



## **Frequently Asked Questions for Faculty about Spring 2021**

- 1. What if a student is not yet in the country at the beginning of the Spring Semester?**  
The first two weeks of Spring 2021 will be conducted fully online, as per the published academic calendar and class schedule, in order to allow for a smooth transition back to campus in line with health and safety requirements. Effective Sunday-24 January 2021, most classes will continue to be online while approximately 35% of course sections will be conducted as HyFlex courses (simultaneously on-campus and online). HyFlex courses are labeled as 'OC' in the published course schedule. Regardless of whether faculty meet with students face to face or online, student attendance must be recorded.
- 2. What accommodations have been made for students with preexisting health problems or special needs or students who are pregnant?**  
Such students can opt to carry out all of their courses online during Spring semester. Concerned students registered for HyFlex courses must complete a digital application for online learning, and attach the required supporting documents (e.g.: medical report or restriction from returning to the UAE). This will be reviewed and approved by the university Health Center in consultation with the Registrar's Office.
- 3. What accommodations have been made for faculty members who are in high risk categories?**  
High-risk employees include those over 60 years of age, individuals with chronic diseases, pregnant women, and others. A faculty member who falls into one of these categories should consult with his/her Dean about arrangements to carry out his/her teaching responsibilities online.
- 4. What if a student wants to meet me in the office?**  
All faculty meetings and meetings with students outside of class time should be conducted virtually. This includes office hours or other meetings.
- 5. What if I (or the students) want to rearrange the classroom, e.g., move the chairs and tables?**  
Classrooms/ labs/ studios are arranged to ensure six feet/ 2 meters social 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.*
- 6. Will there be study spaces open for students?**  
The ground floor classrooms of the B-Building have been assigned as study spaces. Physical distancing should be maintained and masks worn at all times while using the space.
- 7. What if a student has projects and needs the lab after class hours?**  
Buildings will only open as per the published course schedule, until further notice. Most labs will be accessible virtually. Please refer to the Office of IT or Central Services for further information.

**8. What if a student does not want to wear a mask during class or around campus?**

Wearing a face mask is mandatory for students, faculty and staff at all times while present on campus. Those without face masks will be denied entry to the university or potentially asked to leave campus if they do not abide by this guideline when instructed. AUD recommends and reinforces the use of masks among students, faculty, and staff on campus and everyone inside private and public areas on the AUD campus: Classrooms, labs, cafeteria, hallways, washrooms, car parks, etc. Students who persistently refuse to wear masks should be referred to the Dean of Student Affairs.

**9. What if the student/faculty becomes ill during class?**

He/she should immediately walk over to the AUD Health Center or call 0569167761. Refer to the [AUD protocol](#) for more information on how to proceed if a student, faculty or staff member fall sick during or outside the classroom. Should a case of COVID-19 be detected in a HyFlex course, the course would need to move completely online for a set period of time, as per instructions provided by the Health Center.

**10. If all students in a HyFlex course opt to take the course online can the faculty member teach online vs. in the physical classroom?**

Faculty can teach the course online only if all students are attending online. Should even one student opt for on-campus attendance, the faculty member would need to teach from the physical classroom.

**11. Can students or faculty eat during class?**

Students and faculty in HyFlex classes are prohibited from eating or drinking inside the classroom during class timings. Only water from a sealed bottle is permitted.

**12. What if students/faculty want to share hard copy materials in the class?**

We discourage sharing of items that are difficult to clean or disinfect e.g., handouts, hard copy of drawings, etc. Avoid sharing electronic devices, books, pens, and other learning aids. Should the students need to borrow equipment or materials from the university, the student must make sure that the material that he/she used is disinfected before and after using said materials. Where possible, AUD will provide the disinfecting agent.

**13. Will there be training sessions for faculty for HyFlex teaching?**

Yes, during the Faculty Development Workshop. Faculty should also consult the 'Guidelines for HyFlex Courses' for further instructions (posted on MS Teams message board).

**14. What rules/ guidelines will apply to online courses during Spring 2021?**

Faculty members should adhere to the guidelines outlined in the 'Remote Learning and Examination Guidelines for Students' and 'Faculty Guidelines for Online Classes' circulated during Spring and Summer of last academic year (posted also on MS Teams message board).

**15. Can we invite speakers or do events in the classroom?**

Until further notice, no guest speakers will be allowed on campus. All guest speaker lectures should be conducted virtually. Schools should continue to fill out and submit the relevant guest speaker forms.

In exceptional cases, a guest speaker may be allowed on campus by following the procedures outlined in the President's email (dated 13 September 2020):

- Visitors or guests must be sponsored by an AUD faculty, staff or office and
- Visitors or guests must have a compelling reason to enter and be on campus.
- Prior to entry, all sponsored guests are required to provide proof of a negative PCR exam. The exam test date must be less than 96 hours, or 4 days, from the scheduled date of entry and sent to: [healthcenter@aud.edu](mailto:healthcenter@aud.edu) with a copy to the sponsor
- Submit an email to Elie Sawaya and Tammam Tannous of Central Services and copy Nelly Halabi as a follow-up to the exam results detailing the nature of the visit and the exact date, time and duration
- Central Services will follow-up to confirm approval of the visit; and,
- All sponsored guests are to be met at the front gate, escorted to the meeting and escorted back for their departure from campus.

**16. What if a student wishes to change his/her learning option for a HyFlex class during the semester?**

Students who are registered for On-Campus HyFlex courses and have a medical condition not allowing them to attend class on campus, can apply for the online option through an application. This request can be edited later on if the student's circumstances change. For example, a student who is unable to get a visa to Dubai and applies for online attendance in a HyFlex course for the whole semester, may edit the request anytime he/she gets the visa and then start attending face-to-face. Alternatively, a student attending a HyFlex course online can also switch to attending face-to-face by applying through the application.

*Faculty will receive email notifications of students who will be attending HyFlex courses online. They should keep a record of this.*

**17. How will the university support students who are home for extended absences?**

The university offers students blended learning options, virtual academic advising sessions, and various online platforms to meet with faculty or staff. Students should contact the AUD Health Center for health-related issues or their academic advisors and Dean of Student Affairs for academic issues.

**18. Will the normal grading system resume in Spring 2021?**

The normal grading scheme will be used in Spring 2021 onwards, as per the Ministry of Education decision, with no option for Pass/No Pass.

**19. If I am scheduled to teach a HyFlex course, do I have to wear a mask while teaching?**

As per Ministry guidelines, instructors may use face shields to enable students to see the facial expressions and avoid any potential impediments to oral instruction. Faculty should maintain a two-meter distance from students when teaching. At all other times when on campus, faculty must wear masks.

**20. How will the English, Math, Public Speaking Centers operate in Spring 2021 semester?**

The centers will conduct supplemental instruction in a virtual environment using the Blackboard platform, Microsoft Teams or Zoom.

**21. Where can I find information on all precautionary measures taken at AUD to prevent COVID-19?**

Please visit AUD Website ([www.aud.edu](http://www.aud.edu)).

**22. How will midterm and final exams be conducted? Will they be face to face or online?**

All standardized exams and quizzes will continue to be online for all classes, except the Final Exam.

All Final Exams will be conducted **on campus** as per the Ministry of Education decision. The Final Exams schedule is available on the AUD website.

**23. Can I teach from my office? Can I work from campus on a daily basis?**

Faculty should coordinate with their Department Chair and/or Dean to ensure that no more than 50% of faculty are present on campus at one time. This is in line with ministry regulations.

**24. Will school, department and committee meetings take place on campus or virtually?**

All faculty meetings should be conducted virtually.

**Table of Changes**

Date	Page / Section	Change