

# FACULTY OF EDUCATION

2018

OPEN DISTANCE LEARNING (ODL)

Prospectus (Information Booklet)



Advance Certificate in Education

**Advanced Certificate in Education**

**ACE**

**SCHOOL OF LANGUAGE EDUCATION**

Open Distance Learning Students

**PROSPECTUS (Information booklet)**

**2018**

**North-West University  
Faculty of Education**

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**PLEASE MENTION YOUR STUDENT NUMBER IN ALL  
CORRESPONDENCE**

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## **Acting Dean's letter**

### **Dear NWU-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 pleasant.

As you may be aware, the University Council has resolved on a unitary structure, and the NWU now comprises eight faculties across three campuses.

Though the Faculty of Education is still responsible for the content and quality of our academic programmes, the distance programmes are being managed by the Unit for Open Distance Learning (UODL).

At the time of finalising the ODL prospectuses (information booklets), the new management of the Faculty had not been appointed yet, though interim management structures had been in place in order for the Faculty to function as normal as possible. I can assure you that the transitional management's utmost priorities have been the quality of the academic programmes and the support to you as distance students, which remains non-negotiable as always.

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 by the end of 2019 and will not be replaced with another qualification. All prospective teachers will now have to register for a BEd (NQF level 7). The Diploma in Grade R Teaching (NQF level 6) has been offered since 2013 and the Advanced Diploma in Teaching (NQF level 7) since the beginning of 2017.

Students who have obtained an NPDE may enrol for the ACT (NQF level 6). The Faculty is already offering the ACT in the Foundation and Intermediate Phases and the ACT in the Senior and FET Phases has been offered since the second semester of 2017.

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 (not yet being offered at the NWU) 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. There are two PGDip programmes for which application already has been

made to deliver and which may be offered by the Faculty in distance mode in 2019 or 2020 if approved by SAQA (South African Qualification Authority.)

This prospectus (information booklet) details all the relevant administrative arrangements relating to your studies in 2018. Please diarise the dates and times regarding contact sessions and the submission of assignments, tests and examinations, as they pertain to you.

Highly qualified academics in the various disciplines in the Faculty are available to you for assistance during your studies, 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 have an in-depth understanding of the challenges that students deal with on a daily basis during their studies. We do kindly ask you to consider the lecturers, who, like you, have to work according to various deadline dates during the year.

I wish you good luck with your studies, and congratulate you on making the momentous decision to better equip yourself for your future. With hard work and dedication, I have no doubt that you will obtain the qualification that you have registered for.



**Prof Elsa Mentz**  
**Acting Executive Dean**  
**Faculty of Education, North West University**

# **OPEN DISTANCE LEARNING QUALIFICATION/PROGRAMMES**

## **WHAT IS OPEN DISTANCE LEARNING (ODL)?**

Open distance learning refers to a delivery mode focusing on enhanced accessibility to education and training, limiting or eliminating barriers such as time, place and pace of learning. The NWU promotes open distance learning by allowing students to register for the modules of a programme either in January or in June, offering technology-mediated instruction and examination opportunities at various learning support centres nationally and internationally, and providing student support to enhance the student learning experience. Students who study at a distance are still subject to specific admission requirements as determined by the Institutional Admissions Requirements Committee, fixed dates for the commencement of academic programmes, a minimum and maximum duration for the completion of their studies, and specific scheduled assessment opportunities. (Appendix to the General Academic Rules (A-Rules) of the NWU: Glossary of Teaching Learning-related concepts and designations) Students may register any time of the year.

## **UNIT FOR OPEN DISTANCE LEARNING (UODL)**

The Unit for Open Distance Learning at the NWU, situated in Potchefstroom, delivers several distance programmes on behalf of the various faculties at a number of learning support centres in southern Africa.

### **Contact details:**

**Tel:** +27 18 285 5900

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**Email:** [DistancePotch@nwu.ac.za](mailto:DistancePotch@nwu.ac.za)

**SMS:** Send an SMS to 43366 NWU[Space]Student number[Space]Subject code[Space] and the question

### **Address all written correspondence to::**

#### **Academic matters:**

The Academic Manager: UODL

North-West University

Potchefstroom

Private Bag X6001

Potchefstroom

2520

South Africa



**Administrative matters:**

The Unit for Open Distance Learning (UODL)

Building B11A

North-West University

Private Bag X6001

Internal Box 539

Potchefstroom

2520

**MATTERS TO TAKE NOTE OF REGARDING ODL STUDIES**

Students need to note the following matters, and are referred to the applicable yearbook:

- i. Some qualifications delivered in the distance mode allow students to register twice a year for studies.
- ii. Each programme has a minimum and a maximum study duration for completing the programme.
- iii. Students have a number of assessment opportunities (examinations) during a study period and all modules can be written at each assessment opportunity (first and/or second opportunities) should the student qualify to write examination.
- iv. Students do not have a second examination opportunity directly after the first attempt. If they fail the first attempt (e.g. in June/July), they can write the failed module during the next examination opportunity (e.g. in October/November). A valid participation mark will give the student access to two examination opportunities, where after a student must generate a new participation mark.
- v. Contact classes are mainly presented by means of interactive white boards at the learning support centres in southern Africa, supported by facilitators. Lecturers can also be contacted via email if the students have access to the internet. All modules presented by means of interactive white boards are stored on the internet for students to access at a later stage.
- vi. Students are supported by means of a call centre, social media (Facebook) and contact with lecturers and facilitators.
- vii. Examinations are written at several examination centres throughout southern Africa, but the NWU can request students to write a specific module (e.g. Computer Science) at the campus in Potchefstroom, where the Unit for Open Distance Learning is situated.

**Unsatisfactory academic performance**

A student whose academic performance is found to be unsatisfactory will receive a formal written warning from the relevant director. If subsequent progress is still not satisfactory, the student may be dealt with in terms of A-Rule 1.18 and sub-paragraphs.

### **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 information booklets for these qualifications. 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 to inform him/her of the two final examination opportunities to pass all outstanding modules. Should such a student still have modules outstanding after these examination opportunities, the studies of such a student must be terminated in terms of Academic Rule 1.18.

Only in exceptional cases and then on the grounds of irrefutable evidence will the Executive Director: UODL and the Executive Dean of the Faculty of Education 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 General Academic Rules for ODL programmes**

(Aligned to the NWU's Academic Rules)

## **1.1 Admission requirements for programme(s)**

The admission requirements for all formal academic qualifications offered by the University are indicated in the Admission Policy as approved by the Senate and Council: [www.nwu.ac.za](http://www.nwu.ac.za)

## **1.2 ODL examination opportunities**

ODL examination opportunities are scheduled during June/July and October/November of every year. Students may write any module during either June/July or October/November of each year. Examination opportunities and information are communicated to students via the relevant prospectus (programme information booklet) and timetables, the NWU 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: [www.nwu.ac.za](http://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 examination opportunity, should he/she fail the first attempt.

## **1.4 Participation mark**

A "participation mark" is awarded to a student in a module within a prescribed period by means of formative assessment for the completion of 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 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 calculated according to a formula that is determined for each module in terms of faculty rules from time to time. 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 abovementioned 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.

**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 unsatisfactory, the student will 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 the student of the two final examination opportunities when all outstanding modules must be passed. Should such a student still have outstanding modules after these examination opportunities, his/her studies must be terminated in terms of Academic Rules A.2.4.8 and A.3.4.6.

Only in exceptional cases, and on the grounds of irrefutable evidence, the Executive Director: UODL and the Dean: FES will consider a request for continuation of studies from a student whose studies had 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 such). For further details, see:

[www.puk.ac.za/opencms/export/PUK/html/beheer-bestuur/beleid-reels/WARNING\\_AGAINST\\_PLAGIARISM.pdf](http://www.puk.ac.za/opencms/export/PUK/html/beheer-bestuur/beleid-reels/WARNING_AGAINST_PLAGIARISM.pdf)

## 2 Academic matters

### 2.1 Programme information: ACE Level 6

Refer to the NWU Calendar for the programme at [www.nwu.ac.za/yearbooks](http://www.nwu.ac.za/yearbooks)

For all academic information and assistance please contact the relevant lecturer. Lecturer's contact details can be found on your tutorial notes and on the eFundi site. Students may call 018 2855900 should they need contact details of lecturers for the different programmes/modules. Please consult with the lecturer should your module not appear on the contact/whiteboard session timetable.

The Information booklet furthermore provides you with all information regarding contact/whiteboard sessions, dates and times of sessions and the Learning Support Centre (LSC) you may attend. Students may attend contact/whiteboard sessions at the LSC of their choice. The physical address of all LSCs is included in this booklet. Only programmes/modules that appear in the timetables will be facilitated at LSCs.

#### 2.1.1 Nature and general aims

This qualification is intended to acknowledge specialised academic or professional studies in education. On completion of the studies, candidates will be able to demonstrate an advanced reflexive understanding of and a competency in knowledge, skills, values, principles, methods and procedures relevant to the specific specialisation in education.

#### 2.1.2 Study duration and articulation and phasing in and phasing out dates

##### a) Study duration

The minimum duration for ACE specialisations offered over one year, is one year, and the maximum duration three years, unless stated otherwise. **Exception:** ACE Mathematical Literacy, with a minimum duration of two years and a maximum of four years.

##### b) Articulation

From 2016 onwards, students with an ACE articulate into the ADE, followed by the PGDE of BEdHons.

#### 2.1.3 Specific objectives

The ACE is a flexible Level 6 qualification aimed at providing educators with an opportunity to either upgrade and enrich their existing knowledge in a particular area of specialisation, or change their area of specialisation. The former may become necessary due to new developments in an area of study, while the latter may be a response to changing national needs, or a need for a change in career path. The ACE is open to candidates who are already in

possession of an approved Level 5 qualification in the fields of education, training and development, and creates additional opportunities for further study at NQF Level 7.

#### **2.1.4 Admission requirements**

To be admitted to the Advanced Certificate in Education, the student must be in possession of at least an approved three-year teaching qualification (NQF level 5), assessed at REQV 13 (M+3) level.

#### **2.1.5 Rules for the programme**

(Refer to the NWU Calendar for the ACE programme.)

The rules for the ACE Programme must be read in conjunction with the General Academic Rules of the University (A-Rules), which are available on the Internet at: [www.nwu.ac.za/node/5661](http://www.nwu.ac.za/node/5661)

#### **2.1.6 Programme outlay**

The ACE certificate is conferred in ONE of the following fields of study:

- a) English Education
- b) Geography Education
- c) History Education
- d) Mathematics Education
- e) Professional Educator Development: Foundation and Intermediate Phases
- f) Professional Educator Development: Life Orientation
- g) Setswana Education
- h) Technology Education
- i) School Management and Leadership
- j) Movement Science Education
- k) Professional Educator Development: Mathematical Literacy
- l) Learner Support (only in Namibia and Botswana and Foundation Phase bursary students in the Northern Cape and Mpumalanga).

## 2.1.7 Programmes offered in the ACE

### a) ACE: English Education (423 122)

#### Compilation of curriculum O433P/M:

First semester		Second semester	
Module code	Cr	Module code	Cr
ORAK 511	8	ORAK 521	8
FSET 511	8	NVMI 521	8
ORLK 511	8	ORLK 521	8
EUCE 511	8	HIVA 521	8
CDEK 511	16	SDEK 522	16
ATEK 511	16	ASDK 522	16
<b>Total 1st semester</b>	<b>64</b>	<b>Total 2nd semester</b>	<b>64</b>
<b>Total credits for the curriculum 128</b>			

### b) ACE: Geography Education (423 123)

#### Compilation of curriculum O434P/V:

First semester		Second semester	
Module code	Cr	Module code	Cr
ORAK 511	8	ORAK 521	8
FSET 511	8	NVMI 521	8
ORLK 511	8	ORLK 521	8
EUCE 511	8	HIVA 521	8
GSGK 511	16	GKLG 521	16
GBGK 511	16	GGGK 521	16
<b>Total 1st semester</b>	<b>64</b>	<b>Total 2nd semester</b>	<b>64</b>
<b>Total credits for the curriculum 128</b>			

c) ACE: History Education (423 124)

Compilation of curriculum O435P/V:

First semester		Second semester	
Module code	Cr	Module code	Cr
ORAK 511	8	ORAK 521	8
FSET 511	8	NVMI 521	8
ORLK 511	8	ORLK 521	8
EUCE 511	8	HIVA 521	8
AGSK 512	16	SSGK 521	16
VGAK 511	16	VGBK 521	16
<b>Total 1st semester</b>	<b>64</b>	<b>Total 2nd semester</b>	<b>64</b>
<b>Total credits for the curriculum</b>		<b>128</b>	

d) ACE: Science Education (Further Education and Training Band) (423125)

Compilation of curriculum O436P:

First Year		Second Year	
Module code	Cr	Module code	Cr
FSET 511	8	NVMI 521	8
ORLK 511	8	ORLK 521	8
EUCE 511	8	HIVA 521	8
NDNK 512	8	NDNK 522	8
NCHK 511	16	NCHK 521	16
NFSK 511	16	NFSK 521	16
<b>Total 1st Year</b>	<b>64</b>	<b>Total 2nd Year</b>	<b>64</b>
<b>Total credits for the curriculum</b>		<b>128</b>	



e) **AC: Science Education (General)**

**Compilation of curriculum O437PV:**

<b>First Year</b>		<b>Second Year</b>	
<b>Module code</b>	<b>Cr</b>	<b>Module code</b>	<b>Cr</b>
FSET 511	8	NVMI 521	8
ORLK 511	8	ORLK 521	8
EUCE 511	8	HIVA 521	8
NEBK 511	16	NMMK 521	16
NLLK 511	16	NECK 521	16
		NDSK 521	16
<b>Total 1st Year</b>	<b>56</b>	<b>Total 2nd Year</b>	<b>72</b>
<b>Total credits for the curriculum</b>		<b>128</b>	

f) **ACE: Professional Education Development: Faculty-specific rules for ACE in Professional Education Development**

**Compilation of curriculum O445P:**

<b>Module code</b>	<b>Cr</b>
ORAK 511	8
FSET 511	8
ORLK 511	8
EUCE 511	8
FROF 571	32
FROG 571	32
FROL 571	32
<b>Total credits for the curriculum</b>	<b>128</b>

**g) ACE: Professional Education Development: Intermediate & Senior Phase (423 129)**

**Compilation of curriculum O446P:**

<b>Module code</b>	<b>Cr</b>
ORAK 511	8
FSET 511	8
ORLK 511	8
EUCE 511	8
FROS 571	32
FROP571	32
TECH 571	32
<b>Total credits for the curriculum</b>	<b>128</b>

**h) ACE: Professional Education Development: Life Orientation (423 129)**

**Compilation of curriculum O447P//MV:**

<b>Module code</b>	<b>Cr</b>
ORAK 511	8
FSET 511	8
ORLK 511	8
EUCE 511	8
LOHA 571	32
LOCK 571	32
LOBO 571	32
<b>Total credits for the curriculum</b>	<b>128</b>

- i) ACE: Professional Education Development: Mathematical Literacy (423 129)

Compilation of curriculum O444P/M/V

First year		Second year	
Module code	Cr	Module code	Cr
FSET 511	8	MLED 576	32
ORLK 511	8	MLED 574	32
EUCE 511	8		
ORAK 511	8		
MLED 575	32		
MLED 572	32		
<b>Total 1st year</b>	<b>96</b>	<b>Total 2nd year</b>	<b>64</b>
<b>Total credits for the curriculum</b>		<b>160</b>	

- j) Curriculum for students in possession of 480 credits

First year		Second year	
Module code	Cr	Module code	Cr
MLED 575	32	MLED 576	32
MLED 572	32	MLED 574	32
<b>Total 1st year</b>	<b>64</b>	<b>Total 2nd year</b>	<b>64</b>
<b>Total credits for the curriculum</b>		<b>128</b>	

- k) ACE: Learner Support (423 130)

**This curriculum is only offered in Namibia**

Compilation of curriculum O430P/M/V:

First semester		Second semester	
Module code	Cr	Module code	Cr
ORAK 511	8	ORAK 521	8
FSET 511	8	NVMI 521	8
ORLK 511	8	ORLK 521	8
EUCE 511	8	HIVA 521	8
LSIE 518	16	LSSH 528	16
LSED 518	16	LSDL 528	16
<b>Total 1st semester</b>	<b>64</b>	<b>Total 2nd semester</b>	<b>64</b>
<b>Total credits for the curriculum</b>		<b>128</b>	

**l) ACE: Setswana Education (423 131)**

**Compilation of curriculum O439P/M:**

First semester		Second semester	
Module code	Cr	Module code	Cr
ORAK 511	8	ORAK 521	8
FSET 511	8	NVMI 521	8
ORLK 511	8	ORLK 521	8
EUCE 511	8	HIVA 521	8
SWHK 511	16	SWHK 521	16
SVDK 511	16	SVDK 522	16
<b>Total 1st semester</b>	<b>64</b>	<b>Total 2nd semester</b>	<b>64</b>
<b>Total credits for the curriculum</b>		<b>128</b>	

**m) ACE: Mathematics Education (Further Education and Training Band) (423 134)**

**Compilation of curriculum O442P/V:**

First year		Second year 2	
Module code	Cr	Module code	Cr
FSET 511	8	NVMI 521	8
ORLK 511	8	ORLK 521	8
EUCE 511	8	HIVA 521	8
NWSK 513	16	NWSK 523	16
NWSK 514	16	NWSK 524	16
		NWSK 525	16
<b>Total 1<sup>st</sup> year</b>	<b>56</b>	<b>Total 2<sup>nd</sup> year</b>	<b>72</b>
<b>Total credits for the curriculum</b>		<b>128</b>	

n) **ACE: Mathematics Education (General Education and Training Band) (423 134)**

**Compilation of curriculum O443P/V:**

First semester		Second semester	
Module code	Cr	Module code	Cr
FSET 511	8	NVMI 521	8
ORLK 511	8	ORLK 521	8
EUCE 511	8	HIVA 521	8
NWPK 511	16	NWPK 521	16
NWPK 512	16	NWPK 522	16
		NDWK 522	16
<b>Total 1st semester</b>	<b>56</b>	<b>Total 2nd semester</b>	<b>72</b>
<b>Total credits for the curriculum</b>		<b>128</b>	

o) **ACE: Technology Education (423 136)**

**Compilation of curriculum O426P/M:**

First semester		Second semester	
Module code	Cr	Module code	Cr
EUCE 511	8	EDIM 524	12
EDIM 511	12	EDIM 525	12
EDIM 512	12	EDIM 526	24
EDIM 513	12	EDIM 579	24
EDDM 511	12		
<b>Total 1st semester</b>	<b>56</b>	<b>Total 2nd semester</b>	<b>72</b>
<b>Total credits for the curriculum</b>		<b>128</b>	

p) ACE: School Leadership (423 138)

Compilation of curriculum O432P/M:

First year		Second year	
Module Code	Cr	Module Code	Cr
PCLM 521	10	PFLS 511	6
PCMP 571	20	PCSR 571	20
PCTL 572	20	PCDG 572	20
		PCPO 522	10
PEMM 512*	12	PELP 512*	12
<b>Total credits year level 1</b>	<b>62</b>	<b>Total credits year level 2</b>	<b>68</b>
<b>Total credits for curriculum O432P/M</b>			<b>130</b>
<b>Elective modules</b>			
<b>*PELP 512 and PEMM 512</b>		PELP 512	12
<b>are the only two elective</b>		PEMM 512	12
<b>modules available at the</b>		PFCL 521	10
<b>NWU and therefore part of</b>		PEPA 512	15
<b>the fixed curriculum</b>			

q) ACE: Movement Science Education (423 121)

Compilation of curriculum O440P

First semester		Second semester	
Module code	Cr	Module code	Cr
ORAK 511	8	ORAK 521	8
FSET 511	8	NVMI 521	8
ORLK 511	8	ORLK 521	8
EUCE 511	8	HIVA 521	8
BOPK 511	16	SANK 521	16
SPKK 511	16	SPRK 521	16
<b>Total 1st semester</b>	<b>64</b>	<b>Total 2nd semester</b>	<b>64</b>
<b>Total credits for the curriculum</b>		<b>128</b>	

### **2.1.8 Suggestion regarding the structuring of your curriculum**

- a) Structure your curriculum over a period of two years.
- b) Do not attempt more than three modules per semester (examination session). Remember that you should spend at least six months working through a module.
- c) Most curricula do not consist of more than 12 modules, which implies that you will be able complete the curriculum in two years (four examination opportunities).
- d) If, after two years, you are still left with some uncompleted modules, you will be granted two more examination opportunities to complete your curriculum.

### **2.1.9 Language**

The language of tuition via ODL is English. Study guides for all the modules are available in English. The manuals are available only in English. You may write examinations and submit assignments in either Afrikaans or English. Contact sessions are conducted in English.

### **2.1.10 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 or work address to which the study material can be delivered via courier.
- c) Study material sent via postal services must be collected from the post office within seven working days, or it will be returned to the NWU. You 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 use the format for academic assignments, as stipulated in the Tutorial letters.
- b) You are required to submit assignments according to dates specified in this programme prospectus (information booklet).
- c) Complete your assignments in due time so that you will be able to focus on preparing for the examinations.

- d) Refrain from using Bantex folders, ring binders, etc.
- e) The NWU urges you to submit completed assignments to be assessed on time, in order to ensure that examination information will be received before examinations commence.
- f) All assignments must be posted, or submitted to the Learning Support Centres for distribution and assessment.
- g) Assignments may not be posted to the lecturer personally, only to the addresses below:

**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 may either post your assignment to reach the NWU before or on the due date, or you may deposit it in the wooden box at your Learning Support Centre on the due date.

**NB!!!** Assignments deposited in the post box at the Learning Support Centre must be placed in a sealed A4 envelope (student's responsibility) with the module code, student number and name of student clearly indicated on the envelope (student's responsibility)





h) Enquiries regarding assignments:

**Tel: +2718 285 5900**

**i) Important to know**

- Assignment marks give you admission to the examination.
- An assignment mark may only be used for two examination opportunities, after which a new assignment must be submitted.
- Assignments that are submitted late will have to stand over to the next semester, which implies that you will only then have a participation mark that will give you entry to write examinations in a particular module.
- All assignments must be posted to the NWU for assessment to the above address.

**j) Due dates**

<b>Assignments</b>	<b>Portfolio</b>
07 April 2018	26 May 2018
08 September 2018	20 October 2018

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

- i. Library website: All registered students of the NWU have access to the library. If you are working off-campus, type your surname and student/ID number when prompted to do so.  
<http://library.nwu.ac.za/>
- ii. Education Sciences 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 (closed on Saturdays during the July holiday and November)
- The library is closed on public holidays.

iii. Library services

- General library information: Go to the library's web page at <http://library.nwu.ac.za/>. See information under Services as well as under Guides and Training to access useful information.
- Finding information for research: Call any of the following numbers for library information and support with research: +27 18 299 2859 or +27 18 299 1578. Provide your surname and initials as well as NWU student number in all instances when requesting information. (The library cannot provide information on registration, assignments, time tables or results.)
- LibGuides: To find specific information related to education studies using the library's website, click on the LibGuides tab on the website at <http://library.nwu.ac.za/>. Click on Education (PC) and use the different sections to obtain study information and information on how to search for books, articles, etc.
- Loans: Undergraduate ODL students may borrow six books for two weeks and postgraduate ODL students may borrow 10 books for one month. Two renewals are allowed if requested before the expiry date of the loan period (on condition that the books are not required by other users).
- Renewals: To renew books via the internet, go to the library's web page at <http://library.nwu.ac.za/> and click on Renew your Books, under Services (only allowed if books are not overdue).

- iv. Examination papers: Go to <http://collections.nwu.ac.za/dbtw-wpd/textbases/exam-papers/exams-2015-2020.html> OR click on Exam Papers, under Find Information on the library's website at <http://library.nwu.ac.za/>. Complete ONLY the Course code search block according to the example provided.

**Call +27 18 285 5900 for UODL requests.**

### 2.2.1.2 Examination

- a) **No examination information sessions** will be facilitated at Learning Support Centres during 2018.
- b) You will receive your examination information for modules when marked assignments are returned. If you submit assignments late, the possibility exists that you will not receive your examination information before the examination commences.
- c) **You may download examination information, previous examination papers and tutorial notes from the ODL website at <http://distance.nwu.ac.za/downloads>**
- d) **Important** contact numbers regarding examination enquiries.  
All queries: +2718 285 5900  
Saturdays 08:00–16:00: 082 7796 390.
- e) **Examinations may be written at one of the venues on the list provided.**
- f) **Please** take careful note of the details regarding the examination procedures provided below so that you know what is expected of you:
  - i. Examinations will take place on the dates provided in the examination timetable.
  - ii. Familiarise yourself with the examination timetable and be prepared to write the examinations on the specified days. The examination timetables have been finalised, and **NO** changes will be considered.
  - iii. A personal timetable for examination leave that may be submitted to the Department of Education will be posted to you. If you have **NOT** received this timetable **two weeks** prior to the examinations, you must please inform the UODL 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 conducted 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 re-register 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 you 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 centre you have indicated on your application form, since provision will be made for you only at that examination centre. Only written requests for any change of examination centre will be accepted. The learning Support Centre closest to your hometown will be your particular examination centre (see list provided).
- xi. **NO marks will be provided telephonically.**
- xii. How to find your results on the internet: [www.nwu.ac.za](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 web page*).
- xiii. You may also obtain your examination results via SMS. Go to **new messages** on your cell phone, 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 may also make use of the **MTN line** to receive your examination results. The number to call, is **+2783 123 222**. Have your student number available.

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

- i. Minimum for participation mark = 40%
- ii. Examination sub-minimum = 40% per module
- iii. Participation and examination marks total for 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 examinations, which is 40%.
- vii. All examination scripts are marked as well as moderated, and marks are verified (re-counted) to ensure that the correct marks are allocated. You may, however, apply for a re-mark if all the following criteria are met:
  - a minimum of 35% obtained in the examination;
  - application to reach the Call Centre at NWU within 14 days after examination results have been published; and
  - the re-mark fee should be paid and the proof of payment sent to the Call Centre together with the application form, available from the NWU call centre.

#### **h) Examination papers from previous years**

- i. Previous years' examination papers may be obtained from the internet at the following address:  
[www.library.nwu.ac.za/dbtw-wpd/textbases/exam-papers.html](http://www.library.nwu.ac.za/dbtw-wpd/textbases/exam-papers.html)
- ii. **or on the UODL website,**  
<http://distance.nwu.ac.za/downloads>
  - 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 examination 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 submitted on the official cancellation form available from the Support Section at room G30 in the UODL, Building B11A on the campus plan.
- b) Notice of cancellation:
  - i. Should notice of cancellation be forwarded **by letter**, it should be addressed to:

The Head: Support Section  
 Private Bag X6001;  
 POTCHEFSTROOM 2531

Tel number: 0182855900

- ii. Should notice of cancellation be sent by **registered mail**, the date of receipt will be noted as the official cancellation.
- c) The cancellation will be valid from the date of submission of the proper 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 you cancel your studies prior to 19 February, only the registration amount will be payable, as indicated above. Should you cancel your studies after 19 February, the full tuition fees for the first semester will be payable.
- b) Should you cancel your studies for the second semester prior to 31 July, only the tuition fees for the first semester will be payable. Should you cancel your studies after 31 July, the full tuition fees for the year will be payable.
- c) Should you cancel your studies, all bursaries and/or loans will be 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 be entailed, 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 UODL 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 you change any module(s) after the period allowed for changing, which is determined by Academic Administration annually, no credit will be granted for the cancelled module(s).

### **3.2.2 Credit amounts on a University account**

- 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.
- Credit balances on your accounts will only be paid out against acceptable proof of your identity. Payment to any other person than you will be made only upon written authority by you on the prescribed form available at the enquiry desks and against satisfactory proof of your identity. The above procedure is necessitated by relevant legislation and internal control measures.
- Official application forms for credit payments are available at student-account enquiries desks, on the website, or +2718 299 2674, and should be completed in full 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 to your 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, located on the ground floor of the Joon van Rooy Building.

Tel: +2718 299 2667/8/9

+2718 299 2670/1

+2718 299 2672/3

Fax: +2718 293 5230/34/52

+2718 293 5313/4/5

Email: [PUK-studyfees@nwu.ac.za](mailto:PUK-studyfees@nwu.ac.za)

### **3.2.4 Web address**

The complete Fees Payable and Financial Rules are available at:  
[www.nwu.ac.za/gelde](http://www.nwu.ac.za/gelde)

## 4 Contact sessions and Year programme

(Refer to paragraph 8 for detailed information on Learning Support Centres.)

### 4.1 General information regarding contact sessions

- a) Note: Please refer to the timetable before contacting the helpdesk.
- b) Familiarise yourself with dates of contact sessions taking place in your area (included in this information booklet).
- c) Your **timetable** 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 a Learning Support Centre on one specific date.
- d) **Timetables for all Learning Support Centres** are included in your information 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 Learning Support Centres. Dates, times and Learning Support Centres are clearly indicated.
- e) When attending contact sessions, you will be requested to complete **attendance registers** at the Learning Support Centre where you attend contact sessions. Even if sessions are facilitated by means of the interactive whiteboards, attendance registers 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 such modules (interactive whiteboards and facilitator sessions).
- g) Timetables and schedules for all sessions, as from 1 January 2018 - 31 December 2018, are included in this Year Programme.
- h) Lecturers may 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 +2718 285 5900 to assist you with information regarding the lecturers.
- i) If an SMS regarding contact sessions is sent out to you, please refer to this Year Programme before contacting lecturers or the helpdesk. Your Year Programme will indicate times/dates and Learning Support Centres for all sessions/programmes. Not all SMSes are applicable to all students. SMSes will not be sent out for all sessions. In all cases, please refer to your Year Programme regarding contact sessions in your area. The Learning Support Centres and their addresses are also indicated in this information booklet.



- j) If you do not receive any SMSes reminding you of contact sessions, please contact +2718 285 5900 in order for your contact details to be updated on the system.
- k) 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 on the scheduled times indicated in your Year Programme. Please ensure that you are on time for the scheduled modules/programme. Familiarise yourself with times of modules on specific dates. You may attend contact sessions at the Learning Support Centre of your choice.

Please keep in mind that all live sessions are recorded and students do have access to these recorded sessions. Students may download these recordings on any of their devices. Students must follow all prompts on the website for downloads. Use the link: <http://distance.nwu.ac.za/downloads>

- l) Should the site request you type in a username and password please ensure you type in the following. These sites are case sensitive:

**Username:** Education

**Password:** education

- m) Resource centre staff and staff at the Learning Support Centre must assist you to access any of these links. It is advisable to bring with either your own device or a flash drive if you want to download any resources at the Learning Support Centre.
- n) Should you need to make photocopies of any documentation that is made available or printed at the Learning Support Centre the student is responsible for the cost per page as is set out at the Learning Support Centre.
- o) At some Learning Support Centres technology/equipment have been installed that will enable students to link to the Wi-Fi, free of charge, that will enable students to download resources and recorded sessions. Please enquire from the study centre manager where you attend for guidelines and access.
- p) 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 the Learning Support Centres during **Interactive Whiteboard sessions (IAW)**. This implies that the lecturer responsible for the module will lecture at Potchefstroom while his/her lecture will be broadcast live to the various Learning Support Centres.
- b) Each Learning Support Centre has a technician to assist students. You may therefore interrupt the lecturer or answer/ask 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**, you may SMS questions regarding the module being presented to 43366. Normal SMS rates apply. Such questions will be addressed 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 2018 at all Learning Support Centres will be facilitated, by 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!

### 4.2.2 Contact sessions at Learning Support Centres

- a) **Attending contact sessions is not compulsory**, although it has been proven that students who attend usually **have a higher success rate**.
- b) During these sessions, you will **meet with relevant academic professionals** who will give you advice on your assignments, provide feedback regarding completed assignments and provide academic guidance via your study material. You will also have the opportunity to work in groups with peers.
- c) It is very important that you should be **well prepared** when you attend a contact session.
- d) Contact sessions are primarily scheduled on **Fridays and Saturdays**, although weekdays are also on the programme, when sessions will take place at registered Learning Support Centres. (Refer to the timetable for the correct dates).
- e) You may also write examinations at the Learning Support Centre, 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 scheduled from January 2018 to 31 December 2018 are included in this information booklet.

### 4.3 Communication and contact details regarding contact sessions

- a) SMSes will not be sent out for all sessions.
- b) **Only programme-specific SMSes will be sent to you.**
- c) In all cases, please refer to your Year Programme regarding contact sessions in your area.
- d) If you do not receive any SMSes reminding you of contact sessions, please contact +2718 285 5900 or update your information on the system.
- e) For additional information regarding your studies, also visit the Facebook page for the **UODL, or Unit for Open Distance Learning.**
- f) If you are uncertain where to attend contact sessions in your area, please call +2718 285 5900 (office hours – Monday to Friday 08:00 – 16:30), or +2782 779 6390 (Saturdays 08:00 – 16:00).
- g) **EUCE 511**

**Students in ALL PROVINCES, except North-West Province,** need to book for the two-day **COMPULSORY** computer training session, which is presented during weekends and holidays.

Booking procedure:

Booking instructions for the computer practical sessions will be communicated to all students through a SMS. Students must then reply to this SMS with their NWU Student/ID number and the centre of choice. For Example: 2655123 Umtata. All the details of the training will be communicated to students via SMS as soon as the training is scheduled at a centre.

**NB! It is therefore extremely important that the NWU is notified should your cell number change.**

For any other information e-mail Ellen Janse van Rensburg at [ellen.nwu1@gmail.com](mailto:ellen.nwu1@gmail.com)

- h) Should you experience problems with facilitators or facilitation at Learner Support Centres, please call +2782 779 6390.

#### 4.4 Contact session timetable for 2018

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

- a) Take note that two sessions may possibly take place at selected Learning Support Centres:
  - Whiteboard 1
  - Whiteboard 2
  - Facilitator (not in North-West Province)
  - NWU lecturer sessions in Vryburg, Lichtenburg and Rustenburg. These sessions will be facilitated by lecturers from the NWU and will take place any time during the day, as scheduled.
- b) Whiteboard and facilitator sessions will take place at the times, as scheduled in the timetable for your Year Programme.
- c) If an SMS is sent to you to remind you of contact sessions, please refer to your Year Programme to check whether your programme/modules will be facilitated during the sessions on that specific date.
- d) Refer to your Year Programme for the closest Learning 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 your responsibility to refer to the timetable below, to determine when interactive whiteboard sessions for your modules will be facilitated.**

## ACE timetable for 2018<sup>1</sup>

### FIRST SEMESTER

Friday, 09 February					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
	ACE				
14:00	ORAK 511				
14:30	ORLK 511				
15:00	FSET 511				
15:30	ORAK 521				
16:00	NVMI 521				
16:30	ORLK 521				
17:00	HIVA 521				
17:30	EUCE 511				

Saturday, 10 February					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
	ACE		ACE		
08:00	GBGK 511	08:00	MLED 575		
08:30	GCLK 521	08:30	MLED 572		
09:00	AGSK 512	09:00	MLED 576		
09:30	VGAK 511	09:30	MLED 574		
10:00	GSGK 511	10:00	FROS 571		
10:30	GGGK 521	10:30	LSIE 518		
11:00	SSGK 521	11:00	BOPK 511		
11:30	VGBK 521	11:30	SPKK 511		
12:00	EDIM 526	12:00	EDIM 513		
12:30	TECH 571	12:30	SANK 521		
13:00	EDIM 525	13:00	LSDL 528		
13:30	EDIM 524	13:30	SPRK 521		

<sup>1</sup> Subject to change

14:00	SDEK 522	14:00	LSSH 528		
14:30	LSED 518	14:30	LOCK 571		
15:00	FROP 571	15:00	LOBO 571		
15:30	ASDK 522	15:30	LOHA 571		
16:00	ATEK 511	16:00	FROF 571		
16:30	CDEK 511	16:30	FROG 571		
		17:00	FROL 571		

<b>Friday, 09 March</b>					
<b>Time</b>	<b>Whiteboard 1</b>	<b>Time</b>	<b>Whiteboard 2</b>	<b>Time</b>	<b>Whiteboard 3</b>
	<b>ACE</b>		<b>ACE</b>		
14:00	TECH 571	14:00	NWPK 511		
14:30	EDIM 525	14:30	NWPK 512		
15:00	EDIM 524	15:00	NWPK 512		
15:30	EDIM 512	15:30	NWPK 521		
16:00	EDIM 511	16:00	NWPK 522		
16:30	EDIM 513	16:30	NWPK 522		
17:00	EDIM 526	17:00	LOCK 571		
17:30	LOHA 571	17:30	LOBO 571		

<b>Monday, 9 April</b>					
<b>Time</b>	<b>Whiteboard 1</b>	<b>Time</b>	<b>Whiteboard 2</b>	<b>Time</b>	<b>Whiteboard 3</b>
	<b>ACE</b>		<b>ACE</b>		
		08:00	NDWK 522		
		09:00	NWPK 511		
		10:00	NWPK 512		
		11:00	NWPK 512		
		12:00	NWPK 521		
		13:00	NWPK 521		
		14:00	NWPK 522		

		15:00	NWPK 522		
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<b>Saturday, 21 April</b>					
<b>Time</b>	<b>Whiteboard 1</b>	<b>Time</b>	<b>Whiteboard 2</b>	<b>Time</b>	<b>Whiteboard 3</b>
			<b>ACE</b>		
08:00	ORAK 511	08:00			
08:30	ORLK 511	08:30	ATEK 511		
09:00	FSET 511	09:00	ASDK 522		
09:30	ORAK 521	09:30	CDEK 511		
10:00	EUCE 511	10:00	SDEK 522		
10:30	ORLK 521				
11:00	HIVA 521				
11:30	NVMI 521				
12:00	BOPK 511	12:00	FROP 571		
12:30	SPKK 511	12:30	MLED 575		
13:00	GBGK 511	13:00	MLED 572		
13:30	GCLK 521	13:30	MLED 576		
14:00	SANK 521	14:00	MLED 574		
14:30	SPRK 521	14:30	FROL 571		
15:00	AGSK 512	15:00	FROF 571		
15:30	VGAK 511	15:30	FROG 571		
16:00	GSGK 511	16:00	LSIE 518		
16:30	GGGK 521	16:30	LSDL 528		
17:00	SSGK 521	17:00	LSSH 528		
17:30	VGBK 521	17:30	LSED 518		

## **SECOND SEMESTER 2018**

<b>Friday, 3 August</b>					
<b>Time</b>	<b>Whiteboard 1</b>	<b>Time</b>	<b>Whiteboard 2</b>	<b>Time</b>	<b>Whiteboard 3</b>
	<b>ACE</b>				

14:00	ORAK 511				
14:30	ORLK 511				
15:00	FSET 511				
15:30	ORAK 521				
16:00	NVMI 521				
16:30	ORLK 521				
17:00	HIVA 521				
17:30	EUCE 511				

<b>Saturday, 4 August</b>					
<b>Time</b>	<b>Whiteboard 1</b>	<b>Time</b>	<b>Whiteboard 2</b>	<b>Time</b>	<b>Whiteboard 3</b>
	<b>ACE</b>		<b>ACE</b>		
08:00	GBGK 511	08:00	MLED 575		
08:30	GCLK 521	08:30	MLED 572		
09:00	AGSK 512	09:00	MLED 576		
09:30	VGAK 511	09:30	MLED 574		
10:00	GSGK 511	10:00	FROS 571		
10:30	GGGK 521	10:30	LSIE 518		
11:00	SSGK 521	11:00	BOPK 511		
11:30	VGBK 521	11:30	SPKK 511		
12:00	EDIM 526	12:00	EDIM 513		
12:30	TECH 571	12:30	SANK 521		
13:00	EDIM 525	13:00	LSDL 528		
13:30	EDIM 524	13:30	SPRK 521		
14:00	SDEK 522	14:00	LSSH 528		
14:30	LSED 518	14:30	LOCK 571		
15:00	FROP 571	15:00	LOBO 571		
15:30	ASDK 522	15:30	LOHA 571		
16:00	ATEK 511	16:00	FROF 571		
16:30	CDEK 511	16:30	FROG 571		
		17:00	FROL 571		



<b>Friday, 31 August</b>					
<b>Time</b>	<b>Whiteboard 1</b>	<b>Time</b>	<b>Whiteboard 2</b>	<b>Time</b>	<b>Whiteboard 3</b>
	<b>ACE</b>		<b>ACE</b>		
14:00	TECH 571	14:00	NWPK 511		
14:30	EDIM 525	14:30	NWPK 512		
15:00	EDIM 524	15:00	NWPK 512		
15:30	EDIM 512	15:30	NWPK 521		
16:00	EDIM 511	16:00	NWPK 522		
16:30	EDIM 513	16:30	NWPK 522		
17:00	EDIM 526	17:00	LOCK 571		
17:30	LOHA 571	17:30	LOBO 571		

<b>Wednesday, 03 October</b>	
<b>Time</b>	<b>Whiteboard 1</b>
	<b>ACE</b>
08:00	NDWK 522
09:00	NWPK 511
10:00	NWPK 512
11:00	NWPK 512
12:00	NWPK 521
13:00	NWPK 521
14:00	NWPK 522
15:00	NWPK 522

<b>Friday, 05 October</b>					
<b>Time</b>	<b>Whiteboard 1</b>	<b>Time</b>	<b>Whiteboard 2</b>	<b>Time</b>	<b>Whiteboard 3</b>
	<b>ACE</b>		<b>ACE</b>		
08:00	ORAK 511	08:00	ASDK 522		
08:30	ORLK 511	08:30	ATEK 511		

09:00	FSET 511	09:00	SDEK 522		
09:30	ORAK 521	09:30	CDEK 511		
10:00	EUCE 511	10:00			
10:30	ORLK 521	10:30			
11:00	HIVA 521	11:00			
11:30	NVMI 521	11:30			
12:00	BOPK 511	12:00	FROP 571		
12:30	SPKK 511	12:30	MLED 575		
13:00	GBGK 511	13:00	MLED 572		
13:30	GCLK 521	13:30	MLED 576		
14:00	SANK 521	14:00	MLED 574		
14:30	SPRK 521	14:30	FROL 571		
15:00	AGSK 512	15:00	FROF 571		
15:30	VGAK 511	15:30	FROG 571		
16:00	GSGK 511	16:00	LSIE 518		
16:30	GGGK 521	16:30	LSDL 528		
17:00	SSGK 521	17:00	LSSH 528		
17:30	VGBK 521	17:30	LSED 518		

#### 4.5 Suggested accommodation

(Please make your own arrangements!)

- a) Dennepark Guest House: +2718 299 2449 (Contact person: Mss D Thompson or B Etsebeth).
- b) Hockey Academy: +2718 299 4141 (Contact person: Mss E de or I Joubert).

### 5 Examination timetable

- The first semester examination will take place from **31 May – 21 June 2018**.
- The second semester examination will take place from **29 October – 21 November 2018**.

a) **Notes:**

- i. Ensure that you are registered for the examination at a specific Learning Support Centre.
- ii. Should you need to change your examination centre, please call +2718 285 5900.
- iii. Changes for the June examination must be communicated to the Learning Support Centre before the end of February, and for the October examinations, before the end of July.
- iv. If you should fail to change your examination Learning Support Centre in time, there will be serious financial implications.

The examination information letters will be available on the NWU website at: <http://www.nwu.ac.za>

**Please note that the dates below are subject to change.**

<b>May/June 2018</b>				
<b>Module</b>		<b>Date</b>	<b>Session 1 = 09:00</b>	
			<b>Session 2 = 14:00</b>	
<b>ACE</b>	AGSK512	14 June 2018	1	12
<b>ACE</b>	ASDK522	21 June 2018	2	17
<b>ACE</b>	ATEK511	14 June 2018	1	12
<b>ACE</b>	BOPK511	21 June 2018	1	17
<b>ACE</b>	CDEK511	21 June 2018	1	17
<b>ACE</b>	EDDM511	05 June 2018	1	5
<b>ACE</b>	EDIM511	07 June 2018	2	8
<b>ACE</b>	EDIM512	19 June 2018	1	15
<b>ACE</b>	EDIM513	15 June 2018	1	13
<b>ACE</b>	EDIM524	31 May 2018	2	2
<b>ACE</b>	EDIM525	05 June 2018	2	5
<b>ACE</b>	EDIM526	07 June 2018	2	7
<b>ACE</b>	EDIM579	08 June 2018	1	8
<b>ACE</b>	EUCE511	12 June 2018	1	10
<b>ACE</b>	FROF571	15 June 2018	1	13
<b>ACE</b>	FROG571	19 June 2018	1	15

ACE	FROL571	22 June 2018	1	19
ACE	FROP571	21 June 2018	1	17
ACE	FROS571	15 June 2018	1	13
ACE	FSET511	07 June 2018	1	7
ACE	GBGK511	14 June 2018	1	12
ACE	GGGK521	21 June 2018	2	17
ACE	GCLK521	14 June 2018	2	12
ACE	GSGK511	21 June 2018	1	17
ACE	HIVA521	07 June 2018	2	7
ACE	LOBO571	15 June 2018	1	13
ACE	LOCK571	06 June 2018	1	6
ACE	LOHA571	20 June 2018	1	16
ACE	LSDL528	21 June 2018	2	17
ACE	LSED518	21 June 2018	1	17
ACE	LSIE518	11 June 2018	2	9
ACE	LSSH528	11 June 2018	1	9
ACE	MLED572	19 June 2018	1	15
ACE	MLED574	22 June 2018	1	19
ACE	MLED575	14 June 2018	1	12
ACE	MLED576	21 June 2018	1	17
ACE	NDWK522	21 June 2018	2	17
ACE	NVMI521	05 June 2018	1	10
ACE	NWPK511	14 June 2018	1	12
ACE	NWPK512	21 June 2018	1	17
ACE	NWPK521	14 June 2018	2	12
ACE	NWPK522	19 June 2018	2	15
ACE	ORAK511	31 May 2018	1	2
ACE	ORAK521	30 May 2018	2	1
ACE	ORLK511	04 June 2018	1	4
ACE	ORLK521	04 June 2018	2	4

ACE	SANK521	21 June 2018	2	17
ACE	SDEK522	18 June 2018	2	14
ACE	SPKK511	14 June 2018	1	12
ACE	SPRK521	14 June 2018	2	12
ACE	SSGK521	14 June 2018	2	12
ACE	TECH571	20 June 2018	1	16
ACE	VGAK511	21 June 2018	1	17
ACE	VGBK521	21 June 2018	2	17

<b>November 2018</b>				
<b>Module</b>		<b>Date</b>	<b>Session 1 = 9:00</b>	
			<b>Session 2 = 14:00</b>	
ACE	AGSK512	12 November 2018	2	12
ACE	ASDK522	19 November 2018	1	17
ACE	ATEK511	12 November 2018	2	12
ACE	BOPK511	19 November 2018	2	17
ACE	CDEK511	19 November 2018	2	17
ACE	EDDM511	01 November 2018	2	5
ACE	EDIM511	05 November 2018	2	7
ACE	EDIM512	15 November 2018	2	15
ACE	EDIM513	13 November 2018	2	13
ACE	EDIM524	29 October 2018	1	2
ACE	EDIM525	01 November 2018	1	5
ACE	EDIM526	05 November 2018	1	7
ACE	EDIM579	06 November 2018	2	8
ACE	EUCE511	08 November 2018	2	10
ACE	FROF571	13 November 2018	2	13
ACE	FROG571	15 November 2018	2	15
ACE	FROL571	20 November 2018	2	19

ACE	FROP571	19 November 2018	2	17
ACE	FROS571	13 November 2018	2	13
ACE	FSET511	05 November 2018	2	7
ACE	GBGK511	12 November 2018	2	12
ACE	GGGK521	19 November 2018	1	17
ACE	GCLK521	12 November 2018	1	12
ACE	GSGK511	19 November 2018	2	17
ACE	HIVA521	05 November 2018	1	7
ACE	LOBO571	13 November 2018	2	13
ACE	LOCK571	02 November 2018	2	6
ACE	LOHA571	16 November 2018	2	16
ACE	LSDL528	19 November 2018	1	17
ACE	LSED518	19 November 2018	2	17
ACE	LSIE518	07 November 2018	1	9
ACE	LSSH528	07 November 2018	2	9
ACE	MLED572	15 November 2018	2	15
ACE	MLED574	20 November 2018	2	19
ACE	MLED575	12 November 2018	2	12
ACE	MLED576	19 November 2018	2	17
ACE	NDWK522	19 November 2018	1	17
ACE	NVMI521	01 November 2018	2	10
ACE	NWPK511	12 November 2018	2	12
ACE	NWPK512	19 November 2018	2	17
ACE	NWPK521	12 November 2018	1	12
ACE	NWPK522	15 November 2018	1	15
ACE	ORAK511	29 October 2018	2	2
ACE	ORAK521	26 October 2018	1	1
ACE	ORLK511	31 October 2018	2	4
ACE	ORLK521	31 October 2018	1	4
ACE	SANK521	19 November 2018	1	17

ACE	SDEK522	14 November 2018	1	14
ACE	SPKK511	12 November 2018	2	12
ACE	SPRK521	12 November 2018	1	12
ACE	SSGK521	12 November 2018	1	12
ACE	TECH571	16 November 2018	2	16
ACE	VGAK511	19 November 2018	2	17
ACE	VGBK521	19 November 2018	1	17

## 6 Counselling

- a) Studying via ODL certainly poses a challenge to many students, since ODL students are usually employed and older, have families and other obligations, and often experience isolation with regard to their higher education.
- b) To assist students with their academic progress, as well as the accompanying logistics and administration, we have availed the Call Centre and various websites where students can get support and assistance.
- c) However, we recognise that there might be psychological or other constraints that could 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 have a positive attitude, be content and focus on their studies. It is endeavoured that these services will be available 24/7 (thus including weekends), and free of charge.
- d) The therapeutic service, called *INGRYP*, has infrastructure to offer counselling services to our students. Different types of counselling services are available, including:
  - i. interpersonal interactions;
  - ii. trauma counselling;
  - iii. personal trauma;
  - iv. HIV/Aids counselling; and
  - v. career guidance.
- e) Counselling services will be provided by professionals, including:
  - i. psychologists; and
  - ii. social workers.
- f) Note: these services are only available to our students. Have your student number and ID number ready when making contact.

g) Should you need immediate response, kindly dial the following number:  
Landline: +2718 299 1777.

h) **If you need an immediate response, kindly dial the following telephone number:**

SA: Toll free: 0800 16 73 47

i) **For NON-EMERGENCY purposes only (i.e. financial and legal advice):**

SMS: SA: 32341

International: 0027 8400 32341

Email: [help@lifeassist.co.za](mailto:help@lifeassist.co.za)

E-Support at [www.yourlifeassist.co.za](http://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 Learning Support Centres 2018<sup>2</sup>

### 1. Eastern Cape

<b>Bhisho</b>	<b>Lusikisiki</b>	<b>Port Elizabeth</b>
Bisho L/H.P School 1 Kauta Drive BISHO 5605	Ingwe FET College Ngqungushe Magwa Road LUSIKISIKI 4820	Hoërskool Cillie cnr Kempston and Uitenhage Roads Sydenham PORT ELIZABETH 6001
<b>Mthatha</b>		
Khanyisa High School (behind Shell Ultra City) East London Road (N2) Payne Location MTHATHA 5099		

### 2. Free State

<b>Welkom</b>		
St. Helena Primary School 14 Unicorn Road WELKOM 9459		

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<sup>2</sup> subject to change



### 3. Gauteng

<b>Johannesburg</b>	<b>Pretoria</b>	<b>Vanderbijlpark</b>
Weltevreden Park Primary School 41 Cockspur Road WELTEVREDEN PARK 1709	Susan Strijdom Training Centre 30 Gorden Road Colbyn Queenswood PRETORIA 0186	Quest Conference Estate cnr Goodyear and Curie Boulevard VANDERBIJLPARK 1911

#### 4. KwaZulu – Natal (KZN)

<b>Durban</b>	<b>Empangeni</b>	<b>Ladysmith</b>
Durban Teachers Centre 3 College Road Opposite Collegevale Primary School GLENPORT 4015	50 Tanner Street EMPANGENI 3880	Windsor Park High School Forbes Street LADYSMITH 3370
<b>Matatiele</b>	<b>Mkuze</b>	<b>Pietermaritzburg</b>
Bergview College 2 Davies Street MATATIELE 4730	Laerskool Mkuze cnr Dikkop and Kingfisher Street MKUZE 3965	ML Sultan Secondary School 8 Chota Motala Road PIETERMARITZBURG 3296
<b>Port Shepstone</b>	<b>Vryheid</b>	
Marburg High cnr Main Harding and Deepvale Roads Marburg PORT SHEPSTONE 4252	High School / Hoërskool Pionier 16 Landdros Street VRYHEID 3100	

#### 5. Limpopo

<b>Giyane</b>	<b>Polokwane</b>	
Giyane EMPC Nsami Dam Road Giyani 0826	Pietersburg English Medium Primary School (PEMPS) 45 Grobler Street POLOKWANE 0699	

#### 6. Mpumalanga

<b>Graskop</b>	<b>Ermelo</b>	<b>White River</b>
Panorama High School Eeufees Street Graskop 1270	Ligbron Akademie vir Tegnologie Voortrekker Street ERMELO 2350	Primary Witrivier Syd Cornwall Street White River

#### 7. Northern Cape

<b>Upington</b>	<b>Kuruman</b>	<b>Kimberley</b>
Upington College 1 Steve Naudé Street UPINGTON 8801	Kuruman Campus cnr Roos and Voortrekker Streets KURUMAN 8460	Hoërskool Noord-Kaap Hayston Road Hadison Park KIMBERLEY 8306
<b>Springbok</b>		

Namaqua Campus 112 Main Road OKIEP 8270		
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## 8. North-West Province

<b>Lichtenburg</b>	<b>Potchefstroom</b>	<b>Rustenburg</b>
Laerskool Burgersdorp 41 Beyers Naudé Drive LICHTENBURG 2740	North-West University Unit for Open Distance Learning (UODL) cnr Malherbe and Esselen Street entrance Building B11A Potchefstroom	Oom Paul School / Skool Lucas Street RUSTENBURG 0299
<b>Vryburg</b>		
Hoërskool Vryburg Mc Kay Street VRYBURG 8601		

## 9. Western Cape

<b>George</b>	<b>Oudtshoorn</b>	<b>Parow</b>
Glenwood School Glenwood Avenue Glenwood GEORGE 6530	South Cape College Adderley Street OUDTSHOORN 6625	Parow-West Primary School Ryan Street Parow 7500
<b>Worcester</b>		
National Institute for the Deaf 30 De La Bat Road Worcester 6850		

## 10. Namibia

<b>Katima Mulilo</b>	<b>Oshakati</b>	<b>Rundu</b>
Zambezi Vocational Training College Wenela Road KATIMA MULILO	Charles Anderson School Erf 4033, Ardoie Street ONGWEDIVA	Nantu Regional Office RUNDU
<b>Windhoek</b>	<b>Walvisbay</b>	
Windhoek Afrikaanse Privaatskool Drakensberg Street Eros Windhoek	Physical Address: The Dolphins School 38 Hage Geingob Street PO Box 4403 WALVISBAY	

## 8 UODL Examination centres for 2018<sup>3</sup>


<b>EASTERN CAPE</b>	<b>FREE STATE</b>	<b>GAUTENG</b>
Bizana	Bethlehem	Alberton
Cradock	Bloemfontein	Brixton
East London	Harrismith	Mabopane
Elliot	Ladybrand	Pretoria
Graaff-Reinet	Welkom	Randfontein
Grahamstown	Zastron	Springs
Idutywa		Vereeniging
Joubertina		
King Williams Town		
Lusikisiki		
Mount Frere		
Mthatha		
Port Elizabeth		
Queenstown		
Venterstad (not open for all)		
<b>KWAZULU NATAL</b>	<b>LIMPOPO</b>	<b>MPUMALANGA</b>
Cedar (not open for all)	Giyani	Bushbuckrid (MP Bursary)
Durban	Groblersdal	Elukwatini
Empangeni	Jane Furse	Ermelo
Eshowe	Lephalale	Graskop
Estcourt	Makhado	KamaQhekeza
Greytown	Modimole	Kamhlushwa
Igwavuma	Phalaborwa	Kinross
Jozini	Polokwane	Lydenburg
Kokstad	Thabazimbi	Middelburg
Ladysmith	Thohoyandou	Mukhanyo (not open to all students)
Matatiele	Tzaneen	Nelspruit
Mkuze		Piet Retief
Newcastle		
Pietermaritzburg		
Pongola		
Port Shepstone		
Stanger		
Ulundi		
Vryheid		

<sup>3</sup> subject to change

NORTH-WEST	NORTHERN CAPE	WESTERN CAPE
Delareyville	Calvinia (not open for all)	George
Klerksdorp	Colesberg	Oudtshoorn
Lichtenburg	De Aar	Parow
Mahikeng	Hopetown	Vredenburg
Potchefstroom	Kimberley	Vredendal
RBI Akanyang (not open for all)	Kuruman	Worcester
Rustenburg	Springbok	
Vryburg	Upington	
Zeerust		

NAMIBIA		SWAZILAND
Gobabis	Otjiwarongo	Manzini
Katima Mulilo	Outapi	
Keetmanshoop	Rundu	
Ondangwa	Walvis Bay	
Ongwediva	Windhoek	
Opuwo		

## 9 UODL Academic Manager, Faculty of Education

	<p><b>Prof Willem van Vollenhoven</b>  UODL Academic Manager in the Faculty of Education</p> <p><b>Contact details:</b>  +27 18 299 4542  B11 - G57  20739109@nwu.ac.za</p>
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## 10 UODL Administrative staff members

SECTION	TELEPHONE
<b>CALL CENTRE:</b> <i>(Student enquiries)</i>	+27 18 285 5900
<b>email</b>	DistancePotch@nwu.ac.za

## 11 Lecturers, Potchefstroom Campus, North-West University

### 11.1 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 call +2718 285 5900 for assistance with information regarding the lecturers or obtain their contact details (telephone numbers and email addresses) in the Tutorial Letters.

### 11.2 List of lecturers<sup>4</sup>

Name	Phone number	Subject	Building and office number	E-mail address
Dreyer, HH (Hermien)	018 285 2066	Mathematics	B11: G55	21168040@nwu.ac.za
Els, CJ (Christo)	018 299 2140	Life Orientation and Learner Support for Education	B11a: G59	10856803@nwu.ac.za
Mathebula, S (Solomon)	018 299 1471	Computer literacy and Special Needs Education	B10: G56	28266196@nwu.ac.za
Mamiala, D (Dikeledi)	018 285 2067	Mathematical Literacy	B11: G04	23229209@nwu.ac.za
Fransman, AA (Aubrey)	018 299 4551	Teaching & Learning, Geo	B11: G29	10691863@nwu.ac.za
Kgati, NC (Nozi)	018 299 4594	Teaching & Learning	B11: G64	12717762@nwu.ac.za

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<sup>4</sup> Subject to change

Tapala, T (Tshepo)	018 285 2084	ACE School leadership	B11: G47	Tshepo.Tapala@nwu.ac.za
Kruger, CG (Corne)	018 299 4586	Foundation Phase	B11: G57	11783672@nwu.ac.za
Labuschagne, SF (Lappies)	018 299 4555	Special Needs Education	B11: G11	10253076@nwu.ac.za
Laubscher, DJ (Dorothy)	018 299 4551	Math's	B11: G04	10218343@nwu.ac.za
Letsholo, R (Richard), Dr	018 299 4575	Setswana	B11: G35	13279335@nwu.ac.za
Mamiala, D (Dikeledi)	018 285 2067	Mathematical Literacy	B11: G04	23229209@nwu.ac.za
Matu, PP (Pumla)	018 299 2146	Foundation Phase	B11: G42	13257323@nwu.ac.za
Mdakane, M (Marry) Dr	018 299 4567	Philosophy & Research	B11: G49	10911502@nwu.ac.za
Modisakeng, PS (Philip)	018 285 20669	History & Geographic	B11: G08	13279378@nwu.ac.za
Els, CJ (Christo)	018 299 2140	Special Needs Education	B11a: G59	10856803@nwu.ac.za
Nel, JW (Johann)	018 299 4553	Geographic & Social Science	B11: G07	10053832@nwu.ac.za
Seleke, B (Benjamin)	018 285 2058	Technology	B11: G19	18047335@nwu.ac.za
Riekert, M (Marlene)	018 299 4599	Life Orientation	B11: G67	12402036@nwu.ac.za
Sieberhagen, HC (Hettie)	018 299 4554	English & RPL	B11: G09	11004932@nwu.ac.za
Van der Lith. SP (Sarel) Dr	018 299 4597	Education Management Leadership	B11: G51	10668330@nwu.ac.za
Van de Merwe, N (Niekie), Dr	018 299 4545	Human Movement	B11: G30	12923028@nwu.ac.za
Van Niekerk, MP (Molly), Dr	018 285 2070	ACE School leadership	B11: G10	10705023@nwu.ac.za
Varughese, J (James) Dr	018 285 2068	Computer Literacy	B11: G05	13279475@nwu.ac.za