IIUM EMERGENCY REMOTE TEACHING AND LEARNING

editors

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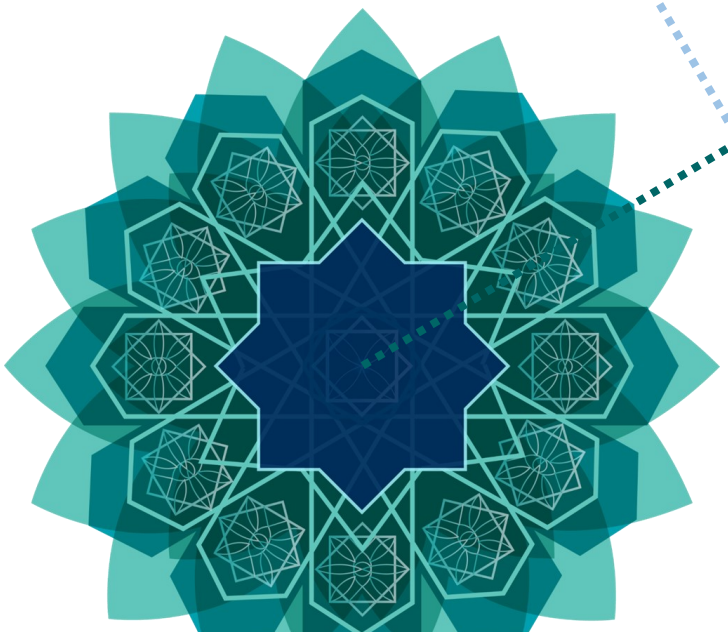
CENTRE FOR PROFESSIONAL DEVELOPMENT

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

IIUM EMERGENCY REMOTE TEACHING AND LEARNING

CENTRE FOR PROFESSIONAL DEVELOPMENT



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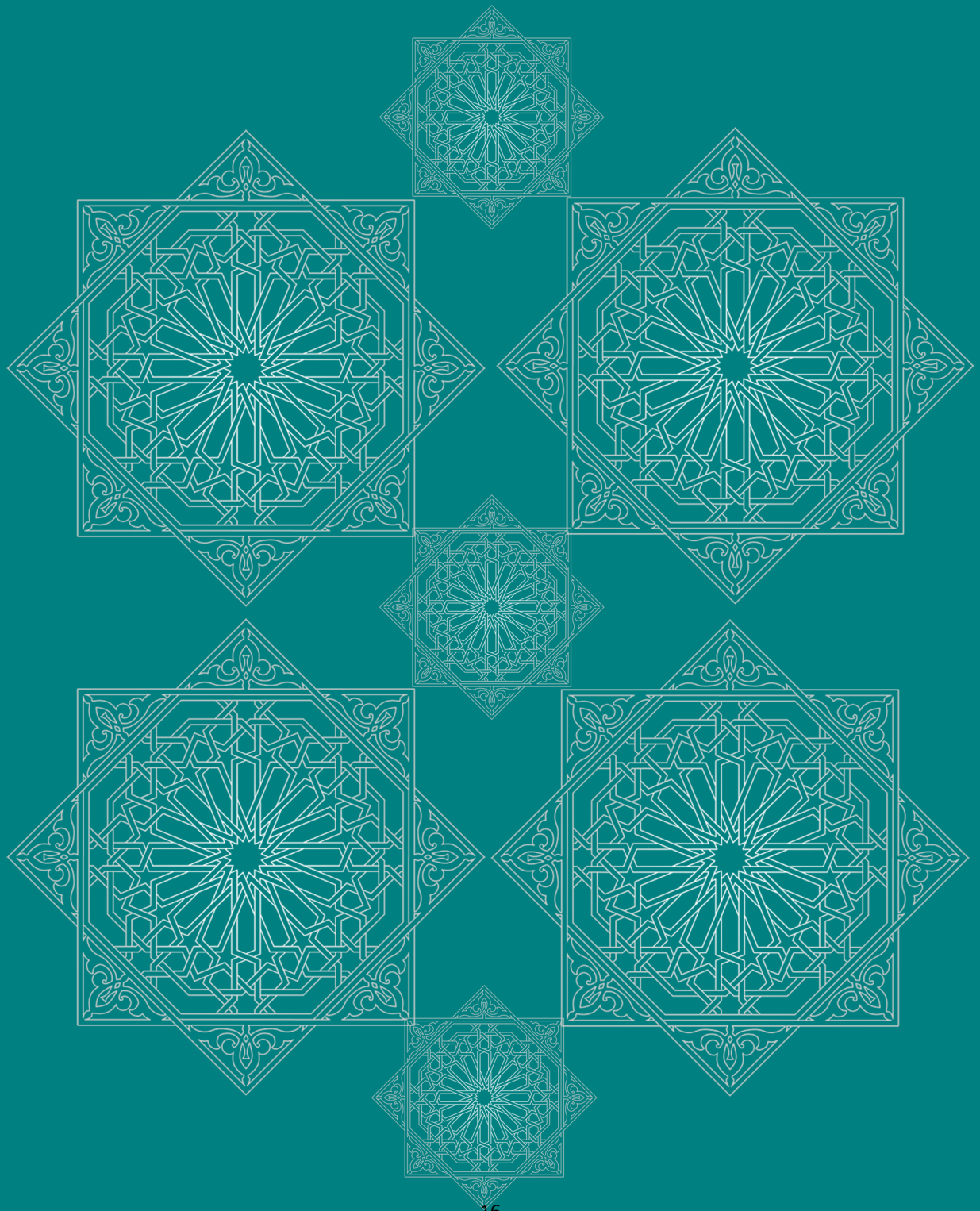

STUDENT LEARNING TIME

Student Learning Time (SLT)

How then does one calculate student learning time for RTL elements?

a. Synchronous sessions - one-to-one conversion e.g., 30 minutes of live sessions equals 30 minutes of face-to-face, equals 30 minutes of SLT

b. For non-synchronous sessions, lecturers are to adapt accordingly based on the nature of the tasks or activities students are to engage in. Examples are given here for lecturers to grasp the concept and adapt accordingly (These are neither exhaustive nor binding).

Task	Calculation	E.g SLT
Watching a video	Actual run time x expected number of viewings needed to achieve the objective.	5 min video x 4 expected views = 20 minutes SLT 5 min video x 6 expected views = 30 minutes SLT
Slides (basic, simple texts)	Number of slides x 3 minutes x expected number of viewings needed to achieve the objective.	10 slides x 3 minutes x 3 expected views = 90 minutes SLT 5 slides x 3 minutes x 4 expected views = 60 minutes SLT 7 slides x 3 minutes x 2 expected views = 42 minutes SLT
Slides (content-rich)	Number of slides x minutes expected x expected number pf viewings needed to achieve the objectives	5 slides x 5 minutes x 5 expected views = 125 minutes SLT 6 slides x 4 minutes x 7 expected views =168 minutes SLT
Play a game-based task	Actual run time x number of repetition expected	3 minutes x 1 repetition = 3 min SLT 10 minutes x 2 repetitions = 20 minutes SLT

These examples are given not for lecturers to calculate each and every activity, but to give the lecturers an idea that variations do exist, and lecturers should use this as a guide so as not to over-burden students or under-load students.

However, for good practice, it is recommended that lecturers keep a record of the assigned online activities and tasks and reflect on the effectiveness of these elements towards the achievement of the course learning outcomes.

Lecturers who wish to have a more structured approach, may refer to the Guidelines on eLearning for Malaysian HEIs published by the Ministry of Higher Education (2014).

UNDERGRADUATE PROGRAMME GUIDELINES

Assoc. Prof. Dr. Gairuzazmi Mat Ghani
Director, Academic Management and Admission Division (AMAD)

The University's initial decision was to defer regular classes until 1st June 2020, where students would be back on campus and normal classes with some adjustments on physical distancing would be resumed. However, given that it may not be safe for students to be on campus in large numbers and attend classes as usual, until the end of the year, amendments have to be made to this approach.

The University has decided to adopt Emergency Remote Teaching and Learning (ERTL) to continue Semester 2, 2019/2020 lectures, and until all students are allowed back on campus. This is to ensure that the delivery of the academic programmes may be done such that students are able to acquire the knowledge, competencies and attitudes indicated.

This section provides the guidelines for students and lecturers for the ERTL period. These guidelines on the resumption of studies, conduct of classes, conduct of assessment, and industrial training are only valid for the ERTL period.

RESUMPTION OF SEMESTER 2, 2019/2020

1. Semester 2, 2019/2020 was temporarily halted on 18th March 2020 after the announcement of the first MCO.

2. Semester 2, 2019/2020 will resume on 1st June 2020. For programmes running on the block system, students are advised to refer to their respective Kulliyyahs on when and how classes will resume.

Table 1: Revised Semester 2, 2019/2020 Academic Calendar

ACADEMIC CALENDAR
SEMESTER II, 2019/2020 SESSION

REGISTRATION OF NEW STUDENTS (INTERNATIONAL UG & PG) (MALAYSIAN PG)	:	30/01/2020 (Thursday)	-		1 day
REGISTRATION OF NEW STUDENTS (EX-CFS & MALAYSIAN UG)	:	03/02/2020 (Monday)	-		1 day
LECTURES	:	10/02/2020 (Monday)	-	17/03/2020 (Tuesday)	5 weeks
MID SEMESTER BREAK, COVID-19-RMO, EID FITR'	:	18/03/2020 (Wednesday)	-	31/05/2020 (Sunday)	10 weeks
LECTURES	:	1/06/2020 (Monday)	-	28/07/2020 (Tuesday)	9 weeks
EID ADHA BREAK	:	29/07/2020 (Wednesday)	-	02/08/2020 (Sunday)	5 days
EXAMINATION* PERIOD	:	03/08/2020 (Monday)	-	16/08/2020 (Sunday)	2 weeks
INTER SEM. VACATION	:	17/08/2020 (Monday)	-	23/08/2020 (Sunday)	7 days

*Class sessions may continue until the end of the scheduled exam period, taking into account there is now no centralised sit-in exam.

3. All classes, except those that have been approved by the Ministry of Higher Education are to be conducted via ERTL. (see information on the approved courses on the AMAD website)
4. In order to ensure that no students are left behind, Kulliyyahs are to engage students to identify those who have problems participating in ERTL. The Kulliyyahs are to provide the name, matriculation number, email, telephone number and the reasons the students are not able to participate in ERTL if they are to remain at home. Kulliyyahs also need to consider the validity of the reasons provided by the students.
5. Between 1st June to 7th June 2020, lecturers are to conduct trial runs of synchronous and asynchronous class sessions with their students. Discretion on the part of the lecturer is advised for assignment submission during this period. There should be no graded assignments, quizzes, examinations, virtual presentations and the likes during this period. This is to ensure that all lecturers and students are ready for ERTL before any assessment commences.
6. Formal synchronous sessions can only begin from June 15th, 2020. This will allow students with ERTL issues to return to campus post-CMCO and to follow the sessions on campus using university facilities.
7. Class sessions on ERTL mode may continue until the end of the scheduled exam period, taking into account there is no centralised sit-in examination. AMAD will assist Kulliyyah in ensuring there will be no clashed classes in Kulliyyah's final assessment schedule.
8. Students are allowed to defer their study for Semester 2, 2019/2020 by applying for a leave of absence. For PG students, this will be uncounted leave of absence. Fees paid for the semester will be brought forward to the following semester.

RESUMPTION OF SEMESTER 2, 2019/2020 FACE-TO -FACE COURSES

1. No other courses are allowed to be conducted through face-to-face mode even by agreement of both lecturer and students.
2. Lecturers will be held accountable if they conduct face-to-face classes for courses unapproved.
3. Selected formal face-to-face classes can only begin from 1st July 2020. This would allow students to return to campus post-CMCO period.
4. Larger venues vacated due to ERTL can be used to hold identified face-to-face classes to facilitate physical distancing.
5. Students are allowed to drop courses using face-to-face mode without incurring any penalty.

STUDENTS ALLOWED ON CAMPUS DURING ERTL PERIOD

1. The following are the category of students allowed to be on campus during the ERTL period:
   a. Students who are ill-equipped to follow ERTL (without necessary devices and internet access) as verified by the Kulliyyahs.
   b. Students with a challenging home environment to follow ERTL as verified by the Kulliyyahs.
   c. Students with approved authorized face-to-face courses.
   d. Students with laboratory research assignments.
   e. Students who have not returned home during CMCO period and are already on campus prior to 1st June 2020.
2. Returning students shall be allowed to return to campus as per the dates determined by the Ministry of Higher Education.

CONDUCT OF CLASSES DURING ERTL PERIOD

1. Only courses approved by the University are allowed to be conducted using real-time face-to-face mode.
2. Remote learning can be done by both synchronous sessions (live sessions) and asynchronous sessions (non-live sessions).
3. For synchronous sessions:
   a. A flipped classroom approach is recommended. Contents, such as notes and videos should be made available to students prior to the synchronous sessions.
   b. The length of each synchronous session may vary; lecturers are to allocate sufficient time to cover the objectives of the sessions.
   c. To avoid clashes of sessions, synchronous sessions must follow the normal course offering schedule (class timetable).
   d. Lecturers do not have to conduct synchronous sessions with the same duration as scheduled in the timetable. Synchronous sessions can be of shorter duration but sufficiently address the learning objectives.
   e. Lecturers also may not need to conduct synchronous sessions for every scheduled class time.
   f. Lecturers **must be available** for online consultation during the whole period of every scheduled class time as stated in the timetable.
   g. Attendance is at the discretion of the lecturer. No warning or barring letter will be issued this semester. However, lecturers may give marks for attendance, for a maximum of 10% of the total marks.
4. Lecturer's responsibilities:
   a. To set-up the virtual meeting room.
   b. To ensure synchronous sessions are properly conducted.
   c. To keep a log of all sessions and activities carried out during the sessions.
   d. To ensure learning outcomes are potentially achieved.
   e. To create or curate contents that need to be delivered via asynchronous sessions.
   f. To create or enhance social presence.

ASSESSMENT DURING ERTL PERIOD

1. Assessment methods or tools which do not require real-time interactions (asynchronous assessment) should be given priority as the level of access to the internet among students differs.
2. The assessment load should be appropriate. The ability to access information through the internet differs.
3. The methods and criteria used (including rubrics and rating instruments) and when and how they can access their assessment results are to be made explicit to the students.
4. There will be NO centralised sit in, timed final examination. However, professional qualifying examinations may be conducted subject to the professional boards' requirements.
5. All final examinations as per in the course outline are encouraged to be changed to final assessments.
6. Should the lecturer decide to use final examination as the final assessment for his/ her course, the conduct of the final examination will be under the purview of the Kulliyyah.
7. Kulliyyahs have the discretion to decide on alternative forms of assessment not indicated in the Senate-endorsed course outlines. The changes are to be approved in the relevant Kulliyyah committee meetings and notified to KCA.
8. Any assessment methods adopted have to be constructively aligned to the course learning outcomes and the emergency remote teaching and learning approach.
9. Vetting is still required for final assessments. Kulliyyah is to come up with its own SOP for the vetting process.

CONDUCT OF INDUSTRIAL TRAINING

DURING ERTL PERIOD

1. For Semester 2, 2019/2020, face-to-face industrial training activities are not allowed until 9th June 2020.
2. All industrial training activities suspended due to MCO may resume beginning 10th June 2020.
3. All industrial training activities or internships conducted through work-from-home mode may continue until completion.
4. Kulliyyahs may arrange for equivalent internal industrial training programmes and assessment such as capstone projects, special industrial training courses, to complete the required industrial training duration.
5. Kulliyyahs shall inform relevant professional bodies of this arrangement.
6. Interns who are currently undertaking industrial training through 'work-from-home' mode may continue to do so from wherever they are.
7. Interns who are currently on 'working-from-home' mode and live on campus are allowed to remain on campus until 9th June 2020. They will not be charged additional Mahallah fee from 18th March 2020 to 9th June 2020.
8. Interns who are currently on 'working-from-home' mode and live off-campus will not be allowed to return to IIUM campuses until further notice.

QUALITY ASSURANCE DURING ERTL PERIOD

1. All Kulliyyahs must ensure all teaching and learning meet the required standard of quality.
2. Relevant changes to the design and delivery of courses must be documented for quality assurance.

CENTRE FOR POSTGRADUATE STUDIES

Prof. Dr. Ida Madieha Abdul Ghani Azmi
Dean, Centre for Postgraduate Studies (CPS)

The control movement order has hampered effective face to face teaching and learning. However, that does not hinder the continuation of research activities. The following guidelines have been formulated to conduct the required postgraduate activities until further notice by CPS.

ONLINE VIVA

All viva and proposal defence shall be conducted online. The names of examiners shall be endorsed by the Kulliyyah Postgraduate Committee prior to the notification to the University Committee of Postgraduate Studies (UCPS). As the appointment of examiners has been delegated to the Kulliyyah, there should not be any possible delay in the process. CPS organises the UCPS meeting via circulation during the ERTL period. Using the online platform, all students are required to submit the softcopy of the thesis and all the necessary documentation to the Kulliyyah via email. Once all the documentation is ready, CPS will communicate with the supervisor and the examiners to arrange for the online viva session. The necessary documents, such as copy of the thesis, the Turnitin Report and publication evidence would have to be furnished by the students in soft copy form. Upon receiving these documents, CPS will update the status of the student to Thesis Examine (TE) before proceeding with the scheduling of the viva session. CPS has developed a special standard operating procedure for online viva to maintain the smoothness of the session plus ensuring the validity, reliability and fairness of the viva procedure. On the day of the online viva, the student is expected to do his/her oral defence before the viva committee proceeded by a Chairman whose task is to chair the session according to its standard procedure. All the necessary documents would be circulated to the members of the viva session via emails. To overcome issues related to technical errors and unexpected interruption, the time for questioning by the examiners and the presentation by the candidate will be strictly monitored. Generally, the online viva is based on the same procedure for a normal face to face viva. The only exception is that it waives the need for physical documents and face to face interaction.

ONLINE DEFENSE PROPOSAL

On the same token, students can also defend their proposal through any online platforms to be agreed upon by the Kulliyyah. In the revised procedure, all the physical documents are replaced with soft copies to fit the online environment. Just like in a face to face environment, the procedure involves the oral defence of the proposal; except for the ERTL period the proceeding is done remotely via online video conferencing. The usual requirement, such as the Turnitin Report and formality check, would be conducted by the Kulliyyah before the defence takes place. All the necessary documentations such as the soft copy of the research proposal report, the presentation slides as well as the evaluation form would be circulated to the members of the defence session via emails.

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