

B13 DISTANCE LEARNING

SoE offers a BSc/BSc (Hons) “top up” scheme for suitably qualified students who have already achieved an appropriate HND. These students study existing modules on a part-time basis, with occasional visits to Plymouth and tutorial support from academic staff who visit the partner colleges (Cornwall, North Devon, Somerset, Exeter and Bristol).

Students on this programme will be registered by the University of Plymouth, and will be entitled to use the full range of academic and support services provided to those located on the main campus.

This is a new programme of study, and detailed procedures will change as the course evolves. The Programme Specification and Supplementary Student Handbook may be consulted for further details.

B13.1 Aim

To ensure the efficient management of the BSc Distance Learning “top up” programme, and to provide appropriate academic and pastoral support for students.

B13.2 Responsibilities

Any member of staff teaching modules which are offered by distance learning will be expected to be aware of the different needs and circumstances of the part-time, remote students, and must liaise closely with the Distance Learning Manager/Tutor.

The **Distance Learning Manager/Tutor** . S/he will be expected to ensure the smooth running of the programme through continuous liaison between students, employers, partner colleges and colleagues in SoE. S/he will also take on the roles normally assigned to Stage Tutor. In particular, s/he will:

- Monitor, advise and (where appropriate) provide development for tutorial support staff in the partner colleges.
- Ensure that suitable study facilities are available at the partner college sites.
- Meet with any student and their employer if appropriate.
- Arrange appropriate induction for all students and support staff.
- Ensure that part-time students are represented on the SoE Course Committee, and hold liaison meetings with students in advance of this committee.
- Monitor the academic and personal progress of students, and refer them for additional support if required.
- Advise and support colleagues in the preparation and presentation of study materials for distance learning.
- Ensure that students understand the procedures for the submission of Extenuating Circumstances.