Regent College London

Academic and Study Skills Support Policy

Purpose

1.   To provide a policy that outlines the types, range, and modalities of academic and study skills support and guidance offered directly to all students at the College and available to those academics and support staff who work with them. This Policy has been devised to ensure that all students benefit from comprehensive and coherent opportunities to improve their academic skills throughout their studies, enhancing their learning, accelerating their progress, and maximising their achievement.

Context

2.   The types of support outlined in this policy have been designed to meet the broad needs of students studying on higher education programmes, but also the specific needs of the College's diverse students, many of whom are mature, from non-traditional educational backgrounds and/or speak English as a second language. In addition, it reflects and responds to specific student support needs as set out in the College's Access and Participation Plan.

3.   The policy focuses on overarching academic and study skills support, advice, and guidance for all students. It does not outline specialist support for students with specific learning disabilities or difficulties. This is set out in the College's Inclusion Policy. Students requiring specialist learning support or guidance on any inclusion/disability related issue should contact the College's Wellbeing Team.

The types and modalities of academic and study skills support available to students and staff

4.   This Academic and Study Skills Support Policy sets out the different types and modalities of support offered by the College and is intended to ensure that such support is an integral part of every students' higher education learning experience. It also outlines what information, advice and guidance is made available to help staff enhance the way they work with and support their students. This includes webinars, one-to-one and small group support sessions, in-class sessions, CPD for staff and a range of academic skills guidance materials.

Extra-curricular webinars and workshops under SCOPE

5.   A core programme of extra-curricular sessions is offered to all students (as part of the College's SCOPE programme – Success, Character, Opportunity and Progress Enhancement) repeatedly every academic year. These weekly sessions are aligned to start at the beginning of each intake.

6.   The webinars and workshops are designed to meet the needs of new students by introducing them to the core skills they need to be successful in their higher education studies (academic, English, digital and research skills). Continuing students may also benefit from attending these sessions as they can refresh, revise, or consolidate their academic and study skills. One of our series is especially tailored to support more advanced learners who need to develop their research skills to write dissertations.

7.   The SCOPE sessions usually cover the following areas of development:

- Academic Skills
- English for Academic Purposes
- Research Skills for Dissertations
- Digital Skills
- English communication (summer)

8.   Additional webinars to support students who require bespoke support, are arranged on a case-by-case basis.

9.   Formal feedback is gathered after each webinar, which supports the ongoing evaluation of the impact of the sessions and informs decisions about future support activities.

Bookable support tutorials (one-to-one and small groups)

10.   Students in need of extra support may use our booking system to request one-to-one or small group tutorials with the ASK@Regent team. These tutorials may happen online via Microsoft Teams or on-campus and last approximately 50 minutes. There is availability across the week, including evenings and weekends and there is no limit to the number of tutorials a student may receive.

11.   Following an initial needs analysis discussion, the Academic Skills Tutor will agree on a suitable programme of support to meet the needs of the student. Where a student has multiple support sessions, further information may be gathered (with the student's permission) to evaluate the impact of the support activities on progress and achievement.

12.   Small group tutorials can also be booked via the students' representatives and customer support officers (CSOs). Students' representatives and CSOs should check the group's interests, needs and availability, and then contact the ASK@Regent team by e-mail to discuss the group's support needs.

Academic and study skills sessions embedded in the curriculum

13.   Academic and study skills sessions are typically delivered by the school lecturers in the different schools during timetabled seminar sessions. These sessions, which are tailored to students needs on particular programmes (as identified through regular discussion with academic staff), draw on session plans and materials designed by ASK@Regent.

14.   All materials are shared with the Deans School and programme leaders who are responsible for disseminating these to staff in their areas and decide on appropriate modes for delivery.

15.   The school-based study skills sessions and materials focus on, but are not limited to:

- Finding and evaluating sources
- Academic reading skills
- Harvard Referencing

- Quoting, paraphrasing, and summarising
- Synthesing and writing paragraphs
- Interpreting Turnitin reports
- Academic writing
- Cohesion and coherence
- Preparing and delivering academic presentations

16.   In addition, ASK@Regent also delivers embedded teaching and support in the seminars across different levels and schools. These sessions are also tailored to students needs on particular programmes as requested by the school heads and programme leaders.

17.   ASK@Regent is available to offer workshops, advice, guidance, and training on best practices in delivering academic and study skills support. Staff are able to book in-class guest lectures led by ASK@Regent.

18.   Deans of School and individual staff can also request CPD sessions or training on specific academic and study skills topics.

Extra academic and study skills support available on Regent Digital

19.   Academic and study skills guidance and support materials are available to staff and students via Regent Digital. The resources, which include PowerPoint presentations, how-to guides, the RCL Good Referencing Guide and the CiteThemRight resource, provide practical information about academic writing, study skills and referencing. These resources are updated frequently and are offered free of charge.

Extra academic and study skills support through the partner universities

20.   Additional academic and study skills support is available through the partner universities. Access to resources will vary depending on the specific partnership arrangements.

- **University of Bolton** students can access extra resources through LEAP Online.

- **Buckinghamshire New University** students can access extra resources through the Learning Development Unit.

Monitoring and evaluation

21.   Formal and informal feedback on the quality and impact of academic and study skills support is gathered systematically and used to drive continuous improvements to provision.

22.   Students and staff have opportunities to provide feedback through survey style questionnaires at the end of one-off support sessions/webinars or following a series of sessions/webinars.

23.   Where appropriate, focus groups will be invited to provide feedback on specific support activities. Students and staff will also be able to provide feedback directly to ASK@Regent programme leader.

24.   In addition to monthly reports, a monitoring and evaluation report is published annually, assessing the impact of academic and study skills support on students' confidence, skills development, progress, and (where possible) achievement, as well as identifying priority areas for future improvement. This report will be presented to the Learning and Teaching Enhancement Committee.

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