BSc in Information Technology

SCHOOL OF COMPUTER SCIENCE AND INFORMATION SYSTEMS

Open distance learning students

P R O S P E C T U S (I n f o r m a t i o n   b o o k l e t)

2 0 1 9

North-West University
Potchefstroom Campus
Faculty of Natural and Agricultural Sciences

This Information booklet contains important administrative and academic information you will need during your studies at the North-West University Unit for Open Distance Learning.

For all academic information and assistance please contact the relevant lecturer. Lecturer's contact details can be found on your tutorial notes and on the eFundi site for the module. Students may call 018 285 5900 should they need contact details of lecturers for the different programmes/modules. Please consult with the lecturer should your module not appear on the contact/whiteboard session timetable.

The Information booklet furthermore provides you with all information regarding contact/whiteboard sessions, with dates and times of sessions you may attend.

Contact details:

1. NWU

NWU contact information:
Tel: 018 285 5900
Fax: 087 234 4957
Website: http://distance.nwu.ac.za/
              http://distance.nwu.ac.za/contact-us-general-information
E-mail: 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:

Academic matters:	Administrative matters:
The Academic manager for Natural and Agricultural Sciences: Unit for Open Distance Learning	The Unit for Open Distance Learning (UODL)
Building B11 North-West University Private Bag X6001 Internal Box 539 Potchefstroom 2520	Building B11A North-West University Private Bag X6001 Internal Box 539 Potchefstroom 2520

PLEASE MENTION YOUR STUDENT NUMBER IN ALL CORRESPONDENCE

Table of Contents

Dean's Letter

Dear NWU ODL student

Congratulations on your acceptance!

It is a pleasure to welcome you into the North-West University and specifically into the Faculty of Natural and Agricultural Sciences. I hope that you will enjoy your studies with us.

We thank you for choosing to enrol with us for the B.Sc. in IT Distance Learning Programme and for trusting us to assist you in achieving your academic and professional goals.

At the Faculty of Natural and Agricultural Sciences we pride ourselves on providing quality in teaching-learning, research and community engagement. Our highly qualified and helpful academic staff will be available to you through various communication channels. Please make use of these communication channels throughout the duration of your studies so as to ensure a positive output regarding your studies.

This degree, although a distance learning programme, will still offer our students the opportunity to attend taught sessions. These sessions are referred to as Interactive Whiteboard Sessions (IWBs) which can be attended via the Internet. Attendance at these sessions is not compulsory, and they will be recorded and placed on the ODL website for all our ODL students to access at a time that suits their schedule. We furthermore ask that you familiarise yourself with the NWU's eFundi platform and ensure that you have adequate access to an eFundi site for each module you are enrolled in. This is vital, as you will use this platform to submit your tasks and assignments.

On completion of your three-year B.Sc. degree, you will be equally as equipped as our on-campus students, either to further your academic career with a B.Sc Honours, MSc and PhD, or to enter into the corporate industry as a working IT-technician, programmer, etc.

I leave you with an inspirational quote from Dr Steve Maraboli: "Sometimes the greatest thing to come out of all your hard work isn't what you get out of it, but what you become from it."

Good luck with your studies and may it be an exciting and fulfilling journey.

Prof Helen Drummond

Deputy Dean: Teaching and Learning

Faculty of Natural and Agricultural Sciences

What is open distance learning?

Open learning 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. In order to expand access to education and training and provide classes at places and times convenient to students, the School of Computer Science and Information systems offers the degree BSc in IT through the Unit for Open Distance Learning at the Potchefstroom Campus.

The Unit for Open Distance Learning (UODL) delivers several distance programmes on behalf of the faculties. The BSc in IT distance programme in the Faculty of Natural and Agricultural Sciences is offered on the following principles:

a) Students register at the beginning of the year through the UODL and follow the curriculum according to each year and semester as indicated in the Yearbook. Students are, however, allowed to complete the three-year degree over a maximum period of 6 years, given that module prerequisites are adhered to. Please refer to section 2.1.6 for details of prerequisites in the curriculum.

b) Students have two assessment opportunities (examinations) per module as prescribed by the General Academic Rules (http://studies.nwu.ac.za/studies/yearbooks), of which the student may utilise one or both.

c) A valid participation mark will give the student access to two examination opportunities, after which, if both were failed, a student must obtain a new participation mark.

d) Contact classes and tutorials are mainly presented by means of interactive whiteboard (IWB) sessions, which can followed from anywhere on a personal computer with Internet access. Lessons in some modules are presented using asynchronous online videos. All lessons presented by means of interactive whiteboards are saved on the Internet for students to access at a later stage.

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

f) Study material are delivered by courier services or made available in electronic format via eFundi.

g) Distance programs are supported by the eFundi Learning Management Platform available online. Study guides and other electronic study material are available on this platform. Students are able to communicate with lecturers and peers on this platform and submit assignments via this platform.

h) It is compulsory, and the responsibility of the student to ensure that he/she has access to, or obtain the necessary technology such as a computer and smart phone that meets the minimum specifications of the NWU. Access to a computer with **Windows 10 or higher as well as an Internet connection of at least 2Mbps** (4Mbps or higher is recommended), is required for the B.Sc. in IT degree. Note that a high data cap is required as students have to download and watch online instructional videos. Registered students of the NWU can use a free version of Windows 10 as well as Office 365. More information is available in section 2.1.8.

1 General Academic Rules for ODL-programmes

(Aligned with the NWU's Academic Rules)

1.1 Admission requirements to programme(s)

The admission requirements for all formal academic qualifications offered by the University are set out in the Admission Policy as approved by Senate and Council http://www.nwu.ac.za/content/policy_rules

1.2 Examination opportunities

Examination opportunities and information are communicated to students through the relevant prospectus (programme information booklet) and time tables, the NWU website, and examination letters.

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

1.3 Admission to examinations

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

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

1.4 Participation mark

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

The participation mark for a module may be compiled from tests and/or assignments as prescribed in the study guide for each module. For every teaching-learning task that is carried out by means of formative assessment in a module, a mark is allocated. A student's participation mark is the weighted mean of all these marks. For each module a minimum participation mark must be obtained to be admitted to the examination.

A participation mark will give the student admission to only two executive examination opportunities. Thereafter a new participation mark must be obtained in order to gain admission to write the examination in that module.

1.5   Module mark

A module mark is a mark calculated according to a formula that is determined from time to time for each module in terms of faculty rules, based on the participation mark and the examination mark awarded to a student in a module, provided that the weight of the participation mark in the above mentioned formula may not be less than 30% or more than 70%.

The calculation of the final module mark differs from faculty to faculty and module to module. Please refer to the academic yearbook of the particular faculty presenting the module (http://studies.nwu.ac.za/studies/yearbooks) as well as the study guide of the module to see how the final module mark is calculated.

1.6   Unsatisfactory academic performance

A student whose academic performance is found to be unsatisfactory will receive a formal written warning from the Dean: Faculty of Natural and Agricultural Sciences or an administrator authorised by him. Thereafter, if progress is still not satisfactory, the student could be dealt with in terms of the General Academic Rules.

1.7   Termination of studies of ODL-students

The minimum duration for the degree BSc in IT is three years and maximum duration is six years. 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: Faculty of Natural and Agricultural Sciences or an administrator authorised by him to inform them of the two final examination opportunities in which all outstanding modules must be passed. Should such a student still have outstanding modules after these examination opportunities, the studies of such a student must be terminated in terms of the General Academic Rules.

Only in exceptional cases, and then on the grounds of irrefutable evidence, will the Dean: Faculty of Natural and Agricultural Sciences or the school director, or the programme leader authorised by the dean, consider a request for continuation of studies from a student whose studies have been terminated. Should such an application be successful, the student will be afforded only one examination opportunity to complete all outstanding modules.

1.8   Warning against plagiarism and dishonesty

Assignments are individual tasks and not group activities (unless explicitly indicated as group activities).

Dishonesty in assignments, tests or examinations (for example submitting someone else's work as you own) is considered a serious offence. Students should know that, in such cases, they will be subjected to disciplinary procedures, but that these procedures are just and that they will be protected against false or unjust allegations.

For further details please refer to the Policy on Policy on Plagiarism and Other Forms of Academic Dishonesty (http://www.nwu.ac.za/content/policy_rules).

2   Academic Matters

2.1   Programme information: BSc in IT

(Refer to the NWU Calendar of the Programme in the Faculty of Natural and Agricultural Sciences at http://www.nwu.ac.za/e-yearbook-index).

2.1.1   Nature and general aims

There is an urgent need in South Africa (and globally) for more scientists and information technologists. The BSc in Information Technology qualification in the Faculty of Natural and Agricultural Sciences aims to equip graduates with degree-level expertise and applicable skills in the field of Information Technology (Computer Science and Information Systems) and provide South Africa with graduates who possess specific and relevant theoretical expertise and practical skills in the IT field. The qualification strives to enable graduates to enter the labour market of Information Technology either as entrepreneurs or as employees of organisations at national or international level.

The programme equips and empowers prospective IT practitioners to

- demonstrate complete and systematic knowledge and application skills of at least one modern relevant programming language, phases of a relevant system development life cycle (SDLC), database techniques and technologies, IT project planning and management techniques, and human-computer interfaces to be able to contribute in a professional and ethical manner and in accordance with modern acceptable methodologies to the design, development and delivery of computerised systems according to business needs and principles;
- have knowledge and understanding of the value of information in enterprises and of the technical functioning and processing of information sources and related facilities to collect, analyse, process, integrate and logically evaluate information with the help of applicable multidisciplinary concepts, structures, models, theories, principles and research methods to make a meaningful contribution to strategic decision-making and management of information and information sources;
- be able to solve, through in-depth, practice-oriented knowledge of and insight into the field of Information Technology (IT) as an individual and as member or leader of a team, IT-related problems

alongside approaches and techniques of other applicable disciplines of computer science and information systems in particular as well as through applicable statistical and mathematical techniques, and to communicate/demonstrate these solutions by means of developed systems and theory-driven oral and written arguments to an audience of peers with appropriate media;

- realise the necessity to ensure continued competence and to stay at the forefront of the latest technology and techniques, and to be able to go stay involved through established and well-developed learning skills as lifelong learner; and
- understand the process and role of entrepreneurship and identify, create and realise opportunities in practice as information technologist.

With the basic and applied skills that the student will acquire through successful completion of this qualification, he/she will also be prepared and eligible to continue with postgraduate studies in the specialized fields of Computer Science and Information Systems at NQF level 8, thus either a BSc Honours degree or a Postgraduate Diploma in cognate fields.

2.1.2   Study duration and articulation, phasing in dates

a)   Study Duration

The minimum duration of study is three years and the maximum duration of study is six years.

b)   Phasing in dates

The BSc in IT distance programme had a first intake from January 2018. During 2019, only first year and second year modules will be presented.

2.1.3   Admission requirements

The admission requirements for all formal academic qualifications offered by the University are set out in the Admission Policy as approved by Senate and Council:

http://www.nwu.ac.za/content/policy_rules

Specific to the degree BSc in IT:

- Applicants should be in possession of a grade 12 National Senior Certificate with university exemption for degree studies.
- Applicant should have an APS score of at least 26.
- Applicant should have completed Mathematics (not Mathematics Literacy) level 4 (50 - 59%) or higher.
- Information Technology or Computer Applications Technology as school subjects are not required.

2.1.4   Rules for the programme

Refer to the NWU Calendar of the Programme in the Faculty of Natural and Agricultural Sciences at http://www.nwu.ac.za/e-yearbook-index

The rules for the BSc in IT Programme must be read together with the General Academic rules of the university (A-rules), which is available on the Internet at: http://www.nwu.ac.za/content/policy_rules

2.1.5 Programme layout

The qualification consists of a minimum of 392 credits divided into 30 modules. These modules include IT subjects, accounting, business management, statistics, mathematics, as well as some compulsory modules. Below is the curriculum of the BSc in IT qualification (2HA H01 N301P DISTANCE).

YEAR LEVEL 1			YEAR LEVEL 2			YEAR LEVEL 3		
First semester			**First semester**			**First semester**		
Module code	**Core**	**Cr**	**Module code**	**Core**	**Cr**	**Module code**	**Core**	**Cr**
CMPG111	H	12	CMPG211	H	16	CMPG311	H	16
STTN111	X	12	CMPG212	H	8	CMPG312	H	16
MTHS113	X	12	CMPG213	H	16	CMPG313	H	16
BMAN111	X	12	CMPG214	H	8	CMPG315	H	16
ACCS111	X	16	CMPG215	H	8			
ALDE111*			WVNS211	X	12			
Total 1st semester		**64**	**Total 1st semester**		**68**	**Total 1st semester**		**64**
YEAR LEVEL 1			YEAR LEVEL 2			YEAR LEVEL 3		
Second semester			**Second semester**			**Second semester**		
CMPG121	H	12	CMPG221	H	8	CMPG321	H	16
CMPG122	H	12	CMPG222	H	8	CMPG322	H	16
STTN121	X	12	CMPG223	H	16	CMPG323	H	16
ACCS121	X	16	BMAN223	X	16	CMPG324	H	16
ALDE122	X	12	WVNS221	X	12			
			MTHS225	X	8			
Total 2nd semester		**64**	**Total 2nd semester**		**68**			**64**
Total year level 1		**128**	**Total year level 2**		**136**	**Total year level 3**		**128**
Total of programme credits								**392**
*ALDE111 is recommended for all first year students that are registered at a tertiary institution for the first time.								

2.1.6   Prerequisites for modules in the curriculum

To continue with a module, the student must pass modules that are listed as prerequisites.

Module code	Module description	Prerequisites
ACCS111	Financial Accounting (Special) I	-
ACCS121	Financial Accounting (Special) II	ACCS111
ALDE111*	*Introduction to Academic Literacy*	
ALDE122	Academic Literacy	ALDE111
BMAN111	Introduction to Business Management	-
BMAN223	Problem solving for managers	BMAN111
CMPG111	Introduction to Computing and Programming	-
CMPG121	Structured Programming	CMPG111
CMPG122	User Interface Programming I	CMPG111
CMPG211	Object Oriented Programming	CMPG121
CMPG212	Apps and Advanced User Interface Programming	CMPG122
CMPG213	Systems Analysis and Design I	CMPG121 or CMPG122
CMPG214	Communication Skills	CMPG121 or CMPG122
CMPG215	Information Security	CMPG121 or CMPG122
CMPG221	Data Structures and Algorithms	CMPG211
CMPG222	Data Analytics	CMPG211 or CMPG212
CMPG223	Systems Analysis and Design II	CMPG213
CMPG311	Databases	CMPG221 or CMPG223
CMPG312	Decision Support Systems I	MTHS113
CMPG313	Artificial Intelligence	CMPG221
CMPG315	Computer Networks	CMPG221
CMPG321	Advanced Databases	CMPG311

Module code	Module description	Prerequisites
CMPG322	Decision Support Systems II	CMPG312
CMPG323	IT Developments	CMPG221 and CMPG223 and CMPG311
CMPG324	Operating Systems	CMPG221
MTHS113	Basic Mathematical Techniques	-
MTHS225	Discrete Mathematics	MTHS113
STTN111	Descriptive Statistics	-
STTN121	Introductory Statistical Inference I	STTN111
WVNS211	Understand the Natural World	-
WVNS221	Science and Society	-
ALDE111 is recommended for all first year students that are registered at a tertiary institution for the first time.		

2.1.7 Language

The language of tuition via ODL is English. Study guides for all the modules are available in English. A student may write examinations and submit assignments in either Afrikaans or English, except for Academic Literacy (ALDE122) in which assignments and examination scripts are to be submitted in English only. Contact sessions are conducted in English.

2.1.8 Study Material

a) Study material will be delivered by courier services to the address you have indicated for the delivery of study material.

b) Please note that you must indicate a physical address or work address to which the study material can be delivered via courier.

c) Study guides will be available on eFundi.

d) All NWU students have a gmail e-mail address. The format of this e-mail address is: *studentnumber@g.student.nwu.ac.za* You will receive eFundi notifications via this e-mail address. More information is available from http://services.nwu.ac.za/information-technology/student-email

e) Registered students of the NWU can use a free version of Windows 10 available from https://nwu.onthehub.com/   You will need to register at this store with your NWU-issued gmail address as specified above.

f) Registered students of the NWU can use Office 365 for free. More information is available from http://services.nwu.ac.za/information-technology/office365-subscription

2.1.9 eFundi

This programme is supported by the eFundi learner management system. All your study guides will be available on this platform. You will be able to communicate with your lecturer and peers in this platform and you will **submit your assignments on this platform**.

When you sign up to use eFundi your username is 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 password. Kindly change your password and memorise it.

You will receive eFundi notifications via your NWU-issued gmail address.

2.1.10 Termination of ODL students

i. Minimum and maximum durations of study periods for the BSc in IT degree are indicated in this information booklet.

ii. Six months before maximum duration of study is exceeded and a student's studies are finally terminated, such a student will receive a warning letter from the Executive Director of the Unit for Open Distance Learning to inform him/her of one final and once off examination opportunity to successfully complete all outstanding modules.

iii. If there are still modules outstanding after the occurrence of such an exam opportunity, the studies of such a student must be terminated in terms of the General Academic Rules.

iv. Only in exceptional cases, and then on the grounds of irrefutable evidence, will the Executive Director of the UODL 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.

2.2 Teaching and learning arrangements

2.2.1 Assessment (assignments and examination)

2.2.1.1 Assignments

a) Please follow instructions for assignments as stipulated in the study guide for each module.

b) Assignments must be submitted via eFundi unless specified otherwise for a specific assignment. Please do not e-mail assignments to lecturers.

c) Assignments have fixed deadlines. Students are required to submit assignments according to dates specified in the study guide for each module.

d) Important to know

- Assignment marks contribute to your participation mark which gives you admission to the examination.

- A participation mark can only be used for two exam opportunities after which a new participation mark must be obtained.

- Kindly note that late submissions will **not** be captured.

- All assignments must be submitted **electronically on eFundi** unless specified otherwise for a specific assignment.

- **NB** An assignment is ONLY submitted if you used the "Submit" button on eFundi and if you have received an e-mail. In this e-mail you will find a submission number. Kindly save this as evidence of submission.

- Library website: www.nwu.ac.za/library
All registered students of the NWU have access to the library. Type your surname and student/ID number when prompted to do so when working off-campus.

2.2.1.2   Examination

a) All students will receive their examination information for modules when participation marks are finalised.

b) **Students may download examination information, previous examination papers and tutorial notes from the UODL website at:** http://distance.nwu.ac.za/downloads

c) **Important** contact numbers regarding examination enquiries

All **queries**: 018 285 5900.

Saturdays 08:00–16:00: 082 7796 390.

d) Examinations are written at the examination centre the student selected upon application.

e) **Please** take careful note of the details given below regarding the examination procedures so that you know what is expected of you:

i. Examinations will take place on the dates given in the examination timetable.

ii. Familiarise yourself with the examination timetable and be prepared to write the exams on the specified days.

iii. Arrangements for practical examinations will be communicated to all students.

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 done by an examination panel from the University.

vii. If you fail a module during the first examination opportunity, you will have the opportunity to rewrite the module during a second examination opportunity. If you fail a module again during the second examination you will have to reregister, pay for the module and obtain a new participation mark to be able to write again.

viii. Examination regulations appear in each answer book. Any irregularities during examinations are considered a serious offence and the necessary steps will be taken.

ix. Dishonesty during the examination could lead to a candidate being expelled from the course and/or university. Please ensure that you do not become a victim of this kind of behaviour. It is not worth it.

x. IT IS IMPORTANT THAT YOU ATTEND AT THE EXAMINATION VENUE 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 VENUE WILL BE ACCEPTED.

xi. **NO marks will be given telephonically.**

xii. How to find your results on the internet: http://www.nwu.ac.za/

- Under the heading **Current Students** click on the **Exam results** link.

- The login window will appear. Type in your **student number** and **PIN** *(the pin can be requested on the same webpage).*

xiii. You can also obtain your examination results via SMS. On your cell phone, go to **new messages**, 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 can also make use of the **MTN line** to receive your examination results. The number to call is **083 123 222**. Have your student number at hand.

f)   **Examination marks are evaluated as follows:**

  i.   Minimum participation mark = may differ from module to module.

  ii.   Examination sub-minimum = 40% per module.

  iii.   Participation and examination marks constitute the module or final mark.

  iv.   Distinction = 75%

  v.   Pass mark = 50%

  vi.   Examination (60%) + participation (40%) = 100% module mark (final mark), unless indicated otherwise in the study guide of the module. Please note that you could obtain a module mark of above 50% and still fail because of the sub-minimum requirement in the exams which is 40%.

  vii.   **Re-mark of examination:**

  All examination scripts are marked as well as moderated and marks verified (recounted) to ensure that the correct marks are given. Students may, however, apply for a re-mark if all of the following criteria are adhered to:

  •   at minimum of 35% obtained in the examination;

  •   application must reach the call centre at NWU within 10 days after examination results have been published;

  •   the re-mark fee should be paid and the proof of payment sent to the call centre with the application form, available from the NWU call centre.

2.2.2   Cancellation of studies / Expulsion: Process

2.2.2.1   Notice to the Head: Support Section

a)   Your notice of cancellation of studies or single-course modules should be submitted on the official cancellation form. Please send an email to Keshni.Scholtz@nwu.ac.za to request the cancellation form, or collect it from the Support Section at room G30 in the UODL, Building B11A on the Potchefstroom Campus.

b) Notice of cancellation:

i. Should notice of cancellation take place ***by letter***, it should be addressed to:

The Head: Support Section
Attention: Mrs Keshni Scholtz
Private Bag X6001
POTCHEFSTROOM
2531

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

c) The cancellation is valid from the date of proper submission of the cancellation form to the Department of Academic Administration, or from the date of receipt of the registered postal article by the Head: Support Section.

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

2.2.2.2   Fees payable upon cancellation of studies

a) Should students cancel their studies prior to **15 February**, only the registration is payable as set out above. Should students cancel their studies after 15 February, the full tuition for the first semester is payable.

b) Should students cancel their studies for the second semester prior to 15 August, only the tuition for the first semester is payable. Should students cancel their studies after 15 August, the full tuition for the year is payable.

c) Should students cancel their studies, all bursaries and/or loans are repayable immediately.

2.2.2.3   Continued liability for fees payable upon expulsion from studies

In all cases of transgressions and subsequent disciplinary steps that might entail, in terms of the provisions of the University's Statute and the Students' Disciplinary Rules, the temporary or permanent, total or partial suspension of rights and privileges, intervention in or interruption or termination of studies or non-acceptance in a residence, the student concerned forfeits any claim to the repayment, reduction or waiver of moneys that have been paid, or are payable to the University. All bursaries and/or loans are also repayable immediately.

3   Administrative matters

3.1   Change of address

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

3.2   Financial arrangements

3.2.1   Fees payable upon changing of modules

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

3.2.2   Credit amounts on a university account

a) If a credit balance arises on a university account, application may be made on the prescribed form for payment of the credit amount per cheque or direct transfer; no credit will be paid out in cash.

b) Credit balances on student accounts can only be paid out against acceptable proof of the student's identity. Payment to any other person than the student can be made only on written authority of the student on the prescribed form available at the enquiry desks and against satisfactory proof of the identity of the student. The above procedure is necessitated by relevant legislation and internal controls.

c) Official application forms for credit payments are available at student-account enquiries, on the website or 018 299 2674 and should be fully completed 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 on the student's account for every cheque issued for this purpose.

3.2.3   General account enquiries

a) Enquiries with regard to student accounts may be addressed to the staff at student accounts situated on the ground floor of Building F1 on the Potchefstroom campus.

   Tel: 018 299 2667/8/9

               018 299 2670/1

               018 299 2672/3

   Website: http://www.nwu.ac.za/content/account-enquiries

Email: PC-studyfees@nwu.ac.za

3.2.4   Student Fees and Debtors Web address

a) The complete Fees Payable and Financial Rules are available on the website for student fees and debtors:

http://www.nwu.ac.za/far/index.html

4   Contact sessions, year programme

4.1   General information regarding contact sessions

a) **Note: Please refer to the timetable before contacting the helpdesk.**

b) **Familiarise yourself with dates and times of whiteboard sessions (included in this booklet).**

c) You can join a contact session by connecting via **Bridgit** from anywhere using an Internet connection.

What is needed to join a session?

- Internet Connection (At least 2MB download speed, www.speedtest.net)

- Computer with speakers and a microphone headset if a student wants to join the discussion in class.

- **Steps to make use of Bridgit**

  1. Click this link to download SMART Bridgit software: http://41.72.150.20:8080/

  2. Copy the program short cut to your desktop.

  3. Double click the short cut to open Bridgit.

  4. On the "Join Meeting" tab, click on the drop down arrow next to "Meeting Name".

  5. Choose the meeting name that will be used for the session.

- Please contact Pieter Badenhorst (12663611@nwu.ac.za) for assistance with the use of the software.

d) If we are not able to join a live session via Bridgit, you may download these sessions from the link and web pages provided below. Tutorial notes, examination information, previous

examination papers, PowerPoint presentations and recorded sessions are available.

http://distance.nwu.ac.za/downloads.

e) Please keep in mind that all live sessions are recorded and students do have access to these recorded sessions. Students may download these recordings on any of their devices. Students must follow all prompts on the website for downloads. Should the site request you type in a username and password please ensure you type in the following. These sites are case sensitive: Username: **BScIT** Password: **bscit123**

f) Timetables and schedules for all sessions as from 1 January 2019 - 31 December 2019 are included in this Year Programme.

g) You may contact 018 285 5900 to assist you with information regarding the lecturers.

h) During interactive whiteboard sessions students may SMS questions regarding the module that is presented to 43366. These questions will be addressed by the lecturer during or after the session. More information regarding this system will be communicated to you during IWB sessions. Normal SMS rates apply to this number.

i) For additional information regarding your studies also visit the Facebook page for the *UNIT for Open Distance Learning*.

4.2   Contact-tuition information

4.2.1   Whiteboard sessions

a) Contact sessions are presented using **Interactive Whiteboard sessions** (IWB). This means that the lecturer responsible for the module will teach in Potchefstroom while his lecture is broadcast live over the Internet.

b) **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!

c) **Attending live IWB sessions is not compulsory,** although it is proven that those students who attend them normally **have a higher success rate.**

d) During these sessions, you will **meet with relevant academic professionals** who will give you advice on your assignments, give feedback regarding completed assignments and provide academic guidance through your study material.

e) It is very important that you are **well prepared** when you attend a contact session.

4.3   Contact-session timetable for 2019

(The contact-session timetable includes information regarding **contact times and dates, modules, semesters)**

BSC IN IT INTERACTIVE WHITEBOARD TIME TABLE 2019

1st Year, 1st Semester	Time	Module
05-Feb	14:30 – 15:30	Information session
	15:30 – 17:30	STTN111
19-Feb	14:30 – 15:30	BMAN111
	15:30 – 16:30	MTHS113
	16:30 – 17:30	CMPG111
20-Feb	14:30 – 16:30	STTN111
26-Feb	14:30 – 16:30	STTN111
05-Mar	14:30 – 15:30	MTHS113
	15:30 – 16:30	ACCS111
12-Mar	14:30 – 16:30	STTN111
	16:30 – 17:30	ACCS111
19-Mar	14:30 – 15:30	ACCS111
	15:30 – 16:30	CMPG111
	16:30 – 17:30	MTHS113
20-Mar	14:30 – 16:30	STTN111
26-Mar	14:30 – 15:30	ACCS111
02-Apr	14:30 – 15:30	CMPG111
	15:30 – 16:30	ACCS111
	16:30 – 17:30	MTHS113
16-Apr	14:30 – 15:30	ACCS111
	15:30 – 17:30	STTN111
17-Apr	14:30 – 16:30	STTN111
	16:30 – 17:30	MTHS113
24-Apr	14:30 – 16:30	STTN111
07-May	14:30 – 16:30	STTN111
14-May	14:30 – 15:30	MTHS113
	15:30 – 16:30	CMPG111
	16:30 – 17:30	ACCS111
15-May	14:30 – 16:30	STTN111
21-May	14:30 – 15:30	MTHS113

1st Year, 2nd Semester	Time	Module
09-Jul	14:30 – 15:30	ACCS121
23-Jul	14:30 – 15:30	CMPG121
	15:30 – 16:30	ACCS121
24-Jul	14:30 – 16:30	STTN121
	16:30 – 17:30	CMPG122
06-Aug	15:30 – 16:30	CMPG121
	16:30 – 17:30	ACCS121
07-Aug	14:30 – 16:30	STTN121
20-Aug	14:30 – 15:30	ACCS121
28-Aug	14:30 – 16:30	STTN121
03-Sep	15:30 – 16:30	ACCS121
17-Sep	16:30 – 17:30	ACCS121
18-Sep	14:30 – 16:30	STTN121
	16:30 – 17:30	CMPG122
08-Oct	14:30 – 15:30	ACCS121
	15:30 – 16:30	CMPG121
09-Oct	14:30 – 16:30	STTN121
	16:30 – 17:30	CMPG122
16-Oct	14:30 – 15:30	CMPG122
22-Oct	14:30 – 15:30	ALDE122
	15:30 – 16:30	CMPG121
23-Oct	14:30 – 15:30	CMPG122
	15:30 – 17:30	STTN121

2nd Year, 1st Semester	Time	Module
12-Feb	14:30 – 15:30	CMPG212
19-Feb	14:30 – 15:30	WVNS211
	15:30 – 16:30	CMPG211
20-Feb	14:30 – 15:30	CMPG213
19-Mar	14:30 – 15:30	CMPG214
	15:30 – 16:30	CMPG212
20-Mar	14:30 – 15:30	CMPG215
	15:30 – 16:30	CMPG214
02-Apr	14:30 – 15:30	CMPG211
	15:30 – 16:30	CMPG213
16-Apr	14:30 – 15:30	CMPG211
	15:30 – 16:30	CMPG212
	16:30 – 17:30	WVNS211
17-Apr	14:30 – 15:30	CMPG213
	15:30 – 16:30	CMPG214
	16:30 – 17:30	CMPG215
14-May	14:30 – 15:30	CMPG215
	15:30 – 16:30	CMPG214
15-May	14:30 – 15:30	CMPG213
	15:30 – 16:30	CMPG211
	16:30 – 17:30	CMPG212
21-May	14:30 – 15:30	CMPG213
	15:30 – 16:30	CMPG215
22-May	14:30 – 15:30	CMPG211

2nd Year, 2nd Semester	Time	Module
23-Jul	14:30 – 15:30	WVNS221
	15:30 – 16:30	CMPG223
	16:30 – 17:30	CMPG221
24-Jul	14:30 – 15:30	BMAN223
	15:30 – 16:30	MTHS225
06-Aug	14:30 – 15:30	CMPG221
	15:30 – 16:30	CMPG222
	16:30 – 17:30	CMPG223
07-Aug	14:30 – 15:30	MTHS225
	15:30 – 16:30	BMAN223
27-Aug	14:30 – 15:30	CMPG222
	15:30 – 16:30	CMPG221
28-Aug	14:30 – 15:30	CMPG223
	15:30 – 16:30	WVNS221
17-Sep	14:30 – 15:30	MTHS225
	15:30 – 16:30	BMAN223
18-Sep	14:30 – 15:30	CMPG221
	15:30 – 16:30	CMPG222
08-Oct	14:30 – 15:30	CMPG223
09-Oct	14:30 – 15:30	MTHS225
	15:30 – 16:30	BMAN223
22-Oct	14:30 – 15:30	CMPG222
	15:30 – 16:30	CMPG221
	16:30 – 17:30	CMPG223
23-Oct	14:30 – 15:30	BMAN223
	15:30 – 16:30	MTHS225

5   Examination Timetable

- First semester examination: **28 May to 21 June 2019**

- Second semester examination: **30 October to 22 November 2019**

- **Notes:**

    i. Make sure you are registered at a specific examination centre.

    ii. If you need to *change your examination centre*, please contact 018 285 5900.

    iii. Changes for the June examination must be communicated to them before the end of February, and for the October examinations, before the end of July. If you should fail to change your examination centre in time, there will be serious financial implications for students.

    iv. **Prior to each examination, you will receive a personalised examination timetable that includes the specific address for each examination centre.**

The exam letters will be available on the UODL website at: http://distance.nwu.ac.za/downloads

Please note that these dates are subject to change

FIRST YEAR MODULES (2nd opportunities are shaded)

First Semester	Second Semester	Session	Module
28-May-2019	30-Oct-2019	9:00	ALDE111
28-May-2019	30-Oct-2019	14:00	ALDE121
29-May-2019	31-Oct-2019	9:00	BMAN111
30-May-2019	01-Nov-2019	9:00	CMPG122
31-May-2019	04-Nov-2019	9:00	STTN111
03-Jun-2019	05-Nov-2019	9:00	STTN121
04-Jun-2019	06-Nov-2019	9:00	ACCS111
05-Jun-2019	07-Nov-2019	9:00	ACCS121
07-Jun-2019	11-Nov-2019	9:00	MTHS113
10-Jun-2019	12-Nov-2019	9:00	CMPG121
12-Jun-2019	14-Nov-2019	9:00	CMPG111

SECOND YEAR MODULES (2nd opportunities are shaded)

First Semester	Second Semester	Session	Module
29-May-2019	31-Oct-2019	9:00	CMPG211
	01-Nov-2019	9:00	CMPG222
31-May-2019	04-Nov-2019	9:00	CMPG212
	05-Nov-2019	9:00	BMAN223
04-Jun-2019	06-Nov-2019	9:00	CMPG214
	07-Nov-2019	9:00	MTHS225
	11-Nov-2019	9:00	CMPG221
10-Jun-2019	12-Nov-2019	9:00	CMPG213
	13-Nov-2019	9:00	CMPG223
12-Jun-2019	14-Nov-2019	9:00	CMPG215

6   Counselling

a) Studying via ODL certainly poses a challenge to many students, since ODL students are sometimes employed, have families or other obligations and often find themselves isolated with regard to their tertiary education.

b) To assist students with their academic progress as well as the accompanying logistics and administration, we have provided the call centre and various websites where students can get support.

c) However, we realise that there may be financial, psychological or other constraints that could dissuade students from focusing on their studies. For this reason, we also have a 24-hour tele-counselling service available to our students. We believe that students without burdens will be positive in attitude and content, and can focus on their studies. These services will be available 24/7 (therefore including weekends), and at no charge.

d) *INGRYP* has the infrastructure to offer counselling services to our students. Different types of counselling services are available:

    i.   Financial counselling

    ii.   Legal advice

    iii. Interpersonal interactions

<ol type="i" start="4">
Trauma counselling
Personal trauma
HIV/AIDS counselling

e) Counselling services will be provided by professionals, including:

<ol type="i">
Psychologists
Social workers
Legal advisers
Financial advisers

f) Note: these services are available only to our students. Have your student number and ID number ready when making contact.

g) Should the need arise for counselling, different ways of requesting advice exist, depending on the type of counselling required.

h) If you need an immediate response, kindly dial the following telephone number:

Landline: +27 18 299 1777

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

SMS: SA: 32341

International: 0027 8400 32341

Email: help@lifeassist.co.za

E-Support at www.yourlifeassist.co.za

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

j) For academic support and counselling, you are welcome to contact Dr Almero Kok:

>**018 299 4560**

>**Almero.Kok@nwu.ac.za**

7   Open Distance Learning Administrative Staff

Unit for Open Distance Learning: academic manager

Dr Almero Kok	018 299 4560	Almero.Kok@nwu.ac.za

Unit for Open Distance Learning

SECTION	TELEPHONE
CALL CENTRE: *(Student enquiries)*	018 285 5900

8   Communication with academic staff

ACADEMIC ENQUIRIES:

Lecturer contact information will be available in tutorial notes as well as on the eFundi site for each module.

Lecturers can be contacted via:

- **Telephone**
- **E-mail**
- **Appointment**

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

NB Only contact your lecturer if you have academic queries concerning the **content** of the module. For queries about registration, study material, results and time tables you should contact the call centre (018 285 5900).