

STUDENT INDUCTION GUIDE



Inspire Tomorrow, Today



Botswana Open
University

STUDENT INDUCTION GUIDE

Student Name:

Student Number:

School:

Programme:

A Warm Welcome

The Botswana Open University (BOU) extends its warm welcome to you dear Student

You have made the right choice to enrol and study with BOU. We look forward to working with you and believe we will help you to achieve your learning goal.

I hope you find the programme you have enrolled for interesting and that you will enjoy studying with BOU.

We believe this handbook will help you to:

- Understand the BOU teaching and learning methodology
- Check that you have all that you need to start and complete your programme
- Identify who to contact for advice and assistance where you need help
- Be aware of the different sources of help and information
- Monitor your progress and aim to complete your programme

Your Student Number

Know your Learner Number. This is the number that is found at the right upper corner of the copy of your enrolment Form. This number is very important as it will help us to identify you and to also access all your records in the University. We expect that every time you communicate with the University, be it through letter, telephone, or any other digital platform, you should clearly include your student number.

Please write your Student Number in the box provided below (as soon as you receive it) and make sure that you quote it whenever you contact the University.

I wish you the best in your studies

Kgomotso H. Moahi

Deputy Vice Chancellor- Student Services

Introduction:

Botswana Open University (BOU) commenced operations in December 2017. The University was instituted through Act No. 13 of 2017 that formalised transformation from Botswana College of Distance and Open Learning (BOCODOL) to expand access to tertiary education and training on a nation-wide scale using Open and Distance Learning (ODL) methodologies. The University subsidiary functions include;

- National Provision of In-service Education and/or Continuing Professional Development Programmes using ODL;
- Provision of Open Schooling Programmes to Out-of-School Youth and Adults;
- Promotion of lifelong learning; and
- Promotion of equitable access to quality education and training.

Botswana Open University offers a range of Programmes under the following Programme Levels:

- Open Schooling,
- Certificate,
- Diploma,
- Undergraduate,
- Graduate and
- Post-Graduate Certificate

All the Students (including yourself), are supported through five (5) Regional Campuses. The Regional Campus is headed by a Regional Campus Director. Under the Director, all Programme are headed by a Manager (Tertiary). In addition to this Induction Guide, you will also receive a welcome tutorial letter from Student Services as well as information packs from the Tertiary Manager at your Campus to welcome you to the Campus as well as share with you more about your Programme and Learning Centre. All these packs can be accessed on the Student Platform. For more information about registration, the manager will introduce you to the Admissions and Study Centre Officer while for Examinations, you will be introduced to your Assessment and Examinations Officer. A summary of important support officers that you need to note and remember are listed below. Please copy and paste their contact numbers and email addresses into the spaces below from the Campus Tutorial letter. Keep this Guide handy and refer to it whenever to you need to communicate with any of the officers.

| Position | Contact Number | Email Address |
|-------------------------------------|----------------|---------------|
| Regional Director | | |
| Manager Tertiary Programmes. | | |
| Admissions and Study Centre Officer | | |
| Assessment & Examinations Officer | | |
| Programme Coordinator | | |

Teaching and Learning Delivery:

Guided by its strategic plan, BOU is working towards becoming an innovative Open University recognized for its technology-enhanced programmes, relevant research and societal impact. Students should note therefore that the University places technology at the core of its operations. In addition, the COVID-19 pandemic has propelled the institution towards increased use of technology in the delivery of its teaching, learning, assessment, and student support. This therefore means that teaching, learning and all support at BOU will largely be technology based on the student Portal. Your Tutorials, discussions, chats, study groups, all assessment including assignment submissions and examinations will be through the portal. You are therefore expected to have connectivity that will enable you to learn effectively. In addition, you need to have access to either a laptop or computer where you will be able to do your work as assigned and complete assessments as scheduled.

The BOU Learning Cycle:

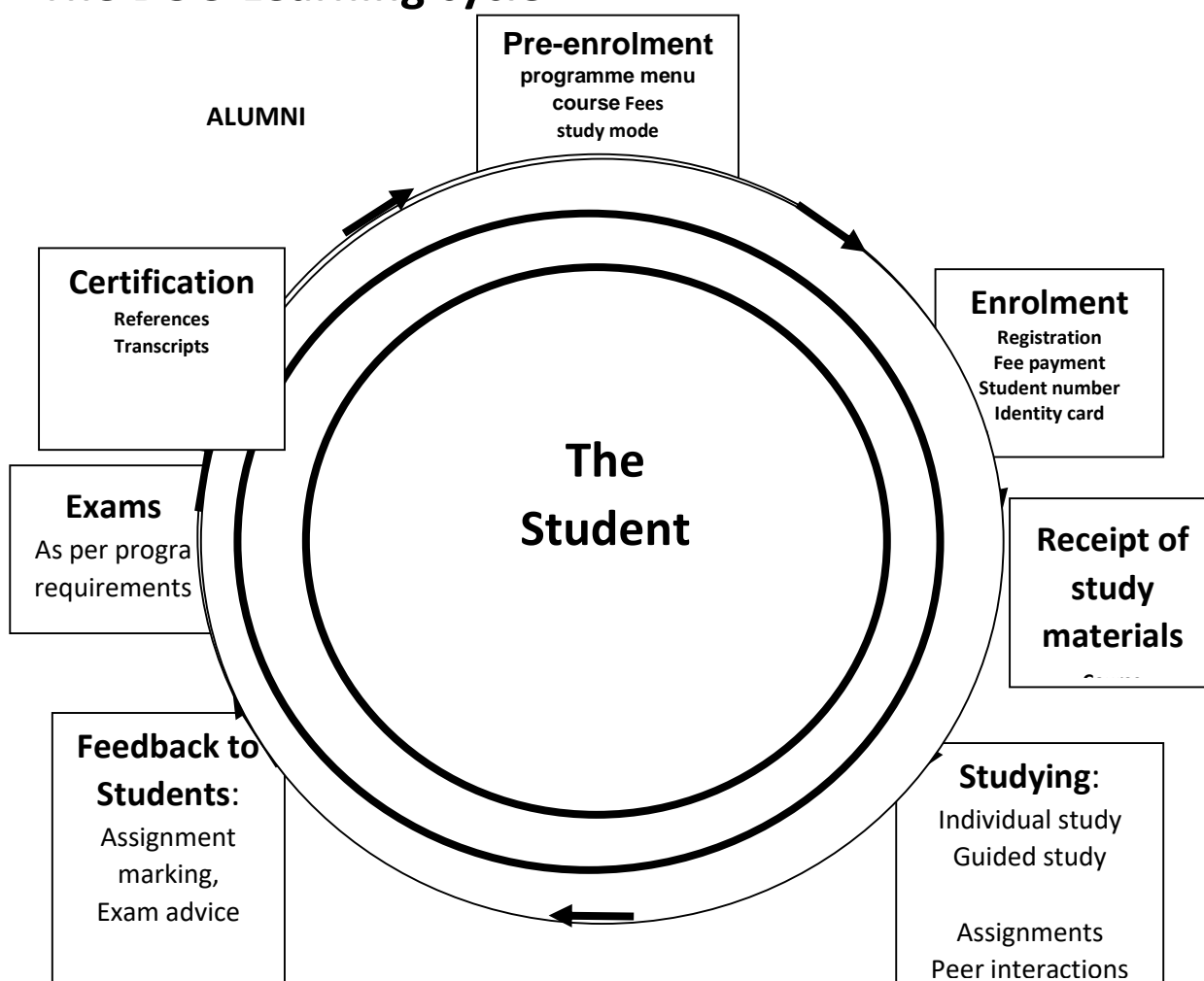
BOU is committed to supporting your Learning right from the point when you place your application with the University, up to the time when you exit at Graduation. It is our interest to see you succeed in your studies. The Following Stages in your Learning cycle are therefore important and it is critical that you go through all of them with minimum hassle.

1. **Pre-Enrolment-** Enquiry about BOU and what it offers.
2. **Enrolment-** You are considered having been enrolled after you pay and register with BOU on the student Integrated system. Note that registration includes payment of the applicable Fees and this is done every Semester. You are at liberty to pay your Fees in advance, throughout the Semester to manage your fees better.
3. **Study Materials-** The system will allow you to download your Course materials from the portal once you have successfully registered for the Semester.
4. **Studying, teaching and learning-** Interactive sessions organised as per your delivery schedule on the Student Platform. As an Open and Distance Learner(ODL), you are expected to take responsibility of your study. Make sure that you have the relevant study materials, access to the Portal and all the assessment schedules for the Semester.

5. **Feedback to students-** Your tutors will give you informative and helpful feedback on your assessment submissions. Communicate with your programme Coordinator should you have concerns about your performance.
6. **Summative Assessment-** The Format and scheduling of your summative assessment will be communicated to you on the student platform. Check updates under your Programme.
7. **Certification/Graduation-** Aim for this final stage of your study and by all means get there. BOU will handhold you throughout your study.

The graphic below depicts the BOU Learning Cycle

The BOU Learning cycle



Your Campus Location:

The map below shows the location of the five (5) regional campuses, at Maun, Francistown, Palapye, Gaborone, and Kang. Depending on your location and where you are registered, you will be affiliated to one of them.

BOU Regional Offices and CSCs'



Learner Role:

As an Open and Distance Learner, you are expected to learn, for most of the time, on your own. The material/Module that you are provided with at the beginning of each Semester is very interactive and therefore serves as your teacher. Each module has self- assessment and self- check exercises. You are expected to attempt these exercises as they will help you to understand your content better. Make sure that you interact with your materials as much as possible before you request for assistance from your Tutor. Remember that your Tutor is there to give guidance, clarify content, and explain topics that are challenging to you. Your Tutor will also give you useful feedback on your assignments and Projects for further clarity and to also use these as you prepare for your summative assessments (finals). For you to get maximum benefit from the interactions with your tutor, you need to have familiarised yourself with your content. It is your role to make sure that you have access to the following:

| Information on; | Where do you access this? |
|---------------------------------------|--|
| Registration Including Fee Payment | Online(www.bou.ac.bw) |
| Programme Delivery Schedule | Student Portal & online at www.bou.ac.bw , under Student Centre |
| Assignments Due Dates | Student Portal & online at www.bou.ac.bw , under Student Centre |
| Summative assessment schedule | Student Portal & online at www.bou.ac.bw , under Student Centre |
| Modules/Study Materials | Student Portal |
| Course Group & Tutor | Student Portal under your Campus |
| Induction Information about BOU | Student Portal |
| Assessment Information/rules& conduct | Student Portal |
| Project/Research Supervisor | Student Portal under your Campus |
| Programme Overview Information | Student Portal under your programme |
| Study skills | Request Tertiary Manager at your Campus for assistance and/or referral |
| Psychosocial Support | counsellor-hq@staff.bou.ac.bw counsellor-grc@staff.bou.ac.bw |
| Student Representative Council | src@stud.bou.ac.bw |
| Student Welfare | director-saw@staff.bou.ac.bw |
| Library & Information Services | director-lis@staff.bou.ac.bw |
| Masters Student Support | Centre for Graduate Studies director-cgs@staff.bou.ac.bw |

Organised Online Interactions: Discussion Forums, Chats, Videos serve as your Tutorial:

This is your chance to go through your Course material with your Tutor and fellow students. It is your responsibility as a student to check your timetable and organise your time such that you are able to participate in these critical activities that are offered to enhance your learning. Your Programme Overview induction will give you more information about these. Your Tutor will guide you on these interactions by placing questions, quizzes, topics for discussion, case studies etc on the student portal under your programme. Make sure that you participate in these online interactions with your Tutor and fellow students as this is your chance to ask questions, learn from peers and get clarity on challenging content. A delivery schedule will be provided to guide you on the dates when these forums are open.

BOU Library & Information Services

Currently BOU has Library Facilities at Gaborone Campus, Francistown Campus, Maun Campus and Kang Campus. Palapye students use the Botswana National Library Service in their areas to access the BOU Library Box.

The Library has a wide resource base of study materials and journals at your disposal. Some of these materials are in the form of traditional books, whilst many are availed as e-books. You will also have access to electronic databases that will

provide access to e-resources such as e-journals and papers. Make sure that you register to be a member of the Library to enjoy wide access to these resources.

To register for membership, visit: <http://www.bou.ac.bw/index.php/eresources>

OR email your Librarian at the following:

Gaborone Regional Campus: bmokonopi@staff.bou.ac.bw 364 6081

pdifele@staff.bou.ac.bw 364 6158 atshikinya@staff.bou.ac.bw

Francistown Regional Campus: dgombani@staff.bou.ac.bw 241 6626

Maun Regional Campus: tmotubudi@staff.bou.ac.bw 686 3008

Headquarters: rmodikwagae@staff.bou.ac.bw 364 6073

nmaphakwane@staf.bou.ac.bw 3646061

BOU Library **Opening Hours**

The Libraries open during the following times

Monday to Friday @ 0800hrs-1630hrs.

Extension hours are available during summative assessment (Finals) period as follows:

Monday to Friday @0800hrs-1900hrs or according to the specific library.

Saturday & Sunday (opened according to demand)

Programme Coordinators Contacts at Regional Campuses:

Send your Question or enquiry about your course or programme to the following address at your Campus:

| Campus | Contact details |
|-------------|--|
| Gaborone | tertiary-gaborone@staff.bou.ac.bw |
| Francistown | tertiary-francistown@staff.bou.ac.bw |
| Palapye | tertiary-palapye@staff.bou.ac.bw |
| Maun | tertiary-maun@staff.bou.ac.bw |
| Kang | tertiary-kang@staff.bou.ac.bw |

Tutor Role

Your Tutor is there to give guidance, clarify content, explain topics and concepts that are challenging to you. On the Portal, each student has been linked to a particular Tutor for each Course. You are therefore at liberty to drop questions and seek clarity on your particular Course from your tutor. In your Discussion forums and chats, you will also have the opportunity to ask questions, contribute to critical information exchange within your Course and also share peer to peer learning within your group. Do not miss the opportunity to participate in these organised chats on the portal as they will enrich and widen your knowledge of the subject matter. You stand to also gain useful tips on how to revise for particular topics. Your Tutor will also give you useful feedback on your assignments and Projects so as to further understand and to also use these as you prepare for your summative assessments. For you to get maximum benefit from the interactions with your Tutor, you need to have familiarised yourself with your Course content. Remember, your interaction time with your tutor is limited therefore prepare in advance for maximum benefit. The tutor contacts will be shared on the portal.

Assessment:

The University has both formative assessment, which includes your assignments; and Summative Assessment (which may be in the form of examination type questions or assignments, or case studies). Please refer to your Programme overview for more details on assessment of each Course. You must also refer to the Delivery Schedules for more details on the dates for submission of assessments. The Summative Assessment Time table will also be communicated during the course of the Semester and you will be informed accordingly.

Academic Schools:

A) BOU Programmes are currently offered through four Schools with twelve departments and two Centres as follows:(refer to BOU programme Guide on the portal for Programmes offered at each School).

1. School of Business and Management Studies
2. School of Education
3. School of Social Sciences
4. School of Science and Technology
5. Centre for Open Schooling
6. Centre for Continuous Professional Development

Campus Details:

On the Student Portal, you will find more detail about each Campus. Go through the detail and expectations from your Campus and refer all your queries and follow up questions to the tertiary email address provided on Page 8 of this guide. **Below are the contact details for the Regional Campus Directors for your convenience:**

| Palapye | Gaborone | Maun | Kang | Francistown |
|---|---|---|---|---|
| The Regional Director, Botswana Open University Private Bag 005, Palapye. 4924024, 4924516 | The Regional Director, Botswana Open University Private Bag 00349, Bontleng, Gaborone. 3646123 | The Regional Director, Botswana Open University Private Bag 394, Maun. 6865621, | The Regional Director, Botswana Open University Private Bag 006, Kang. 6517248 | The Regional Director, Botswana Open University Private Bag F32, Francistown. 2418383 |