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UNIVERSITY *of the*
WESTERN CAPE

60 YEARS
*of hope, action
& knowledge*

UWC

REVISED ACADEMIC CALENDAR

2020

This calendar is based on the current lockdown regulations and alert levels, as well as the recommendations and plans as outlined by the Minister of Higher Education, Science and Technology for saving of the 2020 academic year in response to the COVID-19 pandemic

MESSAGE FROM THE ACTING RECTOR

Dear Students and Colleagues,

On 20 April 2020 the University commenced its flexible learning and teaching plan. I wish to reiterate it is one of our key principles that *No Student Will Be Left Behind*. Where students are prejudiced during this period, we will make every opportunity available to provide additional opportunities to succeed, including other learning opportunities, assessments, etc.

Senate met on 26 May 2020 and adopted resolutions on assessments, the revised 2020 Academic Calendar as well as the academic phased-in return plan to campus. All these are in line with the recommendations from the Department of Higher Education, Science and Technology. :

In addition, Senate approved the Principles for Flexible Adoption of the Academic Calendar, to make provision for a few exceptions in the Faculties of Arts, Law, Community and Health Sciences and Economic and Management Sciences. These faculties will communicate with students directly in this regard.

Furthermore, Senate noted two Senate Academic Planning Task Teams. The first team will identify inactive students and their resource needs. The second task team will plan for the provision of supplementary study for inactive students.

To date, approximately 11000 students received data bundles from the university, which enabled a higher level of activity in faculties. Gratefully this includes the provision of data to 880 undergraduate tutors. Furthermore, 2000 devices have been couriered to students.

The #NoStudentWillBeLeftBehind fundraising campaign is progressing well. The university executive re-prioritised approximately R9,5-million towards this campaign. I am also pleased to announce that ABSA donated R1-million towards the campaign. Finally, the UWC Foundation Board of Trustees increased their contribution to R7,5-million. On behalf of the University and its students, I thank ABSA and the UWC Foundation for their generous donations. We continue to pursue alumni and international donor agencies for contributions to our campaign.

We live in uncertain times, and agile leadership is necessary. Thank you for your understanding that we sometimes make decisions that may need to change depending on the trajectory of COVID-19. As always, I urge you to stay safe, to practice all the safety precautions communicated earlier and to take responsibility for your health and wellness.

Professor Vivienne Lawack
Acting Rector and Vice-Chancellor

GENERAL GUIDING PRINCIPLES

- Academic work commenced on 20th April 2020
- There must be a concerted endeavour to complete the 2020 academic year for all students – there may be a possibility that the completion could extend into early 2021
- Disparities among our students' socio-economic backgrounds are acknowledged. Efforts must be as inclusive as possible, and various ways to ensure that the different categories of students, including disabled students are catered for, e.g. using print media, power point presentations; flash sticks, etc. must be explored
- A flexible learning and teaching approach which includes online, but is not restricted to online must be adopted
- A phased-approach to assessments, that will be flexible depending on each discipline will need to be considered
- Academic rigour must be maintained - a pass one pass all approach will not be accepted;
- The University will have to remain committed to making budgetary adjustments to ensure that plans to ensure learning and teaching takes place are realised
- Faculties will provide remedial classes and offer opportunities to students who may have been prejudiced by a lack of resources in order to catch up lost work; and
- Every faculty and every lecturer will adopt an approach that is sensitive and aligned to the institution's values

REVISED ACADEMIC CALENDAR 2020

Senate approved the Principles for Flexible Adoption of the Academic Calendar, to make provision for a few exceptions in the Faculties of Arts, Law, Community and Health Sciences and Economic and Management Sciences. These faculties will communicate with students directly in this regard.

20 Apr – 9 Jun	TERM 2 ONLINE
10 - 16 Jun	Consolidation/catch-up period
17 – 26 Jun	Mid-year assessments
2 – 9 Jul	Supplementary/Special assessments
13 – 16	Reflection period
17 – 26 Jul	Vacation
27 Jul – 4 Sept	TERM 3 ONLINE
5 – 13 Sept	Break
14 Sept – 23 Oct	TERM 4 ONLINE
28 Oct – 13 Nov	Year-end assessments
19 – 27 Nov	Supplementary/special assessments
7 – 18 Dec	Catch-up TERM 2
19 Dec – 3 Jan 2021	Vacation
6 – 20 Jan	Catch-up TERM 2
25 – 30 Jan 2021	Assessments
3 – 9 Feb 2021	Supplementary/special assessments
15 – 18 Feb	SDA
8 MARCH 2021	START OF ACADEMIC YEAR 2021

FREQUENTLY ASKED QUESTIONS

WHO WILL BE ALLOWED TO TAKE PART IN THE CATCH-UP PERIOD FOR TERM 2?

Students who have been unable to participate during the TERM 2 (20 Apr – 9 Jun) or who have participated but failed to pass a module/s will be allowed to participate in the catch-up period. Students who have passed will not be allowed to improve their results by participating in the catch-up period.

DO I NEED TO MEET ANY SUB-MINIMUM FOR CAM TO WRITE THE MID-YEAR ASSESSMENTS?

No, students will be allowed to write the assessment without having achieved the CAM requirement, however they will still require to have an overall (final) pass mark of 50% for the module to pass it (or higher based on the modules overall pass requirement).

IF I DEFER MY COMPLETION OF TERM 2 (SEMESTER 1) TO 2021, DO I STILL NEED TO MEET MODULE PRE-REQUISITE REQUIREMENTS TO CONTINUE WITH TERMS 3 AND 4?

Not unless communicated to you by your Faculty and Department. Each Faculty will need to consider their different programmes and determine if prior learning is essential or not. If pre-requisite requirements cannot be waived, then Faculties will communicate a revised calendar to you.

I WAS MEANT TO COMPLETE MY DEGREE AT THE END OF THE FIRST SEMESTER, IF I ONLY COMPLETE TERM 2 IN 2021, WHAT DOES THIS MEAN FOR MY COMPLETION?

Students currently engaged in the online programme will be able to complete at the end of semester 1 should they pass. For those that will only do term 2 in 2021 they unfortunately will only complete then.

I AM CURRENTLY DOING A WHOLE YEAR MODULE, HOW WILL MY FINAL ASSESSMENTS BE STRUCTURED IF TERM 2 IS ONLY COMPLETED IN 2021?

Faculties will communicate assessment arrangements that differ from the norm to affected students directly.

WILL ALL LEARNING, TEACHING AND ASSESSMENTS BE ONLINE FOR TERMS 3 & 4?

Yes, the academic year will continue online unless otherwise indicated or communicated.

HOW WILL CLINICALS AND WORK PLACEMENTS BE COMPLETED?

Each Faculty will plan for this individually. In some cases Faculties may use part of the year to focus on the theoretical components and leave the practical aspects for later when the chances of clinical and work placements being allowed is greater.

NO STUDENT WILL BE ACADEMICALLY EXCLUDED FOR 2021 BASED ON THE 2020 ACADEMIC YEAR

REVISED ACADEMIC CALENDAR 2020

DATES ARE SUBJECT TO CHANGE

20 Apr – 9 Jun

TERM 2 ONLINE

10 - 16 Jun Consolidation/catch-up period

17 – 26 Jun Mid-year assessments

2 – 9 Jul Supplementary/Special assessments

13 – 16 Reflection period

ADMINISTRATIVE PROCESS TIMELINES

10 Jun Upload of CAM (for CFA modules)

(extension 15 Jun)

30 Jun Last day to upload marks to MAS (students notified about Supplementary, CFA modules)

16 Jul Last day to upload assessment marks from MAS to SASI (CA and CFA modules)

17 Jul Run Mid-Year Promotions

20 – 21 Jul Faculties to consider completions

22 Jul Senate Assessment Committee (completions)

24 Jul Publication of results

17 – 26 Jul **Vacation**

21 – 24 Jul Registration

27 – 31 Jul Amendments

27 Jul – 4 Sept

TERM 3 ONLINE

5 – 13 Sept **Break**

31 Jul Application for remark of mid-year assessments

7 Aug Assessment Schedules – Due date for creation of schedules on MAS

27 Aug Senate Assessment Committee - External Moderators Reports and Integrity of Mid-year Assessments; Appointment of Moderators and Examiners

14 Sept OPEN - Upload of question papers open

14 Sept – 23 Oct

TERM 4 ONLINE

28 Oct – 13 Nov Year-end assessments

19 – 27 Nov Supplementary/special assessments

2 Oct CLOSES - Upload of question papers -

24 Oct Release of continuous assessment/coursework marks for CFA modules

17 Nov Last day to upload marks to MAS (students notified about Supplementary, CFA modules)

01 Dec Last day to upload assessment marks from MAS to SASI (CA, FA, CFA modules)

02-03 Dec Run Final Promotions

04-08 Dec Faculties to consider promotions & completions

09 Dec Printing for SAC

10 - 11 Dec Senate Assessment Committee (completions)

18 Dec **Publication of Results**

7 – 18 Dec **CATCH-UP TERM 2**

6 – 20 Jan **CATCH-UP TERM 2**

2021 25 -30 Jan Catch Up Assessments

03-09 Feb Supplementary/special assessments

01 Feb Last day to upload marks to MAS (students notified about Supplementary, CFA modules)

10 Feb Last day to upload assessment marks from MAS to SASI

11 Feb Run Promotions

12- 14 Feb Faculties to consider promotions & completions & SDA

16 Feb Senate Assessment Committee (promotions & completions & SDA completions)

17 Feb SDA Communication

22-25 Feb SDA Assessments

26-01 March Faculties run batch promotions

02 March Senate Assessment Committee (SDA completions)

PHASED-IN STUDENT PRESENCE ON CAMPUS

POSSIBLE START OF PHASE-IN LEVEL 3: Mid June 2020

TARGET: $\leq 30\%$ student presence on campus

UWC's academic phased-in return to campus will commence with a maximum of 30% of its students and staff returning to campus two weeks after the start of Level 3 of lockdown (1 June 2020), according to specific criteria. For students, the criteria are:

- Vulnerable students
- Final-year laboratory-based students
- Clinical students

STAGE
1

Three key requirements

- Ensure $\leq 30\%$ occupancy (staff and students)
- Determine whether public transport is available for local students
- Determine infrastructure requirements for COVID 19 testing

Ensure that leaning environment is decontaminated
Ensure that appropriate measures are in place to prevent the spread of COVID-19 on all UWC campuses
Apply COVID-19 Health and Safety Regulations at all its campuses

STAGE
2

Identify vulnerable students

Socio-economically vulnerable students:

- NSFAS
- Missing middle
- Unfunded

Online vulnerable:

- Online inactive students

STAGE
3

Prioritise vulnerable students

- Undergraduate students on track to complete in 2020
- Full time Honours, PG Dip/Cert students
- Postgraduate students confirmed nearing completion who need to access labs and software, etc., on campus

STAGE
4

Identify the needs

- Those whose needs can be addressed through provision of devices, data and printed materials
Provide resources to enable them to complete remotely
- Those whose needs cannot be addressed
Residence students return to campus if allowed for Non-Residence: Identify conducive learning spaces in local communities

STAGE
5

Final check

- Accommodate students with disabilities who need OSWD assistive devices
- Accommodate students with Lab work and clinicals
- Confirm $\leq 30\%$ presence on campus (staff and students)

GUIDING PRINCIPLES FOR ASSESSMENTS

- No student will be excluded from any assessment during the period of crisis.
- Where students come forward after the period of lockdown to report that they were prejudiced due to lack of access to a learning-conducive environment and/or access to resources (device, data, network), then such students will be provided with additional assessment opportunities.
- Those modules which have 100% CA as their assessment type, should include higher-weighted integrated assessments in their assessment schedules, that bring together different module outcomes.
- All modules which have CFA as their assessment type should retain the current ratio of continuous assessment (CA) to final assessment (FA).
- Based on most recent announcements, we are making an assumption that campus will not be open to all students before September 2020. Hence, it is improbable that sit-down exams will be held for Semester 1 modules, despite lecturers having submitted exam papers. The sit-down examination will have to be replaced with summative, integrated assessments that evaluate the achievement of core outcomes. These summative assessments must be designed such that they can be deployed and undertaken remotely by students, with online submissions. Some examples of alternative assessments to sit-down examinations include projects, portfolios, storyboard, investigations, problem solving tasks and modelling tasks. It is recognised that each discipline will be best placed to decide how best to implement alternatives to sit-down exams.
- It is recognised that some disciplines may deem it absolutely necessary to conduct a sit-down examination. Where final sit-down exams are absolutely required for semester 1 modules, these will be conducted at the end of the year when it is likely that campus will be open for all students. The need for these should be well motivated. In such cases, SAP will be required to waive the pre-requisites and co-requisites rules.
- Practical assessments and clinical evaluations will be conducted later in the year when it is likely that campus will be open to students in a phased approach; assessment of theoretical components should be prioritised until such time. In such cases, SAP will be required to waive the pre-requisites and co-requisites rules to allow students to continue into Semester 2 without duly completing practicals and clinical work.
- Final and summative assessment tasks in particular must be designed to ensure the authenticity and credibility of student submissions, namely, that the submission reflects the student's own work.
- Where changes are made to the assessment schedules of modules, lecturers must submit the original schedules and the proposed new assessment schedules to Chairs of Departments. The Faculty Academic Planning Committee must then approve and submit a summary of planned module changes to a Special Senate Academic Planning Committee.
- As far as possible, the University will accommodate the need for flexibility regarding the scheduling of assessments, reassessments and catch up opportunities.
- Assessment must be subject to normal internal and external moderation. For exit level modules, all assessments must be externally moderated. For non-exit level modules, assessment must be internally moderated.

#NOSTUDENTWILLBELEFTBEHIND

An appeal is being made for donations to acquire devices for students that will allow them to complete the academic year through flexible learning and teaching. We urge you to support this campaign by making a contribution as follows:

OPTION 1

Step 1: Click on the link or copy and paste into your browser: <https://www.backabuddy.co.za/champion/project/nswblb>

Step 2: Click on the "Donate" button

Step 3: Enter Name/Email/Personal Message and Amount

Step 4: Select payment method

Step 5: Confirmation sent by email

There, you will have the option of contributing via credit card, instant EFT or PayPal. You can use the reference [#NoStudentWillBeLeftBehind](#)

OPTION 2

Make a payment directly to the UWC Bank Account and use the reference [#NoStudentWillBeLeftBehind](#) and email payment confirmation to sbomester@uwc.ac.za.

You will receive official confirmation of your contribution in due course.

Bank Details:

Bank: ABSA

Account name: GENERAL DEPOSITS

Account number: 40-5089-3930

Branch code: 632005

Swift code: ABSAZAJJ

If you have any questions, please contact me at sbomester@uwc.ac.za

NOTE: Only respond to official communications soliciting donation support. UWC will never ask you to confirm any personal information in an email or text message. Be aware of fraudulent messages and feel free to contact our Donor Relations Office for confirmation if you are uncertain. Always look for the email host example@uwc.ac.za as an official communication source.

GENERAL CONTACT INFORMATION

- PROOF OF REGISTRATION
helpdesk@uwc.ac.za or admissions@uwc.ac.za
- ACADEMIC TRANSCRIPTS
helpdesk@uwc.ac.za or liaisonoffice@uwc.ac.za
- REGISTRATION QUERIES
liaisonoffice@uwc.ac.za or rniekerk@uwc.ac.za
- LETTERS OF COMPLETION
helpdesk@uwc.ac.za or graduation@uwc.ac.za
- CERTIFICATE REPRINTS
This service is temporarily suspended, graduates may request a letter of completion instead
- SASI ACCESS
sasiaccess@uwc.ac.za
- PG THESIS MANAGEMENT
postgraduateoffice@uwc.ac.za
- EXAMINATION PAPER MODERATION
calexander@uwc.ac.za
- SASI TRAINING
lmallie@uwc.ac.za

CONTACT CENTRE : 021 959 3900/01 or
admissions@uwc.ac.za or via webchat