

FACULTY OF EDUCATION

2018

OPEN DISTANCE LEARNING (ODL)

Prospectus (Information Booklet)



Advance Diploma in Teaching

ADVANCED DIPLOMA IN TEACHING
ADT
SCHOOL FOR MATHEMATICS, NATURAL SCIENCES AND TECHNOLOGY
FOR 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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Executive Dean's letter

Dear ODL student

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

Through the ADT programme you will be academically equipped for your leadership task in the teaching profession. You will note that the ADT programme is centred around three objectives, namely to provide a holistic orientation in Education as a science, to provide you with relevant research training in Education and to give you an introduction to a particular area(s) of specialisation within Education.

On attainment of these objectives, you should be equipped to successfully progress to postgraduate study. This implies that your lecturers will make high, but not unreasonable, academic demands of 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



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)

Oop afstandsl eer verwys na 'n aflewering smodus wat op beter toeganklikheid tot onderwys en opleiding fokus en struikelblokke soos tyd, plek en tempo van leer beperk of uitskakel. Die NWU bevorder oop afstandsl eer deur studente toe te laat om óf in Januarie óf in Junie vir die modules van 'n program te registreer, nasionaal en internasionaal tegnologie-gesteunde onderrig en eksamen geleenthede by verskillende leerondersteuningsentrums aan te bied, en studente-ondersteuning te verskaf om die studente se leerervaring te verbeter. Studente wat oor 'n afstand studeer, is steeds aan spesifieke toelatingsvereistes soos deur die Institusionele Toelatingsvereisteskomitee bepaal word, vaste datums vir die aanvang van akademiese programme, 'n minimum en maksimum duur vir die voltooiing van hulle studie, en spesifieke geskeduleerde assesseringsgeleenthede onderhewig. (Bylae tot die Algemene Akademiese Reëls van die NWU: Woordelys van Onderrig-Leer-verwante begrippe en benamings).

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.

Die Eenheid vir Oop Afstandsl eer aan die NWU, geleë in Potchefstroom, lewer namens die verskillende fakulteite verskeie afstandprogramme by 'n aantal leerondersteuningsentrums in Suider-Afrika.

Contact details / Kontakbesonderhede:

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Website/Webwerf: distance.nwu.ac.za/

Email/ E-pos: DistancePotch@nwu.ac.za

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

SMS: *Stuur* 'n SMS aan **43366**
NWU[spasie]**Studentenommer**[spasie]**vakkode**[spasie] **en die vraag.**

Adress all written correspondence to: / Rig alle skriftelike korrespondensie aan:

Academic matters/ Akademiese aangeleenthede:

The Academic Manager: UODL / *Die Akademiese Bestuurder: EOAL*

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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

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.

Dear student,

This Information booklet contains important administrative and academic information you might need during your studies at the NWU (UODL).

- 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.
- Contact sessions are not compulsory. No booking needed to attend contact/whiteboard sessions.
- **Take note!!!!** The majority of sessions in 2018 at all LSCs will be facilitated utilising the interactive whiteboards. The timetables included in this booklet clearly indicate times and dates for Interactive whiteboards (IWB) and facilitator sessions. Timetables and schedules for all sessions as from 1 January 2018 – 31 November 2018 are included in this booklet. Modules will not be separately facilitated by facilitators at Learner Support Centres. An accredited facilitator will be present during whiteboard sessions for that programme on a specific date to assist students. **Please familiarize yourself with your timetable.**
- The majority of centres have four (4) interactive whiteboards. Please familiarize yourself with how many whiteboards at your centre. If only three whiteboards are available at your centre but sessions are scheduled for a fourth whiteboard please enquire from 018 29 4561 or

consult with the LSC list in this document for an alternative centre where you can attend.

- **If an SMS is sent out to you regarding contact sessions please refer to your Year Programme at before contacting lecturers or the helpdesk.** Not all SMS's are applicable to all students. SMS's will not be sent out for all sessions. In all cases please refer to your year programme regarding contact sessions in your area.
- If you did not receive any notification/SMS reminding you of contact sessions, please contact 018 2855900 to update your contact details on their NWU system. It remains the responsibility of students to contact the NWU should your contact information and postal address change during your studies.
- If 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>
- 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

- Resource centre staff and staff at the LSC 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 LSC.
- Should you need to make photocopies of any documentation that is made available or printed at the LSC the student is responsible for the cost per page as is set out at the LSC.

General information and important contact numbers

- Telephone number for **administrative queries and administrative queries**: 018 285 5900.
- Please stick with the format of assignments as is stipulated in the tutorial letters. Refrain from using Bantex/plastic bags, ring binders, etc.

Wi-Fi at study centres

- At some Learner 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.

Submitting of assignments at study centres (Paper-based programmes)

- Assignments may only be placed in the post box placed at each of the Learner Support Centres. Centre managers will courier all assignments to NWU (UODL). A copy of each assignments deposited at the Learner Support Centre must be kept by students should the posted assignment get lost. Students may however still post or courier assignments to NWU (UODL) but for the student's cost. **LSCs is not responsible to make copies of assignments or supply students with envelopes for assignments that is placed in the post box**
- **NB!!! Assignments placed into the post box at Learner 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)**
- If unsure where to attend contact classes in your area, please call 018 285 5900 or 082 7796 390.
- Bookings for computer practical sessions will be communicated to all students throughout a SMS. Students must then reply to this SMS. All arrangements will be communicated to students via the SMS.
- Should you experience problems with facilitators or facilitation at tuition centres please contact 082 779 6390 or 018 2855900.
- When attending contact sessions students are requested to complete attendance registers per module they attend. Even if sessions are facilitated by means of the interactive whiteboards attendance lists must be completed for all modules
- BA Policing practice will only be facilitated at:
- The BEd (Foundation, Intermediate and Senior phase) programme will **possibly** be facilitated at the following study centres. Final centres will be communicated to you:

Durban, Ermelo, George, Johannesburg, Kuruman, Okiep, Parow, Polokwane, Port Elizabeth, Potchefstroom, Pretoria, Rustenburg, Upington, Vryburg, Vryheid, Empangeni, White River .

1 A rules and Faculty rules in ODL booklets

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.

http://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:

<http://www.nwu.ac.za/yearbooks>

1.1 General provisions

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:

(1) Diploma in Grade R Teaching

- Minimum 3 years and maximum 5 years (contact)
- Minimum 3 years and maximum 6 years (distance)

(2) Advanced Certificate

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

(3) Advanced Diploma in Education

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

(4) Bachelor of Education

- Bachelor of Education (BEd): Minimum 4 years and maximum 6 years (contact mode) (refer to A rule 1.14.1.4);
- Bachelor of Education (BEd): Minimum 4 years and maximum 8 years (distance) (refer to A rule 1.14.2.4).

(5) Post Graduate Certificate in Education / Advanced Diploma in Teaching

- Minimum 1 year and maximum 2 years (contact)

- Minimum 1 year and maximum 3 years (distance)

(6) Bachelor of Education Honours (BEdHons)

- Minimum 1 year and maximum 2 years (contact)
- Minimum 1 year and maximum 3 years (distance) (BEdHons students are strongly advised to enrol for a minimum of 2 years.)

A rule 1.8: Linked and concurrent modules (These modules are identified clearly in the faculty yearbook applicable to your studies.

1.8.1 Linked modules, being modules identified as assumed learning for a subsequent module or modules, must be specified in faculty rules.

1.8.2 Linked modules must have been passed before a student may register for a successive module.

1.8.3 The passing of modules may be specified in faculty rules as a concurrent requirement for the recognition of the passing of another module, in which case such modules may be taken in a semester prior to, or in the same semester as the module for which it is a concurrent requirement.

Faculty comment:

ODL students must, before registration, make sure that the modules they would like to register for in a specific year are correct according to the yearbook.

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.

Annual registration for specific programmes

ADT:

Students (contact and distance) register for the ADT only during the first annual registration period. The modules offered are synchronised for the modes of delivery.

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.*

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.

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.

1.2 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.

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.

1.3 The bachelor honours degree and the postgraduate diploma

A rule 3.6.2: Qualification with distinction

A rule 3.6.2.1: In order to be awarded a bachelor honours degree or postgraduate diploma 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.

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.

A rule 3.6.2.4: 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 3.6.2.1.

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 Senate and Council http://www.nwu.ac.za/content/policy_rules.

2.2 ODL examination opportunities

ODL examination opportunities are scheduled during June/July and Oct/Nov 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 time tables, the NWU and OLG websites, MOODLE, and examination letters. The number of examination opportunities per module is determined according to the maximum study period of the qualification for which a student is registered.

NWU web address: <http://www.nwu.ac.za>

2.3 Admission to examinations

According to Academic Rules, 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 assignments and obtaining a participation mark for the prescribed assignment(s), as stipulated within every module-specific tutorial letter. The ADT student must achieve a 50% 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, (except when stated otherwise in a particular module) the participation mark for modules in the ADT carries a weight of 50% and the examination mark a weight of 50%.

NB! Owing to the fact that assignments may 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.

2.6 Unsatisfactory academic performance

A student whose academic performance is found to be unsatisfactory will receive a formal written warning from the Deputy Dean: FES or an administrator authorised by him. Thereafter, if progress is still unsatisfactory, the student will be dealt with in terms of the General Academic Rules.

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 Deputy Dean: FE or an administrator authorised by him 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 the Academic Rules.

Only in exceptional cases, and on the grounds of irrefutable evidence, the Deputy Dean: FE, or the school director, or the programme leader authorised by the Deputy Dean, 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: http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/i-governance-management/policy/2P-2.4.3.2_plagiarism%20and%20dishonesty_e.pdf

3 Academic matters

NOTE: According to the HEQSF, the title Post Graduate Certificate may be used to denote a qualification in education, which conforms to all the specifications and requirements of an Advanced Diploma, as stipulated in the HEQSF, including admission requirements, purpose, characteristics and progression routes.

3.1 Programme information: ADT

(Refer to the NWU Calendar of the Programme at <http://www.nwu.ac.za/e-yearbook-index>).

3.1.1 Nature and general aims

The ADT programme in the Faculty of Education Sciences of the North-West University prepares student teachers to become competent professional educators in a variety of educational and training careers. The overarching goal of the educational experience in this particular programme is to provide all our students with the knowledge, skills and attitudes to live and work in a globally interdependent world, and with support services to help them succeed. This requires a conscious, purposeful, sustained and social-constructivist focus on the actual learning of students that may take place because of their interactions in specific study-related groups. For this reason, this academic programme also seeks to foster inclusivity, and to develop a sense of personal and social responsibility and ethical conduct in and among students by encouraging involvement in environmental, community and public service affairs. It endeavours to offer and cultivate a teaching-learning environment that is hospitable to diverse socio-conventional and linguistic interests and activities.

The ADT focuses on the initial training of teachers for teaching in the Senior and Further Education and Training (FET) Phases, thus Grades 7 to 12. It serves as a professional capping qualification for candidates who have completed a relevant B-degree or qualification with at least 360-credits and wish to enter the teaching profession. Students, who have obtained this qualification with its focused vision on classroom practice, will be able to fulfil all the contextual roles and competencies of an effective educator.

The programme equips and empowers prospective educators in the Senior and FET Phases to develop and

- demonstrate a deep knowledge and understanding of education theory and practice;
- integrate education theory and practice as applied competence;
- demonstrate, as well as implement subject-specific pedagogical competencies that embrace teaching, learning and assessment in practice;

- demonstrate knowledge, skills, attitudes and values, in order to become responsible, independent and contributing scholars of the professional educational community in a diverse and changing national and international context; and to
- demonstrate critical, creative and reflective problem-solving skills within educational and societal contexts.

The qualification consists of a minimum of 140 credits, divided into 15 modules, which include fundamental and generic modules, specialisation methodologies, as well as some additional modules.

3.1.2 Study duration and articulation and phasing in dates

a) Study duration

The minimum duration of study is one year (two examination opportunities), and the maximum duration three years (six examination opportunities).

b) Phasing in dates

The first intake for ODL ADT occurred from January 2017.

c) Articulation

This specialised qualification will provide the successful student with both horizontal and vertical articulation possibilities. To articulate vertically, a student can seek access to the BEdHons (NQF 8) or a Postgraduate Diploma in Education (NQF 8), specializing further in a related subject, phase or practice contained in this initial qualification. The NQF Level 8 qualifications ensure access to further postgraduate studies (Master's & Doctoral Degrees) in related study areas. A horizontal articulation is also possible to the AdvDip (Education) qualification at NQF level 7, for students who wish to develop a new role in support teaching and learning, for example, school librarianship, education for the deaf, etc.

3.1.3 Admission requirements

An undergraduate university degree with **two** recognised **school subjects**, or a recognised qualification, with a minimum of 360 credits at NQF level 6 that includes at least two recognised **school** subjects.

Students should also be able to enrol for two methodology subjects, in order to obtain the qualification.

The curriculum for the qualification is structured as follows:

A recognised school subject at level 3 +

a recognised school subject at level 2 (depending on subject-specific requirements).

In the event of a choice between methodologies for academic subjects already obtained in a prior qualification, a student must select from such subjects the two at the highest level. In the case of languages, the relevant language must be at year level 3.

Note: A recognised school subject will be included in the Department of Basic Education's official list of school subjects and completed in an already obtained qualification.

Examples of recognised school subjects completed in an already obtained qualification:

Languages (Afrikaans, English or Setswana), Geography, History, Mathematics, Sociology and Psychology, Human Movement Sciences, Life Sciences (Physiology, Botany, Zoology), Physical Sciences (Physics, Chemistry), Business Management, Accounting, Economics, Tourism, Information Technology, Music and Art.

3.1.4 Faculty-specific requirements

Faculty specific exceptions:

- A student who wants to take **Life Sciences** as a methodology need to present one of the following subjects Botany, Zoology or Physiology on level three and the other two on level one.
- A student who wants to take **Physical Sciences** as a methodology need to present one of the subjects Chemistry or Physics on level two and the other one on at least level 1.
- A student who wants to take the Methodology of **Life Orientation** must have a combination of **Psychology** and any one of the following subjects on degree level: Sociology, Human Movement Science, Labour- and Industrial studies, Philosophy, Political Science or Nutrition. *Due to the high volume of Life Orientation applications, a cut-off point of 65% average for the highest subject contributing to the Life Orientation methodology is set.*
- A student who wants to take the methodology of **Geography** needs to prove knowledge of GIS.
- A student who wants to take the methodology of **Mathematics** must have completed Mathematics on level 2 or otherwise Mathematics on level 1 with one of the following on level 2: Statistics, Mathematical Statistics, Applied Mathematics and Financial Mathematics.
- Specific rules apply for the senior phase specialisation:

- It is compulsory for a student in **Natural Sciences** to have background knowledge in Physical Sciences, Life Sciences and Physical Geography.
- It is compulsory for a student in **Social Sciences** to have background knowledge in History and Geography.
- It is compulsory for a student in **Economic Management Sciences** to have background knowledge in Business Management, Economics and Accounting.
- It is compulsory for a student in **Creative Arts** to have background knowledge in Art.
- It is compulsory for students in **Visual Arts** to have background knowledge in Music.
- It is compulsory for students in **Life Orientation** to have background knowledge of Physical Education.

3.1.5 Rules for the programme

(Refer to the NWU Calendar of the ADT).

The rules for the ADT Programme should be read in conjunction with the General Academic Rules of the University (A-Rules), which are available on the Internet at: http://www.nwu.ac.za/content/policy_rules

3.1.6 Programme outlay

- The ADT curriculum is compiled of compulsory (fundamental and core) modules, as well as two methodologies from the list of available methodologies. Methodologies will be allocated to the student by the NWU, in conjunction with the guidelines of the Department of Education, during the application and admission process.
- Below is the module list for the ADT qualification.

Module code	Descriptive name	Prerequisites	Credits
Fundamental modules (Compulsory)			
RESF 511	Introduction to research in education		8
ENTL 521	English as a medium of instruction		8
LIFF 522	Life skills for educator		8
Core modules (Compulsory)			
EDCC 514	Education theory and Education law		8
EDCC 515	Assessment in educational contexts		8
EDCC 516	Professional and curriculum studies		12
EDCC 517	Work integrated learning 1	It is a prerequisite that a student must meet with all the requirements to pass Work Integrated learning.	12
EDCC 524	Educational psychology: Barriers to learning & development		8
EDCC 525	Education systems and administration		8

EDCC 527	Work integrated learning 2	It is a prerequisite that a student must meet with all the requirements to pass Work Integrated learning.	12
Additional modules (non-credit bearing)			
CMPF 511	Information and communication technology		12
AFCL 121	Kommunikasie in Afrikaans		8
SECF 521	Communication in Setswana		8
Available Methodologies (Compulsory, as indicated)			
ACCD 512	Accounting methodology	Accounting level 2.	12
AFRD 512	Afrikaans metodiek	Afrikaans level 3	12
AFRD 522	Afrikaans metodiek		12
ARTD 512	Visual arts methodology	History of art and fine or graphical arts level 2. If a student only has history of art, proof of practical skills must be submitted by means of a portfolio.	12
ARTD 521	Visual arts methodology		12
ARTS 511	Creative arts in the senior phase	Compulsory for students with only background knowledge in music.	8
ARTS 521	Creative arts in the senior phase	Compulsory for students with only background knowledge in music.	8
BSTD 512	Business studies methodology	Business Management level 2 with a background knowledge in Economics and	12

		Accounting.	
CATD 512	Computer application technology methodology	Information technology/Computer science level 2.	12
CATD 521	Computer application technology methodology		12
CTED 522	Civil technology methodology	TTED 512.	12
ECOD 512	Economics methodology	Economics Level 2 with background knowledge in business management and accounting.	12
EGDD 512	Engineering graphics and design methodology	Graphics or any other relevant modules level 2	12
EGDD 522	Engineering graphics and design methodology		12
ENGD 512	English methodology	English level 3	12
ENGD 522	English methodology		12
ETED 522	Electrical technology methodology	TTED 512	12
GEOD 512	Geography methodology	Geography level 2. Background knowledge in GIS and background knowledge in history.	12
HISD 512	History methodology	History level 2 with background knowledge in Geography.	12

INTD 512 ¹	Information technology methodology	Information technology/Computer science level 2	12
INTD 521	Information technology methodology	INTD512	12
LABD 522	Economic and management sciences methodology	Knowledge in business management, accounting and economics.	12
LAND 522	Natural sciences methodology	Knowledge in life sciences, physical sciences and physical geography	12
LASD 522	Social sciences methodology	Knowledge of history and geography	12
LIFD 512	Life sciences methodology	See 3.1.4	12
LIFF 522	Life skills for the educator		8
LLOD 512	Life orientation methodology	See 3.1.4	12
LLOD 522	Life orientation methodology		12
MATD 512	Mathematics methodology	Mathematics level 2 (See 3.1.4)	12
MATD 522	Mathematics methodology		12

¹ INTD512 -The student need to purchase the software RAD Studio Embarcadero 10.1 himself - contact Computek (Jolize de Villiers or Dumo Zwane - email: jolize@computeknetworks.com dumo@computeknetworks.com)

The student is required to study all aspects of the Delphi programming language on his own (e.g. matrices, arrays, objects and classes, procedures and functions), if he do not have knowledge about Delphi, since Delphi is implemented in all provinces in South-African schools from Grade 10 (Java is phased out in schools).

The student should be able to develop a comprehensive object-oriented Delphi PROGRAMMING PROJECT as an example of a PAT-task in the didactics class to apply various knowledge and skills (study guide 2017).

MSVD 512	Music methodology	B.Mus.	12
MTED 522	Mechanical technology	TTED 512	12
PESP 511	Physical education	Human movement sciences/Sports science, Biokinetics and Kinderkinetics Level 2	12
PESP 521	Physical education		12
PHSD 512	Physical sciences methodology	See 3.1.4	12
RSVD 512	Religion studies	Religion or Social anthropology 2	12
SEMD 512	Setswana methodology (First language)	Setswana level 3	12
SEMD 522	Setswana methodology (First language)	Setswana level 3	12
SEND 512	Setswana methodology (First additional language)	Setswana (second language) level 3	12
SEND 522	Setswana methodology (First additional language)	Setswana (second language) level 3	12
TRVD 512	Tourism methodology	Tourism level 2.	12
TTED 512	FET technology methodology	Technical qualification with Electrical, Mechanical or Civil Engineering at level 2	12
VWVD 512	Consumer studies methodology	BSc Consumer sciences	12
VWVD 521	Consumer studies methodology		12

CMPF 511 NOTE:

- The purpose of the module is to enhance a student's computer literacy for effective use in an educational environment.
- All ADT, ADE and ACT 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.
- 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.

3.1.7 Suggestion regarding the structuring of the curriculum

Compilation of curriculum: O401P: Open Distance Learning

Although the student may complete modules in any given order, the guideline below is the optimal distribution of modules, in order to complete the ADT over a two-year period.

YEAR 1					
Semester 1			Semester 2		
Module code	Module name	Cr	Module code	Module name	Kr
Fundamental modules			Fundamental modules		
RESF 511	Introduction to research in education	8	LIFF 522	Life skills for educator	8
Core modules			Core modules		
EDCC 515	Assessment in educational contexts	8	EDCC 525	Education systems and administration	8
			EDCC 527	Work Integrated Learning	12
Additional modules			Additional modules		
CMPF 511	Information and communication technology	12	AFCL 121 SECF 521	Kommunikasie in Afrikaans Communication in Setswana	8
ONE of the following methodologies (See prerequisites in OP 3.1.6)			ONE of the following methodologies (Continuation of semester 1)		
ACCD 512	Accounting methodology	12	LABD 522 or	Economic and management sciences, or	12

			MBLO 521 or CBAD 521	Managing barriers to learning or Curriculum-based assessment adaptations	
AFRD 512	Afrikaans metodiek	12	AFRD 522	Afrikaans metodiek	12
ARTD 512	Visual arts methodology	12	ARTD 521	Visual arts methodology	12
BSTD 512	Business studies methodology	12	LABD 522 or MBLO 521 or CBAD 521	Economic and management sciences or Managing barriers to learning Curriculum-based assessment adaptations	12
CATD 512	Computer applications technology methodology	12	CATD 521	Computer applications technology methodology	12
ECOD 512	Economics methodology	12	LABD 522 or MBLO 521 or CBAD 521	Economic and management sciences or Managing barriers to learning Curriculum-based assessment adaptations	12
EGDD 512	Engineering graphics and design methodology	12	EGDD 522	Engineering graphics and design methodology	12
ENGD 512	English methodology	12	ENGD 522	English methodology	12
GEOD 512	Geography methodology	12	LASD 522 or MBLO 521 or CBAD 521	Social sciences methodology or Managing barriers to learning Curriculum-based assessment adaptations	12
HISD 512	History methodology	12	LASD 522 or MBLO 521 or	Social sciences methodology, or Managing barriers to Learning	12

			CBAD 521	Curriculum-based assessment adaptations	
INTD 512	Information technology methodology	12	INTD 521	Information Technology Methodology	12
LIFD 512	Life Sciences Methodology	12	LAND 522 or MBLO 521 or CBAD 521	Natural Sciences Methodology, or Managing Barriers to Learning or Curriculum-based Assessment Adaptations	12
LLOD 512	Life Orientation Methodology	12	LLOD 522	Life Orientation Methodology	12
MATD 512	Mathematics Methodology	12	MATD 522	Mathematics Methodology	12
MSVD 512	Music Methodology	12	CASD 521	Creative Arts Methodology in the Senior Phase	12
PESP 511	Physical Education Methodology	12	PESP 521	Physical Education Methodology	12
PHSD 512	Physical Sciences Methodology	12	LAND 522 or MBLO 521 or CBAD 521	Natural Sciences Methodology, or Managing Barriers to Learning, or Curriculum-based Assessment Adaptations	12
RSVD 512	Religious Studies	12	LLOD 522 MBLO 521 or CBAD 521	Life Orientation, or Managing Barriers to Learning, or Curriculum-based Assessment	

				Adaptations	
SEMD 512	Setswana Methodology (Home Language)	12	SEMD 522	Setswana Methodology (Home Language)	12
SEND 512	Setswana Methodology (First Additional Language)	12	SEND 522	Setswana Methodology (First Additional Language)	12
TRVD 512	Tourism Methodology	12	LABD 522 or MBLO 521 or CBAD 521	Economic and Management Sciences, or Managing Barriers to Learning Curriculum-based Assessment Adaptations	12
TTED 512	FET Technology	12	CTED 522 or ETED 522 or MTED 522	Civil Technology Methodology, or Electrical Technology Methodology, or Mechanical Technology Methodology	12
VWVD 512	Consumer Studies Methodology	12	VWVD 521	Consumer Studies Methodology	12
Total minimum credits per year					68

YEAR 2					
Semester 1			Semester 2		
Module code	Module name	Cr	Module code	Module name	Cr
Fundamental modules			Fundamental modules		
			ENTL 521	English as Language of Instruction	8
Core modules			Core modules		
EDCC 514	Education Theory & Education Law	8	EDCC 524	Educational Psychology	8
EDCC 516	Professional & curriculum studies	12			
EDCC 517	Work Integrated Learning	12			
			Additional modules		
			AFTB 521	Afrikaanse Taalbevoegdheid	1
			ENTB 521	English Language Proficiency	1
ONE of the following methodologies (See prerequisites in 3.1.6)			ONE of the following methodologies (Continuation of semester 1)		
ACCD 512	Accounting Methodology	12	LABD 522 or MBLO 521 or CBAD 521	Economic and Management Sciences, or Managing Barriers to Learning Curriculum-based Assessment Adaptations	12

AFRD 512	Afrikaans Metodiek	12	AFRD 522	Afrikaans Metodiek	12
ARTD 512	Visual Arts Methodology	12	ARTD 521	Visual Arts Methodology	12
BSTD 512	Business Studies Methodology	12	LABD 522 or MBLO 521 or CBAD 521	Economic and Management Sciences, or Managing Barriers to Learning Curriculum-based Assessment Adaptations	12
CATD 512	Computer Applications Technology Methodology	12	CATD 521	Computer Applications Technology Methodology	12
ECOD 512	Economics Methodology	12	LABD 522 or MBLO 521 or CBAD 521	Economic and Management Sciences, or Managing Barriers to Learning Curriculum-based Assessment Adaptations	12
EGDD 512	Engineering Graphics and Design Methodology	12	EGDD 522	Engineering Graphics and Design Methodology	12
ENGD 512	English Methodology	12	ENGD 522	English Methodology	12
GEOD 512	Geography Methodology	12	LASD 522 or MBLO 521 or CBAD 521	Social Sciences Methodology, or Managing Barriers to Learning Curriculum-based Assessment Adaptations	12

HISD 512	History Methodology	12	LASD 522 or MBLO 521 or CBAD 521	Social Sciences Methodology, or Managing Barriers to Learning Curriculum-based Assessment Adaptations	12
INTD 512	Information Technology Methodology	12	INTD 521	Information Technology Methodology	12
LIFD 512	Life Sciences Methodology	12	LAND 522 or MBLO 521 or CBAD 521	Natural Sciences Methodology, or Managing Barriers to Learning, or Curriculum-based Assessment Adaptations	12
LLOD 512	Life Orientation Methodology	12	LLOD 522	Life Orientation Methodology	12
MATD 512	Mathematics Methodology	12	MATD 522	Mathematics Methodology	12
MSVD 512	Music Methodology	12	CASD 521	Creative Arts Methodology in the Senior phase	12
PESP 511	Physical Education Methodology	12	PESP 521	Physical Education Methodology	12
PHSD 512	Physical Sciences Methodology	12	LAND 522 or MBLO 521 or CBAD 521	Natural Sciences Methodology, or Managing Barriers to Learning, or Curriculum-based Assessment Adaptations	12
SEMD 512	Setswana Methodology (Home	12	SEMD 522	Setswana Methodology (Home	12

	Language)			Language)	
SEND 512	Setswana Methodology (First Additional Language)	12	SEND 522	Setswana Methodology (First Additional Language)	12
TRVD 512	Tourism Methodology	12	LABD 522 or MBLO 521 or CBAD 521	Economic and Management Sciences, or Managing Barriers to Learning Curriculum-based Assessment Adaptations	12
TTED 512	FET Technology	12	CTED 522 or ETED 522 or MTED 522	Civil Technology Methodology, or Electrical Technology Methodology, or Mechanical Technology Methodology	12
VWVD 512	Consumer Studies Methodology	12	VWVD 521	Consumer Studies Methodology	12
Total minimum credits per year					72

3.1.8 Language

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

3.1.9 Study Material

- a) Study material will be delivered either by postal or courier services to the address you have indicated for the delivery of study material.
- b) Please note that you must indicate a physical 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.
- d) Study guides will be available on e-Fundi.

3.1.10 e-Fundi

This program is supported by the e-Fundi learner management system. All your guides will be downloaded on this platform. You will be able to communicate with your lecturer and peers on this platform, and you will **submit your assignments on this platform**. Students should log on daily to see announcements and communication about the module.

When you sign up to use e-Fundi, your username will be your student number. The first time, you will need to use your RSA ID number as your pass word. Namibian students will need to use their pass port number as pass word. Kindly change your pass word and memorize it.

All NWU students have an e-mail address. This address consists of: your studentnumber@g.student.nwu.ac.za

You will receive notification to this e-mail address after submission of your assignments

3.1.11 Obtaining language endorsements

3.1.11.1 LoLT (Language of Learning and Teaching – Compulsory [Non-credit bearing])

- a) You must obtain two language proficiency endorsements, which will be allocated, based on your Home Language and First Additional Language or the communication module that you take in your program.
- b) As the Language of Teaching and Learning (LoLT) in South-African Secondary Schools is presently either Afrikaans or English, you must obtain either a capital A or E.

- c) If you pass ENTL 521, you will be endorsed with English as LoLT. If you also wish to be endorsed with Afrikaans as LoLT, you must register for AFTB521.

3.1.11.2 Conversational competence (Compulsory [non-credit bearing])

If you are not proficient (i.e. sufficient for purposes of ordinary conversation) in at least one other official language, and either Afrikaans or English speaking, you must enrol for Setswana (SECF521). If your home language is an African Language, you must enrol for Afrikaans (AFCL121).

3.1.12 Work Integrated Learning [WIL]

WIL OFFICE CONTACT DETAILS:

Tel: +27 18 299 4755

Fax: +27 78 233 1442

E-mail: p-wil-office@nwu.ac.za

WIL is **compulsory for ALL** ADT students who are registered in the Faculty of Educational Sciences. The first number of weeks for the ADT (in total eight weeks) is your responsibility and must be completed successfully, before the ADT can be awarded. Total number of weeks for ADT is 8 weeks practical teaching in a high school (Gr 8 - 12).

Below is a list of the expected dates and requirements per WIL practicum period. (Specific dates for the following year are determined annually and will not necessarily be similar to the current year):

WIL takes place during the following time periods:

- At the beginning of the school year (Semester 1).
- At the beginning of the second term (Semester 1).
- At the beginning of the third term (Semester 2).

YEAR LEVEL	SEMESTER 1 January	SEMESTER 1 April	SEMESTER 2 July-August
Methodology		Main subject 1	Main subject 2
Lesson presentation requirements:			
1. Lessons assessed by class teacher/mentor		5	5
2. Lessons assessed by lecturer/external mentor		2	2
Observation of teacher's/mentor's lessons	2	5	5
Reflection on own lesson presentations		7	7

The WIL office will contact you via eFundi and/or email to arrange your placement at a school per practicum period. The WIL office will provide a school list from which you may select a school.

IMPORTANT:

- Please ensure that you have provided a valid email address and cell phone number. Communication from the WIL office will mostly be via eFundi and email.
- A WIL portfolio (available on eFundi) must be submitted after every practicum period.
- Ensure that you understand the information provided in the EDCC 517 and EDCC 527 WIL portfolio and WIL manual.
- Remember that you will not pass the EDCC 517 and EDCC 527 module if you do not submit your WIL portfolio after every practicum period.
- NB: If you intend to complete this qualification in the minimum time (one year), you will need to e-mail the WIL-office immediately, in order to arrange for the January WIL session.

3.1.13 Termination of studies of ODL students

- i. Minimum and maximum duration of study periods for the ADT are indicated in this prospectus (information booklet).

- ii. Six months before the maximum duration of study is exceeded and your studies are finally terminated, you will receive a warning letter from the Executive Director of the UODL to inform you of one final and once-off examination opportunity to successfully complete all outstanding modules.
- iii. If there are still modules outstanding after the occurrence of such an examination opportunity, your studies must be terminated in terms of General Rule A.5.7.
- iv. Only in exceptional cases and on the grounds of irrefutable evidence, the Executive Director of the UODL will consider a request for continuation of studies from a student whose studies had been terminated. Should such an application be successful, you will be afforded only one examination opportunity to complete all outstanding modules.

3.2 Teaching and learning arrangements

3.2.1 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) Enquiries regarding assignments:

+27 018 285 5900

g) Important to know

- Assignment marks will grant 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.

- Kindly note that late submissions will **not** be captured.
- All assignments should be submitted **electronically via e-Fundi**.
- **NB:** An assignment will **ONLY** be submitted if you used the "Final submission" button on e-Fundi, and if you have received an e mail to your @g.student.nwu.ac.za email address. In this e-mail you will find a submission number. Kindly save this as evidence of submission.
- **Assignments should be saved and submitted as one pdf file which includes all attachments and 2 empty pages at the end of the assignment**

Due dates

Assignment 1	Assignment 2	Portfolio	WIL portfolios	WIL
24 March	07 April	26 May	26 May	10 April - 4 May ²
18 Aug	08 Sept	20 Oct	08 Sept	17 July - 03Aug ³

h) Library services:

- 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

² For ADT WIL will be a week longer

³ For ADT WIL will be a week longer

University holidays:

- Monday to Friday 07:30–16:30
- Saturday 10:00–13:00 (closed on Saturdays during the July holiday and December)

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 Learner 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 OLG website at:**
www.olgdownloads.co.za
- d) **Important** contact numbers regarding examination enquiries:
All **queries**: +27 18 285 5900, or +27 11 670 4850.
Saturdays: 08:00–16:00: +27 82 7796 390.
- e) **Examinations may be written at one of the centres on the list provided.**
- f) **Please** take careful note of the details regarding the examination procedures provided below so that you know what will be 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 during 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 may result in 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 LEARNER SUPPORT CENTRE CLOSEST TO YOUR HOMETOWN WILL BE YOUR PARTICULAR EXAMINATION CENTRE (see list provided).
- xi. **NO marks will be provided telephonically.**
- xii. To find your results on the internet, go to:
<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 may be requested on the same webpage*).
- 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 +27 **83 123 222**. Have your student number available.
- g) **Examination marks are calculated as follows:**
- i. Minimum participation mark = 40%
 - ii. Examination sub-minimum = 40% per module

- iii. Participation and examination marks constitute the module or final mark.
- iv. Distinction = 75%
- v. Pass mark = 50%
- vi. Examination (50%) + participation (50%) = 50% module mark (final mark). Please note that you may obtain a module mark of above 50% and still fail because of the sub-minimum requirement in the examinations, which is 40%.

h) **Re-marking of examination:**

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;
- A minimum final module mark of 45%;
- The application to reach the Call Centre at NWU within 10 days after examination results have been published; and
- the re-mark fee to be paid and the proof of payment submitted to the Call Centre together with the application form, available from the NWU Call Centre.

i) **Examination papers from previous years**

- i. Previous years' examination papers may be obtained from the internet at the following address:
<http://collections.nwu.ac.za/dbtw-wpd/textbases/exam-papers.html>.
- ii. or on OLG's website, www.olgdownloads.co.za
 - Under the header **PAST PAPERS**, find **NWU past exam papers**. Click on the **Find now** link.
 - Under the header **Past Exam Papers**, choose the relevant year's examination paper.

3.2.2 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
 - ii. If notice of cancellation is sent by **registered mail**, the date of receipt will be noted as the official cancellation.
- c) The cancellation is 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.

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, 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

4.2.1 Fees payable upon changing of modules

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

4.2.2 Credit amounts on a University account

- a) If a credit balance arises on a University account, application may be made on the prescribed form for payment of the credit amount per cheque or direct transfer; no credit will be paid out in cash.
- b) Credit balances on 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 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 desks, on the website, or from +27 18 299 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.

4.2.3 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: +27 18 299 2667/8/9
+27 18 299 2670/1
+27 18 299 2672/3
Fax: +27 18 293 5230/5234/5252
+27 18 293 5313/5314/5315
Email: PC-studyfees@nwu.ac.za

4.2.4 Web address

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

5 Contact sessions and Year Programme

(Refer to paragraph 6 for detailed information on Learner 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 a Learner Support Centre on one specific date.
- d) **Timetables for all 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 Learner Support Centres. Dates, times and Learner Support Centres are clearly indicated.
- e) When attending contact sessions, you will be requested to complete **attendance registers** at the Learner 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 - 31 December 2018, are included in this Year Programme.
- h) Lecturers may be seen during office hours on Tuesdays, Wednesdays and Thursdays between 10:00 and 15:00. You may also book an appointment with them on a specific day by calling +27 18 285 5900 for assistance regarding information about 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 centres for all sessions/programmes. Not all SMS's are applicable to all students. SMS's will not be sent out for all sessions. In all cases, please refer to your Year Programme regarding contact sessions in your area. The Learner Support Centres and their addresses are also indicated in this information booklet.

- j) If you do not receive any SMS's reminding you of contact sessions, please call +27 18 285 5900 or +27 11 670 4850, in order for your contact details to be updated on the system.
- k) **Take note!** The majority of sessions in 2018 at all Learner Support Centres will be facilitated by utilising 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 Learner Support Centres will only be facilitated at the indicated times, as indicated in your Year Programme.
- l) **Take note!** Modules that reflect on timetables will all be facilitated on the given date for that specific programme. Familiarise yourself with dates and times of sessions taking place in your area (included in this Year Programme). Sessions on the interactive whiteboards will be facilitated at the scheduled times indicated in your Year Programme. Please ensure that you are on time for your scheduled modules/programme. Familiarize yourself with times of modules on specific dates. You may attend contact sessions at the Learner Support Centre of your choice.
- m) During interactive whiteboard sessions, you may SMS questions regarding the module that is presented to 43366. Such questions will be addressed by the lecturer during or after the session. More information regarding this system will be communicated to you during IWB sessions. Normal SMS rates.
- n) For additional information regarding your studies, also visit the Facebook page for the UODL, or Eenheid vir Oop Afstandseer.

5.2 Contact tuition information

5.2.1 Interactive whiteboard sessions

- a) Contact sessions are provided at Learner 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 Learner Support Centres.
- b) Each Learner 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.

The majority of sessions in 2018 at all Learner Support Centres will be facilitated by utilising the interactive whiteboards.
- 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!

5.2.2 Contact sessions at Learner 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 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 attending 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 **LEARNER SUPPORT CENTRES**. (Refer to the timetable for the correct dates).
- e) You may also write examinations at the Learner 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 1 January to 31 December 2018 are included in this information booklet.

5.3 Communication and contact details regarding contact sessions

- a) SMS's will not be sent out for all sessions.
- b) **Only programme-specific SMS's 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 SMS's reminding you of contact sessions, please call +27 18 285 5900, or +27 11 670 4850 to update your information on the system.
- e) For additional information regarding your studies also visit the Facebook page for the **UODL, or Eenheid vir Oop Afstandsl eer**.
- f) If you are uncertain where to attend contact sessions in your area, please call +27 18 285 5900 (office hours – Monday to Friday 08:00–16:30), or +27 82 779 6390 (Saturdays 08:00–16:00).
- g) Should you experience problems with facilitators or facilitation at Learner Support Centres, please call +27 82 779 6390.

5.4 Contact-session timetable for 2018

(The contact session timetable includes information regarding Learner Support Centres, **contact times and dates, modules, and semesters**).

- a) Take note that two sessions may possibly take place at selected Learner Support Centres:
 - Whiteboard 1
 - Whiteboard 2
 - Facilitator (not in N-W Province)
- b) Whiteboard sessions 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 Learner Support Centre in your area. You may attend contact sessions in any area. You do not have to book for contact sessions.
- e) **It remains your responsibility to refer to the timetable below, to determine when interactive whiteboard sessions for your modules will be facilitated.**

ADT INTERACTIVE WHITEBOARD TIMETABLE 2018

FIRST SEMESTER 2018

This time table is subject to change

Friday 16 February					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
	ADT				
14:30	Introduction to programme				
15:00	Intro to eFundi				
16:00	Intro to library				

Saturday 17 February					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 1
	ADT		ADT		
08:00	AFRD 512	08:00	HISD 512		
08:45	ACCD 512	08:45	RESF 511		
09:30	BSTD 512	09:30	EDCC 514		
10:15	ARTD 512	10:15	EDCC 515		
11:00	ARTS 511	11:00	EDCC 516		
11:45	ECOD 512	11:45	LLOD 512		
12:30	CATD 512	12:30	MATD 512		
13:15	LIFD 512	13:15	PESP 511		
14:00	ENGD 512	14:00	PHSD 512		
14:45	VWVD 512	14:45	RSVD 512		
15:30	EGDD 512	15:30	SEMD 512		
16:15	GEOD 512	16:15	SEND 512		
17:00	INTD 512	17:00	TRVD 512		
17:45	MSVD 512	17:45	TTED 512		
18:30	CMPF 511				

Tuesday 3 April					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
	ADT		ADT		
08:00	AFRD 512	08:00	HISD 512		
08:45	ACCD 512	08:45	RESF 511		
09:30	BSTD 512	09:30	EDCC 514		
10:15	ARTD 512	10:15	EDCC 515		
11:00	ARTS 511	11:00	EDCC 516		
11:45	ECOD 512	11:45	LLOD 512		
12:30	CATD 512	12:30	MATD 512		
13:15	LIFD 512	13:15	PESP 511		
14:00	ENGD 512	14:00	PHSD 512		
14:45	VWVD 512	14:45	RSVD 512		
15:30	EGDD 512	15:30	SEMD 512		

16:15	GEOD 512	16:15	SEND 512		
17:00	INTD 512	17:00	TRVD 512		
17:45	MSVD 512	17:45	TTED 512		
18:30	CMPF 511				

Saturday 19 May					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
	ADT		ADT		
08:00	AFRD 512	08:00	HISD 512		
08:45	ACCD 512	08:45	RESF 511		
09:30	BSTD 512	09:30	EDCC 514		
10:15	ARTD 512	10:15	EDCC 515		
11:00	ARTS 511	11:00	EDCC 516		
11:45	ECOD 512	11:45	LLOD 512		
12:30	CATD 512	12:30	MATD 512		
13:15	LIFD 512	13:15	PESP 511		
14:00	ENGd 512	14:00	PHSD 512		
14:45	VWVD 512	14:45	RSVD 512		
15:30	EGDD 512	15:30	SEMD 512		
16:15	GEOD 512	16:15	SEND 512		
17:00	INTD 512	17:00	TRVD 512		
17:45	MSVD 512	17:45	TTED 512		
18:30	CMPF 511				

SECOND SEMESTER 2018

Friday 31 August					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
					ADT
				14:30	Introduction to programme
				15:00	Intro to eFundi
				16:00	Intro to library

Saturday 1 September					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
	ADT		ADT		
08:00	AFRD 522	08:00	INTD 521		
08:45	AFCL 121	08:45	MATD 522		
09:30	ENTL 521	09:30	PESP 521		
10:15	LIFF 522	10:15	EGDD 522		
11:00	EDCC 524	11:00	MTED 522		
11:45	EDCC 525	11:45	MBLO 521		
12:30	ENGd 522	12:30	LABD 522		
13:15	CTED 522	13:15	SEMD 522		
14:00	CBAD 521	14:00	SEND 522		

14:45	CATD 521	14:45	LASD 522		
15:30	CASD 521	15:30	VWVD 521		
16:15	ARTS 521	16:15	LLOD 522		
17:00	ARTD 521	17:00	LAND 522		
17:45	SECF 521	17:45	ETED 522		

Saturday 29 September					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
	ADT		ADT		
08:00	AFRD 522	08:00	INTD 521		
08:45	AFCL 121	08:45	MATD 522		
09:30	ENTL 521	09:30	PESP 521		
10:15	LIFF 522	10:15	EGDD 522		
11:00	EDCC 524	11:00	MTED 522		
11:45	EDCC 525	11:45	MBLO 521		
12:30	ENGD 522	12:30	LABD 522		
13:15	CTED 522	13:15	SEMD 522		
14:00	CBAD 521	14:00	SEND 522		
14:45	CATD 521	14:45	LASD 522		
15:30	CASD 521	15:30	VWVD 521		
16:15	ARTS 521	16:15	LLOD 522		
17:00	ARTD 521	17:00	LAND 522		
17:45	SECF 521	17:45	ETED 522		

Saturday 13 October					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
	ADT		ADT		
08:00	AFRD 522	08:00	INTD 521		
08:45	ETED 522	08:45	MATD 522		
09:30	ENTL 521	09:30	PESP 521		
10:15	LIFF 522	10:15	EGDD 522		
11:00	EDCC 524	11:00	MTED 522		
11:45	EDCC 525	11:45	MBLO 521		
12:30	ENGD 522	12:30	LABD 522		
13:15	CTED 522	13:15	SEMD 522		
14:00	CBAD 521	14:00	SEND 522		
14:45	CATD 521	14:45	LASD 522		
15:30	CASD 521	15:30	VWVD 521		
16:15	ARTS 521	16:15	LLOD 522		
17:00	ARTD 521	17:00	LAND 522		
17:45	SECF 521	17:45			

Suggested accommodation

(Please make your own arrangements!)

- a) Dennepark Guest House: +27 18 299 2449 (Contact person: Ms Deline Thompson/Bettie Etsebeth).
- b) Hockey Academy: +27 18 299 4141 (Contact person: Ms Erika de Vries/Ms Ilene Joubert)

6 Examination timetable

31 May – 26 June and 29 Oct to 21 Nov 2018

- The first semester examination will take place from **31 May to 26 June 2018**
- The second semester examination will take place from **29 October to 21 November 2018**

a) Notes:

- Ensure that you are registered for the examination at a specific Learner Support Centre.
- If you need to *change your examination centre*, please call +27 18 285 5900.
- Changes for the June examination must be communicated to the Learner 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 on time, there will be serious financial implications.

The examination information letters will be available on the OLG website at: www.olgdownloads.co.za

Please note that the dates below are subject to change.

Module	1 st semester	2 nd semester	Session
ACCD512	15 June 2018	13 Nov 2018	2
AFRD512	15 June 2018	13 Nov 2018	2
AFRD522	31 May 2018	29 Oct 2018	1
AICT521	1 June 2018	30 Oct 2018	1
ARTD512	18 June 2018	14 Nov 2018	2
ARTD521	31 May 2018	29 Oct 2018	1
ARTS511	15 June 2018	13 Nov 2018	2
ARTS521	30 May 2018	26 Oct 2018	1
BSTD512	11 June 2018	7 Nov 2018	2
CASD521	6 June 2018	2 Nov 2018	1
CATD512	15 June 2018	13 Nov 2018	2
CATD521	6 June 2018	2 Nov 2018	2

CTED522	18 June 2018	14 Nov 2018	1
ECOD512	7 June 2018	5 Nov 2018	2
EDCC514	30 May 2018	26 Oct 2018	2
EDCC515	14 June 2018	12 Nov 2018	1
EDCC516	11 June 2018	7 Nov 2018	1
EDCC524	5 June 2018	1 Nov 2018	1
EDCC525	7 June 2018	5 Nov 2018	1
EGDD512	19 June 2018	15 Nov 2018	2
EGDD522	6 June 2018	2 Nov 2018	1
ENGD512	19 June 2018	15 Nov 2018	2
ENGD522	6 June 2018	2 Nov 2018	1
ENTL521	8 June 2018	6 Nov 2018	2
ETED522	12 June 2018	8 Nov 2018	1
GEOD512	19 June 2018	15 Nov 2018	2
HISD512	1 June 2018	30 Oct 2018	2
LABD522	12 June 2018	8 Nov 2018	1
LAND522	18 June 2018	14 Nov 2018	2
LASD522	13 June 2018	9 Nov 2018	1
LIFD512	19 June 2018	15 Nov 2018	2
LIFF522	12 June 2018	8 Nov 2018	2
LLOD512	5 June 2018	1 Nov 2018	2
LLOD522	18 June 2018	14 Nov 2018	1
MATD512	4 June 2018	31 Oct 2018	1
MATD522	19 June 2018	15 Nov 2018	1
MBLO521	15 June 2018	13 Nov 2018	1
MSVD512	14 June 2018	12 Nov 2018	2
MTED522	8 June 2018	6 Nov 2018	1
PESP511	15 June 2018	13 Nov 2018	2
PESP521	19 June 2018	15 Nov 2018	1
PHSD512	14 June 2018	12 Nov 2018	2

RESF511	13 June 2018	9 Nov 2018	2
RSVD512	14 June 2018	12 Nov 2018	2
SEMD512	4 June 2018	31 Oct 2018	2
SEMD522	8 June 2018	6 Nov 2018	1
SEND512	4 June 2018	31 Oct 2018	2
SEND522	8 June 2018	6 Nov 2018	1
TRVD512	4 June 2018	31 Oct 2018	2
TTED512	4 June 2018	31 Oct 2018	2
VWVD512	31 May 2018	29 Oct 2018	2
VWVD521	4 June 2018	31 Oct 2018	2

7 Counselling

- a) Studying via ODL certainly poses a challenge to many students, since such students are usually employed and older, 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 provided the Call Centre and various websites where you can get support and assistance.
- c) However, we realise that there may be financial, 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 and be content, and focus on their studies. These services will be available 24/7 (therefore including weekends), and free of charge.
- d) This service is sub-contracted to the therapeutic service, called **INGRYP**, which has the infrastructure to offer counselling services to you. Different types of counselling services are available:
 - i. Financial counselling
 - ii. Legal advice
 - iii. Interpersonal interactions
 - iv. Trauma counselling
 - v. Personal trauma
 - vi. HIV/Aids counselling.
- e) Counselling services will be provided by professionals, including

- i. psychologists;
 - ii. social workers;
 - iii. legal advisers; and
 - iv. Financial advisers.
- f) **Note: these services are available only to our students. Have your student and ID number ready when making contact.**
- g) Should the need arise for counselling, different ways of requesting advice are available, depending on the type of counselling required.
- h) **Should you need an immediate response, kindly dial the following telephone number:**
- Landline: +27 18 299 1777.

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 2018

The LSC list is subject to change.

8.1 Eastern Cape

Bhisho	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		

8.2 Free State

Welkom		
St. Helena Primary School 14 Unicor Road WELKOM 9459		

8.3 Gauteng

Johannesburg	Pretoria	Vanderbijlpark
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

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 Eeufees 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, Ardoorie 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 2018

This centres is subject to change


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	Bosbokrand (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	Tohoyandou	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 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

ACADEMIC ENQUIRIES:

Lecturers may be contacted by:

- **Telephone**

Telephonic inquiries will be dealt with from Tuesdays - Thursdays between 10:00 and 15:00 only. NB: Please note that lecturers have to lecture on campus and attend conferences and meetings, and might therefore not be in office. Kindly leave a clear voice message, with your contact details, to ensure that your call will be returned.

- **E-mail**

Inquiries via e-mail will be answered within 24 hours.

- **Appointment**

If you wish to visit your lecturer, please schedule an appointment, otherwise you could drive all the way and might not be able to see him/her.

NB: Only contact your lecturer if you have academic queries concerning the **content** of the module.

For queries about registration, study material, results and timetables you should contact the Call Centre (+27 18 2855900), as lecturers will NOT be able to assist with such queries.

12.2 List of ADT Lecturers

This is subject to change

Module code	Descriptive name	ODL lecturer	Email / Cell no.
ACCD 512	Accounting Methodology	Mr Hendrik du Plessis	11309857@nwu.ac.za
AFCL 121	Kommunikasie in Afrikaans	Ms Nikkie Ludwig	072 643 6560
AFRD 512	Afrikaans Metodiek	Dr Elize Vos	Elize.Vos@nwu.ac.za
AFRD 522	Afrikaans Metodiek	Dr Elize Vos	Elize.Vos@nwu.ac.za
AFTB 521	Afrikaanstaalbevoegdheid	Dr Elam Marais	Elma.Marais@nwu.ac.za
ARTD 512	Visual Arts Methodology	Ms Michelle Otto	074 285 7708
ARTD 521	Visual Arts Methodology	Ms Merna Meyer	Merna.Meyer@nwu.ac.za
ARTS 511	Creative Arts in the Senior Phase	Ms Merna Meyer	Merna.Meyer@nwu.ac.za
ARTS 521	Creative Arts in the Senior Phase	Ms Merna Meyer	Merna.Meyer@nwu.ac.za
BSTD 512	Business Studies Methodology	Mr Hendrik du Plessis	11309857@nwu.ac.za
CASD 521	Creative Arts methodology in the senior phase	Ms Ewie Erasmus Mr Lebona Sello	Ewie.Erasmus@nwu.ac.za 22565140@nwu.ac.za
CATD 512	Computer Application Technology Methodology	Dr Elsie Lubbe	Elsie.Lubbe@nwu.ac.za

CATD 521	Computer Application Technology Methodology	Dr Elsie Lubbe	Elsie.Lubbe@nwu.ac.za
CMPF 511	Information & Communication Technology	Mr Riaan van der Walt	Riaan.VanDerWalt@nwu.ac.za 10059253@nwu.ac.za
CTED 522	Civil Technology Methodology	Mr Joop Oosthuizen	22213198@nwu.ac.za
ECOD 512	Economics Methodology	Mr Hendrik du Plessis	11309857@nwu.ac.za
EDCC 514	Education Theory and Education Law	Ms Cecile Eloff Prof Ferdinand Potgieter	Cecile.Eloff@nwu.ac.za Ferdinand.Potgieter@nwu.ac.za
EDCC 515	Assessment in Educational Contexts	Dr Chantelle Bosch	chantelle.bosch@nwu.ac.za
EDCC 516	Professional and Curriculum Studies	Ms Nozi Kgati	Nozi.Kgati@nwu.ac.za
EDCC 517	Work Integrated Learning 1	Ms Nozi Kgati	Nozi.Kgati@nwu.ac.za
EDCC 524	Educational Psychology: Barriers to Learning & Development	Dr Illasha Kok	Illasha.Kok@nwu.ac.za
EDCC 525	Education Systems and Administration	Prof Hennie Steyn	Hennie.Steyn@nwu.ac.za
EDCC 527	Work Integrated Learning 2	Ms Nozi Kgati	Nozi.Kgati@nwu.ac.za
EGDD 512	Engineering Graphics and Design Methodology	Mr Albert Kemp	25311697@nwu.ac.za

EGDD 522	Engineering Graphics and Design Methodology	Mr Coenraad Jurgens	Coenraad.Jurgens@nwu.ac.za
ENGD 512	English Methodology	Dr Maryna Reyneke	Maryna.Reyneke@nwu.ac.za
ENGD 522	English Methodology	Dr Maryna Reyneke	Maryna.Reyneke@nwu.ac.za
ENTL 521	English as a medium of instruction	Ms Jeanette Janse van Rensburg	24920746@nwu.ac.za
ETED 522	Electrical Technology Methodology	Mr Arno Combrinck	Arno.Combrinck@nwu.ac.za
GEOD 512	Geography Methodology	Dr Schalk Raath	Schalk.Raath@nwu.ac.za
HISD 512	History Methodology	Mr Philip Modisakeng	13279378@nwu.ac.za
INTD 512	Information Technology Methodology	Prof Martietjie Havenga	Martietjie.Havenga@nwu.ac.za
INTD 521	Information Technology Methodology	Prof Martietjie Havenga	Martietjie.Havenga@nwu.ac.za
LABD 522	Economic and Management Sciences Methodology	Mr Hendrik du Plessis	11309857@nwu.ac.za
LAND 522	Natural Sciences Methodology	Dr Lounell White	Lounell.White@nwu.ac.za
LASD 522	Social Sciences Methodology	Dr Anette Hay Dr Pieter Warnich	Anette.Hay@nwu.ac.za Pieter.Warnich@nwu.ac.za
LIFD 512	Life Sciences Methodology	Dr Lounell White	Lounell.White@nwu.ac.za
LIFF 522	Life skills for Educators	Ms Corlia Twine	27722897462@vodamail.co.za

LLOD 512	Life Orientation Methodology	Me Marlene Riekert	Marlene.Riekert@nwu.ac.za
LLOD 522	Life Orientation Methodology	Me Marlene Riekert	Marlene.Riekert@nwu.ac.za
MATD 512	Mathematics Methodology	Ms Tertia Jordaan	Tertia.Jordaan@nwu.ac.za
MATD 522	Mathematics Methodology	Ms Dikeledi Mamiala	23229209@nwu.ac.za
MBLO 521	Managing Barriers to learning	Mr Lappies Labuschagne	Labuschagne.Lappies@nwu.ac.za
MSVD 512	Music Methodology	Ms Ewie Erasmus	Ewie.Erasmus@nwu.ac.za
MTED 522	Mechanical Technology	Mr Gerrie Benadé	Gerrie.Benadé@nwu.ac.za
PESP 511	Physical Education	Dr Niekie van der Merwe	Niekie.VanDerMerwe@nwu.ac.za
PESP 521	Physical Education	Dr Niekie van der Merwe	Niekie.VanDerMerwe@nwu.ac.za
PHSD 512	Physical Science Methodology	Mr Tswakae Sebotsa	28957210@nwu.ac.za
RESF511	Introduction to research in Education	Dr Marry Mdakane	10911502@nwu.ac.za
RSVD 512	Religious Studies	Dr Elmarie Fouché	Elmarie.Fouche@nwu.ac.za 10084975@nwu.ac.za
SECF 521	Communication in Setswana	Mr Kaka Mokakale	Kaka.Mokakale@nwu.ac.za
SEMD 512	Setswana Methodology (First Language)	Ms Dolly Dlawane	Dolly.Dlawane@nwu.ac.za
SEMD 522	Setswana Methodology (First Language)	Ms Dolly Dlawane	Dolly.Dlawane@nwu.ac.za

SEND 512	Setswana Methodology (First Additional Language)	Dr Richard Letsholo	13279335@nwu.ac.za
SEND 522	Setswana Methodology (First Additional Language)	Dr Richard Letsholo	13279335@nwu.ac.za
TRVD 512	Tourism Methodology	Ms Mareli van der Merwe	21172714@nwu.ac.za Mareli.winter@gmail.com
TTED 512	FET Technology Methodology	Mr Coenraad Jurgens	Coenraad.Jurgens@nwu.ac.za
VWVD 512	Consumer Methodology Sciences	Ms Adri du Toit	dutoit.adri@nwu.ac.za
VWVD 521	Consumer Methodology Sciences	Ms Adri du Toit	dutoit.adri@nwu.ac.za