
Policy: **e-Learning**

Code: **03EP07**

Reviewed/ Revised: **19/07/ 2022**

Policy Owner: **Dean**

Target audience: **Faculty, Students and academic support**

PURPOSE:

E-Learning Policy aims to provide a systematic approach as well as consistency in the adoption and implementation of e-learning at EAHM.

SCOPE:

This policy covers e-learning related activities carried out by EAHM's faculty, academic support departments, and students.

DEFINITIONS:

e-Learning refers to anything delivered, enabled, or mediated by electronic technology for the explicit purpose of learning. It is broader than, but includes, online learning, Web-based learning, and computer-based training. e-Learning includes both one-way and two-way learning exchanges, as well as learner-to-learner interaction (as occurs in learning communities).

Blended or hybrid learning combines aspects of Distance Learning and synchronous educational practices where there is an effective integration of different modes of delivery, models of teaching and styles of learning as a result of adopting a strategic and systematic approach to the use of technology combined with the best features of face-to-face interaction.

Collaborative Learning refers to an educational approach that involves groups of learners, working together to solve a problem, complete a task or create a product. It is based on the idea that learning is a naturally social act in which participant converse with peers and be actively engaged.

Self-Directed Learning refers to a process in which the learner, rather than the institution, controls both the learning objectives and the means of learning. The process includes diagnosing one's own learning needs, setting personal goals, making decisions on resources and learning strategies and assessing the value of the outcome.

Personalised Learning means tailoring education to individual needs, interests and aptitudes, so as to ensure that every learner achieves and reaches the highest standards possible, notwithstanding their background or circumstances.

Learning Anytime and Anywhere means making use of mobile devices and technologies that are interconnected, offering learners complete independence of both location and time and choice to learn in a synchronous or asynchronous manner.

Student Learning Time includes guided learning, assessment and self-learning time.

POLICY STATEMENT:

EAHM's policy is to provide students access to course materials in times when face-to-face delivery of courses may not be possible, or as an alternative to traditional face-to-face delivery. The aim is to ensure that all students have equitable access to resources, content, and teaching staff whilst studying via distance.

1. Distance Education Course Development and Approval

Instructors seeking to propose a new hybrid or online course or convert a face-to-face course to hybrid or online delivery, should consult the Dean or Assistant Dean to evaluate the scope of the work and develop an action plan as per Policy 03EP13 Curriculum Approval and Revision. The instructor must submit either a new course or course change proposal to the TRASC for approval before delivery can be undertaken.

2. Use of the Learning Management System

All faculty teaching distance education courses must use EAHM's approved LMS, and EAHM will provide technical support for all distance education course instructors.

Pending an Information Technology review of plausibility, third party tools that require, embed, collect or store private student data must be integrated into the LMS to protect student privacy rights. Third party tools that cannot be integrated into the LMS must not interface with student data in any capacity.

3. Faculty Presence in Courses and Office Hours

Faculty presence is an integral component of quality instruction and a leading indicator of student satisfaction. All distance learning courses must be delivered using a combination of synchronous and asynchronous teaching. Faculty must make clear to students in distance education courses the days and times in which the synchronous learning will take place. Faculty must also advise students when they can expect the faculty member to be active or present for course discussion and support, as well as the method of holding those office hours. Faculty must also specify their expected response time to student queries in their syllabi.

4. Syllabus

The syllabus for the course must be prepared in accordance with the regulations of the University and provided to the students prior to the start of a distance learning course.

5. Technical Support

EAHM is responsible for the technological delivery of distance education courses. This support is considered part of the usual and customary equipment and resources available to support all faculty in delivering their courses from the instructor's assigned workspace. Support will also be available to ensure that students have the requisite technology to be able to partake in distance learning courses.

6. Assessment of students

As per the syllabus all distance learning students must be provided information on the ways in which their achievements will be judged, and the relative weighting of assessments in the course. Timely formative assessment should also be included to provide students with individual constructive feedback and guidance, and to ensure students are well equipped for summative assessment. Any online exams will be undertaken using the services of an online proctoring company to ensure the academic integrity of all exams undertaken remotely.

The EAHM's Academic Integrity Policy (06ST23) will be enforced to ensure the work submitted by students is their own.

7. Course Review

To ensure the quality of delivery of distance learning courses, all normal course review procedures will be undertaken for all distance learning courses.

8. Student Support Services

Students will be provided with the same level of student support services that an online student would be expected to receive. These services include access to library staff and resources, registry staff, non-academic student support, and faculty support. All other

university policies and procedures and information contained in the student handbook will be relevant to distance education students.

RESPONSIBILITY:

Faculty members and all support services are responsible for complying with the terms of this policy and support agreements made for distance learning students. The Dean is responsible for ensuring that the policy is reviewed regularly and kept up-to-date.

IMPLEMENTATION OF THE POLICY:

At the beginning of each Trimester, once student registrations have been completed, the Registrar will inform faculty of any distance learning courses that will be offered. Faculty should prepare to ensure that the course can be delivered via distance education if it will be delivered in this mode.

ASSOCIATED DOCUMENTS:

- Academic Integrity Policy

MENTIONS:

- Course Syllabi
- Catalogue

DATE OF NEXT REVIEW:

This document should be reviewed by **February 2024**.

POLICY APPROVALS RECORD

Policy Name:	e-Learning	
Policy Code:	03EP07	Formerly: EA/ACA/028
Date of first approval:	24/03/2020	

Reviewed/ Updated	Details of Amendment
19/07/2022	- Refined scope statement, and definitions
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