonstrate, in terms of particular knowledge, skills and attitudes, by the end of the programme/course.
Lecture	A talk given by a lecturer to a large group of students. Lectures outline the main aspects of a subject and students are usually able to ask questions during or after the lecture.
Literature Review	A systematic survey and critical assessment of what has been written in a topic area. It may include printed, electronic, published or unpublished sources of information.
Module	A distinct part or unit of a course of study.
Peer review	All academic journals or periodicals of any merit are peer reviewed by sending the manuscript to two or more known experts in the field for their comments on its quality. This is the process of peer review.
Plagiarism	Using the work, ideas or words of others in your own work without acknowledging their source. In other words, fraud: passing off the ideas and/or words and/or any intellectual creation of others as your own.

Portfolio	A collection of short pieces of work, which together make up a detailed study of a subject area or act as evidence of the development of a set of skills.
Practical	A 'hands on' session where the theories that are taught within modules are applied to real situations.
Proofreading	The detailed checking of a text for errors of punctuation, grammar and syntax.
Quotation	A short extract of the words or any other material from a work published in print, electronically or via any other means. Quotations must be clearly recognisable as such, for example, through the use of single or double quotation marks or italics.
References	The details of sources of information which a student has used in a piece of work (for example, a book, website or journal article), in a set format laid down by the student's department, and in the Academic Style Guide.
Reference List	A list of all the sources of information a student has referred to directly or indirectly in a piece of work. The list appears at the end of the work and is arranged alphabetically by author surname.
Report	A formal, structured piece of writing that usually presents the findings of some research or an information gathering process. The structure of a report usually structures around the headings Introduction, Methodology, Research, Research Findings and Conclusion.
Research Proposal	Students are usually asked to prepare a research proposal for their dissertation or project. The proposal explains what the student intends to do, how it will be done, and why it is important.
Self-directed (independent) Study	Taking responsibility for your own study and learning, instead of others telling you exactly what to do and when to do it. Time where you are expected to study despite the tutor not being present.
Semester	A period of the academic year in which X amount of modules will be completed, Usually from September-January and February-June.
Seminar	A discussion session on a topic with a lecturer and a small group of students. Seminars often follow a lecture and go into more detail on the topic. Students are usually asked to prepare for a seminar, for example, by doing the recommended reading on the topic.
Summative	The final and formal submission for an assignment for which a mark or grade is given.
Supervisor	A member of staff appointed to supervise an individual student's period of study, dissertation or thesis. The supervisor will arrange regular or occasional meetings with the student so as to give advice and guidance.

Term	The academic year is traditionally split into three terms- Autumn, Spring & Summer. Student Finance will pay loans termly not by semester.
Thesis	A comparatively long piece of work in printed format, summarising a period of research.
Transcript	An official summary which shows the final overall decision/ award and the end of year results.
Tutorial	A meeting session between a course tutor and the tutor group.
Workshop	A practical, interactive teaching session with a lecturer and a small group of students. The session is likely to include individual and group exercises and activities, as well as discussion.

For additional help contact the **HE Study Support team** on **01803 540780** or email **hestudy@southdevon.ac.uk**



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