

# E- learning Policy

## 1.0 Introduction

Malta ICOM Educational (MIE) is committed to delivering high-quality e-learning and blended learning experiences. This policy reflects the institution's alignment with the **MFHEA Guidelines for Quality Assurance in Online Learning**, ensuring robust design, implementation, and continuous improvement of e-learning systems at MIE (MFHEA, 2022).

## 2.0 Purpose

The purpose of this policy is to establish a comprehensive framework that supports e-learning at MIE. The policy aims to:

- Provide flexibility in learning delivery, integrating online and face-to-face teaching, following Domain 1: Leadership and Management, which encourages institutions to incorporate online learning into their strategic priorities (MFHEA, 2022).
- Ensure high standards of quality, accessibility, and equity across all e-learning activities, in accordance with Domain 4: Resources and Domain 5: Student Experience (MFHEA, 2022).
- Foster innovative pedagogies supported by technology, promoting student engagement and active learning, in line with Domain 8: Curriculum Design (MFHEA, 2022).
- Establish continuous monitoring and improvement mechanisms, ensuring that e-learning platforms evolve with students' needs, as outlined in Domain 3: Review and Improvement (MFHEA, 2022).

## 3.0 Definitions

- **Blended Learning (BP):** A mix of face-to-face and online learning, integrated to enhance the learning experience.
- **E-Learning:** The use of digital technologies and the internet to deliver and support learning activities, including synchronous and asynchronous delivery modes.
- **Virtual Learning Environment (VLE):** The platform for accessing online learning activities, resources, discussions, and assessments.
- **Synchronous Learning:** Real-time learning, where students and instructors interact simultaneously .
- **Asynchronous Learning:** Learning that allows students to engage with content at their own pace, supporting independent learning .

## 4.0 Strategic Priorities

### 4.1 Empowering Staff

In line with Domain 2: Staffing Profile and Professional Development, MIE ensures that all academic and technical staff are provided with regular, mandatory training to effectively deliver e-learning and blended programmes. Professional development will focus on both the pedagogical and technical aspects of online learning, ensuring staff can support diverse student needs .

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### 4.2 Supporting Students

MIE provides comprehensive student support, aligned with Domain 5: Student Information and Experience. This includes an induction programme that familiarises students with the VLE, online assessment procedures, and available academic and technical resources . Ongoing support will be available to ensure students have the tools needed to succeed in an e-learning environment.

### 4.3 Ensuring Accessibility and Inclusivity

To meet the standards outlined in Domain 4: Resources and Domain 5: Student Experience, MIE ensures that all online learning environments are accessible to all students, including those with disabilities. This includes the use of assistive technologies and ensuring that all learning materials comply with international web accessibility standards .

### 5.0 Technology Infrastructure

Following **Domain 4: Resources**, MIE is committed to continuously upgrading its IT infrastructure to support e-learning. This includes:

- **Scalable VLE platforms:** Ensuring the VLE can handle increasing numbers of users and activities, and is secure, reliable, and fit for purpose .
- **BYOD (Bring Your Own Device) :** Supporting secure access from students' personal devices, while maintaining high standards of data security and protecting against cyber risks.
- **Technical Support:** Providing students and staff with access to dedicated technical support, ensuring that e-learning activities are not hindered by technical challenges .

### 6.0 Quality Assurance of E-Learning

MIE follows **Domain 3: Review and Improvement**, ensuring that the quality of all e-learning and blended programmes is monitored and regularly reviewed. This process involves:

- **Cyclical Reviews:** All e-learning programmes undergo regular reviews, ensuring they meet academic and technical standards set by the MFHEA, with external experts contributing to these evaluations .
- **Learning Analytics:** Data on student engagement and performance is regularly collected and analysed to inform improvements in course delivery, as outlined in Domain 3: Review and Improvement .

### 7.0 Student Engagement and Assessment

#### 7.1 Student Engagement

Aligned with **Domain 5: Student Experience**, MIE ensures that interactive technologies are used to foster student engagement in e-learning environments. This includes discussion forums, collaborative tools, and real-time feedback to ensure an interactive and supportive learning experience .

#### 7.2 Assessment Integrity

MIE ensures that all online assessments maintain academic integrity, following Domain 6: Assessment and Integrity. Plagiarism detection software, such as Turnitin, and online proctoring

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systems are employed to uphold the standards of academic honesty . Assessments are designed to be aligned with learning outcomes, and feedback is provided to support student development.

### 8.0 Development of Pedagogy

MIE actively develops innovative teaching methods in line with Domain 8: Curriculum Design, ensuring that:

- **Constructive Teaching Methods:** Students are encouraged to engage in active learning through inquiry-based activities and collaborative online tools .
- **Open Educational Resources (OER):** Freely accessible educational resources are integrated into the curriculum to provide flexibility and additional learning support .

### 9.0 Personalised Learning Experience

MIE promotes a personalised learning environment, in alignment with Domain 5: Student Experience and Domain 4: Resources.

### 10.0 Collaboration Tools

To support collaboration among students and staff, MIE uses tools that enable virtual group work, discussions, and projects. This fosters peer learning and ensures interaction, following the principles outlined in **Domain 5: Student Information and Experience** .

### 11.0 Data Protection and Security

MIE ensures compliance with **GDPR** and MFHEA guidelines in all aspects of data protection and online security. All personal data stored or transmitted via e-learning platforms is encrypted and secure, in line with the standards outlined in **Domain 4: Resources** .

### 12.0 Continuous Improvement

Following **Domain 3: Review and Improvement**, MIE is committed to the continuous improvement of its e-learning offerings. Feedback from students and staff will be regularly collected and analysed to identify areas for improvement .

### 13.0 Conclusion

This E-Learning Policy ensures that all online and blended learning activities at MIE are aligned with MFHEA guidelines, ensuring the delivery of high-quality, flexible education. Through continuous review and improvement, MIE aims to provide a supportive and innovative digital learning environment for both students and staff.

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#### References:

- **MFHEA, 2022.** *Guidelines for Quality Assurance in Online Learning*. [online] Available at: <https://mfhea.mt/wp-content/uploads/2022/01/Guidelines-for-FHEI-Digital-Version-Lower-Def.pdf>

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