

# POLICY DIGEST - SEPTEMBER 2024

**A summary of key teaching and learning-related policy changes approved in 2023-24, published in the Guide to Policies and Procedures for Teaching and Learning**

## Introduction to quality management process/structure (Section 2)

POLICY/URL	DESCRIPTION	EFFECTIVE DATE
<b><u>Enhancement-led quality assurance processes at the University of Reading</u></b>	Updates to Boards of Studies and Student Experience and School Management Board terms of reference to reflect changes post-PRP	2024/25
<b><u>Board of Studies and Student Experience – agenda and guidance</u></b>	Minor updates to highlight the requirement that minutes relating to Section 6 of the standard agenda are shared with the Secretary of DELT on a regular basis.	2023/24
<b><u>Board of Studies and Student Experience – Minutes template</u></b>	Updates to reflect post-PRP practice (including changes to the STEAP process). (Further updates are expected to update the BoSSE template.)	2024/25
<b><u>Protocols for programmes comprising a Foundation Year or International Foundation Year (Part 0)</u></b>	Inclusion of procedures for reassessment.	2024/25

## Internal monitoring, review and enhancement (Section 3)

POLICY/URL	DESCRIPTION	EFFECTIVE DATE
<b><u>Monitoring quality and standards of undergraduate, taught postgraduate and postgraduate research provision</u></b> (previously 'Monitoring of undergraduate, taught postgraduate and postgraduate research programmes')	Updates to reflect amendments to other policies and recently approved policies (e.g. Portfolio Management Process and the Periodic Evaluation and Enhancement Review).	2023/24
<b><u>Portfolio Management Process</u></b>	New policy detailing the process undertaken to ensure that the University maintains an efficient, attractive, and successful portfolio of high-quality undergraduate and taught postgraduate programmes.  Updated to reflect changes post-PRP.	2023/24
<b><u>Periodic Evaluation and Enhancement Review</u></b>	New policy to support Schools in the evaluation and enhancement of their provision (replacing Periodic Review).	2023/24

## Programme design and development (Section 5)

POLICY/URL	DESCRIPTION	EFFECTIVE DATE
<b><u>Guidelines on the structure of undergraduate and taught postgraduate programmes</u></b>	Updates to reflect changes post-PRP.	2023/24
<b><u>Approval and monitoring of short online courses</u></b>	Minor amendments to update the modification to the evaluation process and changes in personnel.	2023/24
<b><u>Guidance on removing optional modules after</u></b>	Guidance to support Schools when, due to unforeseen circumstances, they have to	2023/24

<b><u>module selection has taken place</u></b>	remove modules after the module selection process.
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## Programme-related matters (Section 6)

POLICY/URL	DESCRIPTION	EFFECTIVE DATE
<b><u>Programme Handbook Guidance and Template</u></b>	To include details on support for Master's by Research students.	2023/24
<b><u>Policy and procedures on students changing degree programme and optional modules</u></b>	<p>Changes will come into effect for the 2024/25 session affecting students wishing to transfer from Joint to Single Honours programmes. Under the changes students will have to have achieved at least 40% in 40 or more credits of the modules owned by the School/Department delivering the Single Honours programme. (This will be supported by the inclusion of explanatory text in Joint Honours programme specifications.)</p> <p>Changes will come into effect from 2024/25 governing the deadlines for changes to optional modules .</p> <p>The changes include the adoption of 12:30 on the Friday of Week 2 as the Semester 1 module changes deadline, an adjustment to the deadline for students to change from an IWLP module to a Semester 2 module (12:30 on the Friday of Week 7 of Semester 1), and amendments to the conditions allowing students to change optional modules (with changes only being allowed if the examinations timetable and teaching timetable can accommodate the change).</p>	<p>2024/25</p> <p>2024/25</p>
<b><u>Policy on and procedures relating to exceptional circumstances</u></b>	<ul style="list-style-type: none"> <li>• <b>Return to the usual evidence requirements</b></li> <li>• Period of self-certification increased from two to five working days (a review will be conducted at the end of the session)</li> </ul>	2023/24

	<ul style="list-style-type: none"> <li>Undergraduate dissertations/projects are no longer excluded from the self-certification process</li> <li>Clarification on the status of finalists who have extensions beyond the end of their normal registration (see Annex 2(b))</li> </ul>	
<p><b><u>Penalties for late submission (excluding Postgraduate Flexible programmes)</u></b></p> <p><b><u>Penalties for late submission for Postgraduate Flexible programmes</u></b></p>	<p>(a) To provide clarification on the application of penalties when <b>Group Work</b> is involved – “Where the work submitted late is a piece of groupwork submitted on behalf of the whole group, the penalty will apply to all members of the group. Individual contributions to groupwork submitted separately by each member will be subject to a late penalty only for the individual contributions that are late.”</p> <p>(b) The Board agreed that approved amendments (setting the late penalty period at three working days, capping late penalties at the pass mark, and introducing a one-minute grace period) should be applied in cases where assessments were set either in, or prior to, the 2023/24 academic session, but where the due date is in the 2024/25 academic session.</p> <p>(c) Updates to indicate how assessments marked as “Pass/Fail” should be treated under the terms of the policy. If such a piece of work is submitted within three working days of the deadline (or formally agreed extension) then no penalty will be applied, if submitted more than three days after the deadline a ‘Fail’ grade will be applied.</p>	<p>2024/25</p> <p>(noting that (b) also governs assessments set in 2023/24 but submitted in 2024/25)</p>
<b><u>Policy on and procedures for suspensions</u></b>	Clarification on the status if finalists who have extensions beyond the end of their normal registration (paragraphs 27 & 36).	2023/24
<b><u>Eligibility criteria for outgoing student mobility</u></b>	Updates to reflect current practice.	2024/25

## Personal development (Section 7)

POLICY/URL	DESCRIPTION	EFFECTIVE DATE
<u>Policy statement on non-contributory modules and guest attendance</u>	Minor amendments to reflect changes to how systems record guest attendance on courses.	2023/24

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## Working with other institutions (Section 11)

POLICY/URL	DESCRIPTION	EFFECTIVE DATE
<u>Procedure for establishing and managing student exchange partnerships</u>	Updates to reflect current practice.	2024/25

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## Foundation Year Provision (Section 12)

POLICY/URL	DESCRIPTION	EFFECTIVE DATE
<u>Protocols for programmes comprising a Foundation Year or International Foundation Year (Part 0)</u>	Inclusion of procedures for reassessment.	2024/25

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## Assessment Handbook (Section 13)

POLICY/URL	DESCRIPTION	EFFECTIVE DATE
<u>Section 1: Ordinance and Assessment Principles</u>	Amendments to reflect changes post-PRP. (Including the introduction of 'Assessment Principles')	2024/25

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<b><u>Section 3: Delegations within Schools and School /Department Assessment Leads</u></b> (formerly Delegations within Schools and Examination Representatives)	Minor amendments to introduce the new title for Examinations Officers (Assessment Leads).  Includes a revised process for requesting fifth year extension, whereby the Head of School should submit a case to UBTLSE for such requests.	2024/25
<b><u>Section 4: Nomination and Appointment of Internal and External Examiners</u></b>	Minor amendments to reflect changes post-PRP and provide clarity in some areas.	2024/25
<b><u>Section 5: Assessment Design</u></b> (formerly 'Assessment Regimes')	Updates to reflect changes post-PRP. Includes details on Assessment Types and the use of Generative Artificial Intelligence Tools.	2024/25
<b><u>Section 6: Delivery of Assessment-Examinations and Coursework and Annexes 1 &amp; 2</u></b> (formerly 'Conduct of Assessment')	Removal of section 6.7 'Examinations held overseas'  Inclusion of section on the use of Generative AI Tools.	2024/25
<b><u>Section 9: Academic Integrity and Academic Misconduct</u></b>	Amendments to sections 9.2a(i) and 9.3.21 to indicate how the misuse of Generative Artificial Intelligence Tools will be treated and investigated.  Insertion of header text to indicate where arrangements for the NUIST-Reading Academy differ from standard procedures.	2023/24
<b><u>Annex to Section 9: Generative Artificial Intelligence, Academic Integrity and Academic Misconduct</u></b>	Annex to the Academic Integrity and Academic Misconduct detailing School and student responsibilities with regards Generative Artificial Intelligence Tools.	2023/24
<b><u>Section 10: Marking</u></b>	Introduction of rubrics for AI in assessment  Updates to reflect post-PRP practice	2023/24  2024/25
<b><u>Section 11: Verification and submission of marks</u></b>	Updates to reflect changes post-PRP	2024/25

<b><u>Section 12: Providing feedback to students on summative assessment</u></b> (formerly 'Providing feedback to students on their work')	Revisions to reflect post-PRP practice (and change to title of policy)	2024/25
<b><u>Section 13: Moderation</u></b>	Revisions to reflect post-PRP practice and to introduce rules and guidance on scaling marks	2024/25
<b><u>Section 15: Progression</u></b>	Amendments to section 15.10 to simplify provisions in respect of Part-to-Part progression to allow Senate (or the Chair on its behalf) to approve a method for calculation of marks and Part-to-Part progression appropriate to the circumstances at the time.*	2023/24
	Further updates to reflect changes to progression rules post-PRP	2024/25
<b><u>Section 16: Awards</u></b>	Amendments to include a new section (16.9) providing details on provisions where assessment marks might not be available as a consequence of major disruption.*	2023/24
	Further updates to reflect changes to classification rules post-PRP	2024/25
<b>*The 2023/24 amendments to sections 15 and 16 above were supported by the deletion of sections 17.6, 18.6, 19.11, 20.3, 21.3, 22.6, 23.5, 24.1.5, and 24.2.5 as they related to provisions that assessment marks are not available as a consequence of major disruption.</b>		
<b><u>Section 17 Awards: Bachelor's</u></b>	Updates to reflect changes to classification rules post-PRP	2024/25
<b><u>Section 18: Awards – Integrated Master's</u></b>	Updates to reflect changes to classification rules post-PRP	2024/25
<b><u>Section 19: Awards – Postgraduate Master's, Postgraduate Diploma, Postgraduate Certificate</u></b>	Amendments to the new PGT classification rules to align with post-PRP practice (including the requirement that all modules are 20 credits or multiples thereof).	2024/25
<b><u>Section 20: Awards: Certificate of Higher Education</u></b>	Updates to reflect changes to classification rules post-PRP	2024/25

<b><u>Section 21: Awards: Diploma of Higher Education</u></b>	Updates to reflect changes to classification rules post-PRP	2024/25
<b><u>Section 22: Awards: Foundation Degrees</u></b>	Updates to reflect changes to classification rules post-PRP	2024/25
<b><u>Section 23: Awards: Ordinary Degrees</u></b>	Updates to reflect changes to classification rules post-PRP	2024/25
<b><u>Section 24: Awards: Graduate Diploma, Graduate Certificate</u></b>	Updates to reflect changes to classification rules post-PRP	2024/25
<b><u>Section 26: Examiners' Meetings</u></b>	Updates to reflect changes to practice post-PRP	2024/25
<b><u>Section 27: Recording, Documentation and Publication of Assessment Decisions</u></b>	Updates to reflect changes to practice post-PRP	2024/25
<b><u>Section 28: Re-assessment</u></b>	Updates to reflect changes to practice post-PRP	2024/25
<b><u>Section 30: Visiting Students</u></b>	Updates to reflect changes to practice post-PRP	2024/25
<b><u>Section 31: Quality Management and Enhancement</u></b>	Updates to reflect changes to practice post-PRP	2024/25

## Apprenticeship Provision (Section 14)

<b>POLICY/URL</b>	<b>DESCRIPTION</b>	<b>EFFECTIVE DATE</b>
<b><u>University Policy, Procedure and Guidance for Apprenticeship Programmes</u></b>	As part of the regular cycle of policy review and in light of recent changes to external policies, guidance and processes in respect of apprenticeship programmes, namely:	2023/24
<b><u>Guidance and Toolkit for Schools interested in Apprenticeships</u></b>	<ul style="list-style-type: none"> <li>the publication of a revised Characteristics Statement for Higher Education in Apprenticeships by the QAA in June 2022</li> </ul>	
<b><u>Management of Subcontracted</u></b>	<ul style="list-style-type: none"> <li>a new policy on Degree Apprenticeships published by the Institute for</li> </ul>	

<b><u>Apprenticeship Provision</u></b> (minor typographical changes and updated URLs) <b><u>Peer Review for Apprenticeship Provision</u></b> <b><u>Conflict of Interest policy for apprenticeship End Point Assessment</u></b> (updated URLs) <b><u>Integrated EPA Policy and Guidance for Confidential and Commercially Sensitive Evidence (one very minor change)</u></b> <b><u>Policy on Apprenticeship End Point Assessment</u></b>	Apprenticeships and Technical Education in September 2022 and the latest version (2022-23) of the Education and Skills Funding Agency's Apprenticeship funding rules, the University policies which relate specifically to this provision have been reviewed by CQSD and colleagues in Henley Business School. Updates and amendments have been made to the listed documents.
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## Other policies

POLICY/URL	DESCRIPTION	EFFECTIVE DATE
<b><u>Timetabling and Room Booking Policy</u></b>	A new policy detailing the policy, procedures, roles and responsibilities with regard to the building and scheduling of the T&L timetable.	January 2024 for the 2024/25 timetable
<b><u>Position Statement on Generative Artificial Intelligence</u></b>	Detailing the University's approach to the use of Generative AI Tools in teaching, learning and assessment.	2023/24
<b><u>Safeguarding Children and Adults at Risk Policy</u></b>	Updates to the policy to reflect a broader understanding of safeguarding and reflect current practice and systems.	With immediate effect
<b><u>Students under the Age of 18 Years on Entry to the University of Reading</u></b>	A new policy detailing the University's obligations with respect to the support for Students under 18 years of age.	With immediate effect