DE MONTFORT UNIVERSITY KAZAKHSTAN
Student Handbook 2025/26

NCUK International Foundation Year

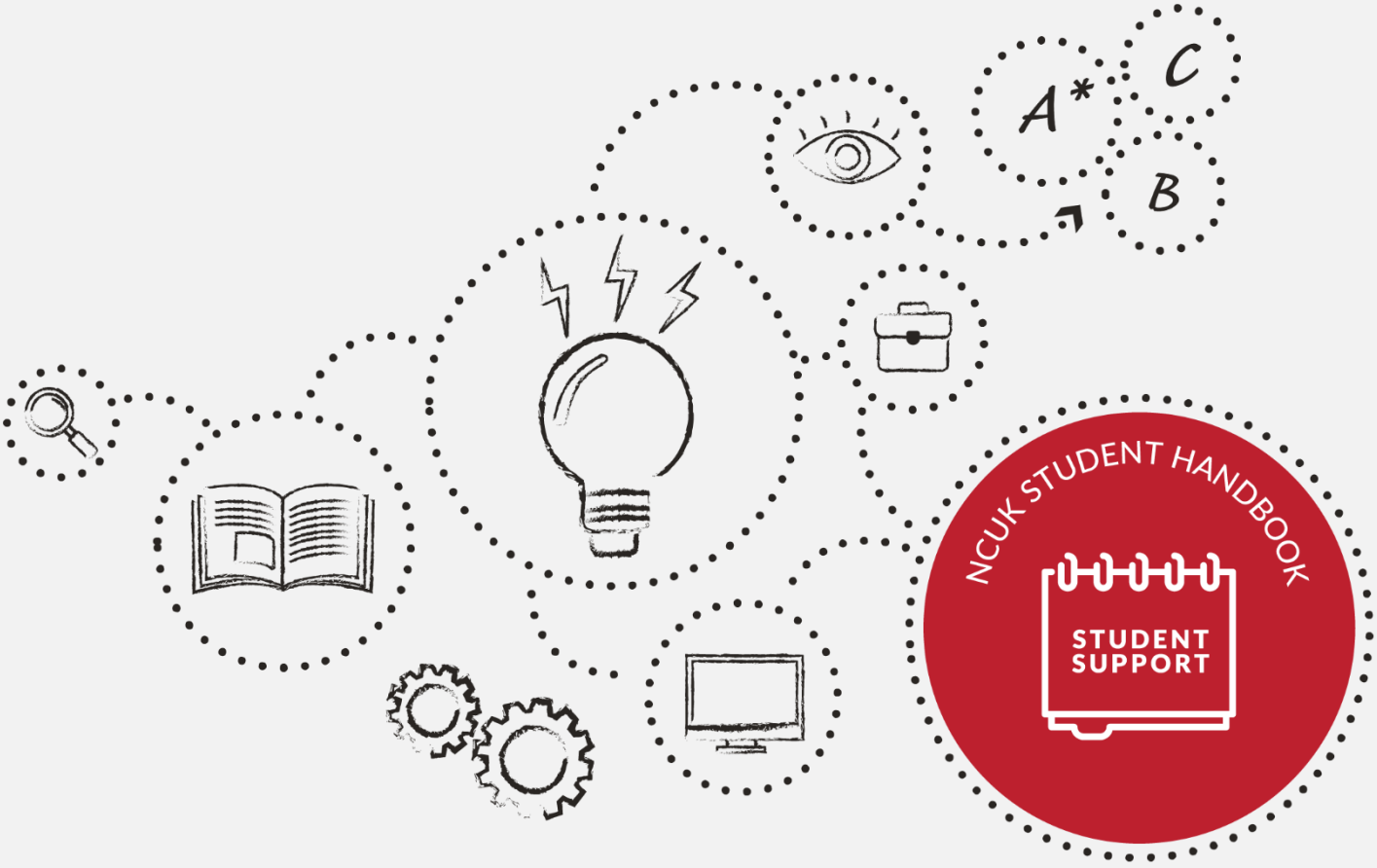


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INTRODUCTION

Thank you for choosing to study at De Montfort University Kazakhstan (DMUK). Our International Foundation Year (IFY) programme is an NCUK qualification. NCUK is a consortium of leading universities dedicated to giving international students guaranteed access to De Monfort University and if they choose to other universities worldwide and helping students succeed when they get there. Our qualifications are recognised by universities around the world including De Montfort University. See www.ncuk.ac.uk/our-universities for further information on where your qualification can take you.

NCUK qualifications have been created to give international students the best preparation possible to study at university. If you pass your NCUK qualification, you are guaranteed a place at De Montfort University or on a suitable course at an NCUK University, provided you meet the university entry criteria. Please visit the NCUK website for a list of the NCUK Universities and an explanation of our guarantee: www.ncuk.ac.uk/guarantee

This Student Handbook contains important information about studying at DMUK for your NCUK qualification. If you read a word or term and do not know what it means, please check the Glossary at the back for a definition (the words and terms are listed alphabetically).

To help give you the best possible start, NCUK has produced an induction (orientation or introduction) about the International Foundation Year which gives you an overview of what you can expect from the course and the university progression options available to you. You can access it on our website: www.ncuk.ac.uk/induction/ and should only take 15 minutes to complete.



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ESSENTIAL INFORMATION

Registration

De Montfort University Kazakhstan will complete your student registration with DMUK and NCUK. To do this De Montfort University Kazakhstan will need your:

- ⇒ name as it is printed in your passport (or birth certificate, if you do not have a passport yet)
- ⇒ passport (if you have one)
- ⇒ email address (if you do not have an email address you need to set one up)
- ⇒ certificate or certificates that show you have the qualifications (entry requirements) needed to study your NCUK qualification

When you have been registered, you will receive an email from NCUK asking you to check and confirm your details. **You must tell De Montfort University Kazakhstan as soon as possible if any registration details are wrong**. If the details are incorrect it could affect your university applications, NCUK Certificate and any documents you may need to obtain your visa to enter your university destination country.

NCUK will store your personal data so that we can provide all your assessments and record your academic progress. If you would like to know more information about how NCUK uses your personal data, please read the NCUK Privacy Notice on the NCUK website at www.ncuk.ac.uk/ncuk-policies/

De Montfort University Kazakhstan or NCUK will inform you about any other information requests required to register you on your qualification.

Teaching and Learning

Teaching methods in DMUK and NCUK Universities are quite different from those used in many other countries. The aim of DMUK and your NCUK qualification is to give you the skills and knowledge to succeed when you go on to study with DMUK or another NCUK University.

- ⇒ All teaching will be conducted in English. You will be encouraged to use English as frequently as possible and at all times whilst on De Montfort University Kazakhstan premises.
- ⇒ De Montfort University Kazakhstan will introduce you to the teaching methods used by NCUK Universities, for example lectures, seminars, tutorials and workshop classes. You will also practise a wide range of study techniques, including individual and group presentations, project work and extended essay writing.

Your NCUK qualification is designed to help you develop the skills to plan your workload and find the motivation, discipline and time to study and learn. De Montfort University Kazakhstan will provide you with opportunities to become a confident, independent learner who is able to recognise and react appropriately to your strengths and weaknesses.

Taking responsibility for your own learning is important to being a successful NCUK student.

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Support and Resources

De Montfort University Kazakhstan aims to support you throughout your studies. To help you get the most out of your NCUK qualification, De Montfort University Kazakhstan will provide access to appropriate pastoral and academic support and you will be able to discuss your progress through regular tutorials. The staff at De Montfort University Kazakhstan will tell you about the resources available, including any additional tutorial support if you have a specific problem with an element of your qualification. You will also receive advice on how to use computer-based resources and the library (or learning resource centre).

Special Educational Needs, Disabilities or Temporary Illness/Injury

NCUK operates an Access Arrangements and Special Considerations Policy. De Montfort University Kazakhstan can provide you with a copy of this policy. You should talk to **Student Services** as soon as possible if you:

- ⇒ have a permanent disability or specific learning needs
- ⇒ have temporary illness/injury or learning needs at the time of an assessment
- ⇒ are affected by something beyond your control at the time of an assessment e.g. a death or serious illness in your immediate family (i.e. brother, sister, mother, father, grandmother or grandfather).

Access Arrangements

If you have a permanent disability or specific learning needs, NCUK may give permission for access arrangements to be put in place. Access arrangements are changes to reduce the effect of your disability or condition.

For example, a student with a *diagnosed* learning difference may be eligible for extra time to complete an exam. Their work will be marked in the same way as all other students for that qualification.

Special Consideration

If you are ill, injure yourself of have another problem that affects your performance on the day of an exam or when you are completing coursework, you may be eligible for special consideration. If there is evidence that your performance was affected by the problem NCUK will take this into account. This may mean that a mark is changed, that an assessment component is discounted (is not used to calculate your final mark) or that you are given the opportunity to be reassessed.

It is **your** responsibility to inform De Montfort University Kazakhstan by talking to Student Services if you think you are eligible for access arrangements or special consideration. De Montfort University Kazakhstan will make sure that your application is completed properly and send it to NCUK.

Please note:

- ⇒ An application for access arrangements must be made ***before*** coursework is completed/an exam takes place.
- ⇒ Special consideration ***cannot*** be requested after you receive your final results.
- ⇒ Information about your personal circumstances is confidential: it will be stored securely by NCUK.

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Your Views

NCUK and De Montfort University Kazakhstan want to make sure that you get the most out of your NCUK qualification. From time to time, De Montfort University Kazakhstan will ask for your feedback (what you think) about your experience studying your NCUK qualification e.g. you will be asked about the teaching and the facilities and resources at De Montfort University Kazakhstan. It is your chance to tell De Montfort University Kazakhstan what is going well and what could be improved. Don't be afraid to say what you really think!

De Montfort University Kazakhstan and NCUK want to learn about your experience and find out if we can make any improvements that will help you or future students.

Please raise any issues you have with De Montfort University Kazakhstan, your first point of contact is your tutor. Most issues can be resolved informally. However, if you feel that the issue has not been resolved to your satisfaction, you may wish to follow De Montfort University Kazakhstan's formal complaints procedure.

NCUK has a complaints process, but you must first go through De Montfort University Kazakhstan's procedure before you can bring the matter to NCUK. To access a copy of the NCUK Complaints and Compliments Policy please visit www.ncuk.ac.uk/ncuk-policies/.

Leaving the Qualification Early (Withdrawal)

If you need to leave your NCUK qualification for any reason, you must contact the Student Services department at De Montfort University Kazakhstan. Remember that if you leave the qualification, you will not be able to apply for a study visa through De Montfort University Kazakhstan or NCUK.



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STUDY OPTIONS AFTER COMPLETING THE IFY

DMUK students who successfully complete the IFY will be able to go on and study at DMUK or choose to study at one of De Montfort University's other campuses in the UK, Dubai and Cambodia. For those who may wish to consider an alternative university, the NCUK University Course Finder (available at www.ncuk.ac.uk/ncuk-qualifications/ncuk-entry-directory) gives detailed information about entry requirements for courses at each of the NCUK Universities.

During the year, there will be opportunities to find out more about DMUK and the opportunities to study overseas. Staff at De Montfort University Kazakhstan will provide advice and give presentations on this.

Your De Montfort University Kazakhstan tutors will tell you what grades they expect you to get at the end of your NCUK qualification and this will help you to choose the most appropriate university course.

Once you have chosen your study path, staff at De Montfort University Kazakhstan will help guide you. After you have applied, the universities will tell you if your application has been successful, and, if so, what grades you will need to achieve at the end of your qualification. If you have any problems receiving offers, NCUK will help to find you an appropriate university course.

When you have taken your final exams, you must wait for your results to be published. If you have not achieved the grades you need, De Montfort University Kazakhstan will advise you on what to do next. Remember that if you do not achieve the grades you need, NCUK will find you an appropriate university place providing you have achieved the minimum pass requirements (see www.ncuk.ac.uk/guarantee).



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University Applications

If you successfully complete your IFY you will be able to continue your studies at DMUK or another De Montfort University campus. If you choose to study at a university that is not De Montfort University, the NCUK Student Support team will help you with applications to NCUK Universities all over the world. If you have any questions about studying abroad, please contact your De Montfort University Kazakhstan Student Services team.

There are two ways NCUK students apply for undergraduate study at NCUK universities. For the majority of universities in the UK, the UCAS online application is used. For all other progression options across the world students complete an online form through the NCUK Student Management System.

Students Applying for Undergraduate Degrees in the UK

UCAS is an organisation that manages the application process for undergraduate degrees in the UK. You will use the UCAS online system to make your UK applications and NCUK will manage the process for you.

The UCAS system allows you to make five university choices. However, as an NCUK student, we strongly recommend to only make three choices to NCUK Universities. If your initial applications are unsuitable and you do not receive an offer, keeping two choices free allows NCUK to make additional applications for you as quickly as possible. It also ensures that you will benefit from the NCUK Guarantee. If you use all five choices, the process of finalising your university offers may be delayed. This may decrease your chances of obtaining a visa in time to begin your studies.

Students Applying for Undergraduate Degrees in Other Countries

As an NCUK student, you can also apply to universities in:

- ⇒ Australia
- ⇒ Canada
- ⇒ Grenada
- ⇒ New Zealand
- ⇒ Malaysia
- ⇒ The United Arab Emirates
- ⇒ The United States

To apply for undergraduate degrees in these countries you will use the NCUK Student Management System. As an NCUK student, you will only need to submit your three course choices and all relevant supporting documents. NCUK will manage the application process for you thanks to our unique relationship with NCUK Universities so you can just concentrate on your studies.

ASSESSMENT (EXAMS AND COURSEWORK)

Assessment is designed to measure what students know, understand and are able to do. NCUK modules are assessed by coursework and/or examination (exam). During your studies you will be given different types of assessment, designed to be similar to the assessments used at NCUK Universities.

NCUK Learning and Assessment Platform



You will complete some or all of your assessments using the NCUK Learning and Assessment platform which is an internet-based application.

Before you start your studies, De Montfort University Kazakhstan will advise you about the IT equipment (e.g. a laptop) and software requirements to access the NCUK learning and assessment platform. De Montfort University Kazakhstan will help you to check your IT equipment is suitable and - if you will complete any assessments away from the study centre – that your internet service meets NCUK's minimum requirements.

De Montfort University Kazakhstan will help you learn how to use the NCUK learning and assessment platform. The Student Hub area of the platform includes a student user guide and 'how to' videos.

Coursework

De Montfort University Kazakhstan will give you a calendar of all coursework with hand in dates. The dates will be arranged so that the work is evenly spread through the year.

Here is some essential information about the coursework system for your NCUK qualification:

- ⇒ **All work that you hand in must be entirely your own and written in your own words**. If your tutors think you have presented someone else's work as your own, they will treat this very seriously and it might result in you receiving no marks for your work or you may even be asked to leave. *The section on Academic Misconduct (cheating) explains this in more detail and you can also ask your De Montfort University Kazakhstan tutors.*
- ⇒ Your De Montfort University Kazakhstan tutors will instruct you on the arrangements for submitting (handing in) coursework.
- ⇒ If you submit work late and do not have a valid reason, marks will be deducted (taken away). This is explained on the next page.
- ⇒ All coursework will be marked (graded) by your De Montfort University Kazakhstan tutors and they will provide some written feedback to help you with your learning.
- ⇒ If you do not pass a piece of coursework that counts towards your final grade, De Montfort University Kazakhstan will tell you if you can resubmit the work. In some cases, NCUK rules will not allow you to resubmit.
- ⇒ You will be given coursework (or homework) that does not count towards your final grade. This coursework is an extremely important part of your development. It will help you improve your skills in particular areas or give you practice for an assessment that does count towards your final grade.

Late Coursework Penalties

Coursework that is submitted late (handed in after the deadline) will have marks deducted (taken away): 10% for each late day. The table (Figure 1) shows how the marks will be deducted.

Figure 1: Late Assessment Penalties

	Multiply Original Mark by:
Day 0	
Day 1	0.9
Day 2	0.8
Day 3	0.7
Day 4	0.6
Day 5	0.5
Day 6	0.4
Day 7	0.3
Day 8	0.2
Day 9	0.1
Day 10+	-

For example, if a piece of your coursework is given a mark of 50/100, but you submitted it one day late, the mark will be multiplied by 0.9 (minus 10%) so you received a mark 45/100.

Examinations

The details of the examinations (exams) for each of your modules will be given to you by your tutors.

You must follow NCUK's regulations when you take your examinations. People called invigilators (these might be your tutors) will make sure that all students follow the regulations.

NCUK Exam Guidelines

Preparing for the exam

a. Be on time. If you are late you might not be allowed to take the exam.

b. If you will handwrite any part of the exam, you should use only black or blue pen.

c. You must **not** take any of the following items into the exam room:

   ⇒ Notes, books or an electronic dictionary

   ⇒ A calculator case or calculator instructions (please refer to NCUK's Calculator Regulations)

   ⇒ Any product with text/data/storage/digital facilities, such as a mobile phone, iPad, MP3/4 player, a reading pen, a smartwatch or watch that has a data storage device

   ⇒ Food

d. Bags, cases or other items must **not** be taken to your exam desk. Small handbags and pencil cases may be left on the floor by your desk.

e. De Montfort University Kazakhstan will tell you if a calculator can be used for the exam. NCUK has regulations about the type of calculator which can be used (see NCUK Calculator Regulations). Before you take your calculator into the exam room you must remove any parts - such as the case, lid or cover - that have printed instructions or formulae on them.

In the exam room and during the exam

f. Sit where the invigilator tells you: there will be a seating plan.

g. Put your De Montfort University Kazakhstan student ID card on your desk. If you do not have an ID card, De Montfort University Kazakhstan will ask you to bring another type of identification to the exam.

h. Listen to the invigilator and follow their instructions at all times. The invigilator will tell you when you can start the exam.

i. Do not talk or try to communicate with any other student or with other persons either inside or outside the exam room.

j. Do not disturb or distract other students or do anything which may disrupt the exam.

k. Do not try to help another student during the exam.

l. Do not borrow anything from another student during the exam.

m. Do not answer more than the required number of questions.

At the end of the exam

n. Stay seated and remain silent until the invigilator allows you to leave the exam room.

o. For exams taken on the NCUK learning and assessment platform:

   ⇒ You must hand any handwritten work and any rough work to the invigilator.

p. For paper-based exams:

⇒ Do not remove any question papers, answer booklets or other items of examination stationery from the exam room.

⇒ You must hand in your answer booklets, including any notes or rough work to the invigilator. Any rough work should be crossed out before you hand in your answers.

If De Montfort University Kazakhstan suspects that any of NCUK's exam rules have been broken, De Montfort University Kazakhstan will investigate the matter. The student(s) concerned will normally be permitted to complete all their exams and De Montfort University Kazakhstan will report the outcome of the investigation to NCUK. Confirmed cases of academic misconduct will normally result in failure and exclusion from NCUK qualifications.

If you have any questions about NCUK's exam regulations, please speak to your tutor and he or she will advise you.

Your Marks and Grades



Your exams and coursework are marked by the tutors at De Montfort University Kazakhstan. NCUK module marks are given out of 100.

Your assessments will be reviewed by NCUK moderators (who are experts in their subject). It is their job to help NCUK ensure that every student studying the same NCUK qualification has been assessed fairly and receives the correct mark for their exams and coursework. It would not be fair if students in one study centre got different (higher or lower) marks for the same standard of work as students at another study centre.

Once the moderators have reviewed student work there is a meeting - called an Exam Board - to discuss the marks and confirm the results.

You will be awarded a mark (and for some qualifications, a grade or classification) for each module you complete; this shows your level of achievement. Offers made by NCUK Universities are expressed in terms of these marks and grades.



NCUK will set the date for the Official Publication of Results: the day when you will be given your final results. De Montfort University Kazakhstan will tell you the date before the end of your study.

NCUK will produce a certificate and transcript of results for you. Following the Official Publication of Results, NCUK will send your certificate and transcript to De Montfort University Kazakhstan, who will then send these to you.

Note that if you do not finish your NCUK qualification, you will not usually receive a certificate, although you may be eligible for a transcript.

Enquiry about Results and Appeals

If you think your results may not be accurate, you must talk to Student Services to discuss whether to submit an Enquiry about Results to NCUK.

Initially, Student Services will explain how your final marks were decided and help you to understand why you received the mark that you did. If you believe that a procedural error has occurred in the assessment process that has caused you to receive an incorrect result, Student Services will be able to advise you about NCUK's Enquiry about Results Policy.

It is very important that you understand that with an Enquiry, your mark and grade may go *down* as well as up. An Enquiry about Results only confirms that all clerical matters in regard to your assessment submission were correctly followed, including moderation. You cannot challenge the academic judgement of the person who marked your work.

If the Enquiry shows that a mistake has been made, any fee (cost) will be refunded.

If you still have concerns about your results after completing the Enquiry about Results process, you should discuss the issues with Student Services, and you may decide to appeal the outcome. You **cannot** appeal against the academic judgement of the NCUK Exam Board. An appeal must be concerned with whether NCUK's policies and procedures were applied properly and fairly. Student Services will help you understand what this means.

Please note that the timeframe to conduct a thorough appeal investigation may delay the university placement process.

De Montfort University Kazakhstan can provide you with a copy of the full NCUK Enquiry about Results Policy and Appeals Policy.

ACADEMIC MISCONDUCT (CHEATING)

Academic misconduct refers to any act that gives a student an unfair gain or advantage in their academic performance or achievement, whether it is an intentional act or not. Academic misconduct is taken very seriously in UK universities and by NCUK. Academic misconduct will result in a penalty (losing marks) and could mean that you fail the assessment, module or even the qualification. For this reason, De Montfort University Kazakhstan will train you in how to avoid problems when presenting your work.

Academic misconduct can be classified into six types:

1. Plagiarism

Copying information, thoughts or ideas from a published or unpublished source without acknowledging (showing in your work) where that information, thoughts or ideas came from.

- During your NCUK studies you will learn how to use sources (e.g. books, websites, articles) and reference them properly.
- De Montfort University Kazakhstan may check your work using an online plagiarism detection system such as Turnitin.

2. Collusion

Where two or more students work together to produce individual assessments that contain the same ideas and text.

- It is important that you **prevent your work from being seen and used by others**.
- Even lending coursework to a friend or leaving work on a shared computer, not knowing that it will be copied, could result in a penalty for collusion.

3. Fabrication of Results

Where a student presents a set of results that are not from their observations or calculations.

4. Subcontracting

Where a student engages a third party in the development of all or part of an assessment. This may be via:

- a paid for service (such as a 'essay mill' website)
- friends or family

5. Use of Translation Services

Where a student uses one or more of the following to produce or help produce their EAP, EAPPU or RCS coursework:

- a paid for translation service
- online eTranslation tools (e.g. a translation website)
- friends or family

This type of academic misconduct affects only the work where your English language skills are assessed e.g. in your EAP, EAPPU or RCS coursework.

6. Examination misconduct

Where a student seeks to gain unfair advantage in an examination.

For example, by using notes, communicating with someone inside or outside the exam room, using a pre-programmed calculator or copying from someone else.

It is your responsibility to make sure that all work you submit is your own and that any sources you used are properly referenced.

Unacknowledged use of Artificial Intelligence (AI) tool (such as ChatGPT), whether paid for or free to use, may be considered to constitute academic misconduct and may result in a penalty to your mark.

Penalties

For collusion, fabrication of results, subcontracting, use of translation services and examination misconduct the coursework or examination **mark will be set to zero**.

For plagiarism, the severity of the penalty will depend on the following a number of factors, such as how much of the work is plagiarised (the level of plagiarism) and the value of the assessment in relation to the total module mark. The NCUK Academic Misconduct Policy details the penalties for plagiarism. De Montfort University Kazakhstan can provide you with a copy of the full NCUK Academic Misconduct Policy.

What will happen if you are suspected of misconduct?

a. De Montfort University Kazakhstan will invite you for an interview. You will be asked to bring any evidence that might help show that the work is all your own, such as notes you may have made when researching the assessment.

b. You will be interviewed by two members of staff (one of these people will normally be the Academic Manager). They will explain why they suspect you of academic misconduct and they will take notes of the meeting.

c. If De Montfort University Kazakhstan has found the original source of the work during its investigation (i.e. a journal article or website) then this will be shown to you in the meeting. If De Montfort University Kazakhstan identified the misconduct using Turnitin, the similarity report will be shown to you.

d. The De Montfort University Kazakhstan staff at the meeting will discuss the evidence to decide whether you have committed an act of academic misconduct. If they agree that you are guilty, they will use the NCUK Academic Misconduct Policy to decide the penalty (mark reduction) that should be applied.

e. A letter will be sent to you explaining that a penalty has been applied and whether you are permitted to resubmit the work. The letter will also tell you that the case will be reviewed by the NCUK exam board and that, if you want to appeal, you should follow the NCUK Appeals process. (Information about NCUK Appeals is in this Student Handbook.)

f. De Montfort University Kazakhstan will provide support to help you improve your academic skills. It is important that you understand what you did.

Please note: if an NCUK moderator finds evidence of academic misconduct, De Montfort University Kazakhstan will be informed and your tutors will be asked for their assistance to investigate the matter further. Where possible, NCUK will ask De Montfort University Kazakhstan to contact you. The NCUK Exam Board will consider what De Montfort University Kazakhstan has said about you and your work. If the NCUK Exam Board decides that the work is not your own, a penalty will be applied. De Montfort University Kazakhstan will inform you about the NCUK Exam Board's decision. If you want to appeal, you should follow the NCUK Appeals process.

FURTHER INFORMATION

Academic Calendar

Please contact Student Services or visit the De Montfort University Kazakhstan website to view the academic calendar.

De Montfort University Kazakhstan Information

Please contact Student Services and visit our website for further information including university contacts, policies and regulations.

NCUK CALCULATOR REGULATIONS

Where the use of a calculator is allowed they **must** conform to these regulations.

- Before taking calculators into the examination room, you must remove any parts that have printed instructions or formulas on them e.g. the case, lid or cover.
- You (the student) are responsible for the following:
  - the calculator's power supply;
  - the calculator's working condition.

Calculators must be:
• of a size suitable for use on the desk; • either battery or solar powered.
Calculators must not:

• be designed or adapted to offer any of these facilities:
  ○ language translators;
  ○ symbolic algebra manipulation;
  ○ symbolic differentiation or integration;
  ○ communication with other machines or the internet.
• be designed or adapted to offer any of these facilities:
  ○ language translators;
  ○ symbolic algebra manipulation;
  ○ symbolic differentiation or integration;
  ○ communication with other machines or the internet.
• be borrowed from another student during an examination for any reason*;
• have retrievable information stored in them – this includes:-
  ○ databanks;
  ○ dictionaries;
  ○ mathematical formulas;
  ○ text.

**During an exam or test, an invigilator may give you a replacement calculator.*

For the **International Foundation Year** **Maths** (Business/Engineering/Science) and **Further Maths** modules, in addition to the standard functions of a scientific calculator the following are required:

- Functions related to the normal distribution
- Functions related to the binomial distribution
- An iterative function (eg ANS button)

Calculator models that have the required functions include:

- *Casio fx-991EX*
- *Casio fx-CG50 (**must** be put into examination mode during NCUK tests and examinations)*

GLOSSARY

Academic Manager	The Student Handbook uses the job title of Academic Manager to refer to a senior member of staff at your Study Centre who manages an NCUK qualification. This senior member of staff might also be known as the study centre principal or study centre academic director.
Academic Misconduct	Any unacceptable or dishonest act by a student that is done to try and improve their marks. For example, a student presents someone else's written work as their own.
Access Arrangement	Something that mitigates against the effect of a disability or other difficulty that a student may have, so that he or she is not disadvantaged. For example, if you have a visual impairment your doctor might tell you that it will help if exam papers are printed for you in large text.
Appeal	A process for formally challenging a decision made by NCUK.
Assessment	An exam or piece of work that is designed to measure knowledge, understanding or ability in a particular subject module or skill. See also Coursework.
Certificate	The official document produced when a student completes their qualification by attaining at least the minimum grade for a subject module or whole qualification.
Classification	A level of achievement. NCUK uses classifications to express student achievement in the International Year One (Distinction, Pass and Unclassified) and in Master's Preparation and Pre-Sessional (Distinction, Credit, Pass and Unclassified).
Coursework	A type of assessment that is an alternative to examination and which can take a variety of forms; for example, coursework could be a written project or essay, a portfolio or presentation.
Credits	A student on the International Year One will receive credits for each module he or she has passed. Universities specify credits as part of their entry requirements.
Enquiries about Results (EAR)	The process a student may access to request checks on possible procedural errors relating to the final result of a module.
Exam Board	A meeting held to confirm student results. Exam Boards ensure that all matters of assessment have been conducted fairly and according to NCUK regulations.
Grade	A level of achievement for a module e.g. A, B, C, D, E or U (ungraded). NCUK uses grades to express achievement levels in EAP, EAPPU, RCS and the IFY subject modules.

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Guarantee / NCUK Guarantee	The promise that all students who successfully complete an NCUK qualification are assured a place on a suitable course at one of the NCUK Universities. It is explained here https://www.ncuk.ac.uk/guarantee/
Invigilator	A person employed by De Montfort University Kazakhstan who is responsible for supervising an exam or assessment.
Minimum Pass Requirements	The minimum marks (or grades) required in order to be eligible for the NCUK Guarantee (https://www.ncuk.ac.uk/guarantee/).
Moderation	The process during which student work is reviewed. This is done to ensure that each student is assessed to the published NCUK standard and receives a grade that is an accurate reflection of their ability.
Moderator	A person employed by NCUK to ensure that academic standards are maintained, meaning that every student is assessed by the same standards. Moderators are subject specialists and have experience teaching in UK universities and colleges.
NCUK Universities	The universities that accept applications from students who are studying or have completed an NCUK qualification.
Pastoral	Non-academic support. Pastoral tutors are concerned with students' general welfare.
Points	NCUK points are allocated to each IFY student based on performance in each module. Each grade has a points allocation e.g. an A grade is worth 48 points. Some universities give their entry requirements in points. EAP, EAPPU and RCS results do not contribute to NCUK points totals.
Special Consideration	After an assessment, an Exam Board may take action to reduce the effect of a temporary illness, injury or other problem experienced by a student at the time of assessment. This may involve a small change to the assessment mark or the student may be given permission to re-take the assessment.
Student ID Number / NCUK ID	A personal number issued to each student when they are registered with NCUK. You must put your NCUK ID number on every assessment and examination answer booklet you complete.
Study Centre (or Centre)	A school, college or similar institution that is approved to deliver NCUK qualifications e.g. De Montfort University Kazakhstan

Transcript	An official document which lists a student's academic record, including the titles and marks of the modules studied for your NCUK qualification. You will receive an NCUK transcript provided that you complete your qualification. The transcript is normally issued with the Certificate.
Turnitin	An online plagiarism detection system that compares student work with material on the Turnitin database, including web pages, publications (e.g. books and journal articles) and every student paper ever uploaded to Turnitin. If you have copied part of your work, Turnitin will show this.
UCAS	Universities and Colleges Admissions System. This is the organisation that is responsible for the handling of applications to UK universities for undergraduate students e.g. students studying NCUK IFY or NCUK IYOne qualifications.
University Course Finder	A guide to the minimum entry requirements needed to progress to courses at NCUK Universities.
Withdrawal	When a student decides to leave their study centre. Students who withdraw are not eligible to take final examinations and will not be issued with results or certificates or transcripts.
Working day	Any day other than Saturday or Sunday or a UK national holiday.