

## **Example of a draft policy for transfer between face to face and open supported learning programmes in a university setting**

While the Open Supported Learning Programme (OSLP) has been designed to maximize flexibility for students registered on it, it is important to define carefully the limits of that flexibility lest the programme become an administrative nightmare. Further, there are limitations imposed by the less flexible nature of the face to face programme which need to be taken into account. It is also unlikely that any second year College of Science courses will exist in open learning format before 2003 at the earliest, so some rules of transition need to be established between the two programmes.

Limitations of the face to face programme are

- The programme has limitations on space – one of the reasons for establishing the OSLP
- The programme runs over a whole year, rather than over two semesters.

As an overall policy, it appears to make sense not to mix modes of delivery in a single course (ie 2 modules) as a general principle. In other words, if a student has registered on a course in the open learning mode, it should be completed in that mode. So for, example we should not allow a student to complete module 1 of mathematics by open learning and then transfer to the second semester to the face to face programme.

There are four types of overlap that can take place

1. Partial registration on open learning by face to face students
2. Transfer from open learning to the face to face programme
3. Transfer from the face to face programme to the OSLP
4. Flexibility within the OSLP.

### **1. Partial registration on OSLP by face to face students**

This is the simplest issue to deal with. It refers to students who have failed one or two courses in their first year of college and in the latter case have been allowed to return on appeal. The first year courses run on a different timetable and thus the OSLP courses offer flexibility to such students to continue with second year College of Science courses while passing an outstanding course. This has been the case in 2001 and seems to be working quite well. The only caution here would be to check the load of the student before approving the curriculum.

### **2. Transfer from open learning to the face to face programme**

This is where the most complications are possible. Here the policy of not breaking courses should be rigidly adhered to. As a general rule, students should first qualify for the Certificate in Basic Science before proceeding to the face to face programme and they would have to make a new application for admission on to the BSc Programme. Depending on their results, they may be admitted only on to the certificate in science. The criterion for deciding this should be whether the courses they have passed provide them with a viable BSc curriculum should they join second year College of Science. If not, they may take the route of applying to the BSc mainstream as a first time applicant...

For example a student who has passed only MATH122C cannot be admitted to the face to face programme to finish first year College of Science. The reason for this is the limitations on space in the College of Science first year programme.

### **3. Transfer from the face to face programme (College of Science and Mainstream) programme to the OLSP**

This transfer may be effected if it takes place within the first two weeks of the course. Transfer at mid year may only take place if the student wishes to register for the chemistry module, or if student numbers justify the offering of mathematics or biology module 1 in the second half of the year. In this case, the student transferring is committed to the open learning mode for the rest of the certificate in basic science. Any changes of this nature should be carefully counseled.

### **4. Flexibility within the OLSP**

There should be no restrictions on student movement between modules, apart from the prerequisite of doing module 1 before module 2, except in the case of physical science. The other constraint will be whether a particular module is offered in a particular semester.