

02 July 2020

Newsletter 3

Dear Students, Parents, Sponsors and Staff

Informed by the guidelines provided by the Department of Higher Education and Training (DHET) under lockdown level 3 regulations and as gazetted by the Minister of Higher Education, Science and Technology, CityVarsity has developed a detailed operational plan to return select cohorts of students and staff to campus in a phased and well-coordinated approach. The safety of our students and staff remains a priority as we ensure campus readiness and safety protocols are implemented and adhered to at all times. The phased-in return of students according to the guidelines and safety protocols provided are detailed below.

Every member of staff, student, contractor and visitor will be screened on arrival at the campus and are required to wear a face mask and maintain social distancing at all times. Hand sanitisers have been placed at key points around the campuses. There are scheduled ongoing cleaning and sanitising during the day by appointed staff as well as a Covid-19 compliance officer. A room is dedicated for those who have been identified with high temperatures in order for health and notification protocols to be followed. The spacing of computers and seating on campus and other ergonomics also meet these requirements.

As communicated last month, CityVarsity will partially re-open to a maximum of one-third of the total student population under Lockdown Level 3. To keep the number of students on campus to within the 33% permitted, specific programmes will run according to timetables that will be shared with all students via email. These timetables will indicate specifically when on-campus activities are needed, as well as showing when virtual classes will take place.

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✉ info@cityvarsity.co.za

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📍 125 Simmonds Street, Braamfontein, 2001

Campuses phased-in re-opening dates

- Final-Year Students / exit level students (3rd year and Higher Certificate):

CityVarsity students enrolled in their final year of studies (exit level) and who are expected to graduate at the end of the 2020 academic year are permitted to return to campus on **Monday 13 July 2020**. Please note that this change in date, previously communicated to be the 6 July 2020, is because of the delay in procurement of specialised film equipment that was lost during the theft at the CityVarsity Braamfontein campus. Further to this, we have needed an extra week to properly prepare the campus practical venues and equipment and fill vacant lecturing posts. All these needs must be met for the following programmes to commence with teaching and learning activities.

Included are the following programmes:

3 rd year Advanced Diploma in Sound Engineering
3 rd year Bachelor of Art in Film and Television
3 rd year Bachelor of Art in Professional Acting for Camera
3 rd year Diploma in Animation
3 rd year Diploma in Film and Television Production Techniques
3 rd year Diploma in Multimedia Design and Production
3 rd year Diploma in Professional Acting for Camera
3 rd year Diploma in Professional Photography
3 rd year Diploma in Sound Engineering
Higher Certificate in Digital Media Arts
Higher Certificate in Motion Picture Make-up

- Specific Programmes with Special Practical Requirements and vulnerable students:

Students who require access to studios, laboratories, technical equipment, practical work, computers, special software needed for curriculum delivery and those who do not have access to the Internet will be able to return to campus on **13 July 2020**.

International students who returned to their home countries during the lockdown will be excluded from the above-mentioned groups and will only be permitted to return to campuses when Level 1 of the National State of Disaster is announced. These students will be supported through online remote teaching and learning which will continue in *myClass*.

The phasing-in of the rest of the students will be informed by the guidelines received from the Minister of Higher Education, Science and Technology, and we will advise accordingly. For these students, virtual classes and remote teaching and learning continues.

As mentioned above, CityVarsity Braamfontein and Cape Town will be returning to campus on **13th July 2020**. Academic staff and critical support staff will be returning on **11th July 2020**.

Campuses will strictly open at 07h30 and close at 15h30 to adhere to cleaning guidelines. No person/s will be permitted or gain access before 07h30 and permitted in the building after 15h30.

Covid-19 Protocols

Strict safety protocols, as per the regulations gazetted by the South African Government, are to be adhered to. No students or staff members will be permitted access without wearing a mask and masks are always to be worn on the premises and if not, the person may be asked to leave campus. Sanitisers are provided on campus and hands are to be sanitised on entry and throughout the day.

On arrival at the campus, staff and students will be required to complete the below pre-screening questionnaires online whilst waiting in the line to gain access. Each person will be spaced at the entrance adhering to social distancing regulations.

Pre-screening Entry requirements

- A student, staff member visitor or contractor arrives at campus.
- All line up at the entrance of the campus observing social distancing.
- Scan the QR code at the campus entrance to complete the online pre-screening questionnaire **or** click the below link specific to your campus.
- Complete the form only while you are in the line and ensure it is an email address you have access to on your device. This form needs to be completed each time you come to campus.
*** Please do not complete this form at home. It needs to be done at campus.**
- Your temperature will be taken by the security guard and you are to input this temperature into the google form.
- Your access status certificate will be emailed to you. You need to have this certificate accessible throughout the day as you may be required to show this to your lecturer or Covid-19 compliance officer.
- If you do not have a device on hand, you will be able to complete the form at the computer stationed at reception. Completing it on your device will speed up the process to gain access.
- All person/s entering the premises will be required to complete this form as it compiles the daily register.

Pre-screening access links.	
** Do not fill these in at home. They are to be completed at the campus on arrival	
Braamfontein students only	https://forms.gle/Lz5ENbomD7J9ijNdA
Cape Town students only	https://forms.gle/NcA68XNNgMSo3TqW8

* See QR codes at the end of this newsletter.

Permits for Inter-provincial Travel

Some students have been in other provinces during lockdown and will require a permit to travel back to the Western Cape or Gauteng provinces to get to campus. These students and staff are to use the below specific links to obtain a permit. Please note it takes **48hrs to verify and approve**. Once approved a permit will be emailed to you.

Permit links.		
** 48hrs required to approve.		
Braamfontein	students only	https://forms.gle/x8YfViGFqyFFvVLe9
Cape Town	students only	https://forms.gle/BFmckL6oRAVV2va57

* See QR codes at the end of this newsletter.

Special needs

Students who fall into this category are students of a Specific Programmes with Special Practical Requirements and vulnerable students without data who need access to campus. These students are required to complete the below online form 48 hours before entering the campus. This approval is crucial for us to limit the number of students on campus at any time as mentioned, we are only permitted to have 33 % of our students and staff on site at any given time.

Special needs / special conditions	
*48hrs before	
Braamfontein	https://forms.gle/sWE1uQgifXXZYx7S6
Cape Town	https://forms.gle/3bPiNaPxBgf78BGs7

Covid-19 Training

All staff and students will be required to complete the Covid-19 training. This will be a module on the *myClass* platform and will be accessible from early next week. It is compulsory to complete.

Academic calendar / assessments / timetables

Please take note of the separate newsletter that outlines the revised academic calendar. Timetables will be released via email early next week for students returning to campus on the 13th July 2020.

myClass / Student Portal reminder

We encourage all students to access their emails as often as possible via my.cityvarsity.co.za,

> log in using studentnumber@cityvarsity.co.za

> Click on *myMail* tile

The *myClass* online learning platform makes provision for the following, depending on the module and it's needs specific to each programme:


1. Curriculum content - lecture notes, readings, and relevant articles.
2. Interactive content - chats, discussion forums.
3. Activity-based content - quizzes and other learning activities.
4. Video lessons and audio/podcast material where appropriate.
5. As of the 11 May 2020, Virtual Classes per module, per programme were launched using MS Teams with timetable available in *myClass*. Recordings of these sessions are available in *myClass*.

Students can make full use of the Microsoft Office Suite available to them via my.cityvarsity.co.za,
> log in using studentnumber@cityvarsity.co.za > Click on myOfficeSuite tile

It is important to note that the student portal is the official communication channel to all students. It is simply not viable and feasible to email students at their private email accounts.

If a student does not have access or has a query related to their programme such as not all their modules are showing, they are to please email their academic manager or info@cityvarsity.co.za and IT will assist in giving them access.

Please remain safe and healthy during this time. I personally look forward to welcoming our students and staff returning to our campuses at this time.





Yours Sincerely



Franco | CityVarsity Regional General Manager







QR code / URL link summary page

Permit to travel		
*STUDENT		
Braamfontein	https://forms.gle/x8YfViGFqyFFvVLe9	
Cape Town	https://forms.gle/BFmkcL6oRAVV2va57	

Permit to travel		
*STAFF		
Braamfontein	https://forms.gle/rLANiYkTsezC2doA6	
Cape Town	https://forms.gle/T338WFwi1RG6K9sp6	

Access to Campus		
*On site only		
Braamfontein	https://forms.gle/Lz5ENbomD7J9ijNdA	
Cape Town	https://forms.gle/NcA68XNNgMSo3TqW8	

Special needs / special conditions		
*48hrs before		
Braamfontein	https://forms.gle/sWE1uQgifXXZYx7S6	
Cape Town	https://forms.gle/3bPjNaPxBgf78BGs7	

Johannesburg	Cape Town
Permit to travel – STUDENT JHB: https://forms.gle/x8YfViGFqyFFvVLe9	Permit to travel – STUDENT CPT: https://forms.gle/BFmkcl6oRAVV2va57
	
Permit to travel – STAFF JHB: https://forms.gle/rLANiYkTsezC2doA6	Permit to travel – STAFF CPT: https://forms.gle/T338WFwi1RG6K9sp6
	
Access to Campus JHB: https://forms.gle/Lz5ENbomD7J9ijNdA	Access to campus CPT: https://forms.gle/NcA68XNNgMSo3TqW8
	
Special condition to access campus JHB: https://forms.gle/sWE1uQgifXXZYx7S6	Special condition to access campus CPT: https://forms.gle/3bPjNaPxBgf78BGs7
