

Faculty of Business and Management Sciences Welcome to Academic Year 2021

Dear Students

Welcome to your first year of tertiary studies. Thank you for choosing the Cape Peninsula University of Technology to start your academic and professional career of choice. We are pleased to have you as part of the student body of the Faculty of Business and Management Sciences (FBMS).

Tertiary studies present new beginnings with different environments, different challenges and different achievements not encountered before. This is the start of an exciting journey that requires hard work and dedication to succeed. Academic success starts with regular class attendance, being prepared for each class, completing homework tasks and developing support structures with peers and student support. Your success depends largely on how dedicated you are towards your studies and how much time is spent on completing tasks, assignments and on studying for assessments. Higher education equates with being able to learn independently, managing your time appropriately and not losing focus of the real reason and purpose for being at CPUT. Despite expectations, it is important to note that learning should be fun, exciting and rewarding!

As a result of COVID-19 the higher education teaching, learning and assessment environment has changed from a dominantly face-to-face environment to remote online learning. This is the case across all education contexts and CPUT is no different. A return to campus is dependent on national lockdown levels and institutional guidelines, which to date indicate that the online learning environment is preferred given the infections nature of the current COVID-19 strain. Although health and safety protocols are in place on campus, classes for first year students will commence remotely as from Monday, 15 March 2021. Students could well be invited to campus for orientation or for lessons on certain days in order to acquaint you with your new environment, but this is department specific and you will be notified accordingly. Remote learning will continue until such time as guidelines are given to return to face-to-face teaching on campus. Further information on teaching, learning and assessment is provided below.

The faculty has a proud track record of esteemed graduates and endeavours to support students to realise their goals by providing relevant content, innovative teaching methods and supportive learning environments.

The information below has reference to your first year of study and should be carefully considered.

All the best with your studies.



Prof Paul Green
Dean: Faculty of Business and Management Sciences

About the Faculty of Business and Management Sciences

The Faculty of Business and Management Sciences (FBMS) has 16 departments, offering different qualification types such as Diplomas, the BParalegal degree, Advanced Diplomas, Postgraduate Diplomas (to be implemented in 2022), Masters' qualifications and doctoral qualifications. All qualifications align with the Higher Education Qualifications Sub-Framework and include relevant subjects and subject content, and innovative teaching, learning and assessment to prepare graduates for the future world of work. The FBMS subscribes to principles of education being for the good of all communities of which students and graduates form a part, i.e. education should be for the betterment of humankind and not only for individuals who enrol for a qualification.

Aspects of Teaching, Learning and Assessment: AY2021

Commencement of the academic programme

The academic programme for first year students will commence on 15 March 2021 and will commence via remote learning, i.e. online classes. Our teaching staff and student support, such as tutors and mentors have prepared for the implementation of Academic Year 2021 (AY2021) in order to make your learning experience rewarding in every way. Given the limited teaching days in the Semester 1, additional classes and academic support will be arranged to ensure intensive student support as required. Further Information on this will be shared in your department.

The institutional academic terms for 2021 are as follows:

Term 1:	15 March – 31 March
Term 2:	12 April – 25 June
Term 3:	19 July – 03 September
Term 4:	13 September – 15 December

While these are the institutional term dates, your department might well arrange classes such as Summer, Winter and/or Spring Schools during recess periods.

Teaching, learning and assessment

Teaching, learning and assessment will consist of various forms of content presentation/interaction. The approach to teaching, learning and assessment is student-centred – this means that opportunities are provided for students to construct knowledge, and the focus is on **students as active participants in the learning process**. Lecturers will use various teaching methods to share subject content, but it is *how* students assimilate this subject content that brings about new learning.

Continuous Assessment is the institutional approach for all subjects. This means that different types of assessments will be administered during the semester/year, and **every assessment is a final assessment**. There is no main final examination and there are no supplementary examinations at the end of the year.

In 2020, the institution introduced the multi-modal approach to teaching, learning and assessment and this will continue in 2021.

The Multi-Modal Approach to Teaching, Learning and Assessment

EXAMPLES OF MODES

LMS Blackboard	Print material, worksheets, manuals,	Memory sticks, video files	Use of other social media like WhatsApp,	The use of real life/relevant examples for
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The multimodal approach includes four main focus areas for tuition, i.e. remote learning, face-to-face learning, paper-based/hard copy resources and assessment. The different modes are briefly described as follows:

- **Remote learning** is when tuition is provided online, i.e. remotely, where the lecturer and students are in their own learning spaces and are not in one venue as in a face-to-face classroom setting. Students will be required to have **learning devices, i.e. laptop**, with a webcam and speakers to listen, view videos and slides as required. In addition, learning remotely requires **data** – on average 10 Gigabytes of data per month will be required to ensure that all classes for all subjects will be accessible online. Students will be required to have access to a laptop and adequate data for remote learning.

The institutional online learning platform is **Blackboard**. All lesson content and recordings will be uploaded to Blackboard, and lessons will be presented mainly on Blackboard. Further information on how to access and use Blackboard will be shared by subject lecturers. Only CPUT registered students have access to Blackboard.

Different communication platforms will be used for lecturer-student, and student-student interaction such as announcements, comments, or sharing subject information. These platforms could include the official CPUT communication platforms such as NewsFlash, CPUT email addresses, CPUT SMSs, and Blackboard, but could also include WhatsApp, Facebook, Twitter, Telegram or any other platform which is accessible to students and lecturers.

- **Face-to-face learning** refers to in-person classroom-based learning. Departments will communicate information on when students might need to return to campus and a time-table for face-to-face classes will be communicated accordingly.
- **Paper-based/hard copy** resources could include hard copy notes (where this accessible to students), a memory stick, text books, library references and other resources as required for specific subjects.
- **Assessments** will take place throughout the year, i.e. refer to continuous assessment approach noted above. Several assessments of different types will contribute to a final 100% for each subject. The pass mark for all subjects is 50%. The subject guides provide detailed requirements and information on assessment for each subject.

Access to the library

Currently (March 2021), access to library materials will be via online access only, until such time as the institution provides guidance for the opening of library facilities for student access. This will be in line with health and safety measures provided for face-to-face access.

Health and Safety Protocols on Campus

The COVID-19 Pandemic requires everyone to be conscious of health and safety measures, such as always wearing a mask in public, washing hands thoroughly and regularly, using you elbow to greet, and to practice physical distancing at all times. This is not only to ensure that individuals remain healthy, but also to ensure the health and safety of all with whom we might be in contact. The Faculty of Business and Management Sciences is committed to ensuring that health and safety measures are in place for all students and staff while on campus. The entrances to all buildings have sanitising dispensers, seating in classrooms is clearly demarcated, only a certain number of students will be allowed in a classroom as legislated by government and attendance registers are mandatory. Therefore, should students be required to be on campus, health and safety measures are in place as required. Health and safety while on campus (and elsewhere in public) will always be everyone's responsibility. While on campus, students are requested to please follow the protocols as noted below.

We are committed to preventing the spread of COVID-19



You are important so please **keep your distance**

Use your elbow when appropriate

Keep your mask on when talking

Ensure to wipe after touching any surface

Care for yourself and others

In closing, the FBMS wishes you all the best with your studies. May 2021 and beyond hold the promise of academic and career success. The FBMS is proud to be part of your journey as you begin your academic and professional career.