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OFFICE OF THE VICE-CHANCELLOR

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H.E. The Guild President
Kabale University

RE: TEACHING, LEARNING AND EXAMINATIONS DURING THE LOCKDOWN PERIOD

This letter is in response to the recent queries from various student leaders (Guild President, Guild Speaker, Health Minister, Education Minister) concerning the above subject.

As you are aware, Universities are not fully locked down, because Government guidance refers to keeping a 10% workforce to enable clients (including students) to access services. You are also aware that in line with the guidance from the Ministry of Education, the National Council for Higher Education, and the Ministry of Health, Kabale University, like other universities in Uganda, has already been running online classes. You are aware too of the training that the University has carried out to enable both staff and students fit in this new normal of distance learning. In addition, you are aware that due to disruptions paused by the COVID-19 pandemic, the "normal" semester system is running behind schedule, and that the current lockdown complicates the processes even further.

In view of the above, and after deliberations by Heads of Department; Deans and Directors and Management; and taking into account the needs of the student community, the following steps were taken. The measures summarized below take into account the fact that we do not know for how long the lockdown will be, and therefore, alternative means must be put in place. These steps are purely to ensure that students do not lose too much time within the frame work of their years of study. These steps are, indeed, for the benefit of students.

Contact with Students: It has been confirmed that academic staff are in touch with their students through various channels, including WhatsApp and email facilities. The students have various forums and they can easily get to friends who may not be easily reached. The E-Learning Unit of the University also is in a position, and has already assisted some staff who were finding difficulty in reaching all their students.

Fees Payment: Fees payment is an obligation. The University Bursar had earlier issued a programme for payment. In response to the possible difficulties faced by students

who may not easily access banks, the use of mobile money facilities was opened up. **Students were informed in the Bursar's circular, which I attach here for easy reference**. It does not matter whether the student changed telephone numbers or not, what is important is the use of a correct Registration Number of the student.

Examinations: The Academic Registrar has issued circulars on the management of examinations, starting with First Year Students who had already embarked on this exercise before closure of educational institutions. **The circulars are attached, for easy reference.**

Ample time will be given to take care of the challenges of possible internet breakdown, and related matters. Faculties are working out modalities on the mode of examinations and they have been asked to communicate this information to their students.

What happens to those who may miss to sit the examinations: Existing University Academic Regulations will take care of this. This cannot be a blanket cover solution, but rather, a case-by-case consideration by the Senate regarding exceptional cases.

The purpose of this communication is to assure the student community that it is possible to study and do examinations online. **The E-Learning Unit has already concluded a successful pilot study on this with the students of the Faculty of Education.** It is important for students to take a positive view of the changes in the form of service delivery, rather than hypothesize on all possible obstacles that may arise. The University is ready to handle the obstacles as they arise.

I do hope and pray that this clarification will help all of us so that we can now focus on these important activities.

I wish you all the best in your various examinations.

Yours sincerely

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cc: Management
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