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1. Purpose

The purpose of the Policy on Learning Support is to:

1. Provide opportunities for students to receive academic support in their studies
2. Ensure that all students have similar or equivalent levels of access
3. Identify the different areas in which students need assistance
4. Encourage students to seek the available learning support
5. Seek other ways of providing support, based on students' needs

2. Definitions

Learning support is defined as the enrichment and remedial support that is provided to all students at Villa College, regardless of location.

3. Scope

1. Ensuring that there is adequate support for students whether studying at a campus or learning centre
2. Ensuring that students have access to a range of different forms of assistance
3. Providing access to the different areas in which they may want access, such as English, Maths, Business, Dhivehi, etc.
4. Providing face to face support whenever possible, and online synchronous or asynchronous support in other circumstances
5. Ensuring that faculty can recommend or put forward students who need additional support

4. Policy Principles

This policy is aimed at providing students with high quality learning support in order to enhance their studies. Every student of Villa College should be able to access the various learning support activities and facilities, dependent on their location. Those students who cannot be supported in face-to-face mode should be able to access online modes of support to an equivalent level. This learning support policy is meant to provision support in addition to the support that students already and continuously get from their faculty and lecturers.

5. Policy Description

- 5.1 Provision is to be made to ensure that all students are able to access the various learning support activities and facilities in the most appropriate manner, wherever they are in the country. Therefore, online or phone support, or another suitable method, will be employed to provide support to those students who are unable to access learning support activities face-to-face.
- 5.2 Various activities will be planned at least one semester in advance, and students will be invited through various media to sign in to book seats for various programmes. Alternatively, various faculties may request sessions for particular batches, and these will be accommodated as far as possible as well.
- 5.3 The support is to be provided through full-time academic staff, or visiting lecturers, or through student-mentors.
- 5.4 The main areas of support that have been identified are as below. Relevant areas will be covered through the assistance of related faculties, and coordinated through IAD.
- Language support in Dhivehi and in English (including academic writing sessions, referencing workshop, E-Tutes)
 - Study skills (including presentation skills, statistical analysis, literature review, how to do independent learning, time management skills, stress relief, reflective writing, critical reading and writing)
 - Research skills for undergraduates (literature review, proposal writing, statistical analysis, writing up findings)
 - Academic counselling sessions
 - Field-specific/module specific sessions (mathematics for studies, Dhivehi for professional development, business topics, ACCA)
 - Assignment-specific support, including sessions on information technology/software related assistance such as formatting of documents, using Moodle

6. Orientation and implementation of policies and related documents

Institute of Academic Development will be responsible to implement the policy with support from the respective academic staff in the related faculties. IAD will be responsible to orient the relevant faculty, schools, institutes, departments regarding the Policy on Student Learning

Support. Orientation will be done through department level meetings, or professional development sessions or through any other suitable forum.

The effective date of implementation for this policy shall be from January 2018 onwards

7. Compliance, monitoring and review

All academic staff shall comply with this policy. Monitoring of the policy implementation will be done by Institute of Academic Development through relevant Audit or other mechanism to monitor the implementation status. This policy shall be reviewed in two years' time.

8. Administrative matters, responsibilities and accountability

The learning support activities will be coordinated by IAD; with the assistance of full-time academic staff from the related faculties. Faculties and other departments' assistance in arranging for their staff to participate in learning support activities will be essential to the success of the programme. The time that staff contributes to learning support activities will be counted towards their academic working load.

9. Funding and financial aspects

Visiting lecturers and student-mentors will be compensated according to contracts made with them from time to time according to identified needs. Visiting lecturers taking sessions for larger groups of students (more than 7 students) shall be paid at normal visiting lecturer rates. Student-mentors will be compensated at a rate of MVR150 per hour of contact/activity.

10. Related Policies and Version Control

Related Policies

Version	Policy Name	Policy Number	Approval Date	Approved by	Status
	Not Applicable				

Version History

Version	Policy Name	Policy Number	Approval Date	Approved by	Summary of Changes
	Not Applicable				