



This home-based online teaching manual is based on the “Guidelines for Managing the higher education program and post-motion control directive COVID-19” issued by the Malaysian Qualifications Agency (MQA).

【1】 Teaching Principles

1. All hands-on teaching and learning, including hands-on courses and activities, must be changed to online or home-based learning until Registrar’s Office (Academic Affairs Unit) announces that face-to face courses are available.
2. Teachers can complete the course by video (including instant, pre-recorded video), or other appropriate teaching methods. Teachers are responsible for ensuring that the teaching is appropriate and achieve the desired learning outcome is achieved.
3. Classes cannot be stopped. All courses must complete most or all of the curriculum. Even if it is a last resort, approval must be obtained from the Department and Registrar’s Office (Academic Affairs Unit) before teaching can be discontinued.
4. Home learning and online teaching must meet at least 70% to 80% of the Student Learning Time (SLT) to meet the minimum learning achievement requirements.
5. Always pay attention to student’s home learning situation to ensure that students can keep up with the progress of learning.
6. Pay attention to students with poor internet environment and provide additional after-school tutoring if necessary.

【2】 Online Teaching

1. Online teaching is imperative for May Semester and It might be implemented throughout the whole semester. AA need to confirm that the lecturers’ KPI is zero complaints. If any complaint or questions come through Confession Page, Students Union, we will refer to head of department and the relevant lecturer to be responsible.
2. Online teaching with ZOOM or other software, but students need to be notified in advance of the software to use.

3. Teachers do not have to mention the attendance rate to students. No attendance will be taken.
4. Take classes in accordance with the established schedule and start online **at least 5 minutes in advance**.
5. To use the recording function or pre-recording method during the teaching process to save the teaching process, and uploaded video to ELP platform, for students to watch and review at any time.
6. Teaching Power Point (PPT) and handouts are as detailed as possible and uploaded to ELP to provide students who are unable to learn online.
7. The video recording for every lecture should be supervised by the HoDs and programme coordinator. The Academic Affairs Unit will conduct random checks as evidence for students' complaints.
8. Establish a communication group with the whole class to strengthen student connections and enhance teacher-student interaction.
9. Teachers should track students' learning progress in a timely manner, pay attention to students' feedback, and strengthen the process assessment.

[3] Assignment and Assessment

1. The assigned assessments/tasks must be able to complete and submit by students during home-based learning.
Lecturers must make sure that the assessment method used is reasonable and fair to all students in order to measure students' learning outcomes
2. When arranging assignments, it is necessary to consider the objective conditions of individual students, and no assignments that are submitted in a timely/short-term manner can be assigned.
3. The written assignments must be uploaded to ELP.
4. There is no presentation if unnecessary and the score for the presentation is not counted.
5. All the mid-term and final exams will replace by assignments.

6. Only 2 assignments per subject, 60% of the first assignment (individual or 2-3 for group) and 40% of the second (individual). The 2nd assignment is to replace the final exam.
 - The first assignment will be issued no later than the second week, and pass up in the 11th week.
 - The second assignment is issued no later than the 6th week and pass up in the 15th week.

[4] Outdoor Teaching and Large Scale Activities

1. All outdoor teaching and large-scale activities are strictly prohibited until the end by September.

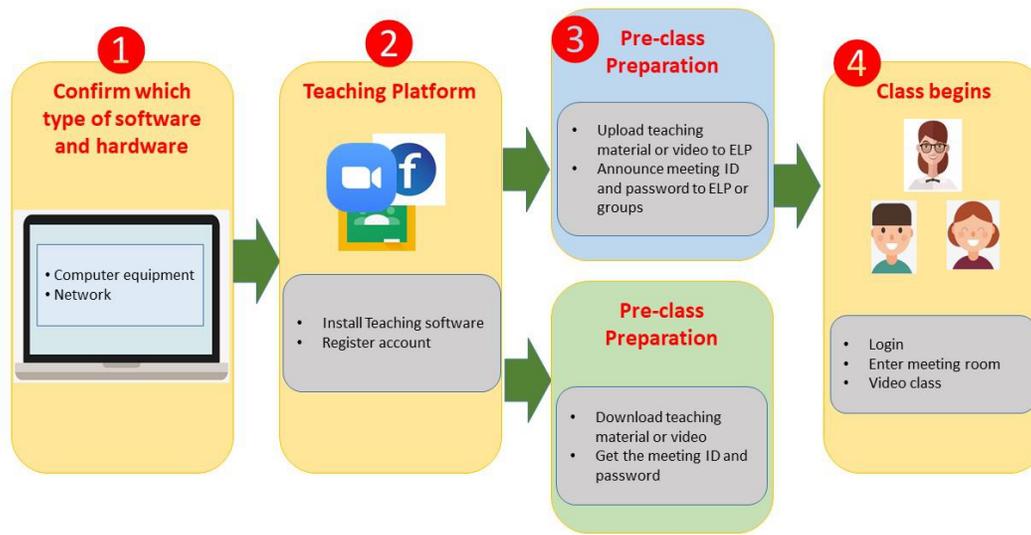
[5] Internships

1. Change to home-based working.
2. Adjusted internship time to only required to complete 70% ~ 80%. Adjustments or substitutions of the internship form needs to be coordinated with the internship unit, e.g. in the form of a project, but all adjustments must be based on student expertise and meeting the minimum requirements for internship.

[6] Courses and Technical Support

1. Registrar's Office (Academic Affairs Unit):
 - Telephone: 603-8739 2770 ext 128,129,130
 - E-mail: roaau@newera.edu.my
 - FB page: www.facebook.com/necregistrar
2. Technical Support
 - Computer center: cc@newera.edu.my
 - The FICT Help Desk: shorturl.at/fmM08
3. Student Enquiry & Complaint Hotline

- WhatsApp: 012-2076233, 011-11237954, 012-3626126
- E-mail: roaau@newera.edu.my



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Pre-class preparation, familiar with the tools is important

1. Prepare hardware and software equipment: hardware includes microphone and camera; software includes network.
2. Choose tools for online teaching: Teachers can use different online teaching software to match with digital teaching materials or platforms. After choosing the software, teachers and students can install and register.
3. Lesson preparation: After installation and registered their accounts, the teacher can prepare lessons and teaching materials. At the same time, the teacher also needs to confirm that the students have learned to use the software for simultaneous teaching.
4. Prepare for class: To determine the online teaching schedule, the teacher must first apply for the meeting room and upload the teaching materials to the ELP. Teachers using the Zoom must provide the video meeting ID and password to the students.
5. Class begin: On the day of the class, the teacher needs to confirm that all students have logged in to the synchronous live class, and then start lectures, pay attention to the students' class situation, such as whether there is a break or

leave the video classroom, etc., and give feedback at the same time. During the lecture, teacher can use the platform to start group discussions, use whiteboard teaching, and switch between different teaching modes.