Policy Code	Policy Name	
DAU 3-10	**Distance Learning Policy**	

Responsible Executive	Current Revision Date	Next Revision Date
-DAU's IT Department -Learning Resources and Libraries Unit -Learning Sources Committee at college level (LSC) -Faculty Members and course coordinators	10/2023	10/2027

1. Policy Purpose

The distance learning policy defines the principles and guidelines for DAU responsible personnel when implementing the distance learning processes. The guidelines include training, technical support, resources, academic integrity, duties, and responsibilities of staff & students involved. These guidelines also apply to hybrid & blended learning.

2. Policy Scope

This policy applies to all distance learning courses and hybrid/blended courses taught at DAU.

3. Policy Statement

Distance education aims to provide learning opportunities to students in all locations remotely. Instructions and directions are provided to students in distance locations from those of the teaching faculty. DAU develops a distance learning policy that strictly follows the protocols and procedures set and approved by the Ministry of Education, and which is in full alignment with the University's strategic plan and educational mission. A distance teaching course is equivalent to a face-to-face course in terms of credit hours.

Distance learning pillars:

- Availability of e-learning environment and modern communication technologies.
- Providing interactive educational content that is appropriate to the nature of distance learning and ensures motivating and stimulating students' motivation towards learning.
- Developing the skills of faculty members in using teaching strategies and assessment methods appropriate for the e-learning and distance learning environment.
- Developing student skills to interact with the e-course content and communicate effectively with colleagues and faculty members.

Student commitments:

- The student must adhere to all policies and procedures regulating the distance learning process at DAU.
- The student is obligated to attend online lectures, and perform all electronic activities and duties based on the lectures schedule and course specification.
- The student's absence rate in the online course is subject to the DAU study regulations.
- In the case of cheating in e-exams or electronic duties, or committing plagiarism, the student will be subject to the penal systems according to the university regulations.

4.Policy Procedures

Procedures for E-Learning Processes at DAU:

- Commitment of DAU faculty members and College coordinators
  - Course coordinators and instructors must provide electronic content for each course on the e-learning system.
  - E-course quality standards should be implemented to comply with Quality Matters (QM) Standards.

- Course coordinators and instructors adhere to the course specification and standardize work among the course sections.
- Course coordinators and instructors shall apply appropriate assessment tools for the course in a manner consistent with the policy for the distribution of grades approved by the College Council and based on DAU's policies.
- Students' performance records should be kept in a suitable manner by faculty members.

- Availability & Access
  - LMS and MS Teams are essential communication channels used by teaching staff at DAU.
  - The online course is available to the course coordinator and instructors permanently during the semester 24 hours / 7 days a week.
  - Roles and responsibilities are distributed between the course coordinator and the course instructors regarding adding, updating, or deleting electronic contents (educational materials, assessment tools, learning activities, etc.).
  - Compliance with the quality of e-courses related to availability and access standards.
  - Access to the online course is available to students who are enrolled in the course permanently during the semester 24 hours / 7 days a week.

- Feedback in distance learning courses
  - Students should be able to track their learning progress through timely feedback throughout the course.
  - Instructors must make use of the e-learning system LMS services to provide feedback to students for each of the assessment tools.
  - Instructors must provide students with an opportunity to discuss feedback.
  - To ensure active interaction with students, instructors must respond to student inquiries through online or email discussions within 24 hours of receiving the inquiry.

- Student Support & Academic Advising
  - Students should receive clear information about available support services and resources, including academic advising.
  - Students must be provided with a student's guide at the course level, which informs them how to access the electronic course content, the digital library, references, and external electronic tools. The guide also provides information about how to conduct research, write articles, cite sources, use course-specific technology, and seek faculty assistance.
  - The grade assignment policy should be clearly defined in the LMS interface or even uploaded to the syllabus at the beginning of the semester.
  - Students should have access to technical support when needed, which should explain course technical instructions.

- Distance Learning Integrity
  - Students should be provided with resource references and permission to use educational materials as models of academic integrity.
  - References are provided for all materials used in the course. It applies to pre-published materials created by faculty members, articles, publisher materials, books, photos, graphic materials, tables, videos, audios, websites, slides, and other multimedia formats.
  - Instructors must enforce the Academic Integrity policy and inform students about it; in order to prevent fraud and literary theft.
  - Instructors must use plagiarism and literary theft detection tools to prevent this misbehavior.

Note:
Students who violate laws and regulations are subject to penalties.

5. Related Policies/ Documents/ Forms
DAU 5-7 Academic advising Policy
DAU 5-8 Student Disciplinary and Academic Integrity Policy

6. Document History

Version	Date	Updated Information/ Summary of Changes
1	10/2023	1st issue of the policy