

COMMUNICATION NO 1: E-mail to new first-years of 2021 dated 5 March 2021 (to direct students to the web for the Covid protocol and EXCEL sheet)

Dear EMS student

The new academic year is around the corner!

We are writing to you to convey important information about the Faculty's teaching and learning offering in the 1st semester starting 15 March. We also want to highlight the COVID-19 Protocol for students. This is an extremely important document that you must study before classes begin. All students will be expected to follow the protocol.

SEMESTER 1 OF 2021: TEACHING AND LEARNING OFFERING

The Faculty of Economic and Management Sciences will use the Augmented Remote Teaching, Learning and Assessment (ARTLA) approach for its undergraduate offering. This means that a combination of face-to-face (f-t-f) and online learning opportunities will be provided synchronously (i.e. in real time) and/or asynchronously (not in real time). The Excel sheet on the EMS website (www.sun.ac.za/ems) provides details for each undergraduate module as well as a summary of the definitions used in the Excel sheet.

In short:

- Most modules will follow an augmented (options 1 – 3) approach. If more than one column is indicated in the Excel sheet, it means that the module's teaching and learning offering will include a combination of the various formats, as indicated in the definitions.
- Most of the assessments (and specifically the main assessments) will be **invigilated (sit down face-to-face) assessments on the Stellenbosch campus.**
- Most students will have the opportunity for face-to-face contact with the lecturer on a rotational basis. For smaller classes this can be once a week for example and for larger classes it might be slightly less often. More synchronous contact opportunities will be possible via in-person consultations / MS Teams / Adobe connect as well during appointments and other scheduled timeslots.
- The class size, number of timetable slots, venues assigned, and module content will influence decisions regarding the nature and frequency of contact time.
- Lecturers will communicate via SUNLearn to indicate contact opportunities, so please consult your SUNLearn pages regularly. Please note that you must **not** come to class in person unless you have been instructed to do so by your lecturer via SUNLearn.

COVID-19 PROTOCOL FOR STUDENTS

The Faculty has developed a comprehensive set of student protocols (together with SU's protocol) to safeguard staff and students on campus. Please read the protocol carefully before your classes begin on 15 March. The latest version is available on the faculty website at www.sun.ac.za/ems. We want to keep the environment for students and lecturers as safe as possible, and your wholehearted commitment will ensure that we give you the best academic support to succeed with your studies.

We are looking forward to the academic year!

Kind regards

Professors Ingrid Woolard and Ronel du Preez