

## Policies and Procedures

Policy Title	Distance/ Hybrid Teaching and Learning Policy	Policy Number	404
Section	Academic Affairs	Approval Date	15 November 2023
Subsection	General Academic Policies	Authorizing Entity	BoG
Responsible Office	VP for Institutional Effectiveness & Accreditation	Effective Date	2 January 2024
Distributed To	Provost Office, University Curriculum Committee, Assessment and Grade Approval Committee, Deans, Program Leads, faculty.	Next Review Date	3 years from the effective date.

### 1.0 PURPOSE

- 1.1 This Policy is to provide institutional-level standards and definitions for distance teaching and learning and to ensure both the quality of student’s learning experience and the compliance of the distance/ hybrid learning delivered at AUBH with the national regulatory and international accreditation requirements.
- 1.2 The policy applies to all distance learning modes at the University, whether they involve courses delivered fully online or only partially or using hybrid mode.

### 2.0 DEFINITIONS

- 2.1 Distance Teaching and Learning: Teaching and learning that uses technology to deliver instruction and facilitate learning for learners who are physically separated from the instructor and from each other.
- 2.3 Synchronous Online Teaching and Learning: Instructional material delivered at a distance, where interaction between instructor and students occurs online but also in time, based on a pre-set schedule.
- 2.4 Hybrid-Mode Session/ Course: A session/ course that is delivered on campus and broadcasted online such that students have the choice to attend face-to-face on campus or synchronously online.
- 2.5 Blended Programs: Programs that have courses delivered using face-to-face, distance teaching and learning, or hybrid modes. The distance mode is delivered synchronously.

### 3.0 POLICY

- 3.1 To ensure quality, AUBH commits to:
- All distance and hybrid-mode courses are subject to the same quality assurance principles, scrutiny, and approval policies and procedures as face-to-face courses.

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- Distance and hybrid-mode courses will maintain the minimum contact hours through which directed instruction is delivered by instructors, in line with AUBH's credit-hour policy. Direct instruction may be delivered face-to-face or through synchronous online platforms.
- Students attending distance or hybrid-mode courses are subject to the same minimum attendance requirement as in the face-to-face courses.

3.2 In their totality, programs are offered face-to-face, in blended or hybrid modes, where a maximum of 50% of the contact hours are executed online.

3.3 Courses might be taught as complete distance or hybrid-mode courses, depending on the nature of the course and the approval of the University Curriculum Committee.

3.5 Summative proctored assessments are conducted in face-to-face mode.

#### 4.0 PROCEDURES

#### 5.0 RELATED DOCUMENTS AND REFERENCES

- 5.1 Quality Assurance/Quality Improvement Framework
- 5.2 Program Design Policy
- 5.3 Credit Hours Policy
- 5.4 Assessment Policy
- 5.5 Proposed 21st Century Distance Education Guidelines, Council of Regional Accrediting Commissions' (C-RAC) Guidelines for the Evaluation of Distance Education.

#### POLICY HISTORY

Date of Last Action	Action Taken/Changes	Authorizing Entity	Effective Date