

STUDENT ONLINE LEARNING GUIDE

Online learning commences 1 June 2020

TEACHING & LEARNING

Lecturers have uploaded learning resources onto the Moodle platform. These include reading materials, pre-recorded lectures, PowerPoint slides and links to various sites. Although you will be following the pre-lockdown timetable, information pertaining to live online lectures and consultation times will be duly communicated to you by relevant lecturers. There are no exams; however, ALL tests, assignments and practicals must be completed in order to attain a continuous assessment mark (CAM). In the event of an academic grievance, please refer to the communication protocol on page 2 of this document.

LEARNING ENVIRONMENT

Create an environment that is conducive to learning. De-clutter your workspace. Ensure that there are no distractions. Keep interactions on social media to a minimum during study time. It is important to note that every course has notional study hours which are applicable during the remote learning period.

FOCUS

Develop a routine and prepare yourself for the day. Diarise important test dates and assessment deadlines. Prior to any live online interactions such as lectures or discussion forums, ensure that you access and familiarize yourself with relevant content (reading materials, videos, etc.).

INTEGRITY

Approach tests and assignments with integrity. : Plagiarism is considered an academic offense which is subject to disciplinary action. UKZN plagiarism policy and procedures may be accessed at <https://innerweb.ukzn.ac.za/RegulatoryDocuments/SitePages/Home.aspx>

STUDENT SUPPORT

Student support services are available for psycho-social issues: <https://aessupport.ukzn.ac.za/>
Email aessupport@ukzn.ac.za or call 033-260 5695
Book an appointment for counselling at <https://caes-ukzn.bookem.com/>
For academic support contact your relevant lecturer and/or ADO. Online academic support is available and can be accessed from the academic support Moodle page for each school.

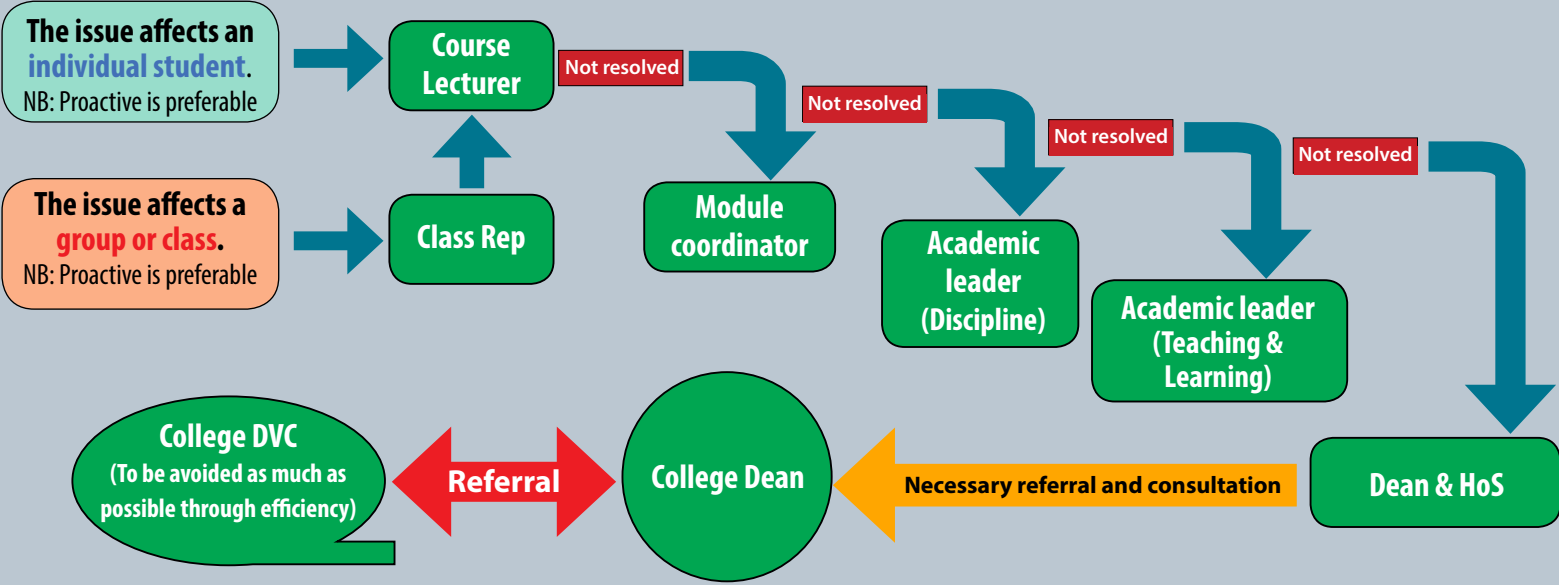
ONLINE ACCESS

Ensure that you are able to access learning platforms for both learning materials and live online interactions. Engage in training on various platforms:
Moodle chat https://docs.moodle.org/38/en/Using_Chat
Assignment submission https://docs.moodle.org/38/en/Using_Assignment
Forum discussion https://docs.moodle.org/38/en/Forum_activity
Confirm learning platforms (Moodle, Zoom, etc.) with relevant subject lecturers.

IT

Zero-rated data sites can be found here <http://utlo.ukzn.ac.za/utop/zero-rated-data-student-staff.aspx> (500MB free per day). Students will receive data for the month, which should be used for academic purposes ONLY.
IT support is available via WhatsApp & Email: Send your student number & query to +27 63 454 7171 or itstudenthelp@ukzn.ac.za
Report any changes to your address and/or phone number to ensure that your data allocation is available on your personal cell number <https://locateme.ukzn.ac.za>
The Self-Service Platform is also available: log online calls at <http://icsfaultlogging.ukzn.ac.za>

COMMUNICATION PROTOCOL FOR ADDRESSING STUDENT GRIEVANCES RELATING TO ACADEMIC MATTERS



ACADEMIC DEVELOPMENT OFFICERS (ADO)

Campus	School	ADO	Email
Howard College	<ul style="list-style-type: none"> Agricultural Earth & Environmental Sciences Chemistry & Physics Engineering Mathematics, Statistics & Computer Science 	Mr Godfrey Marumure	Marumureg@ukzn.ac.za
Westville	<ul style="list-style-type: none"> Agricultural Earth & Environmental Sciences Chemistry & Physics 	Mr Rogerant Tshibangu	Tshibangur@ukzn.ac.za
Westville	<ul style="list-style-type: none"> Life Sciences 	Dr Boby Varghese	Varghese@ukzn.ac.za
Westville	<ul style="list-style-type: none"> Mathematics, Statistics and Computer Science 	Dr Dalia Varghese	Varghesed@ukzn.ac.za
Pietermaritzburg	<ul style="list-style-type: none"> Agricultural Earth & Environmental Sciences Chemistry & Physics 	Mr Ashwin Manival	ManivalA@ukzn.ac.za
Pietermaritzburg	<ul style="list-style-type: none"> Engineering Mathematics, Statistics & Computer Science Life Sciences 	Ms Khethukuthula Nozipho Hlalukane	HlalukaneK1@ukzn.ac.za

ACADEMIC LEADERS OF TEACHING & LEARNING (ALTL)

School	ALTL	Email
Agricultural, Earth and Environmental Sciences	Prof Suna Kassier	Kassiers@ukzn.ac.za
Chemistry and Physics	Dr Brenda Moodley	Moodleyb3@ukzn.ac.za
Engineering	Prof Jules-Raymond Tapamo	Tapamoj@ukzn.ac.za
Life Sciences	Prof Andre Vosloo	Vosloo@ukzn.ac.za
Mathematics, Statistics and Computer Science	Dr Absalom Ezugwu	EzugwuA@ukzn.ac.za