

College Terms Explained

A

Articulation – the term used to describe student progression from one course to another at a higher level. Dundee College has articulation agreement with many Scottish universities to allow students to progress on to degree courses.

B

Bibliography – This is the word for the list of books and other sources you need to give at the end of essays/assignments so your tutor knows where you found your information.

Blackboard – the name of the student electronic e-learning intranet (see VLE). Students can access important learning resources for their courses, the college and beyond.

Bursary – The name of the funding available if you are studying a full-time further education course. It includes possible tuition fees, travel, equipment & books as well as an allowance given to you. This does not apply to students studying for an HNC or HND programme – see SAAS below.

C

Campus – This means the different buildings that make up the College, currently Kingsway Campus, Gardyne Campus and the Overgate.

Catalogue – The Library catalogue is where you can search for books, place holds on books and log-in to your library account to renew items and check if you have fines. There is a computer in each library just for searching the catalogue and you can access it from home by going to www.dundeecollege.ac.uk, clicking on learning hub at the top of the page and selection Catalogue.

Clearing - UCAS process places student on courses, with vacancies, after Higher and A level examination results or no offers received from other courses. Visit their website www.ucas.co.uk

Centres – subject areas that are grouped together. The college has 8 centres.

Conditional Offer (c/o) – an offer of admission subject to passing examinations to be taken after submitting your UCAS application.

Copyright – Copyright is the law that protects authors, photographers, artists, poets and so on from having their work unfairly copied. It is important you remember about copyright when you are using pictures or information from books in your projects and assignments.

Credits – Scottish Credit and Qualifications Framework (SCQF). This is the academic level established for all Scottish awards.

Curriculum Manager – The person who has overall responsibility for each course in a particular subject area (e.g. Sport, Hairdressing, Business, ESOL).

D

Discretionary Fund – This is money the college has available to assist students who are experiencing financial difficulty. Awards are discretionary but are designed to help if you are experiencing difficulties paying rent/mortgage or general living expenses. Further details and Discretionary Fund application forms are available from the college's Advice Centres.

Deadlines – dates set for submission of essays, practical assignments or reports.

Deferred Entry – an applicant who postpones starting until next academic year having already gained any qualifications/grades required.

DSA – Disability Support Allowance is part of the support for a HNC/D programme.

E

Enrolment – the process of registering as a student on to a course at Dundee College. It is completed online to enable you to enrol before you start college thereby reducing administration tasks for students at the start of the academic year.

Entry Requirements – refers to what you need to enter this course.

F

Fees – tuition fees for Scottish domiciled students in general are paid by the Scottish Government. For non-Scottish students see your Local Education Authority in England and Wales or Library Boards in NI.

Fresher's Fayre – the first Saturday in which you meet the Student Association, learn more about student opportunities that contribute to your experience as you begin your studies.

G

Graded Unit – part of the assessment of a HNC/D programme which tests your understanding across a range of key issues. It is often used by universities to assess readiness for progression.

H

I

ID card – card issued by the college which contains your unique identification number. You will need to provide photographic ID either online or in college. It is needed to access library, computer and course access. It also enables discounts in local shops.

ILA – Individual Learning Account – helps to pay for a range of approved courses. Visit their website www.ilascotland.org.uk

Induction – the process whereby you will be welcomed to the college and provided with appropriate information and support to succeed in your studies and enjoy college life.

ISS – International Student Support – offers one to one confidential advice and guidance to international students and their families on a wide range of issues.

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ICT – Generally refers to computer equipment (hardware) and computer software

J

Jobs4U@DC - on-line vacancy database lists part-time, vacation, work experience vacancies.

Journals – This is another name for the magazines that the libraries have that are on subjects that are taught at college, like Caterer & Hotelkeeper and Architect's Journal.

K

Key Facts – about the College. Please follow link <http://www.dundeecollege.ac.uk/About-Us>

L

Library Card – Your student ID card is your Library card

LEA – Local Education Authority – for funding applications from students resident in England and Wales applying to the College.

Learning Hubs – Spaces at each campus where students can access resources and use computers. Follow link for further information: <http://www.dundeecollege.ac.uk/Student-Life/Library>

M

Map – follow the link to the campus map <http://www.dundeecollege.ac.uk/About-Us/Map>

Modules – independent and self-contained units of study related to the course and each module is credit rated at different SQCF levels. Each module will comprise of lectures, tutorials and/or workshops, depending on the subject.

Moodle – the name of the new student electronic e-learning intranet (see VLE). Students will be able to access important learning resources for their courses, the college and beyond.

My SDP - accessed via your lecturer to help develop and record your skills, motivations, qualities, learning style, focus on targets, priorities, help construct your CV.

N

O

Overdue – This means you have kept an item that you borrowed from the library longer than the due date. This is the day that you should return your books. If you keep an item longer than its due date, it becomes overdue and you will be charged.

P

Personal Statement – crucial part of your UCAS application form gives you the opportunity to inform the Admissions tutors why you are interested in their course, what academic skills you possess, any work experience you have and those other interests in your social or sporting life.

Plagiarism – passing off someone else's writing or ideas as your own. This is a very serious offence and could mean you will be asked to leave your course, as it goes against the Student Code of Conduct.

Principal – the person who is the Chief Executive of Dundee College. Her name is Christina Potter and she leads an Executive team of Depute, Assistant and Associate Principals and the Directors of Human Resources and Policy and Governance.

Programme – subject that a student studies.

Q

R

Registry – the college department responsible for processing the student information.

Reference Books – These books are kept together in the library away from the main shelves and can only be used in the library. These tend to be books like dictionaries, thesauruses and encyclopaedias, but will be made up by a variety of books.

Referencing – If you use information from a book, magazine, website and so on in your college work, you must make a reference to tell your tutor where you found the information.

S

SAAS – Student Awards Agency for Scotland – for fees and funding enquiries if you are resident in Scotland and studying a HNC/HND. Visit their website www.saas.gov.uk

SDS – Skills Development Scotland. Careers Service organisation offered by the college and available in Dundee City centre. www.careers-scotland.org.uk

Semester – The college has 2 teaching blocks (semesters) each academic year beginning in September and January.

SLC – Student Loan Company. Visit their website www.slc.co.uk

Student Association – Dundee College Students Association. E-mail them at SA@dundeecollege.ac.uk

Student Funding – for fees and funding enquiries if you are resident in Scotland and studying at Introductory, Access, NC or NQ level. E-mail studentfunding@dundeecollege.ac.uk

Study Skills – learning at college involves developing a whole range of new skills and tuition is provided by the Academic lecturers.

T

Tutorial – small group of students and their tutor meet to discuss their work and course issues.

U

UCAS – Universities and Colleges Admissions Service. Visit their website www.ucas.co.uk

UCAS extra – opportunities for applicants who have used-up all of their original choices and are holding no offers to make further applications.

Unconditional – the term usually used to describe an application that is accepted without any conditions.

V

VLE – Virtual Learning Environment – Blackboard and Moodle.

W

Withdrawal – when a student decides to permanently leave their course.