BUGEMA UNIVERSITY

A report Submitted to Ruforum on Adoption of Odel (Open Distance online Learning) and Operation of the Institution under COVID -19

By

Bugema University Administration

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Acronyms and Abbreviation

ADRA	- Adventist Development and Relief Agency
BU	– Bugema University
CETL	- Centre for Excellence Teaching and Learning
DVC	- Deputy Vice Chancellor
EDII	- Equity, Diversity, Inclusion and Integrity
ERMS	- Education Resource Management System
LMS	- Learning Management System
ID	- Identity Cards
IT	- Information Technology
IPG	- Institute of professional Growth and Development
NARO	- National Agricultural Research organization
NCHE	- National Council for Higher Education
ODeL	- Open, Distance and e Learning
QA	- Quality Assurance
RENU	- Research and Education Network Uganda
SOPs	- Standard Operating Procedures
VC	– Vice Chancellor

ROLLING OUT OF ODeL SYSTEM

Introduction

The National Council for Higher Education (NCHE), a body mandated to regulate the provision and conduct of Higher Education in Uganda, was desirous of implementing an emergency Open, Distance and e-Learning (ODeL) system for enabling the Higher Education training institutions to offer teaching and learning during the current lock down. The ODeL system of learning provision is globally recognized as a worthy mechanism for flexible learning.

Bugema University has been using ODeL as a model to enhance teaching and learning at the Graduate Studies level.

The institution has setup a virtual learning directorate with a director and the necessary equipment that has enhanced the implemention of the existing LMS to cater for the accommodation of undergraduate programs and Graduate programs. The LMS was further tested and hosted by RENU Data Centre. The LMS was put into operation since October 2020. An interactive virtual learning platform has been setup to aid online live lectures. https://conferencing.bugemauniv.ac.ug. A technical specification document was developed to further enhance the current system.

Bugema University received a team from National Council of Higher Education in Uganda (NCHE) to assess the readiness of BU ODeL and gave a report, indicating that it was successfully done with few recommendations for adjustment accordingly. The report was submitted to Task Force of NCHE for approval. BU's proposal was thereafter approved and a letter from NCHE was delivered to the university Administration – VC's Office in a hardcopy. This therefore gave BU go ahead to kick start the ODel program in all disciplines.

The LMS Functionality

Bugema University's LMS has been configured to administer continuous assessment exercises through tests and quizzes, online forums, and assignments. These modes of assessment can be uploaded to the system as text, files, jpeg or audio and visual recordings.

Group discussions are supported through virtual class environment (https://conferencing.bugemauniv.ac.ug)

The image below shows the full list of the BU LMS functionality in terms of Activities and Resources

Assignment	Attendance	BigBlueButtonBN	Book	Chat	Choice
☆ ⓘ	☆ ⓘ	☆ ⓘ	☆ ⓘ	☆ ⓘ	☆ ⓘ

Database	External tool	Feedback	File	Folder	Forum
☆ ⓘ	☆ ⓘ	☆ ⓘ	☆ ⓘ	☆ ⓘ	☆ ⓘ

Glossary	H5P	IMS content package	Label	Lesson	Page
☆ ⓘ	☆ ⓘ	☆ ⓘ	☆ ⓘ	☆ ⓘ	☆ ⓘ

Quiz	RecordingsBN	SCORM package	Survey	URL	Wiki
☆ ⓘ	☆ ⓘ	☆ ⓘ	☆ ⓘ	☆ ⓘ	☆ ⓘ

Workshop	Zoom meeting
☆ ⓘ	☆ ⓘ

BU LMS Implementation

BU LMS was configured to provide: -

- Interactive Online teaching and learning platform
- Virtual classrooms
- Progress bar which shows the students participation
- Live online lecture recordings
- BU LMS configuration to manage academic QA matters (including live class attendance, students progress, plagiarism, and examination management)
- Student's evaluation of lecturers is done via the LMS feature of online evaluation.

The university administration, through the ODeL ad-hoc committee chaired by the Quality Assurance Director, organized a survey online (https://docs.google.com/forms/d/1A7qfTDwl5QlpC9s8Q8yTE-AX2cDhDFLvRl5-UFR7YB8/edit#responses) that brought out statistics result of 94.2% out of the 724 students responses were willing to study via online.

The university employed the following tools that are currently used to communicate to students while off-campus

- WhatsApp
- Email
- Phone calls
- Website
- LMS platform chat option
- Interactive online platform for conferencing
- Classrooms and forums on LMS
- Landing pages on LMS
- Social Media Class groups

The University Administration created a budget in consultation with the IT support, Business Office, and Virtual-learning Directorate. The management passed this budget which is available at the office of the DVC-Finance for reference

The university IT support Directorate implemented the following to mitigate cyber

risk on all the university ICT infrastructure.

- System firewalls
- Backups
- Anti-virus that is licensed
- Microsoft Application licenses
- The university password policy

Trainings

After survey the committee next stage was to have general trainings for both the students and the staffs as indicated on these online training recordings (Training on a curriculum compliance with ODeL

https://conferencing.bugemauniv.ac.ug/b/bug-9fs-zjt)

A workshop was then called for all the staff who were on the teaching roster according to the senate course approval and allocation. The workshop training included:

1. Customizing your course page
2. Using the LMS activities and resources
3. Handling assignments and quiz
4. Adjusting course timings
5. Grading
6. Having interactive lectures on the system – Using BigBlueButton (BBB) and Google Meet for live interaction with the students.
7. Creating contacts and communicating with the participants in the course

Immediately after the general training, the technical committee were involved on individual school trainings. This was due to the realization that each school had specific needs, and to bring this out, the Deans of Schools and the Heads of Departments scheduled school meetings. This helped a lot for it was realized that at individual school level the training was more impacting unlike the general training.

Support Services

The Virtual Learning Directorate has been fully equipped with personnel who have gone through specific trainings to manage their desks accordingly. The directorate has got:

A. Virtual classrooms coordinator,

B. Timetable coordinator,

C. Inquiry desk individual,

D. Training coordinator,

E. Centre for Excellence Teaching and Learning Coordinator.

Monitoring and Evaluation

The Virtual Learning Directorate and the University Administration throughout the semester have had various consultative meetings meant to aid in monitoring and evaluation of the exercise. The consultations have been between: -

1. The University Administration and the Virtual learning director
2. The University Administration and the IT Support Technical Team
3. The University Administration, the Virtual Learning Director and the technical team
4. The University Administration and the Senate
5. The technical team and the students – Online
6. The University Administration and lecturers per school
   a. The School of Graduate Studies
   b. The School of Education
   c. The School of Natural Sciences
   d. The School of Business
   e. The School of Computing and informatics
   f. The School of Health Sciences
   g. The School of Theology and Religious Studies
   h. The School of Social Sciences

All these consultative meetings were handled after getting periodic reports from the Virtual Learning Directorate and discussing them with the technical team representative to give their views of specific challenges realized from the analysis of the report. The analysis of the periodic reports included issues like: -

a. Specific course interactivity – it was realized that some lecturers were not able to use the features of the LMS fully. i.e. handling the BBB, the quiz, the forum and even the assignments

b. Availability of lecture hand-outs – some weeks had no lecture notes but only live class recordings

c. Student Participants - Some courses had no participants (students) while the lecturers were assigned the courses. They materials already uploaded, just waiting for students to be enrolled.

Due to these prevailing outstanding challenges the Quality Assurance Directorate, with the CETL desk at the Virtual LearningDirectorate, monitored the ODeL though: -

A. Periodical reports compilation

Periodic reports compiled were as follows:

1. The staff and students attendance per specific course per school
2. Monitored course interactivity
3. Reviewed documents, videos, and the Live classrooms to check quality learning materials uploads on the LMS per course
4. With the support of University Administration, Heads of Departments, and the Virtual Learning Directorate, students have been able to have their mid semester, quizzes, assignments, and course works done for the continuous assessment tests; hence, providing a feedback of quality teaching and learning experiences between lecturers and students respectively.

B. Online Monitoring Consultative Meetings:

For effective teaching and learning, the university used to organize consultative meetings to monitor the ODeL process. The following meetings were organized:

1. Staff per school
2. Online consultation with the students on their challenges on the LMS
3. Online consultation with the graduate school lecturers on the LMS
4. Consultative meetings with the technical team
5. Consultative ODeL senate meetings
6.

C. Support platforms creation for communication

The following platforms were created to effect and bring about proper communication channels with students, lecturers and the Administration:

1. IT Support WhatsApp platform
2. Virtual Learning Directorate WhatsApp platform for communication with the support desk at the directorate
3. Staff and faculty WhatsApp platform for easy handling of staff issues on the LMS

4. Senate WhatsApp Platform for administrative communication

Challenges and Way forward

BU has faced some challenges on the management, and implementation of the LMS., This was expected and therefore, Technical Team, Administration, Virtual Learning Directorate, Heads of Departments, IT Support Directorate, School of Computing and Informatics, Senate members and the Quality Assurance Directorate were all prepared for such situation. This made work easy for finding a long last solution to the challenges that popped out at any specific time.

Some of the challenges and way forward that were common between the lecturers and students could be categorized as follows:

A. Administrative Challenges

1. *Funding the ODeL Requirements* – with the introduction of ODeL within an institution that was handling students on face-to-face interaction synchronous method of teaching where by the timetable was in accordance to class attendance and depended on the students fee to run the institution. The timing amidst Covid-19 period was not easy to raise enough funds to support the new department (Virtual Learning Directorate), simply because purchasing the gadgets and setting them up are so expensive. The financial budget had been severely affected by the pandemic. Nevertheless, the university administration managed to convince the University Council to set aside an income that would allow the ODeL requirements to be reached.

2. *Timing and University Resource Envelope* – Just as it was an emergency ODeL, meeting the requirements were to be accomplished in a short period of time with lot of activities that required university resource envelope to be scratch even more bigger. The activities included preparation for the new semester, finalists reporting, NCHE ODeL Report, NCHE ODeL inspection NCHE Covid-19 Assessment team towards reporting of the finalist, and Nursing students with a different calender of events from the rest of the schools. The University Administration saw it fit to have committees to work on all these areas. For example

   a. Preparation of the ODeL report to be submitted to NCHE – Ad-Hoc committee chaired by the QA director

<ol type="a" start="2">
Preparing for NCHE ODeL assessors – DVC-Academics and Technical team
Preparing for NCHE Covid-19 – BU Covid- 19 Task force chaired by Mr. Kanyerizi assisted by the VCs office Administrative assistant
Preparing for the Nursing students – The Principals of Nursing school
Preparing for the finalist students reporting – The Registrar, Dean of Students office, Deans of Schools, Heads of Departments and the BUSA government

<ol start="3">
<i>Training of the human resource to manage the LMS</i> – With a short period of time towards implementing the LMS, the human resource needed was to be determined by the amount of work ahead of the directorate that could not be handled by the director alone. The tasks included:

<ol type="a">
Customizing the LMS
Creating accounts for both the students and lecturers
Uploading courses onto the system
Timetabling
Setting the live classroom studios
Continuous training of the students and lecturers
Approving accounts in accordance to the ERMS registered students
Monitoring the contents of the materials uploaded onto the LMS
Interactivity of the LMS per specific courses
Handing the inquiry desk

Due to such activities in the directorate, the University Administration made sure that the ODeL system met the vision of university (**E***xcellence in Service)*, add more human resource to the office for each task to be allocated to an individual in the office, and more office space was created and with assigned machines to the workers within the directorate. An extra modem was provided to the office in case they experienced university internet time-out.

B. Students and Lecturers Challenges

Lack of Enough Preparation - The main challenge BU experienced with both groups was lack of enough preparation for the quick enrolment and implementation of the program. It was a short time and yet both groups had to learn much to support their teaching and learning. They had to get the necessary

equipment, acquire skills, and buy data. All these necessities were not easy to accomplished. The University Administrators therefore had to look for long lasting solutions to these problems. They started with the lecturers by allowing them to use university facilities both at the main campus and its entities, with observance to the Covid-19 SOPs. Later, through the Research and Education Network Uganda (RENU), a solution to students data was found. RENU is the university internet provider which has assisted the university with EDUROAM that has allowed registered students, lecturers, and staff with university email addresses to access the site. (https//:elearning.bugemauiv.ac.ug). The best interesting part is that both students and faculty members can assess EDUROAM anywhere there is an assess point at any major town and Kampala city in Uganda. The university is working towards other countries where we have our students.

2. **Mastering the System** – With new things always we expect delays in mastering its functionality; bearing in mind not all fraternity are computer computer literate. This situation challenged many in terms of course interactivity, assignments, quiz handling and many more. To manage this challenge, the Virtual Learning Directorate had in place a training coordinator whose work was to make arrangement and identify a technical person to train accordingly. So many trainings were held both at individual level and for the lecturers who happened to be the originator and disseminator of the information to the students on how to handle materials on the course they are teaching. Other trainings include how to handle assignment, create and account, mange the activities and resources for lecturers, handling quizzes etc. The virtual learning directorate also made more use of the help desk individual, centre for excellence in teaching and learning

Recommendations

1. With the help of NCHE as a monitoring arm of the government on Institutions of Higher Learning in Uganda, the government should, in collaboration with the internet providers work on subsidizing the data fee to enable students and teachers access studies materials

2. NCHE should organize a pedagogical training on e-learning pedagogy for all institutions. This can be done by identifying lecturers in each university in

Uganda to be trained by NCHE as trainer of trainees who will train staff and faculty in their respective university and a report given to NCHE through the DVC- Academics office (The team from each university should have both trained teachers and non-trained teachers – 4 per university would do)

3. Government should waive import duties for all Institutions of Higher Learning (HEI) importing these educational materials to be used within the institutions, and reduce tax on items like educational software's, computers, smartphones and tablets to enable every Uganda to able to acquire one, to aid studies online

4. The Ministry of Education and Sports or NCHE should set aside some funds to promote research and innovations on educational LMS and patent them. Such should be customized for Ugandan use and easily and readily made available, unlike most of the LMS used in institutions which are developed by individuals outside Uganda that are open sourced. This situation make institutions vulnerable to data loss which is very costly to the university and very expensive. This brings about institutions fighting to buy space in the data banks which is not cheap at all.

EFFECT OF TEACHING AND LEARNING FOR ALL FINALISTS

Preamble

Following the President's pronouncement of reopening the higher institutions for finalists in Uganda on September 28th 2020 for health related departments and October 15th 2020 for all other programs, and the engagement of other continuing students on online, including distance and e-learning studies, Bugema University received students as was stipulated and the continuing students were registered and engage in online studies that begun on September 28, 2020.

This happened after a letter from the Registrars office was sent to all stakeholders on the modalities for re-opening accordingly. (See Appendix 1: letter to parents, Sponsors and employers)

Bugema Univeristy COVID-19 Response Task Committee

Bugema University immediately formed a Task Force as stipulated in the letter sent to the university by NCHE.

Terms of Reference

Bugema University COVID-19 Response Task Committee focused on planning for the upcoming 2020-21 academic year, ensuring that BU continues to fulfill its academic mission for faculty and students. The Task Force Committee was responsible for overseeing and directing seven subgroups tasked with determining decisions that are required in the near term, and, developing future recommendations for Senior Leadership Team and Vice Chancellor approval. As is the case with all key decisions at the university, recommendations for decisions was mindful of Equity, Diversity, Inclusion and Integrity (EDII) considerations. The beginning of May was the deadline for the Committee's work after which the Vice Chancellor determined the next steps taken. Task Force Committee and in particular, its subgroups, was as transparent as possible and incorporated stakeholders from across the university, including students.

Guiding Principles:

The guiding principle towards the coming of the finalist were as follows:

1. The academic mandate of the institution shall be central to all work done in response to COVID-19. Bugema University must continue to operate as an institution of higher learning, dedicated to providing the highest quality undergraduate and graduate programs and supporting cutting-edge research.

2. Wherever possible, BU's decision-making shall be steered by longer-term considerations, the intention being to put the University in the best possible situation for progress and evolution beyond the COVID-19 crisis.

3. Various departments of the University shall work together actively seeking cooperation with other units and being always mindful that a decision made in one part of the institution will have consequences elsewhere. Systemic thought and action are the institutional correlative of empathy and cooperation in our human interactions, and just as vital for our long-term success as a community.

4. It should be understood that the costs of the crisis shall be borne by the whole institution, the correlative of which understanding is that units less impacted by the crisis will contribute to the support of units more so.

5. Wherever possible, the university shall remain whole to ensure that when the crisis is over, the LMS can emerge fully operational and ready to resume its work in the physical as well as the virtual environment.

6. People are a priority for the institution and therefore maintaining staff, faculty and student connections is of paramount concern.

7. The institution shall be driven to look beyond its borders for partnerships, supports and collaborations. Community engagement on a local, national and global front are invaluable to future success.

8. Bearing in mind all of the above, BU shall think and act with courage, dedication and high ambition on behalf of Bugema University.

COVID-19 Response Sub-groups are asked to examine 3 potential scenarios:
- Emergency measures in Uganda last until end of summer
- Emergency measures in Bugema University last until end of summer with physical distancing requirements in the fall (class size caps etc.)
- Emergency measures in Uganda last until May 2021

To achieve these three potential scenarios, the committee had the following strategies that were duly implemented during the physical presence of the finalist. They included:

1. *Implementing the main gate entry* – exit policy. This was to reduce cases which could be experienced, and to enable the security team and the medical team at the main gate to have the record of all those that access the services of the university

2. *Registration Policy* – it was a must for one to record at the main gate and the main offices where students were allowed to access.

3. The committeee also employed the use of *temperature guns* at the main gate, dispensary, nursing school, auditorium, and library where people were allowed to access at minimal number

4. *Hand wash Policy* – the committee had strategically fixed hand wash bin at every important part of the university. Like at the administration block, schools, departments, main gate, cafeteria, health centre (Dispensary), car park,

auditorium, hostel for the boarders/Nurses, business centre, dean of students office and library

5. The university had placed a health tent at the main gate, where 2 nursing students supervised by a trained nurse on Covid-19 were all present to serve the people. This was in callobaration with the health centre, that provided an isolation room for any identified COVID-19 case that would be experienced.

6. The university also made sure that the people are reminded always by having designed posters placed in campus at strategic points, and signs to indicate where to stand if your were to be served in the Business office, the registrar office, moving to the auditorium for a meeting (Auditorium wsa used for any small meeting for it was easy to monitor the social distance, for the number of chairs that were left in the auditorium were less than 30)

7. The university to ensure that everyone had mask, and were sanitizing through the committee, Bugema university branded and numbered masks were provided to all finalist students and staff, and a hand sanitizer too was provided to students at a fee.

8. The university passed a policy/law of no public gathering in church, cafeteria, library, accommodation areas, classrooms and sports. The university with the support of the BU police post made sure this was followed and offenders were dealt with accordingly.

9. The social distance policy was really enforced both at campus and off-campus. This was also monitored by the BU Police Post, who through the government mandate made sure no circumstances that could lead to contracting the disases was condoned

Teaching and Learning of the Finalists

By the times BU students were set off from campus after the president speech of temporary closure of schools, the university's calendar was almost done. We had only one month to go, so most of the lecturers had covered much with the students in terms of midsemester, course work. Most lecturers were just in the process of finalizing and organizing the students ready for field trips, and final examination.

So towards the arrival of finalist at campus, little was to be done since majority of the above students continued with studies through their lecturers whom the university had

encouraged to make sure that handouts and assignments were given; and where possible, continuous communication was encouraged. Thus, majority of the lecturers had class leaders in their classes, and the work of the leaders were to create whatsApp groups and make the lecturers administrators in the various groups. This provision studies continued as most of them, by the time they came back to campus, had few consultations with the lecturers in their offices or assigned classrooms that were under key and lock when not in use.

The arrival of the finalists also encouraged opening of the internet services at campus that captured the whole university. Lecturers therefore used google meet to meet their students, and also collected the coursework through their emails, that limited any chance of spreading the pandemic.

Many of the programs we offer at BU university demand a student to do research and present. It was realized that majority of the schools have the course for research in the first semester, so by the time the university sent people students off, they had collected their data and were analyzing, which they did and were in consultation with their supervisors. and Panels were organized and those that were not able to make it presented their papers through google meet, BBB and Zoom (especially Graduate School)

Another important unique part of BU education is that fact that students are encouraged to have internship or practicum, or apprenticeship or clinical assessment or ministerial placement. Students were not able to meet this becasue most of the organizations, institutions, hospitals, schools, and even churhces and prisons were under strict adherence to COVID-19 SOP's as was requested by the government. Senate at it sitting allowed various schools to organize and help the finalists to have the practicum conducted that enabled them to be cleared for special graduation in March 21st 2021. The following were how specific schools sought out the issue of practicum:

A. *School of Business* – Students were to identify a professional in his/her field and go for mentorship and write a report.

B. *School of Social Sciences* – In partnership with ADRA, Eagles Net, Red Cross, and some disaster related organizations who were operating, the school

managed to have the student volunteer for five weeks with these organization and were supervised mostly online and they wrote their reports

C. School of Education – the school organized peer teaching after the students had completed their examinations for two weeks. This was done at Kampala Campus, Mbale Center and Main Campus that discouraged decongestion. Supervisors both internal and external were organized for the students to be supervised

D. The School of Theology and Religious Studies – the school had to wait until the government allowed churches to operate that allowed students to be placed on ministerial assignments in the churches around Central Uganda for easy accessibility for only one month. After one batch finished the other batch of students come in.

E. *School of Health Sciences* – Degree students were to reportin their hospitals clinical placement but since the coronavirus was spreading fast, they were asked to do Simulations in the skills laboratory as a replacement for what they should have done in the hospitals. The certificate and Diploma students had already finished theirs and therefore, there was no problem for them.

F. School of Natural Sciences – the finalists were also exposed to the field of study in collaboration with NARO, and other specific factories that the university has collaboration with, whereby students have always gone for field trip

G. *School of Computing and Informatics* – the finalists who reported were given work and were supervised by the university IT support Directorate. They helped in major computer repair works at the university that included setting internet access points, servicing the university computers, and some given special practicum of developing an application or software to solve specific problems in the society.

H. The *Graduate School* – the programs that offer practicum included counselling, development studies, and public health. Being that majority of them are already working in these fields, it was very easy for them to have their practicum; and to those who were not working, their colleagues were of great support to them and the foreigners who had been around all along since the start of COVID-19 pandemic

Examinations

The main reason why the finalist came was to make sure that they finalize their package and even be evaluated and go back home or to places of employment. The Heads of Departments, the Examination Council, the lecturers, the Students Association, and the Registrars office all came together and suggested a way forward on how student could have their examination done.

The final examination was organized accordingly and the examination started on the 16th November to December 02nd 2020.

Since the finalist were few in consideration with the room allocation at campus, it was very easy to organize the rooms to accommodate the social distance, sanitizing and accessing of the comfort rooms accordingly without congestion. The rooms were always under lock, and no chairs were put outside that the student could use either to sit and revise. All these were discouraged so students only come to the examination rooms with the required documentation. The invigilators were trained on handling Covid-19 case, they were therefore equipped with identification, specific pens, gloves, masks and even hands wash points at every examination centre.

BU ROADMAP OF BRINGING ON BOARD CONTINUING STUDENTS

Introduction

With high expectations that the government of Uganda confers on Higher Institutions of Learning to continue and handle the continuing students by allowing them to come back physically to the campus, Bugema University and its entities have the following roadmap that is aimed at making sure that everything is put in place to accommodate the students, staff and faculty with observance to Covid-19 SOP's.

Institution Fumigation Plan

In preparation towards the students reporting, the university administration has organized a fumigation exercise that will cover the whole university.

RATIONALE FOR THE FUMIGATION

Bugema University seeks to eliminate and control bats, rats, mosquitoes and other vectors (epidemiology). In pursuing this, areas below will be considered

1. Administration block
2. Auditorium
3. University Managed Hostels
    a. Bensdof
    b. Cliford
    c. Males Annex
    d. Mukasa Hostel
    e. Hilltop Hostel
4. Cafeteria
5. Library
6. School of Business
7. School of Education
8. School of Theology and Religious studies
9. Institute of professional Growth (IPG)
10. Lind Hall (Block B)
11. School of Computing and Informatics
12. School of Social Science
13. School of Nursing
14. School of Natural Science/Agriculture
15. Food and Nutrition (Science Block)
16. Staff Residences
17. Sports Complex
18. BUSA Office
19. Health Centre
20. Kennel
21. Public toilets facilities
22. Security Structure
23. Students Affairs Office Block

NB.

1. The vector control mixture shall be used in close consultation with the medical personnel to ensure the health of the University and community members.

2. Fumigation to start immediately and to be done every after four (4) month

3. Door locks, door Handles, and staircases and all furniture to be sanitized every end of working day.

4. The institution shall outsource fumigation service to professional fumigation Companies

Second Semester 2020-2021 Academic Year Schedule

The semester is scheduled to begin on the 10th January 2021 a scheduled, despite the presidential election that is scheduled on the 14th January 2021. The semester calendar will go normally with few activities as follows:

Date	Activity	Office responsible
January 10 – 15th, 2021	Semester 2 registration, both for on-campus and blended learning	Business office, registrars office, Heads of departments, Office of the dean of students
January 18th, 2021	Classes begin, both on-campus and blended learning	Heads of departments, virtual learning directorate, deans of schools
January 19, 2021	Tue: Orientation of New Students	DVC- Academics office, marketing, Quality Assurance
January 26, 2021	Tue: NRM Anniversary	Administration
Jan 27 – Feb 5, 2021	Special, supplementary and 2nd semester 2019/2020 pending examinations	Examination council, Heads of Departments, and lecturers, virtual learning directorate
February 1, 2021	Mon: Last day for Late Registration	Registrars office, Business office, Virtual directorate
February 8, 2021	Mon: Last Day to ADD/DROP	Registrars office, Business office, Virtual directorate
February 15, 2021	Deadline graduation clearance	Registrars office, Heads of departments
February 15-17, 2021	Mon-Wed: Research Conference	Research Director
February 22 - 26, 2021	Mon – Fri: Grade Auditing	Registrars office, heads of departments
March 15 - 19, 2021	Mon – Fri: Mid – Semester Exams	Heads of departments, Lecturers
March 21st, 2021	26th graduation ceremony	DVC-Academics, Registrars office, graduating class officials, DVC- Finance
March 22-27, 2021	Mon-Sat: Environmental Stewardship Week	School of social sciences
April 2-5, 2021	Fri-Mon: Easter Weekend	
April 11- 17, 2021	Sun – Sat: Week of Spiritual Emphasis	Chaplains office

April 19 – 27th, 2021	Exam clearance and summer registration	Business office, registrars office
April 27, 2021	Wed: Last day Special examination Registration	Examination council, Business office, heads of departments
April 28th – 13th May, 2021	End of semester 2, 2020/2021 examinations	Heads of departments, Examination council, Virtual learning directorate
May 14th - Aug 6th, 2021	End of semester 2, 2020/2021, recess and summer	Registrars office, heads of departments, Business office, practicum coordinators
May 17– 21, 2021	Mon – Fri: Lecturers Marking Days	Heads of departments, registrars
May 28, 2021	Fri: GRADES DUE	Heads of departments, Lecturers, registrars office

Summer School

Date	Activity	Office responsible
May 17 – June 11, 2021	Mon – Fri: Taught Summer	Heads of departments, registrars office, virtual learning directorate
May 17, 2021	Mon: Registration	Registrars office, Business office, virtual learning directorate
May 18, 2021	Tue: Classes Begin	Heads of departments
June 3, 2021	Thu: Martyrs Day	N/A
June 9, 2021	Wed: Heroes Day	N/A
June 10-11, 2021	Wed-Fri: Exams, Taught Summer	Registrars office, heads of departments
June 18, 2021	Fri: Last Day for Practicum Registration	Heads of departments, practicum coordinators, Business office, registrars office
June 25, 2021	Fri. GRADES DUE (SUMMER)	Heads of departments, Registrars office

On-campus registration will only depend on government's pronunciation on re-opening of institutions of higher learning.

In-service program (All programs)

Since it is not yet clear on the government pronouncement about re-opening of institutions, all students are highly advised to register online for possible accessibility of modules and other e-Learning materials.

ODEL registration process

1. Pay school fee at the bank or use school pay
2. Send a PDF image of the bank slips, national council fee to finance@bugemauniv.ac.ug
3. Upload the appropriate courses on ERMS
4. Wait for approval and other instructions

Evidence of existing Covid- 19 SOPs
a. One entry gate into the university (Main Gate)
b. All offices and administrators in offices have been given facemask, and sanitizers
c. Hand wash centres available at strategic points
d. Temperature gun at the main gate and Health centre
e. Security personnel have been used to make sure that there is no public gathering
f. CCTV installed at strategic locations in the university
g. Banners and posters on COVID-19 SOP's placed everywhere in campus
h. Demarcated sitting positions to ascertain social distancing in BU
i. A tent and a nurse at the main gate to handle the temperature gun exercise
j. BU administration has provided face mask to all staff and faculty
k. Media technology in the dissemination of COVID-19 related information in Bugema University has been adopted
l. A record book to record every visitor from the gate and in all the offices they visit has been provided
m. Promoted ID presentation at the main entry point
n. Emergency lines, and vehicle for COVID-19 have been provided

APPENDICES

Appendix 1: Letter

BUGEMA UNIVERSITY

Main Campus
32km, Gayaza - Zirobwe Road
P.O. Box 6529
KAMPALA - UGANDA

Tel: 256-312-351400
Fax: 256-312-351460

Email: registrar@bugemauniv.ac.ug
Website: www.bugemauniv.ac.ug

Kampala Campus
2 miles Bombo Road
Between Total Petrol Station
& Makerere Yellow Primary Sch.
Muganzi-Awongerera Rd
P.O. Box 6529 KAMPALA - (U)

Tel: +256 312 266 630 / 631

OFFICE OF THE REGISTRAR

October 8, 2020

To:
Bugema University Students
Parents, Sponsors and Employers

Re: Resumption of Studies

Following the President's pronouncement of reopening the higher institutions for finalists in Uganda on September 28th for health related departments and October 15th 2020 for all other departments, and the engagement of other continuing students in online, including distance and e-learning studies, Bugema University wishes to inform you about the following:

1. Bachelor of Nursing Science, Diploma and Certificate in Nursing finalists have already reported and are engaged in studies in preparation for their final examinations.
2. Finalists from other departments are expected on campus on October 15th, 2020.
3. Continuing students are supposed to register and engage in online studies beginning September 28th 2020.

Therefore, as a parent, sponsor and/or employer, we would like to submit for your kind consideration the following:

1. Give permission to the final year student(s) to travel to Bugema University to complete their studies as stated above.
2. Provide the continuing student(s) with enough time and data necessary for the engagement on online studies for the 1st semester 2020/2021.
3. Help student(s) to meet financial obligations needed to clear the balance for 2nd semester 2019/2020 and pay fees for 1st semester 2020/2021 in full.

We also take this privilege to inform you that the examinations for the 2nd semester 2019/2020 and the current semester are scheduled to take place immediately after complete lifting of the lockdown or as will be directed by the Government of Uganda.

Attached kindly find the communication that was made to the students earlier.

R:

Mghweno, Leonard Richard
Registrar, Admissions and Records

A CHARTERED SEVENTH-DAY ADVENTIST INSTITUTION

MISSION: "To offer an excellent and distinctive holistic Christian education designed to prepare our students through training, research and scholarship for productive lives of useful service to God and to Society with uncompromising integrity, honesty and loyalty."

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OFFICE OF THE REGISTRAR

September 25, 2020

SCHEDULE FOR FINALISTS, ONLINE AND DISTANCE LEARNING STUDENTS
(REVISED VERSION)

Following the President's pronouncement to open institutions for finalists in Uganda, Bugema University Administration has come up with the following schedule, aimed to accommodate all students who were to finish their studies in June 2020, summer inclusive (including in-service pastors, in-service teachers and other programs, and practicums).

A. **Finalists Bachelor in Nursing Science:**
   September 28, 2020:   - Arrival & financial clearance for 2nd semester 2019/2020.
   Sept 30-Oct 14, 2020:   - Block study while observing socio-physical distancing.
   Oct 19-Nov 13, 2020:   - Clinical placement, OSCE/OSPE & Research Project Defense
   November16-24, 2020:   - Final Examinations.

B. **Finalists Other Programs (Regular & All in-service, including HEC):**
   October 15, 2020:   - Arrival & financial clearance for 2nd Semester 2019/2020.
   Oct 19- Nov 6, 2020:   - Intensive modular classes with face-to-face consultations while observing socio-physical distancing.
   Nov 9-20, 2020:   - Final Examinations

C. **School of Graduate Studies (Masters & Post-graduate Diplomas)**
   Nov (8,15 & 22), 2020: - Final Examinations
   Oct 11-Dec 20, 2020:   - Dissertations/Theses Defense

D. **Continuing & New Students (Online & Distance Learning Classes - Regular & In-service):**
   Sept 28 -Oct 2, 2020:   - Financial clearance & Registration.
   Oct 5-Dec 31, 2020:   - Online classes.

Note:
1. Students who are supposed to finish their studies in 1st semester 2020/2021 (December 2020) will have to register online and should NOT come on campus.
2. Dates for 2nd semester 2019/2020, summer and 1st semester 2020/2021 examinations for continuing students will be communicated later.
3. All students who did not complete their registration for 2nd semester 2019/2020 and summer are given the grace period up to October 15, 2020.
4. Graduation ceremony is scheduled to take place on Sunday, March 21, 2021.

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25/9/20.

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E. **Online, Distance & e-Learning (ODeL) Registration Protocol**
   E1. Continuing Students (All Programs)
      a. Pay school fee at the bank or school pay,
      b. Send a PDF image of the bank slip and send to: finance@bugemauniv.ac.ug and copy to your Head of Department,
      c. Upload the appropriate courses into your ERMS account,
      d. Wait for approval and other instructions.

   E2. New Students (All Programs except Certificate Courses)
      a. Pay school fee at the bank or school pay,
      b. Send a PDF image of admission letter and bank slip to: admissions@bugemauniv.ac.ug,
      c. Wait for approval and other instructions.

F. **Important Departmental Contacts during ODeL Studies**

Department	WhatsApp (Call)	E-mail
Students' Accounts	0776204215/0776947038	finance@bugemauniv.ac.ug
Registrar's Office	0773986250/0778803361	registrar@bugemauniv.ac.ug
Admissions/Marketing	0783664158/0779793746	admissions@bugemauniv.ac.ug
Dept of Theology	0771019400	jkareli2014@gmail.com
Religious Studies	(0772325489)	josephtwesigye@gmail.com
Accounting & Finance	0772434193	zmupaghasi@bugemauniv.ac.ug
Dept of Management	0788140752	odoyoteddy55@gmail.com
Computing & Technol. (1)	0775951662	kmuwanga@bugemauniv.ac.ug
Computing & Technol. (2)	0782887479	rnkambwe@bugemauniv.ac.ug
Dept of Arts Education	0758867774	sarah.hayuni@gmail.com
Dept of Science Educ.	0779978919	the1stabel@gmail.com
Dept of Language Educ.	0752646456	kayiwad2000@gmail.com
Social Work & Counseling	0775351563	nsubugaesther@gmail.com
Development Studies	0782410074	jbusuulwa@bugemauniv.ac.ug
Public Administration	0772852676	lwangaj9@gmail.com
Nursing (BNS)	0780182962	sweetcolgate48@yahoo.com
Principal Nursing	0782729941	katushakagnes@gmail.com
Food Science & Technol.	0777190191	epidomary@gmail.com
Agricultural Sciences	0783262023	elizabethmambalirwa@gmail.com
Life & Physical Sciences	0701220761	jack.brian93@bugemauniv.ac.ug
IPG (In-services Students)	0772900198	e_mgerwa@yahoo.com
School of Graduate Studies	0772485887	kabuyerosette@yahoo.co.uk
Kampala Campus	0782467791	rotieno7@gmail.com
Arua Centre	0756146231	Jemwaku2005@yahoo.com
Mbale Centre	(0776947013)	geffkeino@yahoo.co.uk
Kasese Centre	0782873212	rwambonera21@gmail.com
BUSA (Students' Association)	0775138382	raisben7@gmail.com
Distance Learning Director	0776931440	birumitimothy@bugemauniv.ac.ug

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Mghweno, Leonard Richard
Registrar - Admissions and Records

BUGEMA UNIVERSITY
REGISTRAR
2 5 SEP 2020
P.O. BOX 6529, KAMPALA

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