

EAST ASIA MANAGEMENT UNIVERSITY

Policy on provision and review of learning and information resources

1 Preamble

- 1.1 The policy is to provide and ensure that the range of learning and information resources available to students support effective student learning
- 1.2 Students are provided with:
 - a. the core text (study guide) of each module to ensure direct access to the materials that are delivered in class lessons.
 - b. access to the EAMU library and other university libraries through online facilities
 - c. access to e-journals and e-books via the university's computers for references and downloads.
 - d. lecturers support students with supplementary readings where appropriate.

2 Policy statement

- 2.1 EAMU seeks through review, to ensure that learning and information resources are readily accessible to students, are of high quality and provide access to current scholarship and knowledge.
- 2.2 Review of learning resources is conducted in the course a year and involves a number of information gathering procedures and reporting annually to the Principal Office.

3 Procedures for review

- 3.1 The Pro VC/ HOS is responsible for the review of learning and information sources which procedures are part of the CDC review and involve an analysis of:
 - a. library services, involving, inter alia, student feedback;
 - b. e-journals and e-books services involving usage report generated from the library borrowing system;
 - c. students' surveys conducted at the end of every term which provide opportunity for comment on the reading resources in terms of quantity, quality and relevance;
 - d. staff proposals in the light of current and of forthcoming learning resources (books journal articles) and of quarterly staff reviews on course outcomes and teaching standards.
- 3.2 The Principal's Office reports annually to the Academic Board on the status of all learning and information resources of EAMU, costs proposals for additions and makes recommendations.
- 3.3 The Academic Board considers recommendations and endorses the annual budget for learning and information resources.

4 Dissemination of EAMU's Policies on review and development of learning and information resources

- 4.1 EAMU's Policies on review and development of learning and information resources are made known:
 - a. in the Staff Handbook;
 - b. during staff induction.