

International College at Robert Gordon University
CPR QS4: Learning and Teaching
Version 1.17

1 Introduction and Scope

- 1.1 This document sets out the policy and framework for learning, teaching, and assessment, and the underpinning principles. The policy takes account of national priorities for Higher Education, the QAA Quality Code, and the requirements of legislation particularly concerning equality.
- 1.2 The student experience is central to the vision, mission and operations of Navitas UK and its network of colleges. Learning and Teaching is therefore of strategic importance and requires a robust framework to support its effective management and enhancement.
- 1.3 This document applies to all those pathway stages delivered by Colleges in the Navitas UK network.

2 Achievement of General Educational Aims

- 2.1 Navitas has a set of general educational aims which apply to all its College programmes (see section 6 of the Quality Manual). To enable students to achieve these aims, and reflect other local and national priorities for learning teaching and assessment, Navitas is committed to promoting the following principles throughout its college network.
 - A learner-centred approach that encourages active student engagement.
 - Inclusive learning through the promotion of equality, diversity and equality of opportunity.
 - A working partnership between students and all staff who facilitate learning.
 - Learning, teaching and assessment practices that are transparent, inclusive and fair.
 - Curricula that are relevant, and closely aligned with those of the partner university.
 - Effective mechanisms to continuously enhance the student experience.
 - Motivated academic and support staff, and the provision of on-going staff development.
 - A high quality learning environment.

3 Learning and Teaching Strategy

- 3.1 The Navitas UK Learning and Teaching Strategy is informed by a variety of stakeholders including students' views and experience; staff innovations and development; Navitas sharing of practices, requirements and strategies; and the strategic and operational direction of partner universities. The Strategy encompasses pedagogy and provision, curriculum, delivery, e-learning, student affairs, professional development, reporting, monitoring and review, quality and standards.
- 3.2 The Strategy is reflective of both current and informed good practice alongside future aspirations, aims and objectives. Keeping the Strategy current, and therefore relevant, is essential to the achievement of the right long term aims for Navitas UK students.
- 3.3 Each College implements the Strategy through its own Learning, Teaching and Assessment Action Plan. The action plan may, in addition, address aspects of learning teaching and assessment elements that are specific to the College/University partnership relating to the local operating environment and partner university practices.

4 Navitas Learning And Teaching Framework

4.1 Learning and Teaching Committee

4.1.1 The aim of the Navitas UK Learning and Teaching Committee is to ensure openness and transparency in all matters concerning the student learning experience and academic performance standards. The Learning and Teaching Committee is responsible to SLT for reporting on the maintenance, development and enhancement of high academic standards and an excellent taught student learning experience.

4.1.2 The Learning and Teaching Committee's role is to support the implementation of the Navitas UK Learning and Teaching Strategy to:

- (i) promote advances in the learning experience, inclusive of provision, teaching, and assessment;
- (ii) ensure staff professional development to meet the ongoing needs of the strategy;
- (iii) feed into formulation of new policy at UK, regional and college level and to identify areas where specific policy adjustments need to be made to suit a particular operating environment;
- (iv) advise on the enhancement or necessary changes to Navitas UK's common curriculum framework;
- (v) report on performance standards and quality assurance, such as those relating to QAA educational oversight, Navitas academic KPIs, UKBA Tier 4, College AAC reporting;
- (vi) consider proposals from the Learning and Teaching Forum;
- (vii) to receive and consider reports from the Learning and Teaching Forum; Navitas, Navitas UK, QAA and other appropriate stakeholders.

4.1.3 For the Standing Agenda, see Annex 1.

4.2 Learning and Teaching Forum

4.2.1 The aims of the Navitas UK Learning and Teaching Forum are to consolidate and disseminate good academic and student enhancement practices across the UK College network in order to support and enhance the student learning experience.

4.2.2 The Learning and Teaching Forum's objective is to promote an informal regular gathering of operational college staff, and in so doing foster a UK-wide learning and teaching community to reflect, review, discuss, advise and propose improvements to learning, teaching and student enhancement practices.

4.2.3 Where the Learning and Teaching Forum has been asked to undertake a specific project, the outcomes including any proposals for change, are considered by the Learning and Teaching Committee and will be enacted as appropriate.

4.3 Director of Learning and Teaching Quality

The Director of Learning and Teaching/Quality is responsible for the strategic management of the quality and standards of the Learning and Teaching portfolio in the UK including the curriculum agenda and participation in promoting the sustainable growth of the College network in the UK and:

- (i) The Director is charged with ensuring the effective embedding of a comprehensive quality assurance and enhancement/engagement regime across both the academic and administrative environment and thereby facilitate and support the management of the operations of the College network
- (ii) The Director is charged with the management of the overall operation of the learning, teaching and quality environment for the UK
- (iii) The Director is charged with ensuring that curriculum development and renewal as well as, approval of curriculum, curriculum documentation, pathway development and expansion is managed in accord with Navitas UK requirements and guidelines
- (iv) The Director is charged with providing effective learning and teaching quality services and support as Head of the Navitas UK Quality and Standards Office
- (v) The Director is charged with the standards audit and maintenance of quality improvement process for UK Colleges

5 **College Learning and Teaching Board**

5.1 The College Learning and Teaching Board provides a dedicated mechanism to consider the educational provision outside of normal business-focused meetings, such as the College Senior Management Team (CSMT).

5.2 The remit of the Board is wide and includes the following objectives:

- a) admission monitoring and reporting including:
 - admittance or non-admittance and thus changes to an application status that may not adhere to the normal stated entry criteria or associated regulations;
 - changes to the status of an applicant pending additional or incorrect presentation of data that may affect the entry criteria and/or associated regulations with regard to admittance; and
 - recommend and ratify changes to normal stated entry criteria as a result of agreement via the AAC.
- b) development and implementation of the College Learning and Teaching Action Plans;
- c) consideration and review of annual monitoring and review for learning, teaching and assessment along with Academic Reports to the AAC/JSPMB;
- d) consideration and review of tracer study data as supplied by the partner university;
- e) consideration and agreement of semester teaching and assessment schedules;
- f) implementation of effective moderation practices and processes;
- g) review of student attendance and performance data and implementation of agreed actions;
- h) implementation and review of assessment and examination regimes, policies and protocols;
- i) review of minutes/notes from the Student Forum, College Enhancement Committee and student feedback and implementation of enhancements.
- j) consideration of minutes/notes/oral updates and general information presented at the Learning and Teaching Committee and Learning and Teaching Forum;
- k) implementation of Learning and Teaching Committee decisions as communicated by the CDP;
- l) consideration of new pathway proposals or changes to existing pathways – entry criteria, content and themes, structure and assessment regimes, points of articulation, curriculum content and LOs.
- m) agreement on expulsion of students for academic, behavioural or fraudulent reason
- n) consider mitigating circumstances, along with academic appeal and review applications for referral to College Module Panels and/or Progression Board where appropriate;
- o) consideration of student complaint/grievance to stated policy and reporting to the Quality and Standards Office UK; and
- p) ongoing review and development of the academic and student support service activities and the resources needed to support them.

6 Student Forum

5.1 The College Student Forum provides an opportunity for discussion and consideration of matters of common concern or of good practice between the College Learning and Teaching Board and the student body. Through discussion, advice and action, the Forum aims to enhance the quality of the student experience.

5.2 The remit of the Forum is to consider the following objectives at each meeting:

- a) review student survey results – College module survey, Navitas SSS/GSS and the International Student Barometer – and investigate anomalies and reflect on participation rates;
- b) determine ways of improving student survey participation rates;
- c) determine effective ways of distributing student survey results to the student body;
- d) determine effective ways of seeking formal and informal feedback both from the student body and the College on discussions and actions or enhancements made;
- e) discuss areas of concern or good practice with regard to teaching, programme content, services, facilities and student social events.

Annex 1: Standing Agenda for Learning and Teaching Committee

ICRGU		
Learning and Teaching Board Agenda		
Rotation	1 meeting every 2 weeks	
Date		
Start Time		
End Time		
Location	ICRGU	
Chair	College Principal	
Participants	Members	Stuart Allan (Academic Services Officer) Alison Morton (Academic Services Officer)
	Apologies	
	Representatives	
	Guests	
Reference Documents	Attached	
Minutes Supported		
TOPIC/s	ITEM/s	Lead
Minutes of Previous Meeting	Minutes of previous meeting (attached)	
Action Points		
Student Voice		
Academic Feedback		
College Enhancement Team		
Student Academic Matters and Student in Jeopardy	To discuss: Student arrivals/Orientation plan	
Learning and Teaching		

Committee/Forum and QSO		
Finance and Efficiencies		
Teaching Staff Management and Development	To discuss: Lecturer meeting – agenda (attached)	
AAC		
Attendance		
Compliance		
College Action Plan		
Any Other Business		

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