

POST-GRADUATE DIPLOMA (PGDip) IN MANAGEMENT

GENERAL INFORMATION

- It is essential that you read the A-Rules of the NWU in order to get more info on qualifications, applications, registration, assessment, terminations, etc. The A-Rules are included as an addendum and is also available on the NWUweb.
- A student should also read the faculty rules for more clarity. See <http://www.nwu.ac.za/yearbooks>
- All information wrt the PGDIP programme is on the website distance@nwu.ac.za
- Students can only register in the first semester of the programme. The duration is one year but can be taken over a two year period.
- The language of tuition is English.
- You need internet access and all communication wrt this programme will be on eFundi. Students should also communicate with lecturers (if needed) on eFundi. See <http://efundi.nwu.ac.za/portal>
- There are videos/u-tube guidance on eFundi to guide you with regard to all technical/web challenges that you may encounter. See <http://efundi.nwu.ac.za/portal/site/!gateway/page/895c0368-a3bd-48fd-b4e6-21127c62e572> - for any technical query wrt eFundi.
- This programme is offered online and recordings can be viewed via the 'Video Resources' portal on UODL's website. Access to the internet is a prerequisite. Recordings of sessions are available on <http://distance.nwu.ac.za/downloads>
- Students are supported by means of a Call Centre for general enquiries from Monday – Friday, 08:00 -16:30 at 018 285 5900.
- Students should call the e-fundi call centre for e-fundi queries on 018 285 2295 or eFundi-PC@nwu.ac.za
- Your student number and a clear indication that you are a distance student must be indicated on all correspondence.
- Students have a first and second examination opportunity. The second opportunity must be utilised during the next examination period. See A-Rules.
- A valid participation mark gives the student access to two examination opportunities, after which a student must generate a new participation mark by re-registering for the module. See A-Rules and Faculty Rules.
- Study material will be delivered to the courier address you have indicated on your application. It is important that you can receive the material at the address to avoid disappointment.

DIGITAL/ELECTRONIC ASSISTANCE

E-fundi (student portal for tutorial letters, assignments, etc)

eFundi is the electronic learning platform where individual module sites are created and all academic information is uploaded, including assignments, important dates, additional reading material, assignment feedback, participation and examination marks, etc. All registered students have access to eFundi. When you sign up to use eFundi, your username is your student number. For the first time you will need to use your RSA ID/passport number as your password. After you have submitted your assignment on eFundi, you will receive a notification via e-mail. As soon as students are registered,

they should automatically have access to all the eFundi module sites. If you struggle with access to eFundi, please encourage them to contact the **UODL Call Centre at 018 285 5900** or send an e-mail to DistancePotch@nwu.ac.za

Please watch the following videos as an introduction to eFundi: <http://youtu.be/8k6dvp6fZ5w> and <http://youtu.be/WyZiFFSYWJg>

Bridgit

If you are not able to attend classes at a centre, you may also connect via Bridgit. This means you can connect from your home on your own computer using Bridgit. Access an instructional video on the use of Bridgit: <https://goo.gl/jwG7eg>

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 shortcut to your desktop.
- 3. Run Bridgit by clicking on the icon and click "Run"
- 4. Type in the server code: **41.72.150.20:8080**
- 5. Click on the "Join Meeting" tab at the top and then click on the dropdown arrow next to "Meeting Name"
- 6. Choose the meeting name that will be used for the session.

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.

Please send an e-mail to uodl-elearning@nwu.ac.za should you require assistance with the use of the software.

1.1 Lecture Recordings

If it should happen that you cannot attend a class, or that you are also not able to attend via Bridgit, recordings of all sessions are done and can be downloaded.

All broadcasts are recorded and uploaded to the "Video Resources" portal, accessed via UODL's website (Downloads Page): <http://distance.nwu.ac.za/downloads>

The recordings are available within 72 hours of the live broadcast of each module.

To access the PGDIP recordings, the following USERNAME and PASSWORD must be used:

USERNAME: PGDIPMAN

PASSWORD: manpgdip

Wi-fi at centres

At some Learner Support Centres technology/equipment has been installed that will enable students to link to the Wi-Fi, free of charge, that will enable students to download resources and recorded sessions. Please enquire from the study centre manager where you attend for guidelines and access.

Useful Links

TYPE	LINK
General info wrt distance education	distance@nwu.ac.za
Bridgit	Download link: http://41.72.150.20:8080/ Instructional video: https://goo.gl/jwG7eg
Download for classes (recordings)	http://distance.nwu.ac.za/downloads Click on the "Video Resources" button Username: PGDIPMAN Password: manpgdip

OTHER CONTACTS

TYPE	DETAILS	NUMBER
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UODL CALL CENTRE – TELEPHONE	The operator	018 285 5900
SMS TO CALL CENTRE	NWU (space) Student number (space) Subject Code (space) and the question	45228
E-MAIL TO CALL CENTRE	Please add: Name, Surname, Student Number and Contact information	DistancePotch@nwu.ac.za
ONLINE WEB SUBMISSION	A request can also be completed on the web	http://distance.nwu.ac.za/contact_us
eFUNDI PORTAL		http://efundi.nwu.ac.za/portal/site/!gateway/page/895c0368-a3bd-48fd-b4e6-21127c62e572
BRIDGIT		http://41.72.150.20:8080/ server code: 41.72.150.20:8080 Technical issues: uodl-elearning@nwu.ac.za
ASSIGNMENTS AND EXAMS	Call Centre	018 285 5900
WHITEBOARD SESSIONS	IWB Timetable	http://distance.nwu.ac.za/timetable Click on "Interactive Whiteboard Broadcast"
APPLICATIONS AND REGISTRATIONS	Ms Debbie Meyer	Debbie.Meyer@nwu.ac.za 018 2852031
ACADEMIC MANAGER	Dr Nelda Mouton	Nelda.Mouton@nwu.ac.za