BU/PARTNER VIRTUAL LEARNING ENVIRONMENT (VLE) POLICY

Policy owner:	Academic Quality, AS
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1. SCOPE AND PURPOSE

1.1 This policy is for Bournemouth University (BU) and Partner staff and defines and outlines the minimum requirements that must be in place regarding the use of a Virtual Learning Environment (VLE) for students studying under Franchise and Off-Campus Delivery partnership arrangements. The policy may also be utilised by BU Partners under other partnership models to influence good practice regarding their own VLE's.

1.2 Where a Partner confirms that the BU Virtual Learning Environment (VLE) will be used by staff and students for programme resources the policy outlines the support that will be provided by the University. It is recognised that due to the diversity of the University's Partners, the use of the University's VLE for programme resources may not be the most suitable option for all programmes.

1.3 Students studying under Franchise and Off-Campus Delivery partnership arrangements will be granted access to the University's VLE in order for them to utilise BU Library and Learning resources as standard. Staff who deliver or support these programmes will also have access.

2. MINIMUM REQUIREMENTS

2.1 Students registered on BU programmes delivered under the Franchised and Off-Campus Delivery models will expect:

2.2 to have all their electronic <u>programme</u> materials on a single VLE
- Partners must ensure that all resources relating to a programme of study are accessed through a single VLE, either the University's VLE, or the Partner VLE
- Programme teams, in discussion and agreement with the BU Link Tutor, should decide which VLE will be used for programme resources prior to the commencement of the programme
- The Partner HE Manager (or equivalent) is required to inform the BU Academic Quality team of any changes to the VLE in use a minimum of six weeks prior to the programme start date. This will ensure that relevant arrangements can be made and that appropriate support can be put in place
- Where Partners decide to use a VLE other than the University's, then Link Tutors must be given access. The Partner HE Coordinator (or equivalent) should liaise directly with the Link Tutor to arrange access
- Students should not be expected to change the VLE they are using mid-way through their programme
- Please see Section 4 for further information on the minimum programme resources which should be made available on the VLE

2.3 to receive an introduction to how the VLE will be used for their <u>programme</u> as part of their induction
- This part of their induction should signpost to students which learning resources will available to them through the VLE and how they will be used on their course.
- All students should receive this introduction as part of their induction at the beginning of their programme and in subsequent years .
- In most instances, Partner staff will be expected to deliver student inductions.
- Where a programme utilises the University's VLE, then additional advice for incorporating the VLE into the delivery of induction may be requested from the BU Technology Enhanced Learning Innovation & Development (TELID) service. All such requests must be made via Academic Quality

2.4 to receive an induction to allow them to access the BU Library learning resources within the University's VLE

- This should take place even in cases where the University's VLE is not being used for programme materials
- An induction to the BU library and the BU Student Portal should also be provided to students on initial enrolment; to arrange these sessions, Partner staff should contact the BU Library & Learning Support Service Development Manager as noted in Section 4

2.5 Partner staff to be familiar with the VLE in use for their programme materials

- Staff responsible for the delivery and support of BU programmes need to be familiar with the VLE in use
- Staff should be able to confidently direct students in the use of the VLE and sign post them to learning resources outside of the programme area where applicable

2.6 Partner staff to be familiar with the University's VLE

- Staff who are delivering and supporting Franchised and Off-Campus Delivery programmes should make themselves familiar with the University's VLE, even where this is not the VLE in use for the programme. As these students are given access to the University's VLE as standard they may ask questions of the Partner staff relating to the VLE. For all training requirements, Partner staff should contact the BU Technology Enhanced Learning Innovation & Development (TELID) service as noted in Section 4

3. ELECTRONIC PROGRAMME RESOURCES

3.1 The table below identifies the programme resources that must be available electronically to students via the VLE in use for programme materials. Responsibilities are identified along with recommended timing and review dates.

		Timing/ Review
Messages		
Minimum expected	A 'welcome' message, the first information students see when entering a unit area	Welcome message - start of unit
	Ongoing announcements, providing up to date information about the unit highlighting any changes, cancellations, important notices, etc.	Other announcements as and when required
Staff member responsible	Partner Academic/ Partner Programme Admin	
Team Information		
Minimum expected	Unit lecturer(s) contact details (name, office location, email address)	Start of unit/updated as changes occur within the academic team
	Lecturer(s) availability (e.g. surgery times and booking methods)	
Staff member responsible	Partner Academic/ Partner Programme Admin	
Unit Information		
Minimum expected	Unit Information, e.g. booklet/guide/handbook	Start of unit
	Delivery schedule/plan	
Staff member responsible	Partner Programme Admin	
Unit Materials		
Minimum expected	e.g. lecture slides, notes, copies of handouts	Start of unit/weekly thereafter
Staff member responsible	Partner Academic	
Reading List		
Minimum expected	Automatically added by library staff	Start of unit
		Reviewed and updated yearly

Staff member responsible	Academic/Library	
Assessment		
Minimum expected	List of current External Examiners (as per the Programme Handbook) (no contact details to be provided)	Start of unit
	The relevant Standard Assessment Regulations	
	Details of assessment requirements (including submitting online), coursework briefs; definitions and guidance on elements and sub-elements of assessment; and the implications of non-submission	
	Assessment schedule or calendar	
	All assignment briefs	
	Marking criteria	
Staff member responsible	Partner Academic/ Partner Programme Admin	

4. VLE SUPPORT FOR PARTNERS

4.1 The BU Technology Enhanced Learning Innovation & Development (TELID) service will liaise with key Partner staff on all matters relating to library and academic skills resources, and where applicable this will include resources within the University's VLE, including training when appropriate.

Queries regarding library and academic skills resources within the University's VLE should be directed to the Service Development Manager, Rachel Geeson:
Telephone: 01202 965286
Email: rgeeson@bournemouth.ac.uk.

Staff and Students experiencing problems accessing library learning resources should be asked to contact Library and Learning Support Enquiries in the first instance:
Telephone: 01202 965959
Email: libsupp@bournemouth.ac.uk
Chat: http://www.bournemouth.ac.uk/library or access via the myBU Library tab

4.2 The BU Technology Enhanced Learning Innovation & Development (TELID) service will provide support to those programme teams that are using the University's VLE for teaching and learning purposes. The TELID service will be responsible for facilitating staff training and development for the University's VLE, either in person, or through electronic means.

Partner staff should contact the TELID service in the first instance to arrange support:
Email: learningtechnology@bournemouth.ac.uk

4.3 The Academic Quality team at BU are responsible for managing Honorary Contracts and ensuring that Partner staff have the correct programme/units attached to their University VLE account.

4.4 Operational issues with the University's VLE, such as log in problems, should be reported directly to the BU IT Service Desk:
Telephone: 01202 965515 (support available 24/7)
Log/Track new IT jobs using Self Services: http://servicedesk.bournemouth.ac.uk