

NOTICE

Ref. No. : N20/AA/GE/033
Date : 24 April 2020
To : All lecturers

Re: Implementation on the Online Learning (May Semester, 2020)

1. There will be no delay in the start of May Semester as usual on May 11. All departments please get ready towards this direction.
2. 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.
3. For all questions about the online teaching and learning from home, withdrawal and deferment, shall be answered by the Academic Affairs Unit via WhatsApp's (012-2076233, 011-11237954, 6012-3626126) or email at roaau@newera.edu.my.
4. The registration of NEW student will go until June, and even in the late June. For late registered students, HoDs please send the video recordings of the first four lessons to the late comer. The registration of existing students is also delayed. The lecturer does not have to tell the students that the attendance rate is insufficient, the attendance rate will be evaluated by the Academic Affairs Unit. Once there is video recording, there is no problem of being late to keep up.
5. All the mid-term and final exams will replace by assignments. No attendance will be taken.
 - Two assignments, 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. Therefore, is no issue of being late for the enrollment. There is no presentation if unnecessary and the score for the presentation is not counted.
 - 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.
6. After the semester starts on May 11th, every online teaching session requires extraordinary effort from our lecturers. The enrollment team will provide open lecture and there might have students decide to enroll after the public lecture.
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. The course briefing on May 8 will be arranged online by each department.

Thank you.

Registrar's Office (Academic Affairs Unit)
New Era University College



通告

编号 : N20/AA/GE/033
日期 : 2020年4月24日
敬致 : 全体教师

事宜: 五月份学期教学实作

1. 5月11日将如期开学, 不会有延后的考虑。烦请各院系做好准备。
2. 5月份时期, 线上教学, 势在必行, 甚至极大可能整个学期都是会实施线上教学。零投诉是全体教师的 KPI。或有任何来自 Confession Page、学生会, 甚至学生们的疑问和投诉, 将由系主任和相关老师负责。
3. 一律有关居家学习和线上教学、停学和休学等咨询, 学生可以 WhatsApp's (012-2076233, 011-11237954, 6012-3626126) 或电邮 roaau@newera.edu.my, 教务处将统一处理。
4. 新生注册将延长至 6 月, 甚至到 6 月中下旬。迟报到的学生, 请系主任发给他们前面四堂课的录影录音。旧生的注册也是往后推延。授课老师不必跟学生提及出席率, 出席率将由教务处来评估。一旦有录影录音, 学生没有迟来跟不上的问题。
5. 调整期中考和期末考, 完全以作业取代。不计出席率。
 - 两份作业, 第一份课堂作业 60% (个人或组别, 组别在 2-3 人), 第二作业 40% (个人) 取代考试。若无需要, 不必呈堂, 即使呈堂也不计呈堂分数。
 - 第一份作业发放, 最迟于第 2 周之前, 迟至第 11 周交。
 - 第二份作业发放, 最迟于第 6 周之前, 迟至第 15 周交。
6. 5月11日开学后, 每一堂线上教学, 请老师们全力以赴, 招生处将择优提供老师的公开课给大众, 甚至或有部分学生, 听课后才决定入学和注册。
7. 所有课堂的录影录音, 请系主任和课程协调员监督教课之进行, 教务处抽查, 以作为学生投诉时的证据。
8. 5月8日的课程说明将交由各系通过线上安排予新生。

谨此告知, 谢谢。

新纪元大学学院
注册处 (教务组) 敬启

