

ACADEMIC_Online, Hybrid and Distance Offerings Policy_031

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Purpose

The purpose of this policy is to identify the guiding principles for offering distance, online and hybrid/blended courses.

Who Should Know This Policy

- President
- Vice President
- Legal Advisor
- Dean
- Director / Departmental Head
- Faculty
- Human Resources
- Graduate Students
- Accounting/ Finance Personnel
- Student
- All Employees
- Legal Office

Policy Description

In its commitment for offering high quality education, Qatar University supports offering online, distance, or hybrid courses/programs that will enhance the university outreach through using the best technologies and highly qualified faculty for offering such courses/programs.

Definitions

Distance Education: The University adapts SACS definition that defines distance education as a “formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may use the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVD’s, and CD-ROMs if used as part of the distance learning course or program”.

Online Courses: are those in which 50% or more of the content (excluding exams) is delivered online or in an electronic format using web-based tools.

Hybrid/blended Course: is a combination of face-to-face instruction with web-based instruction. In a hybrid/blended course, more than 25% to 50% of the course learning is online.

Online Program: is a program where 50% or more of its credits are offered online.

Hybrid/blended Program: is a program where more than 25% but less than 50% of the courses are delivered online

Synchronous: is a method of delivering education to students in a simultaneous manner where students are expected to be present online at a specific time.

Asynchronous: is a method of delivering education to students at times that fit their own needs.

Responsibility

The Office of the Vice President and Chief Academic Officer is responsible for overseeing and monitoring the implementation of this policy and accompanying procedures.

Policy Statements

1. Qatar University allows the offering of online, hybrid and distance courses and programs.
2. Qatar University shall provide sufficient infrastructure and facilities for offering online courses. This includes providing the appropriate equipment and technical expertise.

3. Qatar University shall provide the needed security measures to make sure that a student registered in a course is the same one who participates, completes and receives the credits of this course.
4. Qatar University Faculty who is assigned as a lead instructor on courses covered in this policy, would have completed an approved training course offered by Qatar University.
5. Online, hybrid and distance courses and programs should follow QU relevant policies.
6. Qatar University owns the copyright and intellectual property of material developed by QU for online courses/programs.
7. Student transcripts should clearly identify the type of course that the student accomplished (distance, online, or hybrid course).
8. Mid-term and final exams are conducted at QU campus, and if the course is offered to students outside Qatar, exams will be conducted in an accredited testing center contracted by QU.
9. Student's interaction should be determined by assigning online discussion with the class teacher.