Royal Agricultural University

Minimum requirements for Gateway student learning portal

Following an in-depth review of all programme and module sites on the Gateway VLE, and a survey of student experiences of accessing information from the various sites, the following are minimum requirements:

1. Programme pages

All programme pages must contain the following information:
- Full name of the programme and level of award.
- Name of the programme manager and contact details.
- A copy of the programme specification.
- Names of student representatives for the programme.
- Details of programme committee meeting dates and minutes of meetings.
- A copy of the most recent annual report and/or periodic review report.
- The name of the current External Examiner for the programme, together with their current position and institution and a copy of the most recent External Examiner's report. Note: a clear statement that students must not contact the External Examiner directly must also be included.
- Names of other staff involved in the management of the programme, such as year managers, placement tutors, etc. and their contact details.
- Details of, or links to, student study support available.
- Links to specific information sources of particular relevance to students registered on the programme, where appropriate.

2. Module pages

All module pages must contain the following information:
- Full module name and module code as specified on the approved module reference sheet.
- Name of the module leader and contact details.
- A copy of the module handbook.
- Copies of all lecture notes and presentations clearly linked to each week's activities and provided in advance.
- Details of module assessment and any coursework briefs produced.
- Names of any other staff involved in module delivery and their contact details.
- An outline schedule of module activities throughout the academic year, with dates of each week's activities clearly shown.
- An explanation as to the learning activities involved with each weekly activity.
- Details of additional reading linked to the specific topics covered throughout the module, where appropriate.
- Links to specific information sources of particular relevance to students registered on the programme.
- Links to specific information sources relevant to each topic area, where appropriate.