

MUT Directives applicable to all grades – effective from 4th October 2024:

1. Communication with Administration and Management:

All grades are instructed to refrain from communicating with Administration and Management through any form of communication, including telephone, email, MS Teams, or any other online platform. Furthermore all grades are expected to disregard any correspondence or instructions received from management.

2. Student Communication:

All grades are directed to limit communication with students strictly to designated contact hours. This includes refraining from communicating through emails, MS Teams, or any other online platforms outside of these scheduled times.

3. Outreach and extracurricular activities:

All grades are instructed not to participate in outreach programmes and activities and extracurricular events including but not limited to:

The Academic Year Opening Ceremony;

Campus Day/Fresher's Week;

Award-Giving and Graduation Ceremonies;

Open Days and Outreach sessions;

Career Expos;

Etc.

4. Marks and grades:

All grades are instructed to refrain from disclosing assessment marks, including synoptics to anyone, including students, colleagues, internal verifiers and management. Additionally, marks are NOT to be uploaded onto the Classter, Blackboard or any other platform

5. Participation in meetings:

All grades are instructed to refrain from participating in or organising meetings including but not limited to:

Staff meetings;

CPD meetings;
Boards of Studies;
Management meetings;
Operational meetings;
Administrative meetings;
SMT meetings;
VPC meetings;
Disciplinary boards;
Etc.

6. Learning Support Educators

All grades are instructed to attend only for allocated lessons listed in the timetable

7. Technicians grades

All grades are instructed to follow the timetable as scheduled and refrain from doing any extra or day-to-day work

8. Senior Research Officers

No feedback/support toward dissertation proposals provided under the Research Ethic Committee

No provision of post-viva support/communication for Masters by Research programmes

No processing of Research Hours Request Form and End of Term Report

9. Student Mentors

No participation in outreach programmes and activities

10. Student Support Services

No new referrals and no assignment of new cases, unless high risk

No answering of phone calls

11. Directors and Deputy Directors

No processing of marks, student or other data

No participation in vivas

No communication and acting upon communication from top management

No work on the administration of TCAs or taking part in any invigilation process thereof

12. Lecturing grades

No Invigilation Duties - Lecturing grades are directed to refrain from invigilating TCAs, CBAs, or any other assessment. This means that lecturing grades will not distribute or collect assessment papers and will not monitor students for copying during assessments.

No use of Classter except to take attendance

No placements/apprenticeships visits

No Hybrid teaching. All teaching sessions should be conducted exclusively face to face or exclusively online, but not both at the same time.