IIUM EMERGENCY REMOTE TEACHING AND LEARNING

editors

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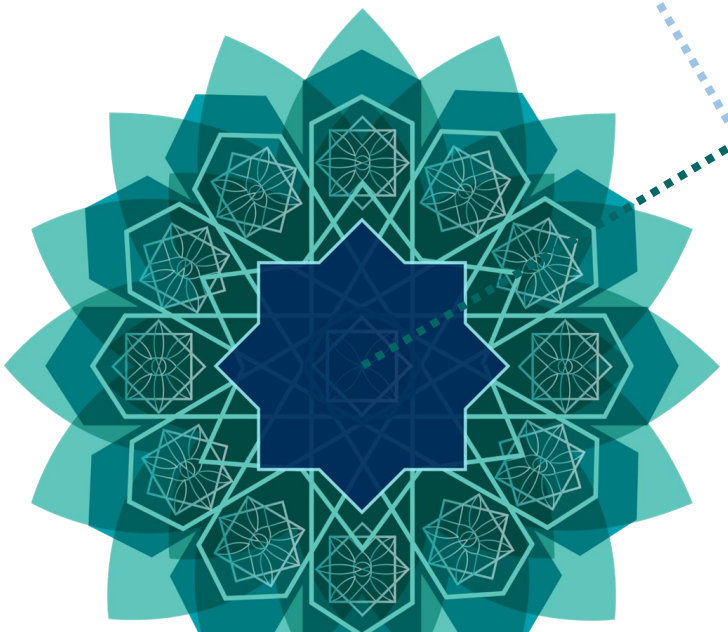
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

IIUM EMERGENCY REMOTE TEACHING AND LEARNING

CENTRE FOR PROFESSIONAL DEVELOPMENT



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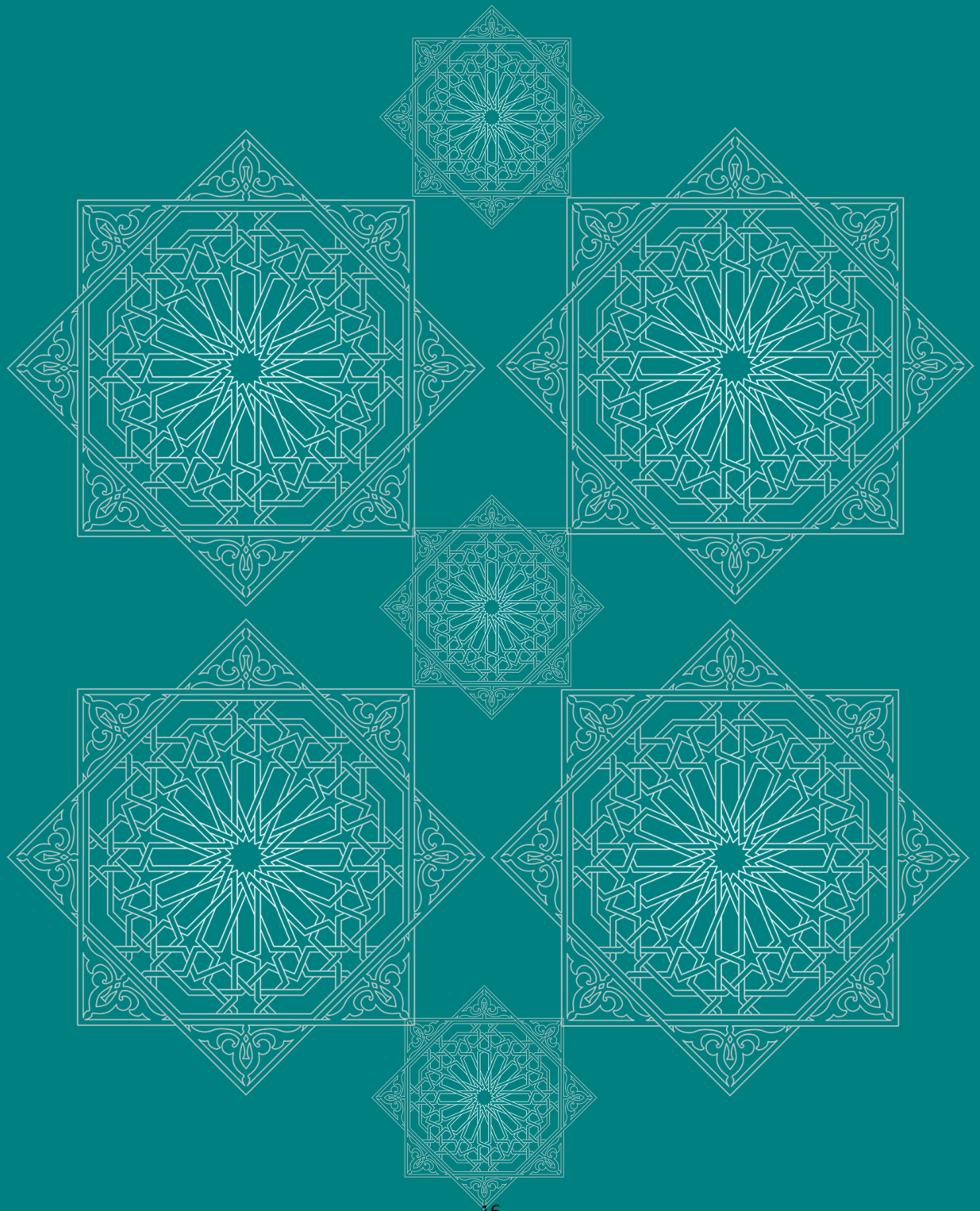

QUALITY ASSURANCE DURING ERTL PERIOD

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.

ONLINE TEACHING AND LEARNING AND ASSESSMENT

In line with the Ministry's requirement that teaching and learning be conducted online, PG classes will be conducted remotely with the exceptions of courses that require laboratory, studio, or field work. This includes assessment for the said courses.

GRADUATION REQUIREMENT

Under the PG Guidelines, students need to submit the final copy of their thesis to CPS and the Library to enable them to graduate. To enable the students to graduate, CPS has introduced revised procedures for graduation. What need to be submitted are the softcopy of the thesis, the abstract of the thesis to CPS with all the necessary forms, the Turnitin report and proof of publication. Once the MCO is lifted, the student or his representative can submit the physical copy as per regulation to CPS and the Library for graduation purposes. Digital certificates would be issued at the request of the students after the submission of the hardbound thesis.

ONLINE REGISTRATION

New students coming in the October semester are expected to register online. This procedure would be available for local students. For international students, this might still not be possible due to the need to verify passport and health check-up.

However, new international students coming in for the October intake can apply for VAL online through EMGS. These students will only be allowed to attend online classes upon the approval of the E-Val. This procedure, which is available from 12th May onwards, will allow IIUM to download EMGS Approval letters from the system once it has been supported by the Immigration System. The Approval letter is an assurance that EMGS has vetted the application and the student has met the minimum academic requirements needed to pursue the intended course. The approval letter, once ready to be downloaded signifies that the student is ready to attend his online class. EMGS will then submit the application to the Malaysian Immigration Department. When the student arrives in Malaysia, he is expected to meet the health requirements, which may include two weeks of self-isolation or quarantine.

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