

Policy for online delivery of sessions.

1. *Access and Attendance:*
 - a. Students are expected to log in and participate in the online sessions at the designated times.
 - b. Regular attendance is crucial for maintaining engagement and progress throughout the course.
 - c. Students should inform the tutor or designated personnel in case of any unavoidable absences.
2. *Focus and Participation:*
 - a. Students are expected to actively engage in all course activities and discussions.
 - b. Distractions, such as social media, games, or unrelated websites, are not allowed during class time.
 - c. Students should maintain a quiet and suitable learning environment to optimize their focus and participation.
 - d. Students should keep their webcam on throughout the session. Microphones are to be kept silent unless permission is given to ask a question, or a discussion is going on as part of the session.
3. *Respectful Behaviour:*
 - a. Students must communicate with respect and courtesy towards their peers, instructors, and course staff.
 - b. Bullying, harassment, or any form of inappropriate behaviour will not be tolerated.
 - c. Students should refrain from sharing personal information or engaging in activities that could compromise their safety or the safety of others.
4. *Technology Requirements:*
 - a. Students are responsible for having access to a reliable internet connection and necessary hardware (e.g., computer, webcam, microphone).
5. *Intellectual Property and Copyright:*
 - a. Students should respect the intellectual property rights of others, including instructors and fellow students.
 - b. Unauthorized sharing, reproduction, or distribution of course materials or copyrighted content is strictly prohibited.
6. *Compliance with Rules and Guidelines:*
 - a. Students are expected to adhere to all rules, guidelines, and instructions provided by the course instructor or administration.
 - b. Failure to comply with the established policies may result in disciplinary actions, including suspension or termination from the course.