

Office of Quality, Standards  
and Partnerships



UNIVERSITY OF  
**LINCOLN**

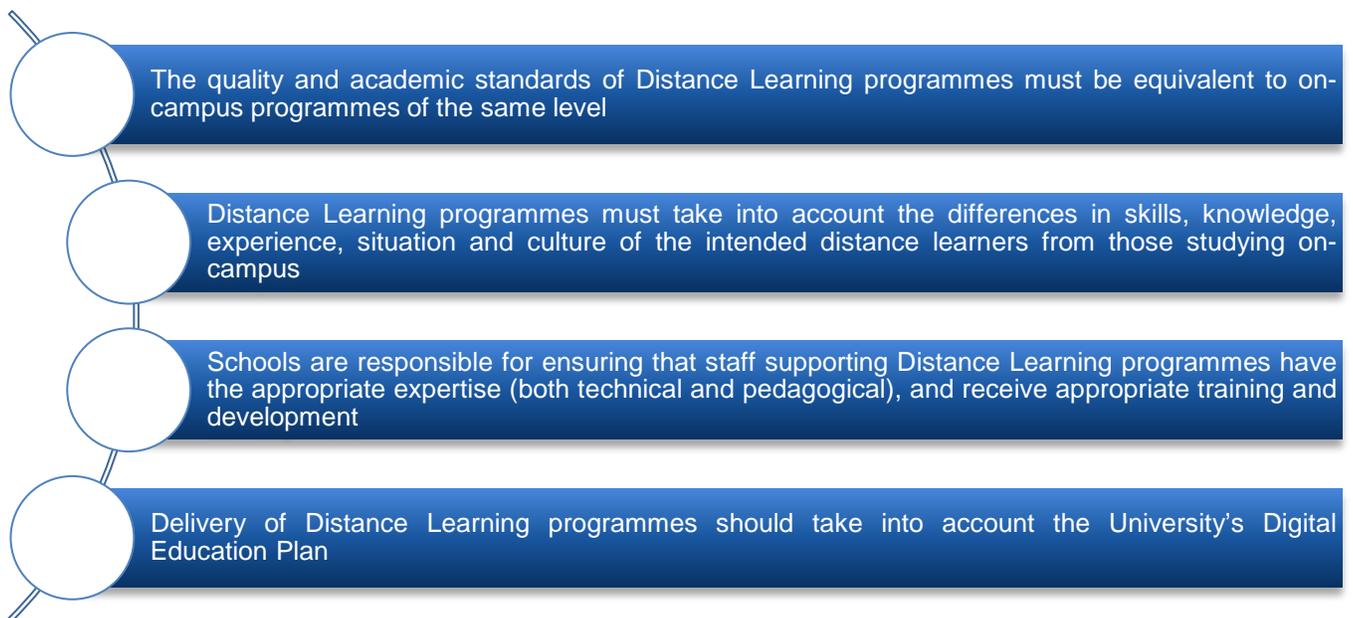
QUALITY ASSURANCE MANUAL  
**Distance Learning**

SECTION **02E**

## Definition

Distance Learning is a way of learning remotely which does not require a student's place of study to be physically located at a defined location, and usually means students engaging with learning materials and interacting with peers and tutors from home or work, via digital and/or more traditional communication means. There may be occasional face-to-face encounters with tutors and attendance at University organised events.

## Principles



## Programme Development and Validation

Programme teams should liaise with the Lincoln Academy of Learning and Teaching as early as possible in the development of a new Distance Learning programme, to access a range of resources to support the development and delivery of the programme.

**In addition to the standard documentation required for a validation event (rationale, programme and module specifications), a copy of the student handbook and a significant sample of the learning materials (identifying those responsible for production and quality assurance of these materials) must be provided. Where all learning materials have not been developed in time for the validation event, a detailed timetable for development of the remaining modules must be provided which includes information for when each module is scheduled to be delivered. All learning materials are required to be in place before any delivery of a module commences.**

The validation panel will include a member with expertise in Distance Learning.