

## Annex A

### Glossary and abbreviations

**Allocations of staff time**: system employed by the institution to recognise work effort and allocate resources of staff time between tasks.

**APL/APEL**: assessment of prior learning (APL) and assessment of prior experiential learning (APEL) are mechanisms by which certified and uncertified learning is assessed against admission requirements.

**AHRB**: Arts and Humanities Research Board (see also Research Councils).

**Collaborative projects**: involving more than one person working on aspects of a project within and between academic and non-academic institutions.

**Enrolment**: entering an individual student on the institution's records system, taking fee payment, etc.

**Funding Councils**: the bodies responsible for funding higher education in England, Scotland and Wales, namely the Higher Education Funding Council for England (HEFCE), the Higher Education Funding Council for Wales (HEFCW), and the Scottish Higher Education Funding Council (SHEFC).

**Head of department**: member of staff with responsibility for resources (human and physical) within a defined area of the university's structure.

**HESA**: Higher Education Statistics Agency

**Induction**: defined programme to introduce students to the institution, its facilities and the particular circumstances pertaining to research students.

**Interdisciplinary projects**: involving work that crosses the traditional boundaries between academic disciplines.

**IELTS**: the International English Language Testing System used as an entrance requirement to degree programmes for students with English as their second language.

**Presentations**: opportunity for students to present and defend their work and receive critical feedback.

**Progression**: the progression of a student from one phase to another of a named award (eg, from year one to year two).

**QAA**: Quality Assurance Agency for Higher Education

**RAE:** Research Assessment Exercise, carried out every 4-5 years, to assess the quality of research by peer review, producing ratings on a scale of 1 to 5\*. This rating is one of the main factors in allocating funding for research to institutions.

**RDP:** research degree programmes – used to cover all aspects of the student experience from recruitment and induction, supervision, skills development, through to assessment for any higher research degree.

**Registration:** registering a research degree programme as acceptable within the institution's regulatory framework.

**Research Councils:** the six Research Councils are government funded through the Office of Science and Technology to support research in particular fields, in both their own establishments and in higher education establishments. They are: the Biotechnology and Bio Sciences Research Council (BBSRC), the Economics and Social Research Council (ESRC), the Engineering and Physical Sciences Research Council (EPSRC), the Medical Research Council (MRC), the Natural Environment Research Council (NERC), and the Particle Physics and Astronomy Research Council (PPARC). A similar role is performed for the arts and humanities by the Arts and Humanities Research Board (AHRB).

**Transfer/upgrade:** the movement of a student from one form of registration (typically MPhil) to another (typically PhD).

**Unit:** an institutionally defined cognate area of research, which may or may not relate to an RAE unit of assessment.