

Ministerial Decree No. (237) for the Year 2020

Regarding

Application of Distance Learning in Higher Education Institutions Until the End of the Academic Year 2019-2020

Minister of Education,

- After reviewing Federal Law No. (1) of 1972 regarding the functions of the Ministries, the powers of the Ministers, and the laws amending it,
- And Decree of Federal Law No. (11) of 2008 regarding Human Resources in the Federal Government and the laws amending it,
- And Decree of Federal Law No. (15) of 2016 regarding the establishment of the Emirates School Education Foundation,
- And Cabinet Resolution No. (28) of 2016 regarding the organizational structure of the Ministry of Education,
- And Cabinet Resolution No. (1) of 2018 regarding the executive regulations of Federal Decree Law No. (11) of 2008 regarding human resources in the federal government and its amendments,
- And Ministerial Decree No. (699) of 2016 regarding the organizational structure of departments, offices and departments, their functions and functions in the Ministry of Education,
- And Ministerial Decree No. (229) of 2020 regarding distance education,
- And for the public interest,

Decided

Article (1)

In the context of preventive and precautionary steps to ensure the safety of students and employees in the Higher Education sector, and in line with efforts and measures taken at the national level, aimed at limiting the spread of the Corona virus (Covid-19):

1. All Higher Education Institutions MUST apply the provisions of Ministerial Decree No. (229) for the Year 2020 regarding Distance Education, in particular they MUST switch fully to the use of Distance Learning from the date of the issuance of the aforementioned Decree until the end of the Academic Year 2019-2020.

2. For the purposes of applying Paragraph (1) of this Article, the Summer Sessions scheduled during the Calendar Year 2020 are to be considered part of the academic year 2019-2020.

Article (2)

Higher Education Institutions MUST comply with the following during the Application Period stipulated in Article (1):

1. The Institution MUST adhere to the approved and previously announced Academic Calendar, particularly with regard to the Number of Teaching Weeks and Examination Schedules.
2. The Institution MUST offer ALL Courses according to the approved Study Plan for each Program.
3. The Institution MUST adhere to and ensure that ALL approved Goals are covered for each Course and Program.
4. The Institution MUST use appropriate Assessment Tools to measure All Educational Outcomes for each Course while committing to observe academic norms in terms of academic integrity and the level of assessments, and in particular MUST adhere to previously approved and announced Number and Weights of Assessment Tools for the Course.
5. The Institution MUST implement appropriate Procedures and use necessary Tools to monitor and ensure Students Attendance during the Distance Learning process.
6. The Institution MUST implement appropriate Procedures and use the necessary Tools to monitor Remote Assessment Processes, particularly the use of Tools to detect Plagiarism and Academic Dishonesty in the work submitted by Students, and the use of Electronic Monitoring/Proctoring Tools (such as the use of cameras) during Exams.
7. Students MUST follow Policies, Regulations, and Procedures governing Remote Assessment Processes, including the consent to allow the use of Electronic Monitoring/Proctoring Tools (such as the use of cameras) during Exams.
8. The Institution MUST calculate the Actual Grade (numerical or letter grade as per the Institution grading system) of the Student in each Course (unless the Course is one of the Courses that are graded as Pass/Fail in normal circumstances).
9. The Institution MUST give the Student an appropriate period of time, after informing him/her of the Actual Grade, to indicate his/her choice to convert the Actual Grade to a Pass/Fail grade

in any Course. In the event that the Actual Grade is converted to Pass/Fail, the Institution MUST keep record of the Actual Grade and keep proper documentation of the request of the Student to convert the grade to Pass/Fail.

10. The Institution MUST make a note on the Student's Transcript, indicating the Semesters that were offered using Distance Education due to the current exceptional circumstances, and also indicating the Courses for which the Student chose to convert the Actual Grade to a Pass/Fail grade.
11. The Institution MUST exempt Students from Academic Warnings, Probation, and Academic Dismissal during the Application Period stipulated in Article (1).
12. The Institution MUST give the Student the option to Withdraw from the Course until the end of the Last Week of Teaching and before the Final Exam.
13. The Institution MUST NOT ban any Student from sitting for the Final Exam during the Application Period stipulated in Article (1).
14. The Institution MUST complete Courses of a Practical Nature such as Laboratories, Practical Training/Internships, Graduation Projects, or those that are based on Field Studies or Viva Voce Exams, through appropriate means of Distance Learning such as Electronic Communication Tools and Simulation Systems for Practical Experiments.
15. The Institution MUST complete Clinical Training for Health-Related Majors through appropriate means of Distance Learning, such as Simulation Systems of Clinical Cases, and students are to be evaluated by Remote Objective Structured Clinical Examinations (OSCE), Remote Oral Exams and Remote Discussion of Clinical Cases.
16. The Institution MUST provide appropriate Training for its Faculty and Students in the use of Distance Education and Assessment Tools.
17. Inspection and Monitoring the Compliance of Higher Education Institutions will continue to be applied by the Relevant Departments of the Ministry through requesting Regular Reports, Electronic Inspection and Communication, and as per the Licensing and Academic Accreditation Standards regulating Distance Education.
18. Inspection and Monitoring the Compliance of Higher Education Institutes will include making sure that the Objectives of the Courses are covered, that there is a mechanism for achieving the Educational Outcomes of Programs, that appropriate Online Platforms are used in exams to

ensure academic integrity, the level of exams, and the presence of faculty qualified and trained in the use of Distance Education.

19. The Institution MUST grant the Relevant Departments of the Ministry Access Rights to systems used for distance learning, to tools used for detecting plagiarism and academic dishonesty, and to electronic monitoring/proctoring tools used in exams.
20. The Institution MUST offer some of its Courses (no less than two) through Distance Learning for UAE School Students to prepare them to join Higher Education.

Article (3)

The Undersecretary for Academic Affairs of Higher Education is hereby authorized to issue the regulations, decisions and circulars necessary to implement the provisions of this Decree.

Article (4)

1. Higher Education Institutions are fully responsible for the full compliance with and application of the provisions of this Decree.
2. The Concerned Departments of the Ministry of Education are responsible to monitor and follow up on the implementation of the provisions of this Decree by Higher Education Institutions, and the Concerned Department are to submit their reports in this regard to the Minister to take what he deems appropriate regarding any violations of these provisions.

Article (5)

This Decree shall be enforced from the date of its issuance, and all Concerned Departments and Institutes MUST implement its provisions within their jurisdiction and authorities, and any text contrary to its provisions shall be considered canceled.

His Excellency Hussain Bin Ebrahim Alhammadi

Minister of Education

7/4/2020