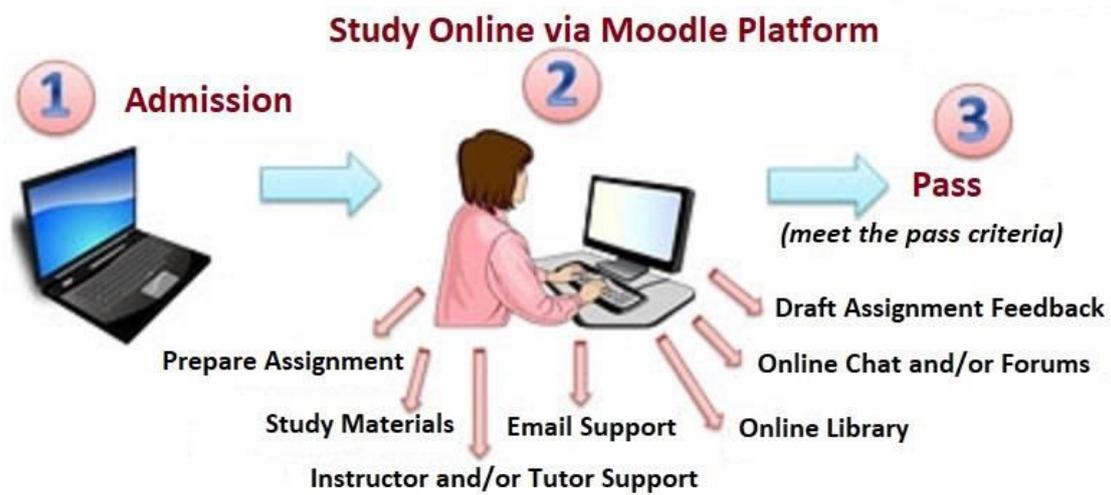




SEVERN
BUSINESS
COLLEGE

Distance Learning Process

Distance Learning has been proven over many years to be a particularly efficient method of learning. It is uniquely flexible to students to study anytime and anywhere.



Distance Learning Process should be read in conjunction with the:

- [Student Handbook \(distance learning\)](#)
- [Course Handbook \(available on individual course listing\)](#)
- [Assignment](#)

1. Admission procedure

The student joins other students enjoying all the advantages of distance learning. Follow the straightforward [admission procedure](#), the student submits distance learning application form with required documents.

2. Become a registered student with the College

Student details will be assessed (and if successful), an offer letter will be sent. As soon as payment of fees are received, an acceptance letter and [Moodle](#) login are provided to students.

3. Start learning via the Moodle platform

Immediately, students will see why their Moodle materials are so valuable, they are not hardcopy textbooks, but books and resources in pdf format for easy distance learning and videos links. All students are required to read all the guidelines on the Moodle platform and follow them. The students will be asked to complete one assignment for each module and achieve the required pass criteria. Students follow the timetable which is on the Moodle platform and complete the course within the course duration as in the acceptance letter. Students email their assignments for initial review and upload their assignments on Moodle for a final check.

4. Tutor and Instructor support

Tutor and Instructor, who will be helping students through their course, is an expert in his or her own field. Additionally, tutor and instructor are also experienced in teaching and supporting by distance learning. Student assignments are reviewed and returned to them with all the comments, feedback and guidance that they will need. And if students have any specific queries or problems they can ask their instructor and/or tutor as often as they like throughout the course. The students can communicate with the instructor and/or tutor through telephone, email, Skype and online chat. The instructor support will be provided at all the times via email (dl@severnbusinesscollege.com) and/or Skype ([severnbusinesscollege](https://www.skype.com)).

5. Continue to learn more

The students will learn new skills, demonstrating their rapidly increasing knowledge of their chosen subject. As the student progresses tutor and/or instructor will guide and support students throughout their course.

6. Certificate and diploma awards

With flexibility of study attuned to their own needs, students will soon find that they have completed their course by following the timetable which is on the Moodle platform. Provided that, their assignments have received adequate pass grades they will be awarded their certificate or diploma demonstrating they have proven knowledge and skills.