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OFFICE OF THE VICE-CHANCELLOR

MAK/VC/230/20

20th March 2020

All Staff & Students of Makerere University

RE: UNIVERSITY CLOSURE GUIDELINES IN COMPLIANCE WITH THE PRESIDENTIAL DIRECTIVE TO CLOSE UNIVERSITIES AS A PREVENTIVE MEASURE TO CURB THE SPREAD OF THE CORONAVIRUS (COVID 19)

Reference is made to the communication from the Chairperson of Council Ref. 0301.00 declaring Makerere University closed for 30 days with effect from 20th March 2020.

A special meeting of the University Top Management was held on Friday 20th March 2020 to consider the closure guidelines in view of the President's directive and the formal closure of the University by the Chairperson of Council.

Management noted the following:

1. That the President's directive is a welcome measure considering the great risk presented by the COVID 19 global pandemic;
2. That all students have been instructed to vacate the University premises by 12pm on Friday 20th March 2020 in line with the Presidential directive;
3. That Makerere University has the capacity to apply online learning platforms by leveraging the existing Open, Distance and E-Learning Policy (ODEL) and available infrastructure in selected programmes;
4. That ongoing research could continue while observing the COVID 19 preventive guidelines as provided by the Ministry of Health;
5. That progressive student assessments could continue during the closure period through course work assignments that students can handle from home;
6. That the current circumstances augment the need for the University to operationalize the ODEL policy, which was approved by Council in 2017;
7. That key administrative functions including financial administration and reporting, preparations of admissions for academic year 2020/2021, maintenance of the University Estate, security, legal advisory and University Hospital services were critical to maintaining limited functionality of the University during the closure. Accordingly, there is need for some staff to remain at the University to fulfill those functions;

8. That some staff are required to remain working to fulfill the specified administrative functions as stated in (7) above;
9. That the 30-day closure demands that appropriate adjustments be made to the period for the Second Semester of academic year 2019/2020;
10. That international students who are currently staying in the University halls of residence and are unable to travel back home to their countries would require University support;
11. That ongoing capital developments at the University which bind the University by contract should continue with strict observance of the COVID 19 preventive guidelines as provided by the Ministry of Health;
12. That postgraduate students in clinical disciplines and staff who provide clinical services to hospitals as part of their training might be required to continue with those services in order to save lives;
13. That use of the library could continue through online library resources.

Management Agreed to recommend to Council as follows:

1. That the staff in the attached schedule shall remain working to fulfill administrative functions including financial administration and reporting, preparations of admissions for academic year 2020/2021, maintenance of the University Estate, security, legal advisory and University Hospital services;
2. That ongoing research activities, which are timebound shall continue with their research while ensuring that all activities comply with Ministry of Health Guidelines on preventing the spread of COVID 19;
3. That all academic programmes which are currently implementing Open, Distance and E-learning (ODEL) should continue during the closure period. The Makerere University E-learning system MUELE will continue functioning and the Directorate of Information and Communication Technology Support (DICTS) will continue to render end-user ICT support;
4. That the dates for Second Semester of academic year 2019/2020 be adjusted as follows:

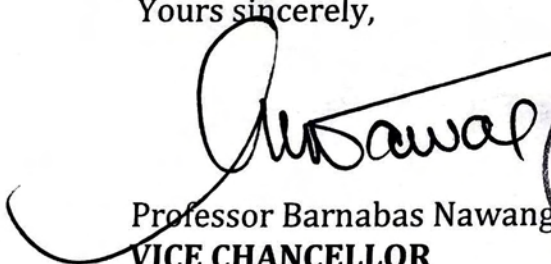
	Dates	Duration	Notes
Initial period for 2 nd Semester	Saturday 18 th January 2020 to Saturday 16 th May 2020	17 weeks	Reduced by the 30-day closure period
Extension period of Semester II	Saturday 16 th May 2020 to Saturday 13 th June 2020	30 days	30 days extension in line with the closure period
Revised period for Recess Term	Saturday 13 th June 2020 to Saturday 1 st August 2020	8 weeks	Reduced from 10 weeks

5. That the online application for admission of privately sponsored graduate and undergraduate programmes shall continue. The Academic Registrar will design mechanisms of continuing to receive applications for special pre-entry examinations for the Bachelor of Laws;
6. That Students with ongoing research projects shall continue with their work off-campus and keep in contact with their respective academic supervisors. Academic staff are required to make use of digital technologies to provide research and projects supervision to the students. Laboratory research work which cannot be halted may continue while implementing all the recommended measures to curb the spread of COVID 19 as provided by the Ministry of Health;
7. That all international students who have been residing in the University Halls of residence and who are unable to travel back to their countries shall be provided with accommodation in Livingstone Hall for males and Africa Hall for females;
8. That the University Library will be physically closed but electronic library services will remain accessible on the URL www.mulib.mak.ac.ug;
9. That all postgraduate students in clinical disciplines and staff who provide clinical services to hospitals as part of their training may continue with the service with permission or at the request of the Ministry of Health.

The recommendation made by Management to Council have been approved by the Chairperson of Council on behalf of Council.

The purpose of this circular, therefore, is to communicate to you the above closure guidelines as recommended by Management and approved by Council.

Yours sincerely,


Professor Barnabas Nawangwa
VICE CHANCELLOR



cc: Deputy Vice Chancellor (AA)
Ag. Deputy Vice Chancellor (F&A)
Ag. University Secretary
Director Human Resources

LIST OF STAFF WHO ARE REQUIRED TO WORK DURING THE CLOSURE PERIOD

S/N	Category of Staff
1	All staff in the Offices of the Vice Chancellor (<i>including Public Relations Office</i>) (13), Deputy Vice Chancellor (AA) (6), Deputy Vice Chancellor (F&A) (7), and University Secretary (6)
2	All 18 Members of Central Management (along with their secretaries and drivers – where applicable)
2	All College Principals (10) and Deputy Principals (10), Deans of Schools (29), College Bursars (10)
3	All faculty with ongoing research projects and those required to upload students' results on the AIMS system
4	The staff responsible for students' Admission processes in the department of the academic registrar and the Directorate of Research and Graduate Training.
4	15 staff in the Department of Finance
5	5 staff in the Directorate of Human Resources
6	7 staff in the Directorate of Internal Audit
7	3 Staff in the Directorate of Information and Communications Technologies
8	4 staff in the Directorate of Legal Affairs
9	5 staff in the Office of the Dean of Students
10	All Security Personnel
11	All custodians of buildings that shall be open during the period
12	All staff at the University Hospital