KULLIYYAH OF ISLAMIC REVEALED KNOWLEDGE AND HUMAN SCIENCES

MEMORANDUM ON TEACHING AND LEARNING MATTER FOR UNDERGRADUATES AND POSTGRADUATES IN KULLIYYAH OF IRKHS, SEMESTER 1, 2021/2022

This memorandum is for internal circulation within the KIRKHS community. **It is to be READ TOGETHER with the *IIUM Official Guideline for Campus Re-Opening 01/2021* issued by the University on 15th September 2021.**

A. INTRODUCTION

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 continue adopting alternative work processes and new norms in accomplishing 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.

B. RETURNING TO THE CAMPUS

1. Please refer to the *IIUM Official Guideline for Campus Re-Opening 01/2021* (Section 6: Returning and New Students) issued by the University on 15th September 2021 for details.

2. Excerpt from *IIUM Official Guideline for campus Re-opening 01/2021* :

> *SECTION 6: RETURNING AND NEW STUDENTS*
>
> *IIUM is cognizant of the importance of in-person presence on campus for an impactful transformative education process; the following is a balance between hifz al-nafs and hifz-al'aql:*
>
> *1. Returning students and new students who are completely vaccinated (more than 14 days after the second dose of Pfizer, AstraZeneca and Sinovac vaccines; or 28 days after the single dose of CanSino and Johnson & Johnson vaccines) may enter campuses beginning 15th October in stages. A detailed schedule for entering the campuses will be posted on i-Ma'luum beginning 20th September 2021.*
>
> *2. Returning students and new students must obtain approval from their respective Kulliyyahs before entering the campus. The process*

> *of obtaining the approval will be posted on i-Ma'luum beginning 20th September 2021.*
>
> *3. Returning students and new students who are unvaccinated or incompletely vaccinated must contact their Kulliyyahs immediately for advice on getting their vaccination completed.*
>
> *4. All returning students and new students are encouraged to undergo a COVID-19 self test before entering the campuses to ensure they are free from COVID-19.*
>
> *5. All COVID-19 positive cases, PUS, PUI, close contact and symptomatic students are not allowed to return to campus.*
>
> *6. Once on campus, all returning students and new students will have to undergo a self-COVID-19 symptom monitoring period which will be coordinated by the Occupational, Safety, Health and Built Environment Department (OSHBE).*
>
> *7. Once on campus, any symptomatic students must report their status to IHWC/IIUM Family Health Clinic.*

3. The detailed schedule for entering the campus will be posted on *i-Ma'luum* beginning 20th September 2021. Students are advised to check the *i-Ma'luum* from time to time for updates.

C. TEACHING AND LEARNING MODE IN SEMESTER 1, 2021/2022

1. The Semester 1, 2021/2022 session in KIRKHS will begin on **4th October 2021 / Monday**. The Kulliyyah will continue adopting the **Remote Teaching and Learning (RTL) mode** for teaching and learning activities as being practiced in the previous semesters. This RTL mode is expected to :
   a. nurture a good extent of a holistic educational process;
   b. provide a conducive learning experience for students;
   c. develop a proactive attitude among students in their learning process;
   d. observe the safe physical distance between academics/lecturers and students.

2. The choice of teaching and learning mode is based on the limitation of spaces for classes that could enable the Kulliyyah to meet the SOP requirement.
3. The REMOTE TEACHING AND LEARNING (RTL) mode adopted in KIRKHS entails:

3.1 Online Teaching and Learning: Asynchronous

   a. Instructors adopt an online Asynchronous Teaching and Learning Process. The online teaching will be in the form of lectures, and assessments.

b. This involves instructors' effort to conduct a flipped-classroom approach which requires them to:
   i. 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.
   ii. upload e-learning content of their courses and relevant materials or
   iii. 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.
   iv. provide some questions for the students to work on/think about before attending consultations or tutorials.

c. At the beginning of the classes, academics/instructors will provide a course plan, as well as guidelines and procedures on the online platform, that they will be using for each class.
d. Among the common online teaching and learning platforms that 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.
e. Students are encouraged to :
   i. actively communicate with their lecturers, class representatives and classmates;
   ii. form specific online platforms such as class WhatsApp group, class group emails, class Facebook page, etc. for easy communication between lecturers and students;
   iii. play proactive roles in facilitating the use of e-learning technology.

3.2 Online Teaching and Learning/ Supervision: Synchronous

a. Academics/instructors should conduct scheduled synchronous online classes with their students at least once a week.
b. This is to provide an avenue for students to have interactive sessions/consultations with their instructors.
c. For postgraduate students undertaking research projects, supervision can be conducted through online mode.

D. ASSESSMENT

1. Centralized and decentralized ONLINE end-of-semester examination/assessment will be conducted for students.
2. Details of the assessment will be given by the course instructors.

E. 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 at all times 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 make full use of the online facilities in dealing with all offices at the Kulliyyah. This is to minimize unnecessary personal contact between staff and students.

DEANERY
Kulliyyah of Islamic Revealed Knowledge and Human Sciences
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