



ICHAS

Section 8 - Student Supports

Subject:	Procedures associated with Academic Support		
Date Approved by Board of Directors:			July 2019
Policy Version	1/2019	Date due for Revision	February 2024
Parent Policy	Policy on Academic Supports		

INTRODUCTION

Learners as well as lecturers or other members of staff may identify where a learner may benefit from academic support to enhance their learning and Academic Support is not confined to those with additional or specific needs. The College provides information on a range of academic supports on its Learning Management system.

Where a learner approaches a member of Faculty, the relevant member of Faculty would either advise learners of the availability of supports or in the case of those with specific additional needs they would follow the procedures associated with the Policy on Reasonable Accommodation and seek the permission of the learner to bring such needs to the attention of the Programme Director/ Director of Studies, but they would always be aware that it is primarily a matter for the student with additional learning needs to reveal any additional need and respect their right to confidentiality.

The College provides study skills supports via the Educational Technology Manager who provides practical support and guidance for all learners on academic writing and academic research practices.

Online tutorials are available addressing areas such as

- Academic writing
 - Referencing
 - Report writing
 - Literature Research skills
 - Note taking
 - Time management
 - Revision and examination techniques

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Student Support Officer	Provides support to students with additional needs including additional academic support needs
Programme Directors	Various types of academic support
Programme Co-ordinators	Administrative supports
Placement Manager	Supports in Relation to Work Based Learning
Educational Technologist	Dedicated one to one support and online tutorials
Lecturers/ Module Leaders	Study Skills support; support with research proposals and studies

PROCEDURES

The College has a range of structured supports available to all students, which is identified for all students at Induction as well as on the Learning Management Services. These include, but are not limited to the following:

- Programme Directors as well as Module Leaders/ Lecturers who provide academic support.
- Programme Co-ordinators provide administrative supports relating to academic learning.
- Placement Manager provides work-based learning supports.
- The Educational Technologist provides learning supports in relation to the online library, the virtual learning environment (LMS).
- Relevant members of Faculty provide Academic Support with research proposal as and Studies.

The Registrar's Office regularly publicises the range of academic supports available on the Learning Management System and update them at least quarterly.

The additional needs of students will be accommodated through the College's policy and related procedures associated on Personal Extenuating and Mitigating Circumstances. Students with additional needs such as disabilities or with a long-term medical condition who may have special requirements for additional academic support are encouraged to disclose their needs at the earliest opportunity, but the College respects their right to not disclose also.

When an additional student support need is requested by a student (or with a student's permission by a member of Faculty), the following procedure applies:

- Formal requests for additional supports are made through the Registrar's Office
- New learners should make an early appointment with the Registrar to negotiate reasonable adjustments or additional academic support based on medical documentation/ supporting evidence.

- Learners should note that implementation of the academic support structures may be delayed if no recent professional documentation is available.
- On receipt of a report the Registrar and the Vice President (Academic Affairs) review the submission and decide whether evidence supporting the request identifies needs that require additional support
- The nature and duration of the supports needed and the review date are taken into account
- The Registrar informs the Programme Director and relevant staff (including lecturers teaching the student, Programme Co-ordinators or others) may be informed, but only with the permission of the learner concerned.
- Ongoing monitoring of the supports in place are completed by the Registrar by meeting with the learner.

GRAPHICAL PRESENTATION OF PROCEDURE

The following Chart outlines the procedures for accessing Academic Supports

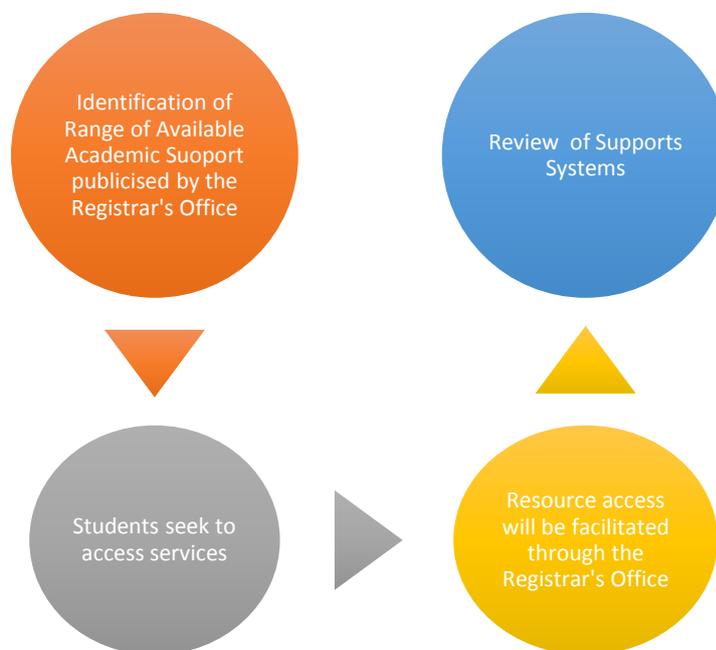


Figure 1 - Accessing Academic Support

Linked Policies and Procedures

Linked Policies	Policy on Academic Support Policy on Learner Induction and Orientation
Linked Procedures	Procedures associated with Learner Induction and Orientation