

## INSTRUCTIONS

Reference should be made to the 'Distance & E-Learning Policy' when completing this form.

Change in the mode of delivery may result in a change in the fee structure. Please liaise with the Finance Office before proceeding with the submission of the relevant appendices.

This form should be completed by academics planning to:

- a. convert up to 25% of an existing face-to-face study-unit to an online modality. There is a requirement to follow the University procedures for 'minor amendments to study-units' and submit this form to APQRU.
- b. convert more than 25% of an existing face-to-face study-unit to an online modality. This form should be submitted along with the revised study-unit description, if applicable. Revisited study-units are to be submitted in the format specified by APQRU.
- c. make subsequent increases in the online component of an existing face-to-face study-unit beyond 25% of the study-unit. This form should be submitted along with the revised study-unit description, if applicable. Revisited study-units are to be submitted in the format specified by APQRU.
- d. introduce a new study-unit that will be delivered in a blended modality. This form must be submitted to APQRU along with the [Study-unit Approval Form](#).

This checklist is intended:

- to provide academics with a series of prompts and areas to consider when planning the development of a blended study-unit.
- to provide the Programme Validation Committee and Distance & E-Learning Committee with details of areas to explore when considering proposals for blended study-units.

**1. Identify the study-unit, its ECTS value and the hours of online delivery.**

**2. Indicate an estimate number of students that will be enrolled on the study-unit.**

**3. Identify the topics/modules in the study-unit that will be delivered online.**

**4. What is the pedagogical rationale for delivering the identified topics/modules online rather than in-class (F2F)?**

**5. Provide an overview of how the identified topics/modules will be delivered and supported.**

**6. Indicate how the learning outcomes covered in the online topics/modules will be assessed.**

**For new study-units only:**

**For existing study-unit (if applicable)**

**Current Method of Assessment:**

**New Method of Assessment:**

**7. Will the study-unit make use of learning technologies beyond the centrally supported technologies (by UM IT Services)?**

**8. Provide details about the online teaching and/or learning experiences of the lecturer delivering the online topics/modules.**

*Has the lecturer taught online in the past? Has the lecturer followed any online courses in the past? Include UM VLE screen shots of existing study-unit/s delivered by the lecturer that are supported by the UM VLE.*

**9. Provide details about professional development courses/workshops that the lecturer has undertaken related to online teaching and learning. Does the lecturer require any training/support in the design and delivery of online learning?**

**10. Provide details of additional lecturers and/or support staff engaged for F2F and blended components.**

**Name of Proposer**

**Date of Submission**