NWU Preparatory Programme (UnivPrep)
2018 Information Brochure

1.   INTRODUCTION

The NWU Preparatory Programme offers a unique opportunity to prospective students who do not meet the minimum admission requirements for admission to formal degree/diploma study at the NWU and aims to lay a foundation for prospective students in preparation for the following formal NWU programmes:

- Bachelor of Commerce (BCom) Degree
- Bachelor of Science (BSc Information Technology) Degree
- Bachelor of Theology (BTh) Degree
- Bachelor of Education (BEd) Degree
- Bachelor of Arts (BA) Degree in Public Governance (with Policing Practice)
- Diploma in Grade R Teaching

2.   DURATION

The duration of the programme is **one year** and it comprises academic modules as well as academic development modules.

3.   ADMISSION TO FORMAL DEGREE STUDY AND RECOGNITION OF PRIOR LEARNING

- Upon successful completion of the programme (PASSING ALL MODULES with 50%), prospective students may **APPLY for recognition of prior learning and admission** to one of the above-mentioned NWU qualifications.
- Admission to formal degree/diploma study and granting of recognition of prior learning is not an automatic process and will be based on **faculty discretionary decision** and the academic performance of the candidate will be taken into consideration.
- To qualify for admission to formal degree/diploma study after successful completion of the UnivPrep programme, participants who have not met the minimum requirements for admission to Bachelor study (for degree admission) or Diploma study (for admission to the Grade R Diploma) in the National Senior Certificate examination, will also be required to write and pass the **NWU Admission test**.

4.   METHOD OF DELIVERY

- The Open Distance Learning instructional model makes provision for **countrywide contact sessions** by means of i**nteractive whiteboards** at various learning support centres.
- Lecturers responsible for the different modules teach in Potchefstroom, Mafikeng or Vanderbijlpark while the lectures are being broadcasted live to the different learning support centres.
- UnivPrep participants can interrupt lecturers to ask questions or provide answers to questions as the whiteboard technology allows for immediate interaction between participants and lecturers. Technicians at the learning support centres provide participants with assistance in this regard.
- UnivPrep participants attend contact sessions on certain weekdays and weekends with an average of 4-8 sessions per module, per semester, depending on the UnivPrep specialisation. It is a proven fact that those participants who attend contact sessions regularly have a higher success rate than those who do not.
- UnivPrep participants are expected to do **independent self-study** to ensure that they are thoroughly prepared when attending contact sessions.

5.   EXAMINATIONS

Examinations are conducted at various exam centres nationwide, with NWU staff setting the examination papers and assessing answer scripts.

6. **UODL LEARNING SUPPORT CENTRES**
   - The programme is presented at the three **North-West University campuses** in Potchefstroom, Mafikeng and Vanderbijlpark as well as other **UODL learning support centres.**
   - Centres will be determined by the clustering of registered participants and will be confirmed by the UODL upon final registration, **depending on student numbers per centre.**
   - Instead of attending contact sessions at a learning support centre, UnivPrep participants may also opt to **join the live broadcasts of lectures,** in the comfort of their own homes, by making use of a personal computer/laptop and internet connection. The Unit for Open Distance Learning will provide UnivPrep participants with **technical support** and the necessary **software** (free of charge) to enable them to connect to the broadcasts of the lectures.
   - The learning support centres listed below were functional at the time of compiling this brochure. Learning support centres as indicated in this brochure may vary from year to year according to the number of enrolled participants. **Note: Not all listed centres will be functional to present UnivPrep programmes.** Only those centres with sufficient enrolments will be selected.

   UODL Learning Support Centres:
   1. EASTERN CAPE: Bisho, East London, King William's Town, Lusikisiki, Mthatha, Port Elizabeth, Queenstown
   2. FREE STATE: Bethlehem, Bloemfontein, Welkom
   3. GAUTENG: NWU Vaal Triangle Campus, Johannesburg, Pretoria
   4. KWAZULU NATAL: Durban, Empangeni, Ladysmith, Pietermaritzburg, Pongola, Port Shepstone, Richards Bay, Ulundi, Vryheid
   5. LIMPOPO: Giyani, Makhado, Polokwane, Thohoyandou, Tzaneen
   6. MPUMALANGA: Ermelo, Graskop, Secunda, White River
   7. NORTHERN CAPE: De Aar, Kimberley, Kuruman, Springbok, Upington
   8. NORTH-WEST PROVINCE: NWU Mafikeng Campus, NWU Potchefstroom Campus, Delareyville, Lichtenburg, Mmabatho, Rustenburg, Vryburg
   9. SOUTHERN CAPE: George, Oudtshoorn
   10. WESTERN CAPE: Parow

7. **INTERNET AND TECHNOLOGY**
   - **Internet and Technology** are used extensively in delivering distance education programmes and it is therefore of utmost importance that UnivPrep participants have access to the **Internet** by means of a **computer or laptop**.
   - UnivPrep participants have to access study material and programme related information, submit assignments, complete assessments, interact with lecturers and other participants through live chats and keep track of important events and due dates by means of **eFundi** which is the **online collaboration and learning management system (LMS)** of the NWU.
   - Communication between the NWU and UnivPrep participants occurs extensively through electronic communication media such as eFundi (LMS), SMS's (mobile phones) and social media.
   - All **lectures are recorded** and saved on the Internet and can be viewed afterwards by participants as frequently as required.
   - It is **COMPULSORY**, and the responsibility of the student to obtain the necessary technology such as a computer and mobile phone that meet the minimum specifications of the NWU namely: Wi-Fi enabled, Windows-, Android- or Apple operating system, 3G enabled (preferably) and 32 Gig (preferably).

8. **COST**
   The total course fee for the UnivPrep programme is R9 500.00 per annum. The fee includes registration and study material.

9. **LANGUAGE MEDIUM**
   All UnivPrep programmes are only available in **English** as a medium of instruction.

10. **STUDENT SUPPORT**
- UnivPrep participants receive study material, including comprehensive study guides, textbooks, readers and Web access to programme related academic and content information.
NOTE: Study material for some modules are only available online (on eFundi).
- All lectures are recorded and saved on the Internet to be viewed by UnivPrep participants as frequently as required.
- WiFi is available at the three NWU campuses as well as the learner support centres.
- Lecturers are keen to provide support and assistance and participants are encouraged to make contact with lecturers by means of telephone, e-mail or personal appointments.

11. **APPLICATION FOR ADMISSION IN 2018**

PLEASE NOTE: Due to capacity limitations, the University reserves the right to select candidates for admission to the various UnivPrep programmes. This implies that applicants who comply with the minimum academic requirements may not necessarily be admitted to the programme.

11.1 **Applicants may apply in one of the following ways:**
- Scan and e-mail the completed application form and accompanying documents to UnivprepApplications@nwu.ac.za. Applications sent to any other e-mail address will not be processed.
- Send the completed application form by post to: *Ms A Jacobs, Unit for Open Distance Learning, North-West University, Private Bag X6001, Potchefstroom, 2520*
- Deliver a hard copy of the application form and accompanying documents to: *the UnivPrep Office, NWU Potchefstroom Campus, Unit for Open Distance Learning, Building B11, Room G42.*

11.2 **Accompanying Documents to be provided:**
- Certified copy of your ID document
- Certified copy of your Matriculation Certificate (National Senior Certificate)
- Certified copies of other qualifications (if applicable)

11.3 **Please Note**:
- Submission of a completed application form only serves as an application for admission into the programme.
- Applications are submitted to academic managers for evaluation and applicants will be notified of the outcome of their application.
- Registration as a UnivPrep participant takes place at a later stage, and only after the prescribed enrolment fee has been paid (see programme information).
- An applicant who is not a SA citizen and who does not have a permanent residence permit, must obtain a study permit, issued by the National Department of Home Affairs of the RSA.

12. **INQUIRIES:**

Ms Annemarie Jacobs	OR	Ms Jeanine Bornman
Tel: 018 285 2039		Tel: 018 285 2087
E-mail: Annemarie.Jacobs@nwu.ac.za		E-mail: Jeanine.Bornman@nwu.ac.za

13. **INDEMNITY:**
- The purpose of this information is to provide a broad overview of the UnivPrep Programmes.
- The information was compiled for introduction and orientation purposes and is subject to change.
- All reasonable steps have been taken to ensure that the information contained in this brochure is accurate at the date it was compiled.
- The North-West University reserves the right to make changes to the programme details (e.g. curricula, admission requirements etc.) and accepts no liability for inaccuracies due to changes that may occur in this brochure.

14.   UNIVPREP PROGRAMME INFORMATION

14.1   UnivPrep Specialisation: Bachelor of Commerce (BCom) with Economics

PLEASE NOTE: *The Bachelor of Commerce (BCom)* ***Degree*** *is currently not being offered by the NWU by means of distance education. After successful completion of the BCom UnivPrep programme, prospective students wishing to enrol for a BCom Degree, have to enrol for* ***full-time*** *studies at one of the NWU campuses.*

Minimum Admission Requirements
- National Senior Certificate with university admission to Diploma- or Bachelor's degree study, or equivalent qualification.
- Admission Points Score (APS) of 4 points below normal admission (APS score of 24) to BCom studies, otherwise admission per Senate Discretionary rule. This implies that a **minimum APS score of 20** will be considered for admission to the UnivPrep BCom programme.
- Minimum Maths Literacy score of 65% or Mathematics passed (30%) at Grade 12 level or equivalent qualification.
- Specific Requirements
  - Basic Computer Literacy
  - Personal access to Internet by means of a computer or laptop
  - It is **COMPULSORY**, and the responsibility of the student to obtain the necessary technology such as a computer and mobile phone that meet the minimum specifications of the NWU namely: Wi-Fi enabled, Windows-, Android- or Apple operating system, 3G enabled (preferably) and 32 Gig (preferably).

Academic Modules: Compulsory
- Bridging the Mathematical Gap
  NB*: Applicants who are accepted for the UnivPrep BCom Programme and who were enrolled in Mathematical Literacy in Grade 12, are STRONGLY ADVISED to take extra Maths classes for additional support.*
- Financial Accounting Special
- Introduction to Economics and Basic Macro- and Micro Economics

Academic Development Modules: Compulsory
- Academic Literacy (1st and 2nd semester)
- Strategic Reading in the Content Areas (1st semester)
- Critical Thinking Skills (2nd semester)

Programme Schedule
- Closing date for applications: 26 January 2018.
- The programme will run from the end of February 2018 at which time the full academic calendar will be provided.
- Assignments should be submitted as per the academic calendar.
- Examinations will take place during June/July 2018 and October/November 2018.

Amounts Payable
- The total programme fee for 2018 is R9 500.00
- A non-refundable minimum registration fee of R4 000.00 must be paid by NO LATER THAN 6 February 2018 in order to be registered for the programme.
- Details regarding the registration process will be communicated to successful applicants.
- The balance of R5 500.00 (due after registration) is strictly payable in 6 monthly instalments, from March – August 2018.

14.2 **UnivPrep Specialisation: Bachelor of Commerce (BCom) with Information Technology**

PLEASE NOTE:
- *Participants who completed the BCom with IT Programme successfully (passed all modules) may apply for admission to the **BSc Degree in Information Technology**.*
- *The Bachelor of Science (BSc) Degree in Information Technology is currently not being offered by the NWU by means of distance education. After successful completion of the BCom with IT UnivPrep programme, prospective students wishing to enrol for a BSc Degree in Information Technology, have to enrol for **full-time** studies at one of the NWU campuses where the degree is offered.*

Minimum Admission Requirements
- National Senior Certificate with university admission to Diploma- or Bachelor's degree study, or equivalent qualification.
- Admission Points Score (APS) of 3 points below normal admission (APS score of 26) to BSc study, otherwise admission per Senate Discretionary rule. This implies that a **minimum APS score of 23** will be considered for admission to the UnivPrep BCom with IT programme.
- Minimum Mathematics score of 35% at grade 12 level OR Mathematics Literacy score of 70% at grade 12 level or equivalent qualification.
- Specific Requirements: COMPULSORY!
  - Basic Computer Literacy
  - Personal access to a computer or laptop with a Microsoft Windows 7, 8 or 10 operating system, including access to the Internet from the computer or laptop.
  - Microsoft Office 2016 or Office 365. Registered UnivPrep participants will be provided with the Office 365 ProPlus package which is included in the programme fee.
  - It is COMPULSORY, and the responsibility of the UnivPrep participant to obtain the necessary technology such as a computer and mobile phone that meet the minimum specifications of the NWU namely: Wi-Fi enabled, Windows-, Android- or Apple operating system, 3G enabled (preferably) and 32 Gig (preferably).

Academic Modules: Compulsory
- Bridging the Mathematical Gap
  NB: Applicants who are accepted for the UnivPrep BCom IT Programme and who were enrolled in Mathematical Literacy in Grade 12, are strongly advised to take extra Maths classes for additional support.
- Financial Accounting Special
- Introduction to Computers and Programming

Academic Development Modules: Compulsory
- Academic Literacy (1st and 2nd semester)
- Strategic Reading in the Content Areas (1st semester)
- Critical Thinking Skills (2nd semester)

Programme Schedule
- Closing date for applications: 26 January 2018.
- The programme will run from the end of February 2018 at which time the full academic calendar will be provided.
- Assignments should be submitted as per the academic calendar.
- Examinations will take place during June/July 2018 and October/November 2018.

Amounts Payable
- The total programme fee for 2018 is R9 500.00
- A non-refundable minimum registration fee of R4 000.00 must be paid by NO LATER THAN 6 February 2018 in order to be registered for the programme.
- Details regarding the registration process will be communicated to successful applicants.
- The balance of R5 500.00 (due after registration) is strictly payable in 6 monthly instalments, from March – August 2018.

14.3 UnivPrep Specialisation: Bachelor of Theology (BTh)

*PLEASE NOTE: The Bachelor of Theology (BTh) **Degree** is offered by means of distance education and after successful completion of the UnivPrep programme, prospective students will be able to enrol for the BTh degree by means of distance education.*

Minimum Admission Requirements
- National Senior Certificate with university admission to Diploma- or Bachelor's degree study, or equivalent qualification.
- Admission Points Score (APS) of 4 points below normal admission (APS score of 24) to BTh studies, otherwise admission per Senate Discretionary rule. This implies that a **minimum APS score of 20** will be considered for admission to the UnivPrep BTh programme.
- Specific Requirements
  - Basic Computer Literacy
  - Personal access to Internet by means of a computer or laptop
  - It is **COMPULSORY**, and the responsibility of the student to obtain the necessary technology such as a computer and mobile phone that meet the minimum specifications of the NWU namely: Wi-Fi enabled, Windows-, Android- or Apple operating system, 3G enabled (preferably) and 32 Gig (preferably).

Academic Modules: compulsory
- Introduction to the New Testament: History and General Canonics
- Introduction to Old Testament: Origin and Structure
- Pastoral Counselling

Academic Development Modules: Compulsory
- Academic Literacy (1st and 2nd semester)
- Strategic Reading in the Content Areas (1st semester)
- Critical Thinking Skills (2nd semester)

Programme Schedule
- Closing date for applications: 26 January 2018.
- The programme will run from the end of February 2018 at which time the full academic calendar will be provided.
- Assignments should be submitted as per the academic calendar.
- Examinations will take place during June/July 2018 and October/November 2018.

Amounts Payable
- The total programme fee for 2018 is R9 500.00
- A non-refundable minimum registration fee of R4 000.00 must be paid by NO LATER THAN 6 February 2018 in order to be registered for the programme.
- Details regarding the registration process will be communicated to successful applicants.
- The balance of R5 500.00 (due after registration) is strictly payable in 6 monthly instalments, from March – August 2018.

14.4   UnivPrep Specialisation: Bachelor of Arts in Public Governance (with Policing Practice)

PLEASE NOTE: *The Bachelor of Arts **Degree** in Public Governance (with Policing Practice) is currently not being offered by the NWU as a full-time qualification. After completion of the BA UnivPrep programme, successful participants wishing to enrol for the BA **Degree** in Public Governance (with Policing Practice) can only enrol for the degree by means of distance education.*

Minimum Admission Requirements
- National Senior Certificate with university admission to Diploma- or Bachelor's degree study, or equivalent qualification.
- Admission Points Score (APS) of 5 points below normal admission (APS score of 25) to BA- studies, otherwise admission per Senate Discretionary rule. This implies that a **minimum APS score of 20** will be considered for admission to the UnivPrep BA Public Governance (with Policing Practice) programme.
- Specific Requirements
  - Basic Computer Literacy
  - Personal access to Internet by means of a computer or laptop
  - It is **COMPULSORY**, and the responsibility of the student to obtain the necessary technology such as a computer and mobile phone that meet the minimum specifications of the NWU namely: Wi-Fi enabled, Windows-, Android- or Apple operating system, 3G enabled (preferably) and 32 Gig (preferably).

Academic Modules: compulsory
- Policing Management: Crime Prevention
- Policing Management: Community Service Centre Management
- Professional Skills Development
- Communication Skills in the Workplace

Academic Development Modules: Compulsory
- Academic Literacy (1st and 2nd semester)
- Strategic Reading in the Content Areas (1st semester)
- Critical Thinking Skills (2nd semester)

Programme Schedule
- Closing date for applications: 20 November 2017.
- The programme will run from January 2018 at which time the full academic calendar will be provided.
- Assignments should be submitted as per the academic calendar.
- Examinations will take place during June/July 2018 and October/November 2018. Examinations are conducted at NWU examination centres nationwide.

Amounts Payable
- The total programme fee for 2018 is R9 500.00
- A non-refundable minimum registration fee of R4 000.00 must be paid by NO LATER THAN 1 December 2017 in order to be registered for the programme.
- Details regarding the registration process will be communicated to successful applicants.
- The balance of (R5 500.00 due after registration) is strictly payable in 6 monthly instalments, from January – June 2018.

14.5   UnivPrep Specialisation: Grade R Diploma in Teaching

PLEASE NOTE:
- ***After successful completion of the UnivPrep Grade R programme***, *prospective students wishing to enrol for the formal Grade R Diploma in Teaching, will be expected to provide evidence that he/she is appointed at a school as a Grade R practitioner or teaching assistant in a Grade-R class in order to be considered for **admission to formal Grade R Diploma study.***
- *The formal Grade R Diploma in Teaching is being offered by the NWU by means of distance education only.*

Minimum Admission Requirements
- National Senior Certificate with admission to Higher Certificate study, or equivalent qualification OR
- Senior Certificate passed with an achievement of 40% in three subjects of which one must be a recognized subject on the Higher Grade
- Specific Requirements
    - Basic Computer Literacy
    - Personal access to Internet by means of a computer or laptop
    - It is **COMPULSORY**, and the responsibility of the student to obtain the necessary technology such as a computer and mobile phone that meet the minimum specifications of the NWU namely: Wi-Fi enabled, Windows-, Android- or Apple operating system, 3G enabled (preferably) and 32 Gig (preferably).

Note: To be considered for admission to the UnivPrep Grade R programme, applicants do not have to be appointed at a school as a Grade R practitioner or teaching assistant in a Grade-R class.

Academic Modules: Compulsory
- Teaching and Learning (1st & 2nd Semester)
- Fundamentals of Mathematics Teaching and Learning Gr R (1st & 2nd semester)
- Fundamental Academic Literacy and Support (1st semester)
- Technology & Computer Literacy for Educators (1st semester)

Academic Development Modules: Compulsory
- Strategic Reading in the Content Areas (1st semester)
- Critical Thinking Skills (2nd semester)

Programme Schedule
- Closing date for applications: 20 November 2017.
- The programme will run from January 2018 at which time the full academic calendar will be provided.
- Assignments should be submitted as per the academic calendar.
- Examinations will take place during June/July 2018 and October/November 2018. Examinations are conducted at NWU examination centres nationwide.

Amounts Payable
- The total programme fee for 2018 is R9 500.00
- A non-refundable minimum registration fee of R4 000.00 must be paid by NO LATER THAN 1 December 2017 in order to be registered for the programme.
- Details regarding the registration process will be communicated to successful applicants.
- The balance of R5 500.00 (due after registration) is strictly payable in 6 monthly instalments, from January – June 2018.

14.6 UnivPrep Specialisation: Bachelor of Education – Foundation Phase

It is in the best interest of all applicants to take note of the programme-specific requirements for admission in order to submit an application that meets all conditions and requirements.

Minimum Admission Requirements
- National Senior Certificate with university admission to Diploma- or Bachelor's degree study, or equivalent qualification.
- Admission Points Score (APS) of 2 points below normal admission (APS score of 24) to BEd studies, otherwise admission per Senate Discretionary rule. This implies that a **minimum APS score of 22** will be considered for admission to the BEd UnivPrep programme.
- Language Requirements
  IMPORTANT TO NOTE:
  After successful completion of the UnivPrep BEd Foundation Phase programme, UnivPrep participants may apply for admission to the different phases of the BEd DEGREE programme. *However, UnivPrep applicants should take note of the following <u>specific language admission requirements to be met</u> in order to qualify for admission to the various phases of the BEd Degree:*
  - **For admission to the BEd Foundation Phase Degree**
    Home Language is compulsory over the four years of degree study and due to lecturing capacity, only prospective students with Southern-Sotho, Setswana, Sepedi, IsiZulu, English or Afrikaans Home Language at Grade 12 level, with a minimum pass mark of 50%, will be considered for admission to the BEd Foundation Phase Degree programme.
  - **For admission to the BEd Intermediate Phase Degree**
    Currently, the BEd Intermediate Phase Degree is only available for the curricula in Social Sciences and Life Skills for distance learning. Home Language is compulsory over the four years of degree study and due to lecturing capacity, only prospective students with Southern-Sotho, Setswana, Sepedi, IsiZulu, or Afrikaans Home Language at Grade 12 level, with a minimum pass mark of 50%, will be considered for admission to the BEd Intermediate Phase Degree programme.
  - **For admission to the BEd Senior and Further Education and Training Phase Degree**
    Prospective students who want to select a language as a major subject, must pass that particular language at Grade 12 Home Language level with a minimum pass mark of 50%. Prospective students who want to select English as a major, must pass English at Grade 12 Home Language level with a minimum pass mark of 50% OR at First Additional Language level with a minimum pass mark of 60%. Languages which are available for selection by prospective students in the Senior and Further Education and Training Phase are: Setswana, Sepedi, IsiZulu, English, and Afrikaans.
- Specific Admission Requirements
  - Basic Computer Literacy
  - Personal access to Internet by means of a computer or laptop
  - It is **COMPULSORY**, and the responsibility of the student to obtain the necessary technology such as a computer and mobile phone that meet the minimum specifications of the NWU namely: Wi-Fi enabled, Windows-, Android- or Apple operating system, 3G enabled (preferably) and 32 Gig (preferably).

Academic Modules: compulsory
- Introduction to Curriculum and Professional Studies
- Critical Components for Curriculum Development for Educators
- Educational Media & Technology
- Historical and Political Context of Education

Academic Development Modules: Compulsory
- Academic Literacy (1st and 2nd semester)
- Strategic Reading in the Content Areas (1st semester)
- Critical Thinking Skills (2nd semester)

Programme Schedule
- Closing date for applications: 20 November 2017.
- The programme will run from January 2018 at which time the full academic calendar will be provided.
- Assignments should be submitted as per the academic calendar.
- Examinations will take place during June/July 2018 and October/November 2018.

Amounts Payable
- The total programme fee for 2018 is R9 500.00
- A non-refundable minimum registration fee of R4 000.00 must be paid by NO LATER THAN 1 December 2017 in order to be registered for the programme.
- Details regarding the registration process will be communicated to successful applicants.
- The balance of R5 500.00 (due after registration) is strictly payable in 6 monthly instalments, from January – June 2018.