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UNIVERSITE ISLAMIQUE DE TECHNOLOGIE
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**Policy for Academic Regulations for Online Classes [AROC] approved by the
79th Meeting of the Academic Council of (IUT) held on 10 July 2020**

Introduction:

IUT as well as the host country and the whole world are passing through a critical time with huge uncertainty in returning to normalcy. Every activity of more than 200 countries is jeopardized by the grasp of this world wide pandemic. IUT is not an exception, it is also facing difficulties in running its academic activities. In fact, a paradigm shift has occurred in the education system of the globe. IUT has no other choice than accommodating the shift to conduct the academic activities during the pandemic time. Accordingly, IUT has decided to conduct its courses online from 01 July 2020. For smooth running of the online academic activities, a policy is needed to be formulated. Different components of the proposed policy are presented in the subsequent sections.

1. Online Classes

a) Classification of students

There can be 4 categories of students based on their Internet accessibility.

- i. Category 1: These are the students who are expected to have high speed Internet connectivity to attend the online classes.
- ii. Category 2: These category of students may not attend live classes but they have Internet facilities to check email regularly or they may download lecture materials uploaded by the faculty members, which might even include recorded videos. For them, besides lecture materials, problems or homework will be uploaded/emailed and they have to submit the solution within a specific time.
- iii. Category 3: This category of students can neither attend live classes nor check email regularly or download lecture materials. They are nomadic Internet users – after

travelling a certain distance they might have the Internet connectivity. These students will be able to download lecture materials time-to-time, and problems and homework will be emailed to them. However, homework submission time period will be flexible for them. Further, Lecturers who are not taking theory classes, if there is any, can be engaged to help this category of students.

- iv. Category 4: This category of students are totally disconnected from IUT. They do not have the Internet connectivity at all or even they are not reachable in this pandemic situation. Further, they may not be reachable in the near future.

b) Eligibility of students for attending online classes

- i. For both winter and summer semesters, all the above-mentioned 4 categories of students will be assumed as enrolled for the online classes. However, Category 4 students have to apply to the Vice-chancellor through their respective Head of the department and submit it to the office of the Registrar within two weeks of the commencement of the online classes. After receiving their applications, their cases will be handled case-by-case basis. In contrast, if no application is received for a category 4 student, his/her enrollment may be suspended temporarily.
- ii. After 2 weeks of the commencement of online classes of each semester, an updated students list will be circulated to the academic departments as well as to the relevant offices by the office of the Registrar.

c) Conducting online theory classes

I. Undergraduate students:

For Winter Semester

- i. It is strongly suggested that the primary mode of online teaching will be live/interactive classes. Recorded video of the online classes may be uploaded by the faculty member or the class representative will be allowed to record the lectures. In special cases, prerecorded videos of lectures (i.e., video lectures) may be supplied to the students instead of live classes; however, such recorded video lectures shall be followed by one or two live sessions per week.
- ii. For live/interactive online classes, either Zoom Cloud Meeting or Google Meet may be used. For content-sharing (from faculty members to students and vice-versa), faculty members shall use Google Classroom until IUT has its own LMS system.
- iii. The class size should be chosen as the current section size, i.e., for each section there will be a separate online class. The department may follow the existing routine to conduct online classes. But class time may be changed according to the available

slots of both faculty members and the students. In either case, there shall be a publicly available class routine for each batch.

- iv. Tutorial classes, term projects or any other suitable alternative techniques can be used for a specific course, if the concerned faculty member(s) consider it necessary.
- v. The regular campus activities allow a student to discuss subject matters with the teacher beyond class hours. However, with the campus shutdown, students are not getting such interactive discussion opportunities. Therefore, the departments are requested to define online counseling hours for each of the faculty members. Students can participate in prescheduled online zoom meetings with the faculty members during the counseling hours.

For Summer Semester

- i. Classes will be conducted similar to the winter semester if there is no change in the situation and infrastructure. However, if IUT has developed its own LMS system or buy a new and convenient LMS system, like Blackboard, Canvas, Moodle, then classes will be conducted using the new system.
- ii. TVE department is requested to complete the IUT LMS system or make arrangements to buy a new LMS system as soon as possible.
- iii. It is expected that TVE department will provide adequate training to the concerned personnel before implementing an LMS system.
- iv. In summer semester, the above mentioned clauses 2.(c).I iii – v for the winter semester will be applicable as well, unless those clauses are updated based on the experience of the winter semester.

II. Postgraduate students:

- i. Online classes at the postgraduate level may also be conducted like the undergraduate level. However, the faculty member can use the platform of his/her choice beyond the platforms suggested for the undergraduate level.
- ii. Post graduate level classes may now be conducted beyond the time period mentioned in the existing routine, but the class time should be publicly available.

d) Conducting online laboratory classes

- i. The laboratory experiments which need physical presence: If a laboratory experiment requires physical presence at the lab, which is not possible for the students during the pandemic situation, such a lab experiment may be completed by video demonstration. Faculty members are requested to prepare themselves to make demonstration videos or manage related demonstration videos from the Internet. If the demonstration video is available, such a lab experiment can be

- conducted whenever necessary. Further, report for such a lab experiment can be prepared based on numerical data.
- ii. The laboratory experiments which do not need physical presence: Simulation and programming based laboratory experiments belong to this category. These labs can be conducted online using open source platforms or by other means.
 - iii. For winter semester, there will be two options for conducting lab classes. In Option 1, students will be assessed for a laboratory course based on face-to-face completed lab classes before the pandemic, and in Option 2, the remaining lab classes will be conducted online besides the face-to-face completed lab classes. Online lab classes will be conducted following the procedures mentioned in 2.(d) i – ii. For a sessional course, concerned faculty members of a course can choose either Option 1 or Option 2 depending on the course.
 - iv. For summer semester, both types of laboratory experiments mentioned above (2.d i – ii) will be conducted using online platform. Further, the policy of conducting lab classes may be updated based on the experience of the winter semester.

e) Undergraduate and Post graduate level projects, thesis and research

- i. If the undergraduate and post graduate level projects and thesis are simulation based, then these will be continued using online platform and will be completed.
- ii. If the projects and thesis are hardware or experiment based, respective teachers (supervisors) will discuss the difficulty of conducting such a research in this pandemic situation with the students and try to convert the hardware based thesis into simulation based one. If it is not possible to convert, the concerned supervisor will complete the official procedure to conduct the research in IUT campus, and will maintain social distancing and other regulations during their stay at the campus.
- iii. For postgraduate students, simulation based thesis will be given preference during this pandemic situation. In contrast, hardware or experimental based theses will be completed in a similar fashion like the undergraduate students. Since a thesis proposal at the postgraduate level needs to be approved by both the PGC and the CASR, to change the thesis proposal, it must go through the proper procedures if the thesis proposal is already been approved.

f) Industrial Training and Internship

Industrial training and internship may be deferred to any suitable time and situation of the industries.

2. Conduction of Examination (Theory and Thesis)

I. Undergraduate students

Winter Semester:

- i. There will be two options regarding online examinations. Any one of these two may be considered to evaluate the students. Examinations and assessments in Option 1 include online quiz, assignment, homework and viva-voce, and an online final examination, and those in option 2 include only online quiz, assignment, homework and viva-voce but no online final examination.
- ii. If a final examination for the winter semester is taken online, then an open book/open ended or any other alternative examination may be conducted.
- iii. Since the support from an LMS system may not be available in IUT in the winter semester, the questions for online examinations have to be made unique, wherever possible, to avoid cheating. For example, the questions may have data or need numerical values of parameters, that can be uniquely generated by using the student ID.
- iv. For online assessment, take home type assignment may also be considered.

Summer Semester:

- i. The decision regarding mid semester and final examinations will be based on the situation.
- ii. An online open book examination as the final examination can be conducted (assuming that the pandemic is not over and an LMS system is available in IUT that may assist to conduct the examination. Further, one or two faculty members can assist the course teacher as invigilators in conducting the final examination).
- iii. An LMS supported quiz can be conducted or one-to-one viva can be taken as class test.
- iv. Proctortrac is a software by which cheating in online examination can be managed or minimized. TVE department can be requested to incorporate this software in existing LMS system of IUT. This software is already available in Blackboard, Canvas, Moodle, and in many LMS systems. If IUT can buy an LMS system, this problem will be solved.

In summary, online continuous assessment other than mid semester and final examinations may be done using a combination of one or more of the followings.

- i. One to one viva
- ii. Quiz taken by LMS system or other means
- iii. Take-home type assignment within 24 hours.

The online mid semester and final examinations will be conducted as:

- i. Open book examination which will be done in a 3 hours time window.
- ii. Any other suitable technique as decided by the department.

Referred and Backlogged Examinations

The referred and backlogged examinations will be conducted by the examination committee using a suitable technique based on the experience of winter and summer semesters.

II. Postgraduate students

- i. Both in winter and summer semesters, the examinations for theoretical and laboratory (if any) courses will be like the undergraduate programmes.

Undergraduate and Post graduate level projects, thesis and research

- i. For undergraduate students, policies related to the thesis defense, during the pandemic situation, will be managed/settled by the department.
- ii. Thesis proposal presentations for masters students shall be conducted online remotely by the respective PGC with the online presence of the PGC members.
- iii. Comprehensive Examination for PhD students shall be conducted online remotely by the respective doctoral committee.
- iv. Defense of M. Sc. Engg./M. Engg. or PhD students will be taken online using video conferencing. Draft thesis should be reached to the members at least 07 days prior to the date of defense for M. Sc. Engg. and 15 days prior to the date of defense for PhD students.
- v. PGC and CASR may be arranged online to complete the necessary requirements

3. Conduction of Examination (Lab)

Winter Semester:

- i. Since there are two options regarding conduction of lab classes in this semester, mode of examination will be dependent on the option chosen by the faculty member.
- ii. If online lab classes are conducted, the mode of examination for the online lab classes may be decided by the concerned faculty member.

Summer Semester:

- i. Laboratory examinations may be conducted based on the situation.
- ii. Policies related to the online lab examinations may be updated based on the experience of the winter semester.
- iii. If online lab classes are conducted, the mode of examination for the online lab classes may be decided by the concerned faculty member.

4. Evaluation of Exam (Theory)

Winter Semester:

The publication of winter semester results may be delayed depending on the pandemic situation. The evaluation of the winter semester may be done in two separate portions. The distribution of marks in the two different portions will be as follows. 60% marks will be allocated for the first portion, and will be evaluated from the assessments completed before the pandemic (before the lockdown). In this 60% marks, 35% will come from mid semester examination (25% of the mid semester examination marks will now be converted to 35%), 15% will come from Quiz and assignment and 10% will come from attendance. The remaining 40% will be evaluated based on online activities. The contribution will come from any combination of homework, quiz, assignment, attendance, viva and semester final examination which may be conducted in many ways depending on the situation and the course as decided by the concerned faculty member. If the attendance from online part is taken, it will be merged with the attendance mark before the online part and 10% will come from both face to face and online part attendance.

Summer Semester:

The evaluation of the summer semester will be based on the situation. It will be updated with the experience of the winter semester. The basic guidelines for the marks distribution will be as follows. There will be 50% marks allocated for the semester final examination which may be taken in many different ways. For example, the final examination may be taken using 3 hours open book examination or in any other forms. 25% marks will be allocated for the mid semester examination. 10% marks will be given to attendance which will be taken by an LMS system or by other means. The rest 15% will be based on online class evaluation which may be done using any combination of one or more of the followings.

- i. One-to-one viva
- ii. Quiz taken by LMS system or other means
- iii. Take-home type assignment within 24 hours.

Evaluation of Undergraduate and Post graduate level projects, thesis and research

- i. There will be 2 options for evaluating undergraduate level thesis. Option 1 is to evaluate the seventh semester part of the thesis 4700 (winter semester thesis) and the eighth semester part of the thesis 4800 (summer semester thesis) in their respective semesters. And option 2 is to merge the evaluation of the thesis for winter and summer semesters and grade it at the end of summer semester – though the transcript will reflect the grades separately.
- ii. The evaluation of the postgraduate thesis will follow the existing rules.

5. Evaluation of Exam (Lab)

Winter Semester:

- i. Since there will be two options regarding conduction of lab in this semester and one option is to consider the completed labs only, the marks obtained in the completed labs (i.e., face-to-face lab classes before the pandemic started) will be used to evaluate the total marks.
- ii. If the remaining labs are taken online, then marks obtained in both the face-to-face labs and online labs will be used to evaluate the total marks.
- iii. In both of these cases distribution of marks will depend on the teachers concerned.

Summer Semester:

- i. In this semester, laboratory exam evaluations may be done based on the situation. The policy may be updated based on the experience of the winter semester.
- ii. If the labs are taken online, distribution of marks will depend on the teachers concerned.

6. Attendance

Winter Semester:

Attendance marks may be given based on available attendance either from before the online class or a combination of face to face and online classes. There will be no barring due to attendance in this semester. Attendance marks will be given according to the percentage of classes a student was present. Attendance marks chart for the winter semester is given below.

Attendance marks chart for winter semester

Attendance percentage (%)	Marks per credit
91 to 100	10
81 to 90	9
71 to 80	8
61 to 70	7
51 to 60	6
41 to 50	5
31 to 40	4
21 to 30	3
11 to 20	2
1 to 10	1
0	0

Summer Semester:

The attendance of the summer semester will be based on the situation. It will be updated based on the experience of the winter semester. For category 1 students, attendance may be taken from the LMS system and marks may be given accordingly. Mark distribution will be based on the existing academic rules. If an LMS system is not finalized, then the students may be asked to use their student ID as their display name during online classes. Online attendance will be given from there. Examination committee may decide the attendance of category 2-4 students.

7. Academic calendar

- i. Resumption of the winter semester class (July 01, 2020)
- ii. Duration of the winter semester (remaining 6 weeks)
- iii. End of winter semester (14 August, 2020, considering Eid Holiday 1 week)
- iv. Evaluation of winter semester (17 August – 29 August, 2020, 2 weeks)
- v. Starting of the summer semester class (07 September, 2020)
- vi. Duration of the summer semester (14 weeks, 7 weeks before mid)
- vii. Mid semester exam (26 October – 31 October, 2020)
- viii. Classes resume (01 November, 2020)
- ix. End of Summer Semester class (18 December, 2020)
- x. Break due to completion of remaining labs and Backlog examinations (21 December, 2020 – 15 January, 2021)
- xi. Semester Final Examination of summer semester (25 January, 2021 – 06 February, 2021)
- xii. Convocation (16 February)
- xiii. Next Academic Year begins (22 February, 2021)

Special note:

1. In every department, an online academic activities monitoring committee may be formed to look after the day-to-day problems associated with the online academic activities.
2. If the face-to-face classes start at any point during the winter semester or the summer semester, the classes will be followed by normal academic regulations.
3. This committee can observe the implementation of the policies over time (especially, in the winter semester) and propose any changes in these proposals for the approval of the honorable Vice Chancellor. Examination committee may also work with this committee.
4. Dean (FET) may be included in this committee to further strengthen the scope.

End