UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR, PAKISTAN

Students' SOPs for Online Classes

Following are the guidelines for the students of UET Peshawar and its campuses for attending online classes, vivas and live discussions.

General Guidelines

1. Be punctual and join the live lecture/meeting as per the scheduled time.
2. Turn off your microphone and camera before connecting to the live lecture/meeting.
3. Be respectful towards instructors and other students during the class.
4. Do not use any foul language, bullying, or causing annoyance or hurting anyone by the use of any means during live lecture or group discussions.
5. Do not start speaking directly when you have a question, instead use the virtual "Raise Hand" option to signal the instructor and wait until he/she allows you to speak. Alternatively, send a message to the instructor that you have a question.
6. Always respond to the instructor in an appropriate way when asked for attendance or any question. e.g., via "Raise Hand" option or sending a message.
7. Ensure a reliable and fast connection for the smooth delivery of lectures.
8. Use precise and properly understandable language in both verbal and written communication with the instructor. Avoid using slang words and shortcuts (e.g., plz instead of please).
9. If you encounter any technical issue, first try your best to troubleshoot then inform your instructor by sending a message.
10. Turn on your camera and microphone when asked by the instructor.
11. Ensure proper attire during online classes and live discussions.
    a. Male students should be in a sleeved shirt without inappropriate wording or diagrams. Do not wear sunglasses, caps, hats, hoodies or anything that can obscure the face.
    b. Female students should dress properly and modestly as per the culture of our country.
12. Use a separate quiet room for taking online lectures to avoid causing disturbances to the class.
13. Do not eat or drink during the online class, except for water, which should be kept at a safe distance from your laptop/mobile phone.
14. Inform the instructor if you have an emergency and need to leave the online session.

Security Guidelines

1. Do not open other websites and applications during the class unless instructed by the teacher.
2. Turn off the camera and microphone functionalities of the devices during class to avoid disturbance.
3. Ensure to use a secured system and network when connecting to the class or live lecture.
4. Do not record the live lecture or meetings without explicit permission from the instructor.
5. Do not use mobile devices to record online classes.
6. Make sure all your software are patched with the latest updates.
7. Don't send the invitation links of live lectures to anyone without prior explicit permission from the instructor.
8. Do not update your information after enrollment. Only use your official ID/email/name.
9. Do not open any link shared by anyone (including instructor) unless specifically asked by the instructor.
10. Do not share the screen without taking permission from the instructor.
11. Avoid sharing your personal information with other participants during the online lecture/group discussions.
12. Immediately leave the meeting/class after the instructor.
13. Do not share your passwords with anyone.
14. Ensure the use of strong and unique passwords for all accounts.
15. Students must ensure to logout from all sessions before leaving the device for other people's use.