



Nottingham Advantage Award

Terms & Conditions

Award Eligibility

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.

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. 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

You can complete a maximum of 20 credits per academic year therefore the Award can be completed in a minimum of two years. Once you have reached 30 credits, you will be unable to achieve additional credits.

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.

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

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.



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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

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

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

Once you have passed a module your result will be added to your MyNottingham profile. Please note that you can only view modules that have been completed in the current academic year. Therefore if you want to find out which modules you have previously completed you should email us. 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*.

Award Completion

If you have completed 30 credits you will receive a completion certificate which is awarded at our annual Celebration Event and your name will feature in the Special Awards and Prizes section of the Graduation handbook. Even if you do not complete the Award, any modules you have passed will feature on your degree diploma supplement. Please note that we cannot produce individual certificate for each module.

naa@nottingham.edu.my

Award Steering Group and Student Representation

The Award is overseen by a Steering Group who meets three times a year and whose membership includes senior managers and academic staff from across the University. Each academic year, student representatives are appointed to join the Steering Group to represent student views, provide feedback and contribute to strategic discussions. They are also part of the moderation process but will only participate in an advisory capacity.

Your Data

The Award team process your data in accordance with the University's Privacy Policy. Your progress through the Award will be recorded on My Career and your assessments, module choices and outcomes may be shared with relevant staff in other departments.

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 teaching learning and assessment on your module. For queries about the Award more generally please contact