

UNIVERSITY OF BIRMINGHAM

Distance Learning Checklist

This form should be completed in conjunction with the Code of Practice on Distance Learning, to which the questions are cross-referenced

1	College	
2	School	
3	Department	
4	Collaborative Organisation	
5	Qualification(s) and Programme Title	
6	Programme Code	
7	Module Title	
8	Module Code	
9	Date of introduction	
10	Academic and Programme Management	
10.1	<u>Strategic Fit</u> Does the programme, including the mode, fit with School and College strategies?	Yes/No Details:
10.2	<u>Resource Allocation</u> Will additional physical/software resources be required to deliver this programme/module?	Yes/No Details:
10.3	Will additional staff resource be required to deliver this programme/module?	Yes/No Details:
10.4	<u>Administration</u> Have any atypical administrative processes/timescales been discussed with the relevant Corporate Service?	Yes/No Details:
11	Academic Requirements	
11.1	<u>Admission</u> Has Admissions Office been consulted regarding the English Language and other academic requirements for admission?	Yes/No Details:

11.2	Will there be any non-academic admissions requirements, e.g. access to software? (N.B. Mandatory for PGR)	Yes/No Details:
11.3	<u>Teaching Learning and Assessment</u> Can the intended aims of the programme/module be met at a distance?	Yes/No Details:
11.4	Have the assessments been designed with distance learners in mind?	Yes/No Details:
11.5	Are there any resources which will not be available to students outside the University due to the Information Classification Standard?	Yes/No Details:
11.6	Are there any programme elements which need amendment for international students?	Yes/No Details:
11.7	Have opportunities to bring students together been considered?	Yes/No Details:
11.8	How will students communicate with one another?	Yes/No Details:

12	Provision of Resources	
12.1	<u>University Resources</u> Are there any factors which will exclude students from access to any University resource (CoP ref 6.1.)?	Yes/No Details:
12.2	<u>Learner Support</u> Are there any factors which will exclude students from access to learner support in line with the University's expectations (CoP ref 6.2.)?	Yes/No Details:
12.3	Does the delivery system meet the University's expectations (CoP ref 6.2.4)?	Yes/No Details:
12.4	<u>Research Supervision</u> Will supervision and monitoring be equivalent to that enjoyed by similar students studying by other modes?	Yes/No Details:
12.5	Has the School, and staff involved in the programme,	Yes/No Details:

	arranged to have access to Facetime/Skype or any other videoconferencing software?	
13	Provision of Information	
13.1	<u>Prospective Students</u> Does information provided to prospective students meet the University's expectations (CoP ref 7.1.1)?	Yes/No Details:
13.2	<u>Induction</u> Does the information provided/scheduled to be provided during induction meet the University's expectations CoP ref 7.2.1)?	Yes/No Details:
13.3	<u>Current Students</u> Does the information that will be available to current/ongoing students meet the University's expectations (CoP ref 7.3.1)?	Yes/No Details:
14	Assessment	
14.1	<u>Taught Elements</u> Does the submission system meet the University's expectations (CoP ref 8.1.1)?	Yes/No Details:
14.2	Are there any factors which will prevent feedback being delivered in line with the University's expectations (CoP ref 8.1.2)?	Yes/No Details:
15	Student Responsibilities	
15.1	How will the students' responsibilities be communicated to them?	
16	Responsibilities of Collaborative Organisations	
16.1	Have the respective responsibilities of all parties been detailed in a legal agreement?	Yes/No Details:
16.2	How will these responsibilities be communicated to students?	
17	Please confirm that the following stakeholders have been consulted:	
17.1	Admissions	Yes/No Details:

17.2	IT Services	Yes/No Details:
17.3	Library Services	Yes/No Details:
17.4	Relevant Corporate Services, in the case of a-typical administration	Yes/No Details:
18	Approval	
18.1	Does this distance learning programme/element conform to the Code of Practice on Distance Learning?	Yes/No Details:
18.2	By School	Date: Approving Body:
18.3	By College	Date: Approving Body:
18.4	By the Pro-Vice-Chancellor (Education) (Research-only programmes)	Date: Comments:
18.5	By the Director of the Graduate School (Research-only programmes)	Date: Comments:

This form should be submitted along with the New Programme Proposal (for new programmes), or the Module Proposal (for new Distance Learning programme elements)