

14 AUGUST 2020

Dear Students in Faculty of Business & Management Sciences

We trust that all is well with you, that you are healthy and safe within the current lockdown situation.

Semester 1 was marked by notable changes to teaching, learning and assessment, which were new for many lecturers and students. With all the preparation for remote learning and the many hours of hard work on the part of lecturers, students can be assured of positive and meaningful learning experiences. In the same way on the part of students, regular attendance, prior lesson preparation, class participation and engaging with student support will ensure that students succeed as expected.

Semester 2 starts in earnest on 17 August 2020. The revised institutional term dates for Semester 2 are as follows:

- Term 3: 17 August – 09 October 2020
- Term 4: 19 October – 24 December 2020
- Term 4 assessment period: 23 November – 10 December 2020

With reference to developments on COVID-19, the country is still in Level 3 lockdown since Monday, 01 June 2020. This necessitated mainly remote learning and assessment modalities for most students in the Faculty of Business and Management Sciences. According to government regulations, one-third of students could return to campus during Term 2. To this end, health and safety measures were put in place in residences and in teaching/learning spaces on campus. Departments could arrange for a combination of blended learning, i.e. on/off campus teaching, learning and assessment as required. For example, some assessments were written in class venues on campus, while other assessments were conducted online.

Since no further developments or national announcements were made to amend current lockdown measures, remote learning and blended learning models will continue for Term 3. As new national and/or institutional measures and directives are announced, implementation plans will be made and students will be informed accordingly. For now, Lockdown Level 3 is in place and remote teaching, learning and assessment will continue as was the case for Term 2. Current news reports suggest that moving to Lockdown Level 2 is imminent, however until then the status quo will remain.

Students are encouraged to remain in contact with student support, lecturers and departments, to develop a class and study time-table, to complete tasks each day, and to work hard to succeed under the current circumstances. These are challenging times for all, but it is necessary to persevere to achieve success. As noted in previous communication,

As with all universities in the country and indeed, globally, students are embarking on a new journey of remote learning which at most times can be lonely and overwhelming. It is important to be self-disciplined, to work according to the revised time-table set by your department and to remain focused as to why you are a registered student at CPUT. The journey might be different, but the end goal of achieving success and graduating someday, is the same. Keep the attached 'Tips for Remote Learning' close at hand and refer to these often. Keep safe!



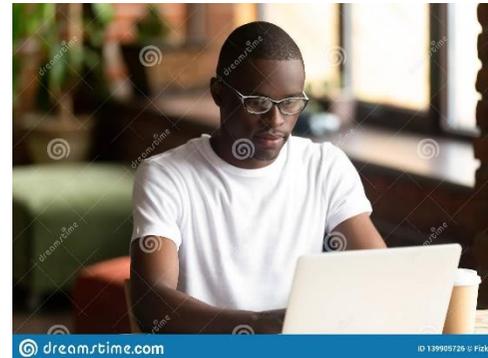
Prof Green
DEAN: FACULTY OF BUSINESS & MANAGEMENT SCIENCES

TIPS FOR REMOTE LEARNING

Check in regularly, and keep in contact, either via Blackboard or WhatsApp



It might seem obvious but you need to check in regularly with your lecturer and your classmates, in whatever way you can.



Have a plan and stick to it

Study Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
4:15 - 6pm					
6:30 - 8pm					

WEEK: _____

You HAVE to put time aside every day to study and work on your subject requirements. It is absolutely critical to your success. Don't rely on studying when you have a spare moment, or when you feel up to it - block off set times each and every day, work out a timetable and stick to it.



Engage with any and all learning experiences and content

However your lecturer decides to make learning material available, be sure to properly look at it. Examine the content and attend to any learning and assessment tasks as scheduled. Pay attention and make your own notes. Be sure to use any relevant opportunity to ask questions for clarification.

Connect with your classmates and participate in any online discussions

Participate in any opportunities provided to you to connect with your classmates. This may include online discussions set up by your lecturer, on Blackboard or WhatsApp.

Stay organised

During this remote learning period, knowing what you need to get done is essential. Keep a calendar for important dates and deadlines, keep a to-do list for smaller daily or weekly tasks. Don't let disorganisation hurt your chances of success

Text: M. Nakhooda

If possible, have a place to learn

It can be difficult to study if you're sharing a space, or your study area isn't conducive to learning. Try to find a space that's quiet and free of distractions when you've blocked off time to do any learning. Keep this space organised and tidy so that you feel motivated to work there.

Remember why you're doing this!!

Higher education can be tough. Remote learning often comes with more challenges than face-to-face learning. So stay motivated and stay positive, give yourself credit and, as appropriate, the occasional reward. Accept that there will be highs and lows, but remain focused, as this is temporary

