

# FACULTY OF EDUCATION

2018

OPEN DISTANCE LEARNING (ODL)

Prospectus (Information Booklets)



**Bachelor of Education: (BEd): Honours**

Level 8

**BACHELOR OF EDUCATION (HONOURS)**

**BEdHons (Level 8) (ODL)**

**SCHOOL FOR PROFESSIONAL STUDIES IN 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**

**PLEASE NOTE: The information in this Prospectus  
(Information Booklet) pertains only to students registered for  
the BEdHons Level 8 from 2017 onwards.**

## Table of Contents

<b>Acting Dean's letter</b> .....	<b>1</b>
<b>A-rules and Faculty rules</b> .....	<b>1</b>
<b>1.1 General provisions (Academic Rules (A-rule))</b> .....	<b>1</b>
1.1.1 Minimum and maximum duration of study .....	1
1.1.2 Annual registration .....	1
1.1.3 Remarking of examination work .....	2
1.1.4 Progression requirements (Very important to note):.....	3
<b>1.2 The bachelor honours degree and the postgraduate diploma</b> ....	<b>4</b>
1.2.1 Qualification with distinction .....	4
1.2.2 Number of examination opportunities: BEdHons .....	4
<b>2 Academic matters</b> .....	<b>5</b>
<b>2.1 Programme information: BEdHons Level 8 (2017 onwards)</b> .....	<b>5</b>
2.1.1 Nature and general aims .....	5
2.1.2 Study duration and articulation .....	5
2.1.3 Specific objectives.....	5
2.1.4 Admission requirements .....	5
2.1.5 Rules for the programme.....	6
2.1.6 ODL structuring of your curriculum .....	6
2.1.7 BEdHons programme outlay: 2017 to 2018 students only .....	7
2.1.8 BEdHons programme outlay: 2018-2019 students only .....	8
2.1.9 Language .....	11
2.1.10 Study material and study guides.....	11
<b>2.2 Teaching and learning arrangements: Assessment</b> .....	<b>12</b>
2.2.1 Assignments .....	12
2.2.2 RSPR 671 (2017 to 2018 students only) .....	14
2.2.3 Warning against plagiarism .....	14
2.2.4 Examinations .....	15
<b>2.3 Library services</b> .....	<b>17</b>

<b>3</b>	<b>Open distance learning qualifications/programmes</b> .....	<b>19</b>
<b>3.1</b>	<b>What is open distance learning (ODL)?</b> .....	<b>19</b>
<b>3.2</b>	<b>Unit for Open Distance Learning (UODL)</b> .....	<b>19</b>
3.2.1	Contact details .....	19
3.2.2	Written correspondence (academic matters) .....	19
3.2.3	Administrative matters .....	19
<b>3.3</b>	<b>Matters to take note of regarding ODL studies</b> .....	<b>20</b>
3.3.1	BEdHons specific matters and relevant yearbook.....	20
3.3.2	Unsatisfactory academic performance.....	20
3.3.3	Termination of studies of ODL students.....	21
<b>4</b>	<b>Administrative matters</b> .....	<b>21</b>
<b>4.1</b>	<b>Change of address</b> .....	<b>21</b>
<b>4.2</b>	<b>UODL Contact details from 1 September 2017</b> .....	<b>21</b>
<b>4.3</b>	<b>Enquiries</b> .....	<b>21</b>
4.3.1	Email or SMS enquiries.....	21
4.3.2	Website for the Unit for Open Distance Learning (UODL).....	22
4.3.3	Registrations (new for 2018 and module re-registrations).....	22
4.3.4	Applications (for 2018) .....	22
4.3.5	Fraud line.....	22
<b>4.4</b>	<b>Change of address</b> .....	<b>22</b>
<b>4.5</b>	<b>Financial arrangements</b> .....	<b>22</b>
4.5.1	Fees payable upon changing of modules .....	22
4.5.2	Credit amounts on a student's University account .....	22
4.5.3	General account enquiries.....	23
4.5.4	Web address.....	23
<b>4.6</b>	<b>Cancellation of studies/Expulsion process</b> .....	<b>23</b>
4.6.1	Notice to the Head: Support Section.....	23
4.6.2	Fees payable upon cancellation of studies .....	24
4.6.3	Continued liability for fees payable upon expulsion from studies .....	24

<b>5</b>	<b>Contact sessions and year programme.....</b>	<b>25</b>
<b>5.1</b>	<b>General information regarding contact sessions.....</b>	<b>25</b>
<b>5.2</b>	<b>Learning support and tuition information.....</b>	<b>25</b>
5.2.1	Interactive whiteboard sessions.....	25
5.2.2	Contact sessions at Learning Support Centres.....	26
5.2.3	Communication and contact details regarding contact sessions .....	26
<b>5.3</b>	<b>Contact session timetable for 2018: BEdHons Level 8.....</b>	<b>27</b>
5.3.1	General information about whiteboard sessions .....	27
5.3.2	Whiteboard year programme.....	27
<b>6</b>	<b>Examination timetable .....</b>	<b>31</b>
<b>6.1</b>	<b>Registration at Learning Support Centre.....</b>	<b>32</b>
<b>6.2</b>	<b>Dates: Exam time-table.....</b>	<b>32</b>
<b>7</b>	<b>Counselling .....</b>	<b>33</b>
<b>8</b>	<b>Provincial list of Learning Support Centres 2018 .....</b>	<b>35</b>
<b>9</b>	<b>UODL Examination centres for 2018.....</b>	<b>38</b>
<b>10</b>	<b>UODL Academic Manager, Faculty of Education .....</b>	<b>40</b>
<b>11</b>	<b>UODL Administrative staff members .....</b>	<b>40</b>
<b>12</b>	<b>Academic inquiries: ODL lecturers, Potchefstroom .....</b>	<b>40</b>
<b>12.1</b>	<b>Appointments and communication with the NWU-FE's academic staff (BEdHons).....</b>	<b>40</b>
<b>12.2</b>	<b>List of lecturers (BEdHons Level 8) (Please note that this list is subject to change).....</b>	<b>41</b>
<b>13</b>	<b>Important contact information.....</b>	<b>44</b>
<b>13.1</b>	<b>UODL.....</b>	<b>44</b>
<b>13.2</b>	<b>To retrieve information .....</b>	<b>44</b>
<b>13.3</b>	<b>Submit assignments .....</b>	<b>44</b>

## Acting Dean's letter

Dear NWU-ODL student

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

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 and examinations, as they pertain to you.

Through the BEdHons programmes you will be academically equipped for your leadership task in the teaching profession. You will note that this 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 provide you with an introduction to 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



## A-rules 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.

[http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/i-governance-management/policy/7P-Arules2015\\_e\\_1.pdf](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 (Academic Rules (A-rule))

#### 1.1.1 Minimum and maximum duration of study

##### 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:

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.)

**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 (modules) 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.*

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

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

**Please note:** Only **one** registration period applies to the BEdHons programmes.

#### **Annual registration for BEdHons (Bachelor honours degree):**

**Students (contact and distance) register only during the first annual registration period.**

- 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 minimum 45% were obtained. The application form as well as the invoice of the required money paid should be submitted to the call centrum.*

#### **1.1.4 Progression requirements (Very important to note):**

##### **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.**

**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 The bachelor honours degree and the postgraduate diploma

### 1.2.1 Qualification with distinction

#### 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.

**Faculty comment:** *The honours degree is conferred with distinction if the student has completed the degree and obtained a weighted average of 75% in all the modules (weighted according to the module credits). All the BEdHons modules are core modules.*

### 1.2.2 Number of examination opportunities: BEdHons

**Faculty rule:** A participation mark for any given module provides the student with two consecutive exam opportunities. Should a student fail a module, the student will be granted the opportunity to rewrite the failed module's exam during the very next exam opportunity.

Students who have exceeded the maximum duration of study must apply to the programme leader/ODL coordinator, by proxy of the Dean, to be allowed to re-register. This must be done in writing.

## **2 Academic matters**

### **2.1 Programme information: BEdHons Level 8 (2017 onwards)**

Refer to the NWU Calendar for the BEdHons programmes or see par. 2.1.8 or at <http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/p-academic-administration/dokumente/Undergrad2015/2015-EDUCATIONSCIENCES-POSTGRADUATE.pdf>

#### **2.1.1 Nature and general aims**

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

#### **2.1.2 Study duration and articulation**

- a) Study duration: see “A rule 1.3.3”.
- b) Articulation

The BEdHons degree articulates to a MEd in accordance with specific programme requirements.

#### **2.1.3 Specific objectives**

The NQF level 8 qualification prepares students for a master’s degree in education (MEd) at NQF level 9.

- a) Students will be able to understand the role that research plays in education, make basic evaluations and conduct educational research.
- b) These studies will enable students to play a leadership role in professional educational activities in the various teaching sectors in South Africa and Namibia.

#### **2.1.4 Admission requirements**

Any recognised education qualification that totals 480 credits (of which 72 must be at NQF level 7), or any recognised RPL equivalent to the abovementioned, i.e.

- a) a recognised BEd, or
- b) a recognised B-degree + PGCE qualification (Level 7).
- c) Aggregate of 65%+ in previous qualification.

## 2.1.5 Rules for the programme

(Refer to the NWU BEdHons [Calendar](#)<sup>1</sup> for post-graduate studies):

The rules for the BEdHons programme should be read in conjunction with the General Academic Rules of the University ([A-Rules](#)),<sup>2</sup> which are available above and on the internet at: [www.nwu.ac.za/node/5661](http://www.nwu.ac.za/node/5661)

## 2.1.6 ODL structuring of your curriculum

- a) Please note that a structured academic Year Programme as indicated in 2.1.7 (2017 to 2018 students) and in 2.1.8 (2018 to 2019 students) will be followed.
- b) You will not be allowed to select the modules for which you wish to receive whiteboard sessions, or to select assignments other than those allocated per semester over a two-year period. For instance:
  - i. **2017 to 2018 students** in the Curriculum Studies programme (2.1.7):
    - Students must submit **assignments** for the first semester 2018 in TLAS 612 and CLIN 611.
    - Students who failed CUDE 611 and/or ISCS 611 in 2017 have to reregister and submit 2018 assignments, after reregistering for a particular module, to gain access to the June 2018 examinations.
  - ii. **2018 to 2019 students** in the Curriculum Studies programme (2.1.8):
    - Students must submit **assignments** for the first semester 2018 in CUDE 611, CLIN 611 and TSCU 621.
    - Students must submit **assignments** for the second semester 2018 in TLAS 612, SLAD 621 and ISCS 611.
- c) **Please note:** Whiteboard/contact sessions will only be offered in the first or second semester in line with the structure of the programme indicated in 2.1.8 which differs from the structures that the 2017 to 2018 intake of students were and are following as indicated in 2.1.7 and in 4.3.2.
- d) If, after two years, you still have not more than four outstanding modules, you will be granted two more consecutive examination opportunities in order to complete the curriculum. (Read together with the A rule 1.16 Progression requirements).

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<sup>1</sup>[http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/p-academic-administration/dokumente/Jaarboek2017/PC\\_EDUCATIONSCIENCES\\_POST\\_GRAD.pdf](http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/p-academic-administration/dokumente/Jaarboek2017/PC_EDUCATIONSCIENCES_POST_GRAD.pdf)

<sup>2</sup>[http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/i-governance-management/policy/7P-Arules2015\\_e\\_1.pdf](http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/i-governance-management/policy/7P-Arules2015_e_1.pdf)

## 2.1.7 BEdHons programme outlay: 2017 to 2018 students only

The BEdHons degree is conferred in ONE of the following fields of study for **2017-2018 students only (128 credit load per programme)**:

ODL: BEdHons Curriculum Studies (Programme code: 464 140 - Curriculum code: O603P / 4EX L01 (Curriculum code: O601P)

Year 1 (2017)		Year 2 (2018)	
First semester		First semester	
Module code	Cr	Module code	Cr
FOER 611	16	TLAS 612	16
CUDE 611	16	CLIN 611	16
ISCS 611	8	RSPR 671 (*1)	8
<b>Total first semester</b>	<b>40</b>	<b>Total first semester</b>	<b>40</b>
Year 1 (2017)		Year 2 (2018)	
Second semester		Second semester	
Module code	Cr	Module code	Cr
TSCU 621	16	RSPR 671 (*1)	16
SLAD 621	8		
RSPR 671 (*1)	8		
<b>Total second semester</b>	<b>32</b>	<b>Total second semester</b>	<b>16</b>
<b>Total year 1</b>	<b>72</b>	<b>Total year 2</b>	<b>56</b>

2.1.7.1 BEdHons Learner Support (From 2018 Special Needs Education):  
(Programme code: 464 148 / Curriculum code: O618P / Special  
Needs Education (Programme code: 4ES L01 (Curriculum  
code: O601P)

Year 1 (2017)		Year 2 (2018)	
First semester		First semester	
Module code	Cr	Module code	Cr
FOER 611	16	RSPR 671 (*1)	8
IELS 671	16	CEPS 612	8
		APLS 674	16
<b>Total first semester</b>	<b>32</b>	<b>Total first semester</b>	<b>32</b>
Year (2017)		Year 2 (2018)	
Second semester		Second semester	
Module code	Cr	Module code	Cr
FLCE 621	8	RSPR 671 (*1)	16
IELS 671	16	APLS 674	16
RSPR 671 (*1)	8		
<b>Total second semester</b>	<b>32</b>	<b>Total second semester</b>	<b>32</b>
<b>Total year 1</b>	<b>64</b>	<b>Total year 2</b>	<b>64</b>

## 2.1.8 BEdHons programme outlay: 2018-2019 students only

Please note: due to NWU's unitary restructuring processes, the curriculum structure of the two programmes offered in 2017 has changed **ONLY** for students registering for the first time in 2018 for the BEdHons.

BEdHons (Level 8) in the ODL mode of delivery – 2018 onwards – include the following four programmes (126 credit load per programme):

- BEdHons in Curriculum Studies (Programme code: 4EC L01 (Curriculum code: O601P)
- BEdHons in Educational Management and Leadership (Programme code: 4EX L01 (Curriculum code: O601P)
- BEdHons in Life Orientation (Programme code: 4EV L01) (Curriculum code: O601P)
- BEdHons in Mathematics Education: (Programme code: 4EL L01) (Curriculum code: O601P)
- BEdHons in Special Needs Education (Learner Support) (Programme code: 4ES L01 (Curriculum code: O601P)

### 2.1.8.1 BEdHons in Curriculum Studies (Programme code: 4EC L01 (Curriculum code: O601P)

Year 1 (2018)		Year 2 (2019)	
First semester		First semester	
Module code	Cr	Module code	Cr
CUDE 611	16	ERTP 671 <sup>3</sup>	23
CLIN 611	16	Supervision	
TLAS 612	16		
<b>Total 1<sup>st</sup> semester</b>	<b>48</b>	<b>Total 1<sup>st</sup> semester</b>	<b>23</b>
Year 1 (2018)		Year 2 (2019)	
Second semester		Second semester	
Module code	Cr	Module code	Cr
TSCU 621	16	ERTP 671 <sup>4</sup>	23
SLAD 621	8		
ISCS 611	8		
<b>Total 2<sup>nd</sup> semester</b>	<b>32</b>	<b>Total 2<sup>nd</sup> semester</b>	<b>46</b>
<b>Total year 1</b>	<b>80</b>	<b>Total year 2</b>	<b>46</b>
		<b>Module total</b>	<b>126</b>

<sup>3</sup> Education Research Theory and Proposal

<sup>4</sup> Research Report



2.1.8.2 BEdHons in Educational Management and Leadership  
(Programme code: 4EX L01 (Curriculum code: O601P))

Year 1 (2018)		Year 2 (2019)	
First semester		First semester	
Module code	Cr	Module code	Cr
EMLO 611	16	ERTP 671 <sup>(1)</sup>	23
ONWR 611	16		
<b>Total 1<sup>st</sup> semester</b>	<b>32</b>	<b>Total 1<sup>st</sup> semester</b>	
Year 1 (2018)		Year 2 (2019)	
Second semester		Second semester	
Module code	Cr	Module code	Cr
VGLO 624	16	ERTP 671 <sup>(2)</sup>	23
<b>ONE Elective of 2 modules:</b>			
ONWB 624 and ONWB 625	16+16		
<b>OR</b>			
ONWR 624 and ONWR 625	16+16		
<b>OR</b>			
VGLO 622 and VGLO 623	16+16		
<b>Total 2<sup>nd</sup> semester</b>	<b>48</b>	<b>Total 2<sup>nd</sup> semester</b>	<b>46</b>
<b>Total year 1</b>	<b>80</b>	<b>Total year 2</b>	<b>46</b>
		<b>Module total</b>	<b>126</b>

2.1.8.3 BEdHons in Life Orientation (Programme code: 4EV L01) (Curriculum code: O601P)

Year 1 (2018)		Year 2 (2019)	
First semester		First semester	
Module code	Cr	Module code	Cr
LOHO 611	16	ERTP 671 <sup>(1)</sup>	23
LOHO 671*	16		
<b>Total 1<sup>st</sup> semester</b>	<b>32</b>	<b>Total 1<sup>st</sup> semester</b>	<b>23</b>
Year 1 (2018)		Year 2 (2019)	
Second semester		Second semester	
Module code	Cr	Module code	Cr
LOHO 671*	16	ERTP 671 <sup>(2)</sup>	23
LOHO 621	16	LOHO 622	16
<b>Total 2<sup>nd</sup> semester</b>	<b>32</b>	<b>Total 2<sup>nd</sup> semester</b>	<b>39</b>
<b>Total year 1</b>	<b>64</b>	<b>Total year 2</b>	<b>62</b>
		<b>Module total</b>	<b>126</b>

2.1.8.4 BEdHons in Mathematics Education: (Programme code: 4EL L01)  
(Curriculum code: O601P)

Year 1 (2018)		Year 2 (2019)	
First semester		First semester	
Module code	Cr	Module code	Cr
CUDE 611	16	ERTP 671 <sup>(a)</sup>	23
MATD 611	16	MATE 671	16
<b>Total 1<sup>st</sup> semester</b>	<b>32</b>	<b>Total 1<sup>st</sup> semester</b>	<b>39</b>
Year 1 (2018)		Year 2 (2019)	
Second semester		Second semester	
Module code	Cr	Module code	Cr
ERTP 671 <sup>(c)</sup>		ERTP 671 <sup>(b)</sup>	23
MATD 622	16	MATE 671	16
<b>Total 2<sup>nd</sup> semester</b>	<b>16</b>	<b>Total 2<sup>nd</sup> semester</b>	<b>39</b>
<b>Total year 1</b>	<b>48</b>	<b>Total year 2</b>	<b>78</b>
		<b>Module total</b>	<b>126</b>

The ERTP 671 module is seen as a unit, carrying 46 credits and comprising two formal sections (a), (b.) and one informal session (c.):

- a) Theoretical orientation to relevant educational research (design/methodologies) comprising two subject-specific and project-related assignments (problem statement and literature review, methodology of project) and a generic theoretical test (June). This component contributes 1/3 of the final module mark; the assignments carry half of the weight as does the test.
- b) The execution of the planned project in Mathematics Education under supervision of an appointed competent subject specialist and submission of a project report for examination (and external moderation). The project report contributes 2/3 of the final module mark.
- c) In order to assist students in their pre-planning for the project in Mathematics Education, provision is made for an informal session during the 2nd semester of Year 1 that will be led by a subject specialist (in conjunction with appointed supervisors).

2.1.8.5 BEdHons in Special Needs Education (Programme code: 4ES L01  
(Curriculum code: O601P)

Year 1 (2018)		Year 2 (2019)	
First semester		First semester	
Module code	Cr	Module code	Cr
IELS 671	16	ERTP 671 <sup>(1)</sup>	23
APLS 674	16		
CEPS 612	8		
<b>Total 1<sup>st</sup> semester</b>	<b>40</b>	<b>Total 1<sup>st</sup> semester</b>	<b>23</b>
Year 1 (2018)		Year 2 (2019)	
Second semester		Second semester	
Module code	Cr	Module code	Cr
IELS 671	16	ERTP 671 <sup>(2)</sup>	23
APLS 674	16		
FLCE 621	8		
<b>Total 2<sup>nd</sup> semester</b>	<b>40</b>	<b>Total 2<sup>nd</sup> semester</b>	<b>23</b>
<b>Total year 1</b>	<b>80</b>	<b>Total year 2</b>	<b>46</b>
		<b>Module total</b>	<b>126</b>

### 2.1.9 Language

The language of tuition via ODL is English. Study guides for all the modules are available in English. You may write your assessments in English or Afrikaans (i.e. examinations/assignments/portfolios). Contact sessions will be conducted in English.

### 2.1.10 Study material and study guides

- 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.
  - 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. You will receive notification on this email address after submission of your assignments.

## **2.2 Teaching and learning arrangements: Assessment**

### **2.2.1 Assignments**

Enquiries regarding assignments: +27 18 285 5900.

Please see section 1 as well.

#### **2.2.1.1 Assignment format**

- 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.

#### **2.2.1.2 Assignments and participation marks**

- a) Assignment/participation marks per module with an aggregate of 40+% will grant you admission to the examination.
- b) Portfolio, where applicable, totals 100%.
- c) An assignment mark may only be used for two consecutive examination opportunities, after which the student needs to re-register for the module and a new assignment must be submitted.
- d) Should you fail the examination mark, your captured assignment mark (40%+) will stand for the second examination opportunity.
- e) Should you fail your first assignment, an additional first assignment may be posted on eFundi by your lecturer to enable you to better your first assignment mark. Please submit with the official second assignment. Details will be available on eFundi.
- f) However, if you have less than 40% aggregate you will not be allowed to write examinations and you will have to reregister for the module in the next year.

#### **2.2.1.3 File format to save your assignment**

- a) The document name (your MS Word document) must be saved. Please use the following file name format: ModuleCode\_YourOwnStudentnumber\_Assignment2
- b) For example, if the module code is CUDE611, student number is 123456789, then the file name for the second assignment is (note that there are no spaces at all in the file name): CUDE611\_123456789\_Assignment2.pdf.

#### 2.2.1.4 Submission of assignments on eFundi

- a) **All assignments have to be submitted electronically via e-Fundi.** Please complete your assignments in due time so that you will be able to focus on preparing for the examinations.
- b) Before submission, all assignments must be saved in PDF format with an additional two blank pages at the end for assessment purposes.
- c) Note that the whole assignment must be ONE pdf-document.
- d) Ensure that you have used the "Final submission" button on e-Fundi
- e) After submitting your assignment, you will receive an email.
  - If you did not receive an email confirming submission of your assignments, you should re-submit, and if you still did not receive an email confirmation, please contact your module lecturer.
  - Assignments will only be regarded as being submitted once you have received an email from the system confirming receipt of the assignment.
- f) No late assignments will be accepted in any format. Should you submit your assignments later than the due dates, you will be unable to, as e-Fundi will decline late submissions.

#### 2.2.1.5 Continuous assessment: Additional first assignment

- a) In accordance with the requirements of continuous assessment and based on the nature and content of the first assignment, the lecturer of a specific module may allow an additional opportunity for the re-submission of only the first assignment. If this option is used, the due date for this additional first assignment will be 7 April 2018 in the first semester and 8 September 2018 in the second semester.
- b) NB Only students who have submitted a first assignment before or on the due date, qualify for the additional first assignment, if relevant.
- c) NB Should a lecturer decide to have an additional first assignment and the student decides to submit the additional first assignment, only the mark of the latter will reflect on the system, even if the first mark was higher. A student will thus automatically forfeit the first mark in this case.

#### 2.2.1.6 Assignment due dates:

First semester	Second semester
24 March 2018	18 August 2018

<b>7 April 2018</b>	<b>8 September 2018</b>
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#### 2.2.1.7 Portfolio due dates

<b>Portfolio: 20 October 2018</b>
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#### 2.2.2 RSPR 671 (2017 to 2018 students only)

Only students who registered in 2017 and will complete studies in 2018:

- a) Ensure that your RSPR 671 Report is submitted in October 2018.
- b) You will receive lecturer supervision in the RSPR 671 research proposal and report (RSPR 671 Research Project) prior to the due date for submission. The supervision will be conducted in electronic format only.
- c) RSPR 671 helpdesk: Dr Margaret Rossouw (or your supervisor) with any queries or needed information on RSPR 671 proposal and report: Margaret.Rossouw@nwu.ac.za or +27 18 299 2141.
- d) **RSPR 671 due dates:**

<b>RSPR 671 Report: 20 October 2018</b>
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#### 2.2.3 Warning against plagiarism

Assignments are individual tasks and not group activities (unless explicitly indicated as such). 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 and just acknowledge the source in a footnote – 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/or critique of the texts 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](http://www.puk.ac.za/opencms/export/PUK/html/beheer-bestuur/beleid-reels/WARNING_AGAINST_PLAGIARISM.pdf)

## 2.2.4 Examinations

- a) **No examination information sessions** will be facilitated at Learning Support Centres.
- b) You need a participation mark of 40% to be allowed to write examinations..
- c) Any personal changes for the June examination must be communicated to UODL before the end of February, and for the October examinations, before the end of July.
- 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 <b>queries:</b> +27 18 285 5900
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Saturdays, 08:00–16:00: +27 82 7796 390.
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- 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.
  - 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 Basic Education will be posted to you.
  - iv. If you have NOT received this timetable two weeks prior to the examinations, you must please inform the UODL office immediately.
  - v. Examination papers are set in accordance with the module outcomes and marked by lecturers and accredited markers from the University.
  - vi. As soon as your results have been processed, you will notified via SMS/email/eFundi.
  - vii. The final promotion is conducted by an examination panel from the University.
  - viii. 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 and pay for the module to be granted the opportunity to write it again during the July examination the following year.

- ix. Examination regulations appear in each answer book. Any irregularities during examinations are considered a serious offence, and the necessary steps will be taken.
  - x. 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.
  - xi. 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).
- h) NO marks will be provided telephonically.**
- i) 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.
  - j) 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.
  - k) Examination marks are calculated as follows:
    - i. Minimum participation mark per module = 40%
    - ii. Examination sub-minimum = 40% per module
    - iii. Participation plus examination marks constitute the module or final mark = 50%+
    - 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%.



## 2.3 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.

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

**Call or email lecturers with module or academic specific enquiries (12.2).**

## 3 Open distance learning qualifications/programmes

### 3.1 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).

### 3.2 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.

#### 3.2.1 Contact details

**Tel:** +27 18 285 5900

**Fax:** +27 87 234 4957

**Website:** [distance.nwu.ac.za/](http://distance.nwu.ac.za/)

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

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

#### 3.2.2 Written correspondence (academic matters)

The Academic Manager: UODL

North-West University

Potchefstroom

Private Bag X6001

Potchefstroom

2520

South Africa

#### 3.2.3 Administrative matters

The Unit for Open Distance Learning (UODL)

Building B11A

North-West University

Private Bag X6001

Internal Box 539

Potchefstroom

2520

### **3.3 Matters to take note of regarding ODL studies**

#### **3.3.1 BEdHons specific matters and relevant yearbook**

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

- i. BEdHons level 8 programmes delivered in the distance mode allow students to register only once during an academic year.
- ii. Each programme has a minimum and a maximum study duration for completing the programme.
- iii. Students have a number of assessment (examinations) opportunities 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).
- v. A valid participation mark will give the student access to two examination opportunities, where after a student must reregister for the module and generate a new participation mark.
- vi. 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.
- vii. Contact classes are mainly presented by means of interactive white boards at the learning support centres in southern Africa, supported by programme facilitators. Lecturers can also be contacted via email.
- viii. The BEdHons level 8 programmes require that students should have frequent access to the internet.
- ix. All modules presented by means of interactive white boards are stored on the internet for students to access at a later stage. Use the link: <http://distance.nwu.ac.za/downloads>
- x. Students are supported by means of a call centre, social media (Facebook) and contact with lecturers and facilitators.

#### **3.3.2 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.

### **3.3.3 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.

## **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 UODL Contact details from 1 September 2017**

#### **Contact Numbers Description**

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

### **4.3 Enquiries**

#### **4.3.1 Email or SMS enquiries**

- email address: [DistancePotch@nwu.ac.za](mailto:DistancePotch@nwu.ac.za)

- Short code: Send SMS to 43366 or 45228
- SMS must start with NWU and then follow with your query

#### **4.3.2 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>.

#### **4.3.3 Registrations (new for 2018 and module re-registrations)**

- email address: [UODL-registrations@nwu.ac.za](mailto:UODL-registrations@nwu.ac.za)
- Telephone: +27 18 285 5900

#### **4.3.4 Applications (for 2018)**

- email address: [UODL-applications@nwu.ac.za](mailto:UODL-applications@nwu.ac.za)
- Telephone: 018 285 5900

#### **4.3.5 Fraud line**

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

### **4.4 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.

### **4.5 Financial arrangements**

#### **4.5.1 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).

#### **4.5.2 Credit amounts on a student’s 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 by calling +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.

#### 4.5.3 General account enquiries

- a) Enquiries with regard to your 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
- b) Email: PUK-studyfees@nwu.ac.za

#### 4.5.4 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>

### 4.6 Cancellation of studies/Expulsion process

#### 4.6.1 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 or from the call centre.
- 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.
- c) 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).

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

#### **4.6.2 Fees payable upon cancellation of studies**

- a) Should you cancel your studies prior to 15 February, only the registration amount will be payable, as indicated above. A pro-rata fee will, however, be deducted for prescribed books already dispatched.
- b) Should you cancel your studies for the second semester prior to 15 August, only the tuition fees for the first semester will be payable. A pro-rata fee will, however, be deducted for prescribed books already dispatched. Should you cancel your studies after 15 August, 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.

#### **4.6.3 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.



## 5 Contact sessions and year programme

(Refer to section 7 for detailed information on Learning Support Centres)

### 5.1 General information regarding contact sessions

- a) Note: Please refer to the timetable before contacting the helpdesk.
- b) Familiarise yourself with dates of contact sessions taking place in your area (included in this information booklet).
- c) Your timetable will clearly indicate which sessions will be facilitated on the interactive whiteboards and which will be facilitated by facilitators. No other modules will be facilitated at a Learning Support Centre on one specific date.
- d) Timetables for all centres are included in your information booklet. You may attend any learning support session in any area. 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. Normal SMS rates apply. Such questions will be addressed by the lecturer during or after the session.
- d) More information regarding this system will be communicated to you during IWB sessions.
- e) The majority of sessions in 2018 at all Learning Support Centres will be facilitated by utilising interactive whiteboards.

- f) Please ensure you are on time for your modules/programme. The time slots are scheduled according to these times, similar to TV programmes. If you are late, you will miss out.

### **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 on Fridays and Saturdays, although weekdays are also on the programme, when sessions will take place at registered Learning Support Centres. (Refer to the timetable for the correct dates).
- e) You may also write examinations at the Learning Support Centre, but must indicate such a preference well in advance.
- f) Only modules, as indicated on the timetable, will be facilitated on the assigned dates.
- g) Timetables for all contact sessions scheduled from January to 30 October 2017 are included in this information booklet.

### **5.2.3 Communication and contact details regarding contact sessions**

- a) SMS's will not be sent out for all sessions. If you do not receive any SMS reminding you of contact sessions, please call +27 18 285 5900 to update your information on the system.
- b) Only programme-specific SMS's will be sent to you.
- c) In all cases please, please refer to your Year Programme regarding contact sessions in your area.
- d) For additional information regarding your studies also visit the UODL Facebook page or UODL-call centre.
- e) 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).
- f) Should you experience problems with programme facilitators at Learning Support Centres, please call +27 82 779 6390.

## 5.3 Contact session timetable for 2018: BEdHons Level 8

### 5.3.1 General information about whiteboard sessions

- a) Take note that three sessions may be presented at selected Learning Support Centres:
  - Whiteboard 1 / Whiteboard 2 / Whiteboard 3.
- b) Whiteboard sessions will take place at the times scheduled in the timetable for in the Whiteboard Year Programme (see 4.3.2).
- c) If an SMS is sent to you to remind you of contact sessions, please refer to your Whiteboard Year Programme (see 4.3.2) to check whether your modules will be facilitated during the sessions on a specific date.
- d) Refer to your Whiteboard Year Programme (see section 7. Provincial list) for the closest Learning Support Centre in your area.
- e) You do not have to book for contact sessions.
- f) Please notify the call centre should there be any clashes on the timetable.

### 5.3.2 Whiteboard year programme

You will find the whiteboard year programme and timetable on p. 28

#### 5.3.2.1 BEdHons Whiteboard sessions: First Semester 2018

##### FIRST SEMESTER 2018<sup>5</sup>

Friday 26 January			
Time	Whiteboard 1	Time	Whiteboard 2
	BEdHons		BEdHons
14:00	Orientation and eFundi	14:00	NAVR 611 level 7
15:00	RSPR 671 (2017 registration only)	15:00	NAVR 621 level 7
16:00	Library (compulsory attendance)	16:00	CUDE 611
		17:00	CUDE 611

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<sup>5</sup> Subject to change

<b>Saturday 27 January</b>			
<b>Time</b>	<b>Whiteboard 1</b>	<b>Time</b>	<b>Whiteboard 2</b>
	<b>BEdHons</b>		<b>BEdHons</b>
08:00	CLIN 611	08:00	CEPS 612
09:00	TLAS 612	09:00	CEPS 612
10:00	MATD 611	10:00	APLS 674
11:00	EMLO 611	11:00	IELS 671
12:00	ONWR 611	12:00	LOHO 611
		13:00	LOHO 671

<b>Friday 6 April</b>			
<b>Time</b>	<b>Whiteboard 1</b>	<b>Time</b>	<b>Whiteboard 2</b>
	<b>BEdHons</b>		<b>BEdHons</b>
08:00	RSPR 671 (2017 registration only)	08:00	MATD 611
09:00	CLIN 611	09:00	EMLO 611
10:00	TLAS 612	10:00	ONWR 611
11:00	APLS 674	11:00	NAVR 611 level 7
12:00	IELS 671	12:00	NAVR 621 level 7
13:00	CUDE 611	13:00	CEPS 612
14:00	CUDE 611	14:00	CEPS 612
		15:00	LOHO 611
		16:00	LOHO 671

<b>Friday 11 May</b>			
<b>Time</b>	<b>Whiteboard 1</b>	<b>Time</b>	<b>Whiteboard 2</b>
	<b>BEdHons</b>		<b>BEdHons</b>
14:00	RSPR 671 (2017 registration only)	14:00	NAVR 611 level 7
15:00	APLS 674	15:00	NAVR 621 level 7
16:00	IELS 671	16:00	CUDE 611
		17:00	CUDE 611

<b>Saturday 12 May</b>			
<b>Time</b>	<b>Whiteboard 1</b>	<b>Time</b>	<b>Whiteboard 2</b>
	<b>BEdHons</b>		<b>BEdHons</b>
08:00	CLIN 611	08:00	CEPS 612
09:00	TLAS 612	09:00	CEPS 612
10:00	MATD 611	10:00	ONWR 611
11:00	EMLO 611	11:00	IELS 671
12:00		12:00	LOHO 611
		13:00	LOHO 671

### 5.3.2.2 BEdHons Whiteboard sessions: Second Semester 2018

<b>Friday 20 July</b>			
<b>Time</b>	<b>Whiteboard 1</b>	<b>Time</b>	<b>Whiteboard 2</b>
	<b>BEdHons</b>		<b>BEdHons</b>
14:00	RSPR 671	14:00	ISCS 611
15:00	MATD 622	15:00	TSCU 621
16:00	ERTP 671 (MATH ED students only)	16:00	NAVR 611 level 7
		17:00	NAVR 621 level 7

Saturday 21 July			
Time	Whiteboard 1	Time	Whiteboard 2
	BEdHons		BEdHons
08:00	APLS 674	08:00	SLAD 621
09:00	IELS 671	09:00	SLAD 621
10:00	ONWB 624	10:00	VGLO 624
11:00	ONWR 624	11:00	ONWB 625
12:00	ONWR 625	12:00	FLCE 621
13:00	VGLO 622	13:00	LOHO 621
14:00	VGLO 623		LOHO 671

Friday 7 September			
Time	Whiteboard 1	Time	Whiteboard 2
	BEdHons		BEdHons
14:00	RSPR 671 (2017 registration)	14:00	ISCS 611
15:00	MATD 622	15:00	TSCU 621
16:00	FLCE 621	16:00	NAVR 611 level 7
		17:00	NAVR 621 level 7

Saturday 8 September			
Time	Whiteboard 1	Time	Whiteboard 2
	BEdHons		BEdHons
08:00	APLS 674	08:00	SLAD 621
09:00	IELS 671	09:00	SLAD 621
10:00	ONWB 624	10:00	VGLO 624
11:00	ONWR 624	11:00	ONWB 625

12:00	ONWR 625	12:00	LOHO 621
13:00	VGLO 622	13:00	LOHO 671
14:00	VGLO 623		

Thursday 4 October					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
	BEdHons		BEdHons		BEdHons
08:00	APLS 674	08:00	RSPR 671 (2017 registration)	08:00	ISCS 611
09:00	IELS 671	09:00	MATD 622	09:00	NAVR 611 level 7
10:00	ONWB 624	10:00	VGLO 624	10:00	NAVR 621 level 7
11:00	ONWR 624	11:00	FLCE 621	11:00	LOHO 621
12:00	ONWR 625	12:00	TSCU 621	12:00	LOHO 671
13:00	ONWB 625	13:00	SLAD 621		
14:00	VGLO 622	14:00	SLAD 621		
15:00	VGLO 623				

## 6 Examination timetable

- 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 30 May to 19 June 2018 for the first semester.
- The second semester examination of first and second semester modules takes place from 26 October to 15 November 2018.

## 6.1 Registration at Learning Support Centre

- Ensure that you are registered for the examination at a specific Learning Support Centre via UODL.
- 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.

## 6.2 Dates: Exam time-table

Please note that the dates below are subject to change.

<b>MODULE</b>	<b>DATE 1<sup>st</sup> Semester</b>	<b>S</b>		<b>MODULE</b>	<b>DATE 2<sup>nd</sup> Semester</b>	<b>S</b>
CEPS612	05-Jun-18	1		CEPS612	01-Nov-18	1
CLIN611	11-Jun-18	2		CLIN611	07-Nov-18	2
CUDE611	06-Jun-18	2		CUDE611	02-Nov-18	2
EMLO611	04-Jun-18	1		EMLO611	31-Oct-18	1
ERTP671	01-Jun-18	1		ERTP671	30-Oct-18	1
FLCE621	18-Jun-18	1		FLCE621	14-Nov-18	1
FOER611	01-Jun-18	1		FOER611	30-Oct-18	1
IELS671	15-Jun-18	1		IELS671	13-Nov-18	1
ISCS611	19-Jun-18	2		ISCS611	15-Nov-18	2
LOHO611	05-Jun-18	2		LOHO611	01-Nov-18	2
LOHO621	12-Jun-18	1		LOHO621	08-Nov-18	1
LOHO622	15-Jun-18	1		LOHO622	13-Nov-18	1
LOHO671	08-Jun-18	2		LOHO671	06-Nov-18	2
MATD611	08-Jun-18	1		MATD611	06-Nov-18	1
MATD622	07-Jun-18	1		MATD622	05-Nov-18	1
MATE671	06-Jun-18	1		MATE671	02-Nov-18	1
ONWB624	14-Jun-18	2		ONWB624	12-Nov-18	2



MODULE	DATE 1st Semester	S		MODULE	DATE 2nd Semester	S
ONWB625	04-Jun-18	2		ONWB625	31-Oct-18	2
ONWR611	30-May-18	1		ONWR611	26-Oct-18	1
ONWR624	08-Jun-18	2		ONWR624	06-Nov-18	2
ONWR625	13-Jun-18	2		ONWR625	09-Nov-18	2
SLAD621	08-Jun-18	1		SLAD621	06-Nov-18	1
TLAS612	14-Jun-18	2		TLAS612	12-Nov-18	2
TSCU621	31-May-18	1		TSCU621	29-Oct-18	1
VGLO622	08-Jun-18	1		VGLO622	06-Nov-18	1
VGLO624	05-Jun-18	2		VGLO624	01-Nov-18	2

## 7 Counselling

- a) 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 of Learning Support Centres 2018<sup>6</sup>

### 8.1 Eastern Cape

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

### 8.2 Free State

<b>Welkom</b>		
<b>Coordinator:</b> Ms R Klopper		
St. Helena Primary School 14 Unicorn Road WELKOM 9459		

### 8.3 Gauteng

<b>Johannesburg</b>	<b>Pretoria</b>	<b>Vanderbijlpark</b>
<b>Coordinator:</b> Mr H Bresler	<b>Coordinator:</b> Ds M Swart	<b>Coordinator:</b> Mr/Ms U Maharaj
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

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<sup>6</sup> Subject to change

## 8.4 KwaZulu – Natal (KZN)

<b>Durban</b>	<b>Empangeni</b>	<b>Ladysmith</b>
<b>Coordinator:</b> Dr S Seetal	<b>Coordinator:</b> Mr Kanyile	<b>Coordinator:</b> Ms DS Ndaba
Durban Teachers Centre 3 College Road Opposite Collegevale Primary School GLENPORT 4015	50 Tanner Street EMPANGENI 3880	Windsor Park High School Forbes Street LADYSMITH 3370
<b>Matatiele</b>	<b>Mkuze</b>	<b>Pietermaritzburg</b>
<b>Coordinator:</b> Mr B van Tubbergh	<b>Coordinator:</b> Mr F Vermaak	<b>Coordinator:</b> Mr Zitha
Bergview College 2 Davies Street MATATIELE 4730	Laerskool Mkuze cnr Dikkop and Kingfisher Street MKUZE 3965	ML Sultan Secondary School 8 Chota Motala Road PIETERMARITZBURG 3296
<b>Port Shepstone</b>	<b>Vryheid</b>	
<b>Coordinator:</b> Mr J Rajoo	<b>Coordinator:</b> Mr J Erasmus	
Marburg High cnr Main Harding and Deepvale Roads Marburg PORT SHEPSTONE 4252	High School / Hoërskool Pionier 16 Landdros Street VRYHEID 3100	

## 8.5 Limpopo

<b>Giyane</b>	<b>Polokwane</b>	
<b>Coordinator:</b>	<b>Coordinator:</b> Ms J Heyns / Ms D Conradie / Ms Reeves	
Giyane EMPC Nsami Dam Road Giyani 0826	Pietersburg English Medium Primary School (PEMPS) 45 Grobler Street POLOKWANE 0699	

## 8.6 Mpumalanga

<b>Graskop</b>	<b>Ermele</b>	<b>White River</b>
<b>Coordinator:</b> Ms K Bloem	<b>Coordinator:</b> Ms M van Rensburg	<b>Coordinator:</b>
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

<b>Upington</b>	<b>Kuruman</b>	<b>Kimberley</b>
<b>Coordinator:</b>	<b>Coordinator:</b>	<b>Coordinator:</b> Mr OW du Plooy / Dr B du Plessis
Upington College 1 Steve Naudé Street UPINGTON 8801	Kuruman Campus cnr Roos and Voortrekker Streets KURUMAN 8460	Hoërskool Noord-Kaap Hayston Road Hadison Park KIMBERLEY 8306
<b>Springbok</b>		
<b>Coordinator:</b>		
Namaqua Campus 112 Main Road OKIEP 8270		

## 8.8 North-West Province

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

## 8.9 Western Cape

<b>George</b>	<b>Oudtshoorn</b>	<b>Parow</b>
<b>Coordinator:</b> Dr F Joubert	<b>Coordinator:</b> Mr D Murphy	<b>Coordinator:</b> Ms Summers
Glenwood School Glenwood Avenue Glenwood GEORGE 6530	South Cape College Adderley Street OUDTSHOORN 6625	Parow-West Primary School Ryan Street Parow 7500

<b>Worcester</b>		
<b>Coordinator:</b>		
National Institute for the Deaf 30 De La Bat Road Worcester 6850		

## 8.10 Namibia

<b>Katima Mulilo</b>	<b>Oshakati</b>	<b>Rundu</b>
<b>Coordinator:</b>	<b>Coordinator:</b>	<b>Coordinator:</b>
Zambezi Vocational Training College Wenela Road KATIMA MULILO	Charles Anderson School Erf 4033, Ardooie Street ONGWEDIVA	Nantu Regional Office RUNDU
<b>Windhoek</b>	<b>Walvisbay</b>	
<b>Coordinator:</b>	<b>Coordinator</b>	
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<sup>7</sup>

<b>EASTERN CAPE</b>	<b>FREE STATE</b>	<b>GAUTENG</b>
Bizana	Bethlehem	Alberton
Cradock	Bloemfontein	Brixton
East London	Harrismith	Mabopane
Elliot	Ladybrand	Pretoria
Graaff-Reinet	Welkom	Randfontein
Grahamstown	Zastron	Springs
Idutywa		Vereeniging
Joubertina		
King Williams Town		
Lusikisiki		
Mount Frere		
Mthatha		
Port Elizabeth		
Queenstown		
Venterstad (not open for all)		

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<sup>7</sup> Subject to change

<b>KWAZULU NATAL</b>	<b>LIMPOPO</b>	<b>MPUMALANGA</b>
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	Thohoyandou	Mukhanyo (not open to all students)
Matatiele	Tzaneen	Nelspruit
Mkuze		Piet Retief
Newcastle		
Pietermaritzburg		
Pongola		
Port Shepstone		
Stanger		
Ulundi		
Vryheid		

<b>NORTH-WEST</b>	<b>NORTHERN CAPE</b>	<b>WESTERN CAPE</b>
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		

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

## 10 UODL Academic Manager, Faculty of Education

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

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

## 12 Academic inquiries: ODL lecturers, Potchefstroom

### 12.1 Appointments and communication with the NWU-FE's academic staff (BEdHons)

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 lecturers return your call.

- **Email**

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

- **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.**



## 12.2 List of lecturers (BEdHons Level 8) (Please note that this list is subject to change)

<b>Subject Group: Curriculum Studies, Philosophy, Research Methodology</b>				
<b>Name</b>	<b>Phone number</b>	<b>Module</b>		<b>Email address</b>
Dr Geduld, BW (Bernadette)	+27 18 299 4583	CLIN 611 TLAS 612 TSCU 621 ISCS 611	B11 G48	13267752@nwu.ac.za
Dr Jagals, D (Divan)	+27 18 299 2154	CUDE 611 SLAD 621	B11 G45	12782890@nwu.ac.za
Van der Vyver, CP (Corné), Dr	+27 18 299 4587	FOER 611 (2017/2018 students)	B11 G61	13267876@nwu.ac.za
Dr Rossouw, M (Margaret) Dr	+27 18 299 2141	RSPR 671 (2017/2018 students)	B11G59	12676314@nwu.ac.za
		ERTP 671 (2019)		Subject group lecturers
<b>Subject Group: Learner Support / Special Needs Education</b>				
Neethling, M (Marinda) Dr	+27 18 2852071	APLS 673 APLS 674	B11 G12	12689866@nwu.ac.za
Fouché, E (Elmari) Dr	+27 18 299 4552	FLCE 621 (May-Dec 2017)	B11 G06	10084975@nwu.ac.za
Kok, I (Illasha) Dr	+27 18 299 2143	CEPS 612	B11 G23	10317724@nwu.ac.za
Labuschagné, L (Lappies) Mr	+27 18 299 4555	FLCE 621	B11 G11	10253076@nwu.ac.za
Van der Vyver, CP (Corné) Dr	+27 18 299 4587	FOER 611 (2017/2018 students)	B11 G61	13267876@nwu.ac.za
Rossouw, M (Margaret) Dr	+27 18 299 2141	RSPR 671 (2017/2018 students)	B11G	12676314@nwu.ac.za
<b>Subject Group Lecturers</b>		RSPR 671 (2017 students only)		
		ERTP 671 (2019)		Subject group lecturers

<b>Subject Group: Educational Management and Leadership (only from 2018)</b>				
<b>Name</b>	<b>Phone number</b>	<b>Module</b>		<b>Email address</b>
Van Jaarsveld, ME (Leentjie) Dr	+27 18 299 4589	EMLO 611 ONWB 625	C6	21171890@nwu.ac.za
Conley, LN (Lloyd) Prof	+27 18 299 4752	ONWB 624	C6	25853813@nwu.ac.za
De Wet, A (Annamagriet) Dr	+27 18 299 4596	ONWR 611	B11 G52	10862846@nwu.ac.za
Smit, MH (Marius) Prof	+27 18 299 4328	ONWR 624	C10	13093185@nwu.ac.za
Eloff, CH (Cecile) Ms	+27 18 299 1908	ONWR 625	C10	12365408@nwu.ac.za
Wolhuter, C (Charl) Prof	+27 18 299 1881	VGLO 624 VGLO 622 VGLO 623	C10	11819898@nwu.ac.za
		ERTP 671 (2019)		Subject group lecturers
<b>Subject Group: Mathematics Education</b>				
Jordaan, T (Tertia) Ms	+27 18 299 4580	MATD 611	B11 G28	22997385@nwu.ac.za
Laubscher, DJ (Dorothy) Dr	+27 18 299 4585	MATD 622 MATE 671 ERTP 671	B11 G56	10218343@nwu.ac.za
		ERTP 671		Subject group lecturers
<b>Subject Group: Life Orientation</b>				
Botha, J (Johan) Prof Kitching, A (Ansie) Prof	+27 18 299 1140 +27 18 2852265 +27 21 8643593 (Wellington)	LOHO 611		21734038@nwu.ac.za 13151185@nwu.ac.za
Botha, C (Carolina) Dr Botha, L (L) Mrs Fouché, E (Elmari) Dr Hay, J (Johnnie) Prof	+27 18 299 4732 +27 18 299 4462 +27 18 299 4552 +27 18 285 2026	LOHO 671	B11 G06 C6 K106	13256629@nwu.ac.za 20406533@nwu.ac.za 10084975@nwu.ac.za Johnnie.Hay@nwu.ac.za
Swarts, P (Pieter) Dr	+27 18 299 4895	LOHO 621		13233068@nwu.ac.za
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## **13 Important contact information**

### **13.1 UODL**

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

Faculty of Education: <http://distance.nwu.ac.za/Education>

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

Contact details: <http://distance.nwu.ac.za/contact-us-general-information>

E-mail: DistancePotch@nwu.ac.za

### **13.2 To retrieve information**

Old examination papers (all programmes)

Tutorial letters (eFundi)

Examination letters (eFundi)

PowerPoint presentations (all programmes)

Recorded IWB sessions (all programmes)

Use the following URL: <http://distance.nwu.ac.za/downloads>

### **13.3 Submit assignments**

**Only submit electronically on e-Fundi.**

Please note the following:

-The whole assignment must be ONE pdf-document! That includes the title page, the table of content, the body of the assignment, the list of references and the completed, scanned pictures or other addenda AND ADD two blank pages at the back of your assignment for feedback.

-The file must be saved with your student number and Module code.

**NOTES:**