


Policy Group	Academic Programs	Policy Number	ACA-PRO-12	 جامعة زايد ZAYED UNIVERSITY
Responsible Office	Office of the Provost	Distribution	External	
Date Approved	25 March 2021	Effective Date	25 March 2021	
Date Last Reviewed	New Policy	Due Date for Next Review	23 March 2024	

POLICY

E-learning: Online and Blended Learning

1. Purpose

To ensure that the decisions governing the administration of online and blended learning are consistent with accepted Zayed University standards and accreditation requirements.

2. Application

This policy applies to all undergraduate and graduate online and blended learning courses and programs at Zayed University.

3. Definitions

3.1 E-learning

E-learning is a term applied to any form of learning which is electronically based. E-learning courses and programs at Zayed University are offered in online and blended learning modes.

3.2 Online Learning Course/Program

Course or program delivered entirely online with synchronous and/or asynchronous activities.

3.3 Blended Learning Course/Program

Course or program with a mix of on-campus face-to-face classes combined with significant learning activities undertaken online (synchronously and/or asynchronously).

3.4 On-campus Learning Course/Program

Course or program that is delivered on-campus in face-to-face classes.

4. Policy

The University addresses the needs of students by offering flexible instruction through varied technology-enabled learning modes (online, blended, on-campus). These varied learning modes demand increased flexibility in instructional format, scheduling activities, and access to supporting technologies and services.

4.1 Students

Where a course is offered in more than one mode, undergraduate and graduate students may choose their preferred delivery mode for courses from amongst those offered when they register for them.

4.2 Courses and Programs

- 4.2.1 All credit-bearing courses have the same requirements regardless of learning mode. Courses must have the same learning outcomes, syllabus, regular and systematic assessments and opportunities for students to interact with the faculty member(s) teaching the course.
- 4.2.2 The Dean or their designee proposes the courses and programs to be taught in blended or online modes after considering student demand, resources for course development and faculty availability.
- 4.2.3 Changing the learning mode of a course from on-campus to online or blended is a curriculum change that must be approved as a non-substantive course change.
- 4.2.4 Changing the learning mode of a program to online or blended where 50% or more of student credit hours would be taken in online or blended mode is a curriculum change that must be approved as a substantive program change.
- 4.2.5 Programs and courses are held in accordance with the dates published in the University Academic Calendar.

4.3 Faculty

- 4.3.1 Full-time and part-time faculty teaching in online or blended programs must meet the same credentialing requirements in relation to their qualifications, training and experience as faculty teaching in on-campus programs at Zayed University.
- 4.3.2 Programs and courses primarily delivered in online or blended modes must have core faculty and support staff who are full-time employees of Zayed University.
- 4.3.3 Decisions concerning online or blended learning curricula and program oversight involve faculty who are qualified academically to teach the subject and are proficient with e-learning pedagogy.
- 4.3.4 The University ensures that faculty are provided with support in instructional design.
- 4.3.5 Faculty teaching online and blended courses are expected to maintain the same standard of engagement with teaching and student support as faculty teaching in on-campus programs at Zayed University.
- 4.3.6 Faculty members' workload is adjusted appropriately to account for time spent developing and delivering e-learning course or program materials, and in online interaction with students.
- 4.3.7 Faculty are required to undertake professional development for digital learning, focused on advances in online or blended learning pedagogy and technology.
- 4.3.8 All faculty (on-campus or off-campus) involved in an online or blended course or program will be involved in its ongoing development and evaluation.

4.4 Supporting Resources

- 4.4.1 The supporting units in the University that are responsible for delivering campus-based support to students and faculty (e.g. IT, Library, Student Affairs) are responsible for providing comparable services to students attending online or blended programs or courses.

- 4.4.2 The University maintains a digital learning environment, consisting of a learning or course management platform, related communications tools (e.g., for e-mail, videoconferences or blogs), and support resources/services (e.g., electronic library resources).
- 4.4.3 The University provides training to faculty, staff and students involved with digital learning programs and courses in the operation of the digital learning environment.
- 4.4.4 The University provides sufficient technical support to students and faculty to ensure the effective delivery of e-learning programs and courses.
- 4.4.5 The University ensures that all online and blended learning students have consistent access to the digital learning environment, and to library and other learning resources accessible through it.

4.5 Learning Environment

The University conducts periodic evaluation of the digital learning environment and makes enhancements as required.

4.6 Budgeting

The University specifies in its annual budget the financial arrangements relating to online and blended programs and courses.

4.7 Accessibility

The University is committed to supporting Students of Determination to acquire the same information independently, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as other students regardless of delivery mode.

4.8 Emergency Remote Learning

- 4.8.1 When on-campus or blended program(s) or course(s) were planned to be offered on campus, but due to some emergency (e.g. pandemic or natural disaster) need to be taught remotely, emergency remote learning mode may be enacted.
- 4.8.2 The on-campus schedule for faculty and students is primarily maintained, and synchronous and asynchronous online technology is used to facilitate the remote teaching. Changes introduced must be reflected in the e-syllabus.
- 4.8.3 The authority for making the decision to offer program(s) or course(s) in emergency remote learning mode lies with the Vice-President on the advice of the Provost.

4.9 E-learning Manual

The university will develop and maintain an e-Learning Manual, which will include the following:

- a) an organization chart illustrating the responsibility for e-learning programs and courses;
- b) a statement of faculty roles and responsibilities in the development and implementation of e-learning programs and courses;
- c) processes relating to the continuous development of e-learning materials for the institution, including overall project management, instructional design, content creation, design of assessments, etc.;

- d) assessment policies focused on maintaining the integrity of student work in the e-learning environment;
- e) information on the systems and procedures for security of testing and authentication of examinees.

5. Related Policies and Laws

- ACA-ADM-01 Academic Quality and Compliance
- ACA-ADM-02 Institutional Accreditation
- ACA-ADM-04 Electronic Learning Management System
- ACA-ADM-07 Gender Segregation
- ACA-ADM-08 Student Code of Academic Integrity
- ACA-ADM-09 Undergraduate Advising
- ACA-ADM-10 Final Examinations and Assessments
- ACA-ADM-11 Student Conduct During Examinations
- ACA-ADM-13 Undergraduate Academic Appeals
- ACA-PRO-02 Accreditation of Academic Programs
- ACA-PRO-03 Designation of Courses and Periods of Study
- ACA-PRO-04 Curricula Approval and Revision
- ACA-PRO-05 Assessment of Academic Programs
- ACA-REG-05 Undergraduate Enrollment and Registration
- ACA-REG-07 Undergraduate Student Attendance
- ACA-FAC-02 Faculty Roles and Responsibilities
- ACA-FAC-03 Faculty Workload
- ACA-FAC-05 Faculty Performance Evaluation
- ACA-FAC-07 Faculty Professional Development
- ACA-FAC-11 Faculty Credentialing
- ACA-GRA-02 Graduate Student Enrollment and Registration
- ACA-RES-03 Intellectual Property
- ACA-SAS-01 Students with Disabilities
- ACA-STU-02 Code of Student Conduct
- ACA-STU-08 Undergraduate Student Career Services
- ACA-STU-09 Student Counseling Center Services
- SUP-ITS-09 Computing Resources
- SUP-ITS-12 Equipment and Software Technical Support
- UNI-STF-02 Institutional Effectiveness

6. Administration

This policy is administered by the Programs and Curricula Office, Office of the Provost.

7. Revision History

Date	Revision
25 March 2021	President's Decision issued (PD#24 of 2021).
23 March 2021	Approved by the University Council (Meeting #2 of 2021).
10 February 2021	Endorsed by the Academic Council.
23 November 2020	Endorsed by a joint session of the Deans' Council and Provost's Council.
9 November 2020	New policy drafted.