

Assalamualaikum w.b.t. & salam sejahtera

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ACADEMIC OPERATION UPDATES 15/4

Congratulations to all lecturers for your efforts and creativities in executing online learning and ODL lectures to accomplish your T&L delivery. This is a new normal, but with average of 96% student's attendance recorded in the daily survey, the participation and engagement level are very encouraging. After reviewing the first three days of online learning and ODL feedbacks from lecturers and students, and recent advices from the UiTM top management, please pay attention to the following:

1. Lecturers are **requested** to **UPLOAD T&L** materials into any available platform such as uFUTURE, i-Learn, Google Classroom, Microsoft Team etc, to **ensure** the students are able to access them anytime anywhere. This can minimize the risks of students missing the learning materials delivered by the lecturers.
2. Courses that are scheduled to be completed in **session 3a** are **ALLOWED** to be extended into **session 3b** if necessary, especially FYP2 and embedded-lab courses that may require major changes in the project approach or analyses scope. The latest academic calendar is designed in a very flexible manner to accommodate these issues.
3. With regards to T&L timeslot, all online learning (synchronous) lectures **MUST** follow the **current lecturer's timetable** to avoid clashes. On the other hand, the open and distance learning (asynchronous) delivery schedule can be **personalized**.
4. Lecturers are **requested** to fill up and submit the daily T&L delivery **survey** by HEA to record the status and feedbacks of your online learning or ODL delivery experiences. The data will be used by HEA to improve its T&L support system from time to time. HEA will update if there is changes in the survey requirement later.
5. All academic information and guidelines including this memo are made available **online at HEA UiTM CPP website** for your reference anytime anywhere.

Stay safe & stay alert with academic information updates.

TRHEA UiTM CPP

15 April 2020