Advanced Diploma in Education

ADE

SCHOOL OF NATURAL SCIENCES AND TECHNOLOGY FOR EDUCATION

Open distance learning students

PROSPECTUS (Information booklet) 2017

North-West University
Potchefstroom Campus
Faculty of Education Sciences
Contact details:

1. NWU:

Tel:  018 285 5900
Fax:  018 299 4558 / 087 231 5262 / 087 231 5297
Website:  http://distance.nwu.ac.za

2. Direct all written correspondence to:

2.1. Academic matters

Prof. Willem van Vollenhoven
Coordinator ODL-Programmes
Faculty of Education Sciences
NWU
Potchefstroom Campus
Private BagX6001
Potchefstroom
2520
South Africa
Tel: +27 (0) 18-299 4542
Fax: +27 (0)086 581 2121
Office: G47, B11
Wilie.vanvollenhoven@nwu.ac.za

2.2. Administrative matters:

The unit for open Distance Learning (UODL)

Building B11A
North-West University
Private Bag X6001
Internal Box 539
Potchefstroom
2520

PLEASE MENTION YOUR STUDENT NUMBER IN ALL CORRESPONDENCE
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Dean’s Letter

Dear ODL student

I would like to welcome you as a student to the North West University’s Faculty of Education and trust that your association with the Faculty will be a pleasant one.

As you may be aware, the University Council has resolved on a unitary structure and as of 2017 the NWU will no longer function as separate campuses. At the time of finalising the ODL information booklets, the structures had not yet been finally approved and I therefore invite you to please keep an eye on the NWU website, where information will be posted regarding the Faculty’s structures and officials.

I wish to assure you that the current management of the three campuses are agreed that the quality of the academic programmes and the support to you as a distance student are non-negotiable.

The following information details the phasing out and phasing in of the Faculty’s distance programmes and sets out the articulation route for Education qualifications:

The NPDE (NQF Level 5) is being phased out completely and will not be replaced with another qualification. All prospective teachers will now have to register for a BEd (NQF Level 7). The Faculty already began offering the Diploma in Grade R Teaching in 2013 and the BEd (Foundation Phase) in 2016 and will be offering the BEd (Senior & FET Phase) and the Advanced Diploma in Teaching from 2017. The BEd (Intermediate Phase) is to be offered from 2018 in the distance mode, pending SAQA approval.

Students who have obtained an NPDE may enrol for the ACT (NQF Level 6). The Faculty is already offering the ACT in the Foundation Phase and Intermediate Phase and intends to offer the ACT in the Senior and FET Phases from 2018, pending SAQA approval.

The ACT will now replace the old ACE, which was also an NQF Level 6 programme. Please note that both the ACE and the ACT grant students admission to the ADE (NQF Level 7), after which students may enrol for a PGDip or a BEdHons, which are both at NQF Level 8. The difference between the two qualifications is that the BEdHons has a research component, which allows students to enrol for a master’s degree once having obtained a BEdHons, should all admission requirements be met. Students with a PGDip who wish to further their studies will first have to pass the research component and fulfil the
requirements set by the Faculty before they will be permitted to enrol for a master’s degree.

This prospectus (information booklet) details all the relevant administrative arrangements relating to your studies in 2017. Please diarise the dates and times regarding contact sessions and the submission of assignments, tests and examinations as they pertain to you.

Through the ADE you will be able to demonstrate, in your area of specialization commitment to high standards in practice and in professional development and a capacity to critically analyse materials, resources and practices in light of a conceptual understanding of an area of specialisation. We will strive to lead you to obtain the ability to justify certain choices within an area of specialisation in light of: critical understanding of the theoretical aspects underlying an area of specialisation; understanding of current social, economical, political, technological and environmental circumstances relevant to the area of specialisation. With the achievement of the above you will be able to successfully exit to the next level in your projected academic journey.

Highly qualified academics in the various disciplines in the Faculty are available to you, as are the University’s library and information technology systems. You will find that, in addition to being experts in their respective fields, your lecturers are people with an understanding of the challenges and problems that students have to deal with. Similarly, we ask that you too demonstrate an understanding for the lecturers, who, like you, have to work according to target dates.

Most important is that you have made the momentous decision to better equip yourself for your future. Good luck with your studies and may you enjoy the journey towards the attainment of your qualification.

Prof Robert J Balfour
Dean of the Faculty of Education Sciences, Potchefstroom campus (2016)
Assigned chairperson of the Education Joint Executive Committee (2016)
What is open distance learning?

Open learning is an approach that combines the principles of learner centeredness, lifelong learning, flexibility provision, the removal of barriers to learning, accessibility to learning, the recognition of prior learning, the provision of learner support, the construction of learning programmes in the expectation that learners can succeed, e-learning and the maintenance of rigorous quality assurance.

The Unit for Open Distance Learning (UODL) at the Potchefstroom Campus delivers several distance programmes on behalf of the faculties at a number of open-learning Learner Support Centres in Southern Africa. Distance-learning programmes are offered on the following principles:

a) Students can register any time of the year.

b) Each programme has a minimum and maximum duration in order to complete the studies.

c) Students have a number of assessment opportunities (examinations) during a study period, and all modules can be written at each assessment opportunity.

d) Students do not have a second examination opportunity directly after the first attempt. If they fail the first attempt (e.g. in June), they can write the failed module during the next examination opportunity (e.g. in November). A valid participation mark will give the student access to two examination opportunities, after which a student must generate a new participation mark.

e) Contact classes are mainly presented by means of interactive whiteboards, supported by facilitators. Lectures can also be followed on a personal computer if students have access to the internet. All modules presented by means of interactive whiteboards are stored on the internet for students to access at a later stage.

f) Students are supported by means of a call centre, social media (Facebook) and contact with lecturers and facilitators.

g) Examinations are written at several examination Learner Support Centres throughout Southern Africa, but the NWU can request students to write a specific module (e.g. Computer Science) at the Potchefstroom Campus.
1 General Academic Rules for ODL-programmes

(Aligned with the NWU’s Academic Rules)

1.1 Admission requirements to programme(s)

The admission requirements for all formal academic qualifications offered by the University are set out in the admission policy as approved by the senate and council. http://www.nwu.ac.za/sites/www.nwu.ac.za

1.2 ODL examination opportunities

ODL examination opportunities are scheduled during June/July and October/November of every year. Students can write any module during either June/July or October/November of each year. Examination opportunities and information are communicated to students through the relevant prospectus (programme information booklet) and timetables, the NWU and OLG websites, MOODLE and examination letters. The number of examination opportunities per module is determined according to the maximum study period for the qualification for which the student is registered.

NWU web address: http://www.nwu.ac.za/sites/www.nwu.ac.za

1.3 Admission to examinations

According to Academic Rules A.2.4.2 and A3.4.2 any student who has obtained the required proof of participation and/or participation mark as prescribed, will be admitted to the examination in the module concerned.

A participation mark will allow a student a second consecutive examination opportunity, should they fail the first attempt.

1.4 Participation mark

“Participation mark” means the mark awarded to a student in a module within a prescribed period by means of formative assessment for the completion of those teaching-learning activities that are required as part of the study within the module.

A participation mark for modules in ODL programmes is obtained by successfully completing and obtaining an assignment mark for the
prescribed assignment(s) as stipulated within every module-specific tutorial letter. An ADE student must achieve a 40% participation mark to be admitted to the examination.

An assignment mark may contribute towards the participation mark of a specific module for only two examination opportunities. Thereafter a new assignment must be submitted for a new participation mark in order to gain admission to write the examination in that module.

1.5 Module mark

A “module mark” is a mark calculated according to a formula that is determined from time to time for each module in terms of faculty rules. The formula is based on the participation mark and the examination mark awarded to a student in a module; provided that the weight of the participation mark in the above-mentioned formula may not be less than 30% or more than 70%.

In calculating the module mark for all modules in the NPDE, ACE, PGCE and BEd (except when stated otherwise in a particular curriculum), the participation mark carries a weight of 40% and the examination mark a weight of 60% towards the final module mark.

The participation mark for modules in the BEdHons carries a weight of 50% and the examination mark a weight of 50%.

NB Owing to the fact that assignments can get lost in the post, students should make and keep a copy of their assignments before posting them. However, students should post the original assignment to prevent suspicion of plagiarism.

1.6 Unsatisfactory academic performance

A student whose academic performance is found to be unsatisfactory will receive a formal written warning from the Executive Director: UODL and the Dean: FES or an administrator authorised by them. Thereafter, if progress is still not satisfactory, the student could be dealt with in terms of General Academic Rules A2.4.8 and A3.4.6

1.7 Termination of studies of ODL students

The minimum and maximum duration of study for the various qualifications is indicated in the calendar and in the programme prospectus (information booklet) for the qualification concerned. One
year before the maximum duration of study is exceeded and a student’s studies are finally terminated, such a student will receive a warning letter from the Executive Director: UODL and the Dean: FES or an administrator authorised by them to inform them of the two final examination opportunities in which all outstanding modules must be passed. Should such a student still have outstanding modules after these examination opportunities, the studies of such a student must be terminated in terms of Academic Rules A.2.4.8 and A.3.4.6.

Only in exceptional cases, and then on the grounds of irrefutable evidence, will the Executive Director: UODL and the Dean: FES consider a request for continuation of studies from a student whose studies have been terminated. Should such an application be successful, the student will be afforded only one examination opportunity to complete all outstanding modules.

1.8 Warning against plagiarism

Assignments are individual tasks and not group activities (unless explicitly indicated as group activities). For further details see:

2 Academic Matters

2.1 Programme information: ADE Level 7

(Refer to the NWU Calendar of the Programme at http://www.nwu.ac.za/p-fes).

2.1.1 Nature and general aims

The advanced Diploma is used as CPD qualification to further strengthen and enhance an existing specialisation in a subject, or to develop a new role or practice to support teaching and learning in a school or in education more broadly.

2.1.2 Study duration and articulation

a) Study Duration

For ADE is offered over one year the minimum duration of study is one year and the maximum duration is three years, unless stated otherwise.

b) Articulation

Professionally qualified teachers, who have completed an Advanced Diploma in Education, may proceed to a cognate Bachelor of Education Honours degree, or to an Honours degree in another cognate field or to a cognate Postgraduate Diploma in Education. Accumulated credits may also be presented for entry into a cognate Bachelor's degree, including a Bachelor of Education degree.

Professionally qualified teachers who are NOT in possession of a first Bachelors degree may present a completed Advanced Diploma in Education for entry into an NQF Level 7 Bed programme, or into any other appropriate Level 7 Bachelors degree, or for entry into a cognate Postgraduate Diploma in Education at Level 8.

Bachelor degree graduates, who have completed an Advanced Diploma in Education, may proceed to a Bed Honours degree, or an Honours degree in another cognate field or to a cognate Postgraduate Diploma in Education.

2.1.3 Specific objectives

The ADE is a Level 7 qualification aimed at providing educators with intellectual enrichment or intensive, focused and applied specialisation, which meets the requirements of a specific niche in education - for an example in the case of new roles, such as inclusive education, school librarianship, school leadership and management, deaf education, etc.; as well as in teaching subjects.
2.1.4 Admission requirements

- Former Advanced Certificate in Education, (ACE, Level 6)
- College Higher Diploma in Education
- Further Diploma in Education
- Advanced Certificate in Teaching (ACT)
- 4 year BED degree
- A general first degree/diploma plus an Advanced Diploma in Teaching or a former PGCE
- Higher Diploma in Education (Postgraduate)(HDEPG)

2.1.5 Rules for the programme

(Refer to the NWU Calendar for the ADE programme)

The rules for the ADE Programme must be read together with the General Academic rules of the university (A-rules), which is available on the Internet at: [http://www.nwu.ac.za/node/5661](http://www.nwu.ac.za/node/5661)

2.1.6 Programme outlay

The ADE Diploma is conferred in ONE of the following fields of study:

a) Learner Support: Special needs

2.1.7 Suggestion regarding structuring of your curriculum

a) Structure your curriculum over the period of two years.

b) Do not attempt more than three modules per semester (exam session), remember you should spend at least six months working through a module.

c) Most curricula do not have more than 12 modules which mean that you can complete the curriculum in two years (four exam opportunities).

d) If, after two years, you are still left with some modules, you are granted two more exam opportunities to complete your curriculum.

<table>
<thead>
<tr>
<th>Module code</th>
<th>Descriptive name</th>
<th>HEQF level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AADS 611</td>
<td>Advanced discourse and communication skills</td>
<td>7</td>
<td>16</td>
</tr>
<tr>
<td>AHIV 621</td>
<td>HIV and AIDS: Legislation, counselling and support</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>ALSD 621</td>
<td>Disabilities and learning difficulties</td>
<td>7</td>
<td>16</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>Total Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------</td>
<td>---------------</td>
</tr>
<tr>
<td>ALSE 611</td>
<td>Emotional and other difficulties in Education</td>
<td>7</td>
<td>16</td>
</tr>
<tr>
<td>ALSI 611</td>
<td>Inclusive Education: A policy perspective</td>
<td>7</td>
<td>16</td>
</tr>
<tr>
<td>ALSS 621</td>
<td>Social and health issues in Education</td>
<td>7</td>
<td>16</td>
</tr>
<tr>
<td>AREM 621</td>
<td>Applied support in Special Needs Education</td>
<td>7</td>
<td>24</td>
</tr>
<tr>
<td>ARES 611</td>
<td>Introduction to Educational Research</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>ATCL 611</td>
<td>Technology and Computer literacy for Educators</td>
<td>5</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>TOTAL CREDITS:</td>
<td></td>
<td>132</td>
</tr>
</tbody>
</table>

2.1.8 Language

Study guides for all the modules are available in English and Afrikaans. The manuals are available only in English. A student may write examinations and submit assignments in either Afrikaans or English. Contact sessions are conducted in English.

2.1.9 Study material

a) Study material will be delivered either by Postal or Courier services to the address you have indicated for the delivery of Study material.

b) Please note that you must indicate a physical address or work address to which the study material can be delivered via courier.

c) Study material sent through postal services must be collected from the post office within seven working days or it will be returned to the NWU. The student will be liable for the cost of postage.

d) Study material may be collected at the University, except if it has already been dispatched.
2.2 Teaching and Learning arrangements

2.2.1 Assessment (assignments and examination)

2.2.1.1 Assignments

a) Please follow the format for academic assignments as is stipulated in the tutorial letters.

b) Students are required to submit assignments according to dates specified in this prospectus (information booklet).

c) Complete your assignments in due time so that you will be able to concentrate on preparing for the examinations.

d) Refrain from using Bantex bags, ring binders, etc.

e) The NWU urges students to submit completed assignments early to be assessed in order to ensure that examination information is received before examinations commence.

f) All assignments must be posted, or submitted at the Learner Support Centres for distribution and assessment.

g) Assignments may not be posted to the lecturer, only to:

**Physical address**
The Unit for Open Distance Learning
North-West University
cnr Esselen and Malherbe Streets
Building B11A
Room G30
Potchefstroom
2520

**Postal address**
Unit for Open Distance Learning
North-West University
Private Bag X6001
Internal Box 539
Potchefstroom
2520

OR

You can either post your assignment to reach the NWU before or on the due date or you can post your assignment in the wooden box at your learning centre on the due date.
h) **Important to know**

- Assignment marks, sub-minimum of 40%, give you admission to the examination.

- An assignment mark, of 40%, can only be used for two exam opportunities after which a new assignment must be submitted.

- Assignments that are submitted late will have to stand over to the next semester, which means that the student will only then have a participation mark that will give them entry to write exams in a particular module.

- All assignments must be posted to the NWU for assessment to the address provided above.

i) **Due dates**

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td>08 April 2017</td>
<td>27 May 2017</td>
</tr>
<tr>
<td>09 September 2017</td>
<td>21 October 2017</td>
</tr>
</tbody>
</table>

j) **Library services: Student Academic Support**

- Library website: [www.nwu.ac.za/library](http://www.nwu.ac.za/library)
  All registered students of the NWU have access to the library. Type your surname and student/ID number when prompted to do so when working off-campus.

- **Library hours:**
  
  *Term:*
  
  - Monday to Friday 07:30–18:00
  - Saturday 10:00–13:00

  **University holidays:**
• Monday to Friday 07:30–16:30
• Saturday 10:00–13:00 (not open on Saturdays during December)

The library is closed on public holidays.

• Loan services of the library

Postgraduate students may borrow 15 books for 30 days with two renewals allowed if requested before the expiry date of the loan period (on condition that the books are not required by other users).

To renew books via the internet: go to the library’s web page at www.nwu.ac.za/library and click on Renew your books under Services.

• Library information and assistance

Go to the library’s web page at www.nwu.ac.za/library. Under the heading Guides, click on Guides and manuals (PC) to access useful information.

Call any of the following numbers for assistance on library matters: 018 299 1578, 018 299 2859 or 018 299 1577

Supply your NWU student number in all instances when you request information.

• LibGuides

To find specific information related to education studies, click on the LibGuides tab on the website at www.nwu.ac.za/library. Type in education and click on SEARCH. Click on Education (PC) and use the different sections to get study information and information on how to search for books, articles etc.

• Information retrieval guides:

For help with using databases:

Go to www.nwu.ac.za/library, choose Guides, click on Information retrieval guides and choose Education.

• Examination papers


Complete ONLY the Subject code block according to the example provided.

Call 018 299 1578, 018 299 2859 or 018 299 1577 for assistance.
2.2.1.2 Examination

a) **No examination information sessions** will be facilitated at the Learner Support Centres during 2017.

b) All students will receive their examination information for modules when marked assignments are returned. If students submit assignments late the possibility exists that they will not receive their examination information in time before the examination commences.

c) **Students may download examination information, previous examination papers and tutorial notes from the OLG website at:**

www.olgdownloads.co.za

d) **Important** contact numbers regarding examination enquiries

All queries: 018 285 5900 or 011 670 4850.

Saturdays 08:00–16:00: 082 7796 390.

e) **Examinations can be written at one of the venues on the list provided.**

f) **Please** take careful note of the details given below regarding the examination procedures so that you know what is expected of you:

i. Examinations will take place on the dates given in the examination timetable.

ii. Familiarise yourself with the examination timetable and be prepared to write the exams on the specified days. The exam timetables have been finalised and NO changes will be considered.

iii. A personal timetable for examination leave that can be submitted to the Department of Education will be posted to you. If you have NOT received this timetable **two weeks** prior to the exams, you must please inform the Unit for Open Distance Learning office immediately.

iv. Examination papers are set and marked by lecturers and accredited markers from the University.

v. As soon as your results have been processed, they will be posted to you.
vi. The final promotion is done by an examination panel from the University.

vii. If you fail a module during the examinations, you will have the opportunity to rewrite the module the following semester. For instance: if you failed a module during the July examination, you will have the opportunity to rewrite it again during the October/November examination. If you fail a module again during the second examination you will have to reregister and pay for the module to obtain the opportunity to write it again in the July examination the following year.

viii. Examination regulations appear in each answer book. Any irregularities during examinations are considered a serious offence and the necessary steps will be taken.

ix. Dishonesty during the examination could lead to a candidate being expelled from the course. Please ensure that you do not become a victim of this kind of behaviour. It is not worth it.

x. IT IS IMPORTANT THAT YOU ATTEND AT THE EXAMINATION VENUE YOU HAVE INDICATED ON YOUR APPLICATION FORM, SINCE PROVISION WILL BE MADE FOR YOU ONLY AT THAT EXAMINATION LEARNER SUPPORT CENTRE. ONLY WRITTEN REQUESTS FOR ANY CHANGE OF EXAMINATION VENUE WILL BE ACCEPTED. YOUR EXAMINATION LEARNER SUPPORT CENTRE IS THE CENTRE CLOSEST TO YOUR HOMETOWN (see list provided).

xi. NO marks will be given telephonically.

xii. How to find your results on the internet: http://www.nwu.ac.za

- Under the heading STUDY HERE click on the Exam results link.

- The login window will appear. Type in your student number and PIN (the pin can be requested on the same webpage).

xiii. You can also obtain your examination results via SMS. On your cell phone, go to new messages, type in your student number followed by the word NWU and send the message to 35606. An SMS will be sent to you with your results.
xiv. You can also make use of the **MTN line** to receive your examination results. The number to call is **083 123 222**. Have your student number available.

**g) Examination marks are evaluated as follows:**

i. Minimum for participation mark = 40%

ii. Examination sub-minimum = 40% per module

iii. Participation and examination marks total the module or final mark =100%

iv. Distinction = 75%

v. Pass mark = 50%

vi. Examination (60%) + participation (40%) = module mark (final mark) e.g. you may obtain a module mark of above 50% and still fail because of the sub-minimum requirement in the exams which is 40%.

vii. All examination scripts are marked as well as moderated and marks verified (recounted) to ensure that the correct marks are given. Students may, however, apply for a re-mark if all of the following criteria are adhered to:

- at minimum of 35% obtained in the examination
- application must reach the call centre at NWU within 14 days after examination results have been published
- the re-mark fee should be paid and the proof of payment sent to the call centre with the application form, available from the NWU call centre.

**h) Examination papers from previous years**

i. Previous examination papers can be obtained from the internet at the following address:
   
   - [http://www.nwu.ac.za](http://www.nwu.ac.za);
   - [http://library.nwu.ac.za/dbtw-wpd/textbases/exam-papers.html](http://library.nwu.ac.za/dbtw-wpd/textbases/exam-papers.html)

ii. or on the Open Learning Group’s website, [www.olgdownload.co.za](http://www.olgdownload.co.za)

- Under the header **PAST PAPERS** find NWU past exam papers. Click on the **Find now** link.
2.2.2 Cancellation of studies/Expulsion: Process

2.2.2.1 Notice to the Head: Support Section

a) Your notice of cancellation of studies or single-course modules should be done on the official cancellation form available from Support Section at room G30 in the UODL, Building B11A on the campus plan.

b) Notice of cancellation:

   i. Should notice of cancellation take place by letter, it should be addressed to
      The Head: Support Section
      Attention: Mrs Chantelle Badenhorst
      Private Bag X6001
      POTCHEFSTROOM
      2531

   ii. Should notice of cancellation be sent by registered mail, the date of receipt will be noted as the official cancellation date.

c) The cancellation is valid from the date of proper submission of the cancellation form to the Department of Academic Administration, or from the date of receipt of the registered postal article by the Head: Support Section.

d) The Head: Support Section or Department of Academic Administration will notify Financial Administration: Revenue accordingly regarding the cancellation.

2.2.2.2 Fees payable upon cancellation of studies

a) Should students cancel their studies prior to 19 February, only the registration is payable as set out above. Should students cancel their studies after 19 February March, the full tuition for the first semester is payable.

b) Should students cancel their studies for the second semester prior to 31 July, only the tuition for the first semester is payable. Should students cancel their studies after 31 July, the full tuition for the year is payable.

c) Should students cancel their studies, all bursaries and/or loans are repayable immediately.
2.2.2.3 Continued liability for fees payable upon expulsion from studies

In all cases of transgressions and subsequent disciplinary steps that might entail, in terms of the provisions of the University’s Statute and the Students’ Disciplinary Rules, the temporary or permanent, total or partial suspension of rights and privileges, intervention in or interruption or termination of studies or non-acceptance in a residence, the student concerned forfeits any claim to the repayment, reduction or waiver of moneys that have been paid, or are payable to the University. All bursaries and/or loans are also repayable immediately.

3 Administrative Matters

3.1 Change of address

It is important to inform the Unit for Open Distance Learning of any change of address or contact number. Valuable information regarding your studies will be lost if we do not have this information.

3.2 Financial arrangements

3.2.1 Fees payable upon changing of modules

Should a student change any module(s) after the period allowed for changing, which is annually determined by Academic Administration, no credit will be granted for the cancelled module(s).

3.2.2 Credit amounts on a university account

   a) If a credit balance arises on a university account, application may be made on the prescribed form for payment of the credit amount per cheque or direct transfer; no credit will be paid out in cash.

   b) Credit balances on student accounts can only be paid out against acceptable proof of the student’s identity. Payment to any other person than the student can be made only on written authority of the student on the prescribed form available at the enquiry desks and against satisfactory proof of the identity of the student. The above procedure is necessitated by relevant legislation and internal controls.

   c) Official application forms for credit payments are available at student-account enquiries, on the website or 018 299 2674 and should be fully completed and approved for the pay-out of credits. Please take note of the cut-off times for requesting payments, as well as time delays before actual
pay-out. A standard levy will be charged on the student’s account for every cheque issued for this purpose.

3.2.3 General account enquiries

a) Enquiries with regard to student accounts may be addressed to the staff at student accounts situated on the ground floor of the Joon van Rooy Building.

Tel: 018 299 2667/8/9
     018 299 2670/1
     018 299 2672/3
Fax: 018 293 5230/5234/5252
     018 293 5313/5314/5315

Email: PUK-studyfees@nwu.ac.za

3.2.4 Web address

a) The complete Fees Payable and Financial Rules are available at:

www.nwu.ac.za/gelde

4 Contact sessions, year programme

(Refer to paragraph 8 for detail information on Learner Support Centres)

4.1 General information regarding contact sessions

a) Note: Please refer to the time table before contacting the helpdesk.

b) Familiarise yourself with dates of contact sessions taking place in your area (included in this booklet).

c) Your time table will clearly indicate which sessions will be facilitated on the interactive whiteboards and which will be facilitated by facilitators. No other modules will be facilitated at the Learner Support Centre on one specific date.

d) Timetables for all the Learner Support Centres are included in your booklet. You may attend any contact session in any area. You do not have to book to attend a contact session. Please ensure that you use the correct timetable for the given Learner Support Centre. Dates, times and the Learner Support Centre are clearly indicated.
e) When attending contact sessions students are requested to complete attendance lists at the Learner Support Centres they attend contact sessions. Even if sessions are facilitated by means of the interactive whiteboards attendance lists must be completed for all modules.

f) Take note that only modules as allocated on the timetable will be facilitated on the assigned dates for these modules (Interactive whiteboards and facilitator sessions).

g) Timetables and schedules for all sessions as from 1 January 2017 - 31 December 2017 are included in this Year Programme.

h) Lecturers can be seen during office hours on Tuesdays, Wednesdays and Thursdays. You may also book an appointment with them on a specific day. You may contact 018 285 5900 to assist you with information regarding the lecturers.

i) If an SMS is sent out to you regarding contact sessions please refer to this Year Programme at before contacting lecturers or the helpdesk, Your Year Programme will indicate times/dates and Learner Support Centres for all sessions/programmes. Not all SMS's are applicable to all students. SMS's will not be sent out for all sessions. In all cases please refer to your year programme regarding contact sessions in your area. The Learner Support Centres and their addresses are also indicated in this booklet.

j) If you do not receive any sms's reminding you of contact sessions, please contact 018 285 5900 or 011 670 4850 in order for them to update your contact details on their system.

k) Take note!!! The majority of sessions in 2017 at all Learner Support Centres will be facilitated utilising the interactive whiteboards. Your Year programme will clearly indicate which sessions will be facilitated on the interactive whiteboards and which will be facilitated by facilitators. Modules facilitated by facilitators at the Learner Support Centres will only be facilitated at the indicated times as is set out in your year programme.

l) Take note!!! Modules that reflect on timetaables will all be facilitated on the given date for that specific programme. Familiarise yourself with dates and times of sessions taking place in your area (included in this Year Programme) Sessions being facilitated on the interactive whiteboards will be facilitated on the scheduled times indicated in your Year Programme. Please see to it that you are on time for the scheduled time for your modules/programme. Familiarize yourself with times of
modules on specific dates. You may attend contact sessions at the Learner Support Centres of your choice.

m) During interactive whiteboard sessions students may SMS questions regarding the module that is presented to 43366. These questions will be addressed by the lecturer during or after the session. More information regarding this system will be communicated to you during IWB sessions. Normal SMS rates apply to this number.

n) For additional information regarding your studies also visit the Facebook page for the UNIT for Open Distance Learning or Eenheid vir Oop Afstands Leer.

4.2 Contact tuition information

4.2.1 Whiteboard sessions

a) Contact sessions are provided at Learner Support Centres during Interactive Whiteboard sessions (IAW). This means that the lecturer responsible for the module will teach in Potchefstroom while his lecture is broadcast live to the different Learner Support Centres.

b) Each Learner Support Centre has a technician to assist students. You can therefore interrupt the lecturer or answer questions at any time, as the whiteboard allows for immediate interaction. The technician will assist you in this regard.

c) During the Interactive Whiteboard sessions students may SMS questions regarding the module being presented to 43366. Normal SMS rates apply to this number. These questions will be handled by the lecturer during or after the session.

d) More information regarding this system will be communicated to you during IWB sessions.

e) The majority of sessions in 2017 at all Learner Support Centres will be facilitated utilising the interactive whiteboards.

f) Please ensure you are on time for your modules/programme. The time slots are scheduled according to these times similar to TV programmes. If you are late you will miss out!

a) Contact sessions at Learner Support Centres Attending contact sessions is not compulsory, although it is proven that those students who attend them normally have a higher success rate.

b) During these sessions, you will meet with relevant academic professionals who will give you advice on your assignments,
give feedback regarding completed assignments and provide academic guidance through your study material. You will also have the opportunity to work in groups with peers.

c) It is very important that you are **well prepared** when you attend a contact session.

d) Contact sessions are primarily scheduled on **Fridays and Saturdays**, however weekdays are also on the programme, and take place at registered **LEARNER SUPPORT CENTRES**. Refer to the timetable for the correct dates.

e) Students can also write exams at Learner Support Centres, but must indicate such a preference well in advance.

f) **Only modules** as indicated on the timetable will be **facilitated** on the assigned dates.

g) Timetables for all sessions taking place from January 2017 to 31 December 2017 are included in this booklet.

### 4.3 Communication and contact details regarding contact sessions

a) **SMS’s will not be sent out for all sessions.**

b) **Only programme specific SMSs will be sent to students.**

c) In all cases please refer to your year programme regarding contact sessions in your area.

d) If you do not receive any SMS’s reminding you of contact sessions, please contact 018 285 5900 or 011 670 4850 to update your information on the system.

e) For additional information regarding your studies also visit the Facebook page for the **UNIT for Open Distance Learning or Eenheid vir Oop Afstandsleer.**

f) If unsure where to attend contact classes in your area, please call 018 285 5900 (office hours – Monday to Friday 08:00 – 16:30) or 082 7796 390 (Saturdays 08:00 – 16:00).

g) **EUCE 511**

**OLG students, Flexi and Bursary students in ALL PROVINCES, except North-West Province:** Need to book for the three-day training, which is presented by OLG during the school holidays. Please call Ellen at: 011-670 4850 / 4700 or **010 590 5637/38/39** or e mail her at: ellenjvr@mweb.co.za
Flexi and Bursary students in NORTH-WEST PROVINCE:

Need to book for the three-day training, which is presented by the university during the school holidays. Please make certain that you do this as soon as possible. Please call NWU at: **018 285 5900** (helpdesk)

  h) Should you experience problems with facilitators or facilitation at the Learner Support Centre please contact 082 779 6390.

**4.4 Contact Session Timetable for 2017**

(The contact-session timetable includes information regarding study venues, contact times and dates, modules, semesters)

  a) Take note that there are possibly two sessions that could take place at selected Learner Support Centres:

    - Whiteboard 1
    - Whiteboard 2
    - Facilitator (not in N-W Province)
    - NWU-lecturer sessions in Vryburg, Lichtenburg and Rustenburg. These sessions will be facilitated by lecturers from the NWU. These sessions will take place any time during the day as scheduled.

  b) Whiteboard sessions and facilitator sessions will take place on the times scheduled in the timetable in your year programme.

  c) If an SMS is sent to you reminding you of contact sessions, please refer to your year programme to see whether your programme/modules will be facilitated during the sessions on that specific date.

  d) Refer to your year programme for the closest Learner Support Centre in your area. You may attend contact sessions in any area. You do not have to book for contact sessions.

  e) Northern Cape, Mpumalanga and North-West Province bursary students will have facilitator sessions only on dates communicated to them. It remains the responsibility of the bursary students to refer to the timetable below to determine when interactive whiteboard sessions will be facilitated for their modules.
**ADE Timetable 2017**

**FIRST SEMESTER 2017**

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SECOND SEMESTER 2017

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**Saturday 21 October**

**4.5 Suggested accommodation**

(Please make your own arrangements!)

- a) Dennepark Guest House: 018 299 2449 (Contact person: Ms Deline Thompson/Bettie Etsebeth)
- b) Hockey Academy: 018 299 4141 (Contact person: Ms Erika de Vries/Ms Ilene Joubert)

**5 Examination Timetable**

- First semester examination takes place from **07 June to 20 June 2017**
- Second semester examination takes place from **30 October** to **09 November 2017**

- Please note that these dates are subject to change.

a) Notes:

i. Make sure you are registered at a specific Examination the Learner Support Centre

ii. Should you need to *change your examination* the Learner Support Centre, please contact 018 285 5900.

iii. Changes for the June examination must be communicated to them before the end of February, and for the October examinations, before the end of July.

iv. If you should fail to change your examination the Learner Support Centre in time, there will be serious financial implications for students

The exam letters will be available on the OLG website at: [www.olgddownloads.co.za](http://www.olgddownloads.co.za)

Please note that these dates are subject to change

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6 Counselling

a) Studying via ODL certainly poses a challenge to many students, since ODL students normally are employed, have families, are older, have other obligations and often find them isolated with regards to their tertiary education.

b) To assist students with their academic progress as well as the accompanying logistics and administration, we have availed the call centrum and various websites where students can get support.

c) However, we recognise that there might be psychological or other constraints that might dissuade students from focusing on their studies. For this reason we also have a 24-hour telephone counselling service available to our students: we believe that students without burdens will be positive in attitude, content and would focus on their studies. It is endeavoured that these services will be available 24/7 (thus including weekends), and at no charge.

d) The therapeutic service, called INGRYP has the infrastructure to offer counselling services to our students. Different types of counselling-services are available:

   i. Interpersonal interactions
   ii. Trauma counselling
   iii. Personal trauma
iv. HIV/AIDS counselling  
v. Career guidance  
e) Counselling services will be provided by professionals, including:  
i. Psychologists  
ii. Social workers  
f) Note: these services are only available to our students. Have student number and ID number ready when making contact.  
g) If you need immediate response kindly dial the next telephone number:  
   Landline: +27 18 299 1777  
h) Note: these services are available only to our students. Have your student number and ID number ready when making contact.  
i) Should the need arise for counselling, different ways of requesting advice exist, depending on the type of counselling required.  
j) If you need an immediate response, kindly dial the following telephone number:  
   SA: Toll free: 0800 16 73 47  
      Landline: +27 11 912 1089  
k) For NON-EMERGENCY purposes only (i.e. financial and legal advice):  
   SMS: SA: 32341  
   International: 0027 8400 32341  
   Email: help@lifeassist.co.za  
   E-Support at www.yourlifeassist.co.za  
   Note: We are of the opinion that students will benefit from this service. Successful students remain our goal.  

7 Provincial list of learner support centres  

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<thead>
<tr>
<th>City/Town</th>
<th>Address</th>
<th>Co-ordinator</th>
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OLG/NWU tuition centres 2017
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<thead>
<tr>
<th>Location</th>
<th>School Details</th>
<th>Contact Person</th>
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</thead>
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| Bisho      | Bisho L/H.P School
No. 1 Kauta Drive
**BISHO**
5605       | Mr. V.C Kalipa                                                               |
| Delareyville| Laerskool Delareyville
Genl Delarystr 12
**DELAREYVILLE** | Mr P vd Merwe                                                               |
| Durban     | Durban teachers centre
3 College road
Opposite Collegvale Primary School
**GLENPORT**
4015       | Dr. S Seetal                                                                |
| Empangeni  | 50 Tanner Street, Empangeni
**Koerier adres**
B620 Ngweezane Township
Nkonkohi rd
**NGWELEZANA**
8300       | Mr. Kanyile                                                                |
| Ermelo     | Ligbron Akademie vir Tegnologie
Voortrekkerstraat
Ermelo
2350
**Posadres:**
P/Sak X9033
Ermelo
2350       | Me. M van Rensburg                                                           |
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<tr>
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8 UODL EXAMINATION CENTRES FOR 2017
EDUCATION

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</tr>
<tr>
<td></td>
<td>Mr Ben Schutte</td>
<td></td>
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<tr>
<td>(Student enquiries)</td>
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</table>
10 Lecturers, Potchefstroom Campus, North-West University

10.1 Appointments/communication with the NWU’s academic staff

a) Lecturers are available to assist with academic problems during office hours (08:00 – 16:30) on Tuesdays, Wednesdays and Thursdays.

b) You have to make an appointment as is required by all professionals if you want to meet the lecturer face-to-face.

c) You may contact 018 285 5900 to assist you with information regarding the lecturers or see their contact details (telephone number and e-mail addresses) on the Tutorial Letters
## 10.2 List of Lecturers

<table>
<thead>
<tr>
<th>Module</th>
<th>Name</th>
<th>NQF level</th>
<th>Credits</th>
<th>Lecturer</th>
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<tbody>
<tr>
<td>AADS 611</td>
<td>Advanced Communication Skills &amp; Lay Counseling for the Educators</td>
<td>7</td>
<td>16</td>
<td>Dr Elmari Fouche &amp; Mr Lappies Labuschagne</td>
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<tr>
<td>AHIV 621</td>
<td>HIV/AIDS: Legislation, Counseling &amp; Support</td>
<td>7</td>
<td>8</td>
<td>Mr Christo Els</td>
</tr>
<tr>
<td>ALSD 621</td>
<td>Disabilities &amp; Learning difficulties in education</td>
<td>7</td>
<td>16</td>
<td>Mr Lappies Labuschagne &amp; Mrs Suegnet Smit</td>
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<tr>
<td>ALSE 611</td>
<td>Emotional &amp; other difficulties in Education</td>
<td>7</td>
<td>16</td>
<td>Dr Illasha Kok &amp; Mr Lappies Labuschagne</td>
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<tr>
<td>ALSI 611</td>
<td>Inclusive education: A policy perspective</td>
<td>7</td>
<td>16</td>
<td>Me Suegnet Smit &amp; Dr Marinda Neethling</td>
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<tr>
<td>ALSS 621</td>
<td>Social and Health issues in Education</td>
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<td>16</td>
<td>Dr Illasha Kok &amp; Mr Lappies Labuschagne</td>
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<td>Course Code</td>
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<td>Unit</td>
<td>Credit</td>
<td>Instructor(s)</td>
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<td>AREM 621</td>
<td>Applied Support in Special Needs education</td>
<td>7</td>
<td>24</td>
<td>Dr Marinda Neethling &amp; Me Suegnet Smit</td>
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<tr>
<td>ARES 611</td>
<td>Introduction to education Research</td>
<td>7</td>
<td>8</td>
<td>Dr Corne vd Vyver</td>
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<tr>
<td>AICT 521</td>
<td>Technology and Computer Literacy for Educators</td>
<td>5</td>
<td>12</td>
<td>Dr Elmari Fouche</td>
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