



Stratford College London

Teaching and Learning Resources Policy

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Member of Staff Responsible for Policy	Jonathan Omani	
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Date	Details	Approved by
18 th May 2018	Reviewed Date	Jonathan Omani
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13 Apr 2026	Reviewed	BOD
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Review to be approved by	BOD	



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Teaching and Learning Resources Policy

Purpose

1. To give guidance on meeting the college teaching and learning resources requirements.
2. To provide a set guideline for provision of all college teaching and learning resources.
3. And to promote good usage of Stratford College London teaching and learning resources

Scope / Limits

This policy applies to all staff and students of Stratford College London.

Policy Statements

1. All teaching and learning resources belong to the college and are managed to support the college's mission and strategic objectives.
2. The college, at its discretion, will reallocate physical resources as deemed necessary to meet changing needs and priorities.
3. Management of teaching and learning resources is consistent with all college policies and applicable health and safety and equality legislation.
4. All staff should supervise and optimise the use of physical resources.
5. Stratford College's Learning Resources Committee will plan and recommend to management where necessary for the acquisition and maintenance of all teaching and learning resources.

Management of Resources

- College teaching and learning resources should be prepared in advance of lessons in accordance with schemes of work which clearly indicate resources required for the delivery of each lesson.
- A range of resources should be available to meet the needs of students of differing ability levels
- Learning materials should be clearly written and presented in a language and style that is suitable to the student
- Lecturers should enable students to make effective use of learning resource facilities for their subject
- Guidance must be given to all students in the use of college resources.

Use of External Resources

- In certain circumstances where necessary, the college will hire external facilities or resources to fulfill qualification / modules requirements
- Tutors will give 36 hours' notice for the acquisition of external facilities.

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Learning Resource Committee

The committee will play a key role in ensuring that college teaching and learning resources are regularly reviewed, update resources data sheet and collate feedback from staff and students to compile data on resource requirements from time to time. The resources data sheet must be reviewed on a term by term basis and as programme delivery requires.

A complete catalogue and inventory of all college teaching and learning resources must be kept and regular updates made on requirements in terms of new facilities or maintenance work. The health and safety and risk assessment rules for the use of college facilities must be adhered to at all times.

The Committee will compile resource requirements and forward the list to the Programme Management Committee and thence to the Academic Board for approval.

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Appendix – A

Resources	Comments
Turnitin	College has a licence of turnitin.
Pearson HN Global	All registered students become member of HN Global
Emerald	College has a licence of Emerald for staff access.
Case Centre	College has a licence of Emerald for staff access.
Outside Libraries	College encourage students to use British Library reference section. We also direct students to use University of East London 24 hours access library which is free to use.
Free Online Resources	College also have a comprehensive list of free online resources. This is available on Moodle and also on library notice board for all our students. It has access to journals, resources, articles, newspapers and much more.

Extra Students ONLINE Resources

Following are the links for online resources.

Stanford Business research paper series

<http://www.gsb.stanford.edu/faculty-research/working-papers>

International Business Research

<http://www.ccsenet.org/journal/index.php/ibr>

MacroThink Institute

<http://www.macrothink.org/journal/index.php/ber>

International Journal of Economic and business research

<http://www.inderscience.com/jhome.php?jcode=ijebr>

Social Science Research Network

<http://www.ssrn.com/en/>

International Journal of business and management research

<http://www.ijmbr.org/>

<http://www.essex.gov.uk/Libraries-Archives/libraries/information/Pages/Reference-library-online.aspx>

<http://www.ncl.ac.uk/library/resources/ebooks/free.php>

<http://eresources.loc.gov/>

<http://www.wiltshire.gov.uk/artsheritageandlibraries/librarieshome/libraryonlineresources.htm?cookieid=5077&cookiedlg=go>

<http://library.emu.edu.tr/englibrary/FreeResource.htm>

<http://lib.law.washington.edu/research/research.html>

<http://www.questia.com/>

<http://www.questia.com/>

<http://www.thefreelibrary.com/>

<http://ebooks.nypl.org/B66D64AA-116E-4F24-88DE-36F9854C81AB/10/257/en/Default.htm>

<http://www.bartleby.com/>

<http://www.libraryofthegods.com/library.html>

<http://archive.org/index.php>

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<http://www.gutenberg.org/>
<http://books.google.com/>
<http://openlibrary.org/>
<http://ebooks.adelaide.edu.au/>
<http://guides.library.cornell.edu/onlinelegalresources>

Appendix – B

LIST OF FREE Resources, Journals, Publications and Websites

Birkbeck Library Study Skills Resources

Birkbeck has a good range of Study Skills titles, including subject specific texts in business and law. It also has a section on *Taking exams and giving presentations*. You can pick up a hard copy list of the titles in the library on the second floor (to the right of the help desk), or can access the list from the following link:

<http://www.bbk.ac.uk/lib/subguides/studyskills>

On the left hand side of this page you will find 4 useful links:

- Study Skills Web Sites:
<http://www.bbk.ac.uk/lib/subguides/studyskills/studyskillsweb>
Topics covered include: Writing, Basic Maths, Research, Citing your References, Using the Internet, Taking Exams, and Presentation Skills
- Study Skills Book List:
<http://www.bbk.ac.uk/lib/subguides/studyskills/studybooks>
- LIFE: Library Induction for Everyone:
<http://www.bbk.ac.uk/lib/life/>
- Citing Your References:
<http://www.bbk.ac.uk/lib/about/how/cite>
This link takes you to many good tutorials and activities to help yo with citation and referencing in your work.

Recommend titles in library stock include:

- Allan, B. *Study skills for business and management students* (2009) 658.00711 ALL
- Bedford, D. & Wilson, E. *Study skills for foundation degrees* (2006) 378.170281 BED
- Cottrell, S. *The Study Skills Handbook* (4thed. 2013) 371.30281 COT
- Moore, S. et al. *The ultimate study skills handbook* (2010) 378.170281 ULT
- Creme, P. *Writing at university: a guide for students* (3rd ed. 2008) 808.042 CRE
- Levin, P. *Write great essays!* (2nd ed. 2009) 808.066 LEV
- Northedge, A. *The good study guide* (2005) 378.170281 NOR

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University of Northampton Resources

Centre for Achievement and Performance (CfAP)

https://nile.northampton.ac.uk/webapps/portal/frameset.jsp?tab_group=courses&url=%2Fwebapps%2Fblackboard%2Fexecute%2FcourseMain%3Fcourse_id%3D_20120_1

CfAP is an excellent site to access a range of resources to help you in your academic development. Topics that are covered include: essay writing, reading, reflective writing, note taking, critical thinking, plagiarism, referencing, English grammar, presentations, and help with maths.

Skills Hub

<http://skillshub.northampton.ac.uk/>

The Skills Hub is an excellent open access resource containing videos, guides, interactive tutorials and blog posts covering core academic skills areas at an array of levels. It is for use by students, schools, researchers and the community.

Areas covered by the Skills Hub include: academic writing, argument, critical thinking, essay writing, evaluating information, Harvard referencing, and much more.

University of Northampton Plagiarism Awareness Course (UNPAC) You will need NILE login in order to access UNPAC:

https://nile.northampton.ac.uk/webapps/blackboard/content/listContent.jsp?course_id= 11_1&content_id= 431097_1&mode=reset

Other General Academic Skills websites

Learn Higher

<http://www.learnhigher.ac.uk/>

Although this website is primarily for staff in higher education, there are some downloadable documents that are 'student friendly'. One of these is a 71 page downloadable guide on when and how to reference using the Harvard system:

<http://www.learnhigher.ac.uk/writing-for-university/referencing/references-and-bibliographies-booklet/>

The Open University (OU) Skills for Study

<http://www2.open.ac.uk/students/skillsforstudy/>

Access to a wide range of study skills resources and activities to help develop your academic and learning skills. Topics include: Planning and writing assignments, Revising for exams, Developing effective study strategies, Using maths and statistics in your studies

Skills for OU Study also includes a Study Skills Health Check to provide you with a personal learning plan targeted to your individual study needs and goals. Register for free and you can download booklets expanding on the information available on the website. For postgraduate students there's

a separate topic focusing on the additional skills needed for postgraduate study.

Royal Holloway Study Support

<https://www.royalholloway.ac.uk/ecampus/academicsupport/studyresources.aspx>

To access much of this site you need to have a Royal Holloway login. However, the Essay writing guide and Maths support sections are open source and very good.

Study for College

<http://studyingforcollege.com/index.htm>

Studying for College is a commercial site designed for students who want to boost their study skills.

University of Manchester Skills Website

<http://www.humanities.manchester.ac.uk/studyskills/essentials/index.html>

The Essentials section of the University of Manchester Skills website includes lots of good materials for reading, listening, writing, and note taking.

University of Reading

<http://www.reading.ac.uk/internal/studyadvice/StudyResources/sta-studyresources.aspx>

The University of Reading Study Guides and video tutorials are excellent and cover all the key areas of academic study skills.

University of Wolverhampton

http://www.wlv.ac.uk/lib/skills_for_learning/online_skills_resources.asp

x Excellent YouTube Skills for Learning online tutorials. Topics include:

Introduction to Skills for Learning, Writing your Assignment, Finding journal articles, How to work in a group, Presentation skills, Guide to Harvard Referencing, Introduction to Critical Thinking, Report Writing.

Surrey Study Skills

<http://www.surrey.ac.uk/library/splash/studyskills/>

University of Surrey study skills materials covering all the relevant topics.

University of Sussex Guide to Punctuation

<http://www.sussex.ac.uk/informatics/punctuatio>

n/ Probably the best punctuation guide.

Anglia Ruskin Referencing Guide

<http://libweb.anglia.ac.uk/referencing/referencing.htm>

The Anglia Ruskin library website has an excellent guide to the Harvard system and also one for OSCOLA.

Oxford Brookes

<https://www.brookes.ac.uk/services/upgrade/study-skills/>

Oxford Brookes University Study Skills A-Z. An excellent resource and collection of related web links.

Queen Mary University Academic English online resources

<http://aeo.slf.qmul.ac.uk/>

A very comprehensive and well laid out resource.

UEAFP (Using English for Academic Purposes)

<http://www.uefap.com/>

A very comprehensive guide for English for Academic Purposes
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University of Manchester Academic Phrasebank

<http://www.phrasebank.manchester.ac.uk/>

This website contains an excellent list of academic vocabulary and phrases. The vocabulary and phrases are organised clearly so you can, for example, look for language you can use to 'be critical' or 'comparing and contrasting'.

Institute of Education: Writing Centre Online

<http://writingcentre.ioe.ac.uk/>

An excellent resource for academic writing (includes a sample dissertation with exercises).

Language and Learning Online

<http://www.monash.edu.au/lis/lonline/index.xml>

Language and Learning Online is a collection of resources to help students improve their academic performance. The resources include online tutorials, interactive exercises, and examples of Writing for Subjects.

Listening practice websites

University of Reading Lecture Practice

<http://www.reading.ac.uk/SACLL/UniversityofReadingLectures/SACLL->

[UniofReadingLectures.aspx](http://www.reading.ac.uk/SACLL/UniversityofReadingLectures/SACLL-UniofReadingLectures.aspx) Use this University of Reading website to practise listening (and taking notes) to real academic lectures. It also contains tapescripts and comprehension questions.

TED Studies Lectures

<http://www.ted.com/read/ted-studies>

This is an excellent lecture resource designed to help students, professors, and self-guided learners explore important topics in higher education.

Top Documentaries

<http://topdocumentaryfilms.com/>

Free documentaries organized by subject.

Reading practice websites

The Economist Past Debates

<http://www.economist.com/debate/archive>

This is an excellent resource which will engage your critical thinking skills. You have a number of debates to choose from which focus on a variety of topics. Read how the debate unfolds over the course of the week, make up your own mind, and post a comment on the website. This is a very good way to keep up-to-date with current affairs. You can watch a tutor review the site by clicking on the video below.

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The Conversation

<http://theconversation.com/uk>

The Conversation is an independent source of news and views, sourced from the academic and research community and delivered direct to the public. The editors work with university and research institute experts to unlock their knowledge for use by the wider public. This website aims to better understanding of current affairs and complex issues. **Legal Skills websites**

The Legal Writing Skills Guide

<http://www.routledge.com/cw/slapper-9780415639989/s2/writing/>

The Legal Writing Skills Guide is based on Lisa Webley's book, Legal Writing, which also covers writing legal dissertations.

The resource helps you develop your legal writing skills through video modules. The areas covered are:

- Understand the nature of essay and problem questions
- Understand assessment and grading criteria
- Identify relevant legal issues
- Plan your answer
- Write and present the issues
- Reference correctly
- Polish and submit your final answer

BBC Law in Action website

<http://www.bbc.co.uk/programmes/b006tgy1>

Long-running legal magazine programme, featuring reports and discussion on matters relating to law. An excellent listening and reading practice website.

Websites specifically for international students

Prepare for Success

<http://www.prepareforsuccess.org.uk/>

Prepare for success is an interactive web learning tool for international students who are getting ready to come to the UK for study in further or higher education. It contains learning resources which are activity-based to help you find out about different aspects of academic life in the UK and the skills needed for effective study. As well as preparing you for what to expect during your studies, the activities provide scope for English language improvement.

University of Warwick

http://www2.warwick.ac.uk/fac/soc/al/learning_english/leap/

University of Warwick Learning English Online materials aimed at international students.

Onestopenish Guardian Articles

<http://www.onestopenish.com/skills/news-lessons/monthly-topical-news-lessons/>

This very popular website allows you to download lessons based on controversial Guardian articles. The articles will keep you up-to-date with current affairs. Additionally, each lesson contains exercises which provide useful practice for focussed reading practice.

<https://www.qaa.ac.uk/en/quality-code/supporting-resources>

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California Department of Education

<https://www.cde.ca.gov/ci/cr/cf/distancelearnresources.asp>

SPRINGER is a source for research papers (Send an email about membership inquiry)

<http://www.springer.com/business+%26+management?SGWID=0-40517-0-0-0>

TED educational resources lectures, videos and presentations

<https://ed.ted.com/>

<https://www.bbc.co.uk/bitesize>

<https://www.futurelearn.com/>

<https://www.onecommunityglobal.org/free-education-resources/>

<https://www.ucl.ac.uk/ioe/departments-and-centres/centres/ucl-centre-educational-leadership/free-online-learning-resources>

BOOK SITES

www.bookboon.com

<http://ebookey.org>

<http://sharebookfree.com>

<http://m.freebooks.com>

www.obooko.com

www.manybooks.net

www.epubbud.com

www.bookyards.com

www.getfreebooks.com

<http://freecomputerbooks.com>

www.essays.se

www.sparknotes.com

www.pink.monkey.com

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ONLINE EDUCATIONAL SUPPORT

<http://www.ocwconsortium.org/>

<http://www.ocwconsortium.org/en/courses/ocwsites>

<http://ocw.tufts.edu> -Tuft University

<http://ocw.upm.es> -Univesidad Politechnica, Madrid

<http://www.open.edu/openlearn/>

<http://ocw.usu.edu/> -Utah State University

<http://open.umich.edu/> -University of Michigan

<http://ocw.nd.edu/> -Nore Dame University

ANSWERS TO QUESTIONS

www.ehow.com

www.whatis.com

www.howstuffwork.com

www.webopedia.com

www.plagtracker.com

www.answers.com

SEARCHING FOR PEOPLE

- AnyWho (www.anywho.com)
- InfoSpace (www.infospace.com)
- Switchboard (www.switchboard.com)
- WhitePages.com (www.whitepages.com)
- WhoWhere (www.whowhere.lycos.com)

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JOURNALS

<http://www.indexcopernicus.com> Multidisciplinary

<http://www.ajol.info/> - African Journal Online

www.africanjournalseries.com

www.devconsortservices.com.ng

www.doaj.org - directory of open access journal

www.sabinet.co.za - South African Journals.

www.oajse.com - Open Access Journal Search Engine

<http://www.lub.lu.se/en.html> - Lund University

<http://www.dovepress.com/> - Free Scientific & Medical Materials

<http://www.copernicus.org/> - Access & Publication

Palgrave journal is a reputable academic source

http://www.palgrave-journals.com/bm/free_articles.html

Stanford University have plenty of research papers available freely

<http://highwire.stanford.edu/lists/freeart.dtl>

Economics

<http://www.economics-ejournal.org/economics/journalarticles>

European Journal of Information System (Free Section)

http://www.palgrave-journals.com/ejis/free_articles.html

Free Section of Springer Publication

<http://www.springer.com/business+%26+management/business+information+systems/journal/12599?hideC hart=1#realtime>

The Operational Research Society

https://www.theorsociety.com/publications/?gclid=CjwKCAjwdeFBhBAEiwAKOIy5xcPrfBQpl49TzStL0Xm-qZihEu1aoBQb7kCg3g5FmMWXpruMC3SshoCAawQAvD_BwE

101 FREE ONLINE JOURNAL AND RESEARCH DATABASES FOR ACADEMICS

https://www.scribendi.com/academy/articles/free_online_journal_and_research_databases.en.html

Journals for FREE

<http://www.journals4free.com/>

MDPI Publications

<https://www.mdpi.com/journal/publications>

JSTOR

<https://about.jstor.org/oa-and-free/>

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ACADEMIC SEARCH/WEB RESEARCH TOOLS/REFERENCE MANAGERS

<http://academic.research.microsoft.com> - Multidisciplinary

<http://www.scirus.com>

www.scholar.google.com

<http://dbis.uni-trier.de/DBL-Browser/> - Digital Bibliography Library Browser

<http://academic.live.com> - Live Search Academic

<http://www.science.gov/> - USA government for Science

<http://citeseerx.ist.psu.edu/index> - Computing & Information Sciences

<http://www.mendeley.com/> - academic social network/collaboration

<http://www.worldcat.org/> - Multidisciplinary

<http://libserver.cedefop.europa.eu> - Voc & Tech Education

<http://inspirehep.net/> - Stanford physics information retrieval system

Extra Students ONLINE Resources

Following are the links for online resources.

Stanford Business research paper series

<http://www.gsb.stanford.edu/faculty-research/working-papers>

International Business Research

<http://www.ccsenet.org/journal/index.php/ibr>

MacroThink Institute

<http://www.macrothink.org/journal/index.php/ber>

International Journal of Economic and business research

<http://www.inderscience.com/jhome.php?jcode=ijebr>

Social Science Research Network

<http://www.ssrn.com/en/>

International Journal of business and management research

<http://www.ijmbr.org/>

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OTHER USEFUL SITES

<http://www.essex.gov.uk/Libraries-Archives/libraries/information/Pages/Reference-library-online.aspx>
<http://www.ncl.ac.uk/library/resources/ebooks/free.php>
<http://eresources.loc.gov/>
<http://www.wiltshire.gov.uk/artsheritageandlibraries/librarieshome/libraryonlineresources.htm?cookieid=5077&cookiedlg=go>
<http://library.emu.edu.tr/englibrary/FreeResource.htm>
<http://lib.law.washington.edu/research/research.html>
<http://www.questia.com/>
<http://www.questia.com/>
<http://www.thefreelibrary.com/>
<http://ebooks.nypl.org/B66D64AA-116E-4F24-88DE-36F9854C81AB/10/257/en/Default.htm>
<http://www.bartleby.com/>
<http://www.bookrix.com/library.html>
<http://archive.org/index.php>
<http://www.gutenberg.org/>
<http://books.google.com/>
<http://openlibrary.org/>
<http://ebooks.adelaide.edu.au/>
<http://guides.library.cornell.edu/onlinelegalresources>

Appendix – C

Extra Students ONLINE Resources

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International Business Research

<http://www.ccsenet.org/journal/index.php/ibr>

MacroThink Institute

<http://www.macrothink.org/journal/index.php/ber>

International Journal of Economic and business research

<http://www.inderscience.com/jhome.php?jcode=ijebr>

Social Science Research Network

<http://www.ssrn.com/en/>

International Journal of business and management research

<http://www.ijmbr.org/>

<http://www.essex.gov.uk/Libraries-Archives/libraries/information/Pages/Reference-library-online.aspx>

<http://www.ncl.ac.uk/library/resources/ebooks/free.php>

<http://eresources.loc.gov/>

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<http://www.wiltshire.gov.uk/artsheritageandlibraries/librarieshome/libraryonlineresources.htm?cookieid=5077&cookiedlg=go>

<http://library.emu.edu.tr/englibrary/FreeResource.htm>

<http://lib.law.washington.edu/research/research.html>

<http://www.questia.com/>

<http://www.questia.com/>

<http://www.thefreelibrary.com/>

<http://ebooks.nypl.org/B66D64AA-116E-4F24-88DE-36F9854C81AB/10/257/en/Default.htm>

<http://www.bartleby.com/>

<http://www.bookrix.com/library.html>

<http://archive.org/index.php>

<http://www.gutenberg.org/>

<http://books.google.com/>

<http://openlibrary.org/>

<http://ebooks.adelaide.edu.au/>

<http://guides.library.cornell.edu/onlinelegalresources>