



**Dear COLL Distance Education Students,**

As you know, the University has put several strategies in place to ensure that students, including you as a distance education student, are in a position to continue with their studies and complete the 2020 academic year successfully. The novel coronavirus COVID-19 disruptions unfortunately led to the closure of the NUST Campus and the Regional Centres for student access until further notice. This pandemic disrupted not only the education system at NUST but also our lives.

The Centre for Open and Lifelong Learning (COLL) can, however, continue with its operations despite this closure. Distance education does not require the physical presence of students and lecturers in one building, and therefore, COLL continues with remote teaching. As a distance education student, you have an advantage, because you already received your study guide (course content) and First Tutorial Letter that includes assignments for the 1<sup>st</sup> semester, upon your registration. This allows you to continue with your studies with minimal disruption. The physical contact sessions over weekends, as additional support to you, can unfortunately not continue due to the regulations of social distancing and restricted numbers for gatherings. As a result, the following measures and support services were put in place to assist you during your studies for the remainder of this semester:

**The Revised Academic Calendar dates for Semester 1 and 2:**

The First Semester resumed on Monday, 11 May, and will end on Friday, 03 July 2020, with a Mid-Year recess from 27 July until 07 August 2020. The second semester will commence on Monday, 17 August and ends on Friday, 20 November 2020.

**COLL Student Support Services and Operations:**

**1. Remote Teaching**

Virtual classes will replace the weekend face-to-face classes via Microsoft Teams, which is an application for video- and audio-conferencing. The Academic Coordinators: Ms Bernadette Cloete ([bcloete@nust.na](mailto:bcloete@nust.na)) and Ms Linda Shipike ([lshipiki@nust.na](mailto:lshipiki@nust.na)) prepared a timetable that will be placed on the COLL website, the COLL Facebook Page and be available at the 9 COLL Regional Centres. Your Marker-Tutor will arrange the virtual classroom by sending you an invitation to download Microsoft Teams on your device (laptop, tablet, computer or cellphone). **Please use your NUST email address [studentnumber@students.nust.na](mailto:studentnumber@students.nust.na) to connect to Microsoft Teams.**

## **2. Assignment Submission**

A revised assignment schedule with due dates was circulated and placed on the COLL website and also uploaded on the COLL Facebook Page. All assignments should be submitted on MOODLE. **DO NOT email your assignments to the Student Support Officer or submit it physically in Assignment Boxes**, because a MOODLE course was created for each course for the online submission of your assignments. The feedback of the assignment will also be available on the MOODLE platform. All assignments should be typed in Microsoft Word before it is uploaded. No handwritten assignments will be accepted for marking.

## **3. Virtual Vacation School**

As additional support, COLL will offer Virtual Vacation School Sessions for the following courses:

- Business Application 1A (BAP511S),
- Business Application 2A (BAP611S),
- Computerised Accounting (CAC711S),
- Digital and Social Media Marketing (DSM711S) – which is the old Electronic and Web-based Marketing (DSM711S),
- Product Innovation and Project Management (PIM812S) that requires compulsory classes.
- Business Simulation – the practical component for Innovation, Creativity and Entrepreneurship (ICE712S)

The students for BAP511S and BAP611S are linked to the eLearning courses, and a Microsoft Teams group was already created. All notes will be shared on both platforms for students. Lecturers will arrange a two-hour session every week to compensate for the physical Vacation School teaching time.

For the other courses, Microsoft Teams groups will be created to support students and to allow you to present your Projects.

## **4. Library Support**

The Library will implement a Click-and-Collection service from 18 May 2020. This service will allow you to request a prescribed/recommended textbook from the Short Loan collection of the Main Library or at the Regional Centre. Staff members will prepare the books and issue it to you after you have been informed to pick it up at the Main Library or Regional Centre **entrance**. You will be allowed to take a maximum of 2 items for 2 days at the Main Library and 4 days at the Regional Centre. Strict hygiene protocols, in line with NUST and government guidelines, will be maintained at all times. Please also access the various online Library services on the NUST website, that will support you during your Remote Learning.

## **5. Assessment Method**

The University is currently adjusting and revising the assessment strategy for all courses, based on remote teaching and learning and social distancing restrictions. You should, therefore, ensure that you are enrolled in all the courses that you are registered for this semester by visiting the MOODLE platform. Familiarise yourself with the assignment due dates and additional assessment activities that you should complete. Your presence on the platform is important to exactly know what is expected from you and to engage with your Tutors and fellow students.

Please do not hesitate to contact your COLL Coordinators, Student Support Officers and your Tutors via email or telephone, should you need further clarification during your 1<sup>st</sup> Semester studies. We welcome you back warmly to resume your studies. We continue to be at your service to support you with the successful completion of your studies.

Best wishes with your studies while we take hands to succeed and to stay safe.

A handwritten signature in black ink, consisting of a large, stylized 'D' followed by a smaller 'M' and a horizontal line extending to the right.

Dr Delvaline Möwes

*Director: COLL*