POLICY DIGEST - SEPTEMBER 2023

A summary of key teaching and learning-related policy changes approved in 2022-23, 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
Board of Studies and Student Experience – agenda and guidance **Board of Studies and Student Experience – Minutes template**	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

Internal monitoring, review and enhancement (Section 3)

POLICY/URL	DESCRIPTION	EFFECTIVE DATE
Monitoring of undergraduate, taught postgraduate and postgraduate research programmes	New guidance detailing the framework for the monitoring of taught and research provision as undertaken on an annual basis, and identifying the core metrics upon which such reviews are based.	2022/23
Portfolio Management Process	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.	2023/24

POLICY/URL	DESCRIPTION	EFFECTIVE DATE
Periodic Evaluation and Enhancement Review	New policy to support Schools in the evaluation and enhancement of their provision (replacing Periodic Review).	2023/24
Partnership Annual Review Form	Amendments to update references to committees etc., change of term for submission (to align with GESB) and addition of a comment box for the new role of ADTL NUIST-Reading Academy.	2022/23
Template and guidelines for Partner Programme Sub-Reports	As above.	2022/23

Student representation, evaluation and complaints (Section 4)

POLICY/URL	DESCRIPTION	EFFECTIVE DATE
Guidance note on seeking approval to run a survey	Minor updates to improve clarity and more descriptive of the actions that Schools/Functions need to undertake before they consider running a survey.	2022/23

Programme design and development (Section 5)

POLICY/URL	DESCRIPTION	EFFECTIVE DATE
Guidelines on the structure of undergraduate and taught postgraduate programmes	Amendments to incorporate the requirements and protocols on programme structures agreed during the Portfolio Review Pathway.	2022/23
Programme Lifecycle Policies	Policy, forms and associated guidance updated to incorporate minor amendments, particularly updating nomenclature and clarifying the scope of processes. Introduction of the Strategic Alignment and Feasibility Evaluation (SAFE) process.	2022/23

POLICY/URL	DESCRIPTION	EFFECTIVE DATE
University guidelines on undergraduate programme specifications **Undergraduate programme specification template**	Provision of amended guidance and templates to support ongoing PRP work.	2024/25
University guidelines on postgraduate programme specifications **Postgraduate programme specification template**	Provision of amended guidance and templates to support ongoing PRP work.	2024/25
University guidelines on module descriptions **Module description template**	Provision of amended guidance and templates to support ongoing PRP work.	2024/25
Approval and monitoring of ~~open~~ short online courses	Amended title to the policy to distinguish activities from the full UG/PGT programmes and minor amendments to content.	2022/23

Programme-related matters (Section 6)

POLICY/URL	DESCRIPTION	EFFECTIVE DATE
Programme Handbook Guidance and Template	Update to include text concerning degree classification rules.	2022/23
Policy and procedure for the Recognition of Prior Learning (RPL)	Amendments to provide clarity around the mapping of credits where an applicant's previous institution had provided a pass/fail rather than numerical mark.	With immediate effect
Policy and procedures on students changing	Changes will come into effect for the 2024/25 session affecting students wishing to transfer from Joint to Single Honours	2024/25

degree programme and optional modules	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.)	(For info only – linked policy does not yet reflect these changes)
	Changes will come into effect from 2024/25 governing the deadlines for changes to optional modules . 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).	2024/25 (For info only – linked policy does not yet reflect these changes)
Student Policy for the Recording of Teaching and Learning Activities	The policy replaces two student-facing policies (Policy on the Audio and Visual Recording and Capture of Teaching Sessions by Students and the Student Policy on the Recording of Online Teaching and Learning Activity) – combining and supplementing their content to represent the current situation with reference to learning capture.	2022/23
Policy on and procedures relating to exceptional circumstances	• Minor amendments to provide clarification around the self-certification process. • The relaxation of evidence requirements (section 12) was extended until the end of the 2022/23 academic session.	2022/23
	• **Return to the usual evidence requirements** • Period of self-certification increased from two to five working days (a review will be conducted at the end of the session)	2023/24

- Undergraduate dissertations/projects are no longer excluded from the self-certification process
- Clarification on the status of finalists who have extensions beyond the end of their normal registration (see Annex 2(b))

Penalties for late submission	Amendments including that the late penalty period be set to three working days, and the penalty should be capped to the pass mark. (Additionally, a one-minute grace period is put in place on systems.)	**2024/25** (For info only – linked policy does not yet reflect these changes)
Policy on and procedures for suspensions	Clarification on the status if finalists who have extensions beyond the end of their normal registration (paragraphs 27 & 36).	2023/24
Guidance note on teaching during the working week	Tidying of historical footnotes and reaffirmation of the University's ongoing commitment to student-centric timetabling.	2022/23

Personal development (Section 7)

POLICY/URL	DESCRIPTION	EFFECTIVE DATE
Policy on employability, work-related learning and careers	The policy replaces the *Careers, Education, Information Advice and Guidance Policy* and the *Policy on Career Learning: Embedding Employability*. The policy provides a clear statement on how employability could be embedded in the curriculum and a framework to ensure accountability for the embedding of employability in the curriculum. **Schools should note that the policy includes is a requirement for Schools/Departments to identify an 'Employability Lead'**	November 2022
Vision Statement for Education for Sustainable Development	Detailing the University's commitment to Education for Sustainable Development (ESD) and providing a framework for embedding ESD in the curriculum	2022/23

Apprenticeship Provision (Section 14)

POLICY/URL	DESCRIPTION	EFFECTIVE DATE
• **University Policy, Procedure and Guidance for Apprenticeship Programmes** • **Guidance and Toolkit for Schools interested in Apprenticeships** • **Apprenticeship sub-contractor fees and charges policy (no changes required)** • **Management of Subcontracted Apprenticeship Provision (minor typographical changes and updated URLs)** • **Peer Review for Apprenticeship Provision** • **Conflict of Interest policy for apprenticeship End Point Assessment (updated URLs)** • **Integrated EPA Policy and Guidance for Confidential and Commercially Sensitive** **Evidence (one very minor change)** • **Policy on Apprenticeship End Point Assessment** • **Apprenticeship employer complaints procedure (introduced in February 2022 – no changes required).**	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: • the publication of a revised Characteristics Statement for Higher Education in Apprenticeships by the QAA in June 2022 • a new policy on Degree Apprenticeships published by the Institute for 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.	With immediate effect

Assessment Handbook and other assessment-related policies

POLICY/URL	DESCRIPTION	EFFECTIVE DATE
Section 6: Conduct of Assessment-Examinations and Coursework and Annexes 1 & 2	Removal of provisions relating to online submission during the 2020/21 and 2021/22 academic sessions. These changes mark a return to pre-pandemic practice.	2022/23
Section 9: Academic Integrity and Academic Misconduct	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.	2023/24
Annex to Section 9: Generative Artificial Intelligence, Academic Integrity and Academic Misconduct	Annex to the Academic Integrity and Academic Misconduct detailing School and student responsibilities with regards Generative Artificial Intelligence Tools.	2023/24
Section 10: Marking	Amendments to prohibit the use of negative marking Multiple Choice Question tests, other than in exceptional circumstances (for example in relation to PSRB requirements) and through discussion with the relevant Teaching and Learning Dean.	2023/24
Section 15: Progression	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
Section 16: Awards	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

Amendments to section 15 and 16 above will be 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.

Section 18: Awards – Integrated Master's	Amendments to the Integrated Master's progression rule which sees the University's Part 3 to 4 progression rules updated to	2023/24

	include that students must obtain at least 80 credits with a mark of 40 at Part 3.	
	Removal of the borderline for a 'Third class' degree for Integrated Master's students.	Wef from 2024/25 entry (For info only – linked policy does not yet reflect these changes)
Section 19: Awards – Postgraduate Master's, Postgraduate Diploma, Postgraduate Certificate	Amendments to the new PGT classification rules to align with the PRP requirement that all modules are 20 credits or multiples thereof. Reference to 30 credits have been amended.	**2024/25** (For info only – linked policy does not yet reflect these changes)

Other policies

POLICY/URL	DESCRIPTION	EFFECTIVE DATE
Position Statement on Generative Artificial Intelligence	Detailing the University's approach to the use of Generative AI Tools in teaching, learning and assessment.	2023/24
Policy on student name changes	Revisions to include 'unenrolled' change of name deed and 'unenrolled' deed poll as appropriate forms of evidence.	2022/23
Safeguarding Children and Adults at Risk Policy	Updates to the policy to reflect a broader understanding of safeguarding and reflect current practice and systems.	With immediate effect
Students under the Age of 18 Years on Entry to the University of Reading	A new policy detailing the University's obligations with respect to the support for Students under 18 years of age.	With immediate effect