LEARNING WORKS' LWP18: LEARNING RESOURCES and STUDENT SUPPORT POLICY

TYPE: Policy
SUBJECT: Learning Resources and Student Support Policy REFERENCE: LWP18
DATE: 15th February 2021
LAST REVIEWED: 25th November 2021
APPROVED BY: The Board of Directors
All students will be required to attend an intensive induction which in turn must include the following as a minimum requirement for discussion during induction: 1. Programme •   Programme Aims; •   Programme structure and scheduling; •   Learning outcomes of programme; •   Modules per semester. 2. Lecturers •   Names of Lecturers are disseminated. 3. Process of moderation of: •   Assignment briefs; •   Assignment grading; •   Ongoing internal verification of assignment briefs and graded assignments. 4.   Marking Scheme indicating fail, referrals, pass, merit and distinction. 5.   Student front page when submitting assignment should include: •   Programme name; •   Name of Academic Institution; •   Awarding Body; •   Clear demarcation of lecturer teaching the module;

- Demarcation of Module title;
- Assignment demarcation (i.e.: Assignment 1, 2, title if available, etc.);
- Name of the student (including student ID);
- Deadline date according to assignment brief;
- Word count;
- Plagiarism statement;
- Extenuating circumstances: Policy and processes should a student not be able to submit an assignment on time.

6. Tutorial Assistance

If students do not understand a particular task, then they should ask their tutors for help. Tutors are obliged to provide students with academic help if they require it. Note: The Student should not direct academic queries pertaining modules to personal tutors.

7. Library facilities:
- Key textbooks for a course are put on reserve. Students will be allowed to make reference to books in the library. Books on reserve must always remain on school grounds in order to be accessible to all students;
- Use of in-house digital library;
- Use of on-line library;
- Use of Public University libraries.

8. Submission of assignments:
- Students must submit their assignments to the Institution via its Learning Management System.
- Should for some reason an assignment be presented in paper format the student will receive a Receipt depicting:
- Name of Programme;
- Student name and USN;
- The module for which submission has been made;
Assignment Reference;
- Lecturer's name;
- The date of submission;
- Students are required to keep their receipts in a safe place (preferably until the end of the programme). If a student assignment is lost, then the student submission receipt should be presented to the Administration Office of Learning Works as proof of submission.
- Students are required to keep a copy of their assignments submitted for correction at all times.

9. Students are informed that on the first day of class in each module, they should expect to receive from their tutors:
- A week-by-week syllabus;
- Key textbook and additional reading required for the module;
- Contact details (e-mails, lecturer contact hours).

10. A discussion on the aims of the module and the assessment strategy is carried out.

11. Practice handbooks:
Practice handbooks are distributed and discussed in the case of modules which have a practical component and a work placement.
12. Discussions on:
- The Institution's Student Complaints', Grievances' and Appeals' Policies and Procedures are discussed;

- Plagiarism policies and procedures as highlighted in LWP08 are discussed.
- Discuss "Turnitin" software. Provide an example of how it works
- Health and Safety issues - e.g.: procedures in case of illness and fire

13.   Assistance to Students

An important mechanism to the success of a course/programme will be making sure that student academic, pastoral and personal development needs are met.

Lecturing staff are willing to support students and solve any academic issues they might have. The Administrative staff of Learning Works are ready to support students with personal queries. Other issues are referred to the IQA team for their assistance.

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CEO