

BISHOP STUART UNIVERSITY

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OFFICE OF THE ACADEMIC REGISTRAR

11/6/2021

CIRCULAR NO: BSUAR/DGRSI/6/2021

To: All PhDs, Masters and PGDs – Students for Year I and II

From: Academic Registrar

RE: OPERATIONALIZATION OF SCHEDULE FOR EXAMS FOR SEMESTER I 2020/2021

Christian greetings,

His Excellency the President in his Presidential address, released COVID 19 measures on 6/6/2021. The first measure directed that all Educational Training Institutions close effective 7/6/2021.

In a Top Management meeting held on 7/6/2021 and further guided by the Senate Graduate Committee in a meeting held yesterday 10/6/2021, the following schedule was agreed upon, in order to complete your Academic Activities for Semester One AY 2020/2021,

1.0 Directorate of Graduate School examinations to be done as follows:

ACTIVITY	Old schedule	New Schedule	ACTION FROM TOP MANAGEMENT AND SENATE GRADAUTE COMMITTEE
Examinations for Postgraduate Students year I and II (MSCCFS, MBIT, MSC.A, MARI, MPH, MADS, MSEC M, MBA, , MAPAM, MSCP, MSW, PGDARI, PGDGC, PGDCP, PGDOMSS, PGDDS, PGDPAM,	From 14/6/2021 to 19/6/2021	From 21/6/2021 to 28/6/2021	<ol style="list-style-type: none">Examinations to be conducted scientifically online as Take Home, well timed with clear online schedule, with BSU IT assisting the candidates.All exams to be sent in soft copy to all candidates and the candidate also to send back the answers in soft copy on that email of each candidate registered on VLE
MALC, MEAP, PGDE, PGDEM, Students year I and II	From 28/7/2021 to 6/8/2021	Remain unchanged	<ol style="list-style-type: none">To continue studying online starting on 19/6/2021 in order to be within the Presidential Directive of 42 days which started on 7th June 2021, because we cannot have face to face sessionThe exams will be done with Recess students as per old schedule i.e. from 28th July 2021 to 6th August 2021.
PhD-ACI, PhD-Ds, PhD-DM, PhD-LCS	-	-	<ol style="list-style-type: none">You have been doing exams online and now we expect submission of results by your lecturers and clearing fees.

2.0 Important information to consider while preparing these online examinations

- i) The timetable will be revised to fit the online schedule which will be sent to you by Deputy Academic Registrar (DAR)
- ii) Students will be required to do one exam per day that will be administered and timed online.
- iii) All students to clear their tuition before accessing the examination.
- iv) The email to be used is that one that was registered in VLE.
- v) All correspondences to students will be coordinated and sent to the students through dar@bsu.ac.ug

3.0 BEGINNING OF SEMESTER TWO AY 2020/2021

- i) All postgraduate students in year 1 and 2, are informed that as soon as exams end, online class will resume with immediate effect.
- ii) For students on Research, an evidence of registration should be produced to supervisors before supervision. No student will be supervised or cleared for supervision unless there is evidence of 50% tuition paid up front. Those who have fees balances in previous year or semester should be at zero balance.
- iii) Any student who fails to access online examination and learning is encouraged to contact the lecturer responsible on phone.

How to log on to the Virtual Learning Environment (VLE)

- i) Go to vle.bsu.ac.ug
- ii) Click on log in
- iii) Put your username (your Reg. No in capital letters without slashes i.e. 19BSUBAED000 and password (your phone number)
- iv) Click on site home and look for search button for searching your course units and enroll in each course unit you are offering.

For any complaints and inquiries, contact the ODeL Head - Deputy Academic Registrar dar@bsu.ac.ug assisted by ODeL Officer Mr. Mark Aine on 0774373724 on maine@faest.bsu.ac.ug and the support team below.

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Our God Reigns,
ARUHO ABDON RUTEGA
ACADEMIC REGISTRAR



Copy to; All Top Managers, DAR, DGSRI, PRO, Faculty Deans, All HODS, Guild President, Security Officer