

## 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	BoT
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, and faculty.	Next Review Date	2 June 2027

### 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 students' 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.

### 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 High Flex Teaching Session/ Course: A session/ course delivered on campus and simultaneously broadcasted online so that students can attend face-to-face on campus or synchronously online.
- 2.5 Blended Course: A course that is partially delivered face-to-face, on campus, and partially online synchronously or asynchronously.
- 2.6 Blended Programs: Programs integrating both face-to-face courses as well as distance teaching and learning or hybrid courses.

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### 3.0 POLICY

- 3.1 For quality purposes, AUBH ensures that:
- 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.
  - Distance and hybrid-mode courses will maintain the minimum hours through which direct instruction is delivered by instructors, in line with AUBH's credit-hour policy. Direct instruction may be delivered face-to-face or through synchronous or asynchronous 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 Courses may be delivered entirely online at a distance or through a blended format, depending on the nature of the course and the approval of the University Curriculum Committee.
- 3.3 Students may be permitted to attend a face-to-face class in a high-flex mode in accordance with AUBH policies and procedures and with the approval of the Special Circumstances Committee, if required.
- 3.4 A course is considered a blended course if less than 33% of its contact hours are delivered online synchronously or asynchronously.
- 3.5 A course is considered an online course if 33% or more of its contact hours are delivered online synchronously or asynchronously.
- 3.6 Blended programs are offered such that at least 50% of all the courses required by the program are delivered on campus face-to-face. The blended and online courses together should not exceed 50% of all the courses required by the program, with the online courses not exceeding 25%.
- 3.7 A program is labeled 'Distance Learning' if more than 25% of its courses are delivered online. Nevertheless, at least 25% of the courses should be delivered face-to-face on campus or in blended mode. In these cases, the Qualification Diploma and the Transcript should clearly state that the program is delivered using the 'Distance Learning' mode.
- 3.8 A student may transfer from a blended learning program to a distance learning program as long as the student is aware that their qualification and transcript will clearly state that the program is a 'distance learning' program.
- 3.9 A student may transfer from a distance learning program to a blended learning program as long as the percentages stated in item 3.5 are maintained.
- 3.10 In all types of programs/courses, summative proctored assessments must be conducted in face-to-face mode.
- 3.11 All courses and programs, whether face-to-face, online, or hybrid, must adhere to the principles outlined in the AUBH Teaching and Learning Philosophy and Assessment Manual.

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### 4.0 PROCEDURES

NA

### 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
15 November 2023	The first version of the Report was approved	BoT	2 January 2024
2 June 2025	The Policy was revised to align with the HEC rules of distance learning. The following changes were introduced: <ul style="list-style-type: none"> <li>- Definitions 2.4-2.6 are updated</li> <li>- The term ' or asynchronous' is added at the end of point 2 of 3.1</li> <li>- 3.3 is added for allowing high-flux mode delivery in special circumstances.</li> <li>- 3.4 &amp; 3.6 are revised to align with HEC regulation</li> <li>- 3.5 &amp; 3.7-3.9 are added to reflect HEC regulations</li> <li>- 3.11 added to enforce adherence to AUBH's teaching, learning, and assessment principles.</li> </ul>	BoT	1 August 2025