

FACULTY OF EDUCATION

2018

OPEN DISTANCE LEARNING (ODL)

Prospectus (Information Booklet)



Advance Diploma in Education

Advanced Diploma in Education

ADE

SCHOOL OF PSYCHO-SOCIAL EDUCATION

Open Distance Learning students

PROSPECTUS (Information booklet)

2018

**North-West University
Faculty of Education**

Contact details:

Tel: +27 18 285 5900

Fax: +27 87 234 4957

Website: distance.nwu.ac.za/

Email: DistancePotch@nwu.ac.za

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

2. Direct all written correspondence to:**2.1 Academic matters:**

The Director: School for Psycho-social Education
North-West University
Potchefstroom
Private Bag X6001
Potchefstroom
2520
South Africa

2.2 Administrative matters:

The Unit for Open Distance Learning (UODL)
Building B11A
North-West University
Private Bag X6001
Internal Box 539
Potchefstroom
2520

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

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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 QUALIFICATIONS/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)

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

Fax: +27 87 234 4957

Website: distance.nwu.ac.za/

Email: 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 re-register for the module and 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 subparagraphs.

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 Academic and faculty rules

Dear student

The NWU revised the general academic rules of the university which are applicable to all current (enrolled) students, and the Faculty deems it necessary to highlight the following academic rules regarding your studies in this information booklet.

Should you have any further enquiries regarding academic rules, we would like to refer you to the following link to familiarise yourself with the rules the students commit themselves when they register to study at the NWU. www.nwu.ac.za/sites/www.nwu.ac.za/files/files/i-governance-management/policy/7P-Arules2015_e_1.pdf

The link to yearbooks of the NWU is: www.nwu.ac.za/yearbooks

General provision

Study Duration

A rule 1.3.3: Minimum and maximum duration of study

The **minimum and maximum duration of study** for the qualification programmes offered by the Faculty are as follows:

Advanced Diploma in Education

- Minimum 1 year and maximum 2 years. (contact)
- Minimum 1 year and maximum 3 years (distance)

Annual Registration

A rule 1.10.1: Annual registration (Refer to A rule 1.4, recognition as a student of the university)

1.10.1.1 Every returning student must register annually in their personal capacity, either by means of a paper-based or an electronic registration process, for the learning components that are prescribed for the specific study year, in accordance with the faculty rules applicable to the qualification, programme and module(s) concerned.

Faculty comment:

Please take note that it is imperative that all the ODL students must register annually.

Should a student be registered for a module, NWU views that student as active in the module, and they will have two examination opportunities to pass the module successfully. Should the student not pass the module after the first two successive examination opportunities, whether or not participation took place towards the participation mark and/or examination, the student will fail the module and will have to reregister and pay for the module again.

Kindly note that NWU will charge a fee to the student's account should a second examination session be utilised.

A rule 1.10.1.6: Two registration periods for the various levels and modes of study are annually determined in the university calendar, the second of which is reserved exclusively for registration of students in such distance programmes as may be identified annually by the responsible executive dean.

Faculty comment:

When a first registration is done for the second semester, it is done only for 6 months and then yearly as from January onwards.

Annual registration for specific programmes

ADE Special Needs

Provision is made for students to register for the ADE for two registration periods annually.

A rule 1.10.4.1: Subject to the applicable faculty rules and the applicable provisions regarding payable fees, a student may apply in the prescribed manner and within the period indicated for that purpose on the annual university calendar, **to amend, cancel or discontinue registration.**

A rule 1.10.4.2: Registration may be cancelled for a programme or a module, and entails that a student withdraws from the programme or module before formal tuition begins.

A rule 1.10.4.3: Timeous cancellation of registration is not reflected in a student's academic record and a pro-rata part of the registration fees, as well as the paid tuition fees, may be reimbursed.

Faculty comment:

*The last day for module amendments and cancellation will be **15 February 2018 for the first semester** and **15 August 2018 for the second semester**. In this case only a pro rata payment will be paid back to the student as study material had already been sent to students and there were administrative and postage fees.*

Remarking of examination work

A rule 1.13.7.7: Remarking of examination work at the request of a student is subject to the payment of the applicable fee.

Faculty comment:

*Distance students may apply for a remark of their examination answering scripts provided that the call centrum receives the request within 10 working days after results were released and only if a minimum examination mark of 35% **and** a final module mark of minimum 45% were obtained. The application form as well as the invoice of the required money paid should be submitted to the call centrum.*

NB It can take up to 3 months to receive the re-mark result. Students should thus plan and continue with their studies according to the published mark.

Progression requirements

A rule 1.16: Progression requirements: (Very important to note)

A rule 1.16.1: In order to ensure that a sufficient percentage of the credit load of the programme for which the student is registered is completed within the maximum duration allowed for the study –

A rule 1.16.1.1: a contact student must obtain at least 66% of the total credits that is required for the programme up to the historic year level for which the student is registered, and

A rule 1.16.1.2: a distance student must obtain at least 50% of the total credits that is required for the curriculum up to the historic year level for which the student is registered.

A rule 1.16.2: A student who fails to comply with the progression requirements provided for in rule 1.16.1 does not automatically qualify to continue study in the programme concerned.

A rule 1.16.3: After every examination period the executive dean concerned must, in consultation with the faculty management committee or other faculty structure concerned, review the academic records of all students to determine the students' compliance with the progression requirements.

A rule 1.16.4: Should the executive dean concerned decide to terminate a student's registration due to failure to comply with the progression requirements, the student may, within ten days of the date of such decision, submit to the faculty manager a motivated request in the prescribed form to be readmitted to the study.

A rule 1.16.5: The executive dean's decision to grant or refuse a request for readmission submitted in terms of rule 1.16.4 is final.

A rule 1.16.6: The executive dean reports all the decisions taken in terms of this rule to the registrar.

Faculty comment:

It is imperative that students abide within this rule, to ensure that their studies are not terminated.

A motivated request regarding the readmission to studies, must reach the ODL call centre within ten days of the date of decision.

Provisions for undergraduate qualifications

A rule 2.5.3: Number of examination opportunities

2.5.3.1 A student registered for an undergraduate module is entitled to use two consecutive opportunities per module to take the examination within the examination time tables set in the annual university calendar.

Faculty comment:

ODL students' second examination opportunity is in the following semester during the scheduled examination period. If a student fails a module the second time, or failed to use the two consecutive examination opportunities he/she needs to

reregister and pay the following year for this module and the previous participation mark will no longer be taken into account.

Qualification with distinction

A rule 2.6.2: Qualification with distinction (Undergraduate programmes)

2.6.2.1 In order to be awarded a qualification with distinction a student must achieve a weighted average of at least 75% for all the core modules identified as such in the faculty rules concerned, not taking additional modules taken by the student into account.

2.6.2.3 A part-time student or a student enrolled in a distance programme must complete the programme within the maximum time specified in the faculty rules in order to qualify for the award of the qualification with distinction.

2.6.2.4 The marks obtained in core modules completed at other institutions recognised by the university for the purpose must be taken into account when calculating the weighted average mark referred to in rule 2.6.2.1.

A rule 3.6.2.3: A part-time student or a student enrolled in a distance programme must complete the programme within the maximum time specified in the faculty rules in order to qualify for the award of the qualification with distinction.

2 General Academic Rules for ODL programmes

(Aligned to the NWU's Academic Rules)

2.1 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

2.2 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 a student is registered.

NWU web address: www.nwu.ac.za

2.3 Admission to examinations

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

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

2.4 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 ADE student must achieve a 40% participation mark to be admitted to the examination.

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

2.5 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 above-mentioned formula may not be less than 30% or more than 70%.

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

2.6 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

2.7 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 him/her 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.

2.8 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

3 Academic matters

3.1 Programme information: ADE Level 7

(Refer to the NWU Calendar for the programme at www.nwu.ac.za/p-fes).

■ Nature and general aims

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

■ Study duration and articulation

a) Study duration

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

b) Articulation

Professionally qualified teachers, who have completed an ADE, may proceed to a BEdHonours degree, or a Postgraduate Diploma in Education in a related field of study. Accumulated credits may also be presented for entry into a bachelor's degree in a related field of study, including a BEd degree.

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

Bachelor degree graduates, who have completed an ADE, may proceed to a Bed Honours degree, or an honours degree in a related field of study, or to a Postgraduate Diploma in Education.

■ Specific objectives

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

■ Admission requirements

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

Rules for the programme

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

The rules for the ADE 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

Programme outlay

The ADE is conferred in the following field of study: **Learner Support: Special needs**

Suggestion regarding the structuring of your curriculum

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

First semester		Second semester	
Module code	Cr	Module code	Cr
AADS 511	16	AHIV 521	8
ALSE 511	16	ALSD 521	16
ALSI 611	16	ALSS 521	16
ARES 511	8	AREM 521	24
CMPF 511	12		
Total 1st semester	56	Total 2nd semester	76
Total credits for the curriculum			132

- If you want to complete the programme over two years, see the following suggestion for the programme outlay;

FIRST YEAR			
First semester		Second semester	
Module code	Cr	Module code	Cr
AADS 511	16	ALSI 511	16
ALSE 511	16	ARES 511	8

CMPF 511	12		
SECOND YEAR			
AREM 521	12	AREM 521	12
AHIV 521	8	ALSD 521	16
ALSS 521	16		

Language

Study guides for all the modules are available in both English and Afrikaans. 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.

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 may 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.

3.2 Teaching and learning arrangements

Assessment (assignments and examination)

3.2.1.1 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) 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.

- h) 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.



i) **Important to know**

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

j) **Due dates**

Assignments	Portfolio
07 April 2018	26 May 2018
08 September 2018	20 October 2018

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

- a) 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/>

- b) 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.

- c) 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).
- d) 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.

3.2.1.2 Examination

- a) **No examination information sessions** will be facilitated at the 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: +2782 779 6390.
- 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 reregister and pay for the module to obtain the opportunity to write it again in the July examination the following year.
- viii. Examination regulations appear in each answer book. Any irregularities during examinations are considered a serious offence and the necessary steps will be taken.
- ix. Dishonesty during the examination could lead 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 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
 - 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 may 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.

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 will be marked as well as moderated, and marks will be verified (re-counted) to ensure that the correct marks are allocated. You may, however, apply for a re-mark if all of 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
 - 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
- ii. **or on the Open Learning Group's 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.

Cancellation of studies/Expulsion process

3.2.2.1 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 no: 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 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.

3.2.2.2 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 March, 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.

3.2.2.3 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.

4 Administrative matters

4.1 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.

4.2 Financial arrangements

██████ 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).

██████ Credit amounts on a University account

- a) If a credit balance arises on a University account, application may be made on the prescribed form for payment of the credit amount per cheque or direct transfer; no credit will be paid out in cash.
- b) Credit balances on student accounts will only be paid out against acceptable proof of your identity. Payment to any other person than you will be made only upon your written authority 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.
- c) Official application forms for credit payments are available at student account enquiries, on the website, or 018 299 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.

██████ 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: +27 18 293 5230/5234/5252
+27 18 293 5313/5314/5315

Email: PUK-studyfees@nwu.ac.za

██████ Web address

The complete Fees Payable and Financial Rules are available at: www.nwu.ac.za/gelde

5 Contact sessions and Year Programme

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

5.1 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 the Learning Support Centre on one specific date.
- d) **Timetables for all** the 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 Centre. Dates, times and the Learning Support Centre 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 for assistance 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! The majority of sessions in 2018 at all Learning Support Centres will be facilitated by utilising the interactive whiteboards. Your Year Programme will clearly indicate which sessions will be facilitated on the interactive whiteboards, and which will be facilitated by facilitators. Modules facilitated by facilitators at the Learning Support Centres will only be facilitated at the indicated times, as indicated in

your Year Programme. If you were not able to view a session at a study centre because of technical problems or load shedding you may download these sessions from the link and web pages provided below. Tutorial notes, examination information, previous examination papers, PowerPoint presentations and recorded sessions are available on <http://distance.nwu.ac.za/> or <http://distance.nwu.ac.za/af> or <http://distance.nwu.ac.za/downloads>

- l) 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. 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 Supporting 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) 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 on the interactive whiteboards will be facilitated at the scheduled times, as indicated in your Year Programme. Please ensure that you are on time for the scheduled modules/programme. Familiarize yourself with times of modules on specific dates. You may attend contact sessions at the Learning Support Centre of your choice.
- q) For additional information regarding your studies, also visit the Facebook page for the UODL or Unit for Open Distance Learning.

5.2 Contact tuition information

Interactive Whiteboard sessions

- a) Contact sessions are provided at Learning Support Centres during **Interactive Whiteboard sessions** (IWB). This implies that the lecturer

responsible for the module will lecture in 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) **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 normally have a higher success rate.
- b) During these sessions, you will **meet with relevant academic professionals** who will give you advice on your assignments, 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 Learning Support Centres, but must indicate such a preference well in advance.
- f) **Only modules**, as indicated **on the timetable**, will be facilitated on the assigned dates.
- g) Timetables for all sessions scheduled from January 2018 to 31 December 2018, are included in this information booklet.

5.3 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 to 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 7796 390 (Saturdays 08:00 – 16:00).
- g) **CMPF 511**

Please remember: First time registering students for ADE, will as from 2018 be registered for CMPF 511 instead of AICT 521. Students that have already registered for the ADE for the 2016/2017 academic year will still complete the AICT 521 as per the program they enrolled for. The AICT 521 module will be phased out in this way.

- The purpose of the CMPF511 module is to enhance a student's computer literacy for effective use in an educational environment.
- All ADE students are registered for CMPF 511. If a student has already successfully passed a computer literacy module, the student will receive full exemption for the module.
- If a student has not passed a computer literacy module, but feel that he/she is computer literate, the student can do an online competency test. The student needs to send an email requesting to do the test. Full details are available in the tutorial letter.
- Students that have passed CLFE 511 will not automatically receive exemption for CMPF 511 and also have to e-mail a request to do the competency test.
- No examination will be written in this module. Students need to submit a portfolio via e-mail. Full details are available in the tutorial letter.

* **Time slots for the CMPF 511 will be on 17 February, 3 April and 19 May at 18:30.**

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

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

5.4 Contact session timetable for 2018

(The contact session timetable includes information regarding Learning Support Centres, **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.

ADE timetable 2018¹

FIRST SEMESTER 2018

Time slots for the CMPF 511 will be on 17 February, 3 April and 19 May at 18:30.

You can download the CMPF 511 White Board presentation from the ODL: distance.nwu.ac.za/downloads

Saturday, 03 February	
Time	Whiteboard 1
	ADE
08:00	AADS 511
09:00	ALSE 511
10:00	ALSI 511
11:00	AHIV 521
12:00	ALSD 521
13:00	ALSS 521
14:00	AREM 521
15:00	ARES 511
16:00	AICT 521 (see par 5.3 .g)
Monday, 09 April	
Time	Whiteboard 3
	ADE
08:00	AADS 511
09:00	ALSE 511
10:00	ALSI 511
11:00	AHIV 521
12:00	ALSD 521
13:00	ALSS 521
14:00	AREM 521
15:00	ARES 511

¹ Subject to change

16:00	AICT 521 (see par 5.3 .g)
Saturday, 12 May	
Time	Whiteboard 3
	ADE
08:00	AADS 511
09:00	ALSE 511
10:00	ALSI 511
11:00	AHIV 521
12:00	ALSD 521
13:00	ALSS 521
14:00	AREM 521
15:00	ARES 511
16:00	AICT 521 (see par 5.3 .g)
SECOND SEMESTER 2018	
Saturday, 04 August	
Time	Whiteboard 3
	ADE
08:00	AADS 511
09:00	ALSE 511
10:00	ALSI 511
11:00	AHIV521
12:00	ALSD 521
13:00	ALSS 521
14:00	AREM 521
15:00	ARES 511
16:00	AICT 521 (see par 5.3 .g)
Saturday, 06 October	
Time	Whiteboard 3
	ADE
08:00	AADS 511

09:00	ALSE 511
10:00	ALSI 511
11:00	AHIV 521
12:00	ALSD 521
13:00	ALSS 521
14:00	AREM 621
15:00	ARES 511
16:00	AICT 521 (see par 5.3 .g)
Saturday, 20 October	
Time	Whiteboard 1
	ADE
08:00	AADS 511
09:00	ALSE 511
10:00	ALSI 511
11:00	AHIV 521
12:00	ALSD 521
13:00	ALSS 521
14:00	AREM 521
15:00	ARES 511
16:00	AICT 521 (see par 5.3 .g)

5.5 Suggested accommodation

(Please make your own arrangements!)

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

6 Examination Timetable

- The first semester examination will take place from **31 May to 26 June 2018**.
- The second semester examination will take place from **29 October – 21 November 2018**.
- **Please note that the above dates are subject to change.**

a) Notes:

- Ensure that you are registered for the examination at a specific Learning Support Centre.
- Should you need to change your examination centre, please call +2718 285 5900.
- 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.
- If you should fail to change your examination 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.

May/June 2018				
Module		Date	Session 1 = 9:00 Session 2 = 14:00	
ADE	AADS511	30 May 2018	1	1
ADE	AHIV521	14 June 2018	2	2
ADE	ALSE511	04 June 2018	1	3
ADE	ALSI511	07 June 2018	1	6
ADE	ALSS521	11 June 2018	2	6
ADE	ARES511	13 June 2018	1	9
ADE	AICT511	01 June 2018	1	15
ADE	ALSD521	06 June 2018	1	6

October/November 2018				
Module		Date	Session 1 = 9:00 Session 2 = 14:00	
ADE	AICT521	30 October 2018	1	1
ADE	AADS511	26 October 2018	2	1
ADE	AHIV521	12 November 2018	1	2
ADE	ALSD621	2 November 2018	1	4
ADE	ALSE511	31 October 2018	2	3
ADE	ALSI511	05 November 2018	2	6
ADE	ALSS521	07 November 2018	1	6
ADE	ARES511	09 November 2018	2	9
ADE	AICT511	15 November 2018	1	15

7 Counselling

- a) Studying via ODL certainly poses a challenge to many students, since such students are usually employed and older, and have families and other obligations, and often experience isolation with regard to their higher education.
- b) To assist you with your academic progress, as well as the accompanying logistics and administration, we have availed the Call Centre and various websites where you can get support and assistance.
- c) However, we recognise that there might be psychological or other constraints that could dissuade you from focusing on your studies. For this reason, we also have a 24-hour tele-counselling service available to you: 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 the infrastructure to offer counselling services to you. 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 the need arise for counselling, different ways for requesting advice are available, depending on the type of counselling required.
- h) **If you need an immediate response, kindly dial the following telephone number:**

SA: Toll free: 0800 16 73 47

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

SMS: SA: 32341

International: 0027 8400 32341

Email: help@lifeassist.co.za

E-Support at www.yourlifeassist.co.za

Note: We are of the opinion that you will benefit from this service. Successful students remain our goal.

8 Provincial list of Learning Support Centres 2018²

8.1 Eastern Cape

Bisho	Lusikisiki	Port Elizabeth
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
Mthatha		
Khanyisa High School (behind Shell Ultra City) East London Road (N2) Payne Location MTHATHA 5099		

² subject to change

8.2 Free State

Welkom		
St. Helena Primary School 14 Unicorn Road WELKOM 9459		

8.3 Gauteng

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

8.4 KwaZulu – Natal (KZN)

Durban	Empangeni	Ladysmith
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
Matatiele	Mkuze	Pietermaritzburg
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
Port Shepstone	Vryheid	
Marburg High cnr Main Harding and Deepvale Roads Marburg PORT SHEPSTONE 4252	High School / Hoërskool Pionier 16 Landdros Street VRYHEID 3100	

8.5 Limpopo

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

8.6 Mpumalanga

Graskop	Ermelo	White River
Panorama High School Eufeess Street Graskop 1270	Ligbron Akademie vir Tegnologie Voortrekker Street ERMELO 2350	Primary Witrivier Syd Cornwall Street White River

8.7 Northern Cape

Upington	Kuruman	Kimberley
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
Springbok		
Namaqua Campus 112 Main Road OKIEP 8270		

8.8 North-West Province

Lichtenburg	Potchefstroom	Rustenburg
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
Vryburg		
Hoërskool Vryburg Mc Kay Street VRYBURG 8601		

8.9 Western Cape

George	Oudtshoorn	Parow
Glenwood School Glenwood Avenue Glenwood GEORGE 6530	South Cape College Adderley Street OUDTSHOORN 6625	Parow-West Primary School Ryan Street Parow 7500

Worcester		
National Institute for the Deaf 30 De La Bat Road Worcester 6850		

8.10 Namibia

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

9 UODL Examination centres for 2018³

EASTERN CAPE	FREE STATE	GAUTENG
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)		
KWAZULU NATAL	LIMPOPO	MPUMALANGA
Cedar (not open for all)	Giyani	Busbuckridge (MP Bursary)
Durban	Groblerdal	Elukwatini
Empangeni	Jane Furse	Ermelo
Eshowe	Lephalale	Graskop

³ subject to change

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		

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		

10 UODL Academic Manager, Faculty of Education

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

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

12 Lecturers, Potchefstroom Campus, North-West University

12.1 Appointments/communication with the NWU's academic staff

- a) Lecturers will be 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 from 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) on the tutorial letters

12.2 List of lecturers⁴

Module	Name	NQF level	Credits	Lecturer
AADS 511	Advanced Communication Skills & Lay Counseling for Educators	7	16	Dr E Fouche & Mr L Labuschagne
AHIV 521	HIV/Aids: Legislation, Counseling & Support	7	8	Mr C Els
ALSD 521	Disabilities & Learning Difficulties in Education	7	16	Mr L Labuschagne & Mrs S Smit
ALSE 511	Emotional & other Difficulties in Education	7	16	Dr I Kok & Mr L Labuschagne
ALSI 511	Inclusive Education: A policy perspective	7	16	Me S Smit & Dr M Neethling
ALSS 521	Social and Health issues in Education		16	Dr I Kok & Mr L Labuschagne
AREM 521	Applied Support in Special Needs Education	7	24	Dr M Neethling & Me S Smit
ARES 511	Introduction to Education Research	7	8	Dr C vd Vyver
AICT 521	Technology and Computer Literacy for Educators	5	12	Mr R van der Walt

⁴ subject to change