



**ELITE
INTERNATIONAL
COLLEGE**

PATHWAY TO EXCELLENCE

Online and Distance Learning (ODL) Policy

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SIM Unit

The aim of SIM Unit is to support online and distance learning. The main responsibility of this unit is to provide students with a conducive learning environment.

Online and Distance Learning (ODL)

Online learning can be different to learning in traditional settings and we strive to assist students make the transition as easily as possible.

Students may be anxious or have concerns about online learning, especially if this is their first time. Here are some frequent concerns faced by students studying online:

What is online learning?

Online learning is a mode of learning that takes place on a virtual platform. It can take place virtually on Google Classroom, or on any other technological platform that your instructor has chosen to support online teaching/learning.

How to participate in online learning?

- Participate in a lecture or a discussion that is streamed live online
- Engage with educational videos that your instructor has prepared for you
- Take part in a peer evaluation exercise
- Any other learning activities that your instructor has planned for you, online

How to ask questions during online learning?

- Ask questions during a live session
- Post questions on a discussion forum
- Post questions on any tech platform that your instructor provides (e.g. Socrative, Padlet, Slido, mentimeter, etc.)
- Instructor may use WhatsApp or Facebook as a platform where you can share and ask questions

(encourage student to ask questions to measure their understanding or progress of study)

Can student use smartphone for online learning?

For students without laptop, they can join live session, watch educational video, and participate in online discussion using smartphone.

(encourage students to use laptop or desktop to access online content for better learning experience)

Can student participant online learning without good internet connection?

- It may take longer to download video
- Student's experience with a live session may be affected

(all instructors are advised to record live sessions so that students with poor internet connection can download and watch the recorded live session, later)

Students preparation before semester commencement

1. Seek information about the coming semester (check email/LMS for announcement)
 - a. Guide student to contact school if didn't receive any information
2. Be well-prepared for the new semester
 - a. Especially for students new to online learning
 - b. Read the course outline or watch introductory video about the subject
 - c. Check out any subject material that is already available
 - d. Get an idea of how the first online class will be conducted or planned
 - e. Above information may from instructor's email, LMS or any other tech platform that instructor has chosen to support the online learning
 - f. Student may communicate with school if cannot access to these information
3. Get ready for the first online session
 - a. Could be live session, or
 - i. Check the time it is scheduled, and
 - ii. the platform which the live session will be launched from, and
 - iii. how to get on to the live session
(check for any procedural information on how to go live, from instructor)
 - b. Engagement with pre-recorded videos
 - i. Find our where these videos are stored, and
 - ii. Find out how long these videos will take to allocate ample time to watch
4. Engage with online learning
 - a. Choose a quiet corner to stay focus
 - b. Don't multitask
 - c. Jot down any questions to ask during Q&A session
5. Avoid procrastination

Online learning tips for students

1. Choose a dedicated place to study
2. Make sure have reliable internet access
3. Set daily routine
4. Establish study rules with the people in the same house
5. Eliminate any distractions
6. Create study plan
7. Get ready to learn
8. Study with online friends
9. Stay in touch with lecturers
10. View and review course
11. Take breaks and rest eyes
12. Do some exercise
13. Be positive

ICT Policy

The EIC ICT Policy (*Usage Policy & Governance Policy*) provides policies for the use and governance of all ICT assets of the college.

EIC has adopted *ICT Security Policy (ICTSP)* as a means of protecting the confidentiality, integrity and availability of college data as well as any information systems that store, process or transmit college

data. EIC ICTSP sets out the responsibilities and the procedures to be followed to safeguard the resources provided and the confidentiality and integrity of the information held thereon.

The purpose of EIC ICTSP is to provide guidance for security controls of information systems to ensure smooth business continuity by minimising the impact of security incidents. It is intended as a reference document to all EIC users (including staff, suppliers, consultants, students and other interested parties dealing with EIC). EIC ICTSP is to be read, understood and followed to avoid any form of negligence that could lead to security threats.

EIC staff and students are advised to read and to be familiar with the EIC ICT Policy. Any violation of the rules and procedures stated in EIC ICT Policy may result in disciplinary or legal actions.

The Policy will be reviewed on a yearly basis and amendments may be made to, so please do refer back to the policy when there are questions on the use and governance of ICT assets of the college.

Lecture Guideline

Content

1. Citing or documenting the sources serves three purposes:
 - a. It gives proper credit to the authors of the words or ideas that you incorporated in your notes/materials.
 - b. It allows those who are reading your work to locate your sources, in order to learn more about the ideas that you include in your paper.
 - c. Citing your sources consistently and accurately helps you avoid committing plagiarism in your writing.
2. Moderation
 - a. All lecturers' notes/materials submitted to school will sent for moderation
 - i. Moderator will provide feedback according to the learning outcome

Delivery

Online learning is a guided process. The guidance is provided by instructor through carefully curated content, clear instructions and feedback. Instructor is virtually around to support students.

(encourage/facilitate students to conduct virtual group discussion and/or online study group via WhatsApp or Facebook after class)

Attendance

Methods of marking attendance when student engage with online content:

- Complete online activities/exercises
- Participate in live sessions

(communicate with students on methods of marking attendance)

Assessment

1. Assignment
 - i. Ensure in-depth and comprehensive instructions of the assignment are aligned with course learning outcome.
 - ii. Task given must involve
 - i. analysis process regarding industry information or environment, and/or
 - ii. research in library, and/or
 - iii. observation on certain phenomena within diploma level
2. Policies and Procedure of Online Assessment
 - i. Please refer to Online Assessment Policy