

2 June 2020

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Dear Student

RE-OPENING OF THE IIE ROSEBANK COLLEGE CAMPUSES

Following the recent announcement by the Minister of Higher Education and Training that Higher Education institutions can commence with a phased re-opening of campuses, we would like to communicate the steps that The IIE Rosebank College is taking to ensure the smooth re-opening of its campuses.

1. COVID 19 Requirements of Application

- Rosebank College will adhere to strict measures as outlined in the Post School Education and Training of Higher Health guidelines, released by Government, as well as AdvTech company protocols and policies.
- Social distancing and campus capacity access limits prevents us from allowing the full staff and student cohorts onto campuses at any given time.
- Access to our campuses needs to be strictly controlled. Should you need to visit the campus you would need to book your visit to the campus. This process will be communicated to you shortly.
- Strict sanitizing protocols will further reduce the availability of campus infrastructure for use by our students.
- All persons entering campus will be screened. Students should allow for at least 30 minutes more, ahead of a session, for campus access protocols to be applied.
- Protection of vulnerable members of our community will mean that not all members of our lecturing and student community should return to campuses. The aforementioned people should preferably continue to engage through the online mode of delivery.

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- Facemasks must be worn at all times, as is the requirement when moving in all public spaces.

2. Opening Date

- The IIE Rosebank College will partially open its campuses on 17 June for students who have not been able to participate in the online lectures that commenced on 15 April.
- These sessions will cover content that has already been covered by students that continued to engage online, and is not in addition to the online content covered.
- In the spirit of “leaving no student behind”, we would urge students that have been able to continue with their studies online, to reserve the Boot Campus offering for students who have not been able to do so.
- Other students who wish to use campus resources and who wish to engage with staff members will also be welcome, but only according to strict rules and regulations as outlined above.
- In addition to the above, please note that all B Ed students will start on **8 June**.

3. Boot Campus

As we committed to leave no student behind during the move to online teaching and learning, we will present a Boot Campus from 17 June to 31 July 2020.

This will be offered for all Semester 1 modules that were delivered online since 15 April. In this regard, please note the following:

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- The Boot Campus will be for those students who were not able to participate in the online teaching and learning or who had difficulty in participating due to connectivity and access issues.
- The Boot Campus will be run on a campus timetable and facilitated by campus lecturers. Timetables will be shared at a later stage.
- You will have an opportunity to access campus facilities to complete the activities that were assigned on RC Learn during that day's Boot Campus session.
- The Boot Campus will be timetabled over the entire period mentioned above. As per normal higher education practice, you will be guided to work through material and complete assessments on your own, between the collaborate sessions, as not all the outcomes will be covered online.
- In order to prepare for your attendance in the Boot Campus, and for us to meet the regulatory requirements as outlined above, you will need to book your place for the Boot Campus sessions. Your campus will provide further guidance in this regard closer to the time.

4. Assessments

- We trust that you are completing the formative assessments and uploading them online.
- The take-home summative assessments are currently being made available and we encourage you to start working towards completing them once you have submitted all your formative assessments.

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5. **Opening up of other campus resources**

- From 17 June 2020, where capacity allows, we will also invite students to make use of our library and other spaces to connect to our Wi-Fi in order to engage with the online material on your own.
- This will also enable you to complete and submit your assessments online.
- Please note that capacity on campus will be limited in line with paragraph 1 above.

6. **Further opening of campus**

- During the month of July, based on what is possible within Covid-19 regulatory requirements, we are also hoping for the return of our students who have been able to participate in online classes, and who would like to spend time with their lecturer in a face-to-face environment.
- Content - the same topics taught will be available on RC Learn for those students who could not travel to campus.
- We will announce further details on this as soon as we have finalized the arrangements, which has to be done in conjunction with Government and Covid-19 regulations.
- Semester 2 will commence on 11 August 2020, except for the B Ed programmes, which will commence a week earlier on 3 August.
- The format of teaching and learning of Semester 2 is currently being considered and will be finalized once we have clarity regarding the progress of Government's Covid-19 regulations.

7. **Student Handbook: *The Pandemic Version***

- We have compiled a Student Handbook to consolidate the essential information to guide you through the remainder of the 2020 academic year.

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- Due to the Covid-19 pandemic, there have been changes to the policies and processes you have been used to.
- It is important that you familiarize yourself with these changes to ensure the successful completion of your studies.
- The information found in the handbook is to summarize communication you have received already and is applicable to Semester 1 only.
- The Handbook will be uploaded onto your portal by 2 June.

We look forward to welcoming you back on our campuses.

Yours sincerely



Greg Fillmore
Managing Director
Rosebank College