



**UNIVERSITI ISLAM ANTARABANGSA  
SULTAN ABDUL HALIM MU'ADZAM SHAH  
(UniSHAMS)**

**E-LEARNING GUIDELINES**

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## 1. INTRODUCTION

- I. This document is provided to detail the Sultan Abdul Halim Mu'adzam Shah International Islamic University e-Learning policy (UniSHAMS) as a guide to the use and implementation of various aspects of e-Learning in the teaching and learning process at all levels of studies.
- II. The objectives of this document are to:
  - a. Explain the definition of the operations of key terms related to the implementation of e-Learning in UniSHAMS.
  - b. Explain the roles and responsibilities of all parties involved in the management, implementation and monitoring of e-Learning implementations in UniSHAMS.
  - c. Details of the processes and methods of implementation of e-Learning activities supported by the use of the latest information and communication technologies.
- III. This document needs to be reviewed along with other policies at UniSHAMS and nationally:
  - a. Dasar Keselamatan ICT UniSHAMS
  - b. Dasar e-Pembelajaran Negara 2.0 (DePAN), Jabatan Pendidikan Tinggi
- IV. This document is provided by the Quality Assurance Center (QAC) in collaboration with the e-Learning Committee (UniSHAMS).

## 2. DEFINITION OF OPERATIONS

No	Item	Definition
1.	e-Learning	A learning method that uses information and communication technology to support the learning and teaching process.
2.	e-Learning Platform	Web-based applications for managing, documenting, tracking, reporting and delivering course content online. These platforms include Learning Management System, Open Courseware, and Massive Open Online Course.
3.	Integrated Learning Course	Courses that incorporate face-to-face approaches with at least the minimum are specified in the integrated learning guidelines set by UniSHAMS.
4.	<i>Massive Open Online Course (MOOC)</i>	Large-scale online courses that cover the full content of the course with learning objectives, notes, videos, activities and assessments and are offered through a platform set by UniSHAMS.
5.	Learning Materials	Materials in the form of self-study materials are based on strong teaching design principles (that is, they should be student friendly, use simple language, include learning and feedback activities). Materials can be found in many forms: print, web-based, multimedia and others.
6.	Governance	Mechanisms, relationships and processes governing common interests related to e-Learning. This involves coordination of stakeholder functions to enable the implementation of performance indicators can be achieved.
7.	Academic Staff	A person appointed or hired by the university as an academic staff.
8.	Student	A registered student who is taking courses at UniSHAMS
9.	Support Staff	Technical staff at kulliyah / center who provide support and assistance on e-Learning platform for academic staff and students.
10.	e-Learning Committee	The committee responsible for managing the implementation and monitoring of e-Learning at UniSHAMS. The committee is made up of UniSHAMS staff appointed by the Vice Chancellor.
11.	Information Technology Center	Center responsible for managing and implementing ICT infrastructure and services at UniSHAMS.

### 3. ROLES AND RESPONSIBILITIES

No	Statements
1. University Management	<p>The University management needs to set governance, direction and strategies towards implementing e-Learning management through the following methods:</p>
	<ul style="list-style-type: none"> <li>i. Provides funding and requirements to support e-Learning implementation including network infrastructure, hardware, software, training and human resources through the e-Learning Committee.</li> </ul>
2. Quality Assurance Center (QAC)	<ul style="list-style-type: none"> <li>i. Coordinates and monitors the implementation and use of e-Learning among UniSHAMS academic staff and students.</li> <li>ii. Coordinates efforts to formulate, review, and amend the UniSHAMS e-Learning Policy.</li> </ul>
3. Information Technology Center	<ul style="list-style-type: none"> <li>i. Provides secure ICT infrastructure services, with high reliability and high availability.</li> <li>ii. Ensures e-Learning server (s) is always optimized with minimal down time.</li> <li>iii. Ensures that the official e-Learning platform of UniSHAMS is accessible only to students and staff enrolled in UniSHAMS except for courses that can be shared at the university's designated level for personal data security purposes.</li> <li>iv. Ensures integration between UniSHAMS official e-Learning platform and other systems or applications set up by UniSHAMS runs smoothly.</li> <li>v. Provides technical support, training and e-Learning advisory services to academic staff and students.</li> <li>vi. Provides regular reporting to management on e-Learning implementation.</li> <li>vii. Investigates the latest methods and technologies to enrich the learning experience.</li> </ul>
4. Dean of Kulliyah / Center	<ul style="list-style-type: none"> <li>i. Encourage academic staff and students in the kulliyah / center to use e-Learning platform.</li> <li>ii. Formulate effective ways to enhance e-Learning implementation for courses offered by kulliyah / center.</li> <li>iii. To take corrective action based on the monitoring report submitted by the Quality Assurance Center (QAC).</li> </ul>
5. Academic Staff	<ul style="list-style-type: none"> <li>i. Comply with the UniSHAMS e-Learning Policy in any use of e-Learning.</li> <li>ii. Effectively implement e-Learning to support the teaching and learning process.</li> <li>iii. Ensure that material uploaded to the e-Learning platform does not infringe on copyright, intellectual property or plagiarism in particular on the open</li> </ul>

platform.

- iv. Ensure that any tools and applications provided for e-Learning purposes in UniSHAMS are not abused for personal or commercial purposes.
  - v. Ensure that academic staff and students interaction online does not violate UniSHAMS disciplinary rules or the ICT Security Policy.
  - vi. Fully responsible for the teaching materials that have been uploaded to the e-Learning platform.
  - vii. Conduct training or workshops on the use of e-Learning applications or applications conducted by NGOs or external organizations as needed.
6. Student
- i. Comply with the UniSHAMS e-Learning Policy in any use of e-Learning.
  - ii. Gain knowledge and skills using e-Learning platform for registered courses.
  - iii. Use the facilities provided in the e-Learning system for educational purposes only.
  - iv. Ensure that materials uploaded to the e-Learning platform does not violate copyright, intellectual properties or plagiarism issues.
  - v. Fully responsible for the materials and work (such as assignments or answers in the forum) that have been uploaded to the e-Learning platform.
  - vi. Ensure that interaction with academic staff online does not violate any UniSHAMS disciplinary regulations or ICT Security Policy.

## A. E-LEARNING IMPLEMENTATION GUIDELINES

- I. The guidelines are intended to provide a unified guide in supporting the implementation of UniSHAMS e-Learning:
  - i. e-Learning at UniSHAMS is implemented at all levels of education involving students and academic staff.
  - ii. e-Learning at UniSHAMS is implemented continuously throughout the Movement Control Command (MCO) according to the academic calendar.
  - iii. The implementation of e-Learning in UniSHAMS can be categorized into TWO (2) levels:

Level	Information	Notes
1	i. Uploading course information including synopsis, objectives, learning outcomes, content, teaching & learning methods, assessment, basic references, details of student learning load and lecturer contact is required.	Teaching Plan
2	i. Provides basic teaching & learning materials including copies of lecture notes by chapter / unit, assignment instructions, tutorial materials.  ii. Manage Forums / Discussions with students online.  iii. Provide online training / quiz questions.  iv. Provide students an alternative to submitting assignments online.	In PDF format and / or in appropriate format by field

## B. E-CONTENT GUIDELINES

- I. The guidelines are intended to provide information related to e-content as supporting materials for the UniSHAMS teaching and learning process:
  - i. Provides secure ICT infrastructure services, with high reliability and high availability.
- iii. The quality of teaching and learning content of each course provided by online academic staff such as lecture notes and training / quiz questions should be in line with the learning objectives and outcomes of the course and meet the standards set by the MQA and KPT.

### **C. E-LEARNING GUIDELINES FOR ACADEMIC STAFF**

- I. These guidelines describe the needs and responsibilities of academic staff in the use and implementation of UniSHAMS e-Learning.
  - i. Ensure the use of the e-Learning platform (Google Classroom and other alternative applications in support of Google Classroom) as a prerequisite for university teaching and learning.
  - ii. Upload instructional materials to the e-Learning platform (Google Classroom) and other alternative applications in support of Google Classroom before the semester begins.
  - iii. Inform students at the beginning of a course on the components of online learning and student engagement.
  - iv. Academic staff are required to visit / access the course through the e-Learning platform (Google Classroom and other alternative applications in support of Google Classroom) according to the timetable. Student attendance should be recorded.
  - v. No timetable amendment is allowed except with the permission of the Academic Management Center & PPSP.
  - vi. Ensure student lectures and related documents are accessible to students through the e-Learning platform (Google Classroom and other alternative applications in support of Google Classroom).
  - vii. Ensure that each teaching and learning material is uploaded has no element of plagiarism. If there is an element of plagiarism, it is under the responsibility of the academic staff.
  - viii. Ensure that students have the minimum technological skills to participate in online learning sessions organized by academic staff.
  - ix. Uploaded information must be relevant to teaching and learning and virus-free.
  - x. Provide assignments / projects that involve the use of online technology that is in line with student achievement especially in terms of student time and skills.
  - xi. Keep a copy of each uploaded assignment for the record and review it as needed.
  - xii. Teaching plans, teaching and learning materials, student attendance and student assessment materials should be provided (Course Files) for review and compliance audit purposes.
  - xiii. Use email from time to time to check for any developments and notifications transmitted through this medium.
  - xiv. Responsible for maintaining student privacy regarding assignments and interactions in the course email / forum.
  - xv. Practice professionalism as an academic staff especially when interacting and providing feedback to online students.
  - xvi. Use e-Learning platforms (Google Classroom and other alternative applications in support of Google Classroom) with prudence such as blasphemy, racial issues, and so on.
  - xvii. Do not engage in any conduct that is considered unethical and may adversely affect the reputation of the university.



## **D. E-LEARNING GUIDELINES FOR STUDENTS**

- I. These guidelines describe the roles and responsibilities of students in the use of UniSHAMS e-Learning whether on or off campus.
  - i. Responsible for gaining knowledge and skills regarding e-Learning. (example: through consultation with academic staff, lectures, training, etc.).
  - ii. Use e-Learning platform (Google Classroom and other alternative applications in support of Google Classroom) for learning from time to time.
  - iii. Students are required to visit / access the course through the e-Learning platform (Google Classroom and other alternative applications in support of Google Classroom) according to the timetable. Attendance will be recorded.
  - iv. Students are advised to read the announcement from time to time for any course updates / notifications.
  - v. Ensure lecture notes and related documents are accessible through the e-Learning platform (Google Classroom and other alternative applications in support of Google Classroom). Notify relevant academic staff if teaching and learning materials are not accessible.
  - vi. Make sure every file uploaded is free of viruses and plagiarism elements.
  - vii. Keep a copy of each uploaded assignment for the record and review it as needed.
  - viii. Access to courses including materials provided by academic staff and students such as forum interactions is only allowed to students who register for the course and not to outsiders.
  - ix. All materials provided by students including forum entries will be used solely for the purpose of the course unless they have the student's consent for other uses such as research and publication.
  - x. Use the e-Learning platform (Google Classroom and other alternative applications in support of Google Classroom) for learning purposes only.
  - xi. Use e-Learning platforms (Google Classroom and other alternative applications in support of Google Classroom) with prudence such as blasphemy, racial issues, and so on.
  - xii. Not involved in unethical activities such as intruding into e-Learning portals / platforms (Google Classroom and other alternative applications in support of Google Classroom). Do not engage in any conduct that is considered unethical and may adversely affect the reputation of the university.

## **E. GUIDELINES FOR SUBMISSION OF ASSIGNMENTS ONLINE**

- I. These guidelines describe the procedure for submitting assignments by students online.
  - i. If approved by the academic staff, students may submit assignments via e-mail and / or e-Learning platform (Google Classroom and other alternative applications in support of Google Classroom).
  - ii. In the event of a technical problem from the student (computer or network at home / office / cyber café) that prevents the students from submitting the assignment by the due date, the student is responsible for contacting the academic staff via email and / or telephone to notify about the problems faced.
  - iii. Students are required to keep the original copy of the assignment in the

form of hardcopy and softcopy for record and review purposes if necessary.

- iv. List of students who have not submitted their assignments will be notified by the academic staff. If a student's assignment is not accepted for violation of any of these submission policies, the student will be deemed not to submit the assignment by the due date.

## F. E-LEARNING ELEMENTS

- I. The three (3) main elements of e-Learning implementation are the learning materials, learning activities, and assessments that need to be established and clearly stated in the Course Content and Teaching Plans. These three elements are essential to ensure that the learning process works properly, effectively and interesting.

No.	Element	Statements
1	Learning materials	ii. Learning materials are provided in a multimedia format (a combination of video, audio, image, graphics or text) appropriate to student learning. iii. Some of the best online learning materials are: <ol style="list-style-type: none"> <li>a. Instructional video</li> <li>b. Live video streaming</li> <li>c. Classroom lecture</li> <li>d. Audio podcast</li> <li>e. Screencast / screen recording</li> <li>f. Narrated presentation</li> <li>g. Interactive animation</li> <li>h. Virtual simulation (VR/MR)</li> <li>i. Video interview</li> <li>j. Video practical session /laboratory (demonstration)</li> <li>k. Articles</li> <li>l. Quotations</li> <li>m. Other suitable e-content</li> </ol>
2	Assessment	i. The assessment conducted in e-Learning can be carried out with the purpose of testing formative assessment or as feedback to academic staff about the weaknesses and strengths of students in mastering a content or skill. ii. Grading of any assessment conducted online is subject to the planning of the academic staff for the course. iii. Examples of possible online assessments are: <ol style="list-style-type: none"> <li>a. Quiz</li> <li>b. Submission of assignments / reports</li> <li>c. Reflection</li> <li>d. Other appropriate assessment methods.</li> </ol>
3	Monitoring	i. Implementation of e-Learning must be through the following processes: <ol style="list-style-type: none"> <li>a. Assigning e-Learning or Non-F2F Guided in Course Content and Teaching Plans</li> </ol>

		<p>b. Implementing online learning in lieu of face-to-face sessions.</p> <p>c. Create e-Learning implementation documentation to be included in the Course Files of each academic staff and course coordinator.</p>
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## **G. OTHER MATTERS**

- I. UniSHAMS reserves the right to change this policy from time to time.
- II. The UniSHAMS e-Learning Policy will be reviewed at least once every two years (2) to meet current requirements by taking into account the interests of all parties.

## **REFERENCES**

### **MAIN TEXT**

1. Dasar e-Pembelajaran Negara (DePAN)

### **OTHERS**

2. Garis Panduan e-Pembelajaran UPM
3. Dasar e-Pembelajaran UMP
4. Dasar e-Pembelajaran UKM
5. Dasar e-Pembelajaran UNIMAS

Prepared by

PUSAT JAMINAN KUALITI (PJK)  
 UniSHAMS  
 01 Mei 2020