



30 April 2020

Dear NUST Academic Staff and Students

RE: NUST Returning Calendar for Academic Staff and Students

1. Introduction

The Namibia University of Science and Technology (NUST) mission is to meet the needs of its students through multiple pathways for excellent teaching, learning and assessment in collaboration with its clients, the students. NUST, therefore, through extensive consultation and discussion, decided to change its mode of instruction to remote teaching to ensure that its main clients, the students, can continue with their 2020 academic year despite the disruptions that were caused by the novel coronavirus, COVID-19.

The NUST staff worked during the lockdown to prepare content for uploading onto the Moodle Learning Management Platform (MyNUST). Students are, therefore, advised to use the time as indicated on their timetables to engage with the content on Moodle. This is to ensure that remote teaching, learning and assessment continues to complete the current semester.

The table below provides guidelines to direct the students and staff towards the remote teaching, learning and assessment that will commence on **11 May 2020**, according to the revised Academic Calendar.

“(Continued)”.....

2. Remote Teaching after Lockdown

Date	Students	Staff	Contact for Assistance
28 March – 30 April 2020	<ul style="list-style-type: none"> On lockdown – ongoing-assessment on availability of devices and internet accessibility; Establish the need to relocate to an area where learning is conducive. 	<ul style="list-style-type: none"> Preparation of content to upload on MyNUST (use “Sequence of Lessons” template); Familiarisation with MyNUST. 	Staff <ul style="list-style-type: none"> Contact TLU Watch training videos http://tlu.nust.na/content/videos/video-tutorials/index.htm
05 – 08 May 2020 Orientation Week	The orientation of the Online Learning Course for students. Students should: <ul style="list-style-type: none"> Make sure that they are enrolled in all their registered courses for Semester 1; Contact their lecturer if they are not enrolled in a course; Familiarise themselves on the Moodle Platform; Edit their profiles, introduce themselves; Use the timetable and read through the course notes for the period; Download assignments and familiarise themselves with due dates. Advised to use the free download hours (Happy Hour) as per your internet service provider. 	Webinar for staff – “Orientation on Online Teaching and Learning Course” Lecturers should: <ul style="list-style-type: none"> Assist students if they are not enrolled; Start engaging with students; Liaise with your faculty officer to ensure that your calculation criteria per course correct, as well as your number of assessments and their respective weighting. 	Students Contact information for: <ul style="list-style-type: none"> Course enrolment – Contact your course lecturer Resetting of passwords – watch the video on how to reset your password.

11 – 17 May 2020 Remote Teaching Commences	Remote teaching commences <ul style="list-style-type: none"> Familiarise yourself with the learning outcomes; Familiarise yourself with the assessment of the week; Start engaging with the course content and readings; Use your timetable and engage in discussions on Moodle/MS Teams/WhatsApp; Pay attention to assessments for the week, especially if they count towards semester marks. 	Remote teaching commences <ul style="list-style-type: none"> Ensure that you are present during each lesson (as per the timetable); Engage with students on platforms; Provide regular formative assessment; Provide regular feedback on new arising issues; Ensure that you share your revised study guide and assessment strategy (as per the revised course outline) on MyNUST. 	Staff <ul style="list-style-type: none"> Contact TLU Contact your Faculty Support Team
18 May – 03 July 2020 Remote teaching for Semester 1 ends	Follow the same sequence as the previous week and continue as advised.	Follow the same sequence as the previous week and continue as advised.	
6 – 10 July 2020		Reminder to lecturers to submit marks to HoDs for verification and approval on ITS.	
13 – 17 July 2020		Final submission of Semester Marks (17 July 2020)	
20 – 24 July 2020		Friday, 24 July 2020: BOSEC: 1 st Semester Final Results Approval (AM) Release of Results (PM)	Respective Examination Officers to provide the relevant paper lists in digital form to HoDs for signing off.
27 – 31 July 2020	MID-YEAR RECESS BEGINS (Monday, 27 July 2020)	MID-YEAR RECESS BEGINS (Monday, 27 July 2020)	
03 – 07 August 2020	MID-YEAR RECESS ENDS (Friday, 07 August 2020)	MID-YEAR RECESS ENDS (Friday, 07 August 2020)	
10 – 14 August 2020	ONLINE REGISTRATION – 2 ND SEMESTER		
17 – 21 August 2020	ONLINE LECTURES BEGIN: 2 ND SEMESTER – ALL FACULTIES	ONLINE LECTURES BEGIN: 2 ND SEMESTER – ALL FACULTIES	

3. Returning to Campus after Lockdown

NUST propose that the return of students to campus be managed in a phased approach. The following phases are recommended from 03 June 2020 as follow:

Phase 1:

- Activate the return of senior students (students in the last semester of their respective programmes)
- Activate the return of small class group for courses that require practical sessions (Computer and Laboratory)

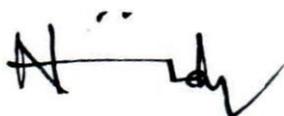
Phase 2:

- Activate the return of all other students with small class groups ·
- Activate the return of bigger numbers (controlled group) for courses that require practical sessions (Computer and Laboratory)

Phase 3:

- Activate the return of all other students (control class groups size) through the NUST COVID-19 Implementation Plan for Returning Staff and Students

Sincerely

A handwritten signature in black ink, appearing to read 'Andrew Niikondo', with a checkmark at the end.

Andrew Niikondo
Deputy Vice-Chancellor: Academic

AN/nn