**Basis on the last Decision of Ministry of Higher Education and Science – KRD and Instructions of TIU University Council regarding studying the academic year 2019-2020:-**

**Due to the Pandemic Disease of COVID19,**

**The Department has set the Following Instructions for Covering the Left Studying Weeks through E-Learning System for the academic Year 2019-2020- Spring Semester.**

* **For First grade:-**
1. In each course, 3 weeks have been studied so far (3 weeks through E - learning system without labs); only 4 teaching weeks are left to complete this semester.
2. Lecturers are required to upload 4 extra theory video lectures based on the E-learning instructions to cover whole the semester.
3. Lecturers are required to prepare 4 lab videos at the department laboratories as practical lectures.
4. Each video should not be less than 2 hours.
5. Each lab video should include 2 experiments in order to cover whole the semester.
6. Lecturers and lab assistants should perform all experimental steps by their self and recording as videos.
7. Lecturers are required to consider the above points from **(07-06-2020)** according to the schedule.

**Mid-Term Evaluations and Assessments in 60% of grades:-**

1. Lecturers are required to replanning of mid-term grades of the students which can be included (Quiz, homework, presentation, term paper, case study, reports and attendance percentages), of students except taking exams at the campus.
2. All assignment and activities should be required from the students through E-learning systems.
3. Lectures are required to avoid cheating during requiring assignment from the students.
4. Lectures are required to submit all student assignment in hard and soft copies to the department as documents.
5. Lecturers have full authorities to account grads and evaluation methods of students based on the above terms and under department controlling.
6. The deadline for submitting all grads of students to the PIS system is (**25-06-2020).**

**Final-Term Evaluations and Assessments in 40% of grades:-**

1. Lecturers should ask students to do academic assignment as final evaluations such as (academic reports, seminars, open book exam, and multiple choice exams through the system), or any kind of exams that can be taken through the E- learning system.
2. All the assignment that can be taken through mercury system or online will be accountable as final grads.
3. Lecturers should avoid students in cheating while preparing any assignment.
4. Lecturers should submit all evaluation documents to the exam committee in hard and soft copies.
5. The deadline for submitting final grads of students to the PIS system is (**20-07-2020)**.
* **For Second and Third grades:-**
1. In each course, 7 weeks have been studied so far (3 weeks at the campus within labs
2. and 3 weeks through E - learning system without labs); only 2 teaching weeks are left.
3. Lecturers are required to upload 2 extra theory video lectures based on the E-learning instructions to cover whole the semester.
4. Lecturers are required to prepare 2 lab videos at the department laboratories as practical lectures.
5. Each video should not be less than 2 hours.
6. Each lab video should include 2 experiments in order to cover whole the semester.
7. Lecturers and lab assistances should perform all experimental steps by their self and recording as videos.
8. Lecturers are required to consider the above points from **(07-06-2020)** according to the schedule.

**Mid-Term Evaluations and Assessments in 60% of grades:-**

1. Lecturers are required to replanning of mid-term grades of the students which can be included (Quiz, homework, presentation, term paper, case study, reports and attendance percentages), of students except taking exams at the campus.
2. All assignment and activities should be required from the students through E-learning systems.
3. Lectures are required to avoid cheating during requiring assignment from the students.
4. Lectures are required to submit all student assignment in hard and soft copies to the department.
5. Lecturers have full authorities to account grads and evaluation methods of students based on the above terms and under department controlling.
6. The deadline for submitting all grads of students to the PIS system is (**25-06-2020).**

**Final-Term Evaluations and Assessments in 40% of grads:-**

1. Lecturers should ask students to do academic assignment as final evaluations such as (academic reports, seminars, open book exam, and multiple choice exams through the system), or any kind of exams that can be taken through the E- learning system.
2. All the assignment that can be taken through mercury system or online will be accountable as final grads.
3. Lecturers should avoid students in cheating while preparing any assignment.
4. Lecturers should submit all evaluation documents to the exam committee in hard and soft copies.
5. The deadline for submitting final grads of students to the PIS system is (**20-07-2020)**.

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**Ms. Roza T. Yaseen**

**Head of Medical Analysis Department.**

**04-06-2020**.