



## **Policy document on online teaching**

### **Faculty of Medicine, University of Ruhuna**

The policy document was approved in the

Senate	358 <sup>th</sup> meeting held on 28 <sup>th</sup> May 2021
Senate Standing Committee on Quality Assurance	3 <sup>rd</sup> meeting held on 17 <sup>th</sup> March 2021
Faculty Board	380 <sup>th</sup> meeting held on 10 <sup>th</sup> March 2021
Internal Quality Assurance Cell/ IQAC	9 <sup>th</sup> meeting held on 25 <sup>th</sup> February 2021
Effective Date	1 <sup>st</sup> June 2021

As a part of its commitment to quality, Faculty of Medicine, University of Ruhuna, recognizes the importance of policy on online teaching. A committee appointed by the Faculty Board developed the policy.

#### **Definition**

Online teaching is defined as distant teaching/learning activities delivered using the internet or methods other than those used in the traditional classroom.

#### **Objectives**

To ensure

- I. student-centered innovative teaching and learning
- II. quality of teaching program
- III. successful achievement of goals and learning outcomes by students

- IV. interactive learning and self-learning
- V. access to teaching-learning material by all the students
- VI. prevention of major delays in the teaching-learning program due to interruptions during emergencies/crisis situations while maintaining objectives I to V mentioned above
- VII. engagement and inclusion of diverse groups of learners
- VIII. continuation of teaching-learning activities during clinical appointments at distant hospitals

### **Crisis situations**

University/ Faculty closure due to

- I. health emergencies
- II. emergency/ curfew due to national security issues
- III. major natural disasters
- IV. inability of students to attend lectures for safety/ logistic issues/ health issues

Difficulties for onsite teaching-learning activities as a result of placement for clinical appointments in a distant hospital away from the faculty.

### **Policy**

Faculty of Medicine, University of Ruhuna accepts hybrid curriculum delivery (onsite and online) as the standard mode of curriculum delivery during emergencies as well as in routine teaching program including online assessments with immediate effect.

Faculty of Medicine, University of Ruhuna

- is committed to ensure that all educational norms, the quality, ethics, by-laws and regulatory requirements and facility requirements are addressed and fulfilled in its delivery/implementation.
- is committed to uphold academic integrity in curriculum delivery using the online program.

- is committed to monitor online teaching program to verify attainment of required quality and successful implementation through the establishment of a committee to oversee all the aspects of its implementation including governance.
- strives to ensure required capacity and technology available to the best of its capabilities and rectify failures in systems, appropriately with minimal delay and install required technology facility including human resources to maintain this system.
- would implement administrative processes and procedures required to assure
  - equity, access, and special needs of students are addressed and failures related to these are addressed appropriately to provide maximum benefit to the students while maintaining the required quality of the program.
  - compliance with intellectual property rights and copyright law in its implementation
  - that online mode would achieve academic goals by preventing major delays in emergencies in curriculum delivery
  - continual improvement through regular stakeholder feedback
  - training of academics and students on online delivery and use of the online platforms
  - that each department identifies the areas which will be delivered online in routine curriculum delivery and during a crisis separately
  - that the “virtual office hours” for the preparations and teaching in the online program are considered in academic accountability and workload calculations
  - the appropriate demeanor of online summative assessments

Sub-committee appointed by the Faculty Board to prepare the policy document

- Dr. Chandana Wickramarathne (Chairperson)
- Prof. K. D. Pathirana
- Dr. Gayani Punchihewa
- Dr. Lanka Dasanayake
- Dr. Amaranath Karunanayake

