

## Online Learning Policy

### Introduction

1. This policy sets out the principles and expectations for learning, teaching and assessment when programmes, or parts of programmes, are delivered online. It informs the planning of teaching, learning and assessment and guides academic staff and students in what is considered by the sector as good practice in developing, delivering and assessing learning while maintaining academic standards.
2. The policy outlines the minimum requirements expected by the College and its awarding bodies when staff are delivering teaching and learning online. The requirements of this policy are in addition to the normal expectations on academic staff described in other policies and procedures.

### Different Modes of Learning

3. The College delivers programmes in four modes:
  - **Digital In-person**, wherein teaching is delivered face-to-face in a physical space, such as a lecture hall or laboratory, and students study independently between teaching sessions (including by using online learning resources).
  - **Digital Online** denotes teaching delivered online or virtually using technology designed to deliver programmes in this way.
  - **Digital In-person and Digital Online** is where some teaching is delivered in-person and some online, depending on the teaching material and the subject matter.
  - **On-demand** is a form of learning where students can access teaching and learning at anytime and anywhere and are not required to attend live classes.
4. This policy focuses on Digital Online.

### Learning principles and expectations

5. All students should receive a clear and realistic explanation of the expectations on them for studying online, and of the nature and extent of autonomous, collaborative and supported aspects of learning.
6. All students will have access to Regent Digital and VLE, which provide learning materials and resources including digital lecture capture.
7. All students will be advised about how they can best approach their learning, by setting guidance around the expected conduct and participation in online environments with embedded support through TiC (Thinking into Character).
8. All students will be provided with appropriate support through a dedicated Academic Support Officer (ASO) and Customer Support Officer (CSO).

9. Students should work through programme at the same pace through timetabled activities with the ability to go back through content in their own time.
10. Students should have the ability to engage in collaborative working in real time, such as through online discussion boards and forums.
11. Students will participate in group sessions, tutorials and independent study to ensure sufficient learning takes place for their programmes.
12. All students will have further enrichment of their study through Thinking into Character (TiC) sessions provided through Regent Digital.
13. Students will have opportunities to provide feedback on their experience of the programme through the College's normal feedback channels.
14. Programmes delivered online will be monitored according to the relevant awarding body's requirements and the College's normal programme monitoring procedures.

### **Teaching principles and expectations**

15. Teaching will be delivered in 'real time' through use of video conferencing, webinars, drop-in sessions, live chat and instant messaging.
16. Schools will ensure all students have the appropriate contact time with their tutors in digital synchronous forms, to ensure sufficient learning takes place.
17. Schools will ensure that appropriate time is provided for the different elements of online study and that the timetable, programme and module handbooks clearly explain how teaching is delivered and learning is assessed.
18. Academic staff should use a range of digital learning tools and activities to support students to achieve their learning outcomes and provide appropriate stretch and challenge.
19. All tutors who deliver online programmes will be provided with appropriate training, support and development.

### **Assessment Principles and Expectations**

20. Schools will ensure all students are assessed in a fair, reliable, valid and secure way.
21. Students will be given opportunity to take part in formative assessments with timely and appropriate feedback to help them prepare for summative assessments.

## **The Virtual Learning Environment (VLE)**

22. The College will ensure that the online delivery system has been tested and that a robust contingency plan exists in the event of failure of any technical systems.

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