



INSTRUCTIONS

Reference should be made to the 'Distance & E-Learning Policy' when completing this form.

This form should be completed by academics planning to:

- a. convert up to 25% of an existing face-to-face study-unit to an online modality. There is a requirement to follow the University procedures for 'minor amendments to study-units' and submit this form to APQRU.
- b. convert more than 25% of an existing face-to-face study-unit to an online modality. This form should be submitted along with the revised study-unit description, if applicable. Revisited study-units are to be submitted in the format specified by APQRU.
- c. make subsequent increases in the online component of an existing face-to-face study-unit beyond 25% of the study-unit. This form should be submitted along with the revised study-unit description, if applicable. Revisited study-units are to be submitted in the format specified by APQRU.
- d. introduce a new study-unit that will be delivered in a blended modality. This form must be submitted to APQRU along with the [Study-unit Approval Form](#).

This checklist is intended:

- to provide academics with a series of prompts and areas to consider when planning the development of a blended study-unit.
- to provide the Programme Validation Committee and Distance & E-Learning Committee with details of areas to explore when considering proposals for blended study-units.

1. Identify the study-unit, its ECTS value and the hours of online delivery.

2. Indicate an estimate number of students that will be enrolled on the study-unit.

3. Identify the topics/modules in the study-unit that will be delivered online.

4. What is the pedagogical rationale for delivering the identified topics/modules online rather than in-class (F2F)?

5. Provide an overview of how the identified topics/modules will be delivered and supported.

6. Indicate how the learning outcomes covered in the online topics/modules will be assessed.

For new study-units only:

For existing study-unit (if applicable)

Current Method of Assessment:

New Method of Assessment:

7. Will the study-unit make use of learning technologies beyond the centrally supported technologies (by UM IT Services)?

8. Provide details about the online teaching and/or learning experiences of the lecturer delivering the online topics/modules.

Has the lecturer taught online in the past? Has the lecturer followed any online courses in the past? Include UM VLE screen shots of existing study-unit/s delivered by the lecturer that are supported by the UM VLE.

9. Provide details about professional development courses/workshops that the lecturer has undertaken related to online teaching and learning. Does the lecturer require any training/support in the design and delivery of online learning?

10. Provide details of additional lecturers and/or support staff engaged for F2F and blended components.

Name of Proposer

Date of Submission
