



**DEPUTY VICE CHANCELLOR (ACADEMIC & INTERNATIONAL)**  
**CIRCULAR NO. 1/2020**

**IMPLEMENTATION OF DISTANCE LEARNING (DL)  
&  
AMENDMENTS TO ACADEMIC CALENDAR**

Assalamualaikum dan Greetings

1. I pray that all academic staff, students and community of Universiti Tun Hussein Onn Malaysia are in the best of health and safe in facing the Covid-19 pandemic.
2. During the Movement Control Order (MCO), which was enforced by the Government of the day, the University is continually putting in efforts to ensure that the teaching and learning processes can be conducted using the most appropriate mode.
3. In that regard, to make sure that the teaching and learning processes can be continued without jeopardizing the safety and health of students and staff, UTHM Senate has endorsed the following:
  - a) Each faculty/ centre must start the teaching and learning process as early as 1 April 2020, through the Distance Learning (DL) mode of delivery as an initiative to gauge students' readiness for DL, which includes assessing students' acceptance of the mode of delivery and their internet accessibility, before the formal teaching and learning through DL session starts from 19 April 2020. The **Guideline for the Implementation of Teaching and Learning through Distance Learning** is in Appendix 1.
  - b) **The Implementation of Teaching and Learning through Distance Learning** requires creativity and innovation on the part of academic staff in order to ensure that no student is left behind. As such, the faculties/ centres must always make sure that the Student Learning Time (SLT) and Course Learning Outcome (CLO) are achieved according to the requirements of the accreditation bodies.
  - c) Amendments to the Academic Calendar for Session 2019/ 2020 are in **Appendix 2**.

4. Insha'allah with concerted efforts and strong cooperation from everyone, together we will be able to overcome any challenge. Once again I would like to remind faculties/centres to continually observe that no student is left behind in our implementation of teaching and learning through Distance Learning.

Regards, thank you.



Profesor Dr. Ismail bin Abdul Rahman  
Deputy Vice-Chancellor (Academic & International)  
Universiti Tun Hussein Onn Malaysia  
Date: 28 March 2020

- c.c. - Vice-Chancellor of UTHM  
- UTHM's Crisis Management Committee

**Distribution List to Deans/Directors**

- Centre for Graduate Studies
- Faculty of Civil Engineering and Built Environment
- Faculty of Electrical and Electronic Engineering
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- International Office
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- Teaching Factory
- Centre for Accreditation of Prior Experiential Learning
- Centre for Global Online Learning
- Academic Management Office

**APPENDIX 1**GUIDELINE FOR THE IMPLEMENTATION OF TEACHING AND LEARNING THROUGH  
DISTANCE LEARNING**1. AIM**

The guideline elaborates on the implementation of teaching and learning through Distance Learning (DL) within the duration of the Movement Control Order (MCO).

**2. BACKGROUND**

This guideline which is for internal circulation only elaborates on the changes in the teaching and learning mode and amendments to the Academic Calendar to the academic staff and students, in line with the Movement Control Order (MCO) announced by the Honourable Prime Minister of Malaysia on 25 March 2020.

**3. AMENDMENTS TO ACADEMIC CALENDAR**

- 3.1. The amendments to the Academic Calendar generally elaborates on the duration for the implementation of teaching and learning through Distance Learning (DL) and the cancellation of the short semester (July until August), without affecting Sem. I 2020/2021 which starts in September 2020.
- 3.2. The amendments to the Academic Calendar was initiated by the Strategic Planning and Risk Management Office after taking into consideration the current situation and endorsed at the Executive Committee Meeting No. 6/2020 dated 26 March 2020. This Academic Calendar has also been endorsed by UTHM Senate on 28 March 2020.
- 3.3. This calendar also elaborates on the pre-implementation (familiarisation and enhancement) phase which begins from **1 April 2020** until 18 April 2020, whereas the implementation of DL will formally start from 19 April until 23 May 2020.

Please refer to Appendix 2 for details on the amendments to the Academic Calendar.

**4. OPERATIONAL DEFINITION****4.1. Teaching and Learning through Distance Learning (DL)**

- 4.1.1. DL encompasses various modes/approaches to teaching such as through uploading/ mailing/ emailing using a variety of platforms either online (learning management system/whatsapp/emel/youtube/facebook) or using conventional methods such as through courier and telephone.
- 4.1.2. DL can be done through asynchronous learning and conducted when students are offline. This mode involves course materials that are sent via web, email and discussion boards which are then delivered to an online forum. Students may complete their tasks on their own, using the internet as their resource without relying fully on course e-materials or online interactive classes. Students are able to complete their task within their own time frame, subject to the deadline given by the lecturer/ teacher for the task.

- 4.1.3. The lecturer/teacher must use various modes of delivery and adapt to any situation so that all students' have accessibility to the lessons (100% students accessibility).
- 4.1.4. The implementation of this mode (DL) covers all forms of theory-based teaching and learning for all levels (Diploma/Degree/Master), including Undergraduate Project which has to be adapted to DL.
- 4.1.5. Post-graduate by research pre-viva/viva sessions may be conducted online following closely the stipulated regulations for the sessions. Any sessions involving internal examiners may be fully conducted online, whereas sessions which involve external examiners are subject to the agreement of the examiner to conduct the session online.
- 4.1.6. It must be highlighted that the *Course Learning Outcome* (CLO) must be achieved and the implementation of the teaching and learning through DL must be carefully planned taking into account of the *Student Learning Time* (SLT).
- 4.1.7. It is up to the creativity of the course/faculty coordinator on the best method to administer Test 1 and Test 2 but the quality of the test must be assured.
- 4.1.8. Final examination that is under the purview of the Academic Management Office will be conducted physically and students have to sit for the examination at UTHM examination hall according to the examination schedule.
- 4.1.9. The duration for Industrial Training conducted in the final semester will be added by 4 weeks. Whereas, Industrial Training during Semester 3 will be postponed because the duration for Industrial Training can not be achieved and this will be brought forward to the next regular semester.

#### 4.2. The pre-implementation (familiarisation and enhancement) phase

- 4.2.1. Starting from 1 April 2020 until 18 April 2020 the DL sessions can be introduced. The effectiveness of DL has to be analysed by the faculties/centres. During this time, all lecturers/teachers must make sure that all modules including assessments/activities (test/quiz etc) which have been developed are used in the implementation of DL and these must be documented.
- 4.2.2. Students' accessibility and comments must be scrutinized by every lecturer/teacher, and reported to the faculty/centre for improvement to be made so that 100% of the students have access.

## 5. EFFECTIVE DATE OF GUIDELINE

The guideline takes effect and can be used from the date of issue on 28 March 2020. Any further amendments to the academic calendar will be announced from time to time, in line with any changes to the Movement Control Order that in force.

APPENDIX 2: DETAILS ON AMENDMENTS TO ACADEMIC CALENDAR

AMENDMENTS TO UTHM ACADEMIC CALENDAR (ISSUED ON 28 MARCH 2020)



Reference: Description of Dates on Calendar

| Date                             | Duration | Aktiviti   |
|----------------------------------|----------|--|
| 1 April 2020 until 18 April 2020 | 2 weeks  | Pre-implementation (familiarisation and enhancement) phase |
| 19 April 2020 until 23 May 2020  | 5 weeks  | Formal Distance Learning                                   |
| 24 May 2020 until 30 May 2020    | 1 weeks  | Mid-semester break & Eidul Fitri                           |
| 31 May 2020 until 27 June 2020   | 4 weeks  | Face-to-face teaching and learning at UTHM                 |
| 28 June 2020 until 4 July 2020   | 1 weeks  | Revision Week  |
| 5 July 2020 until 23 July 2020   | 3 weeks  | Sem. II 2019/2020 Final Examination                        |

\* This Calendar is subject to changes from time to time in accordance to the current Government of Malaysia Circular/Directive.

During the Movement Control Order until 14 April 2020, UTHM has agreed that:

## 1 April – 23 May 2020

### 1 T&L via Distance Learning

- **Pre Implementation** Phase (familiarisation and enhancement) T&L through Distance Learning from 1 – 18 April
- **Formal T&L through Distance Learning** Phase from 19 April – 23 May
- **Methods for Distance Learning** T&L include theory, lecture, assignment, project (including FYP), presentation, assessment, pre-viva, viva, test



*\* 24 May – 30 May 2020: Mid Semester Break & Eidul Fitri*

### 2 Face-to-Face Learning & Final Examination

## 31 May – 23 July 2020

- T&L with **physical attendance** starts from 31 May – 27 June 2020
- Revision week 28 June – 4 July 2020
- **Final examination** from 5 July – 23 July 2020 with physical attendance and managed by AMO (PPA)
- 4 added weeks for Industrial Training in the final semester

### 3 Role of Faculty & Academician

- Creative and innovative in implementing T&L through Distance Learning without disregarding students' welfare
- Ensure 100% students' accessibility during T&L DL
- Ensure CLO and SLT are achieved



### 4 Role of Students

- Abide by the Movement Control Order
- Always communicate with lecturer/faculty
- Discuss with lecture when facing any problem during the implementation of T&L through Distance Learning
- Do not buy ticket to return to the University too early

