

TEACHING AND LEARNING ARRANGEMENT FOR MARCH 2022 SEMESTER

1. Semester commencement for March 2022 semester as approved by Senate will commence from **14 March 2022 to 26 June 2022** for Foundation, Diploma, Bachelor's Degree and Postgraduate programmes.
2. The main e-learning platform used is UROX Learning Management System (LMS). It is used as the main online learning platform to manage teaching and learning activities such as teaching notes, assignments, discussion, tutorials as well as assessments.
3. The teaching and learning for March 2022 semester will be conducted in two (2) approaches, namely:
(A) Physical Face-to-face and/or Hybrid Learning (Conventional Mode Students) and
(B) Online Learning (ODL Mode and Postgraduate Students).

The details are outlined as follows:

Physical Face-to-face and/or Hybrid Learning (Conventional Mode Students)

1. University allows the students under the following categories to return to the campus:
 - i. 1st year students who are enrolled for the conventional programmes in a conventional delivery mode such as mode B (conventional weekends) and C (conventional weekdays)
 - ii. Students who are registered with the courses that are selected for hybrid learning mode. The courses to be conducted as hybrid mode are listed in the **Attachment 1**.
 - iii. Student request for using the university's facilities based on booking system (computer lab, wifi, library etc.)
2. Teaching and learning for the March 2022 semester will be delivered using hybrid learning mode with face-to-face and online method.
3. For students returning to campus for March 2022 semester, it is **mandatory** for all returning students to have completed the full vaccination process required. Students who have not completed the full vaccination process can refer to the Student Experience Department (SXD) or respective Schools/centres for further advice as per the requirement of MOHE.
4. All students are **required** to update their latest vaccination status in the SIS system. Link to the system will be given in the separate announcement.
5. Only students that are fully vaccinated with status showing only "Low Risk" or "Casual Contact" are allowed to enter the premises. Students are advised to do the Covid-19 self-testing before entering the campus. Students with symptoms are advised to stay-at-home and join the classes via online mode.
6. For students who are not able to return physically to campus or join the face-to-face classes, please inform your respective Schools or lecturers for approval to join all the classes via online mode.
7. For the academic course delivery, the following are the planned arrangements:
 - i. There will be a 1-hour to 3-hours physical face-to-face tutorial session per week according to the teaching and learning arrangement based on the nature of the courses. The students will be assigned to a section/class with a capacity of 25 – 30 students per class with different timing and/or lecturer/tutor.
 - ii. The lecture and UROX activities sessions are conducted online. The same class slot (time dan date) will be scheduled across all modes available in the same courses. However, the students

- can access or participate in the activities at any preferred time during that week (subjected to the lecturer's instruction/request).
- iii. Hybrid teaching and learning where physical and online teaching is to be conducted, may be arranged for students faced with unavoidable circumstances, such as quarantine of students or constraints of physical facilities.
 - iv. The classroom, date and time will be allotted by the Scheduling Unit. The lecturers and students can refer to their timetable in the Student Management System, UROX Calendar or Timetableplus.com website once released. Please see **Table A** for Timetabling Terms Definition.
 - v. The attendance for the week will be recorded as Y if the student participated in any learning activities for the courses namely lecture, tutorial or UROX activities. The attendance will be recorded as N if the students not attending any of the activities for that week with no justification or evidence. EA will be recorded if the students submitted evidence of not attending the activities such as medical certificates etc.
8. All academic courses with the Continuous Assessment and Final Examination component will be conducted online via the UROX platform. Invigilation is conducted online by Google Meet and Exam Proctoring Software, Respondus.
 9. Students who will register/have registered for industrial training / practical / practicum/internship in March 2022 Trimester, the arrangement is the same as what has been practiced in previous semesters. The supervisor (Schools) or Internship Coordinator (SXD) will communicate the guidelines and instructions.
 10. Upon returning to campus, the students may use the dedicated facilities such as classrooms, student lounge, library, discussion rooms and computer labs which are equipped with WiFi access in Main Campus. They are made available during weekdays and weekends throughout the teaching weeks. At these learning spaces, the students can use their own devices to conduct self-study or use them as a waiting place in between classes that are conducted via physical mode.
 11. The conduct of all physical classes and activities in the University Main Campus and the use of campus infrastructures and facilities, where relevant, will follow all the health and safety SOPs as per MOHE and the relevant authorities, as well as the physical distancing SOPs issued by the University.
 12. After course pre-registration, if the student wishes to change the course or change the programme due to unforeseen reasons, they may contact the schools, and apply to your Dean / Director for approval before the semester's commencement or throughout the Add and Drop Period of March 2022 semester (Week 1 & Week 2 of teaching weeks).
 13. Any changes/updates to the above arrangements will be announced from time to time, in accordance with the latest directives from MOHE, professional bodies and relevant authorities.

Online Learning (ODL Mode & Postgraduate Students)

1. The implementation of Online Teaching and Learning is still imposed on the students who are not under the above-mentioned categories.
2. It is **highly recommended** for all ODL students to have completed the full vaccination process required. Students who have not completed the full vaccination process can refer to the Student Experience Department (SXD) or respective Schools/centres for further advice as per the requirement of MOHE.
3. All students are **required** to update their latest vaccination status in the SIS system. Link to the system will be given in the separate announcement.
4. The students do not need to come or return to campus for registration and teaching & learning.
5. For the academic course delivery, the following are the planned arrangements:
 - i. There will be a 1-hour to 3-hours live tutorial session per week according to the teaching and learning arrangement based on the nature of the courses. The students will be assigned to a section/class with a capacity of 25 – 30 students per class with different timing and/or lecturer/tutor.
 - ii. The lecture and UROX activities sessions are conducted online. The same class slot (time and date) will be scheduled across all modes available in the same courses. However, the students can access or participate in the activities at any preferred time during that week (subjected to the lecturer's instruction/request).
 - iii. The date and time will be allotted by the Scheduling Unit. The lecturers and students can refer to their timetable in the Student Management System, UROX Calendar or Timetableplus.com website once released. Please see **Table A** for Timetabling Terms Definition.
 - iv. The attendance for the week will be recorded as Y if the student participated in any learning activities for the courses namely lecture, tutorial or UROX activities. The attendance will be recorded as N if the students not attending any of the activities for that week with no justification or evidence. EA will be recorded if the students submitted the evidence of not attending the activities such as medical certificates etc
6. Live session classes are to be conducted according to the scheduled timetable via Google Meet / Zoom / VOOV. However, other approaches (non-real time lecture) or e-discussion based on lecture content are allowed within the time that is set by lecturers.
7. All academic courses with the Continuous Assessment and Final Examination component will be conducted online via the UROX platform. Invigilation is conducted online by Google Meet and Exam Proctoring Software, Respondus.
8. Students who will register/have registered for industrial training / practical / practicum/internship in March 2022 Trimester, the arrangement is the same as what has been practised in previous semesters. The supervisor (Schools) or Internship Coordinator (SXD) will communicate the guidelines and instructions.
9. Even with no physical class session at the Main Campus, the students are allowed to come and use the dedicated facilities such as classrooms, student lounge, library, discussion rooms and computer labs which are equipped with WiFi access in Main Campus. They are made available during weekdays and weekends throughout the teaching weeks. At these learning spaces, the students use their devices to attend live online classes at their convenience and to conduct self-study or revision.
10. The use of campus infrastructures and facilities, where relevant, will follow all the health and safety SOPs as per MOHE and the relevant authorities and the physical distancing SOPs issued by the University.
11. After course pre-registration, if the student wishes to change the course or change the programme due to unforeseen reasons, they may contact the schools, and apply to your Dean / Director for

approval before the semester's commencement or throughout the Add and Drop Period of March 2022 semester.

12. Any changes/updates to the above arrangements will be announced from time to time, in accordance with the latest directives from MOHE, professional bodies and relevant authorities.

Attachment 1: List of Courses conducted as Hybrid Mode

Course Code	Course Title	Mode	Academic Year
Centre for Foundation Studies (4)			
FSDV0154	Principles of Psychology	C	1 st year
FENG0124	Writing And Research Skills	C	1 st year
FLAW0114	Introduction to Law	C	1 st year
FACT0114	Basic Financial Accounting	C	1 st year
Bank Rakyat School of Business, Innovation, Technology & Entrepreneurship (22)			
RFIN1113	Introduction to Finance	C	1 st year
RENT3313 & BENT3313	Social Entrepreneurship	C	1 st year
RHRM3113, BHRM3113 & BHRM4113	Human Resource Management & Introduction to Human Resource Management	B & C	1 st year
RMGT4513 & BMGT3513	Corporate Social Policy	B & C	1 st year
RMGT3313 & BMGT3313B	Project Management	B	1 st year
RFIN3383, BFIN3383 & BFIN4393	Islamic Capital Markets	C	1 st year
RFIN4353 & BFIN4353	Islamic Trade Finance	C	1 st year
RMKT2113	Principles of Marketing	B & C	1 st year
RMKT4213 & BMKT4213	Marketing Management	C	1 st year
BFIN3213 & BFIN4213B	Financial Management	B & C	3 rd year
RFIN2213	Principles of Finance	C	1 st year
RFIN3353, BFIN3353 & BFIN4313	Wealth Planning and Management	C	1 st year
RMKT1113	Introduction to Marketing	B & C	1 st year
RMGT3333 & BMGT3333	Advanced Production and Operations Management	C	1 st year
RMGT2313 & BMGT2313	Production and Operations Management	C	1 st year
RMGT3113, BMGT3113 & BGB1023	Organizational Behaviour	C	1 st year
BLAW1113 & RLAW1113	Introduction to Business Law	B	1 st year
RLAW2113 & BLAW2113	Business Law	B & C	1 st year
RMGT3213, BMGT3213 & BDB1023	Management Information System	C	1 st year
RMGT4123 & BMGT4123	Strategic Management	B	2 nd year
RENT3212 & BENT2212	Business Idea Generation	C	1 st year
RENT4222, RXB3212 & BENT4212	Business Model Validation & Seminar Entrepreneurship	C	1 st year
School of Accounting and Taxation (21)			
BACT4133, BACT4123B & AACT4123	Accounting Theory and Practice	C	2 nd year
BACT3213 & BACT2213	Management Accounting 1	C	1 st year
BAD2083	Management Accounting	C	3 rd year
BAD2073	Financial Accounting V	C	3 rd year
BAUD4313, BAUD3313 & AAUD4313	Forensic Accounting and Fraud Examination	C	3 rd year
BACT4123 & BACT4113	Financial Accounting and Reporting 4	C	3 rd year
BTAX4233, BTAX3213B & ATAX4213	Sales and Services Tax	C	3 rd year

Course Code	Course Title	Mode	Academic Year
ATAX3523 & BTAX4513	Taxation for Specialized Industries	C	1 st year
AACT4413, BACT3413 & BACT4413	Public Sector Accounting	C	2 nd year
BTAX3123 & ATAX3113	Taxation 2	C	2 nd year
AACT2123	Financial Accounting and Reporting 1	C	1 st year
AACT3113	Financial Accounting and Reporting 2	C	2 nd year
BTAX3113B & ATAX2113	Taxation 1	C	1 st year
AACT3123	Financial Accounting and Reporting 3	B & C	1 st year
AAUD3113	Audit 2	C	1 st year
BAUD4213	Internal Auditing	C	2 nd year
AACT1113	Financial Accounting 1	B & C	1 st year
AACT2113	Principles of Accounting	B & C	1 st year
BTAX3513	Revenue Law	B	2 nd year
BLAW3113 & ALAW3113	Company Law	C	1 st year
BTAX4133 & BTAX4123	Malaysian Taxation	C	2 nd year
Tun Abdul Razak School of Government (9)			
TPAD4313	International Relations and Diplomacy	C	2 nd year
TSDV2123 & TSDV2113	Introduction to Sociology	C	1 st year
TSDV2123 & TSDV2113	Introduction to Political Sciences	C	1 st year
TPAD3253	Negotiations and Conflict Management	C	1 st year
TPAD3113	Public Policy, Planning and Process	C	1 st year
TECO1123 & TECO2123	Principles of Macroeconomics	B & C	1 st year
TECO2113	Principles of Microeconomics	B & C	1 st year
TECO3323& TECO3313	Development Economics	C	1 st year
TECO1113D	Microeconomics	B	1 st year
School of Education & Humanities (10)			
ECDV1113	Children Growth and Development	B & C	1 st year
ECDV1143	Spiritual and Moral in Early Childhood Education	B & C	1 st year
EFDE2133	Growth and Development for Early Childhood	B & C	1 st year
EFDE2223	Learner and Learning	B	1 st year
ECLE1223	Assessment in Early Childhood Education	B & C	1 st year
EMGT1133	Management and Entrepreneurship in Early Childhood Education	B & C	1 st year
EMGT3133	Management & Leadership in Education/Management and Leadership in Education	B & C	1 st year
EFDE2113	Philosophy, History and Policy of Education	B & C	1 st year
EMGT2133	Technology in Education	B & C	1 st year
ERES4114	Statistics for Educational Research	B & C	1 st year

Table A – Definition of Terms Used in March 2022 Timetabling

No	Terms	Explanation
1	Online Pre-recorded Lecture	<ul style="list-style-type: none"> - Pre-recorded must be created and uploaded by CL/lecturer - The recorded lecture should be available in the UROX at least 1 week before the class date - All students from different modes/sections will be using the same lecture materials and same date/time in the timetable - Students NO NEED to attend physically/live for this session and the recorded lecture can be viewed at any preferred time
2	FTF Tutorial (Conventional)	<ul style="list-style-type: none"> - Lecturer/Tutor to conduct the tutorial session in a physical face-to-face delivery - Different venue, date and time will be allocated for each section - Lecturer/Tutor and students will be discussing the topic based on their understanding in the pre-recorded lecture session - Students NEED to attend this session physically as it's face-to-face
3	Online UROX activities	<ul style="list-style-type: none"> - Activities are given by lecturer/tutor in the UROX - Students from different modes/sections will be having same date/time in the timetable - Individual study according to the students' time since conducted online - Students NO NEED to attend physically/live for this session and the activities can be done as per lecturer's instruction
4	FTF Class (Conventional)	<ul style="list-style-type: none"> - Class to be conducted on full 2 or 3 hours with a combination of lecture, tutorial and/or activities - This special arrangement is given to the PNB scholars, CPA courses, advanced calculation courses - Arrangement to be decided by the courses' owner - Students NEED to attend this session physically as it's face-to-face
5	Online Live Tutorial (ODL)	<ul style="list-style-type: none"> - Lecturer/Tutor to conduct the tutorial session in an online delivery - Different date and time will be allocated for each section - Lecturer/Tutor and students will be discussing the topic based on their understanding in the pre-recorded lecture session - Students NEED to attend the live session class
6	Online Live Class	<ul style="list-style-type: none"> - Class to be conducted on full 2-hours with a combination of lecture and tutorial - Arrangement to be decided by the courses' owner - Students NEED to attend the live session class

Please stay safe and healthy. Thank You.

Registrar Office, Universiti Tun Abdul Razak