

BACHELOR OF EDUCATION HONOURS (BEDHONS)

NQF LEVEL 8

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 of Professional Studies in Education
North-West University - Potchefstroom
Private Bag X6001
POTCHEFSTROOM
2520
South Africa

2.2 Administrative matters:

The Unit for Open Distance Learning (UODL)
Building B11A
North-West University
Private Bag X6001
Internal Box 539
Potchefstroom
2520

**PLEASE MENTION YOUR STUDENT NUMBER IN ALL
CORRESPONDENCE**

Email:

Subject line: BEdHons_Surname_Student number_Request/Matter

<p>PLEASE NOTE: The information in this Prospectus (Information Booklet) pertains <u>only to students registered for the BEdHons NQF Level 8 from 2017 onwards.</u></p>
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Please note: Although the information in this Prospectus has been compiled with the utmost care and accuracy, the Council and the Senate of the University accept no responsibility whatsoever for errors that may occur. Before students finally decide on the selection of modules, they must consult the class timetable. If a clash occurs in the planned selection of a student, the relevant module combination is not permitted.

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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:

1. to provide a holistic orientation in Education as a science;
2. to provide you with relevant research training in Education; and
3. to provide you with an introduction to particular area(s) of specialisation within Education.

On attainment of these objectives, you should be equipped to successfully progress to postgraduate study. This implies that your lecturers will make high, but not unreasonable, academic demands of you. 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 of the 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 a number of 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 in order 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, we would like to refer you to the following link to familiarise yourself with the rules the students commit themselves when they register to study at the NWU.

http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/i-governance-management/policy/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)

1.1.1 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 full-time)
- Minimum 2 year and maximum 4 years (contact part-time)
- Minimum 2 year and maximum 4 years (distance).

Faculty comment: Distance students must, before registration, make sure that the modules they would like to register for in a specific year are correct according to the yearbook.

1.1.2 Annual registration

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

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

Faculty comment: Please take note that it is imperative that all Distance students must register annually.

Should a student be registered for a module, NWU views that student as active in the module, and they will have two examination opportunities to pass the module successfully. Should the student not pass the module after the first two successive examination opportunities, whether or not participation took place towards the participation mark and/or examination, the student will fail the module and will have to reregister and pay for the module again.

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

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

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

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

Amend, cancel or discontinue modules or programme

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

- 1.10.4.1: Subject to the applicable faculty rules and the applicable provisions regarding payable fees, a student may apply in the prescribed manner and within the period indicated for that purpose on the annual university calendar, **to amend, cancel or discontinue registration.**
- 1.10.4.2: Registration may be cancelled for a programme or a module, and entails that a student withdraws from the programme or module before formal tuition begins.
- 1.10.4.3: Timeous cancellation of registration is not reflected in a student's academic record and a pro-rata part of the registration fees, as well as the paid tuition fees, may be reimbursed.

Faculty comment: *The last day for module amendments and cancellation will be **15 February 2020 for the first semester** and **15 August 2020 for the second semester**. In this case only a pro rata payment will be paid back to the student as study material had already been sent to students and there were administrative and postage fees.*

1.1.3 Remarking of examination work

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

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

1.1.4 Progression requirements

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

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

- 1.16.1.1: a contact student must obtain at least 66% of the total credits that is required for the programme up to the historic year level for which the student is registered, and
- 1.16.1.2: a distance student must obtain at least 50% of the total credits that is required for the curriculum up to the historic year level for which the student is registered.

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

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

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

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

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

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

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

1.2 The Bachelor Honours Degree

1.2.1 Qualification with distinction

A-rule 3.6.2: Qualification with distinction

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

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

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

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

1.2.2 Number of examination opportunities

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

Students who have exceeded the maximum duration of study must apply to the BEdHons Programme Leader, by proxy of the Executive Dean, to be allowed to re-register. This must be done in writing.

EDU.2 ACADEMIC MATTERS

2.1 Programme information: BEdHons NQF Level 8

Refer to the NWU Calendar for the BEdHons programmes or see par. 2.1.8 or at <http://studies.nwu.ac.za/sites/studies.nwu.ac.za/files/yearbooks/2020/EDUCATION-PG.pdf>

2.1.1 Nature and general aims

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

2.1.2 Study duration and articulation

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

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

2.1.3 Specific objectives

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

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

2.1.4 Admission requirements

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

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

2.1.5 Programme rules

Refer to the NWU BEdHons Calendar for post-graduate studies. The rules for the BEdHons programme (NQF Level 8) should be read in conjunction with the General Academic Rules of the University (A-Rules) which are available in par. 1.1 above and on the internet at: www.nwu.ac.za/node/5661

2.2 BEdHons programme structure

2.2.1 2017 students only

Students who registered in 2017 should have completed their studies in 2018. However, should you still need to complete a module or two, you will have to reregister and complete according to the curriculum structure for the specific programme you need to complete (see 2.1.8).

2.2.2 Distance structuring of your curriculum

- a) Please note that a structured academic Year Programme as indicated in 2.1.8 will be followed.
- b) You will not be allowed to select the modules for which you wish to receive whiteboard sessions, or to select assignments other than those allocated per semester over a two-year period.
- c) **Please note:** Whiteboard contact sessions will only be offered in the first or second semester in line with the structure of the programme indicated in 2.1.8.
- d) If, after two years, you still have not more than four outstanding modules, you will be granted two more consecutive examination opportunities in order to complete the curriculum. (Read together with the A rule 1.16 Progression requirements).

2.2.3 BEdHons programme outlay (2018 onwards)

BEdHons (NQF Level 8) in the Distance mode of delivery (MoD) include the following six programmes (126 credit load per programme):

- BEdHons in Business Science Education
(Programme code: 4EZ L01 – Curriculum code: O601P) **(Not offered in 2020)**
- BEdHons in Curriculum Studies
(Programme code: 4EC L01 – Curriculum code: O601P)
- BEdHons in Educational Management and Leadership
(Programme code: 4EX L01 – Curriculum code: O601P)
- BEdHons in Life Orientation
(Programme code: 4EV L01 – Curriculum code: O601P)
- BEdHons in Mathematics Education:
(Programme code: 4EL L01 – Curriculum code: O601P)
- BEdHons in Special Needs Education
(Programme code: 4ES L01 – Curriculum code: O601P)

2.2.4 BEdHons in Business Science Education (Not offered in 2020)
(Programme code: 4EZ L01 – Curriculum code: O601P)

Year 1 (year)		Year 2 (year)	
First semester		First semester	
Module code	Cr	Module code	Cr
CUDE 611	16	ERTP 671*	23
TLAS 612	16		
Total 1st semester	32	Total 1st semester	23
Year 1 (year)		Year 2 (year)	
Second semester Choose 3 electives		Second semester	
Module code	Cr	Module code	Cr
BSTE 621/622/623/624 (Elective 1)	16	ERTP 671**	23
BSTE 621/622/623/624 (Elective 2)	16	BSTE 621/622/623/624 (Elective 3)	16
Total 2nd semester	32	Total 2nd semester	39
Total year 1	64	Total year 2	62
		Module total	126

* Education Research Theory, Proposal and 1st semester exam

** Research Report

2.2.5 BEdHons in Curriculum Studies
(Programme code: 4EC L01 –Curriculum code: O601P)

Year 1 (2020)		Year 2 (2021)	
First semester		First semester	
Module code	Cr	Module code	Cr
CUDE 611	16	ERTP 671*	23
CLIN 611	16		
TLAS 612	16		
Total 1st semester	48	Total 1st semester	23
Year 1 (2020)		Year 2 (2021)	
Second semester		Second semester	
Module code	Cr	Module code	Cr
TSCU 621***	16	ERTP 671**	23
SLAD 621***	8		
ISCS 611	8		
Total 2nd semester	32	Total 2nd semester	46
Total year 1	80	Total year 2	46
		Module total	126
*** Take-home exams			

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

Year 1 (2020)		Year 2 (2021)	
First semester		First semester	
Module code	Cr	Module code	Cr
EMLO 611	16	ERTP 671*	23
ONWR 611	16		
Total 1st semester	32	Total 1st semester	
Year 1 (2020)		Year 2 (2021)	
Second semester		Second semester	
Module code	Cr	Module code	Cr
VGLO 624	16	ERTP 671**	23
ONE Elective of 2 modules:			
ONWB 624 and ONWB 625 OR	16+16		
ONWR 624 and ONWR 625 OR	16+16		
VGLO 622 and VGLO 623	16+16		
Total 2nd semester	48	Total 2nd semester	46
Total year 1	80	Total year 2	46
		Module total	126

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

Year 1 (2020)		Year 2 (2021)	
First semester		First semester	
Module code	Cr	Module code	Cr
LOHO 611	16	ERTP 671 ^{(1)*}	23
LOHO 671	16		
Total 1st semester	32	Total 1st semester	23
Year 1 (2020)		Year 2 (2021)	
Second semester		Second semester	
Module code	Cr	Module code	Cr
LOHO 671	16	ERTP 671 ^{(2)**}	23
LOHO 621	16	LOHO 622	16
Total 2nd semester	32	Total 2nd semester	39
Total year 1	64	Total year 2	62
		Module total	126

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

Year 1 (2020)		Year 2 (2021)	
First semester		First semester	
Module code	Cr	Module code	Cr
CUDE 611	16	ERTP 671 ^{(a)*}	23
MATD 611	16	MATE 671	16
Total 1st semester	32	Total 1st semester	39
Year 1 (2020)		Year 2 (2021)	
Second semester		Second semester	
Module code	Cr	Module code	Cr
ERTP 671 [©]		ERTP 671 ^{(b)**}	23
MATD 622	16	MATE 671	16
Total 2nd semester	16	Total 2nd semester	39
Total year 1	48	Total year 2	78
		Module total	126

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

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

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

Year 1 (2020)		Year 2 (2021)	
First semester		First semester	
Module code	Cr	Module code	Cr
IELS 671	16	ERTP 671 ^{(1)*}	23
CEPS 612	8	APLS 674***	16
Total 1st semester	32	Total 1st semester	39
Year 1 (2020)		Year 2 (2021)	
Second semester		Second semester	
Module code	Cr	Module code	Cr
IELS 671	16	ERTP 671 ⁽²⁾	23
FLCE 621	8	APLS 674**	16
Total 2nd semester	32	Total 2nd semester	39
Total year 1	64	Total year 2	78
		Module total	126
		*** Portfolio – no exam	

2.2.10 Language

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

2.2.11 Study material and study guides

- Study material will be delivered either by postal or courier services to the address you have indicated for the delivery of study material.
- Please note that you must indicate a physical or work address to which the study material may be delivered via courier.
- Study material sent via postal services must be collected from the post office within seven working days, or it will be returned to the NWU. You will be liable for the cost of postage.
- Study guides will be available on e-Fundi.
 - This programme is supported by the e-Fundi learner management system. All your study guides will be available to be downloaded on this platform. You will be able to communicate with your lecturer and peers and submit your assignments on this platform.
 - When you sign up for the first time, please use your RSA ID number as your password. Namibian students will use their passport number as their password. Change your password and memorize!
 - You will receive notification on this email address after submission of your assignments.

2.3 Teaching and learning matters: Assignments

2.3.1 Enquiries

Enquiries regarding assignments: +27 18 285 5900.

Please see section 1 as well.

2.3.2 Assignment format

- a) Please use the format for writing academic assignments, as stipulated in the tutorial letters and in the North-West University's Referencing Guide.
- b) No hard copies or hand-written assignments will be accepted.

2.3.3 Assignments and participation marks

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

2.3.4 File format to save your assignment

- a) The document name (your MS Word document) must be saved. Please use the following file name format: ModuleCode_YourOwnStudentnumber_Assignment2
- b) For example, if the module code is CUDE 611, student number is 123456789, then the file name for the second assignment is (note that there are no spaces at all in the file name): CUDE611_123456789_Assignment2.pdf.

2.3.5 Submission of assignments on eFundi

- a) **All assignments must be submitted electronically via e-Fundi.**

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

2.3.6 Continuous assessment: Additional first assignment

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

2.3.7 Assignment due dates

ASSIGNMENT DUE DATES - 2020	
First semester	Second semester
Assignment 1: 22 March 2020	Assignment 1: 16 August 2020
Assignment 2: 4 April 2020	Assignment 2: 5 September 2020

2.3.8 Portfolio due dates

PORTFOLIO DUE DATES 2020	
First semester: 23 May	Second semester: 17 October

2.4 Research modules: RSPR 671 and ERTTP 671

2.4.1 RSPR 671 (2017 - 2018 students only)

- Ensure that your RSPR 671 Report is submitted in October 2020.
- You will receive lecturer supervision in the RSPR 671 research proposal and report (RSPR 671 Research Project) prior to the due date for submission. The supervision will be conducted in electronic format only.

RSPR 671 Report: 17 October 2020

2.4.2 ERTTP 671 (2018 onwards)

2.4.3 ERTTP / RSPR 671 Research Report due dates

- You will receive lecturer supervision in the ERTTP 671 research proposal and report (RSPR 671 Research Project) prior to the due date for submission. The supervision will be conducted in electronic format only.
- See the ERTTP 671 Tutorial Letter and Study Guide for detailed information.
- IMPORTANT:** ERTTP 671 whiteboard sessions are of extreme importance if you want to succeed in this very taxing research module.

ERTTP 671 Report: 17 October 2020

2.5 Warning against plagiarism

Assignments are individual tasks and not group activities (unless explicitly indicated as such). Copying of text from other students or from other sources (for instance the study guide, prescribed material or directly from the internet) is not allowed – only brief quotations are allowed and then only if referenced correctly.

You should reformulate existing text and use your own words to explain what you have read. It is not acceptable to retype existing text and just acknowledge the source in a footnote – you should be able to relate the idea or concept, without repeating the original author to the letter.

The aim of the assignments is not the reproduction of existing material, but to ascertain whether you have the ability to integrate existing texts, add your own interpretation and/or critique of the texts or offer creative solutions to problems.

Be warned: students who submit copied text will obtain a mark of zero for the assignment and disciplinary steps may be taken by the Faculty and/or University. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy.

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

2.6 Examinations

- a) **No examination information sessions** will be facilitated at Learning Support Centres.
- b) You need a participation mark of 40% to be allowed to write examinations.
- c) Any personal information changes must be communicated to UODL for 1st semester before 29 February or 2nd semester before 31 July.
- d) You may download previous examination papers and tutorial notes from the link: <http://distance.nwu.ac.za/downloads>
- e) Important contact numbers regarding examination enquiries:

+27 18 285 5900 and Saturdays: 08:00–16:00: +27 82 7796 390.
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- f) Please take careful note of the details regarding examination procedures below so that you know what will be expected of you.
 - i. Examinations will take place on the dates provided in your examination timetable (not the dates in this Prospectus).
 - 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. UODL will post/email a personal timetable for examination leave that you may submit to the provincial Department of Basic Education.
 - iv. If you have NOT received your timetable two weeks prior to examinations, please inform the UODL office immediately.

- v. Examination papers are set in accordance with the module outcomes and marked by lecturers and accredited markers from the University.
- vi. As soon as your results have been processed, you will be notified via SMS/email/eFund.
- vii. The final promotion is conducted by an examination panel from the Faculty of Education.
- viii. If you fail a module during the 1st examination opportunity, a 2nd opportunity is available where your participation mark will 'stand' to rewrite the module the following semester (i.e.: if you failed a 1st semester module during July exams, you will have a 2nd exam opportunity to rewrite during the Oct/Nov exams.
- ix. If you fail a module during the 2nd examination opportunity, you will have to re-register for the module, attend sessions and submit new assignments and will have cost implications.
- x. Examination regulations appear in each answer book. Any irregularities during examinations are considered a serious offence, and the necessary steps will be taken.
- xi. Dishonesty during the examination may result in a candidate being expelled from the programme. Please ensure that you do not become an academic culprit of unethical behaviour.
- xii. Students write exams at the chosen examination centre on your registration form. Provision for you is made at that examination centre. Requests to change examination centre will be accepted (see list provided).

g) NO marks will be provided telephonically

- h) 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.
- i) You may also use the MTN-line to receive your examination results. The number to call is +27 83 123 222. Have your student number available.
- j) Examination marks are calculated as follows:
 - i. Minimum participation mark per module = 40%
 - ii. Examination sub-minimum = 40% per module
 - iii. Participation + examination marks = module/final mark = 50%
 - iv. Distinction = 75%
 - v. Pass mark = 50%

- vi. Examination (50%) + participation (50%) = 50% module mark (final mark). You may obtain a module mark of 50%+ and still fail because you did not achieve 40% sub-minimum.

2.7 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 and December holidays)

The library is closed on public holidays.

- c) Library services

General library information: Go to the library's web page at <http://library.nwu.ac.za/>. See information under Services as well as under Guides and Training to access useful information.

Finding information for research: Call any of the following numbers for library information and support with research: +27 18 299 2859 or +27 18 299 1578. Provide your surname and initials as well as NWU student number in all instances when requesting information. (The library cannot provide information on registration, assignments, time tables or results.)

LibGuides: To find specific information related to education studies using the library's website, click on the LibGuides tab on the website at <http://library.nwu.ac.za/>. Click on Education (PC) and use the different sections to obtain study information and information on how to search for books, articles, etc.

Loans: Undergraduate 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 (12.2).

EDU.3 DISTANCE LEARNING MODE OF DELIVERY

3.1 What is distance learning?

Distance learning refers to a delivery mode focusing on enhanced accessibility to education and training, limiting or eliminating barriers such as time, place and pace of learning. The NWU promotes distance learning by allowing students to register for the modules of a programme either in January or in June, offering technology-mediated instruction and examination opportunities at various learning support centres nationally and internationally, and providing student support to enhance the student learning experience. Students who study at a distance are still subject to specific admission requirements as determined by the Institutional Admissions Requirements Committee, fixed dates for the commencement of academic programmes, a minimum and maximum duration for the completion of their studies, and specific scheduled assessment opportunities. (Appendix to the General Academic Rules (A-Rules) of the NWU: Glossary of Teaching Learning-related concepts and designations).

3.2 Matters to note regarding distance studies

3.2.1 BEdHons specific matters and relevant yearbook

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

- i. BEdHons NQF Level 8 programmes offered in the distance mode of delivery allow students to register annually during an academic year.
- ii. Each programme has a minimum (1 year) and a maximum (4 years) duration to complete the programme.
- iii. A valid participation mark will give the student access to two examination opportunities, where after a student must reregister for the module and generate a new participation mark.
- iv. Students have a number of assessment (examinations) opportunities during a study period in accordance with the curriculum structure of the programme. You may write examination during two consecutive assessment opportunities (first and/or second opportunities) should you qualify to write examination.
- v. Distance students do not have a second examination opportunity within a week or two after an examination period. If you fail the first examination opportunity (e.g. in June/July), you may write the failed module only once before reregistration, and carry the participation mark over to the next examination opportunity (e.g. in Oct/Nov).
- vi. Examinations are written at several examination centres throughout southern Africa, but the NWU can request students to write a specific module at the campus in Potchefstroom, where the Unit for Open Distance Learning is situated.

- vii. Contact classes are mainly presented by means of interactive white board sessions at the learning support centres in southern Africa, supported by programme facilitators. Lecturers can also be contacted via email.
- viii. The BEdHons (NQF Level 8) programmes require that students should have frequent access to the Internet.
- ix. All modules presented by means of interactive white boards are stored on the internet for students to access at a later stage. Use the link: <http://distance.nwu.ac.za/downloads>
- x. Students are supported by means of a call centre, social media (Facebook) and contact with lecturers and facilitators.

3.2.2 Unsatisfactory academic performance

A student whose academic performance is found to be unsatisfactory will receive a formal written warning from the relevant director. If subsequent progress is still not satisfactory, the student may be dealt with in terms of A-Rule 1.18 and sub-paragraphs.

3.2.3 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 Prospectuses for these qualifications. One year before the maximum duration of study is exceeded and a student's studies are finally terminated, such a student will receive a warning letter to inform him/her of the two final examination opportunities to pass all outstanding modules. Should such a student still have modules outstanding after these examination opportunities, the studies of such a student must be terminated in terms of Academic Rule 1.18.

Only in exceptional cases and then on the grounds of irrefutable evidence will the BEdHons Programme Leader, by proxy of the Executive 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.

EDU.4 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.

4.1 Enquiries

4.1.1 Email or SMS enquiries

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

4.1.2 Website for the Unit for Open Distance Learning (UODL)

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

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

4.1.3 Applications for 2020

- email address: UODL-applications@nwu.ac.za
Subject line: BEdHons_Surname_Student number_Request/Matter
- Telephone: 018 285 5900

4.1.4 Registrations (new for 2020 and module re-registrations)

- email address: UODL-registrations@nwu.ac.za
Subject line: BEdHons_Surname_Student number_Request/Matter
- Telephone: +27 18 285 5900

4.2 Change of address or personal information

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

4.3 Fraud Line

- SMS to 45228 "fraud"/ "Fraud"/"FRAUD"; a short message.

4.4 Financial arrangements

4.4.1 Fees payable upon changing of modules

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

4.4.2 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. This is necessitated by relevant legislation and internal control measures.
- c) Official application forms for credit payments are available at student account enquiries desks, on the website, or by calling +27 18 299 2674, and should be completed in full and approved for the pay-out of credits. Please take note of the cut-off times for requesting payments, as well as time delays before actual pay-out. A standard levy will be charged to your account for every cheque issued for this purpose.

4.4.3 General account enquiries

- a) Enquiries with regard to your accounts may be addressed to the staff at Student Accounts, located on the ground floor of 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

4.4.4 Web address

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

4.5 Cancellation of studies/expulsion process

4.5.1 Notice to the Head: Support Section

- a) Your notice of cancellation of studies or single-course modules should be submitted on the official cancellation form available from the Support

Section at room G30 in the UODL, Building B11A on the campus plan or from the call centre.

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

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

4.5.2 Fees payable upon cancellation of studies

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

4.5.3 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.5 WHITEBOARD CONTACT SESSIONS AND YEAR PROGRAMME

(Refer to section 8 for detailed information on Learning Support Centres)

5.1 General information regarding whiteboard contact sessions

- a) Note: Please refer to the timetable before contacting the helpdesk.
- b) Familiarise yourself with dates of Whiteboard contact sessions taking place in your area (included in this information booklet).
- c) Your timetable will clearly indicate which sessions will be facilitated on the interactive whiteboards and which will be facilitated by facilitators. No other modules will be facilitated at a Learning Support Centre on one specific date.
- d) Timetables for all centres are included in your information booklet. You may attend any learning support session in any area. You do not have to book to attend a session. Please ensure that you use the correct timetable for the given Learning Support Centre. Dates, times and Learning Support Centres are clearly indicated.
- e) When attending Whiteboard contact sessions, you are requested to complete attendance registers at the Learning Support Centre where you attend. Even if sessions are facilitated by means of the interactive whiteboards, attendance registers must be completed for all modules.

5.2 Learning support and tuition information

5.2.1 Interactive Whiteboard contact sessions

- a) Whiteboard contact sessions are provided at Learning Support Centres during Interactive Whiteboard sessions (IWB). This implies that the lecturer responsible for the module will lecture at Potchefstroom while his/her lecture is being broadcast live to the various Learning Support Centres.
- b) Each Learning Support Centre has a technician and/or programme facilitator to assist you. You may interrupt the lecturer or answer/ask questions at any time, as the whiteboard allows for immediate interaction. The technician and/or programme facilitator will assist you in this regard.
- c) During the Interactive Whiteboard sessions, you may SMS questions regarding the module being presented to 43366. Normal SMS rates apply. Such questions will be addressed by the lecturer during or after the session.
- d) More information regarding this system will be communicated to you during IWB sessions.
- e) The majority of sessions in 2020 at all Learning Support Centres will be facilitated by utilising interactive whiteboards, and will be uploaded to UODL's website: <http://distance.nwu.ac.za/downloads>

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

5.2.2 Whiteboard contact sessions at Learning Support Centres

- a) Attending Whiteboard contact sessions is not compulsory, although it has been proven by research that students who attend normally have a higher success rate.
- b) During these sessions, you will meet with relevant academic professionals who will give you advice on your assignments, provide feedback on completed assignments, and provide academic guidance via your study material. You will also be able to work in groups with peers.
- c) It is very important that you should be well prepared when attending a Whiteboard contact session.
- d) Whiteboard contact sessions are primarily scheduled on Fridays and Saturdays, although weekdays may also be on the programme at Learning Support Centres (refer to the timetable, Section 9, for the correct dates).
- e) You may also write examinations at the Learning Support Centre, but must indicate such a preference well in advance.
- f) Only modules, as indicated on the timetable, will be facilitated on the assigned dates.
- g) Timetables for all Whiteboard contact sessions scheduled from January to 30 October 2020 are included in this information booklet.

5.2.3 Communication and contact details regarding Whiteboard contact sessions

- a) SMS's will not be sent out for all sessions. If you do not receive any SMS reminding you of Whiteboard contact sessions, please call +27 18 285 5900 to update your information on the system.
- b) Only programme-specific SMS's will be sent to you.
- c) In all cases please, please refer to your Year Programme regarding Whiteboard contact sessions in your area.
- d) For additional information regarding your studies also visit the UODL Facebook page or UODL-call centre.
- e) If you are uncertain where to attend Whiteboard contact sessions in your area, please call
+27 18 285 5900 (office hours – Monday to Friday 08:00–16:30), or
+27 82 7796 390 (Saturdays 08:00–16:00).
- f) Should you experience problems with programme facilitators at Learning Support Centres, please call +27 82 779 6390.

5.3 Whiteboard sessions

5.3.1 General information

- Take note that three sessions per semester are presented at selected Learning Support Centres: Whiteboard 1 / Whiteboard 2 / Whiteboard 3.
- Whiteboard sessions are scheduled according to the timetable (see 5.3.2).
- Refer to your Whiteboard contact session Year Programme (see section 8, Provincial list) for the closest Learning Support Centre in your area.
- You do not have to book for Whiteboard contact sessions.
- Please notify the call centre should there be any clashes on the timetable.

5.3.2 Year programme: First Semester 2020¹

Friday 14 February WHITEBOARD SESSION 1			
Time	Whiteboard 1		
	BEdHons		
14:00	Orientation and eFundi (2020 registrations)	14:00	
15:00	ERTP 671 Dr CP van der Vyver	15:00	--
16:00	Library (compulsory attendance)		
Saturday 15 February			
Time	Whiteboard 1	Time	Whiteboard 2
	BEdHons		BEdHons
08:00	CUDE 611 Dr D Jagals	08:00	CEPS 612 Dr I Kok
09:00	CLIN 611 Prof B Geduld	09:00	APLS 674 Dr M Neethling
10:00	TLAS 612 Prof B Geduld	10:00	IELS 671 Dr M Neethling
11:00	MATE 671 Dr D Laubscher	11:00	EMLO 611 Dr A van Wyk
12:00	MATD 611 Dr T Jordaan	12:00	ONWR 611 Dr C Eloff
		13:00	LOHO 611 Dr I Payne-van Staden
		14:00	LOHO 671 Dr L Botha

¹ Subject to change

Tuesday 24 March WHITEBOARD SESSION 2			
Time	Whiteboard 1	Time	Whiteboard 2
	BEdHons		BEdHons
08:00	ERTP 671 Dr CP van der Vyver	08:00	--
09:00	CUDE 611 Dr D Jagals	09:00	LOHO 671 Dr L Botha
10:00	TLAS 612 Prof B Geduld	10:00	LOHO 611 Prof J Botha
11:00	CLIN 611 Prof B Geduld	11:00	CEPS 612 Dr I Kok
12:00	MATD 611 Dr T Jordaan	12:00	APLS 674 Dr M Neethling
13:00	MATE 671 Dr D Laubscher	13:00	IELS 671 Dr M Neethling
14:00	ONWR 611 Dr C Eloff		
15:00	EMLO 611 Dr A van Wyk		

Friday 24 April WHITEBOARD SESSION 3			
Time	Whiteboard 1	Time	Whiteboard 2
	BEdHons		BEdHons
14:00	ERTP 671 Dr CP van der Vyver	14:00	--
15:00	MATE 671 Dr D Laubscher		
16:00	MATD 611 Dr T Jordaan		
Saturday 25 April			
Time	Whiteboard 1	Time	Whiteboard 2
	BEdHons		BEdHons
08:00	TLAS 612 Prof B Geduld	08:00	LOHO 611 Dr I Payne-van Staden
09:00	CLIN 611 Prof B Geduld	09:00	LOHO 671 Dr L Botha
10:00	CUDE 611 Dr D Jagals	10:00	CEPS 612 Dr I Kok
11:00	EMLO 611 Dr A van Wyk	11:00	APLS 674 Dr M Neethling
12:00	ONWR 611 Dr C Eloff	12:00	IELS 671 Dr M Neethling

5.3.4 Year programme: Second semester 2020

Friday 17 July WHITEBOARD SESSION 1			
Time	Whiteboard 1	Time	Whiteboard 2
	BEdHons		BEdHons
14:00	ERTP 671 Dr CP van der Vyver	14:00	---
15:00	MATD 622 Dr D Laubscher	15:00	TSCU 621 Prof B Geduld
16:00	ONWR 624 Dr N Mollo	16:00	ISCS 611 Prof B Geduld
17:00	ONWR 625 Dr C Eloff	17:00	SLAD 621 Dr D Jagals
Saturday 18 July			
Time	Whiteboard 1	Time	Whiteboard 2
	BEdHons		BEdHons
08:00	APLS 674 Dr M Neethling	08:00	LOHO 621 Dr P Swarts
09:00	IELS 671 Dr M Neethling	09:00	LOHO 671 Dr L Botha
10:00	FLCE 621 Prof M Malindi	10:00	ONWB 625 Dr A van Wyk
11:00	ERTP 671 Dr D Laubscher / MathEd 1st yrs only	11:00	ONWB 624 Dr I van Deventer

Friday 4 September WHITEBOARD SESSION 2			
Time	Whiteboard 1	Time	Whiteboard 2
	BEdHons		BEdHons
14:00	ERTP 671 Dr CP van der Vyver	14:00	---
15:00	ONWR 624 Dr N Mollo	15:00	ONWB 625 Dr A van Wyk
16:00	ONWR 625 Dr C Eloff	16:00	ONWB 624 Dr I van Deventer
Saturday 5 September			
Time	Whiteboard 1	Time	Whiteboard 2
	BEdHons		BEdHons
08:00	IELS 671 Dr M Neethling	08:00	SLAD 621 Dr D Jagals
09:00	APLS 674 Dr M Neethling	09:00	TSCU 621 Prof B Geduld
10:00	FLCE 621 Prof M Malindi	10:00	ISCS 611 Prof B Geduld
11:00	LOHO 621 Dr P Swarts	11:00	MATD 622 Dr D Laubscher
12:00	LOHO 671 Dr L Botha		

Friday 2 October WHITEBOARD SESSION 3			
Time	Whiteboard 1	Time	Whiteboard 2
	BEdHons		BEdHons
08:00	ONWR 624 Dr N Mollo	08:00	ONWB 625 Dr A van Wyk
09:00	ONWR 625 Dr C Eloff	09:00	ONWB 624 Dr I van Deventer
10:00	IELS 671 Dr M Neethling	10:00	SLAD 621 Dr D Jagals
11:00	APLS 674 Dr M Neethling	11:00	TSCU 621 Prof B Geduld
12:00	FLCE 621 Prof M Malindi	12:00	ISCS 611 Prof B Geduld
13:00	MATD 622 Dr D Laubscher	13:00	ERTP 671 Dr CP van der Vyver
14:00	LOHO 621 Dr P Swarts		
15:00	LOHO 671 Dr L Botha		

EDU.6 EXAMINATION TIMETABLE

6.1 General

- You have to write examinations at the end of the semester in which the module is offered, after obtaining a participation mark of a minimum of 40%.
- If you failed the examination, you will be able to rewrite the examination in the following examination opportunity. If you do not use this second examination opportunity you will have to reregister for the module(s) in the 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 22 June 2020 for the first semester.
- The second semester examination of first and second semester modules takes place from 26 October to 18 November 2020.

6.2 Registration at Learning Support Centre

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

6.3 Exam time-table 2020

Please note that the dates below are subject to change.

MODULE	DATE 1 st Semester	S		MODULE	DATE 2 nd Semester	S
CEPS612	02-026-2020	1		CEPS612	30/10/2020	1
CLIN611	08/06/2020	2		CLIN611	05-11-2020	2
CUDE611	06-06-2020	2		CUDE611	02-11-2020	2
EMLO611	01-06-2020	1		EMLO611	29-10-2020	1
ERTP671	29-05-2020	1		ERTP671	No Nov exam	1
FLCE621	15-06-2020	1		FLCE621	12-11-2020	1
FOER611	29-05-2020	1		FOER611	28-10-2020	1
IELS671	No June exam	--		IELS671	11-11-2020	--

ISCS611	17/06/2020	2		ISCS611	13-11-2020	2
LOHO611	02-06-2020	2		LOHO611	30-10-2020	2
LOHO621	09-06-2020	1		LOHO621	06-11-2020	1
LOHO622	12-06-2020	1		LOHO622	11-11-2020	1
LOHO671	05-06-2020	2		LOHO671	04-11-2020	2
MATD611	05-06-2020	1		MATD611	04-11-2020	1
MATD622	04-06-2020	1		MATD622	03-11-2020	1
MATE671	03-06-2020	1		MATE671	02-11-2020	1
ONWB624	11-06-2020	2		ONWB624	10-11-2020	2
ONWB625	01-06-2020	2		ONWB625	29-10-2020	2
ONWR611	27-05-2020	1		ONWR611	26-10-2020	1
ONWR624	05-06-2020	2		ONWR624	04-11-2020	2
ONWR625	10-06-2020	2		ONWR625	09-11-2020	2
SLAD621	04-06-2020	2		SLAD621	03-11-2020	2
TLAS612	11-06-2020	2		TLAS612	10-11-2020	2
TSCU621	27-05-2020	1		TSCU621	26-10-2020	1
VGLO622	05-06-2020	1		VGLO622	04-11-2020	1
VGLO623	10-06-2020	1		VGLO623	09-11-2020	1
VGLO624	02-06-2020	2		VGLO624	30-10-2020	2

EDU.7 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 with regard to their higher education.
- b) To assist you with your academic progress, as well as the accompanying logistics and administration, we have availed the Call Centre and various websites where you can get support and assistance.
- c) However, we recognise that there might be psychological or other constraints that could dissuade you from focusing on your studies. For this reason, we also have a 24-hour tele-counselling service available to you: we believe that students without burdens will have a positive attitude, be content and focus on their studies. It is endeavoured that these services will be available 24/7 (thus including weekends), and free of charge.
- d) The therapeutic service, called *INGRYP*, has the infrastructure to offer counselling services to you. Different types of counselling-services are available:
 - i. Interpersonal interactions
 - ii. Trauma counselling
 - iii. Personal trauma
 - iv. HIV/Aids counselling
 - v. Career guidance.
- e) Counselling services will be provided by professionals, including
 - i. psychologists
 - 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.8 PROVINCIAL LIST: LEARNING SUPPORT CENTRES 2020²

8.1 Eastern Cape

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

8.2 Free State

Welkom		
Coordinator: Ms R Kloppe		
St. Helena Primary School 14 Unico Road WELKOM 9459		

8.3 Gauteng

Johannesburg	Pretoria	Vanderbijlpark
Coordinator: Mr H Bresler	Coordinator: Ds M Swart	Coordinator: Mr/Ms U Maharaj
Weltevreden Park Primary School 41 Cockspur Road WELTEVREDEN PARK 1709	Susan Strijdom Training Centre 30 Gorden Road Colbyn Queenswood PRETORIA 0186	Quest Conference Estate cnr Goodyear and Curie Boulevard VANDERBIJLPARK 1911

² Subject to change

8.4 KwaZulu–Natal (KZN)

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

8.5 Limpopo

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

8.6 Mpumalanga

Graskop	Ermelo	White River
Coordinator: Ms K Bloem	Coordinator: Ms M van Rensburg	Coordinator:
Panorama High School Eeufees Street Graskop 1270	Ligbron Akademie vir Tegnologie Voortrekker Street ERMELO / 2350	Primary Witrivier Syd Cornwall Street White River

8.7 Northern Cape

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

8.8 North-West Province

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

8.9 Western Cape

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


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

8.10 Namibia

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

EDU.9 UNIT FOR OPEN DISTANCE LEARNING (UODL)

9.1 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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9.2 UODL administrative staff members

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

9.3 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

9.4 Examination centres (2020)³

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 (not open to all)		

KWAZULU NATAL	LIMPOPO	MPUMALANGA
Cedar (not open to all)	Giyani	Bosbokrand (MP Bursary)
Durban	Groblersdal	Elukwatini
Empangeni	Jane Furse	Ermelo
Eshowe	Lephalale	Graskop
Estcourt	Makhado	Kamaqhekeza
Greytown	Modimole	Kamhlushwa
Igwavuma	Phalaborwa	Kinross
Jozini	Polokwane	Lydenburg
Kokstad	Thabazimbi	Middelburg
Ladysmith	Thohoyandou	Mukhanyo (not open to all)
Matatiele	Tzaneen	Nelspruit
Mkuze		Piet Retief
Newcastle		
Pietermaritzburg		
Pongola		
Port Shepstone		
Stanger		
Ulundi		
Vryheid		

³ Subject to change

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.10 ACADEMIC INQUIRIES: DISTANCE LECTURERS

10.1 Appointment and communication with academic staff

Lecturers may be contacted by:

10.1.1 Telephone

Telephonic inquiries will be dealt with from Tuesdays - Thursdays between 10:00 and 15:00 only. NB: Please note that lecturers might be lecturing on campus, 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.

10.1.2 Email

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

10.1.3 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.

10.2 List of BEdHons NQF 8 lecturers: Distance MoD

Subject Group: Business Science Education (Not offered in 2020)				
Name	Phone number	Module Code	Office	Email address
Dr Jagals, D (Divan)	+27 18 299 2154	CUDE 611 SLAD 621	B11 G45	12782890@nwu.ac.za
Prof Geduld, BW (Bernadette)	+27 18 299 4583	TLAS 612 (Section A)	B11 G48	13267752@nwu.ac.za
Blignaut, H (Henry)	+27 18 299 4721	TLAS 612 (Section B)	C6 G40	21114404@nwu.ac.za
Ms Kruger D (Danél)	+27 18 299 4320	BSTE 621	B10:G43	20576404@nwu.ac.za
Ms Mitchell, T (Therese) (PC)	+27 18 299 4338	BSTE 622	B10.G41	13101021@nwu.ac.za
Dr Van Tonder, (Deon) (VC)	+27 16 910 3059	BSTE 623	11B.124	10482105@nwu.ac.za
Ms Du Toit, A (Adri) (PC)	+27 18 299 4320	BSTE 624	B10: G18	10095977@nwu.ac.za
Dr Van der Vyver, CP (Corné)	+27 18 299 4587		B11 G61	13267876@nwu.ac.za
Subject group lecturers		ERTP 671		

Subject Group: Curriculum Studies, Philosophy, Research Methodology				
Name	Phone number	Module	Office	Email address
Prof Geduld, BW (Bernadette)	+27 18 299 4583	CLIN 611	B11 G48	13267752@nwu.ac.za
Mr Blignaut, Henry (TLAS 612 Section B)	+27 18 299 4721	TLAS 612 TSCU 621 ISCS 611	C6 G40	21114404@nwu.ac.za
Dr Jagals, D (Divan)	+27 18 299 2154	CUDE 611 SLAD 621	B11 G45	12782890@nwu.ac.za
Dr Van der Vyver, CP (Corné)	+27 18 299 4587	FOER/RSPR enquiries	B11 G61	13267876@nwu.ac.za
Subject group lecturers		ERTP 671		

(Please note that this list is subject to change)

Subject Group: Educational Management and Leadership				
Name	Phone number	Module		Email address
Dr Van Wyk, AW (Arrie)	+27 18 299 4584	EMLO 611 ONWB 625	B11:G53	10752889@nwu.ac.za
Dr Van Deventer I (Idilette)	+27 18 299 4590	ONWB 624	B11:G63	10693823@nwu.ac.za
Dr Eloff, C (Cecile)	+27 18 299 1908	ONWR 611 ONWR 624 ONWR 625	B10:G22	12365408@nwu.ac.za
Prof Wolhuter, C (Charl)	+27 18 299 1881	VGLO 624 VGLO 622 VGLO 623	B10:G33	11819898@nwu.ac.za
Subject group lecturers		ERTP 671		

Subject Group: Life Orientation				
Prof Botha, J (Johan)	+27 18 299 1140 +27 18 2852265	LOHO 611	B6:G08	21734038@nwu.ac.za 11933534@nwu.ac.za
Dr Payne-van Staden, I (Isabel)			B11:G51	
Dr Botha, L (Lettie)	+27 18 299 4462	LOHO 671	B10:G26	13256629@nwu.ac.za
Prof Hay, J (Johnnie) (VC)	+27 18 285 2026		11B:105 (VC)	21255253@nwu.ac.za
Dr Swarts, P (Pieter)	+27 18 299 4895	LOHO 621	C6 131	13233068@nwu.ac.za
Dr C. Twine (Corlia)	+27 18 299 2149	LOHO 622	B11:G47	20572611@nwu.ac.za
Subject group lecturers		ERTP 671		

Subject Group: Mathematics Education				
Dr Jordaan, T (Tertia)	+27 18 299 4580	MATD 611	B11 G28	22997385@nwu.ac.za
Dr Laubscher, DJ (Dorothy)	+27 18 299 4585	MATD 622 MATE 671 ERTP 671	B11 G56	10218343@nwu.ac.za
Subject group lecturers		ERTP 671		

Subject Group: Special Needs Education				
Dr Neethling, M (Marinda)	+27 18 2852071	APLS 674 IELS 671	B11 G12	12689866@nwu.ac.za
Prof Malindi, M (Macalane)	+27 18 299 4552	FLCE 621	B11 G06	10084975@nwu.ac.za
Dr Kok, I (Illasha)	+27 18 299 2143	CEPS 612	B11 G23	10317724@nwu.ac.za
Dr Van der Vyver, CP (Corné)	+27 18 299 4587	FOER enquiries	B11 G61	13267876@nwu.ac.za
Subject group lecturers		ERTP 671		
BEdHons Programme Leader				
Dr Van Deventer, I (Idilette)	+27 18 299 4590		B11 G63	10693823@nwu.ac.za

EDU.11 IMPORTANT CONTACT INFORMATION

11.1 To retrieve information

Old examination papers (all programmes)

Tutorial letters (eFundi)

Examination letters (eFundi)

PowerPoint presentations (all programmes)

Recorded IWB sessions (all programmes)

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

11.2 Submit assignments

Only submit electronically on e-Fundi.

Please note the following:

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

-The file must be saved with your student number and Module code:
ModuleCode_YourOwnStudentnumber_Assignment2

NOTES:

1. Communication and contact details

Tel: +27 18 285 5900

Fax: +27 87 234 4957

Website: distance.nwu.ac.za/

Email: DistancePotch@nwu.ac.za

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 of Professional Studies in Education
North-West University - Potchefstroom
Private Bag X6001
POTCHEFSTROOM
2520
South Africa

2.2 Administrative matters:

The Unit for Open Distance Learning (UODL)
Building B11A
North-West University
Private Bag X6001
Internal Box 539
Potchefstroom
2520

**PLEASE MENTION YOUR STUDENT NUMBER IN ALL
CORRESPONDENCE**

Email:

Subject line: BEdHons_Surname_Student number_Request/Matter

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

Please note: Although the information in this Prospectus has been compiled with the utmost care and accuracy, the Council and the Senate of the University accept no responsibility whatsoever for errors that may occur. Before students finally decide on the selection of modules, they must consult the class timetable. If a clash occurs in the planned selection of a student, the relevant module combination is not permitted.

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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:

1. to provide a holistic orientation in Education as a science;
2. to provide you with relevant research training in Education; and
3. to provide you with an introduction to particular area(s) of specialisation within Education.

On attainment of these objectives, you should be equipped to successfully progress to postgraduate study. This implies that your lecturers will make high, but not unreasonable, academic demands of you. 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 of the 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 a number of 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 in order 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, we would like to refer you to the following link to familiarise yourself with the rules the students commit themselves when they register to study at the NWU.

http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/i-governance-management/policy/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)

1.1.1 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 full-time)
- Minimum 2 year and maximum 4 years (contact part-time)
- Minimum 2 year and maximum 4 years (distance).

Faculty comment: Distance students must, before registration, make sure that the modules they would like to register for in a specific year are correct according to the yearbook.

1.1.2 Annual registration

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

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

Faculty comment: Please take note that it is imperative that all Distance students must register annually.

Should a student be registered for a module, NWU views that student as active in the module, and they will have two examination opportunities to pass the module successfully. Should the student not pass the module after the first two successive examination opportunities, whether or not participation took place towards the participation mark and/or examination, the student will fail the module and will have to reregister and pay for the module again.

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

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

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

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

Amend, cancel or discontinue modules or programme

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

- 1.10.4.1: Subject to the applicable faculty rules and the applicable provisions regarding payable fees, a student may apply in the prescribed manner and within the period indicated for that purpose on the annual university calendar, **to amend, cancel or discontinue registration.**
- 1.10.4.2: Registration may be cancelled for a programme or a module, and entails that a student withdraws from the programme or module before formal tuition begins.
- 1.10.4.3: Timeous cancellation of registration is not reflected in a student's academic record and a pro-rata part of the registration fees, as well as the paid tuition fees, may be reimbursed.

Faculty comment: *The last day for module amendments and cancellation will be **15 February 2020 for the first semester** and **15 August 2020 for the second semester**. In this case only a pro rata payment will be paid back to the student as study material had already been sent to students and there were administrative and postage fees.*

1.1.3 Remarking of examination work

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

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

1.1.4 Progression requirements

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

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

- 1.16.1.1: a contact student must obtain at least 66% of the total credits that is required for the programme up to the historic year level for which the student is registered, and
- 1.16.1.2: a distance student must obtain at least 50% of the total credits that is required for the curriculum up to the historic year level for which the student is registered.

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

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

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

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

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

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

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

1.2 The Bachelor Honours Degree

1.2.1 Qualification with distinction

A-rule 3.6.2: Qualification with distinction

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

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

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

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

1.2.2 Number of examination opportunities

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

Students who have exceeded the maximum duration of study must apply to the BEdHons Programme Leader, by proxy of the Executive Dean, to be allowed to re-register. This must be done in writing.

EDU.2 ACADEMIC MATTERS

2.1 Programme information: BEdHons NQF Level 8

Refer to the NWU Calendar for the BEdHons programmes or see par. 2.1.8 or at <http://studies.nwu.ac.za/sites/studies.nwu.ac.za/files/yearbooks/2020/EDUCATION-PG.pdf>

2.1.1 Nature and general aims

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

2.1.2 Study duration and articulation

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

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

2.1.3 Specific objectives

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

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

2.1.4 Admission requirements

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

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

2.1.5 Programme rules

Refer to the NWU BEdHons Calendar for post-graduate studies. The rules for the BEdHons programme (NQF Level 8) should be read in conjunction with the General Academic Rules of the University (A-Rules) which are available in par. 1.1 above and on the internet at: www.nwu.ac.za/node/5661

2.2 BEdHons programme structure

2.2.1 2017 students only

Students who registered in 2017 should have completed their studies in 2018. However, should you still need to complete a module or two, you will have to reregister and complete according to the curriculum structure for the specific programme you need to complete (see 2.1.8).

2.2.2 Distance structuring of your curriculum

- a) Please note that a structured academic Year Programme as indicated in 2.1.8 will be followed.
- b) You will not be allowed to select the modules for which you wish to receive whiteboard sessions, or to select assignments other than those allocated per semester over a two-year period.
- c) **Please note:** Whiteboard contact sessions will only be offered in the first or second semester in line with the structure of the programme indicated in 2.1.8.
- d) If, after two years, you still have not more than four outstanding modules, you will be granted two more consecutive examination opportunities in order to complete the curriculum. (Read together with the A rule 1.16 Progression requirements).

2.2.3 BEdHons programme outlay (2018 onwards)

BEdHons (NQF Level 8) in the Distance mode of delivery (MoD) include the following six programmes (126 credit load per programme):

- BEdHons in Business Science Education
(Programme code: 4EZ L01 – Curriculum code: O601P) **(Not offered in 2020)**
- BEdHons in Curriculum Studies
(Programme code: 4EC L01 – Curriculum code: O601P)
- BEdHons in Educational Management and Leadership
(Programme code: 4EX L01 – Curriculum code: O601P)
- BEdHons in Life Orientation
(Programme code: 4EV L01 – Curriculum code: O601P)
- BEdHons in Mathematics Education:
(Programme code: 4EL L01 – Curriculum code: O601P)
- BEdHons in Special Needs Education
(Programme code: 4ES L01 – Curriculum code: O601P)

2.2.4 BEdHons in Business Science Education (Not offered in 2020)
(Programme code: 4EZ L01 – Curriculum code: O601P)

Year 1 (year)		Year 2 (year)	
First semester		First semester	
Module code	Cr	Module code	Cr
CUDE 611	16	ERTP 671*	23
TLAS 612	16		
Total 1st semester	32	Total 1st semester	23
Year 1 (year)		Year 2 (year)	
Second semester Choose 3 electives		Second semester	
Module code	Cr	Module code	Cr
BSTE 621/622/623/624 (Elective 1)	16	ERTP 671**	23
BSTE 621/622/623/624 (Elective 2)	16	BSTE 621/622/623/624 (Elective 3)	16
Total 2nd semester	32	Total 2nd semester	39
Total year 1	64	Total year 2	62
		Module total	126

* Education Research Theory, Proposal and 1st semester exam

** Research Report

2.2.5 BEdHons in Curriculum Studies
(Programme code: 4EC L01 –Curriculum code: O601P)

Year 1 (2020)		Year 2 (2021)	
First semester		First semester	
Module code	Cr	Module code	Cr
CUDE 611	16	ERTP 671*	23
CLIN 611	16		
TLAS 612	16		
Total 1st semester	48	Total 1st semester	23
Year 1 (2020)		Year 2 (2021)	
Second semester		Second semester	
Module code	Cr	Module code	Cr
TSCU 621***	16	ERTP 671**	23
SLAD 621***	8		
ISCS 611	8		
Total 2nd semester	32	Total 2nd semester	46
Total year 1	80	Total year 2	46
		Module total	126
*** Take-home exams			

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

Year 1 (2020)		Year 2 (2021)	
First semester		First semester	
Module code	Cr	Module code	Cr
EMLO 611	16	ERTP 671*	23
ONWR 611	16		
Total 1st semester	32	Total 1st semester	
Year 1 (2020)		Year 2 (2021)	
Second semester		Second semester	
Module code	Cr	Module code	Cr
VGLO 624	16	ERTP 671**	23
ONE Elective of 2 modules:			
ONWB 624 and ONWB 625 OR	16+16		
ONWR 624 and ONWR 625 OR	16+16		
VGLO 622 and VGLO 623	16+16		
Total 2nd semester	48	Total 2nd semester	46
Total year 1	80	Total year 2	46
		Module total	126

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

Year 1 (2020)		Year 2 (2021)	
First semester		First semester	
Module code	Cr	Module code	Cr
LOHO 611	16	ERTP 671 ^{(1)*}	23
LOHO 671	16		
Total 1st semester	32	Total 1st semester	23
Year 1 (2020)		Year 2 (2021)	
Second semester		Second semester	
Module code	Cr	Module code	Cr
LOHO 671	16	ERTP 671 ^{(2)**}	23
LOHO 621	16	LOHO 622	16
Total 2nd semester	32	Total 2nd semester	39
Total year 1	64	Total year 2	62
		Module total	126

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

Year 1 (2020)		Year 2 (2021)	
First semester		First semester	
Module code	Cr	Module code	Cr
CUDE 611	16	ERTP 671 ^{(a)*}	23
MATD 611	16	MATE 671	16
Total 1st semester	32	Total 1st semester	39
Year 1 (2020)		Year 2 (2021)	
Second semester		Second semester	
Module code	Cr	Module code	Cr
ERTP 671 [©]		ERTP 671 ^{(b)**}	23
MATD 622	16	MATE 671	16
Total 2nd semester	16	Total 2nd semester	39
Total year 1	48	Total year 2	78
		Module total	126

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

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

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

Year 1 (2020)		Year 2 (2021)	
First semester		First semester	
Module code	Cr	Module code	Cr
IELS 671	16	ERTP 671 ^{(1)*}	23
CEPS 612	8	APLS 674***	16
Total 1st semester	32	Total 1st semester	39
Year 1 (2020)		Year 2 (2021)	
Second semester		Second semester	
Module code	Cr	Module code	Cr
IELS 671	16	ERTP 671 ⁽²⁾	23
FLCE 621	8	APLS 674**	16
Total 2nd semester	32	Total 2nd semester	39
Total year 1	64	Total year 2	78
		Module total	126
		*** Portfolio – no exam	

2.2.10 Language

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

2.2.11 Study material and study guides

- Study material will be delivered either by postal or courier services to the address you have indicated for the delivery of study material.
- Please note that you must indicate a physical or work address to which the study material may be delivered via courier.
- Study material sent via postal services must be collected from the post office within seven working days, or it will be returned to the NWU. You will be liable for the cost of postage.
- Study guides will be available on e-Fundi.
 - This programme is supported by the e-Fundi learner management system. All your study guides will be available to be downloaded on this platform. You will be able to communicate with your lecturer and peers and submit your assignments on this platform.
 - When you sign up for the first time, please use your RSA ID number as your password. Namibian students will use their passport number as their password. Change your password and memorize!
 - You will receive notification on this email address after submission of your assignments.

2.3 Teaching and learning matters: Assignments

2.3.1 Enquiries

Enquiries regarding assignments: +27 18 285 5900.

Please see section 1 as well.

2.3.2 Assignment format

- a) Please use the format for writing academic assignments, as stipulated in the tutorial letters and in the North-West University's Referencing Guide.
- b) No hard copies or hand-written assignments will be accepted.

2.3.3 Assignments and participation marks

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

2.3.4 File format to save your assignment

- a) The document name (your MS Word document) must be saved. Please use the following file name format: ModuleCode_YourOwnStudentnumber_Assignment2
- b) For example, if the module code is CUDE 611, student number is 123456789, then the file name for the second assignment is (note that there are no spaces at all in the file name): CUDE611_123456789_Assignment2.pdf.

2.3.5 Submission of assignments on eFundi

- a) **All assignments must be submitted electronically via e-Fundi.**

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

2.3.6 Continuous assessment: Additional first assignment

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

2.3.7 Assignment due dates

ASSIGNMENT DUE DATES - 2020	
First semester	Second semester
Assignment 1: 22 March 2020	Assignment 1: 16 August 2020
Assignment 2: 4 April 2020	Assignment 2: 5 September 2020

2.3.8 Portfolio due dates

PORTFOLIO DUE DATES 2020	
First semester: 23 May	Second semester: 17 October

2.4 Research modules: RSPR 671 and ERTTP 671

2.4.1 RSPR 671 (2017 - 2018 students only)

- Ensure that your RSPR 671 Report is submitted in October 2020.
- You will receive lecturer supervision in the RSPR 671 research proposal and report (RSPR 671 Research Project) prior to the due date for submission. The supervision will be conducted in electronic format only.

RSPR 671 Report: 17 October 2020

2.4.2 ERTTP 671 (2018 onwards)

2.4.3 ERTTP / RSPR 671 Research Report due dates

- You will receive lecturer supervision in the ERTTP 671 research proposal and report (RSPR 671 Research Project) prior to the due date for submission. The supervision will be conducted in electronic format only.
- See the ERTTP 671 Tutorial Letter and Study Guide for detailed information.
- IMPORTANT:** ERTTP 671 whiteboard sessions are of extreme importance if you want to succeed in this very taxing research module.

ERTTP 671 Report: 17 October 2020

2.5 Warning against plagiarism

Assignments are individual tasks and not group activities (unless explicitly indicated as such). Copying of text from other students or from other sources (for instance the study guide, prescribed material or directly from the internet) is not allowed – only brief quotations are allowed and then only if referenced correctly.

You should reformulate existing text and use your own words to explain what you have read. It is not acceptable to retype existing text and just acknowledge the source in a footnote – you should be able to relate the idea or concept, without repeating the original author to the letter.

The aim of the assignments is not the reproduction of existing material, but to ascertain whether you have the ability to integrate existing texts, add your own interpretation and/or critique of the texts or offer creative solutions to problems.

Be warned: students who submit copied text will obtain a mark of zero for the assignment and disciplinary steps may be taken by the Faculty and/or University. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy.

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

2.6 Examinations

- a) **No examination information sessions** will be facilitated at Learning Support Centres.
- b) You need a participation mark of 40% to be allowed to write examinations.
- c) Any personal information changes must be communicated to UODL for 1st semester before 29 February or 2nd semester before 31 July.
- d) You may download previous examination papers and tutorial notes from the link: <http://distance.nwu.ac.za/downloads>
- e) Important contact numbers regarding examination enquiries:

+27 18 285 5900 and Saturdays: 08:00–16:00: +27 82 7796 390.
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- f) Please take careful note of the details regarding examination procedures below so that you know what will be expected of you.
 - i. Examinations will take place on the dates provided in your examination timetable (not the dates in this Prospectus).
 - 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. UODL will post/email a personal timetable for examination leave that you may submit to the provincial Department of Basic Education.
 - iv. If you have NOT received your timetable two weeks prior to examinations, please inform the UODL office immediately.

- v. Examination papers are set in accordance with the module outcomes and marked by lecturers and accredited markers from the University.
- vi. As soon as your results have been processed, you will be notified via SMS/email/eFund.
- vii. The final promotion is conducted by an examination panel from the Faculty of Education.
- viii. If you fail a module during the 1st examination opportunity, a 2nd opportunity is available where your participation mark will 'stand' to rewrite the module the following semester (i.e.: if you failed a 1st semester module during July exams, you will have a 2nd exam opportunity to rewrite during the Oct/Nov exams.
- ix. If you fail a module during the 2nd examination opportunity, you will have to re-register for the module, attend sessions and submit new assignments and will have cost implications.
- x. Examination regulations appear in each answer book. Any irregularities during examinations are considered a serious offence, and the necessary steps will be taken.
- xi. Dishonesty during the examination may result in a candidate being expelled from the programme. Please ensure that you do not become an academic culprit of unethical behaviour.
- xii. Students write exams at the chosen examination centre on your registration form. Provision for you is made at that examination centre. Requests to change examination centre will be accepted (see list provided).

g) NO marks will be provided telephonically

- h) 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.
- i) You may also use the MTN-line to receive your examination results. The number to call is +27 83 123 222. Have your student number available.
- j) Examination marks are calculated as follows:
 - i. Minimum participation mark per module = 40%
 - ii. Examination sub-minimum = 40% per module
 - iii. Participation + examination marks = module/final mark = 50%
 - iv. Distinction = 75%
 - v. Pass mark = 50%

- vi. Examination (50%) + participation (50%) = 50% module mark (final mark). You may obtain a module mark of 50%+ and still fail because you did not achieve 40% sub-minimum.

2.7 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 and December holidays)

The library is closed on public holidays.

- c) Library services

General library information: Go to the library's web page at <http://library.nwu.ac.za/>. See information under Services as well as under Guides and Training to access useful information.

Finding information for research: Call any of the following numbers for library information and support with research: +27 18 299 2859 or +27 18 299 1578. Provide your surname and initials as well as NWU student number in all instances when requesting information. (The library cannot provide information on registration, assignments, time tables or results.)

LibGuides: To find specific information related to education studies using the library's website, click on the LibGuides tab on the website at <http://library.nwu.ac.za/>. Click on Education (PC) and use the different sections to obtain study information and information on how to search for books, articles, etc.

Loans: Undergraduate 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 (12.2).

EDU.3 DISTANCE LEARNING MODE OF DELIVERY

3.1 What is distance learning?

Distance learning refers to a delivery mode focusing on enhanced accessibility to education and training, limiting or eliminating barriers such as time, place and pace of learning. The NWU promotes distance learning by allowing students to register for the modules of a programme either in January or in June, offering technology-mediated instruction and examination opportunities at various learning support centres nationally and internationally, and providing student support to enhance the student learning experience. Students who study at a distance are still subject to specific admission requirements as determined by the Institutional Admissions Requirements Committee, fixed dates for the commencement of academic programmes, a minimum and maximum duration for the completion of their studies, and specific scheduled assessment opportunities. (Appendix to the General Academic Rules (A-Rules) of the NWU: Glossary of Teaching Learning-related concepts and designations).

3.2 Matters to note regarding distance studies

3.2.1 BEdHons specific matters and relevant yearbook

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

- i. BEdHons NQF Level 8 programmes offered in the distance mode of delivery allow students to register annually during an academic year.
- ii. Each programme has a minimum (1 year) and a maximum (4 years) duration to complete the programme.
- iii. A valid participation mark will give the student access to two examination opportunities, where after a student must reregister for the module and generate a new participation mark.
- iv. Students have a number of assessment (examinations) opportunities during a study period in accordance with the curriculum structure of the programme. You may write examination during two consecutive assessment opportunities (first and/or second opportunities) should you qualify to write examination.
- v. Distance students do not have a second examination opportunity within a week or two after an examination period. If you fail the first examination opportunity (e.g. in June/July), you may write the failed module only once before reregistration, and carry the participation mark over to the next examination opportunity (e.g. in Oct/Nov).
- vi. Examinations are written at several examination centres throughout southern Africa, but the NWU can request students to write a specific module at the campus in Potchefstroom, where the Unit for Open Distance Learning is situated.

- vii. Contact classes are mainly presented by means of interactive white board sessions at the learning support centres in southern Africa, supported by programme facilitators. Lecturers can also be contacted via email.
- viii. The BEdHons (NQF Level 8) programmes require that students should have frequent access to the Internet.
- ix. All modules presented by means of interactive white boards are stored on the internet for students to access at a later stage. Use the link: <http://distance.nwu.ac.za/downloads>
- x. Students are supported by means of a call centre, social media (Facebook) and contact with lecturers and facilitators.

3.2.2 Unsatisfactory academic performance

A student whose academic performance is found to be unsatisfactory will receive a formal written warning from the relevant director. If subsequent progress is still not satisfactory, the student may be dealt with in terms of A-Rule 1.18 and sub-paragraphs.

3.2.3 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 Prospectuses for these qualifications. One year before the maximum duration of study is exceeded and a student's studies are finally terminated, such a student will receive a warning letter to inform him/her of the two final examination opportunities to pass all outstanding modules. Should such a student still have modules outstanding after these examination opportunities, the studies of such a student must be terminated in terms of Academic Rule 1.18.

Only in exceptional cases and then on the grounds of irrefutable evidence will the BEdHons Programme Leader, by proxy of the Executive 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.

EDU.4 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.

4.1 Enquiries

4.1.1 Email or SMS enquiries

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

4.1.2 Website for the Unit for Open Distance Learning (UODL)

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

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

4.1.3 Applications for 2020

- email address: UODL-applications@nwu.ac.za
Subject line: BEdHons_Surname_Student number_Request/Matter
- Telephone: 018 285 5900

4.1.4 Registrations (new for 2020 and module re-registrations)

- email address: UODL-registrations@nwu.ac.za
Subject line: BEdHons_Surname_Student number_Request/Matter
- Telephone: +27 18 285 5900

4.2 Change of address or personal information

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

4.3 Fraud Line

- SMS to 45228 "fraud"/ "Fraud"/"FRAUD"; a short message.

4.4 Financial arrangements

4.4.1 Fees payable upon changing of modules

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

4.4.2 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. This is necessitated by relevant legislation and internal control measures.
- c) Official application forms for credit payments are available at student account enquiries desks, on the website, or by calling +27 18 299 2674, and should be completed in full and approved for the pay-out of credits. Please take note of the cut-off times for requesting payments, as well as time delays before actual pay-out. A standard levy will be charged to your account for every cheque issued for this purpose.

4.4.3 General account enquiries

- a) Enquiries with regard to your accounts may be addressed to the staff at Student Accounts, located on the ground floor of 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

4.4.4 Web address

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

4.5 Cancellation of studies/expulsion process

4.5.1 Notice to the Head: Support Section

- a) Your notice of cancellation of studies or single-course modules should be submitted on the official cancellation form available from the Support

Section at room G30 in the UODL, Building B11A on the campus plan or from the call centre.

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

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

4.5.2 Fees payable upon cancellation of studies

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

4.5.3 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.5 WHITEBOARD CONTACT SESSIONS AND YEAR PROGRAMME

(Refer to section 8 for detailed information on Learning Support Centres)

5.1 General information regarding whiteboard contact sessions

- a) Note: Please refer to the timetable before contacting the helpdesk.
- b) Familiarise yourself with dates of Whiteboard contact sessions taking place in your area (included in this information booklet).
- c) Your timetable will clearly indicate which sessions will be facilitated on the interactive whiteboards and which will be facilitated by facilitators. No other modules will be facilitated at a Learning Support Centre on one specific date.
- d) Timetables for all centres are included in your information booklet. You may attend any learning support session in any area. You do not have to book to attend a session. Please ensure that you use the correct timetable for the given Learning Support Centre. Dates, times and Learning Support Centres are clearly indicated.
- e) When attending Whiteboard contact sessions, you are requested to complete attendance registers at the Learning Support Centre where you attend. Even if sessions are facilitated by means of the interactive whiteboards, attendance registers must be completed for all modules.

5.2 Learning support and tuition information

5.2.1 Interactive Whiteboard contact sessions

- a) Whiteboard contact sessions are provided at Learning Support Centres during Interactive Whiteboard sessions (IWB). This implies that the lecturer responsible for the module will lecture at Potchefstroom while his/her lecture is being broadcast live to the various Learning Support Centres.
- b) Each Learning Support Centre has a technician and/or programme facilitator to assist you. You may interrupt the lecturer or answer/ask questions at any time, as the whiteboard allows for immediate interaction. The technician and/or programme facilitator will assist you in this regard.
- c) During the Interactive Whiteboard sessions, you may SMS questions regarding the module being presented to 43366. Normal SMS rates apply. Such questions will be addressed by the lecturer during or after the session.
- d) More information regarding this system will be communicated to you during IWB sessions.
- e) The majority of sessions in 2020 at all Learning Support Centres will be facilitated by utilising interactive whiteboards, and will be uploaded to UODL's website: <http://distance.nwu.ac.za/downloads>

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

5.2.2 Whiteboard contact sessions at Learning Support Centres

- a) Attending Whiteboard contact sessions is not compulsory, although it has been proven by research that students who attend normally have a higher success rate.
- b) During these sessions, you will meet with relevant academic professionals who will give you advice on your assignments, provide feedback on completed assignments, and provide academic guidance via your study material. You will also be able to work in groups with peers.
- c) It is very important that you should be well prepared when attending a Whiteboard contact session.
- d) Whiteboard contact sessions are primarily scheduled on Fridays and Saturdays, although weekdays may also be on the programme at Learning Support Centres (refer to the timetable, Section 9, for the correct dates).
- e) You may also write examinations at the Learning Support Centre, but must indicate such a preference well in advance.
- f) Only modules, as indicated on the timetable, will be facilitated on the assigned dates.
- g) Timetables for all Whiteboard contact sessions scheduled from January to 30 October 2020 are included in this information booklet.

5.2.3 Communication and contact details regarding Whiteboard contact sessions

- a) SMS's will not be sent out for all sessions. If you do not receive any SMS reminding you of Whiteboard contact sessions, please call +27 18 285 5900 to update your information on the system.
- b) Only programme-specific SMS's will be sent to you.
- c) In all cases please, please refer to your Year Programme regarding Whiteboard contact sessions in your area.
- d) For additional information regarding your studies also visit the UODL Facebook page or UODL-call centre.
- e) If you are uncertain where to attend Whiteboard contact sessions in your area, please call
+27 18 285 5900 (office hours – Monday to Friday 08:00–16:30), or
+27 82 7796 390 (Saturdays 08:00–16:00).
- f) Should you experience problems with programme facilitators at Learning Support Centres, please call +27 82 779 6390.

5.3 Whiteboard sessions

5.3.1 General information

- Take note that three sessions per semester are presented at selected Learning Support Centres: Whiteboard 1 / Whiteboard 2 / Whiteboard 3.
- Whiteboard sessions are scheduled according to the timetable (see 5.3.2).
- Refer to your Whiteboard contact session Year Programme (see section 8, Provincial list) for the closest Learning Support Centre in your area.
- You do not have to book for Whiteboard contact sessions.
- Please notify the call centre should there be any clashes on the timetable.

5.3.2 Year programme: First Semester 2020¹

Friday 14 February WHITEBOARD SESSION 1			
Time	Whiteboard 1		
	BEdHons		
14:00	Orientation and eFundi (2020 registrations)	14:00	
15:00	ERTP 671 Dr CP van der Vyver	15:00	--
16:00	Library (compulsory attendance)		
Saturday 15 February			
Time	Whiteboard 1	Time	Whiteboard 2
	BEdHons		BEdHons
08:00	CUDE 611 Dr D Jagals	08:00	CEPS 612 Dr I Kok
09:00	CLIN 611 Prof B Geduld	09:00	APLS 674 Dr M Neethling
10:00	TLAS 612 Prof B Geduld	10:00	IELS 671 Dr M Neethling
11:00	MATE 671 Dr D Laubscher	11:00	EMLO 611 Dr A van Wyk
12:00	MATD 611 Dr T Jordaan	12:00	ONWR 611 Dr C Eloff
		13:00	LOHO 611 Dr I Payne-van Staden
		14:00	LOHO 671 Dr L Botha

¹ Subject to change

Tuesday 24 March WHITEBOARD SESSION 2			
Time	Whiteboard 1	Time	Whiteboard 2
	BEdHons		BEdHons
08:00	ERTP 671 Dr CP van der Vyver	08:00	--
09:00	CUDE 611 Dr D Jagals	09:00	LOHO 671 Dr L Botha
10:00	TLAS 612 Prof B Geduld	10:00	LOHO 611 Prof J Botha
11:00	CLIN 611 Prof B Geduld	11:00	CEPS 612 Dr I Kok
12:00	MATD 611 Dr T Jordaan	12:00	APLS 674 Dr M Neethling
13:00	MATE 671 Dr D Laubscher	13:00	IELS 671 Dr M Neethling
14:00	ONWR 611 Dr C Eloff		
15:00	EMLO 611 Dr A van Wyk		

Friday 24 April WHITEBOARD SESSION 3			
Time	Whiteboard 1	Time	Whiteboard 2
	BEdHons		BEdHons
14:00	ERTP 671 Dr CP van der Vyver	14:00	--
15:00	MATE 671 Dr D Laubscher		
16:00	MATD 611 Dr T Jordaan		
Saturday 25 April			
Time	Whiteboard 1	Time	Whiteboard 2
	BEdHons		BEdHons
08:00	TLAS 612 Prof B Geduld	08:00	LOHO 611 Dr I Payne-van Staden
09:00	CLIN 611 Prof B Geduld	09:00	LOHO 671 Dr L Botha
10:00	CUDE 611 Dr D Jagals	10:00	CEPS 612 Dr I Kok
11:00	EMLO 611 Dr A van Wyk	11:00	APLS 674 Dr M Neethling
12:00	ONWR 611 Dr C Eloff	12:00	IELS 671 Dr M Neethling

5.3.4 Year programme: Second semester 2020

Friday 17 July WHITEBOARD SESSION 1			
Time	Whiteboard 1	Time	Whiteboard 2
	BEdHons		BEdHons
14:00	ERTP 671 Dr CP van der Vyver	14:00	---
15:00	MATD 622 Dr D Laubscher	15:00	TSCU 621 Prof B Geduld
16:00	ONWR 624 Dr N Mollo	16:00	ISCS 611 Prof B Geduld
17:00	ONWR 625 Dr C Eloff	17:00	SLAD 621 Dr D Jagals
Saturday 18 July			
Time	Whiteboard 1	Time	Whiteboard 2
	BEdHons		BEdHons
08:00	APLS 674 Dr M Neethling	08:00	LOHO 621 Dr P Swarts
09:00	IELS 671 Dr M Neethling	09:00	LOHO 671 Dr L Botha
10:00	FLCE 621 Prof M Malindi	10:00	ONWB 625 Dr A van Wyk
11:00	ERTP 671 Dr D Laubscher / MathEd 1st yrs only	11:00	ONWB 624 Dr I van Deventer

Friday 4 September WHITEBOARD SESSION 2			
Time	Whiteboard 1	Time	Whiteboard 2
	BEdHons		BEdHons
14:00	ERTP 671 Dr CP van der Vyver	14:00	---
15:00	ONWR 624 Dr N Mollo	15:00	ONWB 625 Dr A van Wyk
16:00	ONWR 625 Dr C Eloff	16:00	ONWB 624 Dr I van Deventer
Saturday 5 September			
Time	Whiteboard 1	Time	Whiteboard 2
	BEdHons		BEdHons
08:00	IELS 671 Dr M Neethling	08:00	SLAD 621 Dr D Jagals
09:00	APLS 674 Dr M Neethling	09:00	TSCU 621 Prof B Geduld
10:00	FLCE 621 Prof M Malindi	10:00	ISCS 611 Prof B Geduld
11:00	LOHO 621 Dr P Swarts	11:00	MATD 622 Dr D Laubscher
12:00	LOHO 671 Dr L Botha		

Friday 2 October WHITEBOARD SESSION 3			
Time	Whiteboard 1	Time	Whiteboard 2
	BEdHons		BEdHons
08:00	ONWR 624 Dr N Mollo	08:00	ONWB 625 Dr A van Wyk
09:00	ONWR 625 Dr C Eloff	09:00	ONWB 624 Dr I van Deventer
10:00	IELS 671 Dr M Neethling	10:00	SLAD 621 Dr D Jagals
11:00	APLS 674 Dr M Neethling	11:00	TSCU 621 Prof B Geduld
12:00	FLCE 621 Prof M Malindi	12:00	ISCS 611 Prof B Geduld
13:00	MATD 622 Dr D Laubscher	13:00	ERTP 671 Dr CP van der Vyver
14:00	LOHO 621 Dr P Swarts		
15:00	LOHO 671 Dr L Botha		

EDU.6 EXAMINATION TIMETABLE

6.1 General

- You have to write examinations at the end of the semester in which the module is offered, after obtaining a participation mark of a minimum of 40%.
- If you failed the examination, you will be able to rewrite the examination in the following examination opportunity. If you do not use this second examination opportunity you will have to reregister for the module(s) in the 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 22 June 2020 for the first semester.
- The second semester examination of first and second semester modules takes place from 26 October to 18 November 2020.

6.2 Registration at Learning Support Centre

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

6.3 Exam time-table 2020

Please note that the dates below are subject to change.

MODULE	DATE 1 st Semester	S		MODULE	DATE 2 nd Semester	S
CEPS612	02-06-2020	1		CEPS612	30-10-2020	1
CLIN611	08-06-2020	2		CLIN611	05-11-2020	2
CUDE611	03-06-2020	2		CUDE611	02-11-2020	2
EMLO611	01-06-2020	1		EMLO611	29-10-2020	1
ERTP671	29-05-2020	1		ERTP671	No Nov exam	
FLCE621	15-06-2020	1		FLCE621	12-11-2020	1
FOER611	29-05-2020	1		FOER611	28-10-2020	1
IELS671	No June exam	--		IELS671	11-11-2020	1

ISCS611	17-06-2020	2		ISCS611	13-11-2020	2
LOHO611	02-06-2020	2		LOHO611	30-10-2020	2
LOHO621	09-06-2020	1		LOHO621	06-11-2020	1
LOHO622	12-06-2020	1		LOHO622	11-11-2020	1
LOHO671	05-06-2020	2		LOHO671	04-11-2020	2
MATD611	05-06-2020	1		MATD611	04-11-2020	1
MATD622	04-06-2020	1		MATD622	03-11-2020	1
MATE671	03-06-2020	1		MATE671	02-11-2020	1
ONWB624	11-06-2020	2		ONWB624	10-11-2020	2
ONWB625	01-06-2020	2		ONWB625	29-10-2020	2
ONWR611	27-05-2020	1		ONWR611	26-10-2020	1
ONWR624	05-06-2020	2		ONWR624	04-11-2020	2
ONWR625	10-06-2020	2		ONWR625	09-11-2020	2
SLAD621	04-06-2020	1		SLAD621	03-11-2020	1
TLAS612	11-06-2020	2		TLAS612	10-11-2020	2
TSCU621	27-05-2020	1		TSCU621	26-10-2020	1
VGLO622	05-06-2020	1		VGLO622	04-11-2020	1
VGLO623	10-06-2020	1		VGLO623	09-11-2020	1
VGLO624	02-06-2020	2		VGLO624	30-10-2020	2
The official exam timetable is available on the NWU website: http://studies.nwu.ac.za/studies/exam-timetables .						

EDU.7 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 with regard to their higher education.
- b) To assist you with your academic progress, as well as the accompanying logistics and administration, we have availed the Call Centre and various websites where you can get support and assistance.
- c) However, we recognise that there might be psychological or other constraints that could dissuade you from focusing on your studies. For this reason, we also have a 24-hour tele-counselling service available to you: we believe that students without burdens will have a positive attitude, be content and focus on their studies. It is endeavoured that these services will be available 24/7 (thus including weekends), and free of charge.
- d) The therapeutic service, called *INGRYP*, has the infrastructure to offer counselling services to you. Different types of counselling-services are available:
 - i. Interpersonal interactions
 - ii. Trauma counselling
 - iii. Personal trauma
 - iv. HIV/Aids counselling
 - v. Career guidance.
- e) Counselling services will be provided by professionals, including
 - i. psychologists
 - 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.8 PROVINCIAL LIST: LEARNING SUPPORT CENTRES 2020²

8.1 Eastern Cape

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

8.2 Free State

Welkom		
Coordinator: Ms R Kloppe		
St. Helena Primary School 14 Unico Road WELKOM 9459		

8.3 Gauteng

Johannesburg	Pretoria	Vanderbijlpark
Coordinator: Mr H Bresler	Coordinator: Ds M Swart	Coordinator: Mr/Ms U Maharaj
Weltevreden Park Primary School 41 Cockspur Road WELTEVREDEN PARK 1709	Susan Strijdom Training Centre 30 Gorden Road Colbyn Queenswood PRETORIA 0186	Quest Conference Estate cnr Goodyear and Curie Boulevard VANDERBIJLPARK 1911

² Subject to change

8.4 KwaZulu–Natal (KZN)

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

8.5 Limpopo

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

8.6 Mpumalanga

Graskop	Ermelo	White River
Coordinator: Ms K Bloem	Coordinator: Ms M van Rensburg	Coordinator:
Panorama High School Eeufees Street Graskop 1270	Ligbron Akademie vir Tegnologie Voortrekker Street ERMELO / 2350	Primary Witrivier Syd Cornwall Street White River

8.7 Northern Cape

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

8.8 North-West Province

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

8.9 Western Cape

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


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

8.10 Namibia

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

EDU.9 UNIT FOR OPEN DISTANCE LEARNING (UODL)

9.1 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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9.2 UODL administrative staff members

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

9.3 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

9.4 Examination centres (2020)³

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 (not open to all)		

KWAZULU NATAL	LIMPOPO	MPUMALANGA
Cedar (not open to all)	Giyani	Bosbokrand (MP Bursary)
Durban	Groblersdal	Elukwatini
Empangeni	Jane Furse	Ermelo
Eshowe	Lephalale	Graskop
Estcourt	Makhado	Kamaqhekeza
Greytown	Modimole	Kamhlushwa
Igwavuma	Phalaborwa	Kinross
Jozini	Polokwane	Lydenburg
Kokstad	Thabazimbi	Middelburg
Ladysmith	Thohoyandou	Mukhanyo (not open to all)
Matatiele	Tzaneen	Nelspruit
Mkuze		Piet Retief
Newcastle		
Pietermaritzburg		
Pongola		
Port Shepstone		
Stanger		
Ulundi		
Vryheid		

³ Subject to change

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.10 ACADEMIC INQUIRIES: DISTANCE LECTURERS

10.1 Appointment and communication with academic staff

Lecturers may be contacted by:

10.1.1 Telephone

Telephonic inquiries will be dealt with from Tuesdays - Thursdays between 10:00 and 15:00 only. NB: Please note that lecturers might be lecturing on campus, 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.

10.1.2 Email

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

10.1.3 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.

10.2 List of BEdHons NQF 8 lecturers: Distance MoD

BEdHons Programme Leader				
Dr Van Deventer, I (Idilette)	+27 18 299 4590		B11 G63	10693823@nwu.ac.za



(Please note that this list is subject to change)

Subject Group: Curriculum Studies, Philosophy, Research Methodology				
Name	Phone number	Module	Office	Email address
Prof Geduld, BW (Bernadette) Mr Blignaut, Henry (TLAS 612 Section B)	+27 18 299 4583 +27 18 299 4721	CLIN 611 TLAS 612 TSCU 621 ISCS 611	B11 G48 C6 G40	13267752@nwu.ac.za 21114404@nwu.ac.za
Dr Jagals, D (Divan)	+27 18 299 2154	CUDE 611 SLAD 621	B11 G45	12782890@nwu.ac.za
Dr Van der Vyver, CP (Corné)	+27 18 299 4587	FOER/RSPR enquiries	B11 G61	13267876@nwu.ac.za
Subject group lecturers		ERTP 671		
Subject Group: Educational Management and Leadership				

Name	Phone number	Module		Email address
Dr Van Wyk, AW (Arrie)	+27 18 299 4584	EMLO 611 ONWB 625	B11:G53	10752889@nwu.ac.za
Dr Van Deventer I (Idilette)	+27 18 299 4590	ONWB 624	B11:G63	10693823@nwu.ac.za
Dr Eloff, C (Cecile)	+27 18 299 1908	ONWR 611 ONWR 624 ONWR 625	B10:G22	12365408@nwu.ac.za
Prof Wolhuter, C (Charl)	+27 18 299 1881	VGLO 624 VGLO 622 VGLO 623	B10:G33	11819898@nwu.ac.za
Subject group lecturers		ERTP 671		

Subject Group: Life Orientation				
Prof Botha, J (Johan)	+27 18 299 1140	LOHO 611	B6:G08	21734038@nwu.ac.za
Dr Payne-van Staden, I (Isabel)	+27 18 2852265		B11:G51	11933534@nwu.ac.za
Dr Botha, L (Lettie)	+27 18 299 4462	LOHO 671	B10:G26	13256629@nwu.ac.za
Prof Hay, J (Johnnie) (VC)	+27 18 285 2026		11B:105 (VC)	21255253@nwu.ac.za
Dr Swarts, P (Pieter)	+27 18 299 4895	LOHO 621	C6 131	13233068@nwu.ac.za
Dr C. Twine (Corlia)	+27 18 299 2149	LOHO 622	B11:G47	20572611@nwu.ac.za
Subject group lecturers		ERTP 671		

Subject Group: Mathematics Education				
Dr Jordaan, T (Tertia)	+27 18 299 4580	MATD 611	B11 G28	22997385@nwu.ac.za
Dr Laubscher, DJ (Dorothy)	+27 18 299 4585	MATD 622 MATE 671 ERTP 671	B11 G56	10218343@nwu.ac.za
Subject group lecturers		ERTP 671		

Subject Group: Special Needs Education				
Dr Neethling, M (Marinda)	+27 18 2852071	APLS 674 IELS 671	B11 G12	12689866@nwu.ac.za
Prof Malindi, M (Macalane)	+27 18 299 4552	FLCE 621	B11 G06	10084975@nwu.ac.za
Dr Kok, I (Illasha)	+27 18 299 2143	CEPS 612	B11 G23	10317724@nwu.ac.za
Dr Van der Vyver, CP (Corné)	+27 18 299 4587	FOER enquiries	B11 G61	13267876@nwu.ac.za
Subject group lecturers		ERTP 671		

Subject Group: Business Science Education (Not offered in 2020)				
Name	Phone number	Module Code	Office	Email address
Dr Jagals, D (Divan)	+27 18 299 2154	CUDE 611 SLAD 621	B11 G45	12782890@nwu.ac.za
Prof Geduld, BW (Bernadette)	+27 18 299 4583	TLAS 612 (Section A)	B11 G48	13267752@nwu.ac.za
Blignaut, H (Henry)	+27 18 299 4721	TLAS 612 (Section B)	C6 G40	21114404@nwu.ac.za
Ms Kruger D (Danél)	+27 18 299 4320	BSTE 621	B10: G43	20576404@nwu.ac.za
Ms Mitchell, T (Therese) (PC)	+27 18 299 4338	BSTE 622	B10: G41	13101021@nwu.ac.za
Dr Van Tonder, (Deon) (VC)	+27 16 910 3059	BSTE 623	11B.124	10482105@nwu.ac.za
Ms Du Toit, A (Adri) (PC)	+27 18 299 4320	BSTE 624	B10: G18	10095977@nwu.ac.za
Dr Van der Vyver, CP (Corné)	+27 18 299 4587		B11 G61	13267876@nwu.ac.za
Subject group lecturers		ERTP 671		

EDU.11 IMPORTANT CONTACT INFORMATION

11.1 To retrieve information

Old examination papers (all programmes)

Tutorial letters (eFundi)

Examination letters (eFundi)

PowerPoint presentations (all programmes)

Recorded IWB sessions (all programmes)

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

11.2 Submit assignments

Only submit electronically on e-Fundi.

Please note the following:

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

-The file must be saved with your student number and Module code:
ModuleCode_YourOwnStudentnumber_Assignment2

NOTES: