

BACHELOR OF EDUCATION HONOURS (BEDHONS)

NQF LEVEL 7
(CLOSING DOWN IN JUNE 2020)

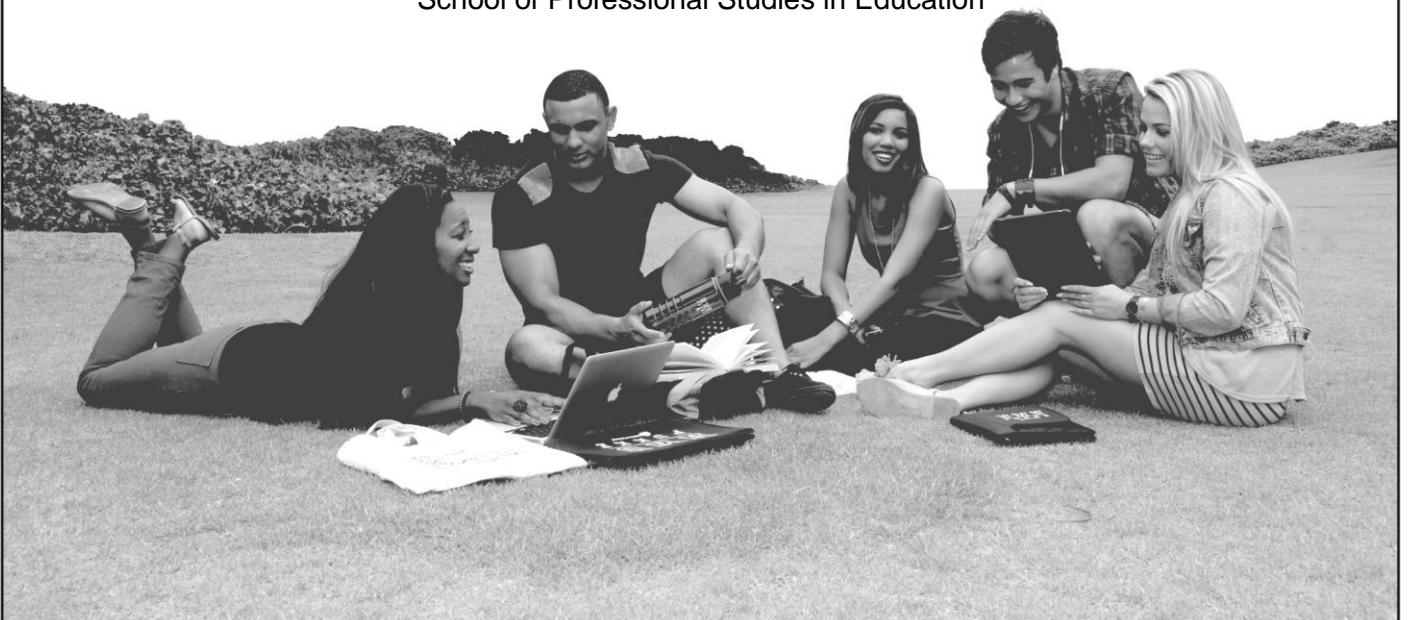
DISTANCE MoD
2020

North-West University | Faculty of Education

Prospectus compiled by: Dr Idilette van Deventer

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School of Professional Studies in Education



1. Communication and contact details

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Subject line: BEdHons_Surname_Student number_Request/Matter

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/
BEdHons Programme Leader
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**

Email: Subject line:
BEdHons_Surname_Student number_Request/Matter

<p>PLEASE NOTE: The information in this BEdHons Level 7 ODL PROSPECTUS (Information booklet) is applicable only to students registered on or before 31 January 2016.</p>

The BEdHons Level 7 Distance programmes have been terminated in November 2019. **Only pipeline students, registered in 2019, will be allowed an amnesty period during the first semester of 2020.**

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Executive Dean's foreword

Dear Distance 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 fruitful! I am acutely aware of the challenges of being a student (part time) whilst having other competing priorities. However, I encourage you to keep the end goal in mind, especially when the pressure of assignments and examinations becomes challenging.

In the words of Theodore Roosevelt:

"Nothing in the world is worth having or worth doing unless it means effort, pain, difficulty... I have never in my life envied a human being who led an easy life. I have envied a great many people who led difficult lives and led them well."

As you may be well aware, NWU has eight faculties situated at three campuses. The Faculty of Education's contact programmes are being offered at the Mafikeng, Potchefstroom and Vaal Triangle campuses and the Faculty's administration of distance programmes are being managed by the Unit for Open Distance Learning (UODL). The UODL makes provision for lecture broadcasts to centres across the country and Namibia. Academic staff from the three campuses present these lectures and you are urged to attend these broadcasts – or download the lectures the following week - as they will further assist you to navigate your studies with greater success.

The programmes to be offered by the Faculty in 2020 are the BEdHons, BEd Foundation Phase, BEd Intermediate Phase and BEd Senior FET phase, PGCE, ACT, ADE, Diploma in Grade R Teaching as well as three programmes that **are being phased out, namely the BEdHons (NQF Level 7), ACE and the NPDE (Amnesty June 2020 exam)**.

This prospectus (information booklet) details all the relevant administrative arrangements relating to your studies in 2020. Please diarise the dates and times regarding Whiteboard contact sessions and the submission of assignments, tests and examinations, as they pertain to you.

Through the BEdHons programmes, you will be academically equipped for your task as a leader 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 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. Always keep the admission requirements for the next level of study in mind as we would like for you to continue your studies after successful completion of this degree.

Our academic staff members are experts in their respective subject disciplines, and they are best equipped to support you as they fully understand the challenges faced by students studying in the distance mode. However, I do kindly request that you also consider the workload of staff members and that you adhere to deadlines throughout the year. Also, please note that the University library and information technology systems are available to all enrolled NWU students.

I congratulate you on your decision to further your studies and thank you for choosing the Faculty of Education at NWU. I trust that your hard work and dedication will lead to success and I look forward to sharing in your graduation.



Prof Lloyd Conley
Executive Dean
Faculty of Education
North West-University

Message from Prof Kobus Mentz Director SPSE

Prof Kobus Mentz, Director: School of Professional Studies in Education

Dear student

The BEdHons programme resides in the School of Professional Studies in Education. In both contact and distance modes of delivery we have several specialisations that cater for the needs of our students. We trust that you enrolled for a specialisation that will add value to your role as a professional educator. The BEdHons study is an academic (and not a professional or educator training) qualification. As such the focus is on developing critical thinking skills for students to reflect on their own practices. Regardless of your specialisation, you will be equipped with research skills in order to complete a research project that deals with your area of interest.

As a student in the distance mode of delivery you face very special challenges. You are probably in a full-time occupation and must balance your work-study (and life) in trying to achieve your academic dreams. Be assured that we want to support you while enrolled at the NWU. Please do not hesitate to contact us.

I wish you the very best in your studies and thank you for choosing the North-West University.



Prof Kobus Mentz

Director: School of Professional Studies in Education

EDU.1 A-RULES AND FACULTY RULES

Dear student

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

Should you have any further enquiries regarding academic rules, please familiarise yourself with the rules the students commit themselves to when registering to study at the NWU.

http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/i-governance-management/policy/2019.06.20_A-Rules_e.pdf

The link to yearbooks of the NWU is:

<http://studies.nwu.ac.za/studies/yearbooks>

1.1 General provisions Academic Rules (A-rules)

1.1 Minimum and maximum duration of study

A rule 1.3.3: Minimum and maximum duration of study

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

Bachelor of Education Honours (BEdHons)

- Minimum 1 year and maximum 2 years (contact)
- Minimum 1 year and maximum 4 years (distance) (BEdHons students are strongly advised to enrol for a minimum of 2 years.)

Faculty comment: *Distance students must, before registration, make sure that the modules they would like to register for, in the first semester of 2020, are correct according to the yearbook.*

1.1.1 Annual registration

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

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

Faculty comment: *Please take note that it is imperative that all the Distance students must register annually. Should a student be registered for a module during the amnesty period from **January 2020 to June 2020**, NWU views that student as active in the module and will be awarded one amnesty examination opportunity to*

pass the module successfully. Should the student not pass the amnesty examination the student will fail the module and the qualification.

Kindly note that NWU will charge a fee to the student's account should a second examination session be utilised.

1.1.2 Amend, cancel or discontinue modules or programme

Students (distance) register only during the first annual amnesty period valid during the first semester of 2020.

- 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 2020** for the amnesty semester. In this case only a pro-rata payment will be paid back to the student due to administrative costs incurred.*

1.1.3 Remarking of examination work

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

Faculty comment: Distance students may apply for a remark of their examination answering scripts provided that the call centrum receives the request within 10 working days after results were released and only if a minimum examination mark of 35% **and** a final module mark of minimum 45% were obtained. The application form as well as the invoice of the required money paid should be submitted to the call centrum.

1.1.4 Progression requirements (Very important to note):

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

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

1.16.1.2: a distance student must obtain at least 50% of the total credits that is required for the curriculum up to the historic year level for which the student is registered.

A-rule 1.16.2: A student who fails to comply with the progression requirements provided for in rule 1.16.1 does not automatically qualify to continue study in the programme concerned.

A-rule 1.16.3: After every examination period, the executive dean concerned, must, in consultation with the faculty management committee or other faculty structure concerned, review the academic records of all students to determine the students' compliance with the progression requirements.

A-rule 1.16.4: Should the executive dean concerned decide to terminate a student's registration due to failure to comply with the progression requirements, the student may, within ten days of the date of such decision, submit to the faculty manager a motivated request in the prescribed form to be readmitted to the study.

A-rule 1.16.5: The executive dean's decision to grant or refuse a request for readmission submitted in terms of rule 1.16.4 is final.

A-rule 1.16.6: The executive dean reports all the decisions taken in terms of this rule to the registrar.

Faculty comment: It is imperative that students abide within this rule to ensure that their studies are not terminated.

A motivated request regarding the readmission to studies, must reach the UODL call centre within ten days of the date of decision.

1.2 The bachelor honours degree

1.3 Qualification with distinction

A-rule 3.6.2: Qualification with distinction

A-rule 3.6.2.1: In order to be awarded a bachelor honours degree or postgraduate diploma with distinction a student must achieve a weighted average of at least 75% for all the core modules identified as such in the faculty rules concerned, not taking additional modules taken by the student into account.

A-rule 3.6.2.3: A part-time student or a student enrolled in a distance programme must complete the programme within the maximum time specified in the faculty rules in order to qualify for the award of the qualification with distinction.

A-rule 3.6.2.4: The marks obtained in core modules completed at other institutions recognised by the university for the purpose must be taken into account when calculating the weighted average mark referred to in rule 3.6.2.1.

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

1.4 Number of examination opportunities: BEdHons

Faculty rule: *A participation mark for any given module provides the student with a final June 2020 examination opportunity, after which the BEdHons NQF Level 7 programmes will be terminated. Should a student fail a module, the student will not be receiving his or her qualification.*

1.5 Study fees

For any and all information on study fees, please visit:

<http://services.nwu.ac.za/sites/services.nwu.ac.za/files/files/sffs/payable-fees.pdf>

See Fees Payable 2.1 Enquiries & Quotations

Enquiries with regard to student accounts may be directed to the staff at Student Accounts and Bursaries:

Building: Joon van Rooy Building, F1 Ground floor

Contact Number: 018 299 2667/2668/2669/2670/2671/2672/2673

E-Mail address: PC-Studyfees@nwu.ac.za

Switchboard: 018 - 299 1111/2222

1.6 General Academic Rules for Distance programmes

(Aligned to the NWU's Academic Rules)

This BEdHons Level 7 Distance programmes were terminated in November 2019 and an amnesty period will be allowed during the first semester of 2020 for students who were registered in 2019.

1.7 Assessment criteria

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

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

1.7.2 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, provided that the weight of the participation mark in the abovementioned formula may not be less than 30% or more than 70%.

In calculating the module mark for all modules in the BEdHons programme, the participation mark for modules carries a weight of 50% and the examination mark a weight of 50%. However, the minimum mark required in both the participation and the examination marks, is 40%. Students must, however, obtain a 50% aggregate to pass a module.

NB: As assignments may get lost in the post, students should make and keep copies of their assignments before posting them. However, students should post the original assignment to prevent suspicion of plagiarism.

1.7.3 Admission to June 2020 examinations

According to Academic Rules A.2.4.2 and A3.4.2, any student who has obtained the required proof of participation and/or participation mark as prescribed, will be admitted to the **June 2020 examination session only** in the module concerned. No second opportunities will be available to students who fail during the June 2020 amnesty exams.

1.7.4 Examination opportunities

An amnesty examination opportunity is scheduled for June 2020 awarded to students registered in 2019. Students in the BEdHons (Level 7) programmes may write any module - after having obtained a participation mark of at least 40%.

Examination opportunities and information are communicated to students via the relevant Distance prospectus (programme information booklet) and timetables on the NWU website: <http://www.nwu.ac.za/sites/www.nwu.ac.za>

1.7.5 Unsatisfactory academic performance

A student whose academic performance is found to be unsatisfactory will receive a formal written warning from the Executive Dean: FE or an administrator authorised by him. Thereafter, if progress is still unsatisfactory, the student will be dealt with in terms of General Academic Rules A2.4.8 and A3.4.6.

1.7.6 Termination of studies of Distance students

The minimum and maximum duration of study for the various qualifications are indicated in the Calendar and in the programme prospectus (information booklet) for the qualification concerned.

1.8 Warning against plagiarism

Assignments are individual tasks and not group activities (unless explicitly indicated as such). For further details, see: http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/i-information-technology/documents/gov-man/antipiracy/2P_2.4.3.2_plagiarism_and_dishonesty_e.pdf

EDU.2 ACADEMIC MATTERS

2.1 Programme information: BEdHons NQF Level 7

Refer to the NWU Calendar for the BEdHons programmes
<http://studies.nwu.ac.za/sites/studies.nwu.ac.za/files/files/yearbooks/2019/EDU-PG.pdf>

2.1.2 Nature and general aims

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

2.1.3 Study duration and articulation, and phasing out dates

- a) Study duration: see “A rule 1.3.3”.
- b) Articulation
 - The BEdHons degree articulates to a MEd in accordance with specific programme requirements.

2.1.4 Specific objectives

The NQF level 7 qualification prepares students for a master’s degree in Education (MEd) at NQF level 9 (minimum 60% aggregate in programme and research modules). Students may be required to do research bridging modules prior to registering for the MEd.

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

2.1.5 Rules for the programme

(Refer to NWU BEdHons Yearbook/Calendar¹ for post-graduate studies):
The rules for the BEdHons programme should be read with General Academic Rules of the University (A-Rules)².

2.2 The Distance structuring of the curriculum: Programme outlay

For 2019, the BEdHons degree (Level 7) will be conferred in ONE of the following fields of study as Distance programme and will allow you the opportunity to structure your programme according to your own needs.

Please keep in mind that you must pass the modules in **two consecutive assessment opportunities**.

Also note that these programmes were phased out in November 2019 after four years elapsed since the final intake of students in January 2016 and end of 2015. An amnesty period is awarded during the 2020 first semester.

2.2.1 Distance: BEdHons Teaching and Learning (Curriculum code: O601P)

Year 1		Year 2	
First semester		First semester	
Module code	Cr	Module code	Cr
LEON 611	8	LEON 613	8
LEON 612	8	ONWB 611	8
LEON 614	16	NAVR 611	16
Total 1 st semester	32	Total 1 st semester	32
Year 1		Year 2	
Second semester		Second semester	
Module code	Cr	Module code	Cr
LEON 621	16	LEON 623	16
LEON 622	16	LEON 624	8
NAVR 621	8		
Total 2 nd semester	32	Total 2 nd semester	32
Total Year 1	64	Total Year 2	64

¹ <http://studies.nwu.ac.za/sites/studies.nwu.ac.za/files/files/yearbooks/2019/EDU-PG.pdf>

² http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/i-governance-management/policy/2019.06.20_A-Rules_e.pdf

**2.2.2 Distance: Education Management, Law & Systems
(Curriculum code: O608P)**

Year 1		Year 2	
First semester		First semester	
Module code	Cr	Module code	Cr
LEON 611	8	LEON 613	8
LEON 612	8	ONWB 611	8
VGLO 612	16	NAVR 611	16
Total 1 st semester	32	Total 1 st semester	32
Year 1		Year 2	
Second semester		Second semester	
Module code	Cr	Module code	Cr
ONWB 621	16	ONWR 621	8
ONWB 622	8	ONWR 622	8
ONWB 623	8	NAVR 621	8
Choose one:			
ONWR 623 (Elective)	8		
VGLO 621 (Elective)	8		
Total 2 nd semester	40	Total 2 nd semester	24
Total year 1	72	Total year 2	56

2.2.3 Distance: Learner Support (Curriculum code: O610P)

Year 1		Year 2	
First semester		First semester	
Module code	Cr	Module code	Cr
LEON 611	8	OPSK 613	8
LEON 612	8	NAVR 611	16
OPSK 612	16		
Total 1 st semester	32	Total 1 st semester	32
Year 1		Year 2	
Second semester		Second semester	
Module code	Cr	Module code	Cr
LEON 621	16	OPSK 625	8
LEON 622	16	OPSK 624	8
		LEON 624	8
		NAVR 621	8
Total 2 nd semester	32	Total 2 nd semester	32
Total Year 1	64	Total Year 2	64

2.2.4 Distance: Mathematics Education (Curriculum code: O607P)

NOTE: PROGRAMME CODE: Teaching and Learning (464 120)

Year 1		Year 2	
First semester		First semester	
Module code	Cr	Module code	Cr
LEON 611	8	LEON 613	8
LEON 612	8	ONWB 611	8
WISO 611	16	NAVR 611	16
Total 1 st semester	32	Total 1 st semester	32
Year 1		Year 2	
Second semester		Second semester	
Module code	Cr	Module code	Cr
WISO 621	16	WISO 622	16
LEON 621	16	LEON 624	8
		NAVR 621	8
Total 2 nd semester	32	Total 2 nd semester	32
Total Year 1	64	Total Year 2	64

Suggestion regarding the structuring of your curriculum:

- Please structure your curriculum over a period of two years.
- Do not attempt more than three modules per semester (examination session). Remember that you should spend at least six months working through a module.
- Most curricula do not consist of more than 12-13 modules, which implies that you can complete the curriculum in two years (four exam opportunities).

2.2.5 Language

The language of tuition via Distance mode of delivery, is English. Study guides for all the modules are available in English. You may write examinations and submit assignments in either Afrikaans or English.

2.2.6 Study material

BEdHons level 7 students should have received all their study material at the end of 2015 or January 2016. Should you wish to order new study material you will have to contact the UODL call centre at +27 18 285 5900.

2.3 Teaching and learning matters: Assessment (assignments)

2.3.1 Assignments

- a) Please use the format for academic assignments, as stipulated in the tutorial letters and in the **North-West University's Referencing Guide**.
- b) You are required to submit assignments according to dates specified in this BEdHons (Level 7) ODL 2018 Prospectus (Information Booklet).
- c) All assignments must be submitted at Learning Support Centres in South Africa and Namibia or at NWU B11A.
- d) For enquiries regarding assignments, call +27 18 285 5900.
- e) Important to know
 - Assignment/participation marks per module with an aggregate of 40+% will grant you admission to the examination.
 - An assignment mark may only be used for two examination opportunities, after which a new assignment must be submitted.
 - No late assignments will be accepted in any format.

2.3.2 Assignment due dates:

First semester
21 March 2020 Assignment 1
4 April 2020 Assignment 2

2.3.3 Portfolio due dates

23 May 2020

2.3.4 NAVR 621 due dates

23 May 2020

2.4 Assessment matters: Examinations

- a) You will receive your examination information for modules when marked assignments are returned. If you submit assignments late, the possibility exists that you will not receive your examination information before the examination commences.
- b) You may download previous examination papers and tutorial notes from the NWU Library website³
- c) **Important** contact numbers regarding examination enquiries:

All queries: +27 18 285 5900 or +27 11 670 4850.

Saturdays: 08:00–16:00: 082 7796 390.

- d) Examinations may be written at any of the venues on the list provided.
- e) 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 in the examination timetable.
 - ii. Familiarise yourself with the examination timetable and be prepared to write the examinations on the specified days. The examination timetables have been finalised, and NO changes will be considered.
 - iii. A personal timetable for examination leave that may be submitted to the Department of Basic Education will be posted to you. If you have NOT received this timetable two weeks prior to the examinations, you must please inform the UODL office immediately.
 - iv. Examination papers are set in accordance with the module outcomes and marked by lecturers and accredited markers from the University.
 - v. As soon as your results have been processed, you will be notified via SMS or email.

³<https://collections.nwu.ac.za/dbtw-wpd/textbases/exam-papers/exams-2015-2020.html>

- vi. The final promotion is conducted by an examination panel from the University.
 - vii. If you should fail a module during the examinations, you will have the opportunity to rewrite the module the following semester. For instance: if you failed a first semester module during the July examination, you will have the opportunity to rewrite it again during the October/November examination. If you fail a module again during the second examination, you will have to re-register and pay for the module to be granted the opportunity to write it again during the July examination the following year.
 - 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. 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. The Learning Support Centre closest to your hometown will be your examination venue (see list provided).
 - xi. NO marks will be provided telephonically.
 - xii. To find your results on the internet, go to: [/www.nwu.ac.za](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 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.
- f) Examination marks are calculated as follows:

- i. Minimum participation mark per module = 40%.
 - ii. Examination sub-minimum = 40% per module.
 - iii. Participation plus examination marks constitute the module or final mark.
 - iv. Distinction = 75%
 - v. Pass mark = 50%
 - vi. Examination (50%) + participation (50%) = 50% module mark (final mark). Please note that you may obtain a module mark of above 50% and still fail because of the sub-minimum requirement in the examinations, which is 40%.
- g) Examination papers from previous years
- i. Previous years' examination papers may be obtained from the internet at the following address:
<http://www.nwu.ac.za>.
 - Under the header PAST PAPERS, find NWU past exam papers. Click on the Find now link.
 - Under the header Past Exam Papers, choose the relevant year's examination paper.

2.5 Library services

- a) Library website: All registered students of the NWU have access to the library. If you are working off-campus, type your surname and student/ID number when prompted to do so.
<http://library.nwu.ac.za/>
- b) Faculty of Education Library hours

Term:

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

University holidays:

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

The library is closed on public holidays.

c) Library services

- General library information: Go to the library's web page at <http://library.nwu.ac.za/>. See information under Services as well as under Guides and Training to access useful information.
 - Finding information for research: Call any of the following numbers for library information and support with research: +27 18 299 2859 or +27 18 299 1578. Provide your surname and initials as well as NWU student number in all instances when requesting information. (The library cannot provide information on registration, assignments, timetables or results.)
 - LibGuides: To find specific information related to education studies using the library's website, click on the LibGuides tab on the website at <http://library.nwu.ac.za/>. Click on Education (PC) and use the different sections to obtain study information and information on how to search for books, articles, etc.
 - Loans: Undergraduate Distance students may borrow six books for two weeks and postgraduate Distance students may borrow 10 books for one month. Two renewals are allowed if requested before the expiry date of the loan period (on condition that the books are not required by other users).
 - Renewals: To renew books via the internet, go to the library's web page at <http://library.nwu.ac.za/> and click on Renew your Books, under Services (only allowed if books are not overdue).
- d) Examination papers: Go to <http://collections.nwu.ac.za/dbtw-wpd/textbases/exam-papers/exams-2015-2020.html> OR click on Exam Papers, under Find Information on the library's website at <http://library.nwu.ac.za/>. Complete ONLY the Course code search block according to the example provided.

Call +27 18 285 5900 for UODL requests.

Call or email lecturers with module or academic specific enquiries.

2.6 Cancellation of studies/Expulsion process

2.6.1 Notice to the Head: UODL

- a) Your notice of cancellation of studies or single-course modules should be submitted on the official cancellation form available from the Support Section at room G30 in the UODL, Building B11A on the campus plan.
- b) Notice of cancellation:

Notice of cancellation by letter should be addressed to:

The Head: Support Section
Private Bag X6001
POTCHEFSTROOM
2531

- c) Should you send a notice of cancellation by registered mail, the date of receipt will be noted as the official cancellation date. The cancellation will be valid from the date of submission of the proper cancellation form to the Department of Academic Administration (UODL), or from the date of receipt of the registered postal article by the Head: Support Section (UODL).
- d) The Head: Support Section or Department of Academic Administration (UODL) will notify the NWU Financial Administration: Revenue accordingly regarding the cancellation.

2.6.2 Fees payable upon cancellation of studies

- a) Should you cancel your studies prior to 19 February, only the registration amount will be payable, as indicated above. Should you cancel your studies after 19 February, the full tuition fees for the first semester will be payable.
- b) Should you cancel your studies, all bursaries and/or loans will be repayable immediately.

2.6.3 Continued liability for fees payable upon expulsion from studies

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

EDU.3 UODL Administrative matters

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

3.1 Enquiries

3.1.1 Email or SMS enquiries

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

3.1.2 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.

3.1.3 UODL Contact details

Contact Numbers Description

General /administrative enquiries	018 285 5900
Academic / lecturer enquiries	018 285 5900
Learning support centres enquiries	018 299 4561
Examination information / timetable enquiries	018 285 5900
Module re-registration enquiries	018 285 5900
Booking of computer literacy training	018 285 5900
Examination paper related enquiries	018 285 5900

3.1.4 Website Unit for Open Distance Learning (UODL)

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

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

3.1.5 Registrations (module re-registrations for amnesty period)

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

3.1.6 Fraud Line

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

3.2 Financial arrangements

3.2.1 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).

3.2.2 Credit amounts on a student’s University account

- a) If a credit balance arises on a University account, application may be made on the prescribed form for payment of the credit amount per cheque or direct transfer; no credit will be paid out in cash.
- b) Credit balances on your accounts will only be paid out against acceptable proof of your identity. Payment to any other person than you will be made only upon your written authority on the prescribed form available at the enquiry desks and against satisfactory proof of your identity. The above procedure is necessitated by relevant legislation and internal control measures.
- c) Official application forms for credit payments are available at student account enquiries desks, on the website, or by calling +27 18 299 2674, and should be completed in full and approved for the pay-out of credits. Please take note of the cut-off times for requesting payments, as well as time delays before actual pay-out. A standard levy will be charged to your account for every cheque issued for this purpose.

3.2.3 General account enquiries

- a) Enquiries about your accounts may be addressed to the staff at Student Accounts, located on the ground floor of Building F1.
 - Tel: +27 18 299 2667/8/9
 - +27 18 299 2670/1
 - +27 18 299 2672/3
 - Fax: +27 18 293 5230/5234/5252
 - +27 18 293 5313/5314/5315
- b) Email: PUK-studyfees@nwu.ac.za

3.2.4 Web address

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

3.3 Cancellation of studies/Expulsion process

3.3.1 Notice to the Head: Support Section

- a) Your notice of cancellation of studies or single-course modules should be submitted on the official cancellation form available from the Support Section at room G30 in the UODL, Building B11A on the campus plan or from the call centre.
- b) Notice of cancellation:
 - i. Should notice of cancellation be forwarded **by letter**, it should be addressed to:

The Head: Support Section
Private Bag X6001
UODL
North-West University
POTCHEFSTROOM
2531
 - ii. Should notice of cancellation be sent by **registered mail**, the date of receipt will be noted as the official date of cancellation.
- c) The cancellation is valid from the date of submission of the proper cancellation form to the Department of Academic Administration (UODL), or from the date of receipt of the registered postal article by the Head: Support Section (UODL).
- d) The Head: Support Section or Department of Academic Administration (UODL) will notify the NWU Financial Administration: Revenue accordingly regarding the cancellation.

3.3.2 Fees payable upon cancellation of studies

- a) Should you cancel your studies prior to 15 February, only the registration amount will be payable, as indicated above. A pro-rata fee will, however, be deducted for prescribed books already dispatched.
- b) Should you cancel your studies, all bursaries and/or loans will be repayable immediately.

3.3.3 Continued liability for fees payable on expulsion from studies

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

EDU.4 Contact sessions and Year Programme: None

Since 2018, no whiteboard sessions are being offered as the programme is being terminated at the end of 2019. You may download previously recorded whiteboard sessions from UODL's website: <http://distance.nwu.ac.za/downloads>

EDU.5 Examination timetable

5.1 Examination arrangements

5.1.2 General matters

PLEASE NOTE:

- You must write examinations at the end of the semester in which the module is offered, after obtaining a participation mark of a minimum of 40%.
- If you failed the examination, you will be able to rewrite the examination in the following examination opportunity. If you do not use this second examination opportunity you will have to reregister for the module(s) in die following academic year.
- If you failed your participation mark, you will have no access to any examination opportunities and will have to reregister for the specific module in the following academic year.
- The examination dates are scheduled from 27 May to 27 June 2020 for the first semester.

5.1.2 Registration at Learning Support Centre

- Ensure that you are registered for the examination at a specific Learning Support Centre via UODL.
- Change of your examination centre: Should you need to change your examination centre, please call +27 18 285 5900. If you fail to change your examination centre in time, there will be serious financial implications.

5.2 Exam time-table 2020 First Semester only⁴

MODULE	DATE 1st Semester	SESSION	DATE 2nd Semester	SESSION
LEON611	01-06-2020	2	No Exam	No Exam
LEON612	15-06-2020	1	No Exam	No Exam
LEON613	10-06-2020	1	No Exam	No Exam
LEON614	09-06-2020	2	No Exam	No Exam

⁴ The dates below are subject to change.

MODULE	DATE 1st Semester	SESSION	DATE 2nd Semester	SESSION
LEON621	28-05-2020	2	No Exam	No Exam
LEON622	05-06-2020	1	No Exam	No Exam
LEON623	10-06-2020	2	No Exam	No Exam
LEON624	15-06-2020	2	No Exam	No Exam
NAVR611	29-05-2020	1	No Exam	No Exam
ONWB611	08-06-2020	1	No Exam	No Exam
ONWB621	29-05-2020	2	No Exam	No Exam
ONWB622	05-06-2020	2	No Exam	No Exam
ONWB623	17-06-2020	2	No Exam	No Exam
ONWR621	03-06-2020	2	No Exam	No Exam
ONWR622	08-06-2020	2	No Exam	No Exam
ONWR623	12-06-2020	2	No Exam	No Exam
OPSK612	10-06-2020	1	No Exam	No Exam
OPSK613	17-06-2020	1	No Exam	No Exam
OPSK624	10-06-2020	2	No Exam	No Exam
OPSK625	12-06-2020	2	No Exam	No Exam
VGLO612	11-06-2020	1	No Exam	No Exam
VGLO621	12-06-2020	2	No Exam	No Exam
WISO611	27-05-2020	2	No Exam	No Exam
WISO621	09-06-2020	2	No Exam	No Exam
WISO622	12-06-2020	2	No Exam	No Exam
The official exam timetable is available on the NWU website: http://studies.nwu.ac.za/studies/exam-timetables .				

5.3 Examination centres (2020)⁵

EASTERN CAPE	FREE STATE	GAUTENG
Bizana	Bethlehem	Alberton
Cradock	Bloemfontein	Brixton
East London	Harrismith	Mabopane
Elliot	Ladybrand	Pretoria
Graaff-Reinet	Welkom	Randfontein
Grahamstown	Zastron	Springs
Idutywa		Vereeniging
Joubertina		
King Williams Town		
Lusikisiki		
Mount Frere		
Mthatha		
Port Elizabeth		
Queenstown		
Venterstad** ⁶		
KWAZULU NATAL	LIMPOPO	MPUMALANGA
Cedar**	Giyani	Bosbokrand ⁷
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**
Matatiele	Tzaneen	Nelspruit
Mkuze		Piet Retief
Newcastle		
Pietermaritzburg		
Pongola		
Port Shepstone		
Stanger		
Ulundi		
Vryheid		

⁵ Subject to change

⁶ ** Not open to all -

⁷ Mpumalanga Bursary students)

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

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


EDU.6 Counselling

- a) Studying via Distance MoD certainly poses a challenge to many students, since such students are usually professional adults who are employed and older, and have families and other obligations, and often experience isolation about 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
 - 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.

EDU.7 Unit for Open Distance Learning (UODL)

7.1 UODL ACADEMIC MANAGER, FACULTY OF EDUCATION

	<p>Susan Greyling UODL Academic Manager in the Faculty of Education</p> <p>Contact details: +27 18 299 4542 B11 - G57 12422150@nwu.ac.za</p>
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7.2 UODL ADMINISTRATIVE STAFF MEMBERS

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

7.3 UODL CONTACT INFORMATION

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

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

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

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

E-mail: DistancePotch@nwu.ac.za

Subject line: BEdHons_Surname_Student number_Request/Matter

EDU.8 Academic inquiries: Distance Lecturers

8.1 Appointment and communication with academic staff

Lecturers may be contacted by:

8.1.1 Telephone

Telephonic inquiries will be dealt with from Tuesdays - Thursdays between 10:00 and 15:00 only. NB: Please note that lecturers might also be lecturing on campus and attend conferences and meetings and may therefore not be in office. Kindly leave a clear voice message, with your contact details, to ensure that lecturers return your call.

8.1.2 Email

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

8.1.3 Appointment

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

NB: Only contact your lecturer if you have academic queries concerning the content of the module.

8.2 List of lecturers (BEdHons Level 7)

LECTURER	MODULE CODE	MODULE NAME	Office	eMail	Office telephone number
Dr CP vd Vyver	NAVR 611	Educational Research	B11:G61	13267876@nwu.ac.za	+27 18 299 4587
Dr CP vd Vyver	NAVR 621	Action Research	B11:G61	13267876@nwu.ac.za	+27 18 299 4587
Prof B Geduld	LEON 611	Learning Perspectives	B11:G48	13267752@nwu.ac.za	+27 18 299 4583
Dr D Jagals	LEON 612	Teaching Perspectives	B11:G45	12782890@nwu.ac.za	+27 18 2992154
Dr D Jagals	LEON 613	The OBE Curriculum	B11:G45	12782890@nwu.ac.za	+27 18 2992154
Dr A van Wyk	ONWB 611	Educational Organisations	B11:G53	10752889@nwu.ac.za	+27 18 299 4584
Mrs N Kgati	LEON 614	Classroom Communication	B11:G64	Nozi.kgati@nwu.ac.za	+27 18 299 4594
Prof B Geduld	LEON 621	Strategic Learning and Motivation	B11:G48	13267752@nwu.ac.za	+27 18 299 4583
Prof B Geduld	LEON 622	Strategic Teaching	B11:G48	13267752@nwu.ac.za	+27 18 299 4583
Dr D Jagals	LEON 623	Curriculum Development	B11:G45	12782890@nwu.ac.za	+27 18 2992154
Dr D Jagals	LEON 624	Assessment of Learning	B11:G45	12782890@nwu.ac.za	+27 18 2992154
Dr A van Wyk	ONWB 621	Education Management Tasks	B11:G53	10752889@nwu.ac.za	+27 18 299 4584
Dr A van Wyk	ONWB 622	Financial Management	B11:G53	10752889@nwu.ac.za	+27 18 299 4584
Dr N Mollo	ONWB 623	HRM&D: Labour Law	B11:G59	28018826@nwu.ac.za	+27 18 299 2141
Dr N Mollo	ONWR 621	Introduction to Ed. Law	B11:G59	28018826@nwu.ac.za	+27 18 299 2141

Dr N Mollo	ONWR 622	Interpretation of Statutes	B11:G59	28018826@nwu.ac.za	+27 18 299 2141
Ms C Eloff	ONWR 623	Human Rights in Education	B10:G22	12365408@nwu.ac.za	+27 18 299 1908
Dr M van Niekerk	VGLO 621	Particularisation of Education Systems	B11:G31	10705023@nwu.ac.za	+27 182852070
Mr T Tapala	VGLO 612	Education Systems	B11:G45	24156949@nwu.ac.za	+27 18 285 2084
Dr E Fouché	OPSK 612	Learners with Special Needs A	B11:G11	10084975@nwu.ac.za	+27 18 299 4552
Dr I Kok	OPSK 613	Health Promotion & Organisational Development	B11:G23	10317724@nwu.ac.za	+27 18 2992143
Dr E Fouché	OPSK 624	School Guidance	B11:G06	10084975@nwu.ac.za	+27 18 299 4552
Dr M Neethling	OPSK 625	Learners with Special Needs B	B11:G12	12689866@nwu.ac.za	+27 18 285 2071
Mr T Tapala	VGLO 612	Education Systems	B11:G31	24156949@nwu.ac.za	+27 18 285 2084
Dr T Jordaan	WISO 611	Mathematics Education in Perspective	B11:G28	22997385@nwu.ac.za	+27 18 299 4580
Dr D Laubscher	WISO 621	Mathematics Education: Theory and Practice	B11:G56	10218343@nwu.ac.za	+27 18 299 4585
Dr T Jordaan	WISO 622	The Mathematics Learning Area Curriculum	B11:G28	22997385@nwu.ac.za	+27 18 299 4580
Dr M van Niekerk	VGLO 621	Particularisation Ed Systems	B11:G31	10705023@nwu.ac.za	+27 182852070
BEDHONS PROGRAMME LEADER					
Dr I v Deventer			B11:G63	10693823@nwu.ac.za	+27 18 299 4590

NOTES: