



## POST COVID-19 LOCKDOWN ACADEMIC CALENDAR ADJUSTMENTS AND STANDARD OPERATING PROCEDURES FOR BUGEMA UNIVERSITY

### **Preamble:**

Due to the Presidential proclamation that institutions must break off because of COVID-19, Bugema University closed all its activities on March 19<sup>th</sup> 2020. At that time we had seven weeks remaining for the semester to come to an end, including two weeks of final examinations. Mid-semester exams had been conducted. Before the students went home lecturers were advised to provide handouts to their students and connect with them online, which they are still doing. Having these measures already taken in mind, the University Administration, in consultation with faculty and Guild Administration has decided to come up with these post-COVID-19 lockdown measures, waiting for the subsequent announcements by the government.

**The assumption was that lockdown is removed before or by August 10<sup>th</sup> 2020, and Universities allowed to open for normal activities.**

### **A: Regular Program:**

<b>Time Frame</b>	<b>Activities</b>
August 10, 2020	Faulty & Staff Orientation
August 9-10, 2020	Students Arrival
August 10-21, 2020	Registration & Revisions for 2 <sup>nd</sup> Semester 2019/2020 Exams
August 20, 2020	Orientation for New Students
August 24, 2020	Classes begin for New Students
August 24-Sept 4, 2020	Final Examinations for 2 <sup>nd</sup> semester 2019/2020 (9 working days)
September 7, 2020	Classes resume for continuing students
Sept 7-Oct 16, 2020	Special practicum for graduands only (preferably within Uganda) (6 weeks)
	<b><u>Note:</u></b> Schools to suggest how best they can conduct practicums.
December 7-18, 2020	Final Examinations (10 working days)
November 13, 2020	Deadline Clearance for 26 <sup>th</sup> Graduation
December 6, 2021	Graduation Ceremony
January 10, 2021	2 <sup>nd</sup> Semester 2020/2021 Begins

### **B: In-Service Pastors:**

October 2-30, 2021      1<sup>st</sup> Session: Intensive face to face lectures (4 weeks)  
***Aim:*** To partly take care of the missed April/May 2020 sessions.  
 November 1-27, 2021      2<sup>nd</sup> Session: Intensive face to face lectures (4 weeks)  
***Note:*** SOTR to consider waiving Ministerial Placement II for graduands only.

**C: In-Service (Teachers and other majors):**

All activities will be formulated depending on the guidelines given by the Ministry of Education and Sports calendar.

**D: Masters Students:**

To follow regular calendar except that the defenses can continue any time from now using any way possible such as Skype, ZOOM, etc.

**MEASURES FOR THE FINAL YEAR STUDENTS**

Based on the President’s proclamation on May 18, 2020 that Universities can handle only final year students as from 4th June 2020, the university has revised the tentative plans for the University academic program.

**Planned Academic activities for Final year Students in the Last Semester of study**

**A: FINAL YEAR STUDENTS**

<b>Time Frame</b>	<b>Activities</b>
June 3-7, 2020	Students Arrival
June 8– June 12 , 2020	Revisions, Clearance for Examinations (1½ week) <i>Justification:</i> Students finished their mid-semester exams before going home; and lecturers gave modules/handouts to be taken home and call for clarifications.
June 15- 24, 2020	Final Examinations, Registration for Practicum (8 working days) <i>Note:</i> Three exams per day, 2½ hours each option to be explored.
June 25-26, 2020	Practicum Registration (2 days)
June 29-August 14, 2020	Practicum/Industrial Attachment (7 weeks)
August 16, 2020	End of Sessesion

**C: In-Service (Teachers and other majors):**

On the regular calendar this takes place in May, however in the event of COVID-19 all the activities will depend on the guidelines given by the Ministry of Education and Sports calendar.

**D: Masters Students:**

June 7-28, 2020      Final Examinations (4 Sundays)  
 June 7-August 28, 2020      Proposals/Theses presentations using ZOOM and face-to-face depending on the condition Prevailing.

**C: In-Service (Teachers and other majors):**

On the regular calendar this takes place in May, however in the event of COVID-19 all the activities will depend on the guidelines given by the Ministry of Education and Sports calendar.

## **MEASURES FOR THE CONTINUING STUDENTS (FIRST, SECOND YEARS)**

The tentative academic activities schedule is accommodated in the suggested post covid- 19 program which is based on the assumption that Universities will be allowed to handle the Continuing students by August 10, 2020.

### **2: Social and Other Measures**

1. The Administration building to be sealed off and allow only one entrance where students will be controlled to access the services.
2. Big classes to be avoided and encourage module and notes delivery methods. Consultations will be allowed by the lecturers for the few who have questions and clarifications, but still considering social distancing.
3. Small classes may be allowed if the classrooms permit social distancing.
4. It is mandatory for supporting staff, faculty and students to put on masks.
5. Only the main gate of the University will be accessible for all.
6. The washing facilities will be provided at the main gate and all service providing centers.
7. Temperature detector(s) shall be placed at the main gate for monitoring everyone who enters the campus.

### **3: Examination Social Distancing**

1. All classrooms, and where necessary the Main Auditorium shall be used so that students maintain social distancing.
2. More invigilators will be hired to supervise in all examination rooms.
3. Students who will not be able to take their exams as scheduled because they went to their home countries will be given time to write special exams upon their return.

### **NOTE:**

Before all these activities begin, the Administration will conduct an orientation exercise to equip the students on the measures taken. Subsequently, a staff and faculty meeting will be held for the same reasons. Furthermore, the Administration will equip the Counseling Center to deal with related issues as they may arise.