

GLOSSARY OF COMMON WORDS AND PHRASES (with online links)

Term	Abbreviation (if any)	Definition
15-Day Turnaround		A commitment to provide you with marks and feedback on your coursework no later than 15 working days after the deadline (if it was handed in on time) – note that working days do not include weekends and days that the University is closed
<u>Academic Engagement</u>	AE	A process designed to identify and support students who appear to be experiencing challenges to full participation in their studies
<u>Academic Tutor</u>	AT	A member of teaching staff who supports your academic, personal, and professional development. The first point of contact for all questions relating to your programme of study. First meeting takes place in Welcome Week.
Academic Year		Each academic year runs from September to June and is made up of two teaching terms (September-December and January-March) and an examination term.
<u>Assessment Handbook</u>		The Assessment Handbook presents the University's assessment policies and procedures topic-by-topic, following the broad sequence of the assessment process.
Bachelors Degree		Undergraduate degrees in the School of Politics, Economics and International Relations will be classified as either a Bachelor of Arts (BA) or a Bachelor of Science (BSc)
Blackboard		Our virtual learning environment, where you will access teaching and assessment information for your modules.
Board of Studies and Student Experience	BoSSE	A committee consisting of academics and elected student representatives from each Department. The Committee discusses student experience within each degree programme and meets termly.
<u>Campus Jobs</u>		Campus Jobs is the University's centralised service providing part-time work opportunities across the Reading campuses working in the bars, catering, at the Open Days/in your department.
Closure Days		University is closed
Commuter Student		A student who lives at home and commutes to campus daily to undertake their studies.
Contact Hours		Time with academics or other teaching staff
Course Rep		An elected student representative for your Part or degree programme (elections arranged by <u>RUSU</u>)
Coursework		Written or practical work done by a student during their course of study, assessed in order to count towards the final mark or grade.
Curriculum		The topics taught as part of your individual modules.
Department		Within the <u>School of Politics, Economics and International Relations</u> there are two distinct Departments: 1) <u>Economics</u> ; 2) <u>Politics and International Relations</u> .
<u>Disability Advisory Service</u>	DAS	A dedicated team offering advice and guidance to students with any disability, mental health condition or specific learning difficulty. Email disability@reading.ac.uk to get in touch.
Deadline		Date on which an assignment is due to be handed in (usually 12 noon on this date but please check individual assessment guidelines in your module handbook). Sometimes referred to as a submission point.
Department Director of Academic Tutoring	DDAT	A dedicated member of staff for each Department who assists the School Director of Academic Tutoring (SDTL) and oversees Exceptional Circumstances (EC) requests

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Dissertation		An extended essay on a subject chosen by a student. Dissertations are completed in the final year of an undergraduate degree. See our modules <u>PO3DIS</u> for Politics students or <u>EC3DIS</u> for Economics students.
Doctor of Philosophy	PhD	This is an academic or professional degree that, in most countries, qualifies the degree holder to teach their chosen subject at university level or to work in a specialised position in their chosen field.
<u>Eduroam</u>		The University's wi-fi network
Essay		A piece of academic writing on a particular subject, completed to a specified wordcount.
<u>Essentials</u>		Webpages containing essential information for all students relating to every aspect of student life. Students are encouraged to explore this site.
<u>Exceptional Circumstances</u>	EC/ECF	Situations or difficulties outside a student's control that negatively impact academic performance, and which may result in adjustments to assessments.
Feedback and Consultation Hours	F&C	Time set aside each week by academics for students to ask questions, seek guidance and clarify understanding. Set times are printed on staff office doors.
Formative assessment		Work that you may be given in order to evaluate and develop your understanding of a topic, but which will not count towards your final grade for the module.
Grade		A mark indicating the quality of a student's work on a scale of 0-100. Section 10 of the Assessment Handbook provides further information. See also "Marking Rubric".
Graduation		The formal event at which a student who has successfully completed a course of study receives a certificate.
Guided Independent study	GIS	The time students spend studying learning material in their own time, as required for each module.
Handbook		Each module has its own handbook which sets out the full requirements of the teaching and learning, including assessment requirements and submission dates. Course handbooks are available to view on Blackboard.
Head of Department	HoD	Academic with overall responsibility for the Department, its strategy and staff.
Head of School	HoS	Academic with overall responsibility for the School, its strategy and staff
In Class Presentation		A form of assessment requiring students to present their ideas to their peers. This can be as an individual or as a group and will vary between modules.
<u>IT Service Desk</u>		IT help is available from the IT Service Desk located on the first floor of the library. Support is available for all your IT needs, including connecting to wi-fi, accessing software, setting up your email, calendar and Microsoft Teams.
Late Penalty		An assignment submitted after the deadline may be subject to late penalty marks. Full details available in this <u>policy</u> .
<u>Learner Responsibilities</u>		Guidelines to help students understand their responsibility to comply with the rules and regulations while studying at the University of Reading.
Lecture		Academic talk on a given subject delivered to a class of students.

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Life Tools		The Life Tools programme is a series of free talks designed by experts to help you transition into university life and enhance your student experience. The programme allows you to be proactive and take control of your learning and your personal and professional development.
Marking Rubric		A scoring guide used to evaluate the quality of students' assessments. See also "Grade".
Masters Degree		Qualification undertaken after completing an undergraduate degree, demonstrating mastery of a specific field of study. Details of our programmes can be found here: <u>Politics</u> and <u>Economics</u>
Microsoft Teams		An online platform sometimes used for virtual meetings with students.
Moderation		The process whereby a second member of staff oversees the process of marking of coursework and examination papers.
Module		A unit of learning. There are 120 credits taken in each year of study in an undergraduate programme and each module is typically 10 or 20 credits. The exception is a Dissertation which may be more than 20 credits. At postgraduate level, students are required to take 180 credits, including the dissertation.
Module Code		Undergraduate modules in Politics & International Relations commence with "PO", and in Economics with "EC". These letters are then followed by a number representing the associated year of study, ie 1, 2, 3, and then finally letters/numbers to identify the specific module, ie EC110, PO2SOP, EC327.
<u>Module Description</u>	MDF	The outline details of a module, setting out the syllabus, teaching methods, contact hours, guided independent study hours, and assessment arrangements.
Module Selection		The process of selecting your optional modules. In Part 1 this takes place during Welcome. In Parts 2 and 3 this takes place at the end of the spring term.
Part 1 / 2 / 3		First year / second year / third year of an undergraduate degree
Plagiarism		Plagiarism is the act of presenting someone else's work or idea as your own, by incorporating it into work without full acknowledgement. The University's <u>Academic Misconduct Policy</u> outlines the penalties which can be applied.
Post-Results Exceptional Circumstances	PREC	Possibility to submit an ECF after knowing the results - to be used for final exams organised at university level only (usually around May-June)
Pre-requisite		Some modules require students to have studied certain other modules to ensure the correct level of prior learning. These required modules are called pre-requisites and are detailed in the Module Description (MDF).
Professional Placement Year	PPY	Also known as 'industrial year' or 'year in industry'. They all refer to completing a year of work as part of your degree between your second and final year of undergraduate study. The School has a dedicated Placement Co-Ordinator (email: p.darji@reading.ac.uk)
Programme		Your degree course (for example BSc Economics, BA Politics and International Relations)
Programme Handbook		Programme handbooks provide specific information on the School and how it supports its degree programmes, acting as a guide to the programme, providing students with advice on how to get the best out of their studies and about the programme structure and content.

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<u>Programme Specification</u>		The structure of a programme of study, setting out compulsory modules, programme learning outcomes, and the rules to enable progression to the next year of study. These are all available to view on the website.
Programme Director		Member of staff responsible for the design and development of a particular degree, often a good source of advice about options and career paths for their given specialism.
Progression Requirements		The criteria which students need to satisfy to pass one year of study and enable progression to the next year of study. Full details are available in the Programme Specification for the year of entry onto the programme.
RISIS		Our Student Information System. The RISIS portal is home to your student records, where you can store and update personal information, select modules, see your timetable and marks, contact the Student Support Centre with a question, and much more!
<u>Reading University Students' Union</u>	RUSU	Provides social events and venues, volunteering opportunities, a range of clubs and societies and much more. Also offers a specialist Student Advice Team for advice on various issues, including academic, financial and welfare.
Research Seminar		A series of term time weekly seminars for staff/students with presentations by both internal and external speakers.
<u>School of Politics, Economics and International Relations</u>	SPEIR	The Department of Economics and the Department of Politics and International Relations together form SPEIR.
School Rep		An elected student representative for the School with oversight of the course representatives. Elections are arranged by RUSU.
School Director of Academic Tutoring	SDAT	Academic member of staff who works alongside the Department Directors of Academic Tutoring (DDATs) to oversee the Academic Tutor system and Exceptional Circumstances process
<u>Scholarship</u>		An amount of money that is awarded by the University to a student in full/partial payment of fees.
School Director of Teaching and Learning	SDTL	Academic member of staff responsible for teaching and learning within the School and investigating cases of academic engagement and suspected academic misconduct
Self-Certification		Students are permitted on two occasions in the course of an academic year to submit an EC request for a two-day extension for <u>some</u> assessments without providing evidence. Full details are outlined in the <u>Policy on and procedures relating to exceptional circumstances</u>
Seminar		Timetabled teaching session involving small group discussion. Topic often relates to preceding lecture and is a student's opportunity to engage with the learning material and share ideas/collaborate with peers.
<u>Student App</u>		The UOR Student App brings together essential information, helping students to stay organised, informed and connected. Details of Welcome Week activities will appear on the Welcome App.
<u>Student Progress Dashboard</u>		The dashboard will display your completed and outstanding assessments, what your progress looks like and how this attainment compares to the goals that you can (optionally) set for yourself in your current Part and academic year. Access is via RISIS.
<u>Student Support Co-ordinators</u>	SSC	Provide support/advice on academic matters affecting students and their studies. These staff are based in the <u>Support Centre</u> in the Edith Morley building.

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Student-Staff Partnership Group	SSPG	A group consisting of course reps and academics who meet once a term to discuss matters relating to student experience
<u>Student Welfare</u>		A dedicated team who are there to help you with a wide variety of issues, from challenges due to settling in and adjusting to University life, difficulty with flatmates, crisis support, concerns for a friend, and much more, including if you don't know who else to ask! The Welfare team is a good first point of contact. They will know where to redirect you if they can't help directly.
Study Space		Rooms set aside for quiet study on the third floor in Edith Morley Building (Rooms 305/305a and 306). Further space available in the library – see <u>Study Space</u>
Summative assessment		Work that you will be set, with a deadline, that contributes to your overall module result.
Summer Placement		An extracurricular period of work experience completed over the summer. A great opportunity to build your skills and employability.
Suspension		The University supports students who wish to take time away from their programme if it is for compelling reasons such as ill health, pregnancy, employment opportunities, financial issues, etc. This is known as suspension and the University has a <u>policy</u> on this.
Timetable		A student's timetable will detail times and location of all taught sessions, as well as some central activities, ie Careers events. Welcome Week events are not timetabled.
Transcript		An academic transcript is an official document that shows units taken in each year of study, assessment grades for each unit, total number of credits gained in each unit taken and in each year of study, as well as degree awarded, degree classification and date of award.
Turnitin		Software system which advises of similarity between assessment submissions.
Tutorial		Small group class
Week 6		A week off from normal timetabled lectures.
Welcome Week		A period of time before term starts when students enrol and participate in activities to help them integrate into life at university.

If you think of any more terms to add to this glossary, please email v.matthews@reading.ac.uk