



**IIUM OFFICIAL GUIDELINE TO
EMERGENCY REMOTE TEACHING AND LEARNING
DURING THE COVID-19 PANDEMIC 01/2020**

SECTION 1: BACKGROUND

1. The COVID-19 outbreak which has led to the Movement Control Order (MCO) on 18th March 2020 has affected all academic activities in IIUM.
2. The University's initial decision was to defer the normal classes until 1st June 2020. This is due to the following considerations:
 - a. The physical and mental well-being of the students and staff.
 - b. The equity in terms of the number of students with no or insufficient access to the internet and devices for online learning.
 - c. The assumption that the MCO would be lifted by 1st June 2020.
 - d. To facilitate easier movement of students from home to campus post-MCO.
 - e. To provide reasonable lead time for preparation of post-MCO teaching and learning (T&L) spaces and deliveries.
3. It was initially decided that the University would receive students back on campus and normal classes, with adjustments to ensure physical distancing and other risk minimisation practices, would resume on 1st June 2020.
4. However, recent instructions from KPT and MKN which require all IPTA and IPTS to conduct online T&L up until end of December 2020 have required modifications to IIUM's plan for post-MCO T&L.
5. IIUM will, therefore, adopt Emergency Remote Teaching and Learning (ERTL) to continue the Semester 2 2019/2020 lectures and until all students are allowed back on campus.

6. This is to minimise the disruption in learning and to ensure the delivery of academic programmes, so students are able to continuously acquire the knowledge, competencies and attitudes.
7. The University maintains that remote learning is an emergency measure. The University believes that the way forward is to capitalise on the strengths of the various T&L modes.
8. However, any T&L modes adopted must ensure that the course learning outcomes, and subsequently, the programme learning outcomes, are met.

SECTION 2: CONDUCT OF CLASSES DURING ERTL PERIOD

1. In general, all courses are to be delivered through emergency remote teaching and learning.
2. Courses with the following components may be allowed to convene through F2F T&L:
 - a. clinical e.g. medical, dentistry, nursing, allied health.
 - b. studio and laboratory.
 - c. courses that require the use of specific software e.g. computer aided design, geographic information system, decision support system (alternatively lecturers may explore the use of open source rather than proprietary software).
 - d. courses which are approved by Kulliyah and Office of Deputy Rector for Academic and Industrial Linkages (ODRAIL) for F2F T&L (not more than 50 students with priority given for final year courses).
 - e. industrial training programmes.
3. The final list of courses allowed for F2F T&L will be issued by ODRAIL after consultation with Kulliyahs.
4. Physical distancing and good hygiene must be practiced for all F2F T&L.
5. Larger venues vacated due to emergency remote T&L can be used to hold F2F T&L courses to facilitate physical distancing.
6. The delivery of emergency remote T&L courses should consider students' level of access to the internet. Low bandwidth teaching tools are more appropriate for students who have limited internet access. Synchronous live streaming requires large bandwidth.

7. The *IIUM Official Guideline on Industrial Training Semester 2, 2019/2020 due to Movement Control Order* are to be adhered to for industrial training programmes.
8. Emergency remote T&L will cease once all students are allowed by the Government to return to campus.
9. If emergency remote T&L ceased in the middle of the semester, lecturers (with the approval of Kulliyah and ODRAIL) may decide to continue remote T&L until the end of the semester.

SECTION 3: RETURNING STUDENTS FOR SEMESTER 2, 2019/2020

1. Students can follow emergency remote T&L from their homes. Only the following students are allowed to return to campus beginning 29th May 2020:
 - a. Students without access to required emergency remote T&L infrastructure and chose to return to campus to utilise on-campus facilities.
 - b. Students taking F2F courses listed under Section 2(3).
 - c. Students who are already on campus during MCO until 29th May 2020.
2. Students returning to campus:
 - a. shall adhere to procedure as outlined in the latest *IIUM Action Plan for The Re-Opening of IIUM Campuses and Academic Programme Offerings Post-Movement Control Order*.
 - b. will be in batches to avoid overcrowding.
 - c. must ensure safe travel from home to campus.
 - d. will be subjected to health screening by the University's health centres.
 - e. 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**isipline themselves at all times.

SECTION 4: COURSE ASSESSMENT DURING ERTL PERIOD

1. For Semester 2 and Semester 3 2019/2020, there will be no centralised sit-in final examination.
2. Kulliyahs 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 Kulliyah committee meetings and notified to Office of Knowledge for Change and Advancement (KCA).
3. Any assessment methods adopted have to be constructively aligned to the course learning outcomes and the remote T&L approach.
4. 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.
5. The assessment load should be appropriate. The ability to access information through the internet differs.
6. 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.

SECTION 5: CONDUCT OF RESEARCH DURING ERTL PERIOD

1. Research work will comply with the forthcoming guideline on research activities to be issued by IIUM Sejahtera Council.

SECTION 6: ERTL TRAININGS

1. Centre for Professional Development (CPD) will continue to offer remote T&L training courses. All lecturers are highly encouraged to enrol in the trainings.
2. Detailed guidelines on the infrastructure and competency required for emergency remote T&L delivery will be issued by the IIUM Sejahtera Council.
3. The provision for e-learning facilitators (ELFs) in the IIUM e-learning Policy shall now be activated.

4. All Kulliyahs must appoint at least one e-learning facilitator from members of the Kulliyah to assist lecturers to prepare for emergency remote T&L.

SECTION 7: QUALITY ASSURANCE

1. All Kulliyahs must ensure all T&L meet the required standard of quality.
2. Relevant changes to the design and delivery of courses should be documented for quality assurance.

SECTION 8: CONCLUSION

1. This guideline is applicable until further notice.
2. All Kulliyahs are requested to begin the preparation towards implementation of emergency remote T&L for Semester 2 and Semester 3, 2019/2020 as well as Semester 1 2020/2021.
3. Academic staff who need to enter the campus to retrieve materials (including personal computers) to prepare for emergency remote T&L shall inform their Deans. The Deans will then request for an authorisation letter from the Management Services Division (MSD).
4. For any queries, please contact:
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IIUM SEJAHTERA COUNCIL

27TH APRIL 2020 (as of 4pm)

APPENDIX A: IIUM REVISED ACADEMIC CALENDAR



REVISED ACADEMIC CALENDAR

SEMESTER 2 2019/2020				
1	LECTURES	10 Feb 2020 (Monday)	17 Mar 2020 (Tuesday)	4 weeks
2	MID-SEMESTER BREAK, MCO, COVID-19, EID-FITR	18 Mar 2020 (Wednesday)	31 May 2020 (Sunday)	10 weeks
3	LECTURES	01 June 2020 (Monday)	28 July 2020 (Wednesday)	9 weeks
4	EID ADHA BREAK	29 July 2020	02 Aug 2020	
5	EXAMINATION PERIOD	03 Aug 2020 (Monday)	16 Aug 2020 (Sunday)	14 days
6	INTER-SEMESTER VACATION	17 Aug 2020 (Monday)	23 Aug 2020 (Sunday)	7 days
SEMESTER 3 2019/2020				
7	LECTURES	24 Aug 2020 (Monday)	02 Oct 2020 (Friday)	6 weeks
8	EXAMINATION PERIOD	03 Oct 2020 (Saturday)	08 Oct 2020 (Thursday)	6 days
9	INTER-SEMESTER VACATION	09 Oct 2020 (Friday)	11 Oct 2020 (Sunday)	3 days
SEMESTER 1 2020/2021				
10	LECTURES	12 Oct 2020 (Monday)	20 Nov 2020 (Friday)	6 weeks
11	MID-SEMESTER BREAK	21 Nov 2020 (Saturday)	29 Nov 2020 (Sunday)	1 week
12	LECTURES	30 Nov 2020 (Monday)	08 Jan 2021 (Friday)	6 weeks
13	REVISION PERIOD	09 Jan 2021 (Saturday)	10 Jan 2021 (Sunday)	2 days
14	EXAMINATION PERIOD	11 Jan 2021 (Monday)	24 Jan 2021 (Sunday)	14 days
15	INTER-SEMESTER VACATION	25 Jan 2021 (Monday)	07 Feb 2021 (Sunday)	14 days