

POLICY DIGEST - SEPTEMBER 2025

A summary of key teaching and learning-related policy changes approved in 2024-25, 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
<u>Board of Studies and Student Experience: Agenda Template and Guidance</u>	Updates to highlight the requirement for BoSSEs to take responsibility for the monitoring 15-day turnaround times for feedback (i.e. identifying outliers for onward reporting).	2025/26
<u>Board of Studies and Student Experience: Minute Template</u>	The Minute Template includes an example of onward reporting.	
<u>Partnership Annual Monitoring Form</u>	Minor revisions to enhance the clarity, relevance and strategic alignment of the Annual Review Form and associated processes.	2025/26

Student representation, evaluation and complaints (Section 4)

POLICY/URL	DESCRIPTION	EFFECTIVE DATE
<u>Student Evaluation Policy</u>	Introducing the option for centrally-organised mid-module evaluation surveys, and removing placement and study abroad modules from the formal end-of-module evaluation process.	2025/26

Programme design and development (Section 5)

POLICY/URL	DESCRIPTION	EFFECTIVE DATE
<u>Approval and monitoring of short online courses</u>	Updates to process as they relate to School Managed short online courses (including <u>approval routes</u>), and associated documentation (<u>toolkit</u> and <u>business case template</u>).	2024/25
<u>Guidelines on the Structure of Undergraduate and Taught Postgraduate Programmes</u>	Updates relating to University Wide Modules, namely, the new paragraph 86 and the new Appendix 3	2024/25
	Update to Appendix 1 to reflect changes to Part 0 Progression rules (see Assessment Handbook below).	2025/26
	Updates to the dissertation definitions under sections 39-41 to provide clarity on what should be considered a dissertation at Master's level.	2025/26

Programme-related matters (Section 6)

POLICY/URL	DESCRIPTION	EFFECTIVE DATE
<u>Policy and procedures on students changing degree programme and optional modules</u>	Changes to reflect current practice on in-year transfers from joint to single honours programmes.	2025/26
<u>Policy for the Recording of Teaching and Learning Activities (Learning Capture)</u>	Revised policy in light of experiences of using YuJa and in response to findings of the Learning Capture Evaluation Exercise. Changes focus on providing clarity (through amended language and structure) and providing greater clarity around expectations on staff engagement, and on what should be recorded.	2025/26
<u>Assessment Adjustments</u> (formerly the Policy on and Procedures Relating to Exceptional Circumstances)	New policy to replace the <i>Policy on, and Procedures Relating to, Exceptional Circumstances</i> . A separate communication about the scope and content of the policy will be forwarded by the Director of Student Services. The revised policy allows for greater use of self-certification for extensions, removal of	2025/26

	evidence requirements (for standard adjustments), and the ability for Student Support Co-ordinators to implement routine approvals of standard adjustment requests where they meet pre-agreed criteria.	
<u>Penalties for late submission (excluding Postgraduate Flexible programmes)</u>	<p>Changes to the application of late penalties after the application of a (non-DAS approved) extension). Where a piece of work is submitted late after such an extension it will receive a mark of zero.</p> <p>The policy also moves from working days to calendars days for calculations (in line with the Assessment Adjustments policy).</p>	2025/26
<u>Policy on and Procedures for Suspensions</u>	Minor adjustments to allow for students in Parts 0 or 1 to repeat a year of study as a 'standard adjustment.	2025/26
<u>Policy on and Procedures Relating to Student Academic Engagement and Fitness to Study</u>	Amendments to reflect the changes to the PGR Confirmation of Registration (CoR) processes. Alongside additional updates in response to recommendations received from the Office for the Independent Adjudicator in October 2022 and November 2024.	2024/25
<u>Policy for Student Mobility from University of Reading Malaysia to University of Reading</u>	General updates, replacing the existing, but outdated, <i>Guidelines for Student Mobility to UK campus from UoRM campus</i> .	2024/25
<u>Policy for Student Mobility from University of Reading to University of Reading Malaysia</u>	General updates, replacing the existing, but outdated, <i>Guidelines for Student Mobility to UoRM campus from UK campus</i> .	2024/25

Foundation Year Provision (Section 12)

POLICY/URL	DESCRIPTION	EFFECTIVE DATE
<u>Protocols for programmes comprising a Foundation Year or International Foundation Year</u>	Updates to §§70 and 73 to reflect the changes to Part 0 Progression rules as detailed in Assessment Handbook below.	2025/26

Assessment Handbook (Section 13)

POLICY/URL	DESCRIPTION	EFFECTIVE DATE
<u>Section 5: Assessment Design</u>	<p>Introduction of a new assessment mode under section 5.2. With the introduction of the BA Accounting & Business programme the University will adopt a new examination format.</p> <p>The amendments also include the introduction of other assessment modes to better reflect current practice. (Some of the new assessment modes will come into play from 2026/27.)</p>	2025/26
<u>Section 6: Delivery of Assessment-Examinations and Coursework and Annexes 1 & 2</u>	<p>Amended Spelling, Punctuation and Grammar statement. The revisions centre the concept of 'personal responsibility' for work and details where and when the use of a third party (including GenAI tools) may be appropriate for checking spelling, punctuation and grammar.</p>	2025/26
	<p>Amendments to 6.7.8 on the use of calculators in examinations. Under the amendments the University will provide calculators for key examinations and provide some latitude in areas where the use of programmable calculators is not problematic.</p>	2025/26
	<p>Updates to reflect changes to late penalties in support of the new Assessment Adjustments policy. See also Late Penalties above.</p>	2025/26

<u>Section 9: Academic Integrity and Academic Misconduct</u>	Minor amendment to 9.2a(vi) to align the policy with changes to the University's position on spelling, punctuation and grammar (Delivery of Assessment... above).	2025/26
<u>Section 12: Providing feedback to students on summative assessment</u>	Removal of sections relating to monitoring of 15-day TAT, with BoSSEs and SMBs tasked with maintaining oversight of TAT and identifying actions to address issues locally.	2025/26
<u>Section 15: Progression</u>	<p>Updates to simplify Part 0 progression by instigating a revised threshold performance and removing the proliferation of programme-specific requirements. These more standardised progression rules should see improved student outcomes. The new threshold requirements are as follows:</p> <p>"obtain an overall weighted average of 50% over 120 credits taken in Part 0; and obtain a mark of atleast 40% in all individual modules."</p> <p>Stricter rules on programme-specific requirements (allowing only English Language rules of International Foundation, and limiting subject requirements to one module with a pass mark of 50%. The latter will only be approved if there is alignment with UG entry requirements) will support these threshold requirements, yielding clearer progression rules at Part 0. (§§15.2.1, 15.2.2 and 15.6)</p>	2025/26
<u>Section 19: Awards – Postgraduate Master's, Postgraduate Diploma, Postgraduate Certificate</u>	Amendment to the definition of dissertation to provide a lower credit limit (40 credits).	2025/26
<u>Section 28: Re-assessment</u>	<p>Updates to reflect that students will not be asked to select which eligible modules they want to be reassessed in, and Schools should be asked to encourage their students to engage with all eligible reassessment.</p> <p>Amendments allowing Schools to permit students with at least one DNSd and failed item of assessment in a module with a failing (or not qualifying) mark to undertake</p>	2025/26

reassessment in the failed item(s) at the same time as undertaking the DNSd item(s).

Text amended to make 'like-for-like' reassessment the expectation, whilst also allowing for a single piece of 'synoptic' reassessment (100% examination or 100% coursework) only if that is similar in nature to the original assessment, and 'reweighted' assessment if necessary.

Other policies

POLICY/URL	DESCRIPTION	EFFECTIVE DATE
<u>Timetabling and Room Booking Policy</u>	Minor updates.	2025/26
<u>Procedures for Considering Appeals of Results</u>	Amendments reflecting the changes to the PGR Confirmation of Registration (CoR) processes, such that a PGR student's right to appeal was to the Senate Standing Committee on Examination Results (SSCER) where they had failed their CoR and the outcome was to transfer to an MPhil or for a termination of studies. Additional updates in response to recommendations received from the Office for the Independent Adjudicator in October 2022 and November 2024.	2024/25
<u>Safeguarding Children and Adults at Risk Policy</u>	Amendments to reflect the change of name for the HBS-specific role of Apprenticeship Safeguarding Co-ordinator and other minor updates.	2024/25
