

Jargon Buster

When looking for advice it's useful to know what the terms you're encountering actually mean. We've put together a handy jargon buster to keep you in the know.

Term	Definition
<u>AccessAbility</u>	<p>A service offering support to students with specific learning difficulties, mental health or mobility difficulties, deafness or visual impairment.</p> <p>Located in the David Wilson Library.</p>
Advice Service	<p>Students' Union service offering academic and housing advice, as well as signposting. The service is confidential, free to use, and independent of the University.</p> <p>Located in the Percy Gee Building.</p>
Advisor	<p>Our full-time staff, and part-time student staff members, who provide academic advice and signposting to students.</p>
Appeal	<p>A process by which students can ask the University to review a decision they have made regarding the student's academic career.</p> <p>If you are a campus-based student you must attend the classes specified in your course timetable.</p>
Attendance Monitoring	<p>If you are an international student your department is required by the UKVI to monitor your attendance.</p> <p>Where attendance obligations have not been met the University may terminate your registration, and report the withdrawal to the UKVI.</p>
Autistic Spectrum Society	<p>Student-run society for students on the Autistic Spectrum - they aim to support the autistic student community within the University.</p>
<u>Career Development Service</u>	<p>Service for students offering careers advice and providing experiences that will enhance your CV and boost your skills.</p> <p>Located in the Charles Wilson Building.</p>

C-Card	C-Card is a plastic card that gives anyone aged 24 and under quick and easy access to free condoms, from a range of venues. It is a confidential service which also offers information and advice about sexual health and relationships.
Chaplaincy	The Chaplaincy offers help and spiritual support for everyone: of any faith or none, for individuals, groups and societies. Located on University Road.
<u>Counselling</u>	A service within the University which offers appointments for emotional and mental wellbeing. They offer booked sessions with trained practitioners, ideal for short-term support. Located in the Charles Wilson Building.
Course Rep/Representative	A student representative for each University department. They aim to ensure that students play an essential role in guaranteeing and driving the quality of the academic experience.
DL	Distance Learning students, who conduct their studies away from campus.
DWL	David Wilson Library, the main library on campus.
Education Unit	The former name of the Students' Union Advice Service, offering academic and housing advice, as well as signposting.
FJB	Fielding Johnson Building.
Headspace	The Headspace mental health drop-in is run by trained practitioners, who provide a confidential space for you to get support with issues such as stress and anxiety. Sessions run on Mondays and Wednesdays during term-time, 11am-3pm, from the Students' Union Advice Service. Email advice@le.ac.uk to book an appointment, or just drop by. Located in the Percy Gee Building.
ISVA	Independent Sexual Violence Advisor. Provides coordinated sexual and domestic violence advice to anyone who has experienced this at any time (i.e. recently or historically).

<u>Leicester Talks</u>	An online list of Union, University, Student-led and Community support services, covering a wide range of matters. From mental and physical health, to money concerns, to bullying and harassment, and much more.
LGBTQA* Student Association	Welfare group which aim to bring together and represent students who identify as Lesbian, Gay, Bi, Trans, Queer/ Questioning, and Ace, as well as non-LGBTQ allies.
MHAS	Mental Health Awareness and Support (MHAS) Society is a student-run, mental health focused group. It aims to raise awareness of, reduce stigma surrounding and campaign for mental health.
<u>Mitigating Circumstances</u>	If a student finds themselves in a situation which is out of their control and is impacting their ability to study, then they may apply for academic provisions which cater to these circumstances.
Nightline	Nightline is a student-run, anonymous telephone service for students, which provides listening, support and information services.
<u>OIA</u>	Office of the Independent Adjudicator. If a student fails to achieve their desired appeal or complaint result within the University, then they can take their case to the OIA, who may deal with it independently of the University.
<u>Open Mind</u>	Open Mind is an NHS service which provides psychological assessment and treatment for what are known as mild to moderate common mental health problems. You can discuss this with your GP, or self-refer on the Open Mind website.
Peer Mentoring Scheme	Peer Mentors are students from your course who provide peer support on living and studying in Leicester. A Mentor will share tips and advice to help make your first year a supported and enjoyable experience.
Personal Tutor	An academic within your department who can provide advice and support with your studies, and on University life generally, and may know more specific information regarding your course.

Plagiarism	Plagiarism is used as a general term to describe taking and using another's thoughts and writings as one's own. Plagiarism can occur not only in essays and dissertations, but also in scientific experimentation, diagrams, maps, fieldwork, computer programmes, and all other forms of study where you are expected to work independently and produce original material.
Pro Bono	A student-led society offering support in various legal areas to the Leicester Community. Students, in particular, can seek advice from the Legal Advice Clinic regarding any issues they have with tenancies.
RA	Residential Advisors are students that are employed to provide support and guidance to other students living in the University Halls of Residence.
Registry	Responsible for the administration of Undergraduate and Postgraduate students. Located in the Student Services Centre on the Ground Floor of the Charles Wilson Building.
Repeat Year	Repeating a year of study from the beginning. All previously achieved grades for that year are dismissed and you start again.
RWR	Resit Without Residence. When you have failed to satisfy the examiners in the assessments for one or more modules and are required to retake these assessments in the following academic year before you are allowed to progress to the next level of your course. The outstanding assessments must be completed 'without residence', meaning you are still a registered student, but not at the University studying. Pass marks for the re-attempted assessments will be capped at 40%.
Sabb Officers	Full time student staff within the Students' Union, who are elected by you to represent students' views when consulting with the SU and University, and ensure your voice is heard.
SWR	Sit Without Residence. When you have failed to satisfy the examiners in the assessments for one or more modules, however you have presented accepted evidence of mitigating circumstances. You are required to retake these assessments in the following academic year before you are allowed to

<u>Student Learning Development</u> (Succeed in your Studies)	Providing study advice and skills training via online resources, workshops and appointments with Learning advisors.
Student Minds	An informal support group that offers students the time and space to talk about their experiences with eating disorders, either past or present, in a safe environment.
Student Services Centre	Central point for information and advice for all students. Provide advice on matters such as fee and accommodation payments, ID cards, Visa and immigration, signposting to other services. Located in the Charles Wilson Building.
SU	Students' Union. You are automatically a member when you join the University. Providing a voice, opportunities and support to all students. Students' Union staff can be found in the Union Office, on the first floor of the Percy Gee building.
Suspension	The process of placing your studies on pause for up to twelve months.
Therapy Dog	Jenny, our resident therapy dog, who visits weekly during term time for stress-relieving petting sessions.
Transfer	The process of moving from one course or one academic discipline to another.
Victim First	Charity offering support to help you cope and recover from being a victim of crime. On campus sessions run every two weeks during term time, from the Students' Union Advice Service. Email advice@le.ac.uk to book an appointment. Located in the Percy Gee Building.
<u>Welfare</u>	Service for students providing advice on financial issues, leaving care, childcare, bullying and harassment and benefits.
<u>Wellbeing</u>	The Mental Wellbeing Service offers advice and information to students about mental health and wellbeing.
Withdrawal	The process of withdrawing yourself as a student from the University.

Housing Jargon

Term	Definition
Arrears	Being in arrears means that you have failed to pay your rent on time and now owe your Landlord money.
Contents Insurance	Insurance to cover any loss or damage to your possessions within the property.
Contract	A document which is made between two parties and which binds both parties to complete the transaction.
Council Tax	Local authority tax for England, Wales and Scotland. In most cases this will be the responsibility of a tenant to pay. Students are exempt from paying this.
Covenants	The terms of the tenancy agreement - obligations - "promises" made by either Landlord or Tenant. When a Landlord sublets their property to a Tenant, these terms are in the main "restrictive", meaning things that you cannot do, such as keep pets or hang towels over the balcony.
Deposit	A sum of money (usually a minimum of one month's rent in advance) paid to the landlord (or agent) of the property, which is returned at the end of the tenancy, subject to the condition of the property.
Dilapidations	Any disrepair or damage to a property that the Tenant is responsible for.
Direct Debit	A pre-authorized debit on the payer's bank account initiated by the recipient (payee). Can be a useful way for tenants to pay their rent.

DPS	Deposit Protection Service. The custodial tenancy deposit protection scheme. Your landlord should protect your deposit in a deposit protection scheme such as this.
Eviction	Being removed from your property by a bailiff following the serving of a Possession Order.
Furnishings	Furniture or other items provided by the Landlord at the property when letting. In the case of some lettings there will be beds, chairs, tables and other items of fixtures and fittings provided. It is advisable to always check as to what is provided and not to assume that items will be provided.
Guarantor	Person who is prepared to guarantee rental payments and other obligations of a tenancy. The guarantor will be liable for rental payments if a tenant is unable to pay them, so the guarantor will need to have a regular income. Normally references and/or credit search references will be taken up on a guarantor to ensure their suitability.
HMO	Houses in Multiple Occupation. These are properties which are occupied by a number of people which must then comply to further legislation.
Housing Association (HA)	A non-profit making organisation which provides homes either for people who cannot afford to buy their own, or who need special types of housing, for example elderly people. Associations usually have paid workers and are managed by a voluntary Management Committee.
Housing Benefit	Extra money paid to the landlord for people on income support or low incomes, to cover housing costs.

Indemnity	Protection from loss or damage claims filed by another person.
Joint Tenancy	A tenancy where there are two or more Tenants who all have equal rights and responsibilities during a tenancy.
Joint and several	As joint Tenants of a tenancy, the Tenants have joint and several liability. This means that the Landlord can recover the whole indebtedness (i.e. rent arrears) from any of the Tenants named on the tenancy agreement. The joint Tenant would then have to recover these monies from the other joint Tenants.
Landlord	Person who allows use of their property by another in exchange for rent and subject to conditions set out in a tenancy agreement or contract.
Lease	An agreement, in the context of a purchased property, between landlord and tenant setting out the terms and conditions of occupation. Often confused with tenancy agreement, this is normally a long lease on an apartment, whereas the agreement governing a rental is normally known as a Tenancy Agreement or a contract.
Liable	Legally responsible.
Meter Readings	Data collection from meters which display the amount of usage of a utility, such as electric, gas or water.
Notice	Notification by either party of any events such as notice to end a tenancy.
Reference	Checking an applicant's suitability as a proposed Tenant, their ability to be able to pay the rent and also the applicant's track record in earlier rentals. This often involves contacting previous landlords, the present employer or accountant (if self-employed),

	and the tenant's bank (banks normally charge for providing references).
Rent	Payment made by a tenant at intervals as specified on the tenancy agreement in order to occupy a property.
Sub-Let	A tenant reassigns part or all of the property they are renting to another tenant. This terms can also be used for a leaseholder who lets their property to another person.
Tenant	The Tenant is the person / party legally entitled to temporary possession of a property.
TV Licence	A compulsory fee paid to the BBC for ownership of a television or radio in a property.
Utility Bills	These are normally electricity, gas and water. Under most circumstances the tenant is responsible for paying for these.
Viewing	An appointment where an agent shows applicants around an available property.
Wear and Tear	The day to day deterioration of a property through normal use.