

Office of Quality, Standards
and Partnerships



UNIVERSITY OF
LINCOLN

QUALITY ASSURANCE MANUAL
Distance and Online Learning

SECTION 02E

Definition

Distance and Online Learning is a way of learning remotely which does not require a student's place of study to be physically located at a defined location, and usually means students engaging with learning materials and interacting with peers and tutors from home or work, via digital and/or more traditional communication means. There may be occasional face-to-face encounters with tutors and attendance at University organised events.

Principles



Programme Development and Validation

Programme teams should liaise with the Lincoln Academy of Learning and Teaching and the Digital Education Team as early as possible in the development of a new Distance and Online Learning programme, to access a range of resources to support the development and delivery of the programme. Following the below links will take you straight to the supporting information;

[Online Teaching & Learning: Menu – Digital Education Support \(lincoln.ac.uk\)](#)

[Online Assessment: Menu – Digital Education Support \(lincoln.ac.uk\)](#)

[Resources Hub: Menu – Digital Education Support \(lincoln.ac.uk\)](#)

Programme teams should make sure to refer to the Digital Education Effective Practice Guide for advice on implementing digitally enhanced teaching and learning within modules – Link below:

[Digital Education Effective Practice Guide 2020](#)

In addition to the standard documentation required for a validation event (rationale, programme and module specifications), as set out in document 02 QAM *Programme Approval* the following additional information must be provided:

- A copy of the Student Programme Handbook
- A significant sample of the learning materials (identifying those responsible for production and quality assurance of these materials)
- Where all learning materials have not been developed in time for the (re)validation event, a detailed timetable for development of the remaining modules must be provided which includes information for when each module is scheduled to be delivered.

All learning materials are required to be in place before any delivery of a module commences.

The (Re)Validation panel will include a member(s) with expertise in developing and delivering Distance and Online Learning provision. The (Re)Validation panel should also be provided with access to the Virtual Learning Environment (VLE) to review the sample of learning materials provided.