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Sent: Wednesday, 13 May, 2020 12:55 PM
To: norazlinaabdjil@gmail.com
Subject: FW: Notice HEA: Announcement Regarding the Academic Administration Affairs in Preparation of the T&L Activities following the MCO due to COVID-19 Outbreak
Attachments: Announcement Regarding the Academic Administration Affairs in Preparation of the T&L Activities following the MCO.pdf; Lampiran A.docx; Lampiran B.docx

From: UUM CORPORATE COMM.

Sent: 27 April 2020 17:17

To: Staf - Akademik <akanet@uum.edu.my>; UUM - All Staff <uumnet@uum.edu.my>

Cc: Pejabat TNC (A&A) <tnca01@uum.edu.my>

Subject: Notice HEA: Announcement Regarding the Academic Administration Affairs in Preparation of the T&L Activities following the MCO due to COVID-19 Outbreak



UUM Corporate Comm.
Universiti Utara Malaysia

27 APRIL 2020 / 4 RAMADAN 1441H
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"UUM : UNIVERSITI PENGURUSAN TERKEMUKA"
(THE EMINENT MANAGEMENT UNIVERSITY)

UUM ONLINE:



UUM CORPORATE COMMUNICATION
UNIVERSITI UTARA MALAYSIA

ANNOUNCEMENT
REGARDING THE ACADEMIC ADMINISTRATION AFFAIRS IN PREPARATION
OF THE TEACHING AND LEARNING ACTIVITIES FOLLOWING THE
MOVEMENT CONTROL ORDER (MCO) DUE TO THE COVID-19 OUTBREAK

Subsequent to the implementation of the nationwide Movement Control Order (MCO) starting from 18 March 2020 to 28 April 2020, the University has agreed that the teaching and learning (TnL) activities will be conducted through Remote Learning. The teaching period for the A192 Semester for undergraduate students has been extended from **27 April to 15 July 2020**. In doing so, lecturers can plan suitable methods of TnL and modes of assessment that can be carried out through Remote Learning that better suit the readiness of the lecturers and students involved.

This announcement is also in tandem with the current guide of administration of higher education programme and post COVID-19 movement control order that provides the University with the flexibility to coordinate the implementation of TnL activities.

To ensure that TnL activities run smoothly throughout this period, the University has made the following decisions:

1.0 Modification and Preparation of Scheme of Work

- 1.1 Lecturers will need to review the remaining Teaching Plans for each course of the Bachelor programmes of A192 Semester to better suit student readiness and the stipulated calendar changes. As for postgraduate programmes, the preparation of the Teaching Plans for the 193 Semester should be done in accordance with the readiness of students during the situation at the time.
- 1.2 Course Coordinators are encouraged to discuss with the lecturers of each course (if there is more than one course group) and prepare only one suitable Teaching Plan suitable for all methods of TnL in the course based on the readiness and ability of the students.

- 1.3 Course Coordinators are required to document all amendments made to the Teaching Plan (in docx, pdf or Excel format) for the A192 Semester for undergraduate programmes and the preparation of Teaching Plan for the postgraduate programmes of the 193 Semester. The prepared and revised Teaching Plans should be submitted to the Deans of the respective Schools before **16 July 2020**. The format of the proposed amendments made to the Lesson Plan is as shown in **Appendix A**.

- 1.4 Course Coordinators do not need to make any amendments to the Teaching Plans in the UUM *Outcome Based Education (OBE)* System.

2.0 Changes in the Assessment Plan

- 2.1 Course Coordinators will need to review the Assessment Plan for A192 Semester and prepare the Assessment Plan for the 193 Semester for courses conducted taking into account the readiness and ability of all students to carry out assessments based on *validity, reliability and fairness*.
- 2.2 Course Coordinators must ensure that all Assessment Plans must be in tandem with the Learning Outcomes of the Programme, the method of TnL and the student learning hours (SLT).
- 2.3 Course Coordinators are required to document the Assessment Plan (in docx, pdf or Excel format) and submit the document to the Deans of their respective Schools **before 16 July 2020**. The format of the proposed amendments made to the Assessment Plan is as shown in **Appendix B**.
- 2.4 Course Coordinators do not need to make any amendments to the Assessment Plan in the UUM *Outcome Based Education (OBE)* System.
- 2.5 Lecturers will enter students' assessment scores for the A192 Semester through the UUM Portal System. As such, the entry of students' scores through the OBE System for the A192 Semester is delayed until further notice from the University.

3.0 Attendance

- 3.1 Lecturers are encouraged to use their own methods to obtain students' attendance during the TnL activities and ensure that the records of students' attendance for their classes are kept for audit purposes.
- 3.2 Barring from sitting for the examination for students who do not meet 80% of class attendance is not implemented in the Second Semester 2019/2020 (A192) for undergraduate students and the postgraduate students of the 193 Semester.

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4.0 Course Evaluation (e-CEVaS)

- 4.1 Course evaluation (e-CEVaS) is not implemented for all courses in the Second Semester 2019/2020 (A192) Academic Session for undergraduate students and postgraduate students of the 193 Semester.
- 4.2 However, the Deans of Schools are encouraged to monitor the implementation of the TnL process and the assessment of the courses so that they are effectively and responsibly carried out.

5.0 Other Matters

- 5.1 The university will defer the study (deferred exclusion) of students who do not contact the lecturer or the students fail to be detected by the lecturer during the implementation of TnL until the 5th week of study (31 May 2020). Names of students who cannot be contacted must be forwarded to the Academic Affairs Department after the stipulated time.
- 5.2 Important dates related to the examination will be released by the Academic Affairs Department in the near future.

For any enquiries and further information, please contact **Mdm. Azian Nafiah**, Director, Academic Affairs Department at **019-474 0177**.

PROF. DR. YUSNIDAH IBRAHIM
Deputy Vice-Chancellor (Academic and International)
Universiti Utara Malaysia

27 APRIL 2020

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