

FACULTY OF EDUCATION

Open Distance Learning(ODL)

2017



ADE

Prospectus (Information Booklet)



NORTH-WEST UNIVERSITY
YUNIBESITHI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT

®

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

1 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
Wille.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:

http://www.puk.ac.za/opencms/export/PUK/html/beheer-bestuur/beleid-reels/WARNING_AGAINST_PLAGIARISM.pdf

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>

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.

Module code	Descriptive name	HEQF level	Credits
AADS 611	Advanced discourse and communication skills	7	16
AHIV 621	HIV and AIDS: Legislation, counselling and support	7	8
ALSD 621	Disabilities and learning difficulties	7	16

	in Education		
ALSE 611	Emotional and other difficulties in Education	7	16
ALSI 611	Inclusive Education: A policy perspective	7	16
ALSS 621	Social and health issues in Education	7	16
AREM 621	Applied support in Special Needs Education	7	24
ARES 611	Introduction to Educational Research	7	8
ATCL 611	Technology and Computer literacy for Educators	5	12
TOTAL CREDITS:			132

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

- Study material will be delivered either by **Postal or Courier services to the address you have indicated for the delivery of Study material.**
- Please note that you must indicate a physical address or work address to which the study material can be delivered via courier.**
- 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.
- 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 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

Assignments	Portfolio
08 April 2017	27 May 2017
09 September 2017	21 October 2017

j) Library services: Student Academic Support

- Library website: 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**

Go to <http://www.nwu.ac.za/library/index.html>. Under **Find information**, click on **Exam 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://library.nwu.ac.za/dbtw-wpd/textbases/exam-papers.html>
- ii. or on the Open Learning Group's website, www.olgdownloads.co.za
 - Under the header **PAST PAPERS** find **NWU past exam papers**. Click on the **Find now** link.

- Under the header **Past Exam Papers** choose the relevant year's exam paper.

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](tel:0182855900) 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](tel:0182855900) or [011 670 4850](tel:0116704850) 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 timetables 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 Afstandsl eer**.
- 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

Saturday 11 February	
Time	Whiteboard 3
	ADE
08:00	AADS 611
09:00	ALSE 611
10:00	ALSI 621
11:00	AHIV 621
12:00	
13:00	ALSS 621
14:00	AREM 621
15:00	ARES 611
16:00	
Friday 7 April	
Time	Whiteboard 3
	ADE
08:00	AADS 611
09:00	ALSE 611
10:00	
11:00	AHIV 621
12:00	ALSI 611
13:00	ALSS 621
14:00	AREM 621
15:00	ARES 611
16:00	
Saturday 13 May	
Time	Whiteboard 1

	ADE
08:00	AADS 611
09:00	ALSE 611
10:00	ALSI 611
11:00	AHIV 621
12:00	
13:00	ALSS 621
14:00	AREM 621
15:00	ARES 611
16:00	
SECOND SEMESTER 2017	
Saturday 5 August	
Time	Whiteboard 3
	ADE
08:00	AADS 611
09:00	ALSE 611
10:00	ALSI 611
11:00	AHIV 621
12:00	ALSD 621
13:00	ALSS 621
14:00	AREM 621
15:00	ARES 611
16:00	AICT 521
Saturday 7 October	
Time	Whiteboard 3
	ADE
08:00	AADS 611
09:00	ALSE 611

10:00	ALSI 611
11:00	AHIV 621
12:00	ALSD 621
13:00	ALSS 621
14:00	AREM 621
15:00	ARES 611
16:00	AICT 521
Saturday 21 October	
Time	Whiteboard 1
	ADE
08:00	AADS 611
09:00	ALSE 611
10:00	ALSI 611
11:00	ALSS 621
12:00	AHIV 621
13:00	ALSD 621
14:00	AREM 621
15:00	ARES 611
16:00	AICT 521

4.5 Suggested accommodation

(Please make your own arrangements!)

- Dennepark Guest House: 018 299 2449 (Contact person: Ms Deline Thompson/Bettie Etsebeth)
- 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:

- Make sure you are registered at a specific Examination the Learner Support Centre
- Should you need to *change your examination* the *Learner Support Centre*, please contact 018 285 5900.
- 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.
- 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.olgdownloads.co.za

Please note that these dates are subject to change

June 2017				
Module		Date	Session 1 = 9:00 Session 2 = 14:00	
ADE	AADS611	07 June 2017	1	1
ADE	AHIV621	08 June 2017	2	2
ADE	ALSE611	09 June 2017	1	3
ADE	ALSI611	14 June 2017	1	6
ADE	ALSS621	14 June 2017	2	6
ADE	ARES611	20 June 2017	1	9

October – November 2017				
Module		Date	Session 1 = 9:00 Session 2 = 14:00	
ADE	AICT521	30 October 2017	1	1
ADE	AADS611	30 October 2017	2	1
ADE	AHIV621	31 October 2017	1	2
ADE	ALSD621	02 November 2017	1	4
ADE	ALSE	01 November 2017	2	3
ADE	ALSI611	06 November 2017	2	6
ADE	ALSS621	06 November 2017	1	6
ADE	ARES611	09 November 2017	2	9

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 tele-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

<i>OLG/NWU tuition centres 2017</i>		
<i>City/Town</i>	<i>Address</i>	<i>Co-ordinator</i>

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 Nkonkoho rd NGWELEZANA 8300	Mr. Kanyile
Ermelo	Ligbron Akademie vir Tegnologie Voortrekkerstraat Ermelo 2350 Posadres: P/Sak X9033 Ermelo 2350	Me. M van Rensburg

George	Koerieradres: Glenwood School Glenwood Avenue Glenwood GEORGE 6530	Dr. F. Joubert
Giyani	Giyani Education Multi-Purpose Centre Nsami Dam Road GIYANI 0826 Koerieradres Mrs T MUTEMANYANZA C/O Dr T Mbombi Holani Medical Centre 566 Main Street Opposite Oasis Lodge GIYANI 0826	Mrs T Mutemanyanza
Graskop	Hoërskool Panorama Eeuefees straat GRASKOP 1270	Karin Bloem
Johannesburg	Weltevredenpark Primary School 41 Cockspur road WELTEVREDENPAR K 1709	Mr. H Bresler

Kimberley	Hoërskool Noord-Kaap Hayston Road Hadisonpark KIMBERLEY 8306	Owen W. Du Plooy Adjunk-hoof Dr Bommie du Plessis
Ladysmith	Windsor Park High School Forbes Street LADYSMITH 3370	Me DS Ndaba
Lichtenburg	Laerskool Burgersdorp. Beyers Naude ryln 41 LICHTENBURG	Mnr Steenkamp
Lusikisiki	Ingwe FET College Ngqungushe Magwa road LUSIKISIKI 4820	Me Tshikizwa
Matatiele	Bergview College 2 Davies straat MATATIELE 4730	Mr B van Tubbergh
Mkuse	Laerskool Mkuze H/v Dikkop en Kingfisher straat MKUZE 3965	Mr F Vermaak
Mthatha	Khanyisa High school	Mr Cabane

	Behind Shell Ultra City East London Road (N2) Payne location MTHATHA 5099	
Mukhanyo Theological college	Plot 1 Solomon Mahlangu Drive P.O. Box 594 KwaMhlanga 1022 Republic of South Africa	Pieter Bischoff
Oudtshoorn	Suid-Kaap Kollege Adderly straat OUTDSHOORN 6625 Koerieradres: Hoërskool Outeniqua Courtenay str GEORGE 6530	Danwill Murphy
Parow	Laerskool Parow-wes Ryan straat PAROW 7500	Me. Summers
Pietermaritzburg (Education)	ML Sultan Secondary School 8 Chota Motala Road PIETERMARITZBURG	Mr Zitha Witbord: MJ Mthethwa 0722117152
Polokwane Opv	Pietersburg English Medium Primary School (PEMPS)	Me J Heyns Me D Conradie Me Reeves (skoolhoof) net

	45 Grobler street POLOKWANE 0699 P.O Box 3617 POLOKWANE 0700	in noodgeval skakel)
Pongola	Pongola Education Centre 982 Kipersol Street PONGOLA 3170	Kontak persoon Me Buthelezi Bongani Zungu Witbord
Tabernadei Polokwane	H/v Jorrison en Webster str 76 Jorrison str POLOKWANE 0699	Prof M Nel Surita Oosthuisen
Port Elizabeth	Hoërskool Cillie H/v Kempston en Uitenhage weg Sydenham PORT ELIZABETH 6001	Mr. P. Stoffberg
Potchefstroom	North-West University Potchefstroom C/O Malherbe & Esselenstreet Building B11a POTCHEFSTROOM 2531	Mr J Redelinghuys

Port Shepstone	Marburg High Main Harding Road and Deepvale road Marburg PORT SHEPSTONE 4252	Mr. J. Rajoo
Pretoria	Susan Strijdom Training Centre Gorden Weg 30 Colbyn Queenswood PRETORIA	Ds Martiens Swart
Rustenburg	Oom Paul Skool Lucas str RUSTENBURG	Sanet Nel
Ulundi (Beursstudente)	Masibumbane High School A335 Umfolozi street ULUNDI 3838	Mr Shandu Sisa Mdunge sisamdunge@webmail.co.za Vezi Mhlungu vezimhlungu@gmail.com
Vanderbijlpark	North-West University Vaal Triangle Campus Hendrik van Eck Blvd VANDERBIJLPARK 1991	Ujeet Maharaj
Vanderbijlpark	Quest Conference Estate Cnr Goodyear street and Curie Boulevard	Sunet Ferreira Eliose

	VANDERBIJLPARK 1911	
Vryheid	Hoërskool Pionier Landrosstraat 16 VRYHEID 3100	Mr J Erasmus
Vryburg	Hoërskool Vryburg Mc Kay str VRYBURG	Dr du Toit Michelle Basson
Welkom	St. Helena Primêre Skool Unicorweg 14 WELKOM 9459 Koerieradres Ventura straat 2 Riebeeckstad 9459	Me R Kloppe
Witriver	Laerskool Witriver Syd Cornwallstraat WITRIVER 1240	Mr J van Zyl

NAMIBIA

City/Town	Address	Co-ordinator
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<p>Katima</p> <p>Centre name: Katima Mulilo</p> <p>Trade Name: Zambezi Vocational Training College</p>	<p>Physical Address:</p> <p>Zambezi Vocational Training College</p> <p>Wenela Road</p> <p>KATIMA MULILO</p> <p>Namibia</p> <p>Postal Address:</p> <p>Mr Ismael Mwangala</p> <p>Zambezi Vocational Training Col Wenela Road</p> <p>KATIMA MULILO</p> <p>Namibia</p>	<p>Ismael Mwangala</p>
<p>Oshakati</p> <p>Centre Name: Oshakati</p> <p>Trade Name: Charles Anderson School</p>	<p>Physical Address:</p> <p>Charles Anderson School</p> <p>Erf 4033, Ardoorie Street</p> <p>ONGWEDIVA</p> <p>Namibia</p> <p>9000</p> <p>Postal Address:</p> <p>P O BOX 15374</p> <p>OSHAKATI</p> <p>NAMIBIA</p> <p>9000</p>	<p>Contact Details:</p> <p>Mr Johannes Matias (Facilitator)</p>

Rundu Centre Name: Rundu Trade Name: Nantu Regional Office	Physical Address: Nantu Regional Office RUNDU Postal Address: PO Nantu Regional Offices RUNDU	Contact Details: Mr Gabriel Mukenge
Windhoek Windhoek Afrikaanse Privaat Skool Drakensberg Sts Eros Windhoek	Postal Address: Business School Of Excellence 7 Hugo Han Street WINDHOEK Namibia	Contact Details: Mrs Helga Volschenk
Walvisbaai	Physical address The Dolphins High School 35 Theo Ben Gurirab str WALVISBAAI Namibia	Contact details Henry Mc Carthy

NORTHERN CAPE NPDE

City/Town	Address	Co-ordinator
De Aar	De Aar Campus Van Riebeeck Road DE AAR	Mr R Matthews
Kuruman	Kuruman Campus C/O Roos and Voortrekker street	Leon Foutie

	KURUMAN	
Springbok	Namaqa Campus, OKIEP 112 Main Road, NC	Basil Esau
Upington	Upington College Steve Naude Street 1 UPINGTON	Johan Hendriks W Deale
Calvinia (N-Kaap)		Basil Esau
Vredendal (N-Kaap)		Basil Esau

8 UODL EXAMINATION CENTRES FOR 2017

EDUCATION

EASTERN CAPE	FREE STATE	GAUTENG
Bizana	Bethlehem	Alberton
Cradock	Bloemfontein	Brixton
East London	Frankfort	Kenmare
Elliot	Harrismith	Mabopane
Graaff-Reinet	Ladybrand	Pretoria (Colbyn)
Grahamstown	Welkom	Randfontein
Idutywa	Zastron	Springs
Joubertina		Vereeniging
King Williams Town		
Lusikisiki		
Mount Fletcher		
Mount Frere		
Mthatha		

Port Elizabeth		
Queenstown		
Willowmore		

KWA-ZULU NATAL	LIPOPO	MPUMALANGA
Durban	Giyani	Elukwatini
Empangeni	Groblersdal	Ermelo
Eshowe	Jane Furse	Graskop
Estcourt	Lephalale	Kamaqhekeza
Greytown	Makhado	Kamhlushwa
Igwavuma	Modimole	Kinross
Jozini	Phalaborwa	Lydenburg
KWA-ZULU NATAL	LIPOPO	MPUMALANGA
Kokstad	Polokwane	Middelburg
Ladysmith	Thabazimbi	Nelspruit
Matatiele	Thohoyandou	Piet Retief
Mbazwana	Tzaneen	
Mkuze		
Newcastle		
Nongoma		
Pietermaritzburg		
Pongola		
Port Shepstone		
Stanger		
Ulundi		

Vryheid		
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NORTHERN CAPE	WESTERN CAPE	NORTH WEST
Colesberg	George	Delareyville
De Aar	Oudtshoorn	Klerksdorp
Hopetown	Parow	Lichtenburg
Kimberley	Vredenburg	Mahikeng
Kuruman	Vredendal	Potchefstroom
Springbok	Worcester	Rustenburg
Upington		Vryburg
		Zeerust

SWAZILAND	NAMIBIA	
Manzini	Gobabis	Opuwo
	Katima Mulilo	Otjiwarongo
	Keetmanshoop	Rundu
	Ondangwa	Walvisbay
	Ongediva	Windhoek
	Outapi	

9 Open Distance Learning Administrative Staff Members

SECTION	STAFF MEMBER	TELEPHONE
CALL CENTRE: <i>(Student enquiries)</i>	Mr Leon Danster Ms Robyn Richardson Ms Emma Moletsoa Ms Yolandy Louw Mr Dweight Cloete Mr Ben Schutte	018 285 5900

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

Module	Name	NQF level	Credits	Lecturer
AADS 611	Advanced Communication Skills & Lay Counseling for the Educators	7	16	Dr Elmari Fouche & Mr Lappies Labuschagne
AHIV 621	HIV/AIDS: Legislation, Counseling & Support	7	8	Mr Christo Els
ALSD 621	Disabilities & Learning difficulties in education	7	16	Mr Lappies Labuschagne & Mrs Suegnet Smit
ALSE 611	Emotional & other difficulties in Education	7	16	Dr Illasha Kok & Mr Lappies Labuschagne
ALSI 611	Inclusive education: A policy perspective	7	16	Me Suegnet Smit & Dr Marinda Neethling
ALSS 621	Social and Health issues in Education		16	Dr Illasha Kok & Mr Lappies Labuschagne

AREM 621	Applied Support in Special Needs education	7	24	Dr Marinda Neethling & Me Suegnet Smit
ARES 611	Introduction to education Research	7	8	Dr Corne vd Vyver
AICT 521	Technology and Computer Literacy for Educators	5	12	Dr Elmar Fouche