

FACULTY OF EDUCATION

2018

OPEN DISTANCE LEARNING (ODL)

Prospectus (Information Booklet)



Bachelor of Education (BEd)

Intermediate Phase

BEd in Intermediate Phase Teaching
(BEd in Intermediate Phase)

SCHOOL FOR LANGUAGE EDUCATION

Open Distance Learning students

PROSPECTUS (Information booklet)
2018

North-West University
Faculty of Education

Contact details:

Tel: +27 18 285 5900

Fax: +27 87 234 4957

Website: distance.nwu.ac.za/

Email: DistancePotch@nwu.ac.za

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

2. Direct all written correspondence to:

2.1 Academic matters:

The Director: School for 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 NWU-ODL student

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

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

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

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

The following information details the phasing out and phasing in of the Faculty's distance programmes and sets out the articulation route for Education qualifications:

The NPDE (NQF level 5) is being phased out completely by the end of 2019 and will not be replaced with another qualification. All prospective teachers will now have to register for a BEd (NQF level 7). The Diploma in Grade R Teaching (NQF level 6) has been offered since 2013 and the Advanced Diploma in Teaching (NQF level 7) since the beginning of 2017.

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

The ACT will now replace the old ACE, which was also an NQF level 6 programme. Please note that both the ACE and the ACT grant students admission to the ADE (NQF level 7), after which students may enrol for a PGDip (not yet being offered at the NWU) or a BEdHons, which are both at NQF level 8. The difference between the two qualifications is that the BEdHons has a research component, which allows students to enrol for a master's degree once having obtained a BEdHons, should all admission requirements be met. Students with a PGDip who wish to further their studies will first have to pass the research component and fulfil the requirements set by the Faculty before they will be permitted to enrol for a master's degree. There are two PGDip programmes for which application already has been made to deliver and which may be offered by the Faculty in distance mode in 2019 or 2020 if approved by SAQA (South African Qualification Authority.)

This prospectus (information booklet) details all the relevant administrative arrangements relating to your studies in 2018. Please diarise the dates and

times regarding contact sessions and the submission of assignments, tests and examinations, as they pertain to you.

Through the BEd Intermediate Phase programme 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

OPEN DISTANCE LEARNING QUALIFICATIONS

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 / *Suid-Afrika*

Administrative matters

The Unit for Open Distance Learning (UODL) Building B11A / *Gebou 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.

What is Open Distance Learning

Open Distance Learning (ODL) is an approach that combines the principles of learner-centeredness, lifelong learning, flexibility provision, the removal of barriers to learning, accessibility to learning, the recognition of prior learning, the provision of learner support, the construction of learning programmes in the expectation that learners can succeed, e-learning, and the maintenance of rigorous quality assurance.

The Unit for Open Distance Learning (UODL) at the Potchefstroom Campus offers several distance learning programmes on behalf of the faculties at a number of open learning Learner Support Centres in southern Africa. Distance learning programmes are offered on the following principles:

- a) Each programme has a minimum and maximum duration for completing the studies.
- b) Students do not have a second examination opportunity directly after their first attempt. If they fail the first attempt (e.g. in June), they may write the failed module during the next examination opportunity (e.g. in November). A valid participation mark will grant a student access to two examination opportunities, after which he/she must generate a new participation mark.
- c) Contact lectures are mainly presented by means of interactive whiteboard sessions. All modules presented by means of interactive whiteboards are stored on the internet for students to access at a later stage.
- d) Students are supported by means of a Call Centre, eFundi, and email contact with lecturers and facilitators at the Learner Support Centres.
- e) Examinations are written at several Learner Support Centres throughout southern Africa, but the NWU may request students to write a specific module (e.g. Computer Science) at the Potchefstroom Campus.

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 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: One registration period for the various levels and modes of study is annually determined in the university calendar.

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 2 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.

1.1.5 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.*

1.1.6 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.

General Academic Rules for ODL programmes

(Aligned to the NWU's Academic Rules)

2.1 Admission requirements for programme(s)

The admission requirements for all formal academic qualifications offered by the University are indicated in the Admission Policy, as approved by Senate and Council <http://www.nwu.ac.za/sites/www.nwu.ac.za>

2.2 ODL examination opportunities

ODL examination opportunities are scheduled during June/July and October/November of every year. Students may write an examination during either June/July or October/November of each year. A student has a second opportunity in the following examination period if he/she failed the first opportunity. If he/she fails the second opportunity, he/she will have to re-register for the module. Examination opportunities and information are communicated to students via the relevant prospectus (programme information booklet) and timetables, the NWU and OLG websites, and eFundi.

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

IMPORTANT NOTICE

Recommendation for completing modules during the study period:

It is strongly suggested that the modules should be completed consecutively, in the proposed order, as the content of initial modules provide an essential basis for concept forming in subsequent modules. Following the suggested order will greatly contribute to a student's progress, as subsequent modules build onto preceding modules and will promote meaningful knowledge construction.

2.3 Admission to examinations

According to Academic Rules A.2.4.2 and A3.4.2, any student who has obtained the required proof of participation and the prescribed participation mark of 50%, will be admitted to the examination in the module concerned.

Students will be granted a second examination opportunity during the following semester should they fail their first attempt.

- Please take note: A participation mark will grant a student a second consecutive examination opportunity, should he/she fail their first attempt.
- If the second attempt is also failed, the student will have to re-register for the module.

2.4 Participation mark

A “participation mark” is awarded to a student in a module within a prescribed period by means of formative assessment for the completion of teaching-learning activities that are required as part of the study within the module.

A participation mark for modules in the BEd Intermediate Phase programme will be obtained by successfully completing and obtaining an assignment mark for the prescribed assignment(s), as stipulated for each module. A BEd student must obtain a 50% participation mark to be admitted to the examination.

An assignment mark contributes towards the participation mark for two examination opportunities only. Thereafter, new assignments must be submitted for a new participation mark, in order to gain admission to write the examination in that module.

2.5 Module mark

A “module mark” is calculated according to a formula that 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, and in the first year of study, it is based on 50% participation and 50% for examination in most of the modules. (Please check the MOD of each module for this specific information).

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 A.2.4.7.1, A.2.4.8 and A.2.8.

2.7 Termination of studies of ODL students

The minimum and maximum duration of study for the various qualifications is indicated in the Calendar and in the programme prospectus (information booklet) for the qualification concerned. One year before the maximum duration of study is exceeded and a student's studies are finally terminated, such a student will receive a warning letter from the Dean: FES or an administrator

authorised by him to inform him/her of the two final examination opportunities when all outstanding modules must be passed. Should such a student still have outstanding modules after these examination opportunities, his/her studies must be terminated in terms of Academic Rules A.2.4.6 and A.2.8.

Only in exceptional cases, and on the grounds of irrefutable evidence, the Dean: FES 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 such). For further details, see:

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

Academic matters

3.1 Programme information: BEd Intermediate Phase

(Refer to the NWU Calendar for the Programme at

<http://www.nwu.ac.za/p-fes>).

3.1.1 Nature and general aims

The NWU has a long history of training teachers. It has the necessary facilities and capacity to deal with the training of teachers on all three (3) campuses, as well as all the delivery sites.

The Bachelor of Education (BEd) in Intermediate Phase Teaching is a four year, vocation-specific, professional degree that integrates both the academic study and the professional preparation required to be a teacher from the first year. The focus in the Intermediate Phase is to prepare students to teach from grades 4 – 6. The knowledge mix for these teaching phases include disciplinary, pedagogical and practical learning, to enable teachers to work competently with learners from grades 4 – 6 in selected subjects only, and they are therefore required to gain a solid understanding of their subject and a mastery of core teaching skills. The students are prepared to teach a variety of curricula offered in schools, of which the curriculum of the South African Department of Basic Education is one. They are also taught to demonstrate various teaching methods and to incorporate teaching aids.

Successful completion of the programme qualifies the student for registration with the South African Council for Educators (SACE) and for employment as an educator in South African schools. In addition to serving as an initial

qualification to teach, successful completion of the degree provides students with the opportunity to continue their study of education at a postgraduate level.

Intermediate Phase teachers must be skilled in transferring subject knowledge in their specific fields (proof of pedagogical content knowledge); display general pedagogical knowledge (how to teach in general); and show insight into and understanding of the context of learners (knowledge in context).

Please remember the following:

The **BEd Intermediate Phase** students of the North-West University who are completing their studies via our UODL are required to complete a total of **24 weeks practicum** at a school (in Grades 4 - 6 classrooms) for WIL. Students must complete the 24 weeks practicum over a period of 4 - 8 years, with a minimum of three continuous weeks at a time.

3.1.2 Work Integrated Learning (WIL)

WIL is **compulsory for ALL BEd** students who are registered in the Faculty of Education Sciences. The number of weeks indicated below is the students' responsibility and must be successfully completed before the BEd degree will be awarded. The total number of weeks for the BEd WIL period is 24 weeks.

Intermediate Phase students may **only** present lessons alternating between the two subject choices per practicum period in **Life Skills and Social Sciences** for 2018.

Year of study	Period	Practical training (WIL requirements)	
1 st year of study	Month 1 – 6	3 weeks in a Grade 5 classroom	
	Month 7 - 11	3 weeks in a Grade 5 classroom	
2 nd year of study	Month 1 – 6	3 weeks in a Grade 6 classroom	
	Month 7 - 11	3 weeks in a Grade 6 classroom	
3 rd year of study	Month 1- 6	3 weeks in a Grade 4 classroom	
	Month 7 – 11	3 weeks in a Grade 4 classroom	
4 th year of study	Month 1 – 6	3 weeks in any grade 4-6 classroom	
	Month 7 - 11	3 weeks in any Grade 4-6 classroom	

2018 Dates:

- **Semester 1: Tuesday, 10 April – Friday, 18 May**
- **Semester 2: Tuesday, 17 July – Friday, 17 August**

The hard copy of your WIL portfolio should reach the Learner Support Centre (posted, couriered or hand-delivered) on:

- **26 May 2018 (first semester)**
- **08 September 2018 (second semester)**

Please note that more information is available on your EDCC116 eFundi site and that questions/queries may be submitted during the first whiteboard session.

IMPORTANT:

- Students should ensure that they understand the information provided in study guide EDCC 116.

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

- Study duration

The minimum duration for completion of the BEd Intermediate Phase studies is four years, with a maximum duration of eight years.

- Articulation

This specialised qualification will provide successful students with an opportunity to articulate vertically to a related BEd Honours Degree (NQF 8), to specialise in other disciplines, and to articulate to the related Postgraduate Diploma in Education (NQF 8). These NQF level 8 qualifications will ensure access to further postgraduate studies (Masters and Doctoral studies) in related fields of study. Students may also articulate horizontally to the Advanced Diploma in Education (NQF 7).

3.1.4 Admission requirements

3.1.4.1 General admission requirements

- a) APS-score: The results obtained in four designated subjects and two NSC subjects are used in calculating the APS-score of 24. The results obtained for Life Orientation examination are excluded. Students may be required to write an admission examination.

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

3.1.4.2 Specific requirements

- a) Basic computer literacy.
- b) Internet access.
- c) Compulsory attendance of all contact sessions.
- d) The required technology such as a computer and/or tablet and mobile phone to meet NWU's minimum specifications, namely: Wi-Fi-enabled; one of the operating systems: Windows, Android or Apple; 3G enabled (preferable); and 32 Gig (preferable).

3.1.4.3 Calculating the APS-score

- a) The results of six subjects are used to calculate the APS-score.
- b) Results obtained for Life Orientation (LO) will be excluded 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 for admission to certain programmes.
- c) A student who achieves one APS-scale point lower than the required points for a specific subject may, at the discretion of 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 succeed at university studies.
- d) 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 for the BEd Undergraduate Programmes)

The rules for the BEd Intermediate Phase Training must be read in conjunction with the General Academic Rules of the University (A-Rules), which are available on the Internet at: http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/i-governance-management/policy/7P-Arules2015_e_1.pdf

3.2 Academic enquiries:

Lecturers may be contacted via

- Email on eFundi.

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

- Appointment

If students wish to visit their lecturers, they should schedule an appointment (via communication on eFundi), otherwise they could drive all the way and be unable to see him/her.

NB: Lecturers should only be contacted regarding academic queries concerning the **content** of the module.

For queries about registration, study material, results and timetables the Call Centre should be called (+27 18 285 5900), as lecturers will be unable to assist with such queries.

3.2.1 Study material and study guides

- Study material will be delivered either by **postal or courier services to the address indicated for the delivery of study material.**
- **Please note that a physical or work address to which the study material can be delivered via courier must be indicated.**
- 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. Students will be liable for the cost of postage.
- Study guides will be available on eFundi.

3.2.2 eFundi

This programme is supported by the eFundi learner management system. All guides will be downloaded on this platform. Students will be able to communicate with their lecturers and peers and to submit their assignments on this platform.

When signing up to use e-Fundi, the username will be the student number. The first time, the RSA ID number should be used as the password. Namibian students will need to use their passport number as a password. Students should kindly change their password and memorize it.

All NWU Distance Learning students have an email address consisting of: studentnumber@g.student.nwu.ac.za.

Students will receive notification on this email address after submission of assignments.

3.2.3 Submission of assignments

Due dates for assignments are: 8 April 2018 for the first semester and 9 September 2018 for the second semester.

Due dates for portfolios and research reports are: 27 May 2018 for the first semester and 21 October 2018 for the second semester.

Late submissions will not be captured.

All assignments should be submitted electronically via eFundi.

NB: An assignment will ONLY be submitted if the "Final submission" button on eFundi had been used, and if an email message to the @g.student.nwu.ac.za email address had been received. The email message will contain a submission number, which should be saved as evidence of submission.

3.2.4 Curriculum choice for BEd Intermediate Phase distance learning students

Please take note that Programme 4BQ JO1 (Mathematics, Sciences and Technology) will NOT be included in the chosen specialisation for 2018.

Students may enter in Programme 4BQ JO2 (Life Skills and Social Sciences).

The language specialization subjects are compulsory. You choose one Home Language. English is NOT available as Home Language.

Programme 4BQ JO1 Mathematics, Sciences and Technology		YEAR Level 1
SEMESTER 1		
COMPULSORY MODULES	SEMESTER 1	SEMESTER 2
	EDCC 114 Introduction to Curriculum and Professional studies	EDCC 125 Historical and Political context of Education
	EDCC 115 Critical components for curriculum development for educators	EDCC 126 Work Integrated Learning
	EDCC 116 Work Integrated Learning	ALDE 121
		LSIN 121 Introduction to Life Skills: Intermediate Phase
	EDTC 111	CHOOSE ONE THIRD LANGUAGE:

	Educational Media and Technology	
	SSSE 112 Introduction to Social Science for Education	AFCL 121 (Afrikaans) PECL 121 (Sepedi) SECL 121 (Setswana)
		SOCL 121 (Sesotho)
		ZUCL 121 (IsiZulu)
SPECIALISATION SUBJECTS	SEMESTER 1	SEMESTER 2
Choose one of the following Home Languages:	AFRI 111 Afrikaans Home Language	AFRI 121 continuation of Home Language
	PEFI 111 Sepedi Home Language	PEFI 121 continuation of Home Language
	SEFI 111 Setswana Home Language	SEFI 121 continuation of Home Language
	SOFI 111 Sesotho Home Language	SOFI 121 continuation of Home Language
	ZUFI 111 IsiZulu Home Language	ZUFI 121 continuation of Home Language
Specialisation subject	NSTL 111	MAIP 121

	Natural Sciences and Technology: Processes and Methods	Mathematics Intermediate Phase: Mathematical Problem Solving
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Programme 4BQ J02 Life Skills and Social Sciences		YEAR Level 1
SEMESTER 1		
COMPULSORY MODULES	SEMESTER 1	SEMESTER 2
	EDCC 114 Introduction to Curriculum and Professional studies	EDCC 125 Historical and Political context of Education
	EDCC 115 Critical components for curriculum development for educators	EDCC 126 Work Integrated Learning
	EDCC 116 Work Integrated Learning	ALDE 121
		SNSE 121 Introduction to Natural Science and Technology
	EDTC 111 Educational Media and Technology	CHOOSE ONE THIRD LANGUAGE:

	MATF 111	AFCL 121 (Afrikaans)
	Introduction to mathematics	PECL 121 (Sepedi)
		SECL 121 (Setswana)
		SOCL 121 (Sesotho)
		ZUCL 121 (IsiZulu)
SPECIALISATION SUBJECTS	SEMESTER 1	SEMESTER 2
Choose one of the following Home Languages:	AFRI 111 Afrikaans Home Language	AFRI 121 continuation of Home Language
	PEFI 111 Sepedi Home Language	PEFI 121 continuation of Home Language
	SEFI 111 Setswana Home Language	SEFI 121 continuation of Home Language
	SOFI 111 Sesotho Home Language	SOFI 121 continuation of Home Language
	ZUFI 111 IsiZulu Home Language	ZUFI 121 continuation of Home Language
Specialisation subject	LSIP 111 Life Skills: Personal Development	SSCE 121 Ancient African History & Geography of RSA

3.2.5 Suggestion regarding structuring your curriculum

- a) Structure your curriculum over the period of four 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) If, after four years, you still have some outstanding modules, you will be granted four more years, in order to complete your curriculum.

Take note: Refer to the NWU 2017 Calendar for a breakdown of subjects/modules required for each study year.

3.2.6 Language

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

Please note that in the chosen Home Language you must write the examinations and assignments in the specific Home Language.

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

3.2.7 Study material

Study material will be available online.

3.3 Teaching and learning arrangements

3.3.1 Assessment (assignments and examinations)

3.3.1.1 Assignments

- a) Please use the format for academic assignments, as stipulated on eFundi.
- b) You are required to submit assignments according to dates specified by lecturers responsible for the different modules. This information will be made available on eFundi per module.
- c) Complete your assignments in due time so that you will be able to focus on preparing for the examinations.
- d) The NWU urges students to submit completed assignments to be assessed on time, in order to ensure that examination information/marks will be received before examinations commence.
- e) Assignments must be submitted on eFundi on the specified due dates.

Physical address

The Unit for Open Distance Learning
North-West University
cnr Esselen and Malherbe Streets
Building B11A
Room G30
Potchefstroom
2520

Postal address

Unit for Open Distance Learning
North-West University
Private Bag X6001
Internal Box 539
Potchefstroom
2520

- **Enquiries regarding assignments:**

Please contact the specific lecturer for the module.

- **Important to know**

Assignment marks of 50% (40%) will grant you admission to the examination.

An assignment mark may only be used for two examination opportunities, after which you will have to re-register for the module.

3.3.2 Library services: Student Academic Support

Library website: www.nwu.ac.za/library

All registered students of the NWU have access to the library. If you are working on the internet, type your surname and student/ID number when prompted to do so.

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 December)

The library will be closed on public holidays.

- **Renewal of books via the internet**

To renew books via the internet, go to the library's web page at www.nwu.ac.za/library and click on **Renew your books**, under **Services**.

- **Library information and assistance**

Go to the library's web page at www.nwu.ac.za/library. Under the heading **Guides**, click on **Guides and manuals (PC)** to access useful information.

Call any of the following numbers for assistance with library matters: +27 18 299 1578, +27 18 299 2859 or +27 18 299 1577.

Provide your NWU student number in all instances when requesting information.

- **LibGuides**

To find specific information related to education studies, click on the **LibGuides** tab on the website at www.nwu.ac.za/library. Type in **education**, and then click on **SEARCH**. Click on **Education (PC)** and use the various sections to obtain study information and information on how to search for books, articles, etc.

- **Information retrieval guides**

All electronic study guides will be available on eFundi.

For assistance in using databases:

Go to www.nwu.ac.za/library, choose **Guides**, click on **Information retrieval guides** and choose **Education**.

- **Examination papers**

Go to <http://www.nwu.ac.za/library/index.html>. Click on **Exam papers**, under **Find information**.

Complete **ONLY** the **Subject code** space according to the example provided. As this is a new course, no previous examination papers will be available.

Call +27 18 299 1578, +27 18 299 2859 or +27 18 299 1577 for assistance.

3.3.3 Examinations

- **You may download examination information from eFundi.**

All queries: +27 18 285 5900.

- **Examinations may be written at any of the centres on the list provided. You must indicate your choice of examination centre, since provision will be made for you ONLY at that examination centre.**
- **Only** written requests for any change of examination centre will be accepted. The **learner support centre** closest to your hometown will be your particular examination centre (see list provided).
- **Please** take careful note of the details regarding the examination procedures provided below so that you know what will be expected of you.
 - i. Examinations will take place on the dates provided on 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 an employer will be posted/mailed to you. If you have **NOT** received this timetable **two weeks** prior to the examinations, you must please inform the UODL office immediately.
 - iv. Examination papers are set and marked by lecturers and accredited markers from the University.

- v. As soon as your results have been processed, they will be posted to you.
- vi. The final promotion is conducted by an examination panel from the University.
- vii. If you fail a module during the examinations, you will have the opportunity to rewrite the module the following semester. For instance: if you failed a module during the June/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, and re-submit the assignments to be granted the opportunity to write it again during the June/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 course. Please ensure that you do not become a victim of this kind of behaviour. It is not worth it.
- x. To find your results on the internet, go to <http://www.nwu.ac.za>. No marks will be given telephonically.
- xi. Under the heading **STUDY HERE** click on the **Exam results** link.
- xii. 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.
- xiv. You may also make use of the **MTN line** to receive your examination results. The number to call, is +27 **83 123 222**. Have your student number available.

Examination marks are calculated as follows:

- i. The total marks of assignments must add up to 40% in order to grant you admission to the examination. **(Please note that if your participation mark is 40% you will have to pass with 60% in the examination in order to pass the module)**
- ii. The examination sub-minimum = 50% per module*.
- iii. Participation- and examination marks total for the module, or final mark = 100%.
- iv. Examination + Participation marks = module mark (final mark).
- v. Distinction = 75% and above.
- vi. Pass mark = 50%.

vii. Examination scripts

All examination scripts will be marked, as well as moderated, and marks will be re-counted to ensure that the correct marks are allocated. You may, however, apply for a re-mark in certain modules if all of the following criteria are met:

- i. a minimum of 35% obtained in the examination;
- ii. the application to reach the Call Centre at NWU within 14 days after examination results had been published; and
- iii. the re-mark fee to be paid and the proof of payment sent to the Call Centre together with the application form available from the NWU Call Centre.

3.3.4 Cancellation of studies/Expulsion process

3.3.4.1 Notice to the Head: Support Section

- i. 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.
- ii. Should notice of cancellation be forwarded **by letter**, it should be addressed to:

The Head: Support Section

Attention: Mrs Chantelle Badenhorst

Private Bag X6001
POTCHEFSTROOM
2531

- iii. Should notice of cancellation be sent by **registered mail**, the date of receipt will be noted as the official cancellation.
- iv. The cancellation is valid from the date of submission of the proper cancellation form to the Department of Academic Administration, or from the date of receipt of the registered postal article by the Head: Support Section.
- v. The Head: Support Section or Department of Academic Administration will notify Financial Administration: Revenue accordingly regarding the cancellation.

3.3.5 Fees payable upon cancellation of studies

- i. Should you cancel your studies prior to 19 February, only the registration amount will be payable. Should you cancel your studies after 19 February, the full tuition fees for the first semester will be payable.
- ii. 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.

- iii. Should you cancel your studies, all bursaries and/or loans will be repayable immediately.

3.3.6 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 will forfeit 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.

Administrative matters

4.1 Change of address

It is important to inform the UODL of any change of address or contact number. Valuable information regarding your studies will be lost if we do not have this information.

4.2 Financial arrangements

4.2.1 Fees payable upon changing of modules

Should 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).

4.2.2 Credit amounts on a University account

- i. 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.
- ii. 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.
- iii. 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.

4.2.3 General account enquiries

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

Email: PUK-studyfees@nwu.ac.za

4.2.4 Web address

The complete Fees Payable and Financial Rules are available at:

www.nwu.ac.za/gelde

Contact sessions and Year Programme

5.1 General information regarding contact sessions

Note: Please refer to the timetable before contacting the helpdesk.

Familiarise yourself with dates of contact sessions taking place in your area (included in this information booklet).

Your **timetable** will clearly indicate which sessions will be facilitated on the interactive whiteboards and which will be facilitated by facilitators. No other modules will be facilitated at a Learner Support Centre on one specific date.

Timetables for all Learner Support Centres are included in your information booklet. You should attend the contact session in the area allocated to you for the BEd Intermediate Phase. You may not attend contact sessions at the Learner Support Centre of your choice. You do not have to book to attend a contact session. Please ensure that you use the correct timetable for the given Learner Support Centres. Dates, times and Learner Support Centres are clearly indicated.

When attending contact sessions, you will be requested to complete **attendance registers** at the Learner Support Centre where you attend contact sessions. Even if sessions are facilitated by means of the interactive whiteboards, attendance registers must be completed for all modules.

Take note that only modules as allocated on the timetable will be facilitated on the assigned dates for such modules (interactive whiteboards and facilitator sessions).

Timetables and schedules for all sessions, as from 1 January – 1 June 2018 are included in this Year Programme.

In 2018, sessions at all Learner Support Centres will be facilitated by utilising the interactive whiteboards. Please ensure that you are on time for your modules/programme. Familiarise yourself with times of modules on specific dates.

For additional information regarding your studies, also visit the Facebook page for the UODL or Unit for Open Distance Learning.

5.2 Contact tuition information

5.2.1 Interactive whiteboard sessions

Thursday afternoons 14:15 – 18:15

- Contact sessions (Interactive Whiteboard sessions (IWB) will be provided at Learner Support Centres. This implies that the lecturer responsible for the module will lecture in Potchefstroom while his/her lecture will be broadcast live to the various Learner Support Centres.
- Each Learner Support Centre has a technician 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 will assist you in this regard.
- More information regarding this system will be communicated to you during IWB sessions.
- The majority of sessions in 2018 at all Learner Support Centres will be facilitated by utilising the interactive whiteboards.
- Please ensure you are on time for your modules/programme. The time slots are scheduled according to these times, similar to TV programmes. If you are late, you will miss out!

5.2.2 Contact sessions at Learner Support Centres

- **Attending contact sessions is compulsory for all BEd Senior and FET students.** It has been proven that students who attend normally **have a higher success rate.**
- During these sessions, you will **meet with relevant academic professionals** who will give you advice on your assignments, provide feedback regarding completed assignments and academic guidance via your study material. You will also have the opportunity to work in groups with peers.
- It is very important that you should be **well prepared** when attending a contact session.
- Contact sessions are primarily scheduled on **Thursdays** and will take place at registered **LEARNER SUPPORT CENTRES**. (Refer to the timetable for the correct dates).
- **Only modules, as indicated on the timetable, will be facilitated** on the assigned dates.

- Timetables for all sessions scheduled from January to 31 May 2018 are included in this information booklet.

5.3 Communication and contact details regarding contact sessions

- In all cases, please refer to your Year Programme regarding contact sessions in your area.
- 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).
- Should you experience problems with facilitators or facilitation at Learner Support Centres, please call +27 82 779 6390.

5.4 Contact session timetable for 2018

- (The contact session timetable includes information regarding study **Learner Support Centres, contact times and dates, modules, and semesters**).
- Whiteboard and facilitator sessions will take place at the times scheduled in the timetable for your Year Programme.
- Refer to your Year Programme for the BEd Intermediate Learner Support Centre in your area. You may attend contact sessions in any area. You do not have to book for contact sessions.

BEd INTERMEDIATE PHASE WHITEBOARD SESSIONS TIMETABLE

FIRST SEMESTER 2018

Thursday, 18 January					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
					BEdIP
				14:30	Orientation: Director
				15:15	Orientation: eFundi
				16:00	Orientation: Library
				16:45	Orientation: IWB

Thursday, 25 January					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
					BEdIP
14:30				14:30	EDCC 116
15:15				15:15	EDCC 114
				16:00	NSTL 111FS
16:45				16:45	LSIP 111
17:30				17:30	AFRI 111

Thursday, 1 February					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
	BEdIP				BEdIP
14:30		14:30		14:30	EDCC 115
15:15		15:15		15:15	SEFI 111/ PEFI 111
16:00		16:00		16:00	EDTC 111
16:45		16:45		16:45	SOFI 111/ ZUFI 111
17:30				17:30	MATF 111

Thursday, 8 February					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
					BEdIP
14:30		14:30		14:30	EDCC 116
15:15		15:15		15:15	SSSE 112 FS
16:00		16:00		16:00	MATF 111
16:45		16:45		16:45	EDCC 114

Thursday, 15 February					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
	BEdIP				BEdIP
14:30		14:30		14:30	LSIP 111
15:15		15:15		15:15	EDCC 116
16:00		16:00		16:00	SSSE 112 FS
16:45		16:45		16:45	AFRI 111

Thursday, 22 February					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
	BEdIP				BEdIP
14:30		14:30		14:30	MATF 111
15:15		15:15		15:15	SSSE 112 FS
16:00		16:00		16:00	EDCC 115

16:45		16:45		16:45	SEFI 111/ PEFI 111
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Thursday, 1 March					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
					BEdIP
14:30		14:30		14:30	SOFI 111/ ZUF1 111
15:15		15:15		15:15	EDTC 111
16:00		16:00		16:00	LSIP 111
16:45		16:45		16:45	EDCC 116

Thursday, 8 March					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
	BEd IP				BEdIP
14:30		14:30		14:30	SSSE 112 FS
15:15		15:15		15:15	MATF 111
16:00		16:00		16:00	EDCC 114
16:45		16:45		16:45	AFRI 111

Thursday, 15 March					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
					BEdIP
14:30		14:30		14:30	EDCC 115
15:15		15:15		15:15	SEFI 111/ PEFI 111
16:00		16:00		16:00	LSIP 111
16:45		16:45		16:45	EDTC 111

Thursday, 22 March					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
					BEdIP
14:30		14:30		14:30	SOFI 111/ ZUF1 111
15:15		15:15		15:15	EDCC 114
16:00		16:00		16:00	LSIP 111
16:45		16:45		16:45	EDCC 116

Thursday, 12 April					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
					BEIP
14:30		14:30		14:30	SSSE 112 only Free State
15:15		15:15		15:15	AFRI 111
16:00		16:00		16:00	EDCC 115
16:45		16:45		16:45	SEFI 111/ PEFI 111
17:30		17:30		17:30	MATF 111

Thursday, 19 April					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
					BEIP
14:30		14:30		14:30	SOFI 111 ZUFI 111
15:00		15:00		15:15	EDTC 111
15:30		15:30		16:00	NSTL 111 FS
16:00		16:00		16:45	LSIP 111

Thursday, 26 April					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
					BEIP
14:30				14:30	EDCC 115
15:15				15:15	SEFI 111\ PEFI 111
16:00				16:00	EDTC 111
16:45				16:45	LSIP 111

Thursday, 3 May					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
					BEIP
14:30		14:30		14:30	SOFI 111/ ZUFI 111
15:15		15:15		15:15	MATF 111
16:00		16:00		16:00	LSIP 111
16:45		16:45		16:45	EDCC 116
17:30				17:30	SSSE 112 FS

Thursday, 10 May					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
	BEd IP				BEdIP
14:30		14:30		14:30	LSIP 111
15:15		15:15		15:15	AFRI 111
16:00		16:00		16:00	EDCC 114
16:45		16:45		16:45	NSTL 111 FS

Thursday, 17 May					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
					BEdIP
14:30		14:30		14:30	SEFI 111/ PEFI 111
15:15		15:15		15:15	EDCC 114
16:00		16:00		16:00	LSIP 111
16:45		16:45		16:45	AFRI 111

Thursday, 24 May					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
					BEdIP
14:30		14:30		14:30	EDCC 115
15:15		15:15		15:15	Work session
16:00		16:00		16:00	EDTC 111
16:45		16:45		16:45	SOFI 111/ ZUFI 111

SECOND SEMESTER 2018

Thursday, 19 July					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
					BEdIP
				14:30	EDCC 125
				15:15	EDCC 126
				16:00	ALDE 121
				16:45	LSIN 121 FS
				17:39	SNSE 121

Thursday, 26 July					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
					BEdIP

14:30		14:30		14:30	AFCL 121
15:15		15:15		15:15	SEFI 121/ PEFI 121
16:00		16:00		16:00	AFRI 121
16:45		16:45		16:45	SOCL 121/ ZUCL 121

Thursday, 02 August					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
					BEdIP
14:30		14:30		14:30	MAIP 121
15:00		15:00		15:15	SECL 121/ PECL 121
15:30		15:30		16:00	
16:00		16:00		16:45	SOFI 121/ ZUFI 121
				17:30	SSCE 121

Thursday, 16 August					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
					BEdIP
14:30				14:30	EDCC 125
15:15				15:15	SNSE 121
16:00				16:00	ALDE 121
16:45				16:45	EDCC 126
				17:30	LSIN 121 FS

Thursday, 23 August					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
					BEdIP
14:30		14:30		14:30	AFCL 121
15:15		15:15		15:15	SSCE 121
16:00		16:00		16:00	SECL 121 PECL 121
16:45		16:45		16:45	AFRI 121
				17:30	MAIP 121 FS

Thursday, 30 August					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
					BEdIP
				14:30	SEFI 121/ PEFI 121
				15:15	SOFI 121/ ZUFI 121
				16:00	

				16:45	SOCL 121/ ZUCL 121
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Thursday, 06 September					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
					BEdIP
14:30		14:30		14:30	EDCC 125
				15:15	ALDE 121
				16:00	LSIN 121 FS
				16:45	EDCC 126
				17:30	SNSE 121

Thursday, 13 September					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
					BEdIP
14:30		14:30		14:30	SECL 121/ PECL 121
15:15		15:15		15:15	SEFI 121/ PEFI 121
16:00		16:00		16:00	SOFI 121/ ZUFI 121
16:45		16:45		16:45	SOCL 121/ ZUCL 121
				17:30	AFRI 121

Thursday, 20 September					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
					BEdIP
				14:30	SSCE 121
				15:15	MAIP 121 FS
				16:00	
				16:45	AFRI 121

Thursday, 27 September					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
					BEdIP
14:30		14:30		14:30	SNSE 121
15:15		15:15		15:15	
16:00		16:00		16:00	ALDE 121
16:45		16:45		16:45	EDCC 126
				17:30	LSIN 121 Free State

Thursday, 11 October					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
					BEdIP
				14:30	SECL 121/ PECL 121
				15:15	SOFI 121/ ZUFI 121
				16:00	SSCE 121
				16:45	MAIP 121 Free State
				17:30	AFRI 121

Thursday, 18 October					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
					BEdIP
14:30		14:30		14:30	SEFI 121/ PEFI 121
15:15		15:15		15:15	EDCC 125
16:00		16:00		16:00	AFRI 121
16:45		16:45		16:45	SOCL 121/ ZUCL 121

Examination timetable (6 June – 30 June; 30 Oct – 22 Nov)

- The first semester examination will take place from 6 June – 30 June 2018.
- The second semester examination will take place from 31 October - 22 November 2018.

Notes:

- Ensure that you are registered for the examination at a specific examination centre.
- Should you need to *change your examination centre*, please call +27 18 285 5900.
- Changes for the June/July examinations must be communicated by calling +27 18 285 5900 before 15 April 2018, and for the October examinations, before 15 September 2018.
- If you should fail to change your examination centre in time, there will be serious financial implications.

BEd Intermediate Phase first semester examination timetable for June/July 2018

	MODULE	DATE	SESSION 1 - 9:00 SESSION 2 - 14:00
BEd IP	AFRI 111		12/06/18
	EDCC 114		01/06/18
	EDCC 115		05/06/18
	EDCC 116	No exam for WIL	
	EDTC 111	No Exam	
	LSIP 111		07/06/18
	MATF 111		14/06/18
	NSTL 111		11/06/18
	PEFI 111		12/06/18
	SEFI 111		12/06/18
	SOFI 111		12/06/18
	ZUFI 111		12/06/18

BEd Intermediate Phase second semester examination timetable for October/November 2018

BEd IP	AFRI 121		02/11/18
	ALDE 121		26/10/18
	EDCC 125		31/10/18
	EDCC 126	No exam for WIL	
	LSIN 121		05/11/18
	MAIP 121		06/11/18
	PEFI 121		02/11/18
	SEFI 121		02/11/18
	SOFI 121		02/11/18

	ZUFI 121		02/11/18
	SNSE 121		29/10/18
	SSCE 121		30/10/18
BEd IP - Second opportunity: First Semester Modules			
	AFRI 111		08/11/18
	EDCC 114		30/10/18
	EDCC 115		01/11/18
	LSIP 111		05/11/18
	MATF 111		12/11/18
	NSTL 111		07/11/18
	PEFI 111		08/11/18
	SEFI 111		08/11/18
	SOFI 111		08/11/18
	ZUFI 111		08/11/18

Counselling

- a) Studying via ODL certainly poses a challenge to many students, since such students are usually employed and older, have families and other obligations, and often experience isolation with regard to their higher education.
- b) To assist you with your academic progress, as well as the accompanying logistics and administration, we have 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.

Provincial list of Learning Support Centres 2018

1. Eastern Cape

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

2. Free State

Welkom		
St. Helena Primary School 14 Unicor Road WELKOM 9459		

3. Gauteng

Johannesburg	Pretoria	Vanderbijlpark

Weltevreden Park Primary School 41 Cockspur Road WELTEVREDEN PARK 1709	Susan Strijdom Training Centre 30 Gordien Road Colbyn Queenswood PRETORIA 0186	Quest Conference Estate cnr Goodyear and Curie Boulevard VANDERBIJLPARK 1911
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4. KwaZulu – Natal (KZN)

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

5. Limpopo

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

6. Mpumalanga

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

7. Northern Cape

Upington	Kuruman	Kimberley
Upington College 1 Steve Naudé Street UPINGTON 8801	Kuruman Campus cnr Roos and Voortrekker Streets KURUMAN 8460	Hoërskool Noord-Kaap Hayston Road Hadison Park KIMBERLEY 8306
Springbok		
Namaqua Campus 112 Main Road OKIEP 8270		

8. North-West Province

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

9. Western Cape

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

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

10. Namibia

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

UODL Examination centres for 2018

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


KWAZULU NATAL	LIMPOPO	MPUMALANGA
Cedar (not open for all)	Giyani	Bosbokrand (MP Bursary)
Durban	Groblersdal	Elukwatini
Empangeni	Jane Furse	Ermelo
Eshowe	Lephalale	Graskop

Estcourt	Makhado	Kamaqhekeza
Greytown	Modimole	Kamhlushwa
Igwavuma	Phalaborwa	Kinross
Jozini	Polokwane	Lydenburg
Kokstad	Thabazimbi	Middelburg
Ladysmith	Thohoyandou	Mukhanyo (not open to all students)
Matatiele	Tzaneen	Nelspruit
Mkuze		Piet Retief
Newcastle		
Pietermaritzburg		
Pongola		
Port Shepstone		
Stanger		
Ulundi		
Vryheid		

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

SWAZILAND
Manzini

■ 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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■ UODL Administrative staff members

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

■ Lecturers, Potchefstroom Campus, North-West University

12.1 Appointments/communication with the NWU's academic staff

- a) The preferred form of contact with your lecturer is via email and the eFundi platform.
- b) Lecturers, when and if available, may be contacted to assist with **academic problems** during office hours (10:00 – 16:00) on Tuesdays and Thursdays.
- c) You have to make **an appointment**, as is required of all professionals, if you wish to meet the lecturer face-to-face.
- d) You may call +27 18 285 5900 to assist you with general information.

12.2 List of lecturers & modules for 2018

Module Code	Module Name	Lecturer Responsible	E-mail Address
ALDE121	Academic Literacy.	Ms S Marais	
AFCL121	Language of Conversational Competence: Afrikaans.	Ms Nikky Ludwig	
AFRI 111	Afrikaans Home Language: Text and Curriculum in the Intermediate Phase.	Ms C van der Vyver	Corne.VanDerVyver@nwu.ac.za
AFRI 121	Afrikaans Home Language: Spelling, semantics, and dictionary use for education.	Ms N Fouché	21733104@nwu.ac.za
EDCC114	Introduction to Curriculum and Professional Studies.	Dr L Postma	Louise.Postma@nwu.ac.za
EDCC115	Critical components for curriculum development for educators.	Ms M. Verster	Marisa.Venter@nwu.ac.za

EDCC116	Work Integrated Learning (Learning in practice; Learning from practice).	Ms Chantelle Bosch	21392373@nwu.ac.za
EDCC125	Historical & Political context of Education in South Africa.	Mnr Louw de Beer	Louw.DeBeer@nwu.ac.za
EDCC126	Work Integrated Learning (Learning in practice; Learning from practice).	Ms Chantelle Bosch	21392373@nwu.ac.za
EDTC111	Educational Media and Technology.	Me Marina Möller	Marina.Moller@nwu.ac.za
LSIP 111	Life Skills IP: Personal Development.	Ms M Riekert	Marlene.Riekert@nwu.ac.za
LSIN 121	Introduction to life skills: Intermediate Phase	Dr P Swarts	13233068@nwu.ac.za
MAIP 121	Mathematics Intermediate Phase: Mathematical problem solving	Ms Erika Potgieter	23423455@nwu.ac.za
MATF111	Introduction to Mathematics: Numbers, operations and data handling.	Mr T Mosiane	10962964@nwu.ac.za
NTSL 111	Natural Sciences and Technology (Intermediate Phase): Processes and Methods	Ms E Harris / A du Toit	Dutoit.Adri@nwu.ac.za
PECL121	Languages of conversational Competence: Sepedi.	Dr MM Mabiletja	29328039@nwu.ac.za

PEFI 111	Sepedi Home Language: Introduction Linguistics, Instructional Perspectives and Types of Literature.	Dr MM Mabiletja	29328039@nwu.ac.za
PEFI 121	Sepedi Home Language: Phonetics, Phonology, Instructional Methods, and Speaking Skills.	Dr MM Mabiletja	29328039@nwu.ac.za
SECL121	Languages of conversational competence: Setswana.	Mr K Mokakale	Kaka.Mokakale@nwu.ac.za
SEFI 111	Setswana Home Language: Introduction Linguistics, Instructional Perspectives and Types of Literature.	Mr K Mokakale	Kaka.Mokakale@nwu.ac.za
SEFI 121	Setswana Home Language: Phonetics, Phonology, Instructional Methods, and Speaking Skills.	Mr K Mokakale	Kaka.Mokakale@nwu.ac.za
SNSE 121	Introduction to Natural Sciences & Technology Intermediate Phase	Mrs E Harris/ A du Toit	Dutoit.Adri@nwu.ac.za
SOCL121	Languages of conversational competence: Sesotho	Ms S Mokoena	Shadimokoena@gmail.com
SOFI 111	Sesotho Home Language: Phonetics, Phonology, Phonemic Awareness and Spelling.	Ms S Mokoena	Shadimokoena@gmail.com

SOFI 121	Sesotho Home Language: Introduction to the history of children's literature – picture books.	Ms S Mokoena	Shadimokoena@gmail.com
SSCE121	Social Sciences for Intermediate Phase: Ancient African History & Geography of RSA.	Dr L De Sousa / Dr S Bester	10618635@nwu.ac.za
SSSE 112	Introduction to Social Science for Education	Dr D Liebenberg	Danica.LiebenbergWeyers@nwu.ac.za
ZUCL121	Languages of conversational competence: IsiZulu.	Dr E Ngwenya	26291673@nwu.ac.za