



# **DISTANCE/ BLENDED LEARNING POLICY**

Version 1.0

## TABLE OF CONTENTS

1. Introduction .....	3
2. Scope .....	3-4
3. Principles .....	5-6
4. Learner Support .....	6-7
5. Quality Assurance .....	7-8
6. Technical Requirement .....	8
7. Acceptable Use of online System .....	8

## **Distance/ Blended Learning Policy**

### **1. Introduction**

Jeryk EC recognizes the growing significance of distance and blended learning as a flexible, inclusive, and innovative approach to education. This policy establishes guiding principles, standards, and procedures for courses delivered wholly or partially online, ensuring that all students, regardless of location or study mode, receive a high-quality, academically rigorous, and equitable learning experience.

The policy aims to:

- Safeguard the integrity and authenticity of learning outcomes and assessments
- Ensure fairness, transparency, and consistency in online instruction
- Support students in achieving academic success through accessible and reliable learning resources
- Align with regulatory requirements, quality assurance standards, and best practices in digital education

By adhering to this policy, Jeryk EC provides students and staff with clear expectations, structured procedures, and robust support systems for effective distance and blended learning.

### **2. Scope**

This policy applies comprehensively to all distance and blended learning programs offered by Jeryk EC, covering every aspect of course delivery, assessment, and learner engagement. It ensures that students, staff, and stakeholders understand their responsibilities, rights, and expectations in online or mixed-mode learning environments.

The Scope includes:

#### **a) Program Types:**

- Fully online programs where the majority of teaching, learning activities, and assessments are delivered remotely
- Blended learning programs combining online instruction with face-to-face workshops, tutorials, labs, or practical sessions
- Short courses, certifications, professional development modules, and micro-credentials delivered partially or fully online

b) Stakeholders Covered:

- Students enrolled in online or blended courses, including part-time, full-time, domestic, and international learners
- Academic and administrative staff involved in course design, delivery, assessment, and learner support
- Technical support personnel responsible for maintaining digital infrastructure and platform accessibility
- External partners or contractors engaged in delivering course content or providing learning platforms

c) Learning and Assessment Activities:

- Online lectures, tutorials, workshops, discussion forums, and webinars
- Remote assessments, quizzes, assignments, projects, and examinations
- Practical sessions and experiential learning components integrated within blended programs

d) Standards and Compliance:

- Ensures that learning outcomes, assessment standards, and qualifications are equivalent to traditional face-to-face programs
- Covers accessibility, data privacy, academic integrity, and technical reliability for all online and blended learning activities
- Incorporates all aspects of learner support, monitoring, and feedback, ensuring equitable access and fair treatment for every student

e) Institutional Oversight:

- Applies to all operational processes related to distance/blended learning, including curriculum design, delivery schedules, quality assurance, and record-keeping
- Ensures alignment with regulatory requirements, awarding body standards, and internal policies, maintaining academic rigor and institutional reputation

In essence, this Scope ensures that every student experience a consistent, secure, and high-quality learning journey regardless of whether their program is delivered fully online or in a blended format. It also guarantees that Jeryk EC's academic standards, support structures, and compliance obligations are uniformly applied across all distance and blended learning initiatives.

### 3. Principles

Jeryk EC is committed to upholding the following core principles in the design and delivery of distance and blended learning programs:

a) Valid and Authentic Learning Outcomes:

- All courses are structured to ensure learning outcomes are clear, measurable, achievable, and relevant to the program objectives.
- Students achieve skills and knowledge equivalent to traditional face-to-face delivery, ensuring that qualifications retain their value and recognition.

b) Fair and Reliable Assessment:

- Assessments are designed to be transparent, consistent, and aligned with learning outcomes.
- Measures such as secure submission portals, online proctoring, and plagiarism detection tools ensure academic integrity and authenticity.
- Assessment methods are appropriate for online or blended delivery, balancing practical, written, and interactive components.

c) Technical Infrastructure and Accessibility:

- Learning platforms, communication tools, and assessment systems are secure, reliable, and user-friendly.
- Systems support learner authentication, access control, and secure storage of personal and academic data.
- Resources are designed to be accessible to students with disabilities or special requirements, complying with accessibility standards.

d) Equitable Learning Opportunities:

Jeryk EC ensures that students enrolled in distance or blended learning programmes are provided with the same opportunities to achieve learning outcomes, complete assessments, access academic support, and obtain qualifications as students enrolled in face-to-face programmes. No learner is disadvantaged due to the mode of delivery.

e) Continuous Engagement and Interaction:

- Courses incorporate discussion forums, group projects, webinars, and regular tutor interaction to maintain active engagement.
- Mechanisms are in place to monitor participation and provide feedback, ensuring students remain motivated and supported.

f) Learner Management System (LMS) Provision:

Jeryk EC provides all distance and blended learning students with access to a Learner Management System (LMS) that supports effective learning and engagement. Through the LMS, learners are provided with:

- Access to course materials, including lecture notes, learning resources, recorded sessions, and supplementary materials
  - Online submission of assignments, assessments, and coursework
  - Access to assessment feedback, grades, and progress tracking
  - Communication tools such as announcements, discussion forums, and direct messaging with instructors
  - Records of attendance, participation, and learning activities
- Access to the LMS is provided for the duration of the learner's enrolment and is essential for successful course completion.

#### **4. Learner Support**

Jeryk EC provides comprehensive support systems to ensure students succeed in distance and blended learning environments:

- Course Information and Orientation:
  - Students receive detailed information on course structure, delivery methods, learning objectives, assessment schedules, and expectations before enrollment.
  - Orientation sessions familiarize students with the learning platform, digital tools, and study strategies.
- Academic Support:
  - Access to online tutorials, live webinars, discussion forums, and individual consultations with instructors.
  - Guidance on understanding course materials, completing assignments, and preparing for assessments.

- **Technical Support:**
  - Technical support is available to assist learners with access to the LMS, navigation issues, assignment submission, and system-related problems.
  - Support is provided during standard working hours via email or scheduled virtual support sessions.
  - Jeryk EC aims to respond to technical support requests within a reasonable timeframe.
  - Where technical issues affect assessment submission or participation in learning activities, learners are advised to notify the institution promptly so that appropriate support or alternative arrangements can be considered.
  - Support is available via email, chat, or scheduled virtual appointments to ensure minimal disruption to learning.
- **Communication and Feedback:**
  - Multiple channels for students to contact instructors, administrative staff, and technical support.
  - Regular feedback is provided on assignments, participation, and overall progress to promote continuous improvement.
- **Monitoring and Early Intervention:**
  - Student engagement and participation are monitored through the LMS.
  - Early alerts are issued for students at risk of underperformance, with tailored support plans provided.

## **5. Quality Assurance**

Jeryk EC ensures that all distance and blended learning programs maintain high standards of academic quality and integrity:

- **Inclusion in QA Processes:**
  - Programs are included in curriculum reviews, internal audits, and program evaluations, ensuring consistency with traditional delivery methods.
- **Assessment Integrity and Security:**
  - Online assessments are designed to minimize opportunities for academic misconduct, using secure submission systems, proctoring, and verification methods.
  - Detailed records of assessment submissions and grading are maintained for audit purposes.
- **Record-Keeping and Reporting:**
  - Secure, auditable records of student engagement, assessment results, and participation are maintained.
  - Data supports internal quality assurance, accreditation, and compliance with awarding body requirements.

- **Continuous Improvement:**
  - Feedback from students, instructors, and academic audits is systematically analyzed to improve program design, delivery, and learner support.
  - Updates and enhancements to course materials, assessment strategies, and technical tools are implemented based on evidence and best practices.
- **Staff Training and Development:**
  - Instructors involved in distance and blended learning receive training in digital pedagogy, online assessment methods, and student engagement strategies.
  - Technical staff are trained in platform management, security, and accessibility standards to support a seamless learning experience.

## **6. Technical Requirement**

To participate effectively in distance or blended learning, learners are required to have access to suitable technology. Minimum technical requirements include:

- A stable internet connection sufficient to stream video content and participate in live sessions
- A laptop or desktop computer capable of accessing the LMS (mobile devices may have limited functionality)
- An up-to-date web browser such as Google Chrome, Microsoft Edge, or equivalent
- Required software including a PDF reader, word processing software, and presentation tools
- A functioning webcam and microphone for live sessions, presentations, or assessments where required

Learners are responsible for ensuring that their equipment and internet access meet these requirements.

## **7. Acceptable Use of Online Systems**

Learners are expected to use all online systems and technologies responsibly and in accordance with institutional rules. This includes:

- Using the LMS solely for academic and learning-related purposes
  - Maintaining the confidentiality of login credentials and not sharing accounts with others
  - Complying with academic integrity requirements, including originality of work and proper referencing
  - Demonstrating respectful and appropriate behavior in online discussions, live sessions, and communications
  - Refraining from any misuse, unauthorized access, or disruptive behavior within online platforms
- Breaches of acceptable use may result in disciplinary action in accordance with Jeryk EC policies.