

# University and Academic Terms Crib Sheet

## Section 3: Administration Structure and Process

Disclaimer: The aim of these resources is to ease the transition for international students into UK higher education and to bring clarity to some of the terminology that is used in this institution. However, the aim is not to imply that UK higher education is the 'correct' way to conduct education, that international students should feel the need to 'assimilate', or that international students are necessarily all in need of such. This is simply a practical tool that may be useful for some students to help navigate the UK system.

## Section 3: Administration Structure and Process

### Personal Extenuating Circumstances (PEC)

These are challenging and mitigating situations (e.g., illness, bereavement, etc.) that students present to request adjustments, such as assignment deadline extensions.

### PEC Form

An official form submitted by undergraduate and postgraduate taught students to apply for adjustments due to personal extenuating circumstances. These cases are assessed confidentially.

### Interruption of Studies

This occurs when a student decides to temporarily leave the University with the intention of returning to the same or an alternative degree program. It is a common choice, and there's no negative judgment associated with it.

An Interruption of Study stops the clock on your research degree candidature. Any period of time approved as an interruption will be added on to your current candidature dates and you will be provided with updated 'end of minimum candidature' and 'latest thesis submission' dates, as appropriate. During the period of interruption, no tuition fees are payable. However, please note that if you are in receipt of a stipend from the University, stipend payments would be suspended during any interruption of studies. This may apply if you are funded through other schemes/sponsors and you should check with your sponsoring body.

### Extensions to Thesis Submission Deadline

For Postgraduate Researchers (PGRs), this is an option to extend the thesis submission deadline if they've experienced an interruption of studies or personal extenuating circumstances.

### Dean

A high-ranking administrative and managerial role within the institution.

### Postgraduate Researcher (PGR) Director

The member of staff responsible for overseeing PGR courses and dealing with issues that emerge for PGRs within the School.

### Degree Programme Director (DPD)

The staff member responsible for curriculum and program-level student support, as well as the organization of undergraduate and postgraduate taught degrees.

### Personal Tutor

A staff member who can offer general advice to students and guide them toward any necessary support services.

### Supervisor

A staff member responsible for providing specific academic feedback, typically related to a dissertation or thesis. These relationships may vary in formality but should always be professional and supportive.

### Assessment Irregularity

This refers to potential instances of misconduct within assessments, such as plagiarism (unacknowledged use of others' work), multiple submission (submitting the same work more than once), collusion, impersonation, or cheating.

### Subject

The specific course or discipline that a student is studying.

### Department/Section

A collected group of related subject areas, in which you have students and staff who study/work on these areas.

## School

A collection of departments, such as the School of Arts and Cultures or the School of Architecture, Planning, and Landscape, or School of Education, Communication, and Language Sciences etc.

## Faculty

The faculties organise and carry out research and teaching throughout the University. They are made up of academic schools, research institutes and research centres. (There are three faculties in Newcastle University: Faculty of Humanities and Social Sciences, Faculty of Medical Sciences and Faculty of Science, Agriculture and Engineering.)

## Student Representative

A student who conveys issues faced by the student body to staff and management. They may represent students at various levels, from the course level to the School, Faculty, or beyond. Each SSC should have a Student Secretary, when student interest is expressed, who works with the Student Chair, organising meetings and communicating about the work of the SSC with the wider student cohort.

## Student-Staff Committee

The Student Staff Committee is made up of both staff and student representatives. Its aim is to improve communication between the two and discuss matters of mutual concern. This is an important part of the quality assurance procedure.

## Viva

A viva voce, more commonly referred to as 'viva', is an oral examination conducted at the end of your PhD and is essentially the final hurdle on the path to a doctorate.

## Module Selection

The process of choosing which modules one would like to study the following year. It is also possible to sit in on (this simply means 'watch/attend') modules for which a student is not registered (sometimes known as 'auditing') for which they will not be expected to submit any assessments. Auditing gives a student the opportunity to investigate topics beyond your taught credits.

## Enrichment Week

A week during the semester when certain courses have no classes, allowing students to engage in other activities or catch up with coursework. It is sometimes known as 'reading week.' This week is the perfect opportunity to engage with a variety of sessions and initiatives from across the University to enhance your experience and develop your skills.

## International Welcome

A series of events and sessions at the start of the term designed to help international students settle in. Students are welcomed to join the International Welcome events to find out how to make the most of the time in UK, start to feel settled, and meet other students.

## Induction Week

The week at the beginning of the term, before teaching begins, consisting of events and sessions aimed at helping students settle into university life. Induction is the opportunity to familiarise yourself with your School and programme of study and ensure that you are prepared before your course begins. Your student induction will be delivered by your School, with a mixture of both face-to-face and online activities.

## The University App

A mobile application for accessing information related to your student status, such as viewing your timetable and managing your library account.

## MyApps

A website used for claiming hours by students employed on campus, also known as SEoC (Student Employment on Campus) or the SEoC app. Please note: Although referred to as an "App", this is not a mobile application but rather a website.

## Turnitin

An internet-based service used for preventing and detecting plagiarism.

## Intercalated Year

A year taken out of medical or dental study to earn an additional degree.

At Newcastle University, intercalation is offered to Medical, Dental, and Veterinary students, enabling them to join Master's or BSc programs. After the intercalation year, students return to their original studies. Intercalating students can enter one of our modular Masters' programs or complete the final year of a BSc course, working within an academically challenging environment.

If you want more information about intercalation, please refer to this link.

<https://www.ncl.ac.uk/medical-sciences/study/undergraduate/intercalation/>

## Cluster Facilities

These are areas or rooms equipped with multiple computers, used for teaching or self-study.

## Acknowledgments

This project is the collective effort of Chang Liu, Heather Proctor, and Jerome Ruddick. We are deeply thankful for the opportunity to work together and for the support we've received.

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Our heartfelt appreciation goes to Jen Tarr and Laura Leonardo from the Researcher Education Development (RED) Department at School X. Their support - both moral and financial - along with their guidance and advice, has been a cornerstone of our progress.

We are grateful to our translators: Chang Liu, Liyuan Liu, and Zheng Li. Their commitment to meticulous translation and their care in ensuring the accuracy and appropriateness of terms have been invaluable to our work. We would also like to thank our focus group participants for highlighting to us the learning obstacles that these materials, at least in part, aim to assist with.

Our thanks also go to the Research Institutes award - specifically the Institute for Social Science - for granting funding for this project.