

# Are you New Students? Let's take a look at the following UPNVJ Online Learning Rules

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Following up on the Chancellor's Circular Letter Number: 66/UN61/SE/2021 concerning Implementation of Learning in Odd Semesters 2021/2022 UPN Veteran Jakarta, especially regarding the implementation of online learning (Online), at the same time the Vice Chancellor for Academic Affairs conveyed the rules for online learning as follows :

## **Learning Media used**

- a. The Distance or Online learning *platform* used is LeADS ( *Learning Activities through Digital System* ).
- b. *Video conference* applications used in online learning are *Zoom Meeting* , *Google Meet*, *Jitsi*, or *MS . Teams Meeting*.

## **2. Before Class**

- a. Online classes start according to a predetermined lecture schedule.
- b. Students are present in the online classroom 10 minutes before the lesson starts.
- c. The lecturer checks the attendance of the participants before the lecture begins.

## **3. During lectures students are required to:**

- a. Use the full name on the *video conferencing* account profile used
- b. Dress politely like doing lectures on campus.
- c. Turning on the camera ( *on cam* ) during lectures by sitting facing the camera.
- d. Act polite and courteous in communicating in the online classroom.
- e. During lectures students are required to turn off *the microphone* except when asking or answering questions given by the lecturer, or according to directions given by the lecturer.
- f. Use the features provided ( *Raise Hand* ) or convey orally if you want to ask a question to the lecturer.
- g. Focus on and pay attention to all lecture material and not do other activities that interfere with lectures (such as participating in other online activities, playing games, taking calls, or eating).
- h. Keeping lecture conditions conducive, responsive and interactive.
- i. Ask permission from the lecturer when you need to temporarily leave the online class.

## **4. Finish Lectures**

- a. Students who arrive late must report themselves to the lecturer to determine their attendance status.
- b. Students leave the online classroom after the lecture is closed by the lecturer.

## **5. Lecturers have full authority in managing and enforcing the order of online classes being held.**

