



STUDENT LEARNING SUPPORT POLICY AND PROCEDURES

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1. Preamble

Myanmar Human Resources Management Institute seeks to provide a supportive teaching and learning environment that is responsive to individual student needs.

This outlines the academic support available to all students.

2. Scope of Policy

This policy is intended to provide staff and students with information regarding the facilities and resources that are available to students to support them with the academic courses. The policy also outlines the expectations and responsibilities of staff to identify students with learning support needs and to direct them to or provide them with appropriate resources. Students deemed academically 'at risk' are defined and the support strategies in place for these students described.

3. Orientation and Transition to Higher Education

All students are required to attend the Orientation Program prior to commencement of classes. Principal/ Head of center is responsible for the delivery of the Orientation program to all students. The Orientation program encompasses a range of educational, course planning, and social information sessions. These include:

- Registration, ID
- Learning Management System and IT systems introduction
- Course planning
- Individual course advice and enrolment check
- Academic expectations including plagiarism
- Student Support Services information
- Library Orientation

The Student Services Manager or delegated member of staff is responsible for checking student attendance at Orientation and following up with students who do not attend or who arrive late.

Orientation and follow up procedures are designed to ensure that all students are appropriately inducted into their course.

4. Identification of Individual Student Needs

Close scrutiny of students is maintained by lecturers and student services staff. Attendance rolls are taken at each class and assignment submissions are monitored. Students who fail to attend class regularly and/or who fail to submit one or more assessments are contacted by the Principal/Head of Center. The Principal/Head of Center may identify these students as having learning support needs. The Principal/ Head of Center will consult with each student identified as having learning support needs.

Learning support needs of students may arise from issues associated with:

- English language
- literacy
- numeracy
- study techniques
- time management
- organizational skills
- working with others
- I.T.
- the requirements of the course

Learner support needs may be identified:

- by poor attendance or poor assessment outcomes during initial discussions with academic staff during Orientation

- by self-referral by a student when a lecturer has identified that a learner is experiencing difficulty (this may be by observation in class or upon analysis of assessment items submitted early in the term)
- when a learner seeks assistance from the Student Services Manager, Course Manager, Principal/ Head of Center or some other member of staff
- after a student subject evaluation survey
- during an interview with a student
- as part of an intervention strategy agreed between the learner and the Principal/ Head of Center

5. Ongoing Student Learning Support

The programs include workshops, individual interviews with students and informal support provided by lecturers.

Students' Learning Digital Resources

Many courses include instructional resources and learning objects available via the Internet, made available through the learning management system. Students learning resources includes students' instruction, study guides, lecture video, discussions forum, teleconferencing and presentations. These digital resources support student mastery of course objectives in traditional on-ground, blended or fully online courses. A student may be required to complete and submit assignments based upon these digital resources.

English Language and Academic Assistance

English language and academic advice workshops and resources include such topics as essay writing, report writing, referencing, avoiding plagiarism, making oral presentations, and examination tips.

Library

Library information sessions are held during Orientation. Additional workshops are scheduled throughout the year to assist students to most effectively utilize the range of library resources. These workshops are designed to improve information literacy skills of students. Library staff are available throughout library opening hours to give individual assistance and advice to students.

Information Technology

Information technology staff are to help students with the technology available to them and with connectivity issues related to their course. Support detail information to attendance with finger print.

Course Manager

Course Manager provide regular workshops, about referencing, citation, avoid plagiarism, examination tips. Other topics are covered as required, with the objective of helping students to improve their performance.

Documentation of students seeking support

Records are maintained by the Principal/Academic Advisor of students referred for additional academic or English language support. Study Support officers also keep records of students seeking assistance.

6. Students at risk

Students are required to attain minimum academic standards. The Principal/Head of Center or Course Coordinator monitors the academic performance of students against the minimum academic standards at the end of each term.

Students do not meet minimum academic standards in a course if they:

- fail a particular unit of study more than once; or
- fail 50% or more of the units of study attempted in a term.

Students who do not meet the minimum academic standards are deemed to be “at risk”. The Principal/ Academic Advisor or Course Coordinator will arrange for academic counselling for all students who are deemed to be “at risk” and also advise such students of the possibility that conditions may be placed on their enrolment.

7. Intervention strategies

During the academic counselling session, the counsellor and the student will determine what additional support will be provided to the student. This may include, but is not limited to, the student:

- attending academic skills programmes;
- attending tutorial or study groups;
- attending at least 80% of scheduled classes in specified units of study;
- a combination of the above and a reduction in course load.

8. Intervention contracts/ documentation

Students deemed at risk are required to complete and sign an Intervention Contract that stipulates the steps agreed with the counsellor to give them the appropriate level of academic support.

The Principal/ Head of Center or Course Coordinator is required to records the details of any student deemed ‘at risk’ and placed on an intervention contract. Summary data of students on intervention contracts form part of the educational metrics reported to the Student Supporting Department.