

Glossary

<u>AAD</u>	School of Art, Architecture & Design
<u>Academic Regulations</u>	These regulations explain how London Met courses are structured, and how the University make decisions about student progression through the levels of a course and how the University calculates the final mark and award classification.
ALT	Academic Liaison Tutor. ALT maintains a relationship between the University and the collaborative partners and provides support to the academics in the partner institutions.
<u>APC</u>	Academic Portfolio Committee. APC is a sub-committee of the Academic Board and is responsible for the development and oversight of the University's academic portfolio, including collaborative partnerships i.e. new course proposals, course suspensions, closures and title changes.
<u>APP</u>	Access and Participation Plan. APP set out how higher education providers will improve equality of opportunity for underrepresented groups to access, succeed in and progress from higher education.
<u>AQD</u>	Academic Quality and Development. The department at London Met with responsibility for supporting quality assurance and standards for courses.
Assessment Map	The Assessment map gives an oversight of the course's assessment timetable over the year. It shows when an assessment is due to be submitted and the type of assessment the students will be required to undertake.
CCM	<p>Course Committee Meeting. CCMs take place bi-annually and are a platform for monitoring student experience by soliciting good practice and issues with regards to the delivery of the modules, library services and general academic environment and facilities.</p> <p>Collaborative Partners are required to hold bi-annual course committees with Student Reps. Dates for the meetings should be agreed between the Collaborative Partner and the ALT. Course Committees should be chaired by an appropriate member of staff at the Collaborative Partner institution e.g. Course Leader and a member of the University from the relevant School (usually the ALT).</p>

<u>CEP</u>	The University's Course Enhancement Process – annual monitoring of London Met's undergraduate and postgraduate provision using key metrics to drive forward action planning and course enhancement.
CLA	This Course Level Agreement is entered into pursuant to and subject to the provisions of the Institutional Memorandum of Agreement entered into between the University and the Partner Institution. The Partner Institution agrees to deliver the Course subject to the terms of the Course Level Agreement and the Institutional Memorandum of Agreement.
CMA	Competition and Markets Authority. CMA is a non-ministerial department of the UK government. CMA works to promote competition for the benefit of consumers, both within and outside the UK.
COD	Course Offer Database. COD records all the courses which London Met offers to applicants.
Common Practice(s)	These focus on enhancement activity. These are not mandatory in England but can be worked towards.
<u>Conditions of Registration</u>	They are minimum requirements that providers must meet in order to be/stay registered with the OfS. They demonstrate that the provider is able to offer high quality higher education to students.
Core Practice(s)	These are mandatory requirements for all UK higher education providers, including London Met and represent effective ways of working that underpin the delivery of the Expectations and result in positive outcomes for students.
CPED	Centre for Professional and Educational Development
<u>CPC</u>	Collaborative Partnerships Committee. CPC reports to the University's Academic Board. It has oversight of quality assurance and enhancement procedures of collaborative academic provision.
DAP	Degree Awarding Powers. These are powers bestowed on institutions to award degrees. There are different types of DAPs which stipulate what degrees can be awarded. London Met has the powers to award from levels 3 to 8.
Digital Literacy	According to JISC, digital literacies are those capabilities which fit an individual for living, learning and working in a digital society. Digital literacies should be embedded within each London Met course.
EA	External Advisor. These academic and industry experts provide an independent external view of the courses and advise the Validation/Approval Event panel on any necessary revisions to course or module content and assessments.

<u>EE</u>	External Examiner. The EE ensures that the University's academic provisions meet nationally comparable standards and the quality of provision and the student experience is continuously reviewed and improved.
<u>ESFA</u>	The Education and Skills Funding Agency.
<u>ESJ</u>	Education for Social Justice. The ESJ framework is a University strategy which reaffirms its position and commitment to social justice and social mobility.
Expectations for Quality	These express the outcomes providers should achieve in setting and maintaining the standards of their awards, and for managing the quality of their provision. They are mandatory requirements for all UK providers including London Met.
<u>FHEQ</u>	Framework for Higher Education Qualification. The frameworks set out the different levels of higher education qualifications and the requirements for each of these.
<u>GSBL</u>	Guildhall School of Business and Law
<u>GSR</u>	General Student Regulations
HEI / HEP	Higher Education Institution / Higher Education Provider is a collective term for universities and other institutions that provide forms of higher education.
ICMS	Institutional Continuous Monitoring Statement.
<u>IfA /IfA&TE</u>	Institute for Apprenticeships & Technical Education
<u>IMoA</u>	Institutional Memorandum of Agreement. IMoA is a written legal document describing a cooperative relationship between two parties wishing to work together on a project or to meet an agreed upon objective. London Met has an IMoA with each of its collaborative partner institutions who teach and assess students which leads to a University award.
Internal Panel Member or Internal Representative	An academic staff member from a different School or an AQD representative in a managerial role attending a Periodic Review (PR) or Validation/Approval event to ensure compliance of the courses being reviewed or validated with relevant internal and external academic regulations and frameworks.

<u>JISC</u>	A UK not-for-profit company that provides network and IT services and digital resources in support of higher education institutions and research.
KPIs	Key Performance Indicators
LTA	Learning, Teaching and Assessment. LTA are different aspects of curriculum within the University.
<u>LTQC</u>	Learning, Teaching and Quality Committee. LTQC is a sub-committee of the Academic Board. Its primary responsibility is the assurance of academic standards and oversight of quality assurance and the improvement of all London Met taught provision, including collaborative provision.
MET CEP	An additional layer of the Course Enhancement Process, focusing on courses across the University most in need of action planning and improvement.
MoU	Memorandum of Understanding. MoU is a formal agreement between two or more parties. MOUs are not legally binding but they carry a degree of seriousness and mutual respect. London Met initially establish a MoU with its partner institutions.
NDA	Non-Disclosure Agreement. NDA is a contract through which the parties agree not to disclose information covered by the agreement.
<u>NSS</u>	National Student Survey. Published every year the NSS is a rich and influential source of information about HE based on students' feedback about their courses and HE provider.
<u>OIA</u>	Office of Independent Adjudicators. OIA is an independent body set up to review student complaints.
<u>OfS</u>	Office for Students. They are an independent public body that reports to parliament through the Department for Education. They ensure that the requirements of the Higher Education and Research Act 2017 are fulfilled.
<u>Ofqual</u>	Office for Qualifications and Examinations Regulation
<u>Ofsted</u>	Office for Standards in Education, Children's Services and Skills; this is a non-ministerial department that is the designated inspectorate and regulator for all services that care for children and young people, including apprenticeships.

OPVC	Office of Pro Vice-Chancellor
PASS	Peer-Assisted Student Success. It was primarily aimed at all L4 students but also includes L5 and L6 students in a different format. Its purpose is to boost academic success and cohort bonding of all participants, through access to peer-facilitated small-group sessions.
POM	Partnerships Operational Manual
<u>PR</u>	Periodic Review is the process that provides the University with an opportunity to critically reflect on the performance of a course or subject area, make the case for its continuation, assess its academic health and currency, and, if necessary, to propose and validate changes. Periodic Review applies to all courses at the University and with Collaborative Partnership provision.
<u>PSRB</u>	Professional, Statutory and Regulatory Bodies. PSRBs are a diverse group of organisations that include professional bodies, regulators and those with statutory authority over a profession or a group of professionals.
<u>QAA</u>	Quality Assurance Agency.
Quality Code	This document enables providers to understand what is expected of them and what to expect from each other. It sets out the expectations, core and common practices.
<u>Regulatory Framework</u>	This states how the Office for Students (OfS) intends to perform its various functions, and provides guidance for registered higher education providers on the ongoing conditions of registration.
QAA SBS	QAA Subject Benchmark Statement. It describes the nature of study and the academic standards expected of graduates in specific subject areas.
QM	Quality Manual
RAG	Red, Amber or Green ratings for courses to indicate level of performance.
<u>SBEN</u>	School of the Built Environment

<u>SCDM</u>	School of Computing and Digital Media.
SED	Self-Evaluation Document. A form completed by Course Teams in preparation for a Periodic Review (PR) event.
<u>SELT</u>	Secure English Language Test. For certain visa applications i.e. Tier 4 applicants must demonstrate a certain level of English language ability. This can be through passing a test with a UK Home Office approved SELT provider.
<u>SHSc</u>	School of Human Sciences.
SLTQC	School Learning, Teaching and Quality Committees. This is the school level quality and standards committee.
<u>SO</u>	School Office is a professional service department within the University which provides administrative support to the Schools' students and staff.
<u>SOC</u>	Standard Occupational Classification. It is a common classification of occupational information for the UK.
SRBD	Student Recruitment and Business Development Department
SSB	Subject Standards Board. SSBs are to confirm academic standards at module and course level, confirming that students have been fairly assessed, that assessment has been fairly marked and moderated and that London Met's regulations have been followed.
SSE	Subject Standards Examiners. SSE are responsible for modules which are assigned to them to examine and provide feedback on.
<u>SSSP</u>	School of Social Sciences and Professions.
Student Panel Member	Provides a student's view on the content and any issues with resources, assessment methods and modes of delivery of courses undergoing a Periodic Review (PR) or Validation.
SU	Students' Union

<u>TEF</u>	Teaching Excellence Framework. TEF is a national exercise, introduced by the government in England. It assesses excellence in teaching at universities and colleges, and how well they ensure excellent outcomes for their students in terms of graduate-level employment or further study.
UAB	University Awards Board. UAB are to confirm the conferment of awards is in line with London Met's regulations and conducted in accordance with good practice guidelines and participate in the monitoring of London Met's assessment strategy and policies.
USO	University Secretary Office. USO is responsible for all legal and compliance arrangements for the University.
<u>Validation (or Approval) Event</u>	A process all new course or module proposals must go through to ensure they meet threshold standards, London Met's strategic plan, and guarantee a positive student experience and outcomes. All courses including those available at London Met and those offered with a Collaborative Partner are subject to validation, partnership courses are validated at an overall Approval Event.
VLE	Virtual Learning Environment
WBL	Work-Based Learning