



Terms & Conditions

Before you register for the Award it is essential to read the Terms and Conditions. These will answer several of the questions you may have on eligibility, registration and more.

Award Eligibility

The Award (30 credits in total) is aimed at enhancing your academic studies not competing with them.

The Award is available to all registered undergraduate and postgraduate students at the University of Nottingham. To achieve the full Award will take a minimum of two academic years (maximum of 20 credits per academic year). The Award is a 30 credit Award. You can therefore complete 3 x 10 credit modules, or, 1 x 10 credit module plus 1 x 20 credit module. Once you have reached a maximum of 30 credits, you will be unable to achieve additional credits.

The Award is offered at our UK, China and Malaysia campuses and is also available to inter-campus mobility students and to incoming international exchange students.

The Nottingham Advantage Award is in addition to your degree programme and does not count towards your final degree result. However we do make sure that the additional credits you achieve via the Award are shown on your final diploma supplement. If you have achieved the full Award then this will also be included within the graduation programme.

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 Advantage Award is just one way of showing directly how a variety of skills have improved your employability and personal development.

Enrolment and Registration

You can enrol for Award modules by visiting our website (please see website link below). Our website is our main information resource with module information, registration, locations and other information about the modules. Please check you can fully commit to the module, its assessment requirements and be able to attend all sessions before applying.

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www.nottingham.edu.my/advantageaward



Attendance requirements

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. This includes contacting your module leader and the Award team at the earliest opportunity if you are forced to miss a session.

Students who are unable to attend all of the sessions for their module may be withdrawn from the module by the university and their place allocated to someone else. Module convenors retain the right to remove students from modules for non-attendance.

If you are unable to attend one of the module sessions you need to contact the Award team and the module leader directly.

Modules and Credits

The Award comprises 30 credits. These are in addition to, and thus not included, in your main programme of academic study.

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

Available modules are listed on the Award website. Details about the aims, objectives and outcomes of each module are given under each module title. 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. Some have lower contact but a great emphasis upon self-directed learning. Some require team or group working. 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.

Module choices should reflect a broad range of outcomes to enable a fuller range of learning to be evidenced. It may not be possible therefore to complete modules with the same or very similar learning outcomes.

Students who do not complete 30 credits will not receive the Award. However credits for individual modules will still be shown on the degree diploma supplement.

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

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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.

Assessment

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. Where this is the case students are required to complete all elements in order to pass. Modules are assessed on either a pass or fail basis.

Each module will have deadlines and these may be stated on workspace site or relevant Moodle modules. Alternatively, your module convenor will inform you directly of all deadlines associated with the module. Your assessment should be handed in to your module convenor unless you are told otherwise. Assessment requirements are outlined in the module specification. This, and the marking criteria, can be found on the workspace (see workspace link below).

Failure to hand in assessments on time may result in a fail mark being attached to the module.

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 (see quality manual link below).

Module Completion

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. This, and the marking criteria, can be found on the workspace (see workspace link below).

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

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 shown on your profile on the online careers service database.

Award Completion

Certificates for the full 30 credit Award will be presented to students during their graduation ceremony. All modules taken as part of the Award will be shown on your final year transcript.

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Contact us

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 your module. For other queries about the Advantage Award please contact naa@nottingham.edu.my.

Website

www.nottingham.edu.my/advantageaward

Quality manual

<http://www.nottingham.ac.uk/academicservices/qualitymanual/aboutthequalitymanual.aspx>

<http://www.nottingham.ac.uk/academicservices/qualitymanual/assessment/academicoffences.aspx>

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