Covid-19
Student Contingency Plan

VERSION 2 | 30 May 2020

NEW EDITION

UPDATED ACADEMIC PLAN

DEVICE APPLICATION

Cape Peninsula
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C🦠VID-19

MASKS MANDATORY

Any person not wearing a mask will be denied entry to CPUT campuses, as per government regulations.

Call the National toll free COVID Helpline if you have symptoms **0800 029 999**

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LOCKDOWN STAGE 3 AND THE COMMENCEMENT OF THE ACADEMIC PROGRAMME UNDER NEW CONDITIONS

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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 more comfortable for you.

Post Minister Nzimande's address on the 23 May 2020 and the address of President Ramaphosa on 24 May 2020, the University revisited its plans to accommodate yet another welcome change to our plans. The terms of Lockdown 3 as you may be aware speaks to the return of students to University with restrictions posed on them.

> The first being that the quantity of students that had to be reduced to a maximum of 33% of our enrolment.

> The second is the prioritization of various categories of students (i) Final year students who require access to laboratories, technical equipment; (ii) students in the final year of their programmes, who are on a path to graduating in 2020; (iii) Students that require clinical training in their programmes (provided that the clinical training platforms have sufficient space and can accommodate them while adhering to the safety protocols); (iv) Post Graduate students who require laboratory equipment and other technical equipment to undertake their studies that are on the path to graduate this year (2020).

We are further working on students that have difficulties with their home learning environment in accordance with the Minister's address. It means that all other students will remain at home and will continue with our multi modal delivery of the academic programme. All these of course must be planned in a way where we can ensure the safety and security of all staff and students.

Our communication to those that will return will be very clear and this will be phased in a way where we can ensure the safety and security of all staff and students. Not all students will be allowed on campus. we will communicate officially with those that will be able to return to campus. This means that approach to the roll out of the academic programme will be staggered and incremental as per the Minister's address and that we will work with students in a phased in way.

We realise and are very sensitive to the fact that not all students have received a device or connectivity or study material, and we will ensure that our academic timelines cater for those students who receive these materials later than others. Although the starting points may be different, the finishing point will be the same.

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Given the conditions of the Lockdown we do anticipate that there will be delays in delivery and other logistics. Lecturers, Heads of Department and Deans are aware of these circumstances and will manage these circumstances as and when they present themselves. Close and constant communication with each student via their class/module lecturers will help iron out problems that students may experience. We will not leave a student behind should he/ she indicate that they did not receive their study material. Look out for the communication from your Faculty Dean and or Head of Department or subject Lecturer.

Note that this is a very broad University wide communication and is intended to provide you with a broad update. Your Faculty Dean or Head of Department or subject Lecturer will provide you with detail information. This will include when you should return to campus.

Multimodal teaching & learning will go on remotely. You will only be permitted to come to campus if you are requested to do so by your Head of Department of Lecturer. This will be done in writing and will be through our official communication channels.

BEWARE OF FALSE COMMUNICATION
It is always advisable to check with your subject lecturer or Head of Department.

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

Bb Blackboard

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

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Our approach will be Multi-Modal

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

Our approach to teaching remotely will the use of a multimodal methods of delivery and some of the examples are the use of print material, blended forms for e-learning through our zero-rated sites, use of memory sticks, reading material and other open sources. Multimodal modal teaching will commence on the 1 June 2020 in an incremental mode. Note that this will be done off campus.

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. Our subject Lecturers will ensure that you are informed timeously of your assessments and the nature of your assessments. Please be on the lookout for communication from your lecturer. This will provide details of your learning programme They are there to help you succeed. The details of your module, how you will be assessed, and when you will be assessed will be covered in this communication. In some instances, students will be requested to return to campus given the lockdown 3 terms. This will be officially communicated to you. You are therefore requested to stay at home until such time an official communication is sent to you through our official channels.

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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

Calendar dates have been adjusted in light of Lockdown 3 and will be communicated with you.

SEMESTER 1 Commences on 1 June 2020	SEMESTER 2 Commences on 1 October 2020

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. Complete the student survey if you have not done so already!

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Plans we worked on

Faculty Deans together with their HODs and lecturers have developed a roster on how final year students will access the campus laboratories and other specialised equipment to complete their final year modules. They will contact you individually through our official channels on when you should return to campus.

Please be on the lookout for fake news from unofficial sites and sources. You will not be allowed on campus if you have not been officially informed. Please check before you act.

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. We are now in Lockdown 3 phase and more training sites may be available.

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.

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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. This will come from our official CPUT site. **Please be wary of false information from unofficial sites and sources.**

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. **Please be wary of false information from unofficial sites and sources.**

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. **Please be wary of false information from unofficial sites and sources.**

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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 CPUT, 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.

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Keep WRITING

Proposals, theses, dissertations and articles

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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
e BurgerD@cput.ac.za

Manager, Dr Uys
e UysC@cput.ac.za

Postgraduate Coordinator
Mr Wendal Koopman
e KoopmanW@cput.ac.za
for any queries on HDC digital

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COMPUTER AND TELECOMMUNICATIONS SERVICES (CTS)

CTS
Computer and
Telecommunication
Services Department

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Dear Student

This communication follows the information in the Covid-19 Student Contingency Plan that you received earlier today and will specifically outline the process through which students who require assistance with a loan device can apply.

COVID-19 is challenging us all to do things differently and to adjust to a "new normal". We do this from very different circumstances. The University acknowledges these disparities and is for this reason doing all that we can to ensure that our students are supported during this difficult time.

Whilst we have addressed the majority of the issues related to data access, we understand that some students still do not have access to devices appropriate for online and remote learning. We have thus secured a limited number of devices suitable for educational purposes that will be made available to students in need. Applications will be considered on a case by cases basis, and will take the needs of each applicant into account. These limited number of devices will be delivered to students in need.

Please note these devices will be on loan to students and will be charged to fee accounts. The charges will be reversed if the device is returned in good working order at the end of the academic year. Whilst we acknowledge that it may be difficult for some students to do so, we want to encourage those students who are able to, to continue their own efforts in securing an appropriate device.

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Devices for Students

CPUT has procured a limited number of devices for students in support of multi-modal teaching. These devices are available immediately while we wait for approval from the Department of Higher Education (DHET) to procure more devices to ensure that each and every student is provided with a device.

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Who may apply for a loan device?

✓Students registered for a full-time degree in 2020;	✓NSFAS funded and "missing middle" students with a family income of less than R600 000 annually. Bursary/scholarship funded students who have not received devices from their funders. (Please note that all information supplied will be verified); and	✓Students who do not have their own device, or who do not have access to a device.

Due to the challenges with delivery, regrettably only students residing in the borders of South Africa are eligible for this assistance

Devices will be allocated in the following order of priority: final year undergraduate students, first year students, other undergraduate students and then postgraduate students.

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Conditions

Devices will be made available on a case by case basis, and decisions are made on the basis of the information available and/or provided. In addition:

✔ All devices must be returned by the end of the 2020 academic year. Where devices are not returned, students will be charged for the full cost of the device;

✔ Where a device is damaged and/or lost, a student will be liable for the full repair and/or replacement cost of the device; and

✔ CPUT takes no responsibility for maintenance or the insurance of the device.

Application process

Students in need of assistance can complete an online application **(https://www.surveymonkey. com/r/8DNJ7WR)** providing all the information required and noting the conditions for assistance. Recommendations for assistance may also be made to the Department of Student Affairs (DSA) through student leaders (SRC, school councils and class representatives), provided that all the relevant information is supplied. Incomplete applications will not be considered.

Students must make sure that they provide the following information:

✔ A brief motivation (including proof of income, if possible);

✔ Name and Surname,

✔ Student Number,

✔ Identity Document Number,

✔ Year of Study,

✔ Physical delivery address details (including province) on the application for assistance, including providing their up to date contact mobile numbers; and

✔ Name and contact details of a next-of-kin, parent, or guardian (the University may contact the next of kin/ parent/ guardian to verify information provided).

We hope that these loan devices will go a long way in supporting students in need. Online and remote learning will require some adjustment to your way of learning. It won't be easy. Some mistakes will be made and lessons will be learnt. We will do our best to support you towards your academic success and the realisation of your dreams.

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Mobile Data for Students

CPUT has concluded agreements with all mobile network providers for data for students. This will start reflecting on student SIM cards between the 1st and 3rd of June depending on the mobile network provider.

CPUT management will be providing FREE DATA FOR ALL STUDENTS from 1 June for a period of 3 months.

Even though the Ministers recommendation was for free data for NSFAS funded students only, CPUT management will be providing free data for all students from the 1st June for a period of 3 months.

A list of valid South African mobile numbers of all registered CPUT students was sent to Cell C, MTN, Telkom and Vodacom for the data to be loaded. It is therefore vital that students updated their mobile number on Student Online Service (SOS). An incorrect mobile number or no number would lead to no data being provided to the student.

Depending on your network provider, students will receive the following package:

	Vodacom	MTN	Cell C	Telkom
Total	30 GB	30GB	30GB	40GB
Day Time (anytime)	10 GB	10GB	10GB	20GB
Night Time	20GB	20GB	20GB	20GB

Please note that night time data times are different for each mobile network provider. The following applies:

Vodacom	MTN	Cell C	Telkom
Night Owl	**Night Express**	**Nite Data**	**Night Surfer**
00:00 to 05:00	01:00 to 04:59	00:00 to 05:00	00:00 to 07:00

On all networks, the data bundles are valid for 30 days from the day of receipt. If you have not received your data bundle by the 3rd June, please ensure your correct mobile number is saved in Student Online Service (SOS) and then log a call with the CTS Service desk via **ctsservicedesk@cput.ac.za**

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Zero-rated websites

All CPUT websites listed in the table below are zero-rated for data, however you need to have a positive data balance in order to benefit from the zero rated data offer.

It is also important to note that your mobile data needs to be switched on. Please also note from the table below that Cell C is the only mobile network provider which does not provide zero rated data access to MyClassroom (Blackboard).

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.

For any queries around zero-rated websites, please log a call with CTS Service desk via **ctsservicedesk@cput.ac.za**

Description	URL	Cell C	MTN	Telkom	Vodacom
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	✓	✓	✓	✓

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Description	URL	Cell C	MTN	Telkom	vodacom
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	✗	✓	✓	✓

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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.