

International Medical University

FAQs on ODL Programme Requirements

The term open and distance learning reflects both the fact that all or most of the teaching is conducted by someone removed in time and space from the learner, and that the mission aims to include greater dimensions of openness and flexibility, whether in terms of access, curriculum or other elements of structure (UNESCO, 2002)

➤ Glossary

Face-to-face (F2F)	Refers to actual physical interaction (F2F conventional) or other electronically mediated communication (synchronous) that displays the student(s) and academic staff in real time enabling immediate response.
Synchronous & Asynchronous	Synchronous – electronic interactions occurring in real time (live). Asynchronous – electronic interactions occurring in delayed mode.
Learning Materials	ODL materials should be in the form of self-instructional materials (learner friendly, simple language, learning activities, feedback) Should be in various forms: print-based, web-based, multimedia, etc. Materials should be designed around learning sessions of 10-30 minutes delivery duration (shorter is generally better)
Delivery & Teaching Hours	Extra hours should be factored in to account for the hours spent on instruction and facilitating student online learning. A minimum of 2 hours online is equivalent to 1 hour F2F on location.
Credit Hours & Student Learning Time (SLT)	1 credit equals to 40 notional hours of SLT.

➤ Different Types of Delivery Mode:

Conventional

100% face-to-face teaching learning activities

Blended Learning

Blended Learning refers to any time a student learns, at least, in part, at a brick-and-mortar facility and through online delivery with student control over time, place path or pace.

Open and Distance Learning

“ODL refers to the provision of flexible educational opportunities in terms of access and multiple modes of knowledge acquisition: flexible, access and multiple modes”

	Conventional	Blended Learning	ODL
Mode of Study	Full-Time/Part Time	Full-Time/Part Time	Full-Time/Part Time
Mode of Delivery	100% F2F	30% - 50% online & F2F conventional	60% -100% online either through synchronous or asynchronous delivery
Students required to be on campus	Yes	Yes for F2F conventional	Not required 100% Online – no classroom or on campus teaching
Learning Management System	To complement teaching learning activities	the use of a learning management system to support classroom teaching, for storing learning materials, set readings and perhaps online discussion	The use of a learning management system to support classroom teaching, for storing learning materials, set readings and online discussion

➤ **FAQs:**

(Source: Pn Fairuz, Standards Division, MQA on 16 May 2017)

1. The % of ODL delivery applies to the whole programme or per module?

- The % of ODL delivery is per programme.

2. What is the minimum and maximum % of ODL delivery per programme?

- % range is between 60% up to 100% of ODL delivery.
- Must ensure the minimum 60% ODL delivery per programme is adhered to.
If a programme opted for 60% ODL delivery, the remaining 40% is F2F delivery. F2F includes physical presence on campus or synchronous delivery via internet, video conferencing, mobile communication devices and electronically mediated communication.

(As of May 2017, the Policy Division of MQA is currently preparing a proposal on programme delivery via ODL. The working paper states that the minimum % of ODL delivery per programme is 60%. Currently, according to COPPA-ODL, each programme can go up to 100% ODL delivery per programme with no cap on the minimum %. The officer advised IMU to plan for the minimum 60% ODL delivery per programme)

3. Module Delivery

- The mode of delivery depends on the suitability of the delivery type for a particular module.
- Can have a mixture of modules per programme:
 - module with 100% online delivery
 - module with 70% online delivery and 30% F2F or even
 - module with 100% conventional F2F delivery.

4. Are students required to be physically on campus for F2F delivery?

- Students are not required to be physically on campus for ODL delivery, synchronous delivery is considered F2F.

5. How to calculate SLT for ODL programme?

- SLT calculation for ODL is similar to conventional programme. Courses for credit, which will usually cover the same content, skills and assessment as a campus-based version,

i.e. 1 credit = 40 notional hours

The difference between conventional and ODL is only in the mode of delivery.

Reference on SLT calculation - Guidelines to Good Practice: Curriculum Design & Delivery

6. Curriculum Content for Conventional vs ODL – Conversion of fully accredited conventional programme into ODL

(Source: En Zefli from Accreditation Division, MQA on 31 May 2017)

- Curriculum for both conventional and ODL programmes must be the same.
 - Must ensure the PEO, PLO & CLO are identical for both programmes.
- If a conventional programme is undergoing a curriculum review, the process should be completed first and approval from Senate must be obtained before changes can be implemented for both conventional and ODL.
- If a conventional programme plans to conduct a curriculum review, curriculum for ODL submission must reflect the existing curriculum. Once curriculum review is completed, ODL programme to send the curriculum amendments/updates to MQA/QIU for review/approval.

References:

1. [Code of Practice for Open and Distance Learning](#), 2013 (MQA)
2. [e-Learning Guidelines for Malaysian HEIs](#), 2014 (MOHE)