

GLOSSARY of UEA terms and academic terminology

Term	Meaning
Adviser	All undergraduate and Masters students have an Adviser (also sometimes called an <i>Academic Adviser</i> or <i>Personal Adviser</i>), who is a member of teaching staff in their School of Study. The Adviser is there to help guide students' academic and personal development and to help resolve any difficulties they face at an early stage, referring students to other specialist services as appropriate.
Blackboard	Blackboard is UEA's Virtual Learning Environment and is used for a wide range of learning support such as making course announcements and hosting lecture notes. It is found under the ' Academic ' tab on the Portal.
Course	In the UK a <i>course</i> refers to the degree that you are taking. For example English, Biology, Medicine. Also known in North America as your <i>major</i> . A course consists of a number of <i>modules</i> (see below).
Coursework	A piece of work which students need to complete as part of the assessment for a particular module. Coursework might include essays, reports, presentations and/or other tasks.
Deadline	The time or date by which a piece of work has to be submitted. UEA has strict penalties for work not handed in on time.
Dean of Students' Office	The University department which offers confidential advice and guidance to students about a range of welfare and academic issues. See www.uea.ac.uk/dos for further information .
Dissertation	A long report (5000 – 20,000 words) describing the results of an original study or piece of research. A dissertation can be submitted as part of the assessment on an undergraduate degree, but is more frequently submitted as part of a higher degree (such as an MA or MSc).
Extension	An approved later submission date for your coursework. There will be some instances, when for a very genuine reason, you cannot meet the deadline set for a piece of coursework. There are formal processes for requesting an extension – see www.uea.ac.uk/learningandteaching/students/assessment/coursework/submission .
Extenuating Circumstances	Circumstances (such as medical or personal circumstances) beyond a student's control which cause the student to perform less well in his or her coursework or examinations than he or she might otherwise have been expected to do.
Faculty	A <i>Faculty</i> is a collection of academic departments that are grouped together for teaching, research and administrative purposes. At UEA there are four Faculties: Arts and Humanities (HUM), Medicine and Health Sciences (FMH), Science (SCI) and Social Sciences (SSF). Each Faculty is made up of individual Schools (e.g. BIO, MAT, NBS, ECO, MED)
Formative assessment	Assessment which does not count towards your final grade, but is a requirement for progression on your course. It is normally intended to help students develop particular academic skills in preparation for <i>summative assessment</i> , which does count towards final grades (see below).
Graduate	Someone who has completed an undergraduate course of study and obtained a Bachelor's degree.

Hub	A University department which provides administrative support for students. There are four <i>Hubs</i> at the University for taught students and one for Postgraduate Research students. The identity and location of your Hub depends on your School and whether you are an Undergraduate or Postgraduate.
Intercalation	A period of formal, temporary absence from a degree programme due to circumstances such as serious illness.
Lectures	A formal presentation of ideas and information by a member of academic staff to a fairly large group of students.
Module	A module is a unit of study which focuses on a single topic or a small section of a broad topic for a limited period of time (often a semester). Each module has a credit value (e.g. 20 credits) which reflects the amount of study and how much learning you have done. Modules can be combined in a variety of ways to form a <i>course</i> .
Portal	The <i>Portal</i> brings all of UEA's electronic resources, systems and information together. It is UEA's 'intranet'.
Postgraduate	A student who is studying a second or third degree (usually at Master's or PhD level).
Reading Week	A period during a semester when there are no formal teaching sessions and students are expected to concentrate on their individual learning and research.
Reassessment	You may be invited for <i>reassessment</i> for any modules taken during a given year where you do not gain the pass mark.
Seminar/Tutorial	A group of, or individual, students meet to discuss a subject with a tutor. They are more interactive than a lecture and are often led by students.
Students' Union	The Union of UEA Students (or <i>Students' Union</i>) represents the interests of students and works in their interest regarding a whole range of issues. The Students' Union is also the focal point for social activities, clubs and societies.
Submission	Handing your work in for assessment. You are required to submit your coursework by a certain process and timescale.
Summative assessment	An assessment that is awarded a mark that counts towards your final grade.
Supervisor	A member of academic staff who guides and manages students who are in the process of planning and completing a dissertation or PhD thesis.
Thesis	A very long piece of writing (normally 80,000-100,000 words) presenting original research submitted for the award of a PhD.
Undergraduate	A student who is studying for a Bachelor's degree.