



NWU Business School

Business School Teaching and Learning Protocol: Teaching and Learning Plan (BSTLP) for S2 2020 (as amended)

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1. Introduction

The normal tuition via block release and contact for both the MBA and PGDM programmes that would have taken place June 2020 to December 2020 needs to be reconsidered and amended to facilitate the change to an on-line type of tuition. The NWU will not be offering formal contact sessions at campus venues other than those scheduled for the “catch-up” students. This is subject to change as per emendment of legislation. The formal contact sessions will therefore be replaced by on-line facilitation (as per the 1st Semester), with current material being adapted to on-line material and supported by video links, Zoom sessions or other electronic contact modes. The type and duration will vary depending on the requirement of the module. Future decisions regarding contact mode delivery by the Minister and DHET, and the NWU COVID oversight committee will impact on this proposal.

2. Tuition mode amendment: Contact to distance

At this time all 2nd Semester material is being developed for the on-line/distance mode of delivery for both programmes. In the arena of the PGDM the distance mode material is already available as one of the PGDM programmes was offered in this mode. As the first semester had resulted in students already working in syndicate groups, these groups will continue into the second semester. Therefore, continuity is not lost. Even distance students are divided into (virtual) syndicate groups. In the past, this worked well for all modes of delivery. It may therefore continue.

A reasonable proportion of the offering consists of investigations that students have to do in real-life organisations. With the implementation of the current zero/limited/social distancing contact situation, students are to be instructed that previous contact investigations needs to be continued through electronic communication, rather than physical visits. To date, most students seem to heed to this and no problems have been experienced. Again, the situation is monitored, but it is not foreseen that issues will be forthcoming.

Presently, distance students order their textbooks through Takealot.com, while full-time and part-time students procure theirs through local stationers (Van Schaik has a delivery service available). The latter two groups could easily switch to online ordering, but with the current regulations on level 3, textbooks can be procured in the usual way. Consideration of changes in the lockdown status should not affect the acquisition of textbooks as these will be available either online or direct purchase.

3. Tuition constraints under limited contact situations

The main tuition constraint will be the students whom have enrolled with the proviso of having there company/work sites available (for PC's, laptops and internet connectivity). Due to the limitation currently placed physical workplace attendance (33% under level 3 to 66% under level 2), some students/participants might require data support. The school will however not entertain laptop/PC support. Other constraints might be the level of difficulty (e.g. financial modules) that will require additional contact mentoring.

3.1.1 Course of Action:

Action	Responsibility	Due Date
Continuous follow-up on all registered students to determine needs	Lungi and Student Administrators	At least twice a month

4. Facilitating teaching and learning: Alternative tuition

4.1 MBA programme

It is important that the requirements of relevant accreditation bodies are adhered to. In the case of the Business School AMBA requires 500 hours of contact for the programme. These need not be formal tuition but must link to various relevant interactive topics. Students must therefore receive a minimum amount of tuition, and must also perform practical work.

Standard MBA classes as per the schedule pre-COVID will be maintained but classes will be via ZOOM sessions. These are to be deemed “contact” as per AMBA requirements.

Ways of ensuring continued access to study material during campus closures/semi-closure include the following, which will be pursued by the School. A study guide must be available for all modules (paper study guides were converted to e-guides when the PGDM distance mode was launched and are now accessible by student's off-campus via the internet).

e-Fundi sites set up for all modules. e-Fundi sites should also be set up for postgraduate modules (in some research modules, the supervisor may prefer to interact with the student(s) via email, or using SMS, WhatsApp, telephone calls etc.)

Materials used during module presentation, including contact sessions, should be made available on e-Fundi, as explained. This could include lecture notes, PowerPoint slides, readings, eBooks, etc. Podcasts may be recorded and used in conjunction with PowerPoint slides to explain concepts.

Students at Mahikeng will be granted the opportunity to link-in with either the Saturday morning classes or the Monday evening classes. This still allows for options. Classes will be conducted in English.

4.1.1 Course of Actions:

Action	Responsibility	Due Date
Zoom license to be obtained for MBA classes. Management of such a license should reside with the MBA administration	Programme Manager/Leader	30 June 2020
Single presenter approach to be applied. This to ensure consistency across sites	Programme Manager/Leader	30 June 2020
Mahikeng students MUST be notified of the new arrangements regarding optional classes	Student Administration	7 July 2020
Adherence to all scheduled dates as per pre-COVID to be maintained	All staff	Immediate

(NOTE: The second semester for the NWU only commences 24 August 2020. The BS will thus be ahead of the NWU schedule)

4.2 PGDM

Ways of ensuring continued access to study material during campus closures include the following, which will be pursued by the School. A study guide must be available for all modules (paper study guides were converted to e-guides when the PGDM distance mode was launched and are now accessible by student's off-campus via the internet).

e-Fundi sites set up for all modules. e-Fundi sites should also be set up for postgraduate modules (in some research modules, the supervisor may prefer to interact with the student(s) via email, or using SMS, WhatsApp, telephone calls etc.)

Materials used during module presentation, including contact sessions, should be made available on e-Fundi, as explained in 1. This could include lecture notes, PowerPoint slides, readings, eBooks, etc. Podcasts may be recorded and used in conjunction with PowerPoint slides to explain concepts.

e-Fundi sites should include such tools as announcements, blogs, messages, chat rooms, Drop Box and forums to allow communication between lecturer and students, as well as student-to-student interaction.

Tools are available from the Centre for Teaching and Learning for online lectures, lecture capture, videos, etc. This software should be made available for all staff to use in their offices or at home. Online training on its use should also be provided. Two-way communication with the students also needs to be available.

Students at Mahikeng will be granted the opportunity to link-in with either the Saturday morning classes or the Monday evening classes. This still allows for options. Classes will be conducted in English.

4.2.1 Course of Actions:

Action	Responsibility	Due Date
Zoom license to be obtained for PGDM classes. Management of such a license should reside with the PGDM administration	Programme Manager/Leader	30 June 2020

Single presenter approach to be applied. This to ensure consistency across sites	Programme Manager/Leader	30 June 2020
Mahikeng students MUST be notified of the new arrangements regarding optional classes	Student Administration	7 July 2020
Adherence to all scheduled dates as per pre-COVID to be maintained	All staff	Immediate

(NOTE: The second semester for the NWU only commences 24 August 2020. The BS will thus be ahead of the NWU schedule)

4.3 Catch-up Contact sessions

It is not envisaged that any students will attend the facilities (Missing in Action MIA students) during the first period of 24 June and onward. At this time the Administration has not determined any need/student requests for this. Should the existing facilities be used these must be done under the guidance of the NWU OHS guidelines as published.

All equipped facilities (Leopard Park and K14) may be used by lecturers for recording purposes (asynchronous) and for (small) group (less than 10 per site) synchronous teaching. Group sizes will be under the guidelines of the NWU OHS guidelines as applicable. All requirements such as permission letters and other legal requirements must be met.

A possibility of a second round of facilitation in semi-contact mode (due to quantum limitation and if required by students) is envisaged for September 2020. During this round sessions for the financial and economic modules will be facilitated. These sessions will not be for students to improve marks but merely to catch-up on the academic standard as required for that specific module at its exist level (thus quality control).

4.3.1 Course of Actions:

Action	Responsibility	Due Date
Staff are to record lectures as required	Lecturers as per modules	15 July 2020
Planning of assessments should be flexible enough to revert to formal examinations should the situation thus demand	Lecturers as per module	15 July 2020
Observance of NWU OHS protocol is mandatory at all times	AI returning staff	Immediate
No contact lectures is allowed until the legislation is amended	All staff	Untill further notice

4.4 2nd Semester Assessment

With regards the completion of the first semester and the proposition of second opportunity assessments, the following will be applied:

It is assumed that under the current circumstances the second semester will also not include formal sit-down exams and all modules must be planned for along the same lines as the first semester. Thus, in terms of the second semester 2020, the assessment protocol as was applied for the 1st semester will (again) be deployed. Should the directive from the UMC amended the current decision, the Business School will execute accordingly. Should the situation be revised by the Minister or DHET at any stage, a revision of the proposed protocol will be done. All POE's for the second semester could be reverted back to standard examinations should the DHET protocol so change.

In terms of the 1st Semester 2021, it may be assumed that formal sit down examinations will be re-instated and modules may thus be examined. It is however suggested that the POE approach as a form of formal examination be retained.

4.4.1 Course of Action:

Action	Responsibility	Due Date
All assessment protocols to be finalised as per 1st Semester approach but with flexibility to revert back to sit-down examinations if so required.	Programme Manager/Leader All lecturers per module	15 July 2020
All examinations to be approved programme compliant (thus no deviation from CHE approved programme specification with regards examination protocol)	Programme Manager/Leader	15 July 2020

4.5 Examination Commission 1st Semester

The examination Commission must continue as planned pre-COVID. This commission will also be the decision making body for the second opportunity assessments to be undertaken. This body (first sitting scheduled 8 July 2020) will determine the MIA students realistically (as some MIA students are natural attrition students). The planned dates for the second opportunities will be communicated and the POE requirement as per module will be uploaded on e-Fundi.

Should any student remain in the assessment needs category after the September session, these students will be dealt with under the November examination group and their second opportunity will thus be in December 2020.

4.5.1 Course of Actions:

Action	Responsibility	Due Date
Maintain planned dates of Examination Commission	Programme Manager/Leader and Administration Manager	8 July 2020 and subsequent
All sites will be done simultaneously and thus be dealt with in the same manner	Programme Manager/Leader and Administration Manager	8 July 2020 and subsequent
Second opportunity students (and lecturers) will be identified and notified with submission dates as was planned pre-COVID	Programme Manager/Leader and Administration Manager Student Administration to execute	10 July 2020 and subsequent
Any specific need students (stragglers) will be mustered under the December 2nd Opportunity group	Programme Manager/Leader and Administration Manager Student Administration to execute	November 2020.

APPENDIX A: Module breakdown Postgraduate Programmes

Module:	Activities Do you have a work outline for your students on e-Fundi & What study material have you uploaded on e-Fundi?	Challenges	What study material is still outstanding to be uploaded on e-Fundi?
MBA Phase 1 Semester 2: 2020			
MBAB821 Technology Management	All material is available on e-Fundi and audio/video clips are uploaded regularly to supplement material. Relevant URLs are also uploaded and made available Contact sessions are being held via Zoom and alternative platforms. Exercises are managed through e-Fundi and then solutions uploaded at a set time. <i>Ad hoc</i> communication and illustrations, where necessary	To ensure proper and real-time feedback from students regarding the presentations Relative sameness in T&L (standardized with quantitative subjects having longer sessions if need be) is required so as to not create more confusion Ensure access to required formats NWU/Faculty need to provide licensed Zoom platforms to all T&L staff as the constantly interrupted breakdowns in time duration create unprofessional impression The fact that a module consists of 12 credits and thus 120 notional hours. Some subjects may significantly deviate from this and consume time of the other modules	Assessment changes to a final online assessment, to be executed on the e-Fundi platform. Online final assessment: moderation rules applying to examinations are also transposed to the online final summative assessment
MBAB822 Strategic Talent Management	All material is available on e-Fundi and audio/video clips are uploaded regularly to supplement material. Relevant URLs are also uploaded and made available Contact sessions are being held via Zoom and alternative platforms. Exercises are managed through e-Fundi and then solutions uploaded at a set time. <i>Ad hoc</i> communication and illustrations, where necessary	To ensure proper and real-time feedback from students regarding the presentations Relative sameness in T&L (standardized with quantitative subjects having longer sessions if need be) is required so as to not create more confusion Ensure access to required formats	Assessment changes and convert to a portfolio of evidence. Maybe only the final portfolio of evidence needs to be uploaded. Moderation rules applying to examinations are also transposed to the portfolio of evidence.

		NWU/Faculty need to provide licensed Zoom platforms to all T&L staff as the constantly interrupted breakdowns in time duration create unprofessional impression The fact that a module consists of 12 credits and thus 120 notional hours. Some subjects may significantly deviate from this and consume time of the other modules	
MBAB823 Managerial Accounting	E-Fundi material is being utilised. Contact sessions are being held via Zoom and alternative platforms. Exercises are managed through e-Fundi and then solutions uploaded at a set time. Alternatives are being investigated as this module requires more direct face-to-face attention – like explaining the accounting calculations, working through examples, etc.	To ensure proper and real-time feedback from students regarding the presentations Relative sameness in T&L (standardized with accountancy having longer sessions if need be) is required so as to not create more confusion Ensure access to required formats NWU/Faculty need to provide licensed Zoom platforms to all T&L staff as the constantly interrupted breakdowns in time duration create unprofessional impression The fact that a module consists of 12 credits and thus 120 notional hours. Some subjects may significantly deviate from this and consume time of the other modules	Assessment changes to a final online assessment, to be executed on the e-Fundi platform. Online final assessment: moderation rules applying to examinations are also transposed to the online final summative assessment
MBA Phase 2 Semester 2 2020			
MBAD821 Leadership	All material is available on e-Fundi and audio/video clips are uploaded regularly to supplement material. Relevant URLs are also uploaded and made available	To ensure proper and real-time feedback from students regarding the presentations Relative sameness in T&L (standardized with	Assessment changes to a final online assessment, to be executed on the e-Fundi platform.

	Contact sessions are being held via Zoom and alternative platforms. Exercises are managed through e-Fundi and then solutions uploaded at a set time. <i>Ad hoc</i> communication and illustrations, where necessary	accountancy having longer sessions if need be) is required so as to not create more confusion Ensure access to required formats NWU/Faculty need to provide licensed Zoom platforms to all T&L staff as the constantly interrupted breakdowns in time duration create unprofessional impression The fact that a module consists of 12 credits and thus 120 notional hours. Some subjects may significantly deviate from this and consume time of the other modules	Online final assessment: moderation rules applying to examinations are also transposed to the online final summative assessment
MBAD822 Marketing Management	All material is available on e-Fundi and audio/video clips are uploaded regularly to supplement material. Relevant URLs are also uploaded and made available Contact sessions are being held via Zoom and alternative platforms. Exercises are managed through e-Fundi and then solutions uploaded at a set time. <i>Ad hoc</i> communication and illustrations, where necessary	To ensure proper and real-time feedback from students regarding the presentations Relative sameness in T&L (standardized with accountancy having longer sessions if need be) is required so as to not create more confusion Ensure access to required formats NWU/Faculty need to provide licensed Zoom platforms to all T&L staff as the constantly interrupted breakdowns in time duration create unprofessional impression The fact that a module consists of 12 credits and thus 120 notional hours. Some subjects may significantly deviate from this and consume time of the other modules	Assessment changes and convert to a portfolio of evidence. Maybe only the final portfolio of evidence needs to be uploaded. Moderation rules applying to examinations are also transposed to the portfolio of evidence

MBAD823 Entrepreneurship OR elective: MBAD825 Public Sector Management	All material is available on e-Fundi and audio/video clips are uploaded regularly to supplement material. Relevant URLs are also uploaded and made available Contact sessions are being held via Zoom and alternative platforms. Exercises are managed through e-Fundi and then solutions uploaded at a set time. <i>Ad hoc</i> communication and illustrations, where necessary	To ensure proper and real-time feedback from students regarding the presentations Relative sameness in T&L (standardized with accountancy having longer sessions if need be) is required so as to not create more confusion Ensure access to required formats NWU/Faculty need to provide licensed Zoom platforms to all T&L staff as the constantly interrupted breakdowns in time duration create unprofessional impression The fact that a module consists of 12 credits and thus 120 notional hours. Some subjects may significantly deviate from this and consume time of the other modules	Assessment changes to a final online assessment, to be executed on the e-Fundi platform. Online final assessment: moderation rules applying to examinations are also transposed to the online final summative assessment.

POST-GRADUATE DIPLOMA IN MANAGEMENT (PGDIP)

Module	Do you have a work outline for your students on e-Fundi?*	What study material have you uploaded on e-Fundi already?	What study material is still outstanding to be uploaded on e-Fundi?	What challenges do you have in offering the module on e-Fundi? These include teaching difficulties as well as assessment challenges.
Semester 2 2020				
BLLR521	Yes, same as 2019. The module was offered on distance mode.	All content from 2019 site has been uploaded.	Updates for electronic assessments	This is per definition a module taught by pure facilitation of discussions. To do this in distance mode without switching to a talk and chalk mode is difficult.
GHRM529	Yes, same as 2019. The module was offered on distance mode	All content from 2019 site has been uploaded.	Updates for electronic assessments	None

PGRE521	New module for other sites. eFundi site is presently being populated. Was presented in Mafikeng in the past, therefore same as 2019	All content from 2019 site has been uploaded.	Everything	None. The module focuses on real-life organisations. It could be a challenge to contact these during lockdown.
GOPM521	Yes, same as 2019. The module was offered on distance mode	All content from 2019 site has been uploaded.	Updates for electronic assessments	None
MKTM521	Yes, same as 2019. The module was offered on distance mode	All content from 2019 site has been uploaded.	Updates for electronic assessments	None
GSCM521	New module. eFundi site is presently being populated		Everything	New module. None expected yet
GPRM521	New module. eFundi site is presently being populated		Everything	New module. None expected yet