General Classroom Guidelines

<u>Academic Affairs/ Registrar</u>

- In Fall 2022, classes will start on campus on <u>29 August 2022</u>
- Many classrooms have been fitted with HyFlex technology to allow for HyFlex teaching, provided that the student has gained approval from Health Center Director (medical restrictions / quarantine).
  - Approved students will appear on the course roster. Faculty should check their rosters before every class to get an updated list of approved students.
- AUD policies outlined in the Student Handbook are applicable in **<u>all</u>** teaching environments. Students must abide by all requirements outlined in course syllabi.
- In order to ensure effective communication, transparency and fairness, faculty must:
  - Post updated and accurate course syllabi on Blackboard before the first day of class, with office hours, class timings, assessments, weekly schedule, e-platform used (where applicable), and other standard components included;
  - Maintain consistent, clear, punctual and documented communication with students about faculty expectations;
  - Track student participation, engagement and attendance. This is especially important in case contact tracing is required
  - Post all grades on Blackboard in a timely manner and provide meaningful feedback to students on their course assessments;
- The normal grading scheme will be followed.
- **All Exams are required to be conducted on campus.**
  - Final exams will be conducted as per the official schedule published by the Registrar
- The Library will operate according to the opening hours outlined on its website: https://library.aud.edu/
- Faculty members are responsible for adhering to all university health guidelines for face-to-face teaching. We are all responsible for ensuring a safe and healthy work environment.

E-learning support/training for students (where applicable)

- Students are provided with online tutoring resources and guidelines through their Academic Advisors.

Academic Advising Services

- Students can reach out to their advisors in person, via Zoom, Blackboard Collaborate, Microsoft teams or any other online platform they require.
- During individual face-to-face meetings, all required health protocols must be followed.

Central Services

- **Classroom/lab/studio layout**
  - Classrooms/ labs/ studios are arranged to ensure appropriate physical distancing between students and faculty during class times. In some areas, partitions will be added to separate the students from each other. The expected classroom health protocol will be visually displayed in each classroom as a guide to students. *Students and faculty should not alter the arrangement of desks, chairs or tables in any of the classrooms, labs or studios.*
- **Classroom/lab/studio/office cleaning**
  - All campus facilities will be cleaned with high grade disinfectants in line with international best practice and local regulations. Students, faculty, and staff can also clean/disinfect surfaces and work stations upon contact and before use.
  - Acrylic protection shields will be added where there are counters for interaction with students or other visitors, such as the Main Reception area, the Library counter, Registrar and Finance offices.
- **Hand Sanitizers**
  - These are installed in many locations throughout all buildings and common areas, and will be refilled as needed.
- **Campus-Wide Protocol**
  - Students, faculty and staff are required to have a Green Pass on AlHosn Application before first entry to campus
  - Wearing a face mask is optional for students, faculty and staff
  - Clear signs will be posted all over campus reminding community members to maintain social distancing.
  - Faculty members play a key role in briefing and reminding students of the related guidelines and that we are all responsible.

Health Services

- The health and safety of students, faculty and staff is the utmost priority. The University follows Dubai Health Authority guidelines and will be proactive in its preventative measures, policies and procedures. AUD continues to work closely with its health partners, study abroad providers and university affiliates to ensure clear and effective communication about the current situation.
- Protocol if the student/faculty is ill during class**:**
  - Immediately go to the Health Center or contact 0569167761.
  - AUD Health Center will work to support the monitoring, testing, and tracing efforts as well as quarantine and isolation protocols advised by the Dubai Health Authority.
  - In coordination with local public health officials, AUD has developed strategies to reduce health risks to students, employees, and communities.

Student Affairs

- **Conduct Council**
  - o The complaint or concern is brought to the Dean of Student Affairs, who will in turn investigate together with the Conduct Council. For more details on the process, see the Student Handbook.

Information Technology

- **IT support for students and faculty**
  - o IT support will be provided to all students and faculty on and off campus through telephone and Microsoft Teams.
  - o IT staff can be reached via phone, email or through Microsoft Teams at:
    - ▪ Email: ithelpdesk@aud.edu
    - ▪ Phone: IT Help Desk General Phone: 043183480
      Microsoft Teams: ithelpdesk@aud.edu
  - o Students who have issues that cannot be solved remotely can pass by the IT Services Office for assistance (Engineering Building E217).
- **Software availability through remote access**
  - o All IT services can be accessed via the link: https://itservices.aud.edu/

Table of Changes

Date	Page / Section	Change
26 August 2021	All	Updated for Fall 2021 full return to campus
19 January 2022	All	Updated for Spring 2022
25 August 2022	All	Updated for Fall 2022 to comply with NCEMA updated guidelines dated 24 August 2022
03 October 2022	All	Amended according to updated NCEMA and MOE *Manual of Operating Educational Establishments during the Pandemic: Protocols & Procedures* (Twelfth Release 12.0) guidelines