

FACULTY OF EDUCATION

2018

OPEN DISTANCE LEARNING (ODL)

Prospectus (Information Booklet)



Bachelor of Education (BEd)

Foundation Phase

BEd Foundation Phase

SCHOOL OF LANGUAGES FOR EDUCATION

Open Distance Learning students

PROSPECTUS (Information booklet)

2018

**North-West University
Potchefstroom Campus
Faculty of Education Sciences**

Contact details:

Tel: +27 18 285 5900

Fax: +27 87 234 4957

Website: distance.nwu.ac.za/

Email: DistancePotch@nwu.ac.za

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

2. Direct all written correspondence to:

2.1 Academic matters:

The Director: School for Professional Studies in Education
North-West University
Potchefstroom
Private Bag X6001
Potchefstroom
2520
South Africa

2.2 Administrative matters:

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

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

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Acting Dean's letter

Dear 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:

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.

The purpose of the BEd Foundation phase programme is to develop teachers who can demonstrate general educational principles as well as focused knowledge and skills for Foundation phase teaching. The qualification requires in-depth specialized knowledge, together with practical skills and experience in Foundation phase classroom teaching context. As part of the qualification, students will be expected to gain experience in applying such knowledge and skills in the context of working with Grade R - 3 learners in a school. This will be realized by the proposed curriculum on the basis of the coherent and ongoing connection between the core theory of pedagogy, the theory of teaching and learning and the subject content of Foundation Phase teaching.

Highly qualified academics in the various disciplines in the Faculty are available to you for assistance during your studies, as are the University's library and information technology systems. You will find that, in addition to being experts in their respective fields, your lecturers have an in-depth understanding of the challenges that students deal with on a daily basis

during their studies. We do kindly ask you to consider the lecturers, who, like you, have to work according to various deadline dates during the year.

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



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

OPEN DISTANCE LEARNING QUALIFICATIONS/ PROGRAMMES

What is open distance learning (ODL)?

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

Unit for open distance learning (UODL)

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

Contact details:

Tel: +27 18 285 5900

Fax: +27 87 234 4957

Website: distance.nwu.ac.za/

Email: DistancePotch@nwu.ac.za

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

Address all written correspondence to:

Academic matters

The Academic Manager: UODL

North-West University

Potchefstroom

Private Bag X6001

Potchefstroom

2520

South Africa

Administrative matters:

The Unit for Open Distance Learning (UODL)

Building B11A

North-West University

Private Bag X6001

Internal Box 539

Potchefstroom

2520

Matters to take note of regarding ODL studies

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

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

vi. Students are supported by means of a call centre, social media (Facebook) and contact with lecturers and facilitators.

vii. Examinations are written at several examination centres throughout southern Africa, but the NWU can request students to write a specific module (e.g. Computer Science) at the campus in Potchefstroom, where the Unit for Open Distance Learning is situated.

Unsatisfactory academic performance

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

Termination of studies of ODL students

The minimum and maximum duration of study for the various qualifications is indicated in the calendar and in the information booklets for these qualifications. One year before the maximum duration of study is exceeded and a student's studies are finally terminated, such a student will receive a warning letter to inform him/her of the two final examination opportunities to pass all outstanding modules. Should such a student still have modules outstanding after these examination opportunities, the studies of such a student must be terminated in terms of Academic Rule 1.18.

Only in exceptional cases and then on the grounds of irrefutable evidence will the Executive Director: UODL and the Executive Dean of the Faculty of Education consider a request for continuation of studies from a student whose studies have been terminated. Should such an application be successful, the student will be afforded only one examination opportunity to complete all outstanding modules.

1 Academic and Faculty rules

Dear student

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

Should you have any further enquiries regarding academic rules, we would like to refer you to the following link to familiarise yourself with the rules the students commit themselves when they register to study at the NWU.

www.nwu.ac.za/sites/www.nwu.ac.za/files/files/i-governance-management/policy/7P-Arules2015_e_1.pdf

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

1.1 General provisions

1.1.1 Study duration

A rule 1.3.3: Minimum and maximum duration of study

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

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).

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.

1.1.2 Annual registration

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

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

Faculty comment: *Please take note that it is imperative that all the ODL students must register annually.*

Should a student be registered for a module, NWU views that student as active in the module, and they will have two consecutive 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.

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

Annual registration for BEd programme:

- i. Students (contact and distance) register for the BEd only during the first annual registration period. The modules offered are synchronised for the modes of delivery.
- ii. BEd students are advised to report to the faculty adviser before registration so that a curriculum control form can be completed in order to ensure that the student registers for the correct modules. Correctness of registration remains the personal responsibility of the student.

- 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.**
- 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.
- 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.*

1.1.3 Remarking of examination work

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

Faculty comment: *Distance students may apply for a remark of their examination answering scripts provided that the call centrum receives the request within 10 working days after results were released and only if a minimum examination mark of 35% **and** a final module mark of 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.

1.1.4 Progression requirements

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

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

- 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
- 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.**

- 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.
- 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.
- 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.
- 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.
- 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.*

1.2.1 Qualification with distinction

A rule 2.6.2: Qualification with distinction (Undergraduate programmes)

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

- 2.6.2.3 A part-time student or a student enrolled in a distance programme must complete the programme within the maximum time specified in the faculty rules in order to qualify for the award of the qualification with distinction.
- 2.6.2.4 The marks obtained in core modules completed at other institutions recognised by the university for the purpose must be taken into account when calculating the weighted average mark referred to in rule 2.6.2.1.

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

www.nwu.ac.za/sites/www.nwu.ac.za

2.2 ODL examination opportunities

Students selected for the BEd Foundation Phase programmes (Level 7) will follow a structured programme offering, as well as a structured assessment procedure, affording them a second consecutive examination opportunity, should they fail the first examination attempt. The number of examination opportunities per module is determined according to the maximum study period for the qualification for which a student is registered.

Examination opportunities are scheduled during June/July and October/November of every year over all SITEs. Students have to sit for examinations in line with the curriculum structure of a module after obtaining the required participation mark.

Examination opportunities and information are communicated to students via the relevant prospectus (programme information booklet) and timetables, the NWU websites, and eFundi (NWU).

NWU web address: www.nwu.ac.za/sites/www.nwu.ac.za

Please note: If a student passes with the first examination opportunity, there will not be a second opportunity. If he/she fails after the first examination opportunity, he/she may write again on the very same participation mark, but he/she must use the second opportunity in the very next examination, six months later. If he/she does not use the opportunity in the consecutive examination, he/she will fail the module and will need to re-register for it once again.

A second examination opportunity will not afford students the opportunity to resubmit assignments to better their participation mark.

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 a module.

A participation mark for modules in ODL programmes will be obtained by successfully completing and obtaining an assignment mark for the prescribed assignment(s), as stipulated within every module-specific tutorial letter.

An assignment mark may contribute towards the participation mark of a specific module for only two consecutive examination opportunities. Thereafter, reregistration in a module is a requirement and new assignments must be submitted for a new participation mark, in order to gain admission to write the third examination in that module.

2.5 Module mark

A module mark is calculated according to a formula that will be 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.

Calculating the module mark:

- For first-year modules in the BEd (except when stated otherwise in a particular curriculum), the participation mark carries a weight of 40%, and the examination mark a weight of 60% towards the final module mark.
- For second-year modules in the BEd (except when stated otherwise in a particular curriculum), the participation mark carries a weight of 50%, and the examination mark a weight of 50% towards the final module mark.
- For third-year modules in the BEd (except when stated otherwise in a particular curriculum), the participation mark carries a weight of

50%, and the examination mark a weight of 50% towards the final module mark.

- For fourth-year modules in the BEd (except when stated otherwise in a particular curriculum), the participation mark carries a weight of 60%, and the examination mark a weight of 40% towards the final module mark.

2.6 Unsatisfactory academic performance

A student whose academic performance is found to be unsatisfactory will receive a formal written warning from the Dean: FES or an administrator authorised by him. Thereafter, if progress is still unsatisfactory, the student will be dealt with in terms of 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 this 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 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 remaining modules after these examination opportunities, his/her studies must be terminated in terms of Academic Rules. Only in exceptional cases, and on the grounds of irrefutable evidence, the Dean: FE or the school director, or the programme leader authorised by the 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 group activities).

Copying of text from other students or from other sources (for instance the study guide, prescribed material or directly from the internet) is not allowed – only brief quotations are allowed and then only if referenced correctly.

You should reformulate existing text and use your own words to explain what you have read. It is not acceptable to retype existing text, you should be able to relate the idea or concept, without repeating the original author to the letter.

The aim of the assignments is not the reproduction of existing material, but to ascertain whether you have the ability to integrate existing texts, add your own interpretation and offer a creative solution to existing problems.

Be warned: students who submit copied text will obtain a mark of zero for the assignment and disciplinary steps may be taken by the Faculty and/or University. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy – be careful and do not make your work available to anyone!

For further details, see:

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

3 Academic matters

3.1 Programme information: BEd Foundation Phase

Refer to the NWU Calendar for the Programme at

<http://www.nwu.ac.za/e-yearbook-index>

3.1.1 Nature and general aims

The NWU has a long history of training teachers in the Foundation Phase. It has the necessary facilities and capacity to deal with the training of teachers on all three campuses, as well as all the delivery sites.

The focus in the BEd Foundation Phase programme is to prepare students to teach from Grades R - 3. The knowledge mix for Foundation Phase teaching includes disciplinary, pedagogical and practical learning, to enable teachers to work competently with Grades R - 3 learners. The Foundation Phase programme prepares young learners for formal learning. The focus of this grade is on learning through play, developing physical coordination; as well as developing spoken language competence and fundamental ideas that will form a basis for future development of number sense and literacy.

In addition, Foundation Phase teachers must be capable of teaching all three subjects (Language, Mathematics and Life Skills) in Grade R-3, drawing from a broad range of general knowledge, which will support and enable them to implement the South African national school curriculum. Teachers need an extensive and specialised knowledge of early childhood learning to teach reading, writing and mathematics and to develop key initial concepts and skills that lay the foundation for learning in future phases.

Foundation Phase teachers must be skilled in identifying and addressing barriers to learning in the early years of schooling, as well as in curriculum differentiation for multiple learning levels within a grade.

The purpose of the Bachelor of Education in Foundation Phase Teaching (BEd FP Teaching) is to prepare beginner teachers to teach from Grades R - 3. In order to ensure well-rounded education for beginner teachers, the Foundation Phase programme is developed around a conceptual framework that focuses on social change and leadership, based on professional and disciplinary knowledge, and Practical and Service Learning. Twelve critical components guide the conceptual framework, namely: Social Change; Leadership; Practical Learning (e.g., Work Integrated Learning (WIL), Virtual Learning Experiences, etc.); Service Learning; Professional (e.g., pedagogical content knowledge) and Disciplinary Knowledge Bases (Language, Mathematics and Life Skills); Reflective and Analytic Thought; Collaboration; Communication; Professional Dispositions; Professional Learning; and Diversity and Technological Proficiency, specifically Technological Pedagogical Content Knowledge.

These twelve critical components will enable beginner Foundation Phase teachers to comply with the minimum competencies and collective roles of beginner teachers, as specified in the Minimum Requirements for Teacher Education Qualifications document.

Please remember the following:

The BEd Foundation Phase programme students of the North-West University who are completing their studies via the UODL are required to complete a total of **24 weeks practicum** at a school (in Grades R – 3 classrooms) for Work Integrated Learning. Students must complete the 24 weeks practicum over a minimum period of four years and a maximum period of eight years, a minimum of three continuous weeks per semester.

3.1.2 Work Integrated Learning (WIL)

WIL is **compulsory for ALL BEd** students who are registered in the Faculty of Education. The number of weeks (see below) is the students' responsibility and must be successfully completed before the BEd Foundation Phase degree can be awarded. The total number of weeks for BEd is 24 weeks.

For programme outlay refer to paragraph 3.1.6

Modules as prerequisites for a following module

Some of the modules in your programme are assumed learning for the next module. The modules which are assumed learning for the next module and thus a prerequisite before registration for the following module can be done, are the following:

- EDCC116 as prerequisite for EDCC216
- EDCC116 as prerequisite for EDCC126
- EDCC126 as prerequisite for EDCC225
- EDCC216 as prerequisite for EDCC316
- EDCC225 as prerequisite for EDCC326
- EDCC316 as prerequisite for EDCC415
- EDCC326 as prerequisite for EDCC424

Kindly note that registration will be strictly done according to this rule as from 2018.

WIL schedule for 2018:

Below is a list of the **expected dates** and requirements per practicum period. (The specific dates for WIL are determined annually for the following year 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).

2018 Dates:

Semester 1	Tuesday 10 April – Friday 4 May
Semester 2	Tuesday 17 July – Friday 03 August

WIL registration involves completing a WIL registration form (PR32) online before every practicum period. This and other relevant documentation, instructions and lists of schools are communicated electronically (eFundi). Students should complete their WIL registration form (PR23) during the first WIL information and contact session.

School grade placement:

In order to ensure that students gain a thorough knowledge of the prescribed curriculum in the relevant phase and subjects during their period of education, students will be placed, where practically possible, in schools as follows.

Foundation Phase

<p>Year level 1 - Grade 2</p> <p>Year level 2 - Grade 3</p> <p>Year level 3 - Grade 1 (Grade R for January period)</p> <p>Year level 4 - Grade R and 1</p>
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PLEASE NOTE: Student teachers may only **present lessons** in the stipulated grade placements indicated with the year level. Student teachers must be present in the class teacher's class for the full day's time-table and may observe lessons in other grades.

IMPORTANT:

- Please ensure that you understand the information provided in study guide EDCC 116.
- Please also 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 in **hard copy** after every practicum period.

WIL Office

Tel: +27 18 285 2012/299 4755

Fax: +27 87 233 1442

Email: p-wil-office@nwu.ac.za

3.1.3 Study duration and articulation

a) Study duration

The minimum duration of study for this degree is four years, and the maximum duration is eight years for distance learning students.

b) Articulation

This specialised qualification will provide the successful student who wishes to specialise in other disciplines, with an opportunity to articulate vertically to a related BEd Honours Degree (NQF 8), and to the related Postgraduate Diploma in Education (NQF 8).

These NQF level 8 qualifications ensure access to further postgraduate studies (Masters and doctoral studies) in related study fields. Students may also articulate horizontally to the Advanced Diploma in Education (NQF 7) qualification.

3.1.4 Admission requirements

General admission requirements

(a) APS-score: The results obtained in four Designated Subjects and two NSC subjects are used in the computation of the APS-score. The results obtained in Life Orientation are excluded. The APS-score is 24. Students may be required to write an admission exam.

b) Language requirement: A pass at level 4 (50-59 %) in the language of instruction on both the Home **and** First Additional Language level.

Specific requirements

1. Basic computer literacy.
2. Access to internet.
3. It is compulsory to attend all contact sessions.
4. It is compulsory to obtain the necessary technology such as a computer and/or tablet and mobile phone that meet the minimum specifications of the NWU namely: WiFi-enabled, one of the operating systems Windows, Android or Apple, 3G enabled (preferable) and 32 Gig (preferable).

Calculating the APS score

1. The results of 6 subjects are used to determine the APS-score (24+ for BEd Foundation Phase Training programme)

2. The achievement obtained in Life Orientation (LO) will not be rated in computing the APS-score. An achievement level of 5 or higher in LO will be regarded as a recommendation for admission in borderline cases and admission to certain programmes.
3. A student who achieves one APS scale points less than required for a specific study course, may at the discretion of the Senate be admitted conditionally to a particular field of study. Such a student must prove by successful completion of a Senate-approved admission examination, registered with the Matriculation Board that he/she has the ability to be admitted to university studies.
4. A student who obtains Discretionary Exemption may be admitted to certain study programmes on certain conditions.

3.1.5 Rules for the programme

Refer to the NWU Calendar of BEd Undergraduate Programmes:

<http://www.nwu.ac.za/e-yearbook-index>

The rules for the BEd Foundation Phase Programme should be read in conjunction with the General Academic Rules of the University (A-Rules), which are available on the Internet at:

www.nwu.ac.za/node/5661

BEd Foundation Phase for foreign students

The NWU received various applications from foreign students (CCE KwaSizabantu and Namibia) who want to enrol for the BEd Foundation Phase via open distance learning.

In accordance with the compilation of the curriculum in the Foundation Phase, a student must take a compulsory Home Language up until fourth-year level and a First Additional Language from the second to the fourth year of study. The Faculty of Education Sciences only presents certain languages per available capacity and programme approval. Admission requirements apply in accordance with the acquired languages as stated on a student's senior certificate. Usually students with foreign qualifications have not acquired the South African languages required for admission.

According to the DHET's Communiqué of 8 February 2016, which enables foreign students to enrol in the BEd Foundation Phase on strict conditions and by, amongst others, relaxing the language requirements, the Faculty of Education Sciences must provide clear guidelines in this regard. Foreign students will be obliged to take English as a Home Language over the course of four years with the implication that the admission requirements will be relaxed in such cases. Instead of the First Additional Language, different supplementary modules are proposed in accordance with the Revised Policy on the Minimum Requirements for Teacher Education Qualifications (19 February 2015).

First semester:

Year level 2	Year level 3	Year level 4
CULV211 <i>Professional Development and Diversity in Education</i>	NSSP111 <i>Natural Sciences: Life and Living Objects</i>	GEOS211 <i>Geography for Education: Human and Physical Geography for the Senior Phase</i>

Second semester:

Year level 2	Year level 3	Year level 4
READ121 <i>Strategic Reading in Content Areas</i>	ECNG121 <i>Economic Management Sciences for Education: Economics in the Senior Phase</i>	FETM121 <i>Engineering Technology for Teachers: Manufacturing and Joining</i>

3.1.6 Program outlay

IMPORTANT NOTICE

Recommendation for taking modules during your study period:

It is strongly suggested that the following modules should be completed consecutively, in the proposed order, as the content of initial modules provide an essential basis for concept forming in consecutive modules. Adhering to the proposed order will greatly contribute to your progress, as subsequent modules build on preceding modules and will therefore promote meaningful knowledge construction.

First Year		Second Year		Third Year		Fourth Year	
WORK INTEGRATED LEARNING							
EDCC116	→ EDCC126	EDCC216	→ EDCC225	EDCC316	→ EDCC326	EDCC415	→ EDCC424
LANGUAGES							
AFRF111	→ AFRF121	AFRF211	→ AFRF221	AFRF311	→ AFRF321	AFRF411	→ AFRF421
ENFF111	→ ENFF121	ENFF211	→ ENFF221	ENFF311	→ ENFF321	ENFF411	→ ENFF421
PEFF111	→ PEFF121	PEFF211	→ PEFF221	PEFF311	→ PEFF321	PEFF411	→ PEFF421
SEFF111	→ SEFF121	SEFF211	→ SEFF221	SEFF311	→ SEFF321	SEFF411	→ SEFF421
SOFF111	→ SOFF121	SOFF211	→ SOFF221	SOFF311	→ SOFF321	SOFF411	→ SOFF421
ZUFF111	→ ZUFF121	ZUFF211	→ ZUFF221	ZUFF311	→ ZUFF321	ZUFF411	→ ZUFF421
		AFAF211	→ AFAF221	AFAF311	→ AFAF321	AFAF411	→ AFAF421

		ENAF211 → ENAF221	ENAF311 → ENAF321	ENAF411 → ENAF421
		SEAF211 → SEAF221	SEAF311 → SEAF321	SEAF411 → SEAF421
MATHEMATICS				
MFPC111 → MFPC121		MFPC221	MFPC311 → MFPC321	MFPC411 → MFPP421

Composition: BEd Foundation Phase (4BJ J01) curriculum at distance – NQF Level 7

First, second and third year

IMPORTANT INFORMATION:

¹ For students with an African Language as First Language.

² For students with Afrikaans or English as First Language.

Languages available to choose from as first language and first additional language (home language, as indicated on matric/senior certificate) for 2018 are:

Afrikaans, English, IsiZulu, Sepedi, Sesotho, Setswana.

THE AVAILABILITY OF MODULES PRESENTED EITHER IN DISTANCE OR CONTACT MODES, ARE SUBJECT TO APPROVAL AND CAMPUS CAPACITY.

1ST YEAR					
SEMESTER 1			SEMESTER 2		
EDCC114	Introduction to Curriculum and Professional Studies	8	EDCC125	Historical & Political Context of Education in SA	8
EDCC115	Critical Components for Curriculum	8			

	Development for Educators				
EDCC116	<i>Work Integrated Learning (Learning in Practice; Learning from Practice)</i>	8	→	EDCC126	<i>Work Integrated Learning (Learning in Practice; Learning from Practice)</i>
EDTC111	Educational Media and Technology	8			
MFPC111	Mathematics FP: Learning and Teaching Theories and Strategies in Primary Mathematics	12	→	MFPC121	Mathematics FP: Number Sense and Operations
LSKS111	Life Skills for Early Childhood Education Development: Social Sciences (Health Sciences)	8			
CHOOSE ONE OF THE FOLLOWING FIRST LANGUAGES:				CONTINUE WITH ONE OF THE FOLLOWING FIRST LANGUAGES:	
AFRF111	Afrikaans Huistaal GSF: Fundamentele kennis en multikulturele kinderliteratuur	12	→	AFRF121	Afrikaans Huistaal GSF: Fonetiek, Fonetiek, Fonemiese Bewustheid en die Geskiedenis van Kinderliteratuur
ENFF111	English First Language FP: Foundational Knowledge and Multicultural Children's Literature	12	→	ENFF121	English First Language FP: Phonetics, Phonology, Phonemic Awareness and the History of Children's Literature
PEFF111	Sepedi Home Language FP: Foundational Knowledge and Multicultural Children's Literature	12	→	PEFF121	Sepedi Home Language FP: Phonetics, Phonology, Phonemic Awareness and the History of Children's Literature
SOFF111	Sesotho Home Language FP: Foundational Knowledge and Multicultural Children's Literature	12	→	SOFF121	Sesotho Home Language FP: Phonetics, Phonology, Phonemic Awareness and the History of Children's Literature
SEFF111	Setswana First Language FP: Foundational Knowledge and Multicultural Children's Literature	12	→	SEFF121	Setswana First Language FP: Phonetics, Phonology, Phonemic Awareness and the History of Children's Literature
ZUFF111	IsiZulu First Language FP: Foundational Knowledge and Multicultural Children's Literature	12	→	ZUFF121	IsiZulu First Language FP: Phonetics, Phonology, Phonemic Awareness and the History of Children's Literature
				CONTINUE WITH COMPULSORY MODULE:	
				ALDE121	Academic Literacy
					12
CHOOSE ONE OF THE FOLLOWING SECOND ADDITIONAL					

LANGUAGES:		
AFCL121 ¹	Afrikaans: Basiese Gespreksgesprekskommunikasie	8
PECL121 ²	Language of Conversational Competence: Sepedi	8
SECL121 ²	Language of Conversational Competence: Setswana	8
SOCL121 ²	Language of Conversational Competence: Sesotho	8
ZUCL121 ²	Language of Conversational Competence: isiZulu	8
TOTAL CREDITS FOR YEAR 1		124

2nd YEAR					
SEMESTER 1			SEMESTER 2		
EDCC214	Professional Studies: Teaching and Learning Theories and Practices	8	EDCC224	Educational Psychology: Human Development	8
EDCC216	<i>Work Integrated Learning (Learning in Practice; Learning from Practice)</i>	8	EDCC225	<i>Work Integrated Learning (Learning in Practice; Learning from Practice)</i>	8
EDCC215	Educational Psychology: Introduction to Educational Psychology	8	MFPC221	Mathematics for Early Childhood Education and Development: Geometry and Measurement of Primary Mathematics	12
LSKA211	Life Skills: Visual Arts for Teaching and Learning in the Foundation Phase	8	LSKM221	Life Skills in the Foundation Phase: Music	8
MTLS211	Multi-grade and Learning Support in the Foundation and Intermediate Phases	12	WVOS222	Philosophy of Science: Understanding the Educational World	8
CHOOSE ONE OF THE FOLLOWING FIRST LANGUAGES:			CONTINUE WITH ONE OF THE FOLLOWING FIRST LANGUAGES:		
AFRF211	Afrikaans Huistaal GSF: Morfologie, Klankleer, Woordstudie, Alfabetiese Beginsel en die seleksie en evaluering van Kinderliteratuur	12	AFRF221	Afrikaans Huistaal GSF: Semantiek, woordeskat en prentebouke	12
ENFF211	English Home Language FP: Morphology, Phonics, Word Study, Alphabetic Principles and Selecting and Evaluating Children's	12	ENFF221	English Home Language FP: Semantics, Vocabulary and Picture books	12

	Literature					
PEFF211	Sepedi Home Language FP: Morphology, Phonics, Word Study, Alphabetic Principles and selecting and evaluating Children's Literature	12	→	PEFF221	Sepedi Home Language FP: Semantics, Vocabulary and Picture books	12
SEFF211	Setswana Home Language FP: Morphology, Phonics, Word Study, Alphabetic Principles and Selecting and Evaluating Children's Literature	12	→	SEFF221	Setswana Home Language FP: Semantics, Vocabulary and Picture books	12
SOFF211	Sesotho Home Language FP: Morphology, Phonics, Word Study, Alphabetic Principles and Selecting and Evaluating Children's Literature	12	→	SOFF221	Sesotho Home Language FP: Semantics, Vocabulary and Picture books	12
ZUFF211	IsiZulu Home Language FP: Morphology, Phonics, Word Study, Alphabetic Principles and Selecting and Evaluating Children's Literature	12	→	ZUFF221	IsiZulu Home Language FP: Semantics, Vocabulary and Picture books	12
CHOOSE ONE OF THE FOLLOWING FIRST ADDITIONAL LANGUAGES:				CONTINUE WITH ONE OF THE FOLLOWING FIRST ADDITIONAL LANGUAGES:		
AFAF211	Afrikaans First Additional Language in FP Teaching: Language Acquisition and Development and Selecting and Evaluating Children's Literature	8	→	AFAF221	Afrikaans First Additional Language in FP Teaching: Foundational Knowledge and Multicultural Children's Literature	8
ENAF211	English First Additional Language in FP Teaching: Language Acquisition and Development and Selecting and Evaluating Children's Literature	8	→	ENAF221	English First Additional Language in FP Teaching: Foundational Knowledge and Multicultural Children's Literature	8
SEAF211	Setswana First Additional Language in FP Teaching: Language Acquisition and Development and Selecting and Evaluating Children's Literature	8	→	SEAF221	Setswana First Additional Language in FP Teaching: Foundational Knowledge and Multicultural Children's Literature	8
					TOTAL CREDITS FOR YEAR 2	132

3 rd YEAR					
SEMESTER 1			SEMESTER 2		
EDCC315	Educational Law	8	EDCC323	Educational Psychology: Learning support	16
EDCC316	<i>Work Integrated Learning (Learning in Practice; Learning from Practice)</i>	8	EDCC326	<i>Work Integrated Learning (Learning in Practice; Learning from Practice)</i>	8
EDTM312	Environmental Management for Sustainability: Introduction to Environmental Management in schools	8	EDCC325	Critical thinking & Social Justice	8
WVOS312	Philosophy of Science: Main Currents in the Philosophy of Education	12	LSKN321	Life Skills for Early Childhood Education Development: Natural Science and Technology	8
MFPC311	Mathematics for Early Childhood Education and Development: Number theory, number patterns and data handling in Primary Mathematics	8	MFPC321	Mathematics for Early Childhood Education and Development: Rational numbers in Primary Mathematics	8
CHOOSE ONE OF THE FOLLOWING FIRST LANGUAGES:			CONTINUE WITH ONE OF THE FOLLOWING FIRST LANGUAGES:		
AFRF311	Afrikaans Huistaal GSF: Sintaksis, vlotheid en tradisionele letterkunde, poësie, historiese fiksie en biografieë	12	AFRF321	Afrikaans Huistaal GSF: Diskoersanalise, pragmatiek, begrip en inligtingstekste	12
ENFF311	English Home Language FP: Syntax, Fluency and Traditional Literature, Poetry, Historical Fiction and Biographies	12	ENFF321	English Home Language FP: Discourse Analysis, Pragmatics, Comprehension and Informational Texts	12
SEFF311	Setswana Home Language FP: Syntax, Fluency and Traditional Literature, Poetry, Historical Fiction and Biographies	12	SEFF321	Setswana Home Language FP: Discourse Analysis, Pragmatics, Comprehension and Informational Texts	12
SOFF311	Sesotho Home Language FP: Syntax, Fluency and Traditional Literature, Poetry, Historical Fiction and Biographies	12	SOFF321	Sesotho Home Language FP: Discourse Analysis, Pragmatics, Comprehension and Informational Texts	12
ZUFF311	IsiZulu Home Language FP: Syntax, Fluency and Traditional Literature, Poetry, Historical Fiction and Biographies	12	ZUFF321	IsiZulu Home Language FP: Discourse Analysis, Pragmatics, Comprehension and Informational Texts	12
CHOOSE ONE OF THE FOLLOWING FIRST ADDITIONAL			CONTINUE WITH ONE OF THE FOLLOWING FIRST ADDITIONAL		

LANGUAGES:			LANGUAGES:		
AFAF311	Afrikaans Eerste Addisionele Taal in GSF onderrig: Taal, kultuur en prenteboeke	8	→ AFAF321	Afrikaans Eerste Addisionele Taal in GSF onderrig: Taal as 'n sisteem en Tradisionele Literatuur, Poësie, Historiese Fiksie en Biografieë	8
ENAF311	English First Additional Language in FP teaching: Language, Culture and Picture Books	8	→ ENAF321	English First Additional Language in FP teaching: Language as a System and Traditional Literature, Poetry, Historical Fiction, and Biographies	8
SEAF311	Setswana First Additional Language in FP teaching: Language, Culture and Picture Books	8	→ SEAF321	Setswana First Additional Language in FP teaching: Language as a System and Traditional Literature, Poetry, Historical Fiction, and Biographies	8
TOTAL CREDITS FOR YEAR 3					132

3.1.7 Suggestion regarding the structuring of your curriculum

- a. Structure your curriculum over the minimum period of four years. The maximum period to complete the qualification is eight years.
- b. Do not attempt more than nine modules per semester (examination session) - remember that you should spend at least six months working through a module.
- c. Most curricula do not consist of more than 30 modules, which implies that you will be able to complete the curriculum in four years (eight examination opportunities).
- d. If, after eight years, you still have to complete some modules, your studies will be terminated.

3.1.8 Language

The language of tuition via ODL is English. Contact sessions will be conducted in English.

Study guides for all the modules (with the exception of Languages) are only available in English. You may write examinations and submit assignments in either Afrikaans or English.

Please note that where a module is chosen for Language of Learning and Teaching (LoLT), you must write examinations and submit assignments in that specific language.

3.1.9 Study material and study guides

- a) Study material (e.g. text books) 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.
 - i. This programme is supported by the e-Fundi learner management system. All your study guides will be downloaded on this platform. You will be able to communicate with your lecturer and peers and submit your assignments on this platform.
 - ii. 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 password. Namibian students will need to use their passport number as their password. Kindly change your password and memorize it.

- iii. All students **MUST** have an email address.

3.2 Teaching and learning arrangements

3.2.1 Assessment (assignments and examinations)

3.2.1.1 Assignments

For any enquiries regarding assignments phone the help desk: +27 18 285 5900.

- a) Please use the format for writing academic assignments, as stipulated in the tutorial letters and in the North-West University's Referencing Guide.
- b) No hard copies or hand-written assignments will be accepted.
- c) You are required to submit assignments via e-fundi, according to dates specified in this prospectus (information booklet).
- d) Complete your assignments in due time so that you will be able to focus on preparing for the examinations.
- e) The NWU urges you to submit completed assignments to be assessed on time, in order to ensure that examination information will be received before examinations commence.
- f) All assignments should be submitted by using e-fundi except for the portfolios. The assignment must be saved as one pdf document which includes all addenda and two extra clean pages at the back. Submit the portfolio as a hard copy, as ONE Portfolio with different sections.

Hard copies should only be submitted to:

Postal address

Unit for Open Distance Learning (UODL)
Building B6 Office G10
North-West University
Private Bag X6001
Internal Box 539
Potchefstroom
2520

Courier address

Unit for Open Distance Learning (UODL)
Building B6
Office G10

Cr Malherbe & Esselen Street
North-West University
Potchefstroom
2531

Portfolios may **also be posted by hand** at the contact session centres in the provided post boxes before the due dates. No portfolios will be assessed if received after the due dates.

Assignments that are submitted **after the due date will have to stand over to the next semester**, which implies that you will only then have a participation mark that will grant you entry to write examinations in a particular module.

NB: You should always keep copies of your assignments.

NEVER email your assignments!

e. Due dates

Submit your assignments WELL BEFORE THE DUE DATE. Once your assignment is captured in the system as received, you will receive a SMS. If you do not receive a SMS it is your responsibility to follow up with the UODL before the closing date. Kindly note that some modules will have different e-Fundi tests or smaller assignments that will be accumulated to the participation mark

NO assignments will be capture after the closing date.

i. Assignments:

2018	Assignment 1	Assignment 2
First semester	24 March	7 April
Second semester	18 August	8 September

ii. Portfolios:

2018	Portfolio	WIL portfolio
First semester	26 May	26 May
Second semester	20 October	08 September

3.3 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) **Faculty of Education Library hours**

Term:

- Monday to Friday 07:30–18:00
- Saturday 10:00–13:00

University holidays:

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

* As this is a newly implemented course, no previous examination papers will be available for third-year students.

Previous examination papers will be available for first- and second-year students.

Call +27 18 285 5900 for UODL requests.

3.3.1.1 Examinations

- a) No examination information sessions will be facilitated at Learning Support Centres.
- c) You need a participation mark (40%) to be allowed to write examinations. You will be officially notified whether you have complied with this prerequisite.
- d) You may download previous examination papers and tutorial notes from the link: <http://distance.nwu.ac.za/downloads>
- e) Important contact numbers regarding examination enquiries:
All queries: +27 18 285 5900
- f) Examinations may be written at any of the venues on the list provided.
- g) Please take careful note of the details regarding examination procedures provided below so that you know what will be expected of you.
- h) Examinations will take place on the dates provided in the examination timetable.
- i. 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.
 - ii. A personal timetable for examination leave that may be submitted to the Department of Basic Education will be posted on the web site/e-fundi.
 - iii. 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 in accordance with the module outcomes and marked by lecturers and accredited markers from the University.
- v. As soon as your results have been processed, you will be notified via SMS/email/eFundi.
- vi. The final promotion is conducted by an examination panel from the University.
- vii. If you should fail a module during the examinations, you will have an opportunity to rewrite the module the following semester. For instance: if you failed a first semester 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, pay for the module and obtain a participation mark, and obtain a part to be granted 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 a candidate being expelled from the programme. Please ensure that you do not become an academic culprit of this kind of unethical behaviour. It is not worth it.
- x. It is important that you attend at the examination centre you have indicated on your application form, since provision will be made for you only at that examination centre. Only written requests for any change of examination centre will be accepted. The Learning Support Centre closest to your hometown will be your particular examination centre (see list provided).
- xi. NO marks will be provided telephonically.**
- xii. 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 web page).
- xiii. You may also obtain your examination results via SMS. Go to new messages on your cell phone, type in your student

number, followed by the word NWU and send the message to 35606. An SMS will be sent to you with your results.

i) Examination marks are calculated as follows:

- a. A sub-minimum of 40% for assignments will grant you admission to the examination.
- b. Examination sub-minimum = 40% per module*
- c. Participation- and examination marks total for the module, or final mark:
 - i. First-year modules: $60\% + 40\% = 100\%$
 - ii. Second and third-year modules: $50\% + 50\% = 100\%$
 - iii. Fourth-year modules: $40\% + 60\% = 100\%$
- d. Distinction = 75% and above.
- e. Pass mark = 50%

* **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%.

3.3.2 Cancellation of studies/Expulsion process

3.3.2.1 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
UODL North-West University
POTCHEFSTROOM 2531
 - ii) Should notice of cancellation be sent by registered mail, the date of receipt will be noted as the official date of cancellation.
- b) The cancellation is valid from the date of submission of the proper cancellation form to the Department of Academic Administration (UODL), or from the date of receipt of the registered postal article by the Head: Support Section (UODL).

- c) The Head: Support Section or Department of Academic Administration (UODL) will notify the NWU Financial Administration: Revenue accordingly regarding the cancellation.

3.3.2.2 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.

3.3.2.3 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 will also be repayable immediately.

4 Administrative matters

4.1 UODL Contact details from 1 September 2017

Description	Contact number
General /administrative enquiries	018 285 5900
Academic / lecturer enquiries	018 285 5900
Learning support centres enquiries	018 299 4561
Examination information / timetable enquiries	018 285 5900
Module re-registration enquiries	018 285 5900

Booking of computer literacy training	018 285 5900
Examination paper related enquiries	018 285 5900

4.2 Enquiries

4.2.1 Email or SMS enquiries

- email address: DistancePotch@nwu.ac.za
- Short code: Send SMS to 43366 or 45228
- SMS must start with NWU and then follow with your query

4.2.2 Website for the Unit for Open Distance Learning (UODL)

<http://distance.nwu.ac.za/>

All tutorial notes and examination information can be downloaded from:
<http://distance.nwu.ac.za/downloads>.

4.2.3 Registrations

- email address: UODL-registrations@nwu.ac.za
- Telephone: +27 18 285 5900

4.2.4 Applications

- email address: UODL-applications@nwu.ac.za
- Telephone: 018 285 5900

4.2.5 Fraud line

- SMS the word "fraud", "Fraud" or "FRAUD" and a short message to 45228.

4.3 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.

4.4 Financial arrangements

4.4.1 Fees payable upon changing of modules

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

4.4.2 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 may 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.

4.4.3 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: PUK-studyfees@nwu.ac.za

4.4.4 Web address

The complete Fees Payable and Financial Rules are available at:
<http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/p-far/2015Summary.pdf>

5 Contact sessions and year programme

Refer to paragraph 8 for detailed information on Learning support centres for the BEd Foundation Phase.

5.1 General information regarding contact sessions

- a) **Note:** Please refer to the timetable before contacting the Call Centre.
- b) Familiarise yourself with dates of contact sessions taking place in your area (included in this information booklet).
- c) Your timetable will clearly indicate which sessions will be facilitated on the interactive whiteboards and which will be facilitated by facilitators. No other modules will be facilitated at a Learning Support Centre on one specific date.
- d) Timetables for all centres are included in your information booklet. Attend the contact session in the area allocated to you for BEd Foundation Phase. You do not have to book to attend a session. Please ensure that you use the correct timetable for the given Learning Support Centre. Dates, times and Learning Support Centres are clearly indicated.
- e) When attending contact sessions, you are requested to complete attendance registers at the Learning Support Centre where you attend. Even if sessions are facilitated by means of the interactive whiteboards, attendance registers must be completed for all modules.

5.2 Learning support and tuition information

5.2.1 Interactive whiteboard sessions

- a) Contact sessions are provided at Learning Support Centres during Interactive Whiteboard sessions (IWB). This implies that the lecturer responsible for the module will lecture at Potchefstroom while his/her lecture is being broadcast live to the various Learning Support Centres.
- b) Each Learning Support Centre has a technician and/or programme facilitator to assist you. You may therefore interrupt the lecturer or answer/ask questions at any time, as the whiteboard allows for immediate interaction. The technician and/or programme facilitator will assist you in this regard.

- c) During the Interactive Whiteboard sessions, you may SMS questions regarding the module being presented to 43366.
- d) Normal SMS rates apply. Such questions will be addressed by the lecturer during or after the session.
- e) More information regarding this system will be communicated to you during IWB sessions.
- f) The majority of sessions in 2018 at all Learning Support Centres will be facilitated by utilising interactive whiteboards.
- g) 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 Learning support Centres

- a) Attending contact sessions is not compulsory, although it has been proven by research that students who attend normally have a higher success rate.
- b) During these sessions, you will meet with relevant academic professionals who will give you advice on your assignments, provide feedback regarding completed assignments, and provide academic guidance via your study material. You will also have the opportunity to work in groups with peers.
- c) It is very important that you should be well prepared when attending a contact session.
- d) Contact sessions are primarily scheduled during weekdays at registered Learning Support Centres for BEd Foundation phase students and are scheduled as indicated in table below:

BEd Foundation Phase contact sessions		
Third-Year	Tuesday afternoon	14:30 – 18:15
Second-Year	Wednesday afternoon	14:30 - 18:15
First-Year	Thursday afternoon	14:30 - 17:30

- e) Only modules, as indicated on the timetable, will be facilitated on the assigned dates.
- f) Timetables for all contact sessions scheduled from January to October 2018 are included in this information booklet.

4.2.3 Communication and contact details regarding contact sessions

- a) Only programme-specific SMS's will be sent to you.
- b) In all cases please, please refer to your Year Programme regarding contact sessions in your area.
- c) For additional information regarding your studies also visit the UODL Facebook page or UODL website.
- d) 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 7796 390 (Saturdays 08:00–16:00).
- e) Should you experience problems with programme facilitators at Learning Support Centres, please call +27 82 779 6390.
- d) Lecturers may be seen during office hours on Tuesdays, Wednesdays and Thursdays. You may in advance book an appointment with them for a specific day and time. You may call +27 18 2855 900 for assistance regarding information about the lecturers.

5.3 Contact session timetable for 2018: BEd Foundation Phase

5.3.1 General information about whiteboard sessions

- a) Take note that two to four sessions may be presented at selected Learning Support Centres:
 - o Whiteboard 1
 - o Whiteboard 2
 - o Whiteboard 3
 - o Whiteboard 4
- b) Whiteboard sessions will take place at the times scheduled in the timetable for in the Whiteboard Year Programme.
- c) If an SMS is sent to you to remind you of contact sessions, please refer to your Whiteboard Year Programme to check whether your modules will be facilitated during the sessions on a specific date.
- d) Refer to your Whiteboard Year Programme for the identified Learning Support Centre for the BEd Foundation Phase programme.
- e) You do not have to book for contact sessions.

- f) Please notify the call centre should there be any clashes on the timetable.
- g) The contact session timetable includes information regarding Learning support Centres, contact times and dates, modules and semesters.

IMPORTANT to notice

*Please note that the IWB time-table below are subject to change.

*Languages in the curriculum may differ from year to year

*Languages will be presented via Whiteboard sessions according to ethnic clusters.

Example: *ZUFF modules are only presented via IWB at centres in KZN.*

IMPORTANT:

If a specific language is not broadcast from the student's centre, the student can connect via Bridget or can download the relevant IWB presentations from the UODL website.

BROADCASTS FOR LANGUAGES 2018

All sessions that show a choice E.g. SOFF211/ZUFF211 do not mean the session is divided into two short sessions but each language will have a 45min session; broadcast according to the ethnic clusters as mentioned below:

Language	Centres
ZUFF / ZUCL	KZN
SEFF / SECL	Gauteng and North West
SOFF / SOLC	Free State and Eastern Cape
PEFF / PECL	Limpopo

FIRST-YEAR BEd FP TIMETABLE 2018¹

THURSDAY 14:30 – 17:30

First Semester		Second Semester	
18.01.2018		19.07.2018	
14:30	Orientation session ↓	14:30	EDCC125
15:15		15:15	EDCC126
16:00		16:00	ALDE121
16:45		16:45	MFPC121
25.01.2018		26.07.2018	
14:30	EDCC116	14:30	AFCL121
15:15	EDCC114	15:15	AFRF121
16:00	MFPC111	16:00	SOFF121/ZUFF121
16:45	AFRF111	16:45	SOLC121/ZUCL121
01.02.2018		02.08.2018	
14:30	SOFF111/ZUFF111	14:30	ENFF121
15:15	EDCC115	15:15	SECL121/PECL121
16:00	EDTC111	16:00	MFPC121
16:45	SEFF111/PEFF111	16:45	SEFF121/PEFF121
08.02.2018		16.08.2018	
14:30	EDCC116	14:30	EDCC125
15:15	LSKS111	15:15	MFPC121
16:00	ENFF111	16:00	ALDE121
16:45	EDCC114	16:45	EDCC126
15.02.2018		23.08.2018	
14:30	MFPC111	14:30	AFCL121
15:15	EDCC116	15:15	AFRF121
16:00	AFRF111	16:00	SECL121/PECL121
16:45	LSKS111	16:45	SEFF121/PEFF121
22.02.2018		30.08.2018	
14:30	LSKS111	14:30	ALDE121


¹ Subject to change

15:15	ENFF111	15:15	ENFF121
16:00	EDCC115	16:00	SOFF121/ZUFF121
16:45	SOFF111/ZUFF111	16:45	SOLC121/ZUCL121
01.03.2018		06.09.2018	
14:30	SEFF111/PEFF111	14:30	EDCC125
15:15	EDTC111	15:15	ALDE121
16:00	MFPC111	16:00	MFPC121
16:45	<i>EDCC116</i>	16:45	<i>EDCC126</i>
08.03.2018		13.09.2018	
14:30	LSKS111	14:30	SECL121/PECL121
15:15	ENFF111	15:15	AFRF121
16:00	EDCC114	16:00	ALDE121
16:45	AFRF111	16:45	SOLC121/ZUCL121
15.03.2018		20.09.2018	
14:30	EDCC115	14:30	SEFF121/PEFF121
15:15	SOFF111/ZUFF111	15:15	SOFF121/ZUFF121
16:00	MFPC111	16:00	<i>EDCC126</i>
16:45	EDTC111	16:45	MFPC121
22.03.2018		27.09.2018	
14:30	SEFF111/PEFF111	14:30	ENFF121
15:15	EDCC114	15:15	MFPC121
16:00	MFPC111	16:00	EDCC125
16:45	<i>EDCC116</i>	16:45	<i>EDCC126</i>
12.04.2018		11.10.2018	
14:30	LSKS111	14:30	SECL121/PECL121
15:15	AFRF111	15:15	MFPC121
16:00	EDCC115	16:00	SEFF121/PEFF121
16:45	SOFF111/ZUFF111	16:45	AFRF121
19.04.2018		18.10.2018	
14:30	SEFF111/PEFF111	14:30	ENFF121
15:15	EDTC111	15:15	EDCC125
16:00	ENFF111	16:00	SOFF121/ZUFF121

16:45	MFPC111	16:45	SOLC121/ZUCL121
26.04.2018			
14:30	EDCC115		
15:15	SOFF111/ZUFF111		
16:00	EDTC111		
16:45	MFPC111		
03.05.2018			
14:30	SEFF111/PEFF111		
15:15	LSKS111		
16:00	MFPC111		
16:45	<i>EDCC116</i>		
10.05.2018			
14:30	MFPC111		
15:15	AFRF111		
16:00	EDCC114		
16:45	ENFF111		
17.05.2018			
14:30	SOFF111/ZUFF111		
15:15	EDCC114		
16:00	MFPC111		
16:45	AFRF111		
24.05.2018			
14:30	EDCC115		
15:15	ENFF111		
16:00	EDTC111		
16:45	SEFF111/PEFF111		

SECOND-YEAR BEd FP TIMETABLE 2018²

WEDNESDAY 14:30 – 18:15

First semester		Second semester	
17.01.2018		18.07.2018	
14:30	Orientation session 	14:30	EDCC225
15:15		15:15	EDCC224
16:00		16:00	ENFF221
16:45		16:45	MFPC221
17:30		17:30	AFRF221
24.01.2018		25.07.2018	
14:30	EDCC216	14:30	SEFF221/PEFF221
15:15	MTLS211	15:15	ENAF221
16:00	EDCC214	16:00	WVOS222
16:45	LSKA211	16:45	LSKM221
17:30	EDCC215	17:30	EDCC225
31.01.2018		01.08.2018	
14:30	EDCC215	14:30	SEFF221/PEFF221
15:15	LSKA211	15:15	SOFF221/ZUFF221
16:00	AFRF211	16:00	AFAF221
16:45	ENFF211	16:45	ENAF221
17:30	EDCC216	17:30	SEAF221
07.02.2018		08.08.2018	
14:30	EDCC216	14:30	ENFF221
15:15	MTLS211	15:15	WVOS222
16:00	ENAF211	16:00	MFPC221
16:45	AFAF211	16:45	AFRF221
17:30	SEAF211	17:30	SOFF221/ZUFF221

² subject to change

14.02.2018		15.08.2018	
14:30	SOFF211/ZUFF211	14:30	LSKM221
15:15	LSKA211	15:15	SEFF221/PEFF221
16:00	SEFF211/PEFF211	16:00	EDCC224
16:45	EDCC215	16:45	AFRF221
17:30	ENFF211	17:30	<i>EDCC225</i>
21.02.2018		22.08.2018	
14:30	AFRF211	14:30	<i>EDCC225</i>
15:15	AFAF211	15:15	SOFF221/ZUFF221
16:00	EDCC214	16:00	AFAF221
16:45	SOFF211/ZUFF211	16:45	ENAF221
17:30	<i>EDCC216</i>	17:30	SEAF221
28.02.2018		29.08.2018	
14:30	ENAF211	14:30	EDCC224
15:15	SEFF211/PEFF211	15:15	MFPC221
16:00	MTLS211	16:00	ENFF221
16:45	EDCC214	16:45	LSKM221
17:30	SEAF211	17:30	SOFF221/ZUFF221
07.03.2018		05.09.2018	
14:30	EDCC215	14:30	MFPC221
15:15	LSKA211	15:15	ENAF221
16:00	AFRF211	16:00	LSKM221
16:45	ENFF211	16:45	SEFF221/PEFF221
17:30	SOFF211/ZUFF211	17:30	SEAF221
14.03.2018		12.09.2018	
14:30	MTLS211	14:30	WVOS222
15:15	EDCC214	15:15	EDCC224
16:00	AFAF211	16:00	AFRF221
16:45	ENAF211	16:45	AFAF221
17:30	SEAF211	17:30	SEAF221

21 March Human Rights Day BEd FP 2nd Year moved to Tuesday 20 March			
Tuesday 20.03.2018		19.09.2018	
14:30	ENFF211	14:30	MFPC221
15:15	EDCC215	15:15	LSKM221
16:00	LSKA211	16:00	ENFF221
16:45	AFRF211	16:45	AFAF221
17:30	SOFF211/ZUFF211	17:30	WVOS222
11.04.2018		26.09.2018	
14:30	MTLS211	14:30	SOFF221/ZUFF221
15:15	ENFF211	15:15	ENFF221
16:00	SEFF211/PEFF211	16:00	AFRF221
16:45	SOFF211/ZUFF211	16:45	AFAF221
17:30	AFAF211	17:30	EDCC225
18.04.2018		10.10.2018	
14:30	ENAF211	14:30	EDCC224
15:15	EDCC216	15:15	ENAF221
16:00	EDCC214	16:00	LSKM221
16:45	EDCC215	16:45	SEFF221/PEFF221
17:30	SEAF211	17:30	SEAF221
25.04.2018		17.10.2018	
14:30	MTLS211	14:30	MFPC221
15:15	LSKA211	15:15	WVOS222
16:00	AFRF211	16:00	AFAF221
16:45	ENFF211	16:45	ENAF221
17:30	SEFF211/PEFF 211	17:30	SEAF221

02.05.2018		
14:30	SOFF211/ZUFF 211	
15:15	AFAF211	
16:00	ENAF211	
16:45	SEFF211/PEFF211	
17:30	SEAF211	
09.05.2018		
14:30	EDCC215	
15:15	LSKA211	
16:00	AFRF211	
16:45	EDCC214	
17:30	<i>EDCC216</i>	
16.05.2018		
14:30	EDCC214	
15:15	SEFF211/PEFF211	
16:00	SOFF211/ZUFF211	
16:45	AFAF211	
17:30	ENAF211	
23.05.2018		
14:30	MTLS211	
15:15	AFRF211	
16:00	ENFF211	
16:45	SEFF211/PEFF211	
17:30	SEAF211	

THIRD-YEAR BEd FP TIMETABLE 2018³

TUESDAY 14:30 – 18:15

First semester		Second semester	
23.01.2018		17.07.2018	
14:30	Orientation session 	14:30	EDCC326
15:15		15:15	EDCC323
16:00		16:00	ENFF321
16:45		16:45	MFPC321
17:30		17:30	AFRF321
30.01.2018		24.07.2018	
14:30	EDCC316	14:30	SEFF321
15:15	MFPC311	15:15	ENAF321
16:00	EDTM312	16:00	EDCC325
16:45	AFRF311	16:45	LSKN321
17:30	ENFF311	17:30	EDCC326
06.02.2018		31.07.2018	
14:30	EDCC315	14:30	SEFF321
15:15	WVOS312	15:15	SOFF321/ZUFF321
16:00	AFRF311	16:00	AFAF321
16:45	ENFF311	16:45	ENAF321
17:30	EDCC316	17:30	SEAF321
13.02.2018		07.08.2018	
14:30	EDTM312	14:30	ENFF321
15:15	EDCC315	15:15	EDCC325
16:00	ENAF311	16:00	MFPC321
16:45	SEAF311	16:45	AFRF321
17:30	AFAF311	17:30	SOFF321/ZUFF321

³ Subject to change

20.02.2018		14.08.2018	
14:30	SOFF311/ZUFF311	14:30	LSKN321
15:15	MFPC311	15:15	SEFF321
16:00	SEFF311	16:00	EDCC323
16:45	EDCC315	16:45	AFRF321
17:30	ENFF311	17:30	<i>EDCC326</i>
27.02.2018		21.08.2018	
14:30	AFRF311	14:30	EDCC325
15:15	AFAF311	15:15	SOFF321/ZUFF321
16:00	WVOS312	16:00	AFAF321
16:45	MFPC311	16:45	ENAF321
17:30	<i>EDCC316</i>	17:30	SEAF321
06.03.2018		28.08.2018	
14:30	<i>EDCC316</i>	14:30	EDCC323
15:15	SEAF311	15:15	MFPC321
16:00	ENAF311	16:00	ENFF321
16:45	EDCC315	16:45	LSKN321
17:30	SEFF311	17:30	SOFF321/ZUFF321
13.03.2017		04.09.2018	
14:30	EDTM312	14:30	EDCC323
15:15	WVOS312	15:15	ENAF321
16:00	AFRF311	16:00	ENFF321
16:45	ENFF311	16:45	SEFF321
17:30	SOFF311/ZUFF311	17:30	SEAF321
20.03.2017		11.09.2018	
14:30	MFPC311	14:30	EDCC325
15:15	EDCC315	15:15	<i>EDCC326</i>
16:00	AFAF311	16:00	AFRF321
16:45	ENAF311	16:45	AFAF321
17:30	SEAF311	17:30	SEAF321

27.03.2018		18.09.2018	
14:30	ENFF311	14:30	MFPC321
15:15	EDTM312	15:15	LSKN321
16:00	WVOS312	16:00	ENFF321
16:45	AFRF311	16:45	AFAF321
17:30	SOFF311/ZUFF311	17:30	AFRF321
10.04.2018		25.09.2018	
14:30	SEAF311	14:30	SOFF321/ZUFF321
15:15	ENFF311	15:15	ENFF321
16:00	SEFF311	16:00	AFRF321
16:45	SOFF311/ZUFF311	16:45	AFAF321
17:30	AFAF311	17:30	<i>EDCC326</i>
17.04.2018		09.10.2018	
14:30	ENAF311	14:30	MFPC321
15:15	SEFF311	15:15	EDCC323
16:00	EDCC315	16:00	LSKN321
16:45	EDTM312	16:45	SEAF321
17:30	<i>EDCC316</i>	17:30	SEFF321
24.04.2018		16.10.2018	
14:30	MFPC311	14:30	MFPC321
15:15	WVOS312	15:15	EDCC323
16:00	AFRF311	16:00	EDCC325
16:45	ENFF311	16:45	LSKN321
17:30	SEAF311	17:30	ENAF311
08.05.2018			
14:30	SOFF311/ZUFF311		
15:15	AFAF311		
16:00	ENAF311		
16:45	SEAF311		
17:30	MFPC311		

15.05.2018		
14:30	SEFF311	
15:15	WVOS312	
16:00	AFRF311	
16:45	EDTM312	
17:30	ENAF311	
22.05.2018		
14:30	MFPC311	
15:15	SEFF311	
16:00	SOFF311/ZUFF311	
16:45	AFAF311	
17:30	ENAF311	

6 Examination timetable 2018 (May – June 2017; Oct – Nov 2017)

- b) You have to write examinations at the end of the semester in which the module is offered, after obtaining a participation mark of a minimum of 40%.
- If you failed the examination, you will be able to rewrite the examination in the following examination opportunity. If you do not use this second examination opportunity you will have to reregister for the module(s) in die following academic year.
 - If you failed your participation mark, you will have no access to any examination opportunities and will have to reregister for the specific module in the following academic year.
 - The examination dates are scheduled from 28 May to 18 June 2018 for the first semester.
 - The second semester examination of first and second semester modules takes place from 26 October to 29 November 2018.
 - Starting times of sessions:
 - Session 1: 09:00
 - Session 2: 14:00

6.1 Registration for examination at Learning Support Centre

- Ensure that you are registered for the examination at a specific examination centre.
- Change of your examination centre:

Should you need to change your examination centre, please call +27 18 285 5900. If you fail to change your examination centre in time, there will be serious financial implications.

Changes for the June examination must be communicated to Learning Support Centre before the end of February, and for the October examinations, before the end of July.

6.2 Dates: Preliminary examination time-table

*Please note that the examination time-table below are subject to change.

Examination Timetable 2018

***Languages in the curriculum may differ from year to year.**

Session 1 = 09:00

Session 2 = 14:00

Kindly note that ALDE 121 has a written and a practical (RINL) examination. The practical examination should happen in a computer centre. Students might need to travel further to do this examination.

FIRST YEAR

Module	Session	May/June	Oct/Nov	Module	Session	May/June	Oct/Nov
EDCC114	1	01Jun	30 Oct	RINL121	-	02 Jun	25 Oct
EDCC115	1	05 June	01 Nov	ALDE121	1	30 May	26 Oct
MFPC111	1	07 Jun	05 Nov	EDCC125	1	04 Jun	31 Oct
LSKS111	1	13 Jun	09 Nov	MFPC121	1	08 Jun	06 Nov
AFRF111	1	15 Jun	13 Nov	AFRF 121	1	18 Jun	14 Nov
ENFF111	1	15 Jun	13 Nov	ENFF 121	1	18 Jun	14 Nov
SOFF111	1	15 Jun	13 Nov	SOFF 121	1	18 Jun	14 Nov
SEFF111	1	15 Jun	13 Nov	SEFF121	1	18 Jun	14 Nov
PEFF111	1	15 Jun	13 Nov	PEFF121	1	18 Jun	14 Nov

ZUFF111	1	15 Jun	13 Nov	ZUFF121	1	18 Jun	14 Nov
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SECOND YEAR							
Module	Session	May/June	Oct/Nov	Module	Session	May/June	Oct/Nov
EDCC214	2	30 May	26 Oct	EDCC224	2	31 May	29 Oct
EDCC215	2	04 Jun	31 Oct	WVOS222	2	05 Jun	01 Nov
LSKA211	2	06 Jun	02 Nov	MFPC221	2	07 Jun	05 Nov
MTLS211	2	12 Jun	08 Nov	LSKM221	2	11 Jun	07 Nov
AFRF211	2	14 Jun	12 Nov	AFRF221	2	13 Jun	09 Nov
ENFF211	2	14 Jun	12 Nov	ENFF221	2	13 Jun	09 Nov
SEFF211	2	14 Jun	12 Nov	SEFF221	2	13 Jun	09 Nov
SOFF211	2	14 Jun	12 Nov	SOFF221	2	13 Jun	09 Nov
PEFF211	2	14 Jun	12 Nov	PEFF221	2	13 Jun	09 Nov
ZUFF 211	2	14 Jun	12 Nov	ZUFF 221	2	13 Jun	09 Nov
AFAF211	2	18 Jun	14 Nov	AFAF221	2	15 Jun	13 Nov
ENAF211	2	18 Jun	14 Nov	ENAF221	2	15 Jun	13 Nov
SEAF211	2	18 Jun	14 Nov	SEAF221	2	15 Jun	13 Nov

THIRD YEAR

Module	Session	May/June	Oct/Nov	Module	Session	May/June	Oct/Nov
EDCC315	1	30 May	26 Oct	EDCC323	1	31 May	29 Nov
AFAF311	1	06 Jun	02 Nov	EDCC325	1	04 Jun	31 Oct
ENAF311	1	06 Jun	02 Nov	AFAF321	1	05 Jun	01 Nov
SEAF311	1	06 Jun	02 Nov	ENAF321	1	05 Jun	01 Nov
AFRF311	1	07 Jun	05 Nov	SEAF321	1	05 Jun	01 Nov
ENFF311	1	07 Jun	05 Nov	AFRF321	1	08 Jun	06 Nov
SEFF311	1	07 Jun	05 Nov	ENFF321	1	08 Jun	06 Nov
SOFF311	1	07 Jun	05 Nov	SEFF321	1	08 Jun	06 Nov
ZUFF 311	1	07 Jun	05 Nov	SOFF321	1	08 Jun	06 Nov
WVOS312	1	11 Jun	07 Nov	ZUFF321	1	08 Jun	06 Nov
MFPC311	1	13 Jun	09 Nov	MFPC321	1	12 Jun	08 Nov
EDTM312	1	15 Jun	13 Nov	LSKN321	1	14 Jun	12 Nov

6.1 Re-mark of examination papers

All examination papers are marked by accredited markers. Papers are moderated and marks re-counted to ensure that the correct marks are allocated. You may, however, apply for a re-mark if all of the following criteria are met:

- A minimum of 35% obtained in the examination and a minimum final mark of 45%.
- Your application should reach the Call Centre at NWU within 10 days after examination results had been published.
- The re-mark fee should be paid and the proof of payment submitted to the Call Centre, together with the application form (available from the NWU Call Centre).

7 Counselling

- c) Studying via ODL certainly poses a challenge to many students, since such students are usually professional adults who are employed and older, and have families and other obligations, and often experience isolation with regard to their higher education.
- b) To assist you with your academic progress, as well as the accompanying logistics and administration, we have availed the Call Centre and various websites where you can get support and assistance.
- c) However, we recognise that there might be psychological or other constraints that could dissuade you from focusing on your studies. For this reason, we also have a 24-hour tele-counselling service available to you: we believe that students without burdens will have a positive attitude, be content and focus on their studies. It is endeavoured that these services will be available 24/7 (thus including weekends), and free of charge.
- d) The therapeutic service, called INGRYP, has the infrastructure to offer counselling services to you. Different types of counselling-services are available:
 - i. Interpersonal interactions
 - ii. Trauma counselling
 - iii. Personal trauma
 - iv. HIV/Aids counselling
 - v. Career guidance.

- e) Counselling services will be provided by professionals, including
 - i. psychologists and
 - ii. social workers.
- f) Note: these services are only available to our students. Have your student and ID number ready when making contact.
- g) Should you need 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 for Learning Support Centres

(Please note that not all the Learning Support Centres will be used for the delivery of the BEd programme due to the demographics of the student selection and therefore the list of learning support centres below are subject to change.)

City/Town	Address
Cedar College	Cedar College of Education Kwasizabantu Mission Silverstream Farm KRANSKOP Area 67 Main rd, KRANSKOP 3268
Durban	Durban Teachers Centre 3 College Road Opposite Collegeville Primary School GLENPORT 4015

Empangeni	50 Tanner Street, Empangeni Courier address: B620 Ngwelezane Township Nkonkoho Road NGWELEZANA 8300
Ermelo	Ligbron Akademie vir Tegnologie Voortrekker Street ERMELO 2350
George	Glenwood School Glenwood Avenue Glenwood GEORGE 6530
Johannesburg	Weltevredenpark Primary School 41 Cockspur Road WELTEVREDEN PARK 1709
Kuruman	Kuruman Campus cnr Roos and Voortrekker Streets KURUMAN
Ladysmith	Windsor Park High School Forbes Street LADYSMITH 3370
Mkhanyo Theological college	Plot 1 Solomon Mahlangu Drive PO Box 594

	KWAMHLANGA 1022
Parow	Laerskool Parow-wes Ryan Street PAROW 7500
Polokwane	Pietersburg English Medium Primary School (PEMPS) 45 Grobler Street POLOKWANE 0699
Pongola	Pongola Education Centre 982 Kipersol Street PONGOLA 3170
Potchefstroom s	North-West University Building B11a Esselen Entrance Gate 3 Potchefstroom Campus POTCHEFSTROOM 2531
Port Elizabeth	Hoërskool Cillie cnr Kempston and Uitenhage Roads Sydenham PORT ELIZABETH 6001
Pretoria	Susan Strijdom Training Centre Gorden Road 30 Colbyn

	Queenswood PRETORIA 0002
Rustenburg	Oom Paul Skool Lucas Street RUSTENBURG 0300
Phokeng (RBI) Rustenburg	Akanyang Centre for Teaching Phokeng Campus Entrance 10 Royal Bafokeng Stadium PHOKENG 0300
Ulundi	Masibumbane High School A335 Umfolozi Street ULUNDI 3838
Upington	Upington College 1 Steve Naudé Street UPINGTON 8801
Vryburg	Hoërskool Vryburg Mc Kay Street VRYBURG 8601
Vryheid	Hoërskool Pionier 16 Landros Street VRYHEID 3100

Welkom	St. Helena Primêre Skool 14 Unicorn Road WELKOM 9459
Witrivier	Laerskool Witrivier Syd Cornwall Street WITRIVIER 1240

9 UODL Education Examination Centres For 2018

*Please note that the examination centres below are subject to change.

<i>EASTERN CAPE</i>	<i>FREE STATE</i>	<i>GAUTENG</i>
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 to all)		

Willowmore		
KWA-ZULU NATAL	LIMPOPO	MPUMALANGA
Cedar (not open to all)		
Durban	Giyani	Elukwatini
Empangeni	Groblersdal	Ermelo
Eshowe	Jane Furse	Graskop
Estcourt	Lephalale	Kamaqhekeza
Greytown	Makhado	Kamhushwa
Igwavuma	Modimole	Kinross
Jozini	Phalaborwa	Lydenburg
Kokstad	Polokwane	Middelburg
Ladysmith	Thabazimbi	Nelspruit
Matatiele	Thohoyandou	Piet Retief
Mkuze	Tzaneen	
Newcastle		
Pietermaritzburg		
Pongola		
Port Shepstone		
Stanger		
Ulundi		
Vryheid		
NORTHERN CAPE	WESTERN CAPE	NORTH-WEST
Calvinia (not open to all)	George	Delareyville
Colesberg	Oudtshoorn	Klerksdorp
De Aar	Parow	Lichtenburg
Hopetown	Vredenburg	Mahikeng
Kimberley	Vredendal	Potchefstroom
Kuruman	Worcester	RBI Akanyang (not open to all)

Springbok		Rustenburg
Upington		Vryburg
		Zeerust
SWAZILAND	NAMIBIA	
Manzini	Gobabis	Opuwo
	Katima Mulilo	Otjiwarongo
	Keetmanshoop	Rundu
	Ondangwa	Walvisbay
	Ongwediva	Windhoek
	Outapi	

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	Contact details
CALL CENTRE: (Student enquiries)	+27 18 285 5900
Email:	DistancePotch@nwu.ac.za

12 Academic inquiries: ODL lecturers, Potchefstroom

12.1 Appointments and communication with the NWU-FE's academic staff

(BEd Foundation Phase)

Contact lecturers via:

- **Help desk**

018 285 5900

- **Email**

Inquiries via e-mail will be attended to within 24 hours when possible.

- **Appointment**

If you wish to visit your lecturer, please schedule an appointment, otherwise you may drive all the way and be unable to see him/her.

NB: Only contact your lecturer if you have **academic queries** concerning the **content of the module**, and NOT about any administrative issues.