INSTRUCTIONS

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

Change in the mode of delivery may result in a change in the fee structure. Please liaise with the Finance Office before proceeding with the submission of the relevant appendices.

This form should be completed by academics planning to:

a.   convert an <u>existing face-to-face study-unit or a blended study-unit</u> to a fully online 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.

a.   introduce a <u>new study-unit</u> that will be delivered fully online. 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 an online study-unit.

▪   to provide the Programme Validation Committee and Distance & E-Learning Committee with details of areas to explore when considering proposals for online study-units.

1.   Identify the study-unit and its ECTS value.
2.   Indicate an estimate number of students that will be enrolled on the study-unit.
3.   What is the pedagogical rationale for delivering the study-unit online?

4. What model/s for online content are being proposed in the study-unit?

Explain how the learning technologies will be utilised to deliver the learning resources within the programme.

5. What model/s for communication and collaboration are being proposed in the study-unit?

Explain how the learning technologies will be utilised to support communication and collaboration during the programme.

6. What model/s of formative and summative assessment are being proposed in the study-unit?

Explain how the formative and summative assessment will be delivered during the study-unit. Outline the processes that will be implemented for providing feedback to students.

For new study-units only:

For existing study-unit (if applicable)

Current Method of Assessment:	New Method of Assessment:

7. What digital literacies, technical skills and technology infrastructure (hardware, software, Internet connectivity) should the students have to engage fully with the study-unit?

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

All distance learning study-units are required to make use of the UM VLE. If the study-unit requires the use of learning technologies that are not supported by the University, provide full details of how these will be supported and how technical issues will be mitigated.

9. Do licensing arrangements exist which will enable distance learning students to utilise all of the proposed learning technologies?

Ensure appropriate licenses in place for all software, content and tools used in the study-unit.

10. 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.*
11. 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?
12. Provide details of additional lecturers and/or support staff engaged for F2F and blended components.

Name of Proposer	Date of Submission