

Academic Services

## Reading List Policy

The University will ensure a fair and consistent approach is taken in the selection for and maintenance of reading lists to stimulate and inspire creativity and promote excellence in learning, teaching and research.

This will ensure that:

- reading lists are clear, consistent, accurate and current
- students have appropriate access to Essential and Recommended Reading
- the University maximises the value and impact from its investment in its collections

### Scope

This Policy applies to all courses validated by the University.

### Definitions

- Essential Reading

Any combination of books, journals, articles, chapters, screenings, databases, webpages or other resources which students must consult in order to appreciate and understand the subject area. It is expected that students will use these resources to achieve the learning outcomes detailed in the Unit Descriptor.

- Recommended Reading

Any combination of books, journals, articles, chapters, screenings, databases, webpages or other resources which students are advised to consult that will help broaden and deepen their appreciation and understanding of their subject area and practice. It is expected that students will use a selection of these resources.

### Responsibilities

#### Programme Directors

Will liaise with Academic Services who will provide information, advice and guidance in the selection of resources.

Will use the Harvard Reference System to detail Essential and Recommended Reading within the Reading List section of the Unit Descriptor and published in the Course Information.

Will report any changes to Essential and Recommended Reading to the School Board of Studies as non-material changes to the Unit Descriptor, in line with Section E of the Quality Assurance Handbook.

### Quality Assurance & Enhancement

Will publish this policy alongside the processes for the maintenance of Course Information documentation to ensure that Programme Leaders are aware of the requirements of this policy for validation and periodic review.

### Academic Services

Will provide information, advice and guidance to support the selection and maintenance of reading lists.

Will review reading lists to ensure they are clear, consistent and accurate.

Will acquire resources taking into account a number of factors, including need, cost, space, format and access.

Will develop and maintain the University's collections in accordance with the Collections Development and Collections Acquisitions Policies.

### Review

This Policy will be reviewed every three years by the Director of Academic Services and the Head of Quality Assurance & Enhancement. Significant changes to this Policy will be considered and approved by the Student Success Committee.

September 2019

Review: September 2022