



# Terms & Conditions

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Before you start a new Nottingham Advantage Award module, it is essential to read the following Terms and Conditions. These will answer questions you may have on requirements, enrolment and assessment.

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Modules offered as part of the Award have been chosen to enhance your academic studies and increase your employability. Employers are keen to see how students have developed over their time at university and the Nottingham Advantage Award is just one way of showing directly how a variety of skills have improved your employability and personal development. The Award (30 credits in total) is aimed at enhancing your academic studies not competing with them.

## Award Eligibility

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The Award is available to all registered students at the University of Nottingham. The Award is offered at our UK, China and Malaysia campuses. All students, including inter-campus mobility students and incoming international exchange students are eligible to take part in the Award, on all campuses.

## Enrolment and Registration

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You can enrol for Award modules by visiting our online module catalogue on [workspace](#) which can be accessed via our [website](#). Each module has its own method of application, timetable and assessments. Some modules will have enrolment deadlines due to the module cap or timings to complete teaching and assessment. Please check all relevant enrolment deadlines and that you can fully commit to the module and attend all sessions before applying.

## Attendance requirements

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It is an expectation that students attend every scheduled session for their module and engage fully in the module activities. Several modules also include input from external speakers who have given their time freely to the University to support the Award. All modules require students to demonstrate professional behaviours including punctuality, commitment, integrity and team-working. If you are forced to miss a session please contact your module leader at the earliest opportunity. Module leaders retain the right to remove students from modules for non-attendance.

## Modules and Credits

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To achieve the full Award, this will take a minimum of two academic years (maximum of 20 credits per academic year). Once you have reached 30 credits, you will be unable to achieve additional credits.

Your Award credits are shown on your final diploma supplement. The Nottingham Advantage Award is in addition to your degree programme and does not count towards your final degree result. If you have achieved the full Award then this will also be included within the graduation programme.

The Nottingham Advantage Award offers a variety of modules that are worth 10 or 20 credits each.

Award modules comply with the undergraduate regulations of the University. A 10 credit module comprises 100 hours of student learning. To complete a module, students must undergo and pass assessments.

Available modules are listed on the online module catalogue including module specifications that detail the aims, objectives and outcomes of each module. The portfolio of modules is varied and is designed to allow you to choose modules suitable for your own needs and personal skills development. Some involve many contact hours with staff and external speakers, whereas others have lower contact but a great emphasis upon self-directed learning. Some modules are available to all students; some are available to students in particular schools. The mode of delivery for each module relates to its learning outcomes.

Modules may differ every term or year depending on staff availability and timetabling commitments. Some modules may be offered every term. We make every effort to make a timetable available for each academic year at the start of the autumn semester. We may also offer new modules throughout the year.

Award modules are delivered in the English language and Precessional students are advised to consult module convenors to ensure that they have sufficient English language competency to be able to successfully complete the module.

## Assessment

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Assessment methods vary according to the learning outcomes of each module. Typically they include portfolios, presentations, journals, visual media, or peer review. A module may have more than one element of assessment. Students are required to complete all elements in order to pass and weightings will be shown. Modules are assessed on either a pass or fail basis. All pass/fail decisions on NAA modules remain provisional until confirmed by the Exam Board.

Each module will have deadlines and these will be provided to you by the module convenor and may also be made available via the module details on workspace. Assessment requirements are outlined in the module specification. Any relevant marking criteria will be made available to you by the module convenor.

Failure to hand in assessments on time without good reason may result in a fail mark being attached to the module. Award modules do not form part of your academic course and so the standard University penalties for late submission do not apply.

Any work that does not meet the learning outcomes of the module and the standards required will be failed. You can only pass or fail a module as we do not allocate marks or percentages. Assessment requirements are outlined in the module specification.

There is no automatic right of resubmission. Resubmission opportunities will depend on the nature of the module and the availability of staff.

As in all of your academic work at the University, the assessment for Award modules must be your own. Should you be suspected of plagiarism the standard university procedures will apply.

If you feel it is likely that you will be unable to complete assessments due to any personal difficulties you must contact your convenor, or the Award team, at the earliest opportunity to discuss this. (Please do not submit an Extenuating Circumstances form as these forms are not used for the NAA. Similarly, please do not submit an Extenuating Circumstances form to your school for NAA modules as they are unable to action these.) Competing academic deadlines are not a suitable reason for failing to submit assessments.

For students aware of a disability or long term health condition that they feel may have an impact on their performance or ability to engage with particular aspects of the module, please contact your convenor, or the Award team, at the earliest opportunity to explore relevant adjustments.

### Academic Misconduct

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All assessments must be your own. By submitting your assessments you confirm that the work is all your own and that any sources you have consulted are properly acknowledged and referenced.

Cases of suspected Academic Misconduct such as plagiarism can be investigated by the Award Academic Director or designated representative.

### Module Completion

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All assessments are subject to a moderation process and marks are submitted to a formal examinations board.

Once you have passed a module your result will be added to your record in MyCareer. Any modules that you have not passed, or have withdrawn from, may be noted in the record but will not appear on your diploma supplement\*.

Please contact [Nottingham-advantage-award@nottingham.ac.uk](mailto:Nottingham-advantage-award@nottingham.ac.uk) if you believe the records of modules may be inaccurate or are in need of updating.

\*Except failed NAA modules that are also compulsory academic modules which may appear on your diploma supplement

## Award Completion

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Students who complete 30 credits will receive the Nottingham Advantage Award certificate. Certificates for the full 30 credit Award will be presented to students during the annual Celebration Event and the names of completers will appear in the Celebration Handbook. All modules taken as part of the Award will be shown on your degree diploma supplement. In addition, on the year of your graduation, and if you have completed the full Award throughout your time at University of Nottingham, your name will also be featured in the Special Awards and Prizes section within the Graduation Handbook.

For students that have not completed the full Award, credits for individual modules will still be shown on the degree diploma supplement.

## Student Representation

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The Award is overseen by a steering group who meet three times a year and whose membership includes senior managers and academic staff from across the University. Each academic year, two student representatives are appointed to join the steering group to represent student views, provide feedback and contribute to strategic discussions. You would be very welcome to provide ideas and feedback to the student representatives, or, directly to the Award team.

## Contact us

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You will be supported throughout by the Award team and your module leaders with whom you will have regular contact. Please contact your module leader directly for queries about teaching learning and assessment on your module. For queries about the Award more generally please contact [Nottingham-advantage-award@nottingham.ac.uk](mailto:Nottingham-advantage-award@nottingham.ac.uk) or telephone on 0115 84 68159. You can also enquire within the Careers and Employability Service, Level D Portland Building, University Park.