

University of Reading Academic Progress Standard

U.K. Strategic Assurance of Academic Standards

All public Universities in the UK are subject to regular review by the Quality Assurance Agency for Higher Education (QAA) which is a government sponsored body. The QAA's remit includes a requirement to 'safeguard quality and standards within U.K. Universities, so that students have the best possible learning experience'. The QAA undertook their latest Institutional Review at the University of Reading in 2012. The review considered the University's undergraduate, taught postgraduate and postgraduate research provision and evaluated the University's academic standards and the quality of the education we offer. The review was positive in all areas, notably in the context of academic progress standards:

- Academic standards at the University meet U.K. expectations for threshold standards (the best outcome that can be awarded)
- The quality of student learning opportunities at the University meets U.K. expectations;

University of Reading Key Policies and Procedures

The University of Reading operates within a governance and policy framework which ensures that all students studying at the University (including students from the United States) do so within a framework that ensures academic standards pertaining to progress are adhered to. All of these policies are public documents and the majority are held in either:

- University of Reading Centre for Quality Support and Development:
www.reading.ac.uk/cqsd
- University of Reading Examinations Office Policies & Procedures:
www.reading.ac.uk/exams

Key policies that have been considered to be of particular interest with respect to outlining the University of Reading's academic progress standard are as follows:

- 'Quality Management and Enhancement' www.reading.ac.uk/web/FILES/exams/27-eaph-quality.pdf.
This was last updated in April 2013 and is one section of the University's Examination and Assessment Handbook (the entirety of which can be viewed on the Examinations Office website at www.reading.ac.uk/internal/exams/staff/exahandbook.aspx).
- 'Code of Practice on the Assessment of Taught Programmes' www.reading.ac.uk/web/FILES/exams/CPATP.pdf. This was last updated in November 2013.

- 'Policy on and procedures relating to student academic engagement and fitness to study' (July 2013)
www.reading.ac.uk/web/FILES/qualitysupport/academicengagement_fitnessstudy.pdf
- 'Policy on and procedures for the determination of 'fitness to practise' (December 2012) www.reading.ac.uk/web/FILES/qualitysupport/FitnesstoPractise.pdf
- 'Classification frameworks' (Examinations Office)
www.reading.ac.uk/internal/exams/Policies/exa-class.aspx - Classification frameworks outline the marking criteria used by examiners and how final degree results are calculated across the university. There are different versions of the document depending on the cohort the student studies with and whether they are taught at undergraduate or postgraduate level.
- 'Policy on providing feedback to students on their performance' (Updated September 2014)
www.reading.ac.uk/web/FILES/qualitysupport/Policy_on_providing_feedback_to_students_on_their_performance.pdf

Academic Progress of U.S. Loans Students

U.S. Direct Loans students are subject to the same academic progress standards as all University of Reading students as outlined above. Along with all students they also have the benefit of a personal tutor and supervisor (where applicable), and are subject to following their individual programmes.

Some additional measures are in place to monitoring students in receipt of U.S. Direct Loans to ensure that U.S. Direct Loan disbursements are only paid to:

- Current students;
- Those making satisfactory academic progress; and
- Those who are legally within the U.K. with respect to their immigration documentation.

This additional monitoring of progress is undertaken via the University's student record system RISIS (Reading Integrated Student Information System) and is summarised in the diagram below.

Student is awarded U.S. Direct Loans



At enrolment/re-enrolment, our student records database RISIS (screens SCJ and SCE) are updated to advise that student is in receipt of U.S. Direct Loans and to state that the Student Financial Support team **must** be advised if student withdraws, suspends or transfers.



Continuing attendance (i.e. current 'C' enrolment status) is checked (via SCE screen in RISIS) before each disbursement payment is made.



During course, for taught students; satisfactory academic progress is monitored by contacting the Joint Faculties Office and asking them to check completed credits information via RISIS. A record of completed credits information is stored on file.



During course, for (i.e. PhD) research students; satisfactory academic progress is monitored by checking attendance and engagement with PhD supervisors. Record of supervisor contact stored on file.

IN ADDITION

Any student not engaging fully with their programme of study and hence not making satisfactory progress would be subject to a series of measures instigated by their School, which ultimately if their engagement does not satisfactorily improve would result in the student being sent to the Standing Committee on Academic Engagement and Fitness to Study

IN ADDITION

All students requiring a visa to enter the UK (which includes the majority of those in receipt of US loans) have their immigration documents scanned and stored on RISIS when they enrol with us. Expiry dates of immigration documentation is monitored via RISIS on a daily basis and students who require renewal of their documentation are alerted and advised in plenty of time to ensure the necessary action is taken. In addition the University is required by the UK's Home Office (UK Border Agency) to monitor the attendance of all visa national students (i.e. any student that requires a visa to enter the UK). This attendance data is gathered by departments and looks at attendance at lectures, seminars, exams and overall engagement with their course of study