2. Introduction

The following terms are commonly used in TU Dublin and throughout this handbook and the table is designed to assist you in understanding the terminology.

Structure	**University**	Technological University Dublin.
	Faculty	Academic unit in the University comprising several Schools. You are in the **Faculty of Computing, Digital & Data**.
	School	Academic unit associated with a specific discipline or set of disciplines in which students and programmes are registered. You are in the **School of Mathematics & Statistics**.
Key people	**Head of School** **Head of Discipline**	The management team of the School, collectively known as the **School Executive**. Dr Chris Hills is the Head of the School of Mathematics & Statistics and the Heads of Discipline are Dr Fiona Murray and Dr Carl Sullivan.
	Operations Lead	Senior administrative officer in the School supporting the School Executive and the operation of the school.
	Lecturer/ Assistant Lecturer	Member of academic staff of the School. Lecturers are responsible for academic delivery of modules.
	School Administrator	Staff member in the School providing administrative support to staff. The School Administrator's office for the School of Mathematics & Statistics is in Central Quad on the Grangegorman site, room CQ-241. Visits by appointment.
	Head of Discipline with responsibility for programme oversight	Head of Discipline responsible on behalf of the School Executive for the management of an academic programme.
	Programme Team	All lecturing staff involved in the programme or with expertise pertinent to the development of the programme.
	Programme Coordinator	Lecturer responsible for Quality Enhancement and Quality Assurance related to the delivery of the programme. Liaises with the Programme Team, Year Tutors, Student Representatives and the Head of Discipline with responsibility for programme oversight to ensure the development, monitoring and smooth operation of the programme. Chairs appropriate meetings, oversees the completion and submission of Quality Assurance/Quality Enhancement documentation and highlights any issues.
	Year Tutor	Lecturer responsible for liaising with lecturers and students participating on a particular stage of a programme and monitoring that stage. Available to provide advice and a first-point-of-contact for students.
Academic year	**Academic Calendar**	The Academic Calendar specifies the schedule of teaching, assessment, and other programme related times each year for the University. However, students should check with their Year Tutor as, in a particular year, individual programmes may diverge from specific elements of the calendar.
	Semester	The semester refers to the weeks of teaching and assessment as per the academic calendar.
	Timetable	A timetable refers to the schedule of contact times for a student studying on their programme. Timetables are available online and via Year tutors. Students should ensure that they regularly check their timetables as they may change during the year.
	Review week	A week during which students may reinforce their learning, undertake assessments or revise elements of a module. The School of Mathematics & Statistics operates a full teaching schedule during review week and attendance at classes is expected.
Study	**Programme**	A course of study in the School.
	Award	The qualification gained by successful completion of a programme
	Classification	Some awards are classified – there are different categories of award indicating an overall mark/standard achieved in the programme.
	Stage	A stage of a programme is a number of modules associated with learning credits. Each programme comprises one or more stages. Successful completion of a programme requires the successful

		completion of every stage. Progression from one stage to the subsequent stage requires successful completion of the previous stage and each stage may take one or more years to complete.
	Module	An individual topic of study. Each stage of a programme comprises a specified set of modules each of which is designed to deliver specific learning objectives.
	Core module	A module that is mandatory as part of a programme.
	Optional module	A module that may be chosen as part of a programme of study within a set of given rules.
	Credits (ECTS)	A measurement of the minimum student learning required for a particular module. Credits are measured in ECTS (European Credit Transfer System) and 5 ECTS is approximately equivalent to 100 hours of study. The minimum total study hours comprise Contact hours and Self-study. These measurements are approximate and students may find they require additional time to assimilate material and additional study will lead to better understanding and better outcomes. Students accumulate credits by successfully meeting the requirements of each module of their programme (i.e. passing that module). Students must successfully accumulate all required credits before they may progress within a programme or receive an award. It is normal for a full-time undergraduate programme to comprise 60 ECTS per year.
	Contact hours	The number of module study hours spent directly with the staff responsible for delivering the module.
	Self-study	Hours of autonomous independent learning to be undertaken by each individual student. Students may find they require additional time to assimilate material and additional study will lead to better understanding and better outcomes.
	Learning Outcomes	A description of the high-level learning objectives of a module.
	Syllabus	A more detailed description of the material covered in a module
	Reading list	A list of books or other information sources that should be accessed by students to assist their learning and supplement their understanding of topics. It is assumed that students will independently access a variety of learning materials and find their own sources in order to achieve a full understanding of topics.
	Quality Assurance (QA) & Quality Enhancement	The University's mechanism for monitoring the efficient and appropriate running of programmes and ensuring the maintenance of appropriate standards. Quality Assurance (QA) provides mechanisms for feedback and implemented through the University's procedures and regulations.
	Virtual Learning Environment (VLE)	The online site where learning materials and information are made available for students. The University VLE is Brightspace and the VLE platform can be used to post messages, information, module content, and to host live remote assessments and remote lectures.
Assessment	**University Assessment Regulations (UAR)**	The regulations governing programmes of study in the University. All students should access the University Assessment Regulations (UAR) and it is assumed that they are familiar with the regulations contained therein, e.g. in relation to examinations.
	Examination Board (Module Board/Progression & Award Board)	The official board that ratifies the assessment results for a module (Module Board) or programme (Progression & Award Board). Results are not confirmed until the recommendations of a Progression & Award Board are approved by Academic Council. The Examinations office are responsible for communicating decisions of the examination boards.
	Progression	Moving from one stage to the subsequent stage of a programme. Progression indicates the successful completion of a stage and requires the accumulation of all required credits.
	Carry module	Students that do not attain sufficient credits in a year to progress to the next stage may request to be permitted to continue to study modules from the next stage and "carry" the modules that they are still required to complete. This is at the discretion of the School in extraordinary circumstances and eligibility is subject to strict rules (see

		UAR). Students who are permitted to carry a module will remain in their original stage but will be registered on modules from the next stage in the following year (in addition to those modules that are incomplete).
	Assessment/Reassessment	An assessment is a formal measurement of student learning in a module and the extent to which they meet the learning outcomes that are being measured. Where a student is unsuccessful in an assessment, they may require reassessment in that component before they are deemed to have met the requirements for a module. A second or subsequent assessment is often referred to as a supplemental assessment. Only students that meet the assessment requirements of a module can be awarded the credits. The form of reassessment is stipulated by the School in accordance with the decision of an examination board. Assessments can take the form of final summative written examinations (Exam) or continuous assessments (CA). The final mark for a module is the combination of all assessment components as per the module description. Details of continuous assessments are given by the Year Tutor and Lecturer. Details of final examinations are given by the Examinations Office. Assessment results are approved by the appropriate examination board and Examinations office are responsible for communicating decisions of the examination boards.
	Continuous Assessment	A continuous assessment is an assessment that usually takes place during a module's delivery to reinforce learning and measure ongoing attainment of the learning outcomes. It is generally administered by the lecturer and not the examinations office.
	Examination	An examination is normally used to refer to a final summative examination that is administered by the examinations office as part of the assessment of a module.
	In-person Assessment/ Remote Assessment	Assessment may either be in-person where attendance at an assessment venue is mandatory or via remote (i.e. online) means. Remote assessment procedures will be shared with candidates and it is the candidate's responsibility to ensure that they have the environment and equipment necessary. All regulations must be followed for all assessments and severe penalties are applied for cheating or plagiarism.
	Exceptional Circumstances and EC form	Exceptional Circumstances are detrimental, verifiable, documented circumstances that have affected a student's ability to perform to their normal capacity in an assessment or to miss a period of study. A EC form must be used to document personal circumstances and must be accompanied by documentary evidence and, usually, a professional opinion. The impacts of Exceptional Circumstances are dealt with through the EC forms that are presented at the examination boards. For instructions on the processes for submitting a EC form and the time limits that apply, please see the separate guidance provided for students by Student Services.
	Deferring an examination	If unforeseen circumstances prevent a student from undertaking all examinations during an examination session (winter; summer or autumn), students may postpone their examinations to the next available sitting. A form must be submitted sufficiently in advance of the affected session. Please see the separate guidance provided for students studying programmes in the School of Mathematics & Statistics.
	Exemption	Students may apply via the Head of Discipline with responsibility for programme oversight for an exemption from a module where they can provide evidence of having previously met all the learning outcomes. If awarded, a student will not take the module but will automatically receive the credits. No mark is awarded and the module cannot be used in the calculation of the final degree classification.

	Pass/Pass mark	Successful completion of a module occurs when a student meets the required level of proficiency in relation to the learning outcomes. This is called a "pass" or "passing a module". Where the assessment of the learning outcomes is determined by a numerical mark, the mark required in order to demonstrate an adequate proficiency in a module or component of a module is called the "pass mark".
	Threshold (assessment)	A threshold is a mark in a component(s) of assessment that must be met in order to be eligible to pass the module or a larger component. Where a threshold is not met in a component a final mark may not be computed and a N/A mark may be returned.
	Compensation	If a student does not reach the pass mark of a module, in some circumstances, an examination board may permit them to pass the module by compensation when their performance in other modules is sufficiently above the pass requirements and they meet the GPA/GPV requirements. The regulations governing compensation are given in the UAR and programme documentation.
	Grade point value (GPV)/Grade point average (GPA)	The final assessment of a module is converted to a numerical value between 0 and 4. This is a GPV and is also associated with a alphanumeric code. Overall performance in any stage is calculated by the average of applicable GPVs for that stage weighted by credits. This is called the GPA. The GPA determines the degree class awarded.
Assessment issues	**Plagiarism**	Plagiarism is to represent the thoughts, words, visual or audio material, or inventions of another as your own. In particular, material that is presented by a student that is not their original work and has not been fully and accurately referenced and credited is plagiarism. Plagiarism is cheating no matter whether it is intentional or unintentional. Plagiarism also includes obtaining another individual to produce work on one's own behalf. Plagiarism is not tolerated and where demonstrated will result in disciplinary action.
	Use of AI	AI refers to the use of any online tools that use AI to support your learning. The programme and its modules are designed to achieve and demonstrate specific learning, skills and understanding. The allowed use of AI in this process is therefore dependent upon these objective and different requirements apply to each learning element. It is important for students to determine the level of use of AI that is permitted in any task, to accurately declare where AI has been used and to adhere to the guidelines and rules in relation to AI use an independent learning.
	Disciplinary panel	Students that are alleged to have breached University Assessment Regulations (or other regulations of the University) may be called to a disciplinary panel that will assess the allegation based upon all evidence provided. If found in breach of regulations students may incur penalties which will affect their academic record.
	Recheck	A student may request that an examination script be rechecked, whereby a script is checked to ensure that all marks have been credited and all material considered. The appropriate procedure is described on the university website and there is a fee for this process.
	Remark	A student may request a remark whereby a script is marked afresh. The appropriate procedure is described on the university website and there is a fee for this process.
	Appeal	Students may appeal decisions of the University, including academic decisions, and details are given in the UAR. Grounds for an appeal must be met which normally include new information not previously available or a breach of due process.
Leaving the programme	**Deferral of studies**	A student that is unable to continue their studies may request a deferral of studies. If granted, their studies are paused and continued when they re-join the programme at the same stage, normally in the following academic year. Students should speak to the Programme Coordinator in the first instance.
	Withdraw (from a programme)	A student may withdraw from a programme if they wish to leave the programme without an award and not return. Students should speak

		to the Head of Discipline responsible for overseeing their programme in the first instance.
	Graduation	The formal award of the qualification from the University. All awards are approved by Academic Council and those approved for a major award are invited to a graduation ceremony where they are presented with a certificate of their award. Graduations take place in October and February.

Additional information is provided in the separate guidance provided for students studying programmes in the School of Mathematics & Statistics.