

University of South Wales
Centre for Excellence in Learning & Teaching
Virtual Learning Environment

The University's Minimum Requirements Policy

This policy sets out the University's expectations in terms of the minimum amount of information a student can expect to find in the Learning Environment. It secures an improved approach, facilitating better support and ensuring a more consistent experience for users and should be read in conjunction with the 'Guidelines for Staff' and online support materials.

The findings of the Learning Environment Review in 2013/14 highlighted inconsistent practice in relation to the use of the Virtual Learning Environments (VLE), with users commenting on the fact that they were clunky, inconsistent, difficult to navigate and information difficult to find. The policy was developed based on feedback gathered as part of the Learning Environment Review and in discussion with Heads of Student Experience and the Student Union.

All modules should provide the following information to students, presented in a clear and consistent manner:

Administrative Information:

- Name(s) and contact details for teaching team
- Module descriptor
- Assessment Type
- Where to go for support (non-academic/study skills)
- Links to relevant student regulations & appropriate information (i.e. academic integrity/social media)

Learning & Teaching Information:

- Module learning experience to include
 - Delivery schedule – summary of learning & teaching activities by week or by topic
 - Up-to-date learning materials
- Online Reading List to include essential and suggested resources
- Assessment & Feedback Information as indicated on the Assessment Cover Sheet and Feedback guidelines.
- Where appropriate, links to interactive content such as blogs, wikis and other collaborative tools, i.e. Module Discussion Forum
- Module Evaluation

Business Continuity

Teaching content should be uploaded in advance so that students can continue to study in inclement weather or staff absences. It was agreed that at least two to three weeks of content and learning materials should be uploaded.