

1. The University System and Academic Organisation

Academic year; the twelve-month period during which a university operates and organises its teaching; university year, teaching year

Faculty; the academic staff of a university or, in some systems, a major academic division of the institution; teaching staff, academic division

Department; an organisational unit within a university responsible for a particular discipline or field; academic department, subject department

Dean; a senior university official responsible for a faculty or school, or sometimes for a particular area of academic administration; faculty head, senior academic administrator

Head of department; the person responsible for managing an academic department; department chair, chair of department

Office; an administrative part of a university like the Admissions Office; Bureau; Unit.

2. Courses and Teaching Activities

Semester; one of the two main periods into which an academic year is divided; half-year, term (in some systems)

Syllabus; an outline of the topics, readings and requirements of a particular course; course outline, course plan

Curriculum; the complete set of subjects and learning activities offered by an educational institution or programme; programme of study, course of study

Course; a series of lessons or lectures on a particular subject; class, programme of instruction

Module; a self-contained unit of teaching within a larger academic programme; course unit, subject unit

Lecture; a formal talk given to students to explain a subject; academic talk, university class

Seminar; a small-group class involving discussion of a particular topic; discussion class, academic session

Tutorial; a teaching session in which a student or small group receives individual guidance; supervision session, small-group teaching

Workshop; an interactive session in which participants develop skills or work collaboratively on a task; practical session, training session

Office hours; designated times when an academic is available to meet students or colleagues; consultation hours, student drop-in hours

3. Conferences and Academic Events

Conference; a formal meeting at which researchers or specialists present and discuss their work; academic meeting, professional gathering

Symposium; a meeting at which experts give presentations on a particular subject; academic forum, specialist conference

Keynote address; the main speech at a conference, usually delivered by an invited expert; keynote speech, opening address

4. Research and Methodology

Research proposal; a document outlining a planned research project and explaining its objectives and methods; project proposal, research plan

Literature review; a critical examination of existing research on a particular subject; review of the literature, survey of previous research

Methodology; the principles and methods used to conduct research; research methods, methodological approach

Hypothesis; a proposed explanation or prediction that can be investigated through research; proposition, testable assumption

Research question; the central question that a research project seeks to answer; research problem, guiding question

Research project; a planned investigation designed to answer a question or develop knowledge; research study, investigation

Findings; the results or conclusions obtained from a study; results, outcomes

Evidence; information or data used to support or challenge an argument or claim; supporting data, proof

5. Academic Writing and Publishing

Academic paper; a piece of scholarly writing presenting research, analysis or an argument; research paper, scholarly article

Abstract; a short summary of the aims, methods and findings of a research paper; summary, synopsis

Academic journal; a periodical publishing scholarly research in a particular discipline; scholarly journal, research journal

Journal article; a scholarly text published in an academic journal; research article, scholarly paper

Publication; a written work that has been made available to readers, particularly through publishing; published work, scholarly output

Peer-reviewed; assessed by independent experts in the same field before publication; refereed, reviewed by specialists

Peer review; the evaluation of scholarly work by experts in the same field; refereeing, expert assessment

Submit; to send a paper, article or application for formal consideration; hand in, present for review

Revise; to make changes to a text in order to improve or correct it; amend, edit

Editor; a person responsible for preparing, reviewing or overseeing the content of a publication; editorial supervisor, publication editor

Publisher; a person or organisation responsible for producing and distributing books or other publications; publishing house, publishing company

6. Referencing and Academic Collaboration

Citation; a reference in a text to a source of information or an idea; source reference, in-text reference

Bibliography; a list of sources consulted or cited in an academic work; list of sources, works consulted

Reference list; a list of the sources explicitly cited in an academic text; list of references, cited sources

Co-author; a person who writes a publication jointly with one or more other authors; joint author, collaborating author

7. Research Funding and Project Leadership

Grant application; a formal request for financial support for research or another project; funding application, research funding proposal

Funding; money provided to support research, teaching or other activities; financial support, financial resources

Principal investigator; the person with overall responsibility for leading a research project; lead researcher, project leader

8. Academic Careers and Research Positions

Research fellow; a researcher employed to conduct or contribute to research, often within a university or research institute; research associate, research scholar

Postdoctoral researcher; a researcher who undertakes research after completing a doctorate; postdoctoral fellow, postdoctoral research associate

9. Student Assessment and Academic Work

Assessment; the process of evaluating students' knowledge, skills or performance; evaluation, appraisal

Coursework; work completed by students during a course, often contributing to their final grade; assignments, continuous assessment

Dissertation; an extended piece of academic writing based on research, usually submitted for a degree; research thesis, extended research paper

Thesis; a substantial piece of academic writing presenting original research or an argument, particularly for a doctoral degree; dissertation, doctoral thesis

PhD (Doctor of Philosophy); the highest academic research degree awarded by universities to a candidate who completes original, independent research and defends a written dissertation or thesis; doctorate

Thesis defence; the formal presentation of a thesis of PhD; viva (UK or viva voce), oral examination