



**UTB Circular Reference Number 04/2021:
ACADEMIC CONTINUITY PREPARATIONS AMID COVID-19 OUTBREAK
August-December 2021 Academic Semester**

Dear Students and Staff,

With the current ongoing COVID-19 outbreak, the University is taking several precautionary measures and making adjustment to teaching and learning activities. The University Senate on 17th August 2021 has approved the following recommendations of the Board of Studies on 16th August 2021:

1. Online Teaching and Learning:

- The suspension of face-to-face teaching and learning activities for all programmes at undergraduate and postgraduate levels **is extended from 23rd August 2021 until further notice.**
- Online teaching and learning, and remote instructions will be provided to students. This includes lectures, tutorials, consultation, and supervision activities.
- UTB will continue to use Moodle Learning Management System and other online education platforms such as Microsoft Teams or Zoom, for the delivery of teaching and learning, including project supervision.

2. Coursework Assessment:

- The assessment of all modules, including those with University Examinations, is to be converted to 100% coursework.
- Coursework can be in the form of assignments, tests, quizzes, or other online assessment tasks and activities that are done remotely from home.
- Practical assessments may also be replaced with other types of coursework to fulfil the intended learning outcomes.
- There will be no on-campus assessment until further notice. Students are required to complete their assessments online or remotely.
- Coursework components may be revised by the module lecturer to meet the intended learning outcomes in the module specifications, with the approval of the Programme Leader and Dean of Faculty/School/Centre.

- Detailed guidelines for the conversion of module examination to coursework, and guidance on online assessment, are available for UTB academic staff from UTB Quality Assurance Unit.
- Coursework items must be coordinated through a coursework schedule for each programme cohort, to avoid congestion in coursework schedule. This will be prepared by respective programme areas.
- All coursework items for every module must be scheduled **to be completed by Saturday 27th November 2021.**

3. Laboratory Sessions

- All physical laboratory and practical activities for taught programmes will be suspended until further notice.
- Modules with laboratory components may be redesigned to other methods to cover as much of the original module's intended learning outcomes as possible.

4. Submission of Assessments:

- Submission of assignments, coursework, projects, and other items to fulfill academic requirements will be done online. In case there are difficulties, submission can be done physically but precautionary measures as advised by the Ministry of Health should be considered.
- Respective module lecturers will communicate more specific guidance on submission of assessments to students.

5. Research Students

- Research students are strongly advised to work from home until further notice, and subject to prevailing Business Continuity Plan (BCP) escalation/de-escalation levels.
- Research students who have critical laboratory work on campus should consult with their supervisors on how to revise their research work plan.
- Subject to prevailing BCP escalation/de-escalation levels, if working on campus is absolutely required, permission must be sought from the UTB BCP Team via email: utb.bcp@utb.edu.bn Students and supervisors need to adhere to the guidelines set by the Ministry of Health, and rules and regulations set by UTB BCP Team and Faculty/School/Centre.

6. ExperiencePLUS:

- Students on ExperiencePLUS are required to work from home until further notice.
- Special arrangements need to be made with host organisations for the students to be able to work remotely.
- Should there be circumstances when the intended learning outcomes cannot be met from the above arrangement, respective faculty/school needs to identify other alternatives for assessing the intended learning outcome as specified in the module specifications.

7. Student Support:

- UTB will do its utmost to maintain the quality of education for the students and simultaneously ensure that students' academic performances are not disadvantaged due to the changes in teaching and learning activities and assessments in this semester.
- If there are any concerns with regards to teaching and learning, and assessments, students are advised to communicate directly with their Module Lecturer/ Personal Tutor/ Programme Leader/ Dean of respective Faculty/School/Centre.
- The UTB Counsellor (counselling@utb.edu.bn) should also be consulted where student welfare is affected. The welfare of students is accorded high priority at UTB.

Thank you for your kind attention and cooperation.

Yours sincerely



[MR. LIM CHUI HUA]
Registrar and Secretary
Universiti Teknologi Brunei

cc: Vice-Chancellor UTB
Chair, UTB BCP Team

Our File Reference: UTB/A1/1.2
Date: 9 Muharram 1443 / 18th August 2021