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| 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 |
| [**Academic Engagement**](https://www.reading.ac.uk/cqsd/-/media/project/functions/cqsd/documents/qap/academicengagement-fitnesstostudy.pdf?la=en&hash=8F21694A3AB66F743CEE2C6DE0C0DCE6) | AE | A process designed to identify and support students who appear to be experiencing challenges to full participation in their studies |
| [**Academic Tutor**](https://www.reading.ac.uk/essentials/Study/Academic-Tutors) | 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 semesters (September – February and February -June). Each semester is 15 weeks. There are 12 weeks of teaching and 3 weeks of assessment in each semester. |
| Bachelors Degree |  | Undergraduate degrees in the School of Philosophy, Politics and Economics will be classified as either a Bachelor of Arts (BA) or a Bachelor of Science (BSc) |
| [Blackboard](https://www.reading.ac.uk/essentials/Study/Study-Tools-and-platforms/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 each semester. |
| Bursary |  | Financial support for students. See [Bursaries and Awards](https://www.reading.ac.uk/essentials/money_matters/bursaries-and-awards.aspx) |
| [**Campus Jobs**](https://www.reading.ac.uk/essentials/Campus-Jobs) |  | 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 travels to campus daily to undertake their studies. |
| Contact Hours |  | Time in the classroom with academics or other teaching staff |
| Course Rep |  | An elected student representative for your Part or degree programme (elections arranged by [**RSU**](https://readingsu.co.uk/student-voice/student-reps)) |
| 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 [**School of Philosophy, Politics and Economics**](https://www.reading.ac.uk/sppe/) there are three distinct Departments: 1) [**Economics**](https://www.reading.ac.uk/economics/); 2) [**Politics and International Relations**](https://www.reading.ac.uk/politics-international-relations/)**; 3)** [**Philosophy**](https://www.reading.ac.uk/Phil/). |
| [**Disability Advisory Service**](https://www.reading.ac.uk/essentials/Support-And-Wellbeing/Disability/Disability-Advisory-Service) | DAS | A dedicated team offering advice and guidance to students with any disability, mental health condition or specific learning difference. Email [disability@reading.ac.uk](mailto: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 (SDAT) and oversees Exceptional Circumstances (EC) requests |
| 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 [**PO3DIP**](https://www.reading.ac.uk/modules/documents?acyear=2024%252f5&modcode=PO3DIP) for Politics students, [PPMDISS](https://www.reading.ac.uk/modules/documents?acyear=2024%252f5&modcode=PPMDISS) for Philosophy, or [**EC3DIS**](https://www.reading.ac.uk/modules/documents?acyear=2024%252f5&modcode=EC3DIS) 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. |
| [**Eduroam**](https://www.reading.ac.uk/digital-technology-services/wifi) |  | The University’s wi-fi network |
| Essay |  | A piece of academic writing on a particular subject, completed to a specified wordcount. |
| [**Essentials**](https://www.reading.ac.uk/essentials/) |  | Webpages containing essential information for all students relating to every aspect of student life. Students are encouraged to explore this site. |
| [Exceptional Circumstances](https://www.reading.ac.uk/essentials/The-Important-Stuff/Rules-and-regulations/Exceptional-Circumstances) | EC/ECF | Situations or difficulties outside a student’s control that negatively impact academic performance, and which may result in as request for 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. |
| Generative AI | AI/GAIT | Students can benefit from technology in their learning whilst studying for a degree, but must do so without breaking academic integrity rules or disadvantaging themselves or others in the process? Guidance is available on [Essentials](https://www.reading.ac.uk/essentials/Study/ai/using-generative-ai-tools-at-university) |
| Grade |  | A mark indicating the quality of a student’s work on a scale of 0-100. 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](https://www.reading.ac.uk/essentials/Study/Study-Tools-and-platforms/Blackboard). |
| Head of Department | HoD | Academic member of staff with overall responsibility for the Department, its strategy and staff. |
| Head of School | HoS | Academic member of staff with overall responsibility for the School, its strategy and staff. Each School within the University is made up of a group of Departments. |
| 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. |
| [**IT Service Desk**](https://www.reading.ac.uk/essentials/Study/Study-spaces-and-support/IT) |  | IT support 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 policy. |
| [**Learner Responsibilities**](https://www.reading.ac.uk/essentials/The-Important-Stuff/Rules-and-regulations/Learner-responsibilities#:~:text=attend%20lectures%20punctually%2C%20seminars%2C%20practicals,or%20practical%20coursework%20on%20time) |  | 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. |
| Life Tools |  | The [**Life Tools programme**](https://www.reading.ac.uk/essentials/Support-And-Wellbeing/Life-Tools) 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”. |
| Master’s Degree |  | Qualification undertaken after completing an undergraduate degree, demonstrating mastery of a specific field of study. Details of our programmes can be found here: [Philosophy](https://www.reading.ac.uk/philosophy/masters/masters-study), [**Politics**](https://www.reading.ac.uk/politics-international-relations/masters/masters-courses) and [**Economics**](https://www.reading.ac.uk/economics/masters/masters-courses) |
| Microsoft Teams |  | An online platform sometimes used for virtual meetings with students. |
| Mid Semester break |  | A week off from normal timetabled undergraduate lectures. |
| Moderation |  | The process whereby a second member of staff oversees the process of marking of coursework and examination papers to ensure fairness. |
| Module |  | A unit of learning. There are 120 credits taken in each year of study in an undergraduate programme and each module is typically 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”. For Philosophy, the course code is PP. 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, PP1RA. |
| [Module Description](https://www.reading.ac.uk/modules/module?acyear=2024%2f5&school=15) | MDF | The outline details of a module, setting out an indicative syllabus, teaching methods, contact hours, guided independent study hours, and assessment arrangements. |
| Module Selection |  | The process of selecting your optional modules. |
| Part 1 / 2 / 3 |  | First year / second year / third year of an undergraduate degree |
| [Plagiarism](https://www.reading.ac.uk/essentials/The-Important-Stuff/Rules-and-regulations/Plagiarism-rules-for-referencing) |  | 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 Academic Misconduct Policyoutlines the penalties which can be applied. |
| Post-Results Exceptional Circumstances | PREC | Opportunity to submit an ECF after receiving end of year 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: [amanda.gill@reading.ac.uk](mailto:amanda.gill@reading.ac.uk) ) |
| Programme |  | Your degree course (for example BSc Economics, BA Politics and International Relations, BA Philosophy, Business and Ethics) |
| 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. |
| [Programme Specification](https://www.reading.ac.uk/progspecs/specifications.aspx?type=UGS&year=2024&id=PPE) |  | 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 Master’s 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. |
| [RISIS](https://www.reading.ac.uk/essentials/Study/Study-Tools-and-platforms/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](https://www.reading.ac.uk/essentials/Ask-a-question) with a question, and much more! |
| [Reading Student Union](https://readingsu.co.uk/) | RSU | 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 matters. |
| Research Seminar |  | A series of weekly seminars for staff/students with presentations by both internal and external speakers. |
| [[School of Philosophy, Politics and Economics](https://www.reading.ac.uk/sppe/)](https://www.reading.ac.uk/sppe/) | SPPE | The Departments of Philosophy, Politics and International Relations, and Economics together form the School of Philosophy, Politics and Economics (SPPE). |
| School Rep |  | An elected student representative for the School with oversight of the [course representatives](https://readingsu.co.uk/student-voice/rep-election-roles). Elections are arranged by RSU. |
| 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 |
| [**Scholarship**](https://www.reading.ac.uk/ready-to-study/study/fees-and-funding/undergraduate-scholarships) |  | 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 five-day extension for some assessments without providing evidence. Full details are outlined in the [**Policy on and procedures relating to exceptional circumstances**](https://www.reading.ac.uk/essentials/The-Important-Stuff/Rules-and-regulations/Exceptional-Circumstances) |
| 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. |
| **Student** [**App**](https://www.reading.ac.uk/essentials/Student-App/Introducing-the-student-app) |  | 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. |
| **Student Support Coordinator** | SSC | Provide support/advice on matters affecting students and their studies. These staff are based in the [**Support Centre**](https://www.reading.ac.uk/essentials/Support-And-Wellbeing/Support-Arrangements/Support-Centres) in the Edith Morley building. |
| Student-Staff Partnership Group | SSPG | A group consisting of course reps and academics who meet once a semester to discuss matters relating to student experience |
| [Student Welfare Team](https://www.reading.ac.uk/essentials/Support-And-Wellbeing/Welfare) |  | 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 [Study Space](https://www.reading.ac.uk/essentials/study/study-space?gad_source=1&gclid=EAIaIQobChMI4qHtos70iAMVAYBQBh3PbhlQEAAYASAAEgIqF_D_BwE) |
| 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 [**policy**](https://www.reading.ac.uk/essentials/the-important-stuff/rules-and-regulations/suspensions)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 but will appear on the Welcome App. |
| 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 |
| Welcome Week |  | A period of time before the academic year starts when new 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, or have difficulty accessing any of the links, please email** [**v.matthews@reading.ac.uk**](mailto:v.matthews@reading.ac.uk)