eLearning Content and Interaction Requirements for IHM Units of Study Delivered Fully Online

Policy Code: ACA006

Version 1.1                     Effective Date: 22nd of February, 2013

Purpose

The purpose of this policy is to ensure that all IHM fully online courses, programs and units of study are delivered in a manner that constitutes quality eLearning delivery.

Responsibility

The Teaching and Learning Committee is responsible for checking that the delivery of all fully online courses meet this set of standards. The Director of Studies, Course Coordinators, teaching and curriculum development staff are involved in implementing eLearning, with the assistance of IT, library and eLearning specialist staff.

Scope

This policy applies to all IHM staff involved in the implementation of fully online units of study.

Principles

Attendance requirements for students:
Students must participate actively in online course units in accordance with the Attendance Policy and Procedure for Students Undertaking Fully Online Units of Study, which sets out multiple forms of participation that are considered to constitute attendance.

Content standards

Any postgraduate unit of study must include as a minimum:
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- A downloadable course guide;
- Weekly topics;
- Citation information for all required reading and links to eReserves wherever they can be provided under copyright restrictions;
- Guide questions for each weekly topic;
- Some form of teacher generated content such as a recorded lecture, set of notes, video presentation etcetera;
- A timetable or calendar showing weekly schedule, dates and times of any consultations, real time activities, meetings, deadlines for assessment etcetera. This will need to be unique to each intake group for each unit;
- Details of all assessment tasks and downloadable assessment handouts;
- At least six pieces of content in a medium other than writing. These may include videos, images, sound files, animations, interactive virtual objects etcetera.

Interactivity standards

Each unit of study must include the following forms of interactivity:

- At least one discussion forum, accessible to all students and regularly moderated by the contract academic;
- At least one activity that involves synchronous communication between students and the lecturer;
- At least two affordances by which students can interact bilaterally with their lecturer in real time (for example, instant messaging and voice over internet protocol);
- Clearly identified consultation hours during which students may contact and interact with their lecturer synchronously;

Each unit must also include ‘virtual classroom’ based activities in which students interact with academics and with each other in real time while sharing content. Ways in which this can be achieved include Second Life, a virtual classroom application, teleconferencing, Skype conference calls or any such means as may become available through future technological advancement.
Related policies/procedures:

- Academic honesty and integrity policy
- Copyright policy for students
- Disability policy
- Graduate Attributes
- Staff recruitment, selection and appointment policy
- Student support service policy
- Student assessment policy
- Student complaints and grievances policy
- Student misconduct policy
- Student progress policy

Benchmarking:

Not applicable

Supporting research and analysis:

http://www.ucl.ac.uk/isd/staff/e-learning/tools/moodle/policies/minimum-requirements

http://teaching.unsw.edu.au/moodle-system-requirements


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**Related documents:**  
**Related legislation:** Disability Discrimination Act – Education Standards 2005  
**Guidelines:** Not applicable

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| **Endorsement Committee** | Academic Board  
Course Development and Advisory Committee  
ICT Strategy Committee  
Library Committee |
| **Policy Status** | New                                                                                      |
| **Date of Approval** | 22/02/2012                                                                               |
| **Responsibilities for Implementation** | Senior Academic Team                                                                     |
| **Key Stakeholders** | CEO  
Director of Studies  
Chair of the Academic Board  
Course Coordinator  
Librarian and eResource Coordinator  
IT and LMS Manager  
Contract Academics |
| **Date for Next Review** | 00/00/2013                                                                               |
| **Policies Superseded by this Policy** | None                                                                                     |
Table of Amendments

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