



LINCOLN UNIVERSITY COLLEGE

MALAYSIA

POLICY DOCUMENT

Quality Education Policy

(2020-2021)





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LINCOLN
UNIVERSITY COLLEGE
DKU016 (B)

1. Policy Statement:

Lincoln University College (LUC) promotes standardise and good practice in the presentation and preparation of teaching and learning materials for the benefit of all the students.

LUC in this '**Quality Education Policy**' not only provides best lecturers to take classes in the University, but also encourages workshops, seminars and conferences for the best output among the faculty members and students.

In this **covid 19** situations, the whole world have got hampered and changed in every aspect-lifestyle, economy, education system and many more. In this policy, LUC is providing online classes through Webinars, Zoom etc. This method of teaching will be continued in the future even after the pandemic situation is under control as there are many students who are disabled and not able to take admission in any college or university and many students who cannot continue studies due to financial crisis. LUC believes that learning or studying is not confined within the four walls; hence, such ways of teaching will be continued further.

2. Policy Objective:

- ❖ To provide best educational practices that will not only enhance the development of students on their academic front but also will help the lecturers and teachers to upgrade their skills and knowledge.
- ❖ To provide cooperative learning environment within the lecturers or instructors and the students.
- ❖ To provide conferences/seminars/workshops for the betterment of the University.
- ❖ Workshops will provide extra knowledge to the students of not only in their relevant fields but also will help them to gather extra knowledge in other subjects or fields.

- ❖ Conferences / seminars will help to develop the skills and knowledge of the faculty members in their respective fields.
- ❖ To provide online classes or courses to not only the University students but also to other students who are not able to take admissions due to disability problem or may be financial problems.
- ❖ To give special concessions or reduce fees structure for minority students.
- ❖ To provide better teaching and learning materials even on the online classes or courses.
- ❖ The recorded group-based teaching and learning activities will-
 - Help the lecturers or instructors to upgrade themselves with different teaching styles
 - Help students who have educational needs in particular subjects or fields

3. Responsibilities:

- The University is responsible for providing better learning and teaching opportunities for its own betterment.
- The materials produced by the University while teaching in regular classes must be recorded and must aware the staffs and students to keep it confidential as per the norms of the University.
- A regular faculty is allowed to apply for attending conferences/ seminars/ workshops on the basis of proper guidelines and terms and conditions.
- The faculty members are allowed to upgrade themselves in their respective fields by researching so that they can provide papers or presentation in the conferences or seminars for further discussion with other knowledgeable experts.
- The faculty members and the management are held responsible for conducting workshops which will enhance practical knowledge among the students.
- The management are responsible for charging the online courses, workshops, seminars etc. as per the requirements of the students.

- As in this pandemic situation, the University is providing online courses or classes, the nominated supervisor is responsible for the security of every data, information, lectures or tutorials that are being provided or uploaded.
- The University and also the faculty members are responsible for uploading the recorded tutorials and lectures and must also look into the matter that study materials given on online basis must not be confined only to the University students but also to other students who cannot take admission or continue studies for any reason.
- In the beginning of the online courses, it is the responsibility of the instructor or the lecturer to encourage students to read the material.
- The students applying for online classes or courses must have basic computer knowledge.
- The PhD students must go for more research works, inventions, develop good teaching practices and publish journals for the betterment of the University.

Education for All is the main theme of 'Quality Education' has been obtained & maintained by Lincoln University College.

Quality improvement work is to concentrate on the following criteria.

1. University does not support any type of discrimination like-

- Age
- Carer and parental status
- Disability (including physical, sensory and intellectual disability, work related injury, medical conditions, and mental, psychological and learning disabilities)
- Employment activity
- Gender identity, lawful sexual activity and sexual orientation
- Industrial activity
- Marital status
- Physical features
- Political belief or activity
- Pregnancy and breastfeeding
- Race (including colour, nationality, ethnicity and ethnic origin)

- Religious belief or activity
- Sex
- Expunged homosexual conviction
- Personal association with someone who has, or is assumed to have, one of these personal characteristics.

2. Library Facility for Common People

Lincoln University College campus library and e-library facility is open for all. With minimum charges anyone can take membership to access library and e-library services.

3. Conference Room for rent

If any college, university, or any study community has the lack of space to conduct any workshop or seminar, LUC provides campus Conference Room for rental against minimum charges.

4. Regular Workshop/Seminar

Lincoln University College conducts workshop, seminars on different notes in regular basis. Renowned Professors from different Universities and from foreign countries enriched students with their presence and intelligence.

5. Outreach Classes

Each faculty of Lincoln University College has to conduct at least 1 class or workshop every month for under privileged pupil.

6. Lectures for everyone

If anyone interested for any particular lecture, they may join against minimum applicable charges.

4. Policy Review:

This policy is reviewed every year to develop better educational practices, develop the teaching style of the faculty members and conduct workshop/ seminars/ conferences in the University.

Endorsed by
Vice Chancellor
Lincoln University College



DATE:- July, 2020

