

Covid-19 Student Contingency Plan

VERSION 1 | 8 May 2020



Cape Peninsula
University of Technology

creating futures

#KeepCreatingYourFuture

Are you feeling

helpless

OVERWHELMED

anxious

SAD or DEPRESSED?

**As a CPUT student or staff member you
DON'T have to deal with it alone!
We are here to help you**

Contact the
South African
Depression &
Anxiety Group on
0800 456 789

Or Lifeline
0861 322 322

Or contact the 24 hour
Suicide Emergency line
0800 567 567

Or WhatsApp
063 709 2620

Or SMS
31393

REMEMBER WE ARE HERE FOR YOU

 +27 (0)21 959 6767
 info@cput.ac.za
 www.cput.ac.za

 @cput
 @wearecput
 www.facebook.com/cput.ac.za



Cape Peninsula
University of Technology

creating futures

Dear Students

The past week has been a productive period of preparation and planning toward a state of readiness for the commencement of the academic programme at CPUT. As the management team deliberated over the best way forward, there was always one core sentiment at the heart of all discussions, the well-being of our staff and students. That is why we have taken our time to consider all feasible options and how we can make the transition back into the 2020 academic year as seamless and safe as possible for our entire CPUT community.

Many of these safety protocols have already been put into place like identifying quarantine areas, sanitation and deep cleaning of all areas as well as reconfiguring open plan office areas with partitioning to follow social distancing guidelines. These efforts will intensify in the coming weeks.

Attached please find a comprehensive guide for students on the return to academic activities, and all other factors related to this. This guide is a working document and may be subject to change as the lockdown restrictions increase or decrease in the coming weeks.

A similar document for staff members is being crafted and is very close to completion. Once we are certain that we have addressed all concerns, it will be released and provide answers to many of the burning questions that many of you have.

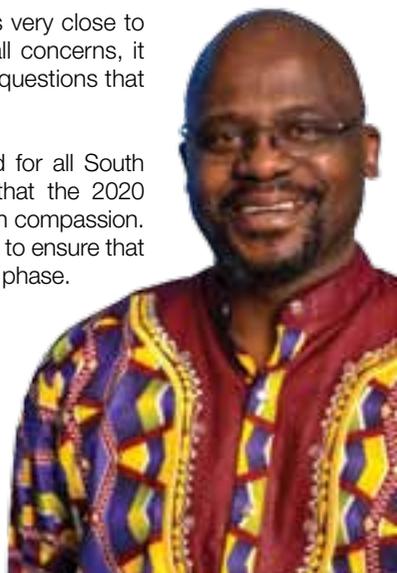
The coming few weeks and months are an uncertain period for all South Africans, however we will hold firm on our commitment that the 2020 academic year is salvageable if we act smartly, quickly and with compassion. As you will see in the attached document, care has been taken to ensure that no student will be left behind as we push forward into this new phase.

Thank you for your patience thus far. May you and your loved ones continue to stay safe and adhere to the current lockdown restrictions.

Kind Regards

Prof Chris Nhlapo

VICE-CHANCELLOR



Commencement of the academic programme

We will continue with the Academic programme on 01 June 2020. Our teaching staff, academic support staff, tutors, mentors and the administrative arm of the University are preparing to the very last detail all the things that need to take place in order to make the learning experience for the remainder of 2020 is more comfortable for you.

How will this be rolled out

Teaching and learning will continue on 01 June, and this will consist of various forms of content presentation/interaction. You will be informed by your lecturer on how he/she will proceed. The department will develop in advance, a week by week plan which will highlight daily activities of your learning.

Our approach will be Multi-Modal

Target very specific topics of the syllabus - we will do this in small manageable units of learning.

EXAMPLES OF MODES

LMS
Blackboard

Print material,
worksheets,
manuals,
workbooks

Memory
sticks,
video files
and lecture
material

Use of other
social media
like WhatsApp,
Facebook, etc.

The use of real
life/relevant
examples for
your learning



No student will be left behind - we will implement our teaching & learning strategies that are suitable for students in the various modules.

Some may have registered late and we will provide a track for those to catch up. Whilst we will have multiple tracks, we will ensure that all will finish the syllabus by the required time. We will be posting/ couriering learning materials to you.

Students who experience difficulties in respect of not having electricity or internet reception or where current residence is not conducive to learning, should contact the relevant lecturer/HOD/secretary soonest (or immediately) to make special arrangements in order to find an alternate place to study, for example, a nearby community centre or municipal library. Always remember that not all our work will be online as we will mix our learning and teaching delivery methods.

Training/ Help on use of technology

Online help on use of technology and training will be available

Student support

Tutors will be available as well as mentors, ROs and TAs

Assessments

We are working very hard to ensure that assessment methods will be adapted to the circumstances we find ourselves in. As and when everyone has covered a fair amount of learning, assessments will be based on that. This will be continuous in nature. The idea of an assessment is to establish the extent to which you have learnt.

Lecturer Support

Your lecturer will have constant contact with you and you are welcome to make contact with your lecturer should you experience any difficulty.

We will
walk this path
together.

Academic Terms

We are working very hard on our academic calendar and will communicate with you shortly on the specific academic calendar dates which will spell out amongst other things:

semester dates

**date of publication
of marks and results**

**registration dates
for the 2nd semester**

URGENT

What we require from you



Correct physical address or post office details where we can post learning materials to you, as applicable, and where it is convenient for you to collect them. We will have on record your address details, however if this has changed then you should contact your lecturer/HoD/Departmental Secretary.



Register your cellphone numbers as requested already.



Please contact the Faculty Office/HoD if your registration is not finalised

Plans we are still working on

Practicals and laboratory work - and how this will be done in light of the Lockdown. Faculty Deans will be communicating with you as soon as we have developed a workable plan.

Work Integrated Learning (WIL)

Those students that may be going into Work Place Based Learning (WPBLPL) or are due for WPBL are requested to consult with your WPBL lecturer.

Note that in some instances WPBL is largely determined by the rules of the lockdown.

It is therefore necessary for you to check with your lecturer about the availability of workplace-based placements with industries that are able to operate given our current circumstances.

Alternate assessments, in some instances, for Workplace-based learning are being developed by academic programmes. You will be kept informed.

Communication to students

1 INSTITUTIONAL MESSAGES

Institutional messages will be released and these messages will be applicable to all students of the University. These will be very broad in nature. And will come from Executive management or the Vice Chancellor.

2 FACULTY MESSAGES

Faculty messages will be coming from the Deans of Faculty who will communicate with you on matters pertaining to the Faculty in which you are registered. Note that this message will be applicable to the Faculty that you are registered in. This may be different from other Faculties that other students will be registered in.

3 DEPARTMENTAL MESSAGES

Departmental messages will be released to you by the Head of Department and they pertain to the specific Qualification that you are registered for. Note that this message will be applicable to the Department you are registered in. This may be different from other Departments that other students will be registered in. If you are uncertain or confused, please contact the Head of Department.

4 MODULE/ SUBJECT LECTURER MESSAGES

This message will pertain to the specific module that you are registered for and this will be very detailed information about the Teaching learning and assessment of the specific module that you are registered for. Note well that these messages may be different from messages of other module lecturers. If you are uncertain or confused, please contact the subject/module Lecturer.

Please take careful note that ALL communication from the University will come from the official university website OR via Blackboard for subject-specific information. Your subject lecturers may communicate using other platforms such as WhatsApp, etc.

CONTINUING WITH RESEARCH AND POSTGRADUATE STUDIES

As we prepare to continue with work during this difficult period, we hope that all academics, researchers, supervisors and postgraduate students are ready to continue some research related activities. One of the biggest challenges will be to stay engaged and motivated during these uncertain times. Some might feel very overwhelmed and uncertain, but be assured that you are not alone and that all postgraduate students and supervisors, not only at CPU, but the rest of South Africa, are going through this. We are all in uncertain and unfamiliar situations and will have to work together as a team.

POSTGRADUATE STUDENT RESEARCH AND EDUCATIONAL ACTIVITIES

Postgraduate students busy with course-based Masters subjects must follow the instructions as communicated from their respective faculties, departments and lecturers.

The Centre for Postgraduate Studies (CPGS) has conducted a survey amongst all postgraduate students to determine who has access to internet and enabling devices. All registered Masters and Doctoral students should already be registered on the HDC digital system, which allows us to track student progress. To this end, all registered Masters and Doctoral students (especially new students) that have not yet registered on the HDC digital are required to activate their digital accounts as soon as possible.



Covid-19 Student Contingency Plan

Register online on HDC <https://www.cput.ac.za/research-technology-and-innovation/postgraduate/digital>

Load research topics on the HDC digital platform

Guidelines are available on the online system on:

- How to login to the system
- How to submit the title using the system

All HDC digital guidelines are available on the CPGS website.

All postgraduate students busy with field work should, in conjunction with their supervisors, immediately make an assessment and evaluate when this work will realistically be able to continue with the aim of minimising the spread of the virus, safeguarding the researchers, students and individuals at the research sites; and in line with legislation around the pandemic.

Postgraduate students that already have an approved proposal and ethical clearance involving electronic surveys and data collection, should engage their supervisors to make an assessment and evaluate if this work can continue. Things to consider include whether a representative sample and response can be obtained, and the decision to proceed can therefore include advice from the Faculty HDC (FHDC), in conjunction with the Faculty Research Manager/Coordinator or Assistant Dean: Research and Innovation.

Postgraduate students are encouraged to use this time to focus on literature reviews; writing of proposals, theses, dissertations and articles; ethics applications and any other desktop related work while off campus. This can be done with support from their supervisors, the library and the CPGS, with more information on support services to follow below.

POSTGRADUATE CONTACTS

Centre for Postgraduate

Director, Prof Burger

 BurgerD@cput.ac.za

Manager, Dr Uys

 UysC@cput.ac.za

Postgraduate Coordinator

Mr Wendal Koopman

 KoopmanW@cput.ac.za
for any queries on HDC digital

LIBRARY SUPPORT

Staff and students can access most of the library resources online. To access:

Open the
CPUT website
(www.cput.ac.za)

Click
“Library”

See the
search box

Type your keywords
and click the
search button

LIBRARY RESEARCH SUPPORT

The library’s electronic resources for research support remains available and can be accessed at the following links:

Electronic Theses and Dissertations
(<http://etd.cput.ac.za/>)

Institutional
Repository

Research
Support Guides

eBOOKS

In addition, the CPUT’s available digital resources, engagements are ongoing with publishers and some have already lifted the restrictions on the use of their available resources and material during this period. Some universities have also made their resources available. Please visit the library site to access free textbook from publishers such as Elsevier.

INTERLIBRARY LOANS SERVICES

Articles can be requested through the online interlibrary loan services. The procedure for how to place your request was explained in a Newsflash sent out on 6 April 2020.

LIBRARY CONTACTS

Through the virtual support available on the CPUT library website at <https://www.cput.ac.za/lib> and on the right-hand side of your screen, you will see a blue button called “Ask Us”. “Ask Us” allows you to send a query and you receive a reply within 24 hours. The librarians are on hand to assist regardless of its complexity. This service is available from 08:00 to 16:30 Monday to Friday.

For any other queries please email:
librarysupport@cput.ac.za
and your queries will be re-directed to the correct support librarian for your area/faculty.

While we all work our way through this uncertain and unfamiliar period, please remember that **you are not alone.**

Your wellbeing is important to us.

Please stay safe and adhere to social distancing guidelines to help stop the spread of the disease.

COMPUTER AND TELECOMMUNICATIONS SERVICES (CTS)

ICT readiness plan to support CPUT during the COVID-19 pandemic

A state of 'Business as Unusual' has been created for CTS as well as other universities by forcing students to adapt to a multimodal learning model.

Technology services are one of the key players in navigating this crisis, and more importantly, taking care of our stakeholders. CTS has endeavoured to use this time of uncertainty and anxiety to apply empathy and flexibility from the technologies that we use. This focus on people also extends to working with contingent workers and vendors, some of whom are part of the essential services staff on site. We are grateful for their service.

So, as we shift our work patterns and are confronted with what can seem like a dizzying array of tools with little experience of how to use them effectively, let us assure you that the CTS department is here to guide you through these challenges so together we can complete the 2020 academic year.



Devices for Students

CPUT has procured a certain amount of devices for students in support of multi-modal teaching. We are also still working with the Department of Higher Education (DHET) to procure more devices so that all NSFAS students will have a device. In the coming weeks we will be creating a digital register where students can log that they do not have access to a device. That way we can target those with the greatest need first. Whatever criterion we use for the distribution of the devices, we will be as transparent and inclusive as possible.

Data for Students

Students are encouraged to update their cell phone numbers on record with the institution. CPUT is concluding agreements with all mobile network operators, as negotiated by USAf and DHET, to assist students with connectivity access to learning material. Once an agreement is reached with all mobile network operators, which will happen in the coming weeks, this number will be used to assist students with data for access to learning material.

Zero-rated websites

Cell C, Telkom, Vodacom and MTN have all agreed to CPUT's request to zero-rate access to certain CPUT websites.

This kind of support is essential to continue teaching and learning online, especially while the practice of physical distancing continues in order to limit the spread of COVID-19.

The table below indicates what URLs each mobile network operator has zero-rated:

Description	URL				
CPUT website	http://www.cput.ac.za https://www.cput.ac.za	✓	✓	✓	✓
OPA Staff Portal	http://opa.cput.ac.za https://opa.cput.ac.za	✓	✓	✓	✓
Student emails	http://www.cput.ac.za/mycput https://www.cput.ac.za/mycput	✓	✓	✓	✓
Student Online Service	http://www.cput.ac.za/students/about/sos https://www.cput.ac.za/students/about/sos	✓	✓	✓	✓
Examination Results	http://www.cput.ac.za/students/about/results https://www.cput.ac.za/students/about/results	✓	✓	✓	✓
Track Application	http://www.cput.ac.za/study/track https://www.cput.ac.za/study/track	✓	✓	✓	✓
Assessments Timetable	http://www.cput.ac.za/students/about/exam-timetables https://www.cput.ac.za/students/about/exam-timetables	✓	✓	✓	✓
MyClassroom Learner Management System	http://myclassroom.cput.ac.za/ https://myclassroom.cput.ac.za/	✗	✓	✓	✓
CPUT Library	http://www.cput.ac.za/lib https://www.cput.ac.za/lib	✓	✓	✓	✓
Library sites	https://cput.primo.exlibrisgroup.com/	✗	✓	✓	✓
	https://cput.alma.exlibrisgroup.com/	✗	✓	✓	✓
	https://cput.figshare.com	✗	✗	✓	✗
Sabinet	https://sabinet.co.za	✗	✓	✓	✓
OCLC	https://www.oclc.org	✗	✓	✓	✓

 +27 21 959 6767
 info@cput.ac.za
 www.cput.ac.za
 @cput
 @wearecput
 www.facebook.com/cput.ac.za



Cape Peninsula
University of Technology

creating futures