

**NOTICE FROM
THE DEPUTY VICE-CHANCELLOR'S OFFICE
(ACADEMIC AND INTERNATIONAL)
UNIVERSITI UTARA MALAYSIA**

**ISSUES RELATED TO ACADEMIC ADMINISTRATION FOR THE
IMPLEMENTATION OF TEACHING, LEARNING, AND ASSESSMENT FOR
SECOND SEMESTER SESSION 2020/2021 (A202)
UNDERGRADUATE PROGRAMMES**

Following the continuing outbreak of the Covid-19 pandemic, the University has agreed that teaching and learning (T&L) for the Second Semester Session 2020/2021 (A202) for **undergraduate** students shall continue by making several changes, as follows:

1.0 Teaching and Learning Activities

- 1.1** T&L for the Second Semester Session 2020/2021 (A202) will continue in hybrid fashion, which is a combination of online methods or remote learning, and face to face.
- 1.2** Only 15 courses involving 22 groups will be held face to face while being in compliance with strict SOPs as set by the National Security Council (MKN) and the Ministry of Higher Education (MOHE).
- 1.3** This notice must be read together with the notice from the Office of the Deputy Vice Chancellor (A&A) regarding the student returning to campus for face-to-face teaching and learning dated 4 February 2021.

2.0 Preparation of Scheme of Work

2.1 Face-to-face Courses

- 2.1.1** Lecturers need to prepare the Scheme of Work (SoW) based on the original course syllabus (as in the *Outcome Based Education (OBE)* system).
- 2.1.2** Lecturers are requested to comply with the SoW that has been prepared.
- 2.1.3** To use this OBE system, the University Learning Teaching Centre (UTLC) shall organise Syllabus Strengthening and Assessment Workshops for all lecturers involved with face-to-face teaching in Semester A202.

2.2 Remote/Online Learning Courses

- 2.2.1 Lecturers need to prepare SoW in line with online/remote T&L methods based on students' Internet access category.
- 2.2.2 The SoW should be documented (in *docx*, *pdf*, or *Excel* format) for the purpose of future audit records and reporting using the form, as in **Appendix A**.
- 2.2.3 Lecturers need to comply with the implementation of the SoW that has been prepared.
- 2.2.4 No changes need to be made in the OBE system.

3.0 Assessment

3.1 Face-to-face Courses

- 3.1.1 The assessment shall be carried out as in the original course syllabus and also as stated in the OBE system.
- 3.1.2 All assessment marks must use the OBE system fully to complete the assurance of learning process.
- 3.1.3 To fully utilise this OBE system, the University Teaching Learning Centre (UTLC) will organise Syllabus Enhancement and Assessment Workshops for all lecturers involved in face-to-face teaching for Semester A202.
- 3.1.4 The implementation of the assessment should be done as stated in the Assessment Plan.

3.2 Remote/Online Learning Courses

- 3.2.1 Assessment can be changed either to 100% coursework or have a Final Examination component by taking into account the readiness and ability of all students to perform the assessment and this change is subject to the approval of the University.
- 3.2.2 The Assessment Plan provided must be in line with the Course Learning Outcomes (CLO), T&L methods, and student learning hours (SLT).
- 3.2.3 The Course Coordinator must document the Assessment Plan (in *docx*, *pdf*, or *Excel* format) and submit the document to the Dean of the respective School. The format of changes to the Assessment Plan is as in **Appendix B**.
- 3.2.4 The implementation of the assessment should be done as stated in the Assessment Plan.

3.2.5 The lecturer will enter the assessment marks using the UUM Portal system. Entry of marks through the OBE system for semester A202 is postponed for now.

4.0 Barring from Final Exams

- 4.1 For courses conducted online, the barring rule of sitting for exams for students who do not meet 80% attendance of lectures will not be implemented.
- 4.2 Student attendance to lectures still needs to be recorded through various methods by the respective lecturers in preparation for audit. Lecturer creativity is needed to address this issue.
- 4.3 For face-to-face lectures, compliance with the 80% attendance rule is necessary and students can be barred from sitting for the examination if they do not comply with this rule.

5.0 e-CEvaS Evaluation

- 5.1 Course evaluation (e-CEvaS) for online/remote learning courses has started to be implemented for Semester A201. The same assessment will continue for the Second Semester Session 2020/2021 (A202).
- 5.2 Assessment for face-to-face courses will use the original e-CEvaS.

6.0 Notification of Course Marks to Students/Review of Examination Results

- 6.1 Lecturers are required to display coursework marks to students in the 11th week as follows:
 - 6.1.1 Between 40%-60% of coursework marks for courses without final examination (100% coursework).
 - 6.1.2 At least 50% of the total marks taken from the coursework component marks for courses having ratios of coursework to final examination, such as 50:50, 60:40, and 70:30.
 - 6.1.3 Review of examination results for courses that do not have a final examination will only involve marks that have not been displayed to students, while for courses that have a final examination component, the revision is for the final examination component only.
 - 6.1.4 These rules do not cover Academic Papers, Project Papers, Research Projects, and Practicum Reports.

7.0 Student Consultation Hours

- 7.1** Lecturers need to continue with the consultation time planned for every semester online, for courses taught via online/remote learning.
- 7.2** Students need to be informed of the consultation time so that students can take appropriate action in contacting their respective lecturers.
- 7.3** For lectures held face-to-face, consultation time should continue as was practised prior to the Covid-19 pandemic. However, students attending lectures in person can also contact the lecturer online for consultation purposes.

8.0 Plagiarism by Undergraduate Students

- 8.1** Lecturers are requested to make students perform a check on the authenticity of assignments by submitting it to *Turnitin*, in the event of any plagiarism suspicion.
- 8.2** The proposed similarity index is not to exceed 20%. This is to prevent widespread plagiarism among students.
- 8.3** Lecturers are recommended to construct examination questions and assignments based on the Course Learning Outcomes (CLO) as stated in the course syllabus.
- 8.4** To prevent plagiarism, whether in face-to-face or online assessment, lecturers are required to construct their own questions by taking into account the CLO to avoid the answer scheme being obtained from online/websites.
- 8.5** Assignments and examination questions are also suggested to be in the form of alternative assessments and relevant to students.
- 8.6** All these steps need to be taken to prevent academic dishonesty in terms of exam fraud and plagiarism.

9.0 Assignment Submission to Lecturers

- 9.1** Lecturers are requested consider the method of submitting student assignments online or offline/physically, subject to the student's ability to do so.
- 9.2** Lecturers are requested to give additional time to students who undertake the assessment online, which is at least 15 minutes before starting the assessment period for the purpose of preparation and 15 minutes after the assessment period for the purpose of submitting assessment answers.

- 9.3** Lecturers are encouraged to maximise the use of *UUM Online Learning*.

10.0 Lecture Timetable

- 10.1** Lecturers are required to hold lectures/assessments within the prescribed lecture time only, according to the timetable.
- 10.2** Implementing lectures/assessments outside of lecture hours such as during Study Week or on Mid-Semester Holidays even with the consent of the students is strictly **prohibited**.

11.0 Students with Disabilities (OKU)

- 11.1** The Department of Academic Affairs will channel information of registered students with disabilities in related courses to the respective School each semester.
- 11.2** This information will be communicated to the lecturer and the lecturer needs to pay due attention to the disabled student, especially if the course is held online.

12.0 Existing Rules

- 12.1** The existing rules are still applicable, especially from the aspect of adding/dropping courses, postponing studies, withdrawing from courses, and other existing academic rules.

Thank you for your time and attention.

Office of the Deputy Vice-Chancellor (Academic and International)
Universiti Utara Malaysia
8 March 2021