



**CENTRE FOR FOUNDATION STUDIES (CFS)
IIUM GAMBANG**

**OFFICIAL CFS'S PLAN OF ACTION TO TEACHING AND LEARNING
DURING THE COVID-19 PANDEMIC**

**This plan of action is an adaptation from the relevant IIUM Official Guideline on Emergency Remote Teaching and Learning (ERTL) during the Covid-19 pandemic 03/2020 and supersedes the previous announcement on CFS campus reopening and academic programme offering post Movement Control Order (MCO)*

1. BACKGROUND

The COVID-19 outbreak which has led to the Movement Control Order (MCO) and later followed by Conditional Movement Control Order (CMCO) imposed from 18th March 2020 has affected all academic activities of the Centre. The initial CFS's decision was to defer the resumption of the Semester 3, 2019/2020 until 1st June 2020. The expectation is that the Centre would receive students back on campus and normal classes with some adjustments on physical distancing would be resumed. This decision was made in consideration of fairness in terms of the number of students with no or insufficient access to the internet and on the assumption that any form of movement order would have been lifted by 1st June 2020.

However, given the current development with regard to the COVID-19 pandemic, the management of the Centre has decided to adapt and adopt the relevant University Guideline on Emergency Remote Teaching and Learning (ERTL) to resume the Semester 3, 2019/2020 classes until normal pedagogy is allowed on campus. This is to ensure that the delivery of the programme may be done in such a manner that students are able to acquire the knowledge, competencies and attitudes required as well as to complete their foundation studies on time as scheduled.

2. RESUMPTION OF SEMESTER 3, 2019/2020

- 2.1 Semester 3, 2019/2020 will resume on **1st June 2020**. The revised academic calendar is as per **Appendix A**.
- 2.2 All classes are to be conducted via **online and remote mode** based on the relevant guideline on ERTL of the University.
- 2.3 To ensure that no students are left behind, the office of Student Development and Community Engagement (SDCE) CFS, with coordination from the Mahallah management is to start engaging with the students to identify the ones who could not participate in the online and remote classes should they remain at home. Their names and details are to be confirmed by **22nd May 2020**.
- 2.4 Between 1st June to 7th June 2020, lecturers are advised to conduct trial runs of synchronous and asynchronous class sessions with their students. There should be no graded assignments, quizzes, examinations, virtual presentations and the likes in this period.
- 2.5 Trial runs include informing students on the way classes will take place, identifying students with problems to participate in online and remote classes such as lack of access to devices, internet and learning space at home.
- 2.6 **Formal synchronous sessions can only begin from 15th June 2020**. This would allow students with issues identified in 2.3 and 2.5 above to be back on campus post-CMCO and to follow the sessions using the on campus facilities.
- 2.7 Class sessions may continue until the end of the semester taking into account that there will be NO centralised sit in, timed final examination for semester 3, 2019/2020 and that all assessment will be in the form of continuous or final assessment.
- 2.8 Timeline for Semester 3, 2019/2020 resumption is as per **Appendix B**.

3. STUDENTS ALLOWED ON CAMPUS DURING ERTL PERIOD

- 3.1 ONLY The following students are allowed to be on campus during the ERTL period:
 - 3.1.1 Students who are ill-equipped to follow online and remote classes (without necessary devices and internet access) as verified by the Office of SDCE.
 - 3.1.2 Students with a challenging home environment to follow online and remote classes as verified by the Office of SDCE
 - 3.1.3 International students who are taking foundation programmes through IIUM Academy.

- 3.2 The above categories of returning students shall be allowed to return to campus **by 14th June 2020, but not earlier than 10th June 2020.**
- 3.3 Students returning to campus will be subjected to the SOP as in **Appendix C.**
- 3.4 Apart from students listed above, no other students will be allowed to return to campus during ERTL period.

4. CFS SUPPORT FOR ONLINE AND REMOTE CLASSES

- 4.1 The CFS may be able to support students on a limited basis in terms of access to devices and the internet. Plans toward this are being formulated by the University Authority. Further announcement on this will be made in due course.
- 4.2 The Continuous Professional Development Unit (CPDU) CFS together with Centre for Professional Development (CPD) of the University will provide knowledge support to lecturers and students for the following platforms: iTa'leem, Google classroom and MS Teams.
- 4.3 Information and Technology Division (ITD) CFS will provide technical support to lecturers and students for the following platforms: iTa'leem, Google classroom and MS Teams.
- 4.4 The Department of Academic Quality and Industrial Linkages (AQIL) CFS together with the Office of Knowledge for Change and Advancement (KCA) of the University will provide advices for lecturers wishing to amend their assessment components.
- 4.5 The Office of Deputy Dean, Academic and Industrial Linkages (ODDAIL) CFS will provide support for CAM.
- 4.6 The Centre will not entertain request for purchase of paid platforms for lecturers to use in conducting remote teaching and learning.

5. CONDUCT OF CLASSES DURING ERTL PERIOD

- 5.1 Remote learning is done by both synchronous sessions (live sessions) and asynchronous sessions (non-live sessions).
- 5.2 For synchronous sessions:
 - a. A flipped classroom approach is recommended. Contents such as notes, videos etc 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. However, there is no need for lecturers to conduct synchronous sessions at the same duration/length 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. Nevertheless, 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 to attendance, for a maximum of 10% of the total marks.

5.3 Lecturer's responsibility:

- a. To set-up the virtual meeting room.
- b. To ensure synchronous sessions are properly conducted.
- c. To keep a log of the sessions, and activities carried out during the sessions.
- d. To ensure learning outcomes are potentially achieved.
- e. To create or curate content - to be delivered via asynchronous sessions.
- f. To create or enhance social presence.

6. ASSESSMENT DURING ERTL PERIOD

- 6.1 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.
- 6.2 The assessment load should be appropriate. The ability to access information through the internet differs.
- 6.3 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.
- 6.4 There will be NO centralised sit in, timed final examination. All final examinations as per in the course outline may be changed to final assessments.
- 6.5 Academic departments are given discretion to decide on alternative forms of assessment not indicated in the Senate-endorsed course outlines. The changes are to be approved at the Programme and Curriculum Committee (PCC) meeting and notified to KCA.

- 6.6 Any assessment methods adopted have to be constructively aligned to the course learning outcomes and the remote learning and teaching approach.
- 6.7 Vetting is still required for final assessments and PCC is to come up with its own SOP for the vetting process.
- 6.8 For further details on conducting ERTL assessment, kindly refer to IIUM Manual on ERTL.

7. QUALITY ASSURANCE DURING ERTL PERIOD

- 7.1 All Academic Departments must ensure all teaching and learning meet the required standard of quality.
- 7.2 Relevant changes to the design and delivery of courses should be documented for quality assurance.

8. CONCLUSION

- 8.1 Staff and students are to adhere to all the safety measures and regulations put into place by the Centre and the University.
- 8.2 Staff and students must practice **C**leanliness, ensure **O**bedience to all instructions, always be **V**igilance of their whereabouts, **I**stiqamah/Integrity in translating instructions into practice, and **D**iscipline themselves at all times.
- 8.3 All academic departments are requested to immediately begin the preparation towards implementation of ERTL for Semester 3, 2019/2020.
- 8.4 This guideline is applicable until further notice.
- 8.5 For any queries you may consult your respective Head of department.

Issued by:

CFS Management
IIUM Gambang

As of 15th May 2020

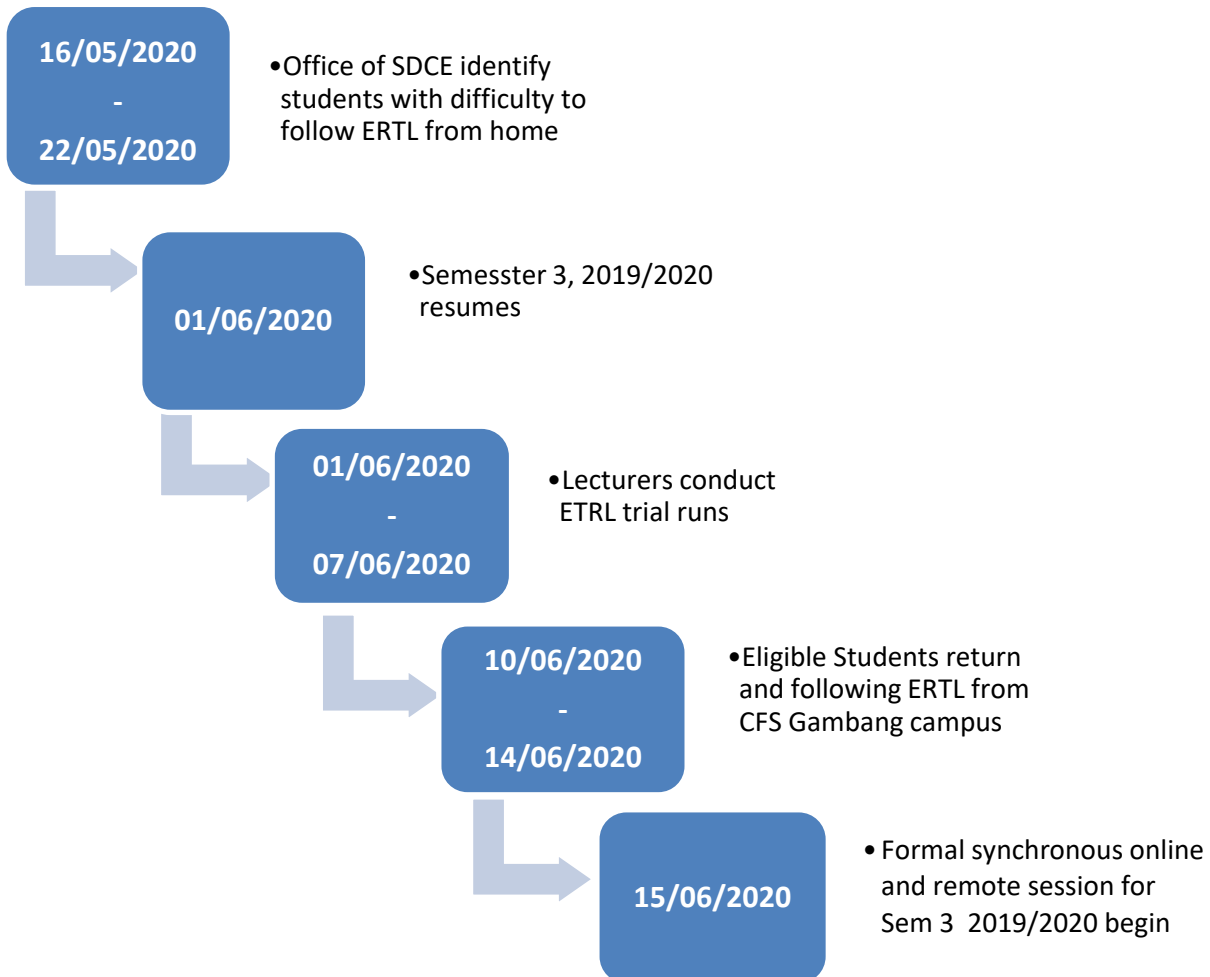
APPENDIX A: CFS REVISED ACADEMIC CALENDAR

**ACADEMIC CALENDAR
SEMESTER III, 2019/2020
SESSION**

MAHALLAH REGISTRATION (RETURNING STUDENTS)		25/01/2020 (Sunday)	-	1 day
LECTURES	:	27/01/2020 (Monday)	15/03/2020 (Sunday)	7 weeks
MID SEMESTER BREAK, COVID-19, MCO, EID FITR'	:	16/03/2020 (Monday)	30/05/2020 (Saturday)	11 weeks
LECTURES	:	1/06/2020 (Monday)	09/07/2020 (Thursday)	6 weeks
EXAMINATION* PERIOD	:	10/07/2020 (Friday)	18/07/2020 (Saturday)	8 days
INTER SEM. VACATION	:	19/07/2020 (Sunday)	- 01/08/2020 (Saturday)	2 weeks
RELEASE OF EXAMINATION RESULT	:		31 st July 2020	

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

APPENDIX B: TIMELINE FOR SEMESTER 3, 2019/2020 RESUMPTION



APPENDIX C: SOP FOR RETURNING STUDENTS FOR ERTL

