

## Glossary of University Abbreviations

See also the [Glossary of University Terms](#).

<b>AC</b>	Academic Council
<b>ADC</b>	Academic Development Committee
<b>AQO</b>	Academic Quality Officer
<b>ARSC</b>	Academic Regulations Sub-Committee
<b>CID</b>	Course Information Database
<b>DELTA</b>	Department for the Enhancement of Learning, Teaching and Access
<b>LISC</b>	Learning Infrastructure Sub-Committee
<b>PSRB</b>	Professional, Statutory and Regulatory Body
<b>QAEC</b>	Quality Assurance and Enhancement Committee
<b>RDC</b>	Research Degrees Committee
<b>SAB</b>	School Academic Board
<b>SCQF</b>	Scottish Credit and Qualifications Framework
<b>TLASC</b>	Teaching, Learning and Assessment Sub-Committee

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<b>Academic Calendar</b>	The calendar of key dates for each session. For example, semester start and end dates, assessment periods, graduation dates etc.
<b>Academic Council</b>	<a href="#">Academic Council</a> assumes responsibility on behalf of the Board of Governors for the overall planning, development and supervision of the academic work of the University. In addition, it is responsible for maintaining the academic standards of the University. Equivalent to the Senate in some other higher education institutions.
<b>Academic Misconduct</b>	Actions by a student or students designed to gain an unfair advantage in assessments. Examples of academic misconduct include: plagiarism; falsification or fabrication of data; collusion; bribery; personation; and cheating. Further information, including the definitions and procedures associated with academic misconduct, may be found in <a href="#">Academic Regulation A3 – Section 2: Student Misconduct Procedure</a>
<b>Academic Regulations</b>	The regulatory framework for the academic processes of the University. Accessible from the Student Portal and from the Academic Affairs website at <a href="http://www.rgu.ac.uk/academicregulations">www.rgu.ac.uk/academicregulations</a> .
<b>Academic Year</b>	A period of time from September to August consisting of three <i>semesters</i> (two of which are normally taught). At RGU this period is normally referred to as the Academic Session.
<b>Appeals</b>	An enrolled student has the right to appeal against certain decisions of the University, in accordance with specific grounds for appeal, to permit a decision to be reviewed by a higher authority. The University's <i>Academic Appeals: Awards and Progression Procedure</i> , and the <i>Student Misconduct Procedure</i> which also contain appeals processes, may be found in <a href="#">Academic Regulation A3 – Section 1: Academic Appeals (Awards and Progression) Procedures</a> .
<b>Assessment Board</b>	The University appoints Assessment Boards (sometimes referred to as examination boards) with the responsibility for setting and marking all assessments, and distributing the students' results. Assessment Boards have the authority, delegated from the University's Academic Council, to award qualifications to students. External Examiners, who are appointed to each University course, sit as core members of Assessment Boards.
<b>Assessment Feedback Sheets</b>	Forms on which the tutor provides detailed written comments and guidance to students on their work.
<b>Award (e.g. BA, BSc, MSc, etc.)</b>	A qualification conferred by a university or college signifying that the recipient has satisfactorily completed a course of study. The University's awards are listed <a href="#">Academic Regulation A1, Schedule 1.1</a>

<b>CampusMoodle</b>	The Robert Gordon University's virtual learning environment <i>CampusMoodle</i> , <a href="http://campusmoodle.rgu.ac.uk/">http://campusmoodle.rgu.ac.uk/</a> is an eLearning community which aims to widen access to higher education for: on-campus students; learners not able to attend in real time; and corporate learners. It gives access to a broad range of courses and offers all the facilities of a traditional academic campus with access to expert advice from tutors and subject librarians. Learning materials are provided in a wide range of formats from MS Word documents and pdf files to richer forms of media such as audio and video. Asynchronous discussion forums and synchronous chat rooms enable students to interact, collaborate and support each other, sharing their individual experiences as they progress through their studies.
<b>Corequisite (module)</b>	Modules which must be taken together.
<b>Course</b>	A course is the approved curriculum followed by an individual student that leads to a named award and/or the achievement of academic credit. A course consists of a set of modules taken in accordance with a defined structure leading to a qualification, e.g. degree, diploma, masters, etc.
<b>Course Leader</b>	The member of academic staff who is responsible for the effective delivery and development of a course.
<b>Credits (SCQF)</b>	A measure of volume, credit points are awarded for the successful completion of a module, following successful assessment/demonstrable achievement of learning outcomes, in accordance with the <a href="#">Scottish Credit and Qualifications Framework (SCQF)</a> . As a guide, 1 SCQF credit = 10 hours of notional student effort/learning time. The majority of modules delivered by the University are of 15 SCQF credits, with the exception of modules for projects and dissertations. Normally, a stage of a course corresponds to 120 SCQF credits (1200 notional hours = 30 weeks of 40 hours on a full-time basis).
<b>Deferral</b>	Used to describe a decision about a student's assessment which is delayed, perhaps because the work may not have been completed due to extenuating circumstances, or where academic misconduct is suspected. Where a decision is deferred, the student does not lose an assessment opportunity, and is offered an opportunity at the next scheduled assessment period.
<b>Department</b>	One of a number of functional management areas which support the University's business such as the Financial Services Department, the IT Services Department and the Student Administration Department. The term is also used to describe the discipline groupings within the Aberdeen Business School.
<b>Enrolment</b>	The contractual process whereby a student formally joins the University.
<b>Extenuating Circumstances</b>	Extenuating, or mitigating, circumstances are divided into two types: those which affect the student's ability to submit coursework by the deadline and those affecting a student's ability to submit their coursework at all and/or circumstances which cause a student to absent themselves from an examination.

<b>External Examiner</b>	An appropriately experienced individual not connected with the University, appointed to each course to ensure that all students on the course are consistently and fairly assessed in accordance with the Academic Regulations, and that course standards are in line with national standards.
<b>Governance and Academic Quality</b>	The <a href="#">Department for Governance and Academic Quality</a> is one of a number of functional management areas which support the University's academic provision, particularly in the following areas: quality assurance and regulations; committee servicing; course information; assessment policies and procedures; and research degrees support.
<b>Grading Scheme</b>	The University operates a criterion-referenced Grading Scheme, which is a scale of labels used for describing the measured attainment of certain standards by students in assessment.
<b>Learning Outcome</b>	What a student is expected to be able to do, know and understand on completion of a defined programme of learning, such as a module or course.
<b>Level (SCQF)</b>	The <a href="#">Scottish Credit and Qualifications Framework (SCQF)</a> defines 12 levels, with higher education incorporating SCQF Level 7 (typically stage 1 of an undergraduate course) to SCQF Level 12 (doctoral studies). The levels represent increasing complexity, deriving from factors such as: <ul style="list-style-type: none"> <li>▪ the complexity and depth of knowledge and understanding</li> <li>▪ links to associated academic, vocational or professional practice</li> <li>▪ the degree of integration, independence and creativity required</li> <li>▪ the range and sophistication of application/practice</li> <li>▪ the role(s) taken in relation to other learners/workers in carrying out tasks.</li> </ul>
<b>Module</b>	A module is the building block of a course. Students are required to pass a defined number of these in order to progress or attain an award. The majority of modules at RGU are 15 SCQF credits, with the exception of modules for projects and dissertations.
<b>Module Coordinator</b>	An academic member of staff responsible for the planning, coordination and development of a module.
<b>Prerequisite</b>	A module which must be completed prior to the commencement of another module.
<b>Programme</b>	A collection of courses with large amounts of common content, and usually with approved transfer routes.
<b>Re-assessment /Re-sit</b>	Repeat attempt at an assessment that has previously been failed.
<b>School</b>	An academic unit focusing on particular disciplines and subject groupings.

<b>Scottish Credit and Qualifications Framework (SCQF)</b>	The <a href="#">Scottish Credit and Qualifications Framework (SCQF)</a> , the national qualifications framework in Scottish education.
<b>Semester</b>	One, two or three divisions of an academic session, typically of 15 weeks.
<b>Session</b>	The academic year, normally made up of three semesters. Denoted as: Session 2016-17, Session 2017-18 etc.
<b>Staff/Student Liaison</b>	Every School/Department is required to have formal means of communicating directly with students about any academic issues and, in many cases this is in the form of a Staff/Student Liaison Committee, or equivalent.
<b>Stage</b>	The sequential component of a course defined irrespective of the mode of attendance. For example, a Bachelor degree with honours would be comprised (in Scotland) of four stages.
<b>Student Association</b>	A student-run organisation, the <a href="#">Student Association</a> represents the interests of students and provides a range of information and activities.
<b>RGyoU Student Portal</b>	University intranet, or dedicated website, for use by students of the University, <a href="https://you.rgu.ac.uk/">https://you.rgu.ac.uk/</a>
<b>Student Representative</b>	A student elected by course members (other students) to formally represent their interests.
<b>Viva Voce Examinations</b>	Oral examinations are also known as vivas. These are often used in science subjects to examine a project or other practical work. Vivas may also be given by Assessment Boards after final year examinations and may be used to help determine the final degree classifications.