



## **KULLIYAH OF ISLAMIC REVEALED KNOWLEDGE AND HUMAN SCIENCES**

### **MEMORANDUM ON TEACHING AND LEARNING MATTER FOR UNDERGRADUATES AND POSTGRADUATES IN KULLIYAH OF IRKHS, SEMESTER 1, 2020/21**

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This memorandum is for internal circulation within the KIRKHS community

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1. We trust that all of you are aware that we are still experiencing challenging teaching and learning activities due to the COVID-19 pandemic.
2. The pandemic requires us to adopt new work practices and norms to accomplish our tasks and responsibilities.
3. There have been several measures introduced by the University to mitigate the pandemic's negative consequences on students' teaching and learning processes. This includes adjusting the teaching approaches and learning styles.
4. Given the essentiality to ensure that students have a good extent of opportunities to receive a good education process and, in turn, attain the expected learning outcomes at IIUM, the University has made the following announcement concerning the teaching and learning process in Semester 1, 2020/2021.

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#### **ANNOUNCEMENT**

##### **Teaching and Learning Activities for Semester 1, 2020/21**

**Taking into account the Special Announcement from the Prime Minister, plus the feedback from the students and staff, to continue delivering the best to our students in this challenging time, the University has decided on the following:**

1. **Students are required to return to campus for teaching and learning activities in Semester 1,2020/21.**
2. **Teaching and learning activities must adhere to the standard operating procedure (SOP) announced by the Government of Malaysia.**
3. **Students who are not able to return to campus are advised to communicate with their respective Kulliyah for teaching and learning activities arrangement.**

**Thank you.  
Academic Management and Admission Division  
Centre for Postgraduate Studies**

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5. The above announcement stipulates that all IIUM students (returning and new intake) are expected to be on campus in Semester 1, 2020/2021.
6. Considering the need to observe physical distancing practice, suitable teaching mode will be adopted for courses offered at KIRKHS.
7. The choice of teaching and learning mode is based on the University's view that the most preferred mode is face-to-face. Nevertheless, given the limitation of spaces for classes that could enable the Kulliyyah to meet the SOP requirement, the Kulliyyah will adopt a hybrid teaching and learning (HTL) mode. In general, HTL refers to the implementation of ERTL format with improved practices.

**NOTE:**

1. The following students are exempted from returning to the University;
  - a. students who are from areas declared as EMCO (PKPD) areas
  - b. international students who are currently residing in countries whose residents are not allowed to enter Malaysia due to pandemic-19.
2. The students are required to fill up an online form to notify their inability to return to the University, latest by 7th October 2020. The link to the form is: <https://forms.gle/eqTvfYtihze7QCMK9>

**HYBRID TEACHING AND LEARNING (HTL)**

The term hybrid is used because the teaching and learning mode involves

1. **Online learning:** Learning that is mediated by the Internet,
2. **eLearning and digital education:** Learning that includes a full range of digital tools (tools for instructors to design instructional and learning materials) and resources for students (videos, digitized materials),
3. **Networked learning:** Learning that focuses on human-human connections (instructors teach and supervise on asynchronous and synchronous session, or email),
4. In-person Meetings: Physical **Face to face** meetings between instructors and students.

This mode of Teaching and Learning is designed with the rationale to

1. nurture a good extent of a holistic education process.
2. provide a conducive learning experience for students
3. develop a proactive attitude among students in their learning process.
4. observe the safe physical distance between academics/lecturers and students.

The HTL mode involves the following main activities;

### **1. ONLINE TEACHING AND LEARNING**

1. The Kulliyyah will adopt an online Asynchronous Teaching and Learning Process. The online teaching will be in the form of lectures, consultation and assessments.
2. This involves instructors' effort to conduct a flipped classroom approach which requires them to:
  - a. pre-record their lecture to be uploaded on the I-taleem (or any other learning management systems available and accessible to students). In the case of multiple sections, the lecture may be prepared by a team of instructors if the course is conducted by different instructors.
  - b. upload e-learning content of their courses and relevant materials or
  - c. assign students to look for certain materials for them to read prior to the following class. The questions will be discussed during consultation or tutorial sessions.
  - d. provide some questions for the students to work on/think about before attend consultations or tutorials.
3. Academics/Instructors may provide guidelines and procedures on the online platform that they will be using for each class.
4. Among the common online teaching and learning platforms which could be employed are i-Taleem, Google Meet, Google classroom, Google Hangout, Zoom, Padlet, Edpuzzle, Microsoft Team, Webex, Skype, Google Doc, Google Drive, Exam.net, to name a few.
5. Students are encouraged to
  - a. actively communicate with their lecturers, class representatives and classmates.
  - b. form specific online platforms such as class whatsapp group, class group emails, class facebook page etc. for easy communication between lecturers and students.
  - c. play proactive roles in facilitating the use of e-learning technology.

#### **NOTE:**

1. ERTL has shown that synchronous teaching and learning has resulted in many issues, namely (a) costly data subscription to some groups of students (b) internet/online/computer induced health issues (fatigue, sore eyes, back pain etc) due to prolonged time spent on computer/laptop screen.
2. It is thus suggested that a pre-recorded lecture is prepared, to be uploaded on the Teaching and Learning platform, instead of conducting live lectures using synchronous online channels.
3. For postgraduate students undertaking research projects, supervision can be conducted through online mode.

## **2. FACE TO FACE TEACHING AND LEARNING**

1. While the Kulliyyah views the essentiality of face to face meeting, the Kulliyyah is also aware of the risk of allowing this method.
2. Hence, academics/instructors may conduct face-to-face small-size class / group meeting/ consultation/ tutorial/ assessment in addition to having the online Asynchronous Teaching and Learning. However if there is an international student who cannot return to the campus enrolling in the course, then hybrid mode has to be implemented.
3. The face-to-face meeting for one small group shall be conducted within the stipulated class schedule. It can be done weekly according to schedule (if necessary) or once fortnightly, of which students' attendance shall be recorded.
4. If the face to face meeting is to be conducted, then strict measures must be put in place, to include the following:
  - a. the number of students in a class at any given time must not exceed the class maximum capacity. It is suggested that the maximum number of students in a class at one time is 25 students in a class with a seating capacity of 50 students i.e. the number of students in a class is dependent upon class size.
  - b. A larger number of students in a class shall be divided into a number of smaller groups, suitable for physical meeting in the assigned class venue. The number of students should be half of the maximum capacity of the class.
  - c. Since most classes are scheduled in two slots per week, and should the number of students in the class is large and have to be divided into smaller groups to accommodate small class size, the first slot should be scheduled for half of the students and the next slot is for the other half of the students.
  - d. Should the class hold bigger number of students and proper physical distancing can be practiced due to appropriate class size, then each slot can be held for a full class.
5. Academics/instructors to pursue online consultation for international students who cannot return to the campus.

### **NOTE:**

1. The rationale behind the permission to allow face-to-face session is related to the University's view that students' learning experience could be better nurtured when students interact with their lecturers and friends in face to face setting.
2. The Kulliyyah too finds that the face-to-face meeting is important to uphold the murrabbi-murid relationship (holistic education process).

### **3. ASSESSMENT**

1. Centralized and decentralized face-to-face end of semester examination will be conducted for students while observing the SOP.
2. The assessment for international students who are in the country will be conducted in an alternative assessment mode, to be announced later.

#### **NOTE:**

1. International Students who sit for alternative assessment mode are expected to uphold a good level of academic integrity. Certain mechanisms to ensure students' adherence to examination procedures will be implemented.

### **4. ADHERENCE TO COVID-19 STANDARD OPERATING PROCEDURES (SOPs)**

1. Students who are returning to the campus are expected to strictly observe the SOPs outlined by the Government of Malaysia and IIUM.
2. Students are required to put on their face-mask all the time while they are in public/crowded places or on public transportation on their way back to the campus. Physical distancing must be observed in public areas.
3. Students are required to scan MySejahtera QR code and check their body temperature, at the designated stations in IRK and HS buildings. After taking the temperature students would be given a coloured sticker to signify that they are fit to be in the building. Only then they are allowed to enter classrooms and offices.
4. Students are required to make full use of the online facilities in dealing with all offices at the Kulliyah. This is to minimize unnecessary personal contact between staff and students. Only when it is absolutely necessary students may come personally to these offices.

#### **DEANERY**

#### **Kulliyah of Islamic Revealed Knowledge and Human Sciences**

September 18, 2020