AUD HyFlex, Remote Learning[1] and Examination Guidelines

A. General Notice

AUD's policies outlined in the student and faculty handbooks are applicable in both e-learning and face-to-face teaching environments.

B. **Students**

On Campus Students:

- All students should be attending courses on campus except in cases of medical restrictions (positive for COVID-19):
  - These students must apply on the portal to attend courses in HyFlex mode. Their case will be reviewed by the Health Center Director.
  - Students cannot attend courses online if the above is not met
- Students must wear masks during class in order to prevent the spread of COVID-19
- Faculty can opt to wear a face shield rather than mask while teaching.
- Faculty will take attendance each class period and indicate those students attending class on campus and those attending synchronously online (where applicable).
- Students should regularly check Blackboard for course materials and updates.
- Should a student or faculty fall ill during class, he/she should immediately walk over to the AUD Health Center or contact 0569167761

Online Students:

- Students who opt to attend HyFlex courses synchronously online must register this request through the application on the Registrar Portal via this link. Students approved to attend classes online (by the Health Center Director) will be identified on the faculty roster. Faculty should check your roster before every class to get an updated list of approved students.
- Faculty will take attendance each class period and keep a record of those students attending class on campus and those attending online.
- Students should regularly check Blackboard for course materials and updates.
- Dedicate appropriate time to learning, comparable to a normal day on campus. Even if you are not physically in class, all students are expected to connect to the class at the scheduled time and when not connected it is considered as a regular class absence. Once connected, students are expected to be present for the full class session, as they would in a regular on-campus class.
- Maintain a professional and respectful demeanor in your online classes as you would in a regular, physical classroom.
- Real-time or 'live' class sessions conducted via Blackboard Collaborate Ultra, Microsoft Teams, or Zoom require that both faculty and students have their cameras functional for the duration of the class period. Failure to have your camera turned on can result in being marked absent for the class session.

- Check Blackboard and your email regularly for information on courses, assignments, resources daily.

- Submit all assignments in a timely manner and by stated deadlines.
- If you don't understand something related to your courses, ask your instructor.
- If you're having some trouble within your program, reach out to your [Academic Advisor](#)
- Identify a comfortable and quiet space to study/learn.
- Remember that it is forbidden for students to record AUD's sessions or take photographs and share them on social media without permission.
    - Any issues relating to this matter will be reviewed by AUD's Conduct Council, which could result in suspension or an Academic Warning.
    - This act is punishable with jail time or a fine under UAE IT laws.
- Engage in all learning with academic honesty.
    - Remember, AUD's code of conduct is still applicable. All academic integrity violation cases will be handled by the University Honor Council according to AUD's policy as outlined in the student handbook.

Remember that AUD policies outlined in the student handbook are applicable in both e-learning and face-to-face teaching environments.

C. **Exams**
- All exams will be conducted on campus
    - Students can check the following site for further information: https://www.aud.edu/important-official-documents/

Table of Changes

Date	Page / Section	Change
26 August 2021	All	Updated for full return to campus Fall 2021
18 January 2022	All	Updated for Spring 2022. Combined HyFlex and Remote Learning Guidelines documents into one.
25 August 2022	All	Checked for updates. Compliant