

Glossary



- Academic Council** Principal Academic Body of the University chaired by the Director General that controls and regulates all academic activities under the aegis of Board of Governors.
- Academic Year** The Academic Year is made up of two semesters. It normally starts at beginning of mid *August/September to end in June/July* of the following year.
- For some programmes, the Academic Year may start in *March to February* of the following year. Under certain circumstances the Academic Year may be specified by the Academic Council.
- The Academic Year normally coincides with the Academic level for full time programmes only.
- APEL** Acronym for “*Accreditation of Prior Experiential Learning*” and applied for admission purposes. Procedure whereby recognition is given to a candidate’s learning and practical experience, deemed to make him/her eligible for a programme, in lieu of the normal academic requirements for same
- APL** Acronym for “*Accreditation of Prior Learning*” and applied for admission purposes. Procedure whereby recognition is given to a candidate’s academic qualifications other than those normally required for a programme and deemed to be satisfactory alternatives for same.
- Appeal** A student not satisfied with his/her results at an examination may make an appeal to the Registrar for a remarking of his/her paper/s against payment of a fee as determined by the University.
- Assessment** Procedure by which a student’s performance in a module is evaluated and it is made up of continuous assessment and examination.
- Assignment** Work assigned as part of a student’s programme of study and is normally counted in his/her assessment.
- Attachment** Period during which a student may be posted in a workplace or in another institution as part of his/her programme of study and normally intended to give him/her practical experience. It may also count in the continuous assessment.
- Board of Examiners** Committee chaired by the Head of School and made up of the examiners of a programme to consider results and make recommendations thereof to the School Board.
- Continuous Assessment** Assignments, projects, class tests, presentations, attachments, practicals given as part of the overall assessment of the module, generally counting for 30% of the total marks, unless otherwise stated.

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| Convocation | Official ceremony during which certificates, diplomas, degrees and postgraduate degrees are awarded to students. Honorary degrees may also be awarded. |
| Core module | Compulsory module that must be taken by all students in a particular programme and must be passed for obtention of the award. |
| Coursework | Coursework means assignment, project, class test, presentation, practical and any other item as may be prescribed by the School. |
| Credit | Academic unit measuring 15 hours of learning. An award is based on the basis of a specified number of credits, for example 108 credits earn a degree. A module is worth 3 credits and a dissertation 9 credits, unless stated otherwise. |
| Disciplinary Committee | Committee chaired by a member of <i>the</i> Academic Council to look into complaints about students and to make recommendations thereon to the Academic Council. |
| Dissertation | Research-based long essay normally counting towards the award of a diploma, degree or postgraduate degree. |
| Elective | A module which a student freely chooses from a prescribed set. The number of electives a student has to take may vary from programme to programme. The elective may be worth 3 credits or 6 credits <i>or as specifically</i> prescribed by the Academic Council. |
| Exemption | Dispensation granted to a student with respect to a module/part of a programme deemed by the Academic Council to have already been fulfilled and counting towards the award. |
| External Examiner | A person, external to UTM, appointed for examining the submission of a candidate for an MPhil/PhD Degree. |
| Head of Resource Centre | Librarian |
| Interruption of studies | of Period during which a student is allowed to temporarily discontinue his studies on grounds approved by Academic Council. |
| Level | Programmes of study are organised in levels 1, 2, 3 and 4 (<i>if applicable</i>) for undergraduate programmes and level M for taught postgraduate programmes. A level is constituted of a number of modules spread across 2 semesters for |

full-time students and normally 3 semesters for part-time students.

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| Merit-based scholarship | Scholarship awarded by the UTM to students with outstanding performance |
| Moderator | A person, internal or external to UTM, appointed to moderate examination papers and marked scripts as per established policy. |
| Module | <p>Unit of study consisting of one or more separate elements (theory/practical work/coursework/assignment...) forming part of a programme of study.</p> <p>A module is generally of 45 hours duration and represents three credits.</p> <p>A programme is generally made up of core modules and electives.</p> |
| Need-based scholarship | Scholarship awarded by the UTM to assist meritorious students in need of <i>financial support</i> |
| Placement | Period during which a student is attached to a place of work for practical training as part of his/her programme and counting towards an award, unless stated otherwise. |
| Programme | Denotes a course of study as approved by Academic Council. |
| Project | A piece of work, usually research-based, counting towards an award. |
| Resit | Re-examination of a failed module, subject to programme regulations as prescribed by the UTM Regulations |
| Repeat | A case where a student is called upon to study at the same level of the programme in which he/she is called upon to repeat with exemptions as per UTM's Regulations before being allowed to proceed to the subsequent level if applicable. |
| Semester | Study period of 6 months comprising 15 weeks of lecturing and allied academic activities followed by an exam break of 1 week and normally 5/6 weeks of examination. |
| School Board | The academic committee at the level of each School chaired by the Head of School, which makes recommendations to the Academic Council on matters pertaining to the School. |
| Withdrawal | Termination of a student's registration for a programme on grounds laid down by Academic Council or at his/her own request. |