

BEd in Senior and FET Teaching

(BEd in Snr & FET)

SCHOOL FOR LANGUAGE EDUCATION

Open Distance Learning students

PROSPECTUS (Information booklet)

2020

North-West University

Faculty of Education

Contact details:

Tel: +27 18 285 5900

Fax: +27 87 234 4957

Website: distance.nwu.ac.za/

Email: DistancePotch@nwu.ac.za

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

2. Direct all written correspondence to:**2.1 Academic matters:**

Academic Manager: Faculty of Education
Unit for Open Distance Learning (UODL)
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**

Dean's letter	Error! Bookmark not defined.
What is Open Distance Learning?	iv
1 Academic and Faculty rules	1
1.1 General provisions.....	1
2 General Academic Rules for ODL programmes	5
2.1 Admission requirements for programme(s)	5
2.2 ODL examination opportunities	5
2.3 Admission to examinations	6
2.4 Participation mark.....	6
2.5 Module mark.....	6
2.6 Unsatisfactory academic performance	6
2.7 Termination of studies of ODL students.....	7
2.8 Warning against plagiarism.....	7
3 Academic matters	7
3.1 Programme information: BEd Senior & FET Teaching	7
3.1.1 Nature and general aims	7
3.1.2 Work Integrated Learning (WIL)	8
3.1.3 Study duration and articulation	11
3.1.4 Admission requirements.....	12
3.1.5 Rules for the programme.....	12
3.2 Academic enquiries:	13
3.2.1 Study material and study guides.....	13
3.2.2 eFundi.....	13
3.2.3 Submission of assignments.....	14
3.2.4 Curriculum choice for BEd Snr & FET distance learning students	15
3.2.5 Suggestion regarding structuring your curriculum.....	23
3.2.6 Language.....	24

3.2.7	Study material	24
3.3	Teaching and learning arrangements	24
3.3.1	Assessment (assignments and examinations)	24
3.3.2	Library services: Student Academic Support	24
3.3.3	Examinations	25
3.3.4	Cancellation of studies/Expulsion process	27
3.3.5	Fees payable upon cancellation of studies	28
3.3.6	Continued liability for fees payable upon expulsion from studies	28
4	Administrative matters	28
4.1	Change of address	28
4.2	Financial arrangements	28
4.2.1	Fees payable upon changing of modules	28
4.2.2	Credit amounts on a University account	28
4.2.3	General account enquiries	29
4.2.4	Web address	29
5	Contact sessions and Year Programme	29
5.1	General information regarding contact sessions	29
5.2	Contact tuition information	30
5.2.1	Interactive whiteboard sessions	30
5.2.2	Contact sessions at Learner Support Centres	31
5.3	Communication and contact details regarding contact sessions	31
5.4	Practical laboratory sessions for Life Sciences and Physical Sciences	
	for Education	32
•	Examination timetable	32
•	The first semester examination will take place from 27 May 2020	
	- 19 June 2020	32
6	Counselling	34

7	Provincial list of learning support centres 2020.....	35
8	UODL Examination centres for 2020.....	39
9	UODL Academic manager, Faculty of Education	41
10	UODL Administrative staff members	41
11	Lecturers, Potchefstroom Campus, North-West University	41

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

What is Open Distance Learning?

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

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

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

1 Academic and Faculty rules

Dear student

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

Should you have any further enquiries regarding academic rules, we would like to refer you to the following link to familiarise yourself with the rules the students commit themselves when they register to study at the NWU.

www.nwu.ac.za/sites/www.nwu.ac.za/files/files/i-governance-management/policy/7P-Arules2015_e_1.pdf

The link to yearbooks of the NWU is: www.nwu.ac.za/yearbooks

1.1 General provisions

1.1.1 Study duration

A rule 1.3.3: Minimum and maximum duration of study

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

Bachelor of Education

- Bachelor of Education (BEd): Minimum 4 years and maximum 6 years (contact mode) (refer to A rule 1.14.1.4);
- Bachelor of Education (BEd): Minimum 4 years and maximum 8 years (distance) (refer to A rule 1.14.2.4).

A rule 1.8: Linked and concurrent modules (These modules are identified clearly in the faculty yearbook applicable to your studies.

- 1.8.1 Linked modules, being modules identified as assumed learning for a subsequent module or modules, must be specified in faculty rules.
- 1.8.2 Linked modules must have been passed before a student may register for a successive module.
- 1.8.3 The passing of modules may be specified in faculty rules as a concurrent requirement for the recognition of the passing of another module, in which case such modules may be taken in a semester prior to, or in the same semester as the module for which it is a concurrent requirement.

Faculty comment:

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

1.1.2 Annual registration

A rule 1.10.1: Annual registration

(Refer to A rule 1.4, recognition as a student of the university)

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

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

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

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

1.10.1.6: 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.*

Annual registration for BEd programme:

- i. Students (contact and distance) register for the BEd only during the first annual registration period. The modules offered are synchronised for the modes of delivery.
- ii. BEd students are advised to report to the faculty adviser before registration so that a curriculum control form can be completed in order to ensure that the student registers for the correct modules.

Correctness of registration remains the personal responsibility of the student.

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

Faculty comment: *The last day for module amendments and cancellation will be 15 February 2019 for the first semester and 15 August 2019 for the second semester. In this case only a pro rata payment will be paid back to the student as study material had already been sent to students and there were administrative and postage fees.*

1.1.3 Remarking of examination work

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

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

NB It can take up to 2 months to receive the re-mark result. Students should thus plan and continue with their studies according to the published mark.

1.1.4 Progression requirements

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

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

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

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

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

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

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

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

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

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

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

1.1.5 Provisions for undergraduate qualifications

A rule 2.5.3: Number of examination opportunities

2.5.3.1 A student registered for an undergraduate module is entitled to use two consecutive opportunities per module to take the examination within the examination time tables set in the annual university calendar.

Faculty comment: *ODL students' second examination opportunity is in the following semester during the scheduled examination period. If a student fails a module the second time, or failed to use the two consecutive examination opportunities he/she needs to reregister and pay the following year for this module and the previous participation mark will no longer be taken into account.*

1.1.6 Qualification with distinction

A rule 2.6.2: Qualification with distinction (Undergraduate programmes)

- 2.6.2.1 In order to be awarded a qualification with distinction a student must achieve a weighted average of at least 75% for all the core modules identified as such in the faculty rules concerned, not taking additional modules taken by the student into account.
- 2.6.2.3 A part-time student or a student enrolled in a distance programme must complete the programme within the maximum time specified in the faculty rules in order to qualify for the award of the qualification with distinction.
- 2.6.2.4 The marks obtained in core modules completed at other institutions recognised by the university for the purpose must be taken into account when calculating the weighted average mark referred to in rule 2.6.2.1.

2 General Academic Rules for ODL programmes

(Aligned to the NWU's Academic Rules)

2.1 Admission requirements for programme(s)

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

2.2 ODL examination opportunities

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

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

IMPORTANT NOTICE

Recommendation for completing modules during the study period:

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

build onto preceding modules and will promote meaningful knowledge construction.

2.3 Admission to examinations

According to Academic Rules A.2.4.2 and A3.4.2, any student who has obtained the required proof of participation and the prescribed participation mark of 40%, will be admitted to the examination in the module concerned. Students will be granted a second examination opportunity during the following semester should they fail their first attempt.

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

2.4 Participation mark

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

A participation mark for modules in the BEd Snr & FET programme will be obtained by successfully completing and obtaining an assignment mark for the prescribed assignment(s), as stipulated for each module. A BEd student must obtain a 40% participation mark to be admitted to the examination.

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

2.5 Module mark

A "module mark" is calculated according to a formula that will be determined for each module in terms of faculty rules from time to time. The formula is based on the participation mark and the examination mark awarded to a student in a module, and in the first year of study, it is based on 50% participation and 50% for examination in most of the modules. (Please check the MOD of each module for this specific information).

2.6 Unsatisfactory academic performance

A student whose academic performance is found to be unsatisfactory will receive a formal written warning from the Dean: FES or an administrator authorised by him. Thereafter, if progress is still unsatisfactory, the student will be dealt with in terms of General Academic Rules A.2.4.7.1, A.2.4.8 and A.2.8.

2.7 Termination of studies of ODL students

The minimum and maximum duration of study for the various qualifications is indicated in the Calendar and in the programme prospectus (information booklet) for the qualification concerned. One year before the maximum duration of study is exceeded and a student's studies are finally terminated, such a student will receive a warning letter from the Dean: FES or an administrator authorised by him to inform him/her of the two final examination opportunities when all outstanding modules must be passed. Should such a student still have outstanding modules after these examination opportunities, his/her studies must be terminated in terms of Academic Rules A.2.4.6 and A.2.8.

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

2.8 Warning against plagiarism

Assignments are individual tasks and not group activities (unless explicitly indicated as such). For further details, see:

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

3 Academic matters

3.1 Programme information: BEd Senior & FET Teaching

(Refer to the NWU Calendar for the Programme at www.nwu.ac.za/p-fes).

3.1.1 Nature and general aims

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

The Bachelor of Education (BEd) in Senior & FET Teaching is a four-year, vocation-specific, professional degree that integrates both the academic study and the professional preparation required to be a teacher from the first year. The focus in the Senior Phase is to prepare students to teach from grades 7 – 9 and that of the FET phase, to teach from grades 10 - 12. The knowledge mix for these teaching phases include disciplinary, pedagogical and practical learning, to enable teachers to work competently with learners from grades 7 – 12 in selected subjects only, and they are therefore required to gain a solid understanding of their subject and a mastery of core teaching skills. The

students are prepared to teach a variety of curricula offered in schools, of which the curriculum of the South African Department of Basic Education is one. They are also taught to demonstrate various teaching methods and to incorporate teaching aids.

Successful completion of the programme qualifies the student for registration with the South African Council for Educators (SACE) and for employment as an educator in South African schools. In addition to serving as an initial qualification to teach, successful completion of the degree provides students with the opportunity to continue their study of education at a postgraduate level.

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

Please remember the following:

The **BEd Snr & FET** students of the North-West University who are completing their studies via our UODL are required to complete a total of **24 weeks practicum** at a school (in Grades 7 - 12 classrooms) for WIL. Students must complete the 24 weeks practicum over a period of 4 - 8 years, with a minimum of three continuous weeks at a time. An arrangement in this regard should be made between the student and the school.

3.1.2 Work Integrated Learning (WIL)

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

Year of study	Period	Practical training (WIL requirements)
1 st year of study	Month 1 – 6	3 weeks in a Grade 8 classroom
	Month 7 - 11	3 weeks in a Grade 8 classroom
2 nd year of study	Month 1 – 6	3 weeks in a Grade 9 classroom
	Month 7 - 11	3 weeks in a Grade 9 classroom
3 rd year of study	Month 1- 6	3 weeks in a Grade 10 classroom
	Month 7 – 11	3 weeks in a Grade 10 classroom
4 th year of study	Month 1 – 6	3 weeks in a grade 11 classroom
	Month 7 - 11	3 weeks in a Grade 11 classroom

2020 Dates:

- **Semester 1: Tuesday, 31 March – Thursday, 23 April**
- **Semester 2: Tuesday, 7 July – Friday, 31 July**

If UODL students require additional days to complete their practical teaching, the following dates will be acceptable as extra days (*if needed*):

- **Semester 1: Friday, 24 April – Friday, 15 May**
- **Semester 2: Tuesday, 28 July – Friday, 14 August**
-

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

- **23 May 2020 (first semester)**
- **5 September 2020 (second semester)**

Please take note of the following:

EDCC118 is a prerequisite for EDCC218

EDCC128 is a prerequisite for EDCC228

EDCC218 is a prerequisite for EDCC318

EDCC228 is a prerequisite for EDCC328

EDCC318 is a prerequisite for EDCC418

EDCC328 is a prerequisite for EDCC428

EDCC418 is a prerequisite for EDCC428

More information is available on your EDCC118 eFundi site and that questions/queries may be submitted during the first whiteboard session.

The School must be willing to take part in the WIL process by:

- Allowing the student to observe and reflect on a number of classes/lessons by the mentor.
- Allowing the student to teach a few lessons under mentorship of the teacher (refer to the WIL guideline for more information).
- Providing the NWU with a telephone number, email **or** fax number **and** physical address.

- Agreeing that the allocated mentor attend the NWU's Mentorship Training Programme (accredited by the SETA) to become an accredited NWU mentor who will be able to assess the student in practice. The NWU will contact the school in this regard after completion and submission of form PR 02 E.
- **Please indicate the name and surname of the person in charge of student affairs at the school.**

If the school is willing to accommodate the student, please complete form **PR 02 E** in full. The student will be responsible for returning the form to the WIL office for final approval. **Please complete the form with an EMIS number (Education Management Information System).**

We kindly request that this form be completed and signed, as it serves as confirmation that

- the school is willing to accommodate our Distance Learning student named on the form;
- note is taken of the necessary requirements of accommodating this student for WIL;
- an appropriate mentor has been allocated, who will complete his/her mentorship training at NWU, if not yet SETA accredited; and
- the NWU will be informed of the mentor allocated by the school to the student.

The student must do the following to prepare for the WIL process:

- Arrange with the school to complete his/her WIL period, by requesting the school to complete and sign the PR 02 E form.
- Send the completed PR 02 E form to the WIL Distance Learning office (only return Appendix A for this purpose). The PR 02 E form is available on the website - http://distance.nwu.ac.za/sites/distance.nwu.ac.za/files/files/open-distance-learning/Main/2015/Application%20Forms/Application_complete.pdf.
- Obtain an EMIS number from the school. Without this number, students will not be allowed to complete their WIL period at the particular school.
- Ensure that the school is aware of and willing to identify a teacher of the school to undergo the NWU Mentorship Training course, in order to become SETA accredited. For more information on the Mentorship Training, please call **+27 18 285 2208/09**.

Requirements for allocating a mentor (one of the following):

- Principal or deputy principal.
- Qualified BEd FET teacher with five years of experience.
- Degree and PGCE qualified teacher with five years of experience.
- Allocated mentor to undergo the NWU Mentorship Training Programme.
- Allocated mentor to undertake all assessments as required from the student. The mentor may undertake assessments while he/she is still completing the Mentorship Training.
- The school must have Grades 8 – 12 classrooms.

IMPORTANT:

- Students should ensure that they understand the information provided in study guide EDCC 118.
- They should ensure that they have provided a valid email address on the PR 02 E form.
- They should refer to APPENDIX B of the PR 02 E form for the compilation of the WIL portfolio and other forms that must be completed.

WIL Office:

Tel: +27 18 285 2012/299 4755

Fax: + 27 87 233 1442

Email: p-wil-office@nwu.ac.za

3.1.3 Study duration and articulation

- Study duration

The minimum duration for completion of the BEd Snr & FET studies is four years, with a maximum duration of eight years.

- Articulation

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

3.1.4 Admission requirements

3.1.4.1 General admission requirements

- a) APS-score: The results obtained in four designated subjects and two NSC subjects are used in calculating the APS-score of 24. The results obtained for Life Orientation are excluded. Students may be required to write an admission examination.
- b) Language requirement: A pass at level 4 (50-59 %) in the language of instruction at both the Home and First Additional Language level is required.

3.1.4.2 Specific requirements

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

3.1.4.3 Calculating the APS-score

- a) The results of six subjects are used to calculate the APS-score.
- b) Results obtained for Life Orientation (LO) will be excluded in computing the APS-score. An achievement level of 5 or higher in LO will be regarded as a recommendation for admission in borderline cases, and for admission to certain programmes.
- c) A student who achieves one APS-scale point lower than the required points for a specific subject may, at the discretion of Senate, be admitted conditionally to a particular field of study. Such a student must prove, by successful completion of a Senate-approved admission examination registered with the Matriculation Board that he/she has the ability to succeed at university studies.
- d) A student who obtains Discretionary Exemption may be admitted to certain study programmes on certain conditions.

3.1.5 Rules for the programme

(Refer to the NWU Calendar for the BEd Undergraduate Programmes)

The rules for the BEd Snr & FET must be read in conjunction with the General Academic Rules of the University (A-Rules), which are available on the Internet at:

http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/i-governance-management/policy/7P-Arules2015_e_1.pdf

3.2 Academic enquiries:

Lecturers may be contacted via

- Email on eFundi.

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

- Appointment

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

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

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

3.2.1 Study material and study guides

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

3.2.2 eFundi

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

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

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

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

3.2.3 Submission of assignments

Due dates for assignments are published on the eFundi sites for each specific module. Adhere to these meticulously as your examination entrance depend on the results of these assignments.

All assignments should be submitted electronically via eFundi.

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

STUDENT'S USERNAME, PASSWORD AND PIN

For students to be able to access eFundi or personal information like a proof of registration or academic record or marks, they need certain login details:

- The student's **USERNAME** is always his/her NWU number.
- For SA citizens, the student's *initial* **PASSWORD** is his/her ID number@Nwu (e.g. 8106010982082@Nwu).
- For non-SA citizen, the student's *initial* **PASSWORD** is his/her Passport number@Nwu (e.g. AB123456@Nwu).
- To retrieve certain information from the system, e.g. the proof of registration, a window will open and the student needs to log in with a **PIN**. Every student should create his/her own PIN. Go to <http://distance.nwu.ac.za/help> and under Student Access, click on NWU Student Pin and follow the instructions.

STUDENT SELF-HELP INFORMATION AVAILABLE ON SYSTEM

Open Firefox or Google Chrome browser (check which one works the best on your computer)

1. Proof of Registration

- <http://distance.nwu.ac.za/help>
- Look under Administration and click on Proof of Registration
- Click on Registration on the left
- Login with Student number and PIN
- Click on Registration on the left
- Click on Proof of Registration on the left
- Click on your Qualification in the drop down
- Click on Retrieve information (sometimes the pop-up is blocked – click allow pop-up on top right hand corner)

2. Financial Statement (student account)

- <http://distance.nwu.ac.za/help>
- Look under Administration and click on Financial Statement

- Login with Student number and PIN
- Click on Retrieve information

3. Update Personal Information

- <http://distance.nwu.ac.za/help>
- Look under Student Access, click on Update Personal Information
- Login with Student number and PASSWORD
- Change the details and click on Submit

4. Participation Marks

- <http://distance.nwu.ac.za/help>
- Look under Assessment Information and click on Participation Marks
- Login with Student number and PIN
- Click on Retrieve information

5. Personal Examination Timetable

- <http://distance.nwu.ac.za/help>
- Look under Assessment Information and click on Personal Examination Timetable
- Login with Student number and PIN
- In the drop down at Opportunity month, choose either June (for 1st sem) or November (for 2nd sem)
- In the drop down at Opportunity, always choose 1st Opportunity
- Click on Retrieve information
- All the information necessary for the exam appears there, e.g. the modules, the time, the address of the venue and the name of the invigilator

6. Previous Exam Papers

- <http://distance.nwu.ac.za/help>
- Look under Useful links and click on Downloads
- In the blue bar, click on Past Papers
- Type the module at Course code and click on Submit Query
- Choose Distance learning and click on blue paper at right

7. Examination Results (it will only be available once the exam commission has approved it)

- <http://distance.nwu.ac.za/help>
- Look under Assessment Information and click on Examination Results
- Login with Student number and PIN
- Click on General enquiries on the left
- Click on Examination Results
- Click on Retrieve information

8. Academic Record

- <http://distance.nwu.ac.za/help>
- Look under Assessment Information and click on Download Academic Record
- Login with Student number and PASSWORD
- Click on Academic Record
- In drop down at Language of Report, choose your language
- Click on Submit
- Use your ID number as password

3.2.4 Curriculum choice for BEd Snr & FET distance learning students

- Students should ensure that they choose their specialisation (e.g. 4BP J01) and one additional second subject specialisation from the block that is included in the chosen specialisation.
- Please note: Modules like Learner Support (LESE112) and Physical Education & Sport Management (PESP111), can only be taken as additional subjects in a specified block.
- Students who are choosing Life Science and/or Physical Science **must** attend practical sessions during the April and October school holidays in completion of the modules.
- Students who choose Geography will be required to attend practical sessions in Potchefstroom during the third and fourth years of studying these modules.

Choice	Specialisation	Choice	Module code	Choose one 2 nd Specialisation subject
	Senior and Further Education and Training phase: Onderwysafrikas 4BP J01		ENGV111	English for the Senior/FET phase teacher: An introduction to Young Adult Literature (YAL)
			GEOE112	Geography Education: Physical economics and population background of Africa and the RSA
			HISE112	History for Education: Aspects of Euro-Asian History (9th to 19th century)
			LESE112	Introduction to Learning Support within an inclusive education approach
			MATH111	Mathematics for the Senior and FET phase: Numbers, relationships and number systems
			SEVF111	Setswana Home Language: Phonetics, phonology, and listening skills and youth narratives and methodologies
	Senior and Further Education and Training phase:		BSTE112	Business studies: The business world, business management; business environments and entrepreneurship
			ENGV111	English for the Senior/FET phase teacher: An introduction to Young Adult Literature (YAL)

	Educational Life Sciences 4BPJ02		GEOE112	Geography Education: Physical economics and population background of Africa and the RSA
			PESP111	Physical Education and Sport Management: Sport and Physical Education History, Sport Ethics, Basic Sport Skills
			PHSE112	Physical Science: Basic chemistry principles and stoichiometry of chemical reactions in the Senior/FET phase
			SEFV111	Setswana Home Language: Phonetics, phonology, and listening skills and youth narratives and methodologies
			SOFV111	Sesotho Home Language: Introduction to Complex Sesotho Phonetics, Phonology, Phonemic Awareness and Spelling
	Senior and Further Education and Training phase: English for Education 4BP J04		ACCE112	Accounting for Education: Application of Accounting Systems
			AFRE112	Afrikaans Home Language: Text and Curriculum in the Senior & FET-Phase
			BSTE112	Business studies: The business world, business management; business environments and entrepreneurship
			HISE112	History for Education: Aspects of Euro-Asian History (9th to 19th century)
			LESE112	Introduction to Learning Support within an inclusive education approach
			LIFE112	Life Sciences for Education: Biochemistry and Cytology
			MATH111	Mathematics for the Senior and FET phase: Numbers, relationships and number systems
			SEFV111	Setswana Home Language: Phonetics, phonology, and listening skills and youth narratives and methodologies
			SOFV111	Sesotho Home Language: Introduction to Complex Sesotho Phonetics, Phonology, Phonemic Awareness and Spelling

Senior and Further Education and Training phase: Economics for Education 4BP J05		ACCE112	Accounting for Education: Application of Accounting Systems
		AFRE112	Afrikaans Home Language: Text and Curriculum in the Senior & FET-Phase
		BSTE112	Business studies: The business world, business management; business environments and entrepreneurship
		HISE112	History for Education: Aspects of Euro-Asian History (9th to 19th century)
		LESE112	Introduction to Learning Support within an inclusive education approach
		SEFV111	Setswana Home Language: Phonetics, phonology, and listening skills and youth narratives and methodologies
		SOFV111	Sesotho Home Language: Introduction to Complex Sesotho Phonetics, Phonology, Phonemic Awareness and Spelling
Senior and Further Education and Training phase: History for Education 4BP J06		AFRE112	Afrikaans Home Language: Text and Curriculum in the Senior & FET-Phase
		ECOE112	Economics for Education: Introduction to Economics (Part 1)
		ENGV111	English for the Senior/FET phase teacher: An introduction to Young Adult Literature (YAL)
		GEOE112	Geography Education: Physical economics and population background of Africa and the RSA
		LIFE112	Life Sciences for Education: Biochemistry and Cytology
		LOPV111	Life Orientation: Personal Life Skills and Ethics (i)
		PESP111	Physical Education and Sport Management: Sport and Physical Education History, Sport Ethics, Basic Sport Skills
Senior and Further Education and		ACCE112	Accounting for Education: Application of Accounting Systems
		AFRE112	Afrikaans Home Language: Text and Curriculum in the Senior & FET-Phase

	Training phase: Geography for Education 4BP J07		BSTE112	Business studies: The business world, business management; business environments and entrepreneurship
			EGDE113	Sketching and Instrument Drawing – Theory and Skills
			HISE112	History for Education: Aspects of Euro-Asian History (9th to 19th century)
			LESE112	Introduction to Learning Support within an inclusive education approach
			LIFE112	Life Sciences for Education: Biochemistry and Cytology
			MATH111	Mathematics for the Senior and FET phase: Numbers, relationships and number systems
			SEFV111	Setswana Home Language: Phonetics, phonology, and listening skills and youth narratives and methodologies
			SOFV111	Sesotho Home Language: Introduction to Complex Sesotho Phonetics, Phonology, Phonemic Awareness and Spelling
	Senior and Further Education and Training phase: Life Orientation 4BP J08		BSTE112	Business studies: The business world, business management; business environments and entrepreneurship
			ECOE112	Economics for Education: Introduction to Economics (Part 1)
			ENGV111	English for the Senior/FET phase teacher: An introduction to Young Adult Literature (YAL)
			MATH111	Mathematics for the Senior and FET phase: Numbers, relationships and number systems
			SEFV111	Setswana Home Language: Phonetics, phonology, and listening skills and youth narratives and methodologies
			SOFV111	Sesotho Home Language: Introduction to Complex Sesotho Phonetics, Phonology, Phonemic Awareness and Spelling

Senior and Further Education and Training phase: Physical Sciences for Education 4BP J10		ACCE112	Accounting for Education: Application of Accounting Systems
		AFRE112	Afrikaans Home Language: Text and Curriculum in the Senior & FET-Phase
		BSTE112	Business studies: The business world, business management; business environments and entrepreneurship
		EGDE113	Sketching and Instrument Drawing – Theory and Skills
		HISE112	History for Education: Aspects of Euro-Asian History (9th to 19th century)
		LESE112	Introduction to Learning Support within an inclusive education approach
		LIFE112	Life Sciences for Education: Biochemistry and Cytology
		LOPV111	Life Orientation: Personal Life Skills and Ethics (i)
Senior and Further Education and Training phase: Business Studies for Education 4BP J11		ACCE112	Accounting for Education: Application of Accounting Systems
		AFRE112	Afrikaans Home Language: Text and Curriculum in the Senior & FET-Phase
		ECOE112	Economics for Education: Introduction to Economics (Part 1)
		EGDE113	Sketching and Instrument Drawing – Theory and Skills
		ENGV111	English for the Senior/FET phase teacher: An introduction to Young Adult Literature (YAL)
		GEOE112	Geography Education: Physical economics and population background of Africa and the RSA
		PHSE112	Physical Science: Basic chemistry principles and stoichiometry of chemical reactions in the Senior/FET phase
		PESP111	Physical Education and Sport Management: Sport and Physical Education History, Sport Ethics, Basic Sport Skills

	Senior and Further Education and Training phase: Accounting for Education 4BP J12		BSTE112	Business studies: The business world, business management; business environments and entrepreneurship
			ECOE112	Economics for Education: Introduction to Economics (Part 1)
			ENGV111	English for the Senior/FET phase teacher: An introduction to Young Adult Literature (YAL)
			HISE112	History for Education: Aspects of Euro-Asian History (9th to 19th century)
			LESE112	Introduction to Learning Support within an inclusive education approach
			PHSE112	Physical Science: Basic chemistry principles and stoichiometry of chemical reactions in the Senior/FET phase
	Senior and Further Education and Training phase: Mathematics for Education 4BP J14		ACCE112	Accounting for Education: Application of Accounting Systems
			AFRE112	Afrikaans Home Language: Text and Curriculum in the Senior & FET-Phase
			ECOE112	Economics for Education: Introduction to Economics (Part 1)
			EGDE113	Sketching and Instrument Drawing – Theory and Skills
			ENGV111	English for the Senior/FET phase teacher: An introduction to Young Adult Literature (YAL)
			GEOE112	Geography Education: Physical economics and population background of Africa and the RSA
			LIFE112	Life Sciences for Education: Biochemistry and Cytology
			PHSE112	Physical Science: Basic chemistry principles and stoichiometry of chemical reactions in the Senior/FET phase
			PESP111	Physical Education and Sport Management: Sport and Physical Education History, Sport Ethics, Basic Sport Skills

	Senior and Further Education and Training phase: Setswana (M) for Education 4BP J15		ECOE112	Economics for Education: Introduction to Economics (Part 1)
			EGDE113	Sketching and Instrument Drawing – Theory and Skills
			ENG111	English for the Senior/FET phase teacher: An introduction to Young Adult Literature (YAL)
			GEOE112	Geography Education: Physical economics and population background of Africa and the RSA
			LIFE112	Life Sciences for Education: Biochemistry and Cytology
			LOPV111	Life Orientation: Personal Life Skills and Ethics (i)
			PESP111	Physical Education and Sport Management: Sport and Physical Education History, Sport Ethics, Basic Sport Skills
	Senior and Further Education and Training phase: Sesotho(M) for Education 4BP J21		ECOE112	Economics for Education: Introduction to Economics (Part 1)
			EGDE113	Sketching and Instrument Drawing – Theory and Skills
			ENG111	English for the Senior/FET phase teacher: An introduction to Young Adult Literature (YAL)
			GEOE112	Geography Education: Physical economics and population background of Africa and the RSA
			LIFE112	Life Sciences for Education: Biochemistry and Cytology
			LOPV111	Life Orientation: Personal Life Skills and Ethics (i)
			PESP111	Physical Education and Sport Management: Sport and Physical Education History, Sport Ethics, Basic Sport Skills

	Senior and Further Education and Training phase: Engineering Graphics and Design 4BP J16		BSTE112	Business studies: The business world, business management; business environments and entrepreneurship
			ECOE112	Economics for Education: Introduction to Economics (Part 1)
			ENGV111	English for the Senior/FET phase teacher: An introduction to Young Adult Literature (YAL)
			PESP111	Physical Education and Sport Management: Sport and Physical Education History, Sport Ethics, Basic Sport Skills
			PHSE112	Physical Science: Basic chemistry principles and stoichiometry of chemical reactions in the Senior/FET phase

3.2.5 Suggestion regarding structuring your curriculum

- a) Structure your curriculum over the period of four years.
- b) Do not attempt more than nine modules per semester (examination session). Remember that you should spend at least six months working through a module.
- c) If, after four years, you still have some outstanding modules, you will be granted four more years, in order to complete your curriculum.

Take note: Refer to the NWU 2020 Calendar for a breakdown of subjects/modules required for each study year.

3.2.6 Language

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

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

3.2.7 Study material

Study material will be available online.

3.3 Teaching and learning arrangements

3.3.1 Assessment (assignments and examinations)

3.3.1.1 Assignments

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

- **Enquiries regarding assignments:**

Please contact the specific lecturer for the module.

- **Important to know**

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

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

3.3.2 Library services: Student Academic Support

Library 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) Education Sciences Library hours

Term:

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

University holidays:

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

The library is closed on public holidays.

c) Library services

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

- Finding information for research: Call any of the following numbers for library information and support with research: +27 18 299 2859 or +27 18 299 1578. Provide your surname and initials as well as NWU student number in all instances when requesting information. (The library cannot provide information on registration, assignments, 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 ODL students may borrow six books for two weeks and postgraduate ODL 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.

3.3.3 Examinations

- You may download examination information from eFundi.

All queries: +27 18 285 5900.

- **Examinations may be written at any of the centres on the list provided.**
- **Please** take careful note of the details regarding the examination procedures provided below so that you know what will be expected of you.
 - i. Examinations will take place on the dates provided on the examination timetable.
 - ii. Familiarise yourself with the examination timetable and be prepared to write the examinations on the specified days. The examination timetables have been finalised and **NO** changes will be considered.
 - iii. A personal timetable for examination leave that may be submitted to an employer will be posted/emailed to you. If you have **NOT** received this timetable **two weeks** prior to the examinations, you must please inform the UODL office immediately.
 - iv. Examination papers are set and marked by lecturers and accredited markers from the University.
 - v. As soon as your results have been processed, they will be posted to you.
 - vi. The final promotion is conducted by an examination panel from the University.
 - vii. If you fail a module during the examinations, you will have the opportunity to rewrite the module the following semester. For instance: if you failed a module during the June/July examination, you will have the opportunity to rewrite it again during the October/November examination. If you fail a module again during the second examination, you will have to re-register and pay for the module, and re-submit the assignments to be granted the opportunity to write it again during the June/July examination the following year.
 - viii. Examination regulations appear in each answer book. Any irregularities during examinations are considered a serious offence, and the necessary steps will be taken.
 - ix. Dishonesty during the examination may result in a candidate being expelled from the course. Please ensure that you do not become a victim of this kind of behaviour. It is not worth it.
 - x. IT is important that you attend at the examination centre you have indicated on your application form, since provision will be made for you **only** at that examination centre. Only written requests for any change of examination centre will be accepted. The learner support centre closest to your hometown will be your particular examination centre (see list provided).
 - xi. **NO marks will be provided telephonically.**
 - xii. To find your results on the internet, go to <http://www.nwu.ac.za>
 - xiii. Under the heading **STUDY HERE** click on the **Exam results** link.

- xiv. The login window will appear. Type in your **student number** and **PIN** (the pin may be requested on the same web page).
- xv. 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.
- xvi. You may also make use of the **MTN line** to receive your examination results. The number to call, is +27 **83 123 222**. Have your student number available.

Examination marks are calculated as follows:

- i. An assignments sub-minimum of 40% will grant you admission to the examination.
- ii. The examination sub-minimum = 40% per module. You might obtain a module mark of above 50% and still fail because of the sub-minimum requirement in the examinations, which is 40%.
- iii. Participation- and examination marks total for the module, or final mark = 100%.
- iv. Examination + Participation marks = module mark (final mark).
- v. Distinction = 75% and above.
- vi. Pass mark = 50%.

3.3.4 Cancellation of studies/Expulsion process

3.3.4.1 Notice to the Head: Support Section

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

The Head: Support Section
UODL
Private Bag X6001
POTCHEFSTROOM
2531
- iii. Should notice of cancellation be sent by **registered mail**, the date of receipt will be noted as the official cancellation.
- iv. The cancellation is valid from the date of submission of the proper cancellation form to the Department of Academic Administration, or from the date of receipt of the registered postal article by the Head: Support Section.

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

3.3.5 Fees payable upon cancellation of studies

- i. Should you cancel your studies prior to 19 February, only the registration amount will be payable, as indicated in 2.2.2.1 above. Should you cancel your studies after 19 February, the full tuition fees for the first semester will be payable.
- ii. Should you cancel your studies for the second semester prior to 31 July, only the tuition fees for the first semester will be payable. Should you cancel your studies after 31 July, the full tuition fees for the year will be payable.
- iii. Should you cancel your studies, all bursaries and/or loans will be repayable immediately.

3.3.6 Continued liability for fees payable upon expulsion from studies

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

4 Administrative matters

4.1 Change of address

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

4.2 Financial arrangements

4.2.1 Fees payable upon changing of modules

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

4.2.2 Credit amounts on a University account

- 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.

- Credit balances on your accounts will only be paid out against acceptable proof of your identity. Payment to any other person than you will be made only upon your written authority on the prescribed form available at the enquiry desks and against satisfactory proof of your identity. The above procedure is necessitated by relevant legislation and internal control measures.
- Official application forms for credit payments are available at student account enquiries desks, on the website, or by calling +27 18 299 2674, and should be completed in full and approved for the pay-out of credits. Please take note of the cut-off times for requesting payments, as well as time delays before actual pay-out. A standard levy will be charged to your account for every cheque issued for this purpose.

4.2.3 General account enquiries

Enquiries with regard to your accounts may be addressed to the staff at Student Accounts, located on the ground floor of the Joon van Rooy Building.

Tel: +27 18 299 2667/8/9
 +27 18 299 2670/1
 +27 18 299 2672/3
 Fax: +27 18 293 5230/5234/5252
 +27 18 293 5313/5314/5315

Email: PUK-studyfees@nwu.ac.za

4.2.4 Web address

The complete Fees Payable and Financial Rules are available at:

www.nwu.ac.za/gelde

5 Contact sessions and Year Programme

5.1 General information regarding contact sessions

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

- **Familiarise yourself with dates of contact sessions taking place in your area (included in this information booklet).**
- Your **timetable** will clearly indicate which sessions will be facilitated on the interactive whiteboards and which will be facilitated by facilitators. No other modules will be facilitated at a Learner Support Centre on one specific date.
- **Timetables for all Learner Support Centres** are included in your information booklet. You should attend the contact session in the area allocated to you for the BEd Senior & FET. You may not attend contact sessions at the Learner Support Centre of your choice. You do not have to book to attend a contact session. Please ensure that you use the

correct timetable for the given Learner Support Centres. Dates, times and Learner Support Centres are clearly indicated.

- When attending contact sessions, you will be requested to complete **attendance registers** at the Learner Support Centre where you attend contact sessions. Even if sessions are facilitated by means of the interactive whiteboards, attendance registers must be completed for all modules.
- Take note that only modules as allocated on the timetable will be facilitated on the assigned dates for such modules (interactive whiteboards and facilitator sessions).
- Timetables and schedules for the whiteboard sessions of the first- and second semester will be uploaded to eFundi.
- In 2020, sessions at all Learner Support Centres will be facilitated by utilising the interactive whiteboards. Please ensure that you are on time for your modules/programme. Familiarise yourself with times of modules on specific dates.
- For additional information regarding your studies, also visit the Facebook page for the UODL or Unit for Open Distance Learning.

5.2 Contact tuition information

5.2.1 Interactive whiteboard sessions

Thursday afternoons 14:15 – 18:15 – First Year

Wednesday afternoons 14:15 – 18:15 – Second Year

Tuesday afternoons 14:15 – 18:15 – Third year

Monday afternoons 14:15-18:15 – Fourth Year

- Contact sessions (Interactive Whiteboard sessions (IWB)) will be provided at Learner Support Centres. This implies that the lecturer responsible for the module will lecture in Potchefstroom while his/her lecture will be broadcast live to the various Learner Support Centres.
- Each Learner Support Centre has a technician to assist you. You may therefore interrupt the lecturer or answer/ask questions at any time, as the whiteboard allows for immediate interaction. The technician will assist you in this regard.
- More information regarding this system will be communicated to you during IWB sessions.
- The majority of sessions in 2020 at all Learner Support Centres will be facilitated by utilising the interactive whiteboards.
- Please ensure you are on time for your modules/programme. The time slots are scheduled according to these times, similar to TV programmes. If you are late, you will miss out!

5.2.2 Contact sessions at Learner Support Centres

- **Attending contact sessions is compulsory for all BEd Senior and FET students.** It has been proven that students who attend normally have a higher success rate.
- During these sessions, you will **meet with relevant academic professionals** who will give you advice on your assignments, provide feedback regarding completed assignments and academic guidance via your study material. You will also have the opportunity to work in groups with peers.
- It is very important that you should be **well prepared** when attending a contact session. Contact sessions must be regarded as support sessions and not necessarily as the delivering of lectures. Thorough preparation beforehand by the student will make these sessions very valuable.
- Contact sessions are primarily scheduled on **Thursdays** (for first year students), **Wednesdays** (for second year students), **Tuesdays** (for third year students) and **Mondays** (for fourth year students) and will take place at registered **LEARNER SUPPORT CENTRES**. (Refer to the timetable for the correct dates).
- However, when public holidays are interfering with these sessions, we have moved the session to an earlier day of the week.
- **Only modules, as indicated on the timetable, will be facilitated** on the assigned dates.
- Timetables for all sessions scheduled from January to October 2020, will be uploaded to eFundi and communicated by lecturers.
- In 2020, only two contact sessions are scheduled per module per semester. Thus, the lecturer for each module will record additional sessions or upload additional PowerPoints to ensure that the content of the module is covered.

WELCOME to North West University's Unit for Open Distance Learning (UODL). We have no doubt that you will find your experience with us a fulfilling one as you embark on your journey of knowledge. We have ensured that lectures are easily accessible and our technology is top notch to facilitate the process. Herewith follows a quick guide to accessing the interactive lecture sessions live as well as recordings thereof.

SOFTWARE (LIVE SESSIONS)

1. UODL utilises SMART Bridgit Software via interactive white board technology.
2. To connect for the first time from your computer/laptop, use a browser such as Firefox or Google Chrome and type the following URL into the address bar: <http://41.72.150.20:8080>




Once the URL is entered, click on the "Download Software" button.

Once installed, the software will create a Bridgit icon on your desktop for ease of access

3. Locate and install the Bridgit.exe file.
A Bridgit icon will now be saved to your desktop.

LECTURE RECORDINGS (POST BROADCAST SESSIONS)

1. Visit UODL's website:
<http://distance.nwu.ac.za/downloads>
2. Take note of the relevant Programme's "Username & Password" below the various Button options.
3. Click on "Video Resources" Button. You will now be redirected to the Lecture Recordings Portal.
4. Click "Sign In" Button. Insert the "Username" and "Password" that you noted earlier and sign in.
5. You can now search for the relevant module code, lecturer's name, date, etc. to locate the relevant recording you are searching for.
6. **Tip!!** When viewing a video, click on the  icon at the top of the screen to download the recording.

QUICK LINKS

eFundi Password Reset
<http://distance.nwu.ac.za/password>

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

Exam Timetable
<https://goo.gl/UTNCuj>



Did you know?

You do not have to travel to the Potchefstroom Campus to attend live sessions or submit your assignments. Locate a centre near you via this link:

<https://goo.gl/m3kEVL>

The e-Learning team at UODL wishes you well with your future endeavours!

For further information or administrative enquiries, contact our Call Centre:

E-mail: DistancePotch@nwu.ac.za

Tel. 018 285-5900

Short message System (SMS)

Send SMS to 43366

NWU[Space]Studentnumber[Space]

Subject code[Space]And the question

UODL's Website

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

5.3 Communication and contact details regarding contact sessions

- In all cases, please refer to your Year Programme regarding contact sessions in your area.
- If you are uncertain where to attend contact sessions in your area, please call +27 18 285 5900 (office hours – Monday to Friday 08:00–16:30).
- Should you experience problems with facilitators or facilitation at Learner Support Centres, please call +27 82 779 6390.

5.4 Practical laboratory sessions for Life Sciences and Physical Sciences for Education

- a) If you have chosen one of these courses, (PHSE, LIFE NSSP), a compulsory practical session per module will have to be attended at one of the following campuses: Vanderbijlpark, Potchefstroom and/or Mafikeng. (Please take note that Potchefstroom Campus laboratories are not equipped to present Physical Sciences for Education for FET students but can accommodate the Senior Phase students of the Physical Sciences module).
 - b) Sessions are scheduled for April and October, and you yourself should make the necessary arrangements for accommodation and transport during this time.
 - c) Attendance of the practical sessions is compulsory, and you will be examined on the content of these courses.
 - d) **A timetable with the dates and times of these practical courses will be available on the eFundi platform of each module in January 2020. Please then make your arrangements according to these dates.**
- The first semester examination will take place from 27 May 2019 June – 19 June 2019.
 - The second semester examination will take place from 26 October – 20 November 2017.

Notes:

- i. Ensure that you are registered for the examination at a specific examination centre.
- ii. Should you need to *change your examination centre*, please call +27 18 285 5900.
- iii. Changes for the June/July examinations must be communicated by calling +27 18 285 5900 before 15 April 2020, and for the October examinations, before 15 September 2020.

- iv. If you should fail to change your examination centre in time, there will be serious financial implications.

BEd Snr & FET first semester examination timetable for June/July 2020 are available on the website of the University.

Make use of Student 360 App for the final exam time table



DIY Services Portal



Student 360 App

Purpose

The **Student 360 App** enables students and student support agents to view and amend (specific fields) items related to the specified student's profile. This functionality will greatly improve the support and service provided to students by the NWU as it presents a consolidated view of a student's information and will dramatically decrease the need for students to contact the NWU call centre.

Information available on Student 360

1. Biographical Details
2. Address Details
3. Contact Details
4. Study and Examination Centre Details
5. Application Status and Information
6. Registration Status and Information
7. Registered Modules
8. Module Assessment Information (Completed Assessments and Marks Obtained)
9. Financial Information
10. Functionality for paying outstanding accounts
11. Functionality for extracting a proof of registration
12. Functionality for extracting an academic record
13. Functionality for extracting a personal examination timetable
14. Functionality for extracting a personal results letter
15. Functionality for creating quotations
16. Comments regarding student enquiries (administrators only)

Steps for a student

1. Sign into the **Student 360 App** using your NWU number and network password.
2. From the menu on the left hand side, expand the relevant menu section (Personal Information, Financial Information or Academic Information) in order to view the various subsections of the menu and to obtain your required information.

Steps for the Administrator/Student Support Agent

1. Sign into the **Student 360 App** using your NWU number and network password.
2. Once you have entered the system, search for the required student by entering one of the following search criteria:
 - NWU Student Number
 - Identity Number/Passport Number
 - Date of Birth
3. From the menu on the left hand side, expand the relevant menu section (Personal Information, Financial Information or Academic Information) in order to view the various subsections of the menu and to obtain your required information.
4. If required, update student information on behalf of the student (only applicable to specific student details).

Need help?

The **Student 360 App** is available in the DIY Services Portal. Open your browser and navigate to www.nwu.ac.za. Click on the "DIY Services" link in the page footer.

Sign in with your NWU number and network password. Click on the applicable section at the top of the page, just below the page header. Click on the **Student 360 App** icon.

To sign out, click on the "Logout" button in the page header.

For help regarding the **Student 360 App**, contact Brandon Webb at 018 285 2755 or send an email to Brandon.Webb@nwu.ac.za

6 Counselling

- a) Studying via ODL certainly poses a challenge to many students, since such students are usually employed and older, have families and other obligations, and often experience isolation with regard to their higher education.
- b) To assist you with your academic progress, as well as the accompanying logistics and administration, we have availed the Call Centre and various websites where you can get support and assistance.
- c) However, we recognise that there might be psychological or other constraints that could dissuade you from focusing on your studies. For this reason, we also have a 24-hour tele-counselling service available to you: we believe that students without burdens will have a positive attitude, be content and focus on their studies. It is endeavoured that these services will be available 24/7 (thus including weekends), and free of charge.
- d) The therapeutic service, called *INGRYP*, has the infrastructure to offer counselling services to you. Different types of counselling-services are available:
 - i. Interpersonal interactions
 - ii. Trauma counselling
 - iii. Personal trauma
 - iv. HIV/Aids counselling

- v. Career guidance.
- e) Counselling services will be provided by professionals, including
 - i. psychologists and
 - ii. social workers.
- f) Note: these services are only available to our students. Have your student and ID number ready when making contact.
- g) Should you need immediate response, kindly dial the following telephone number:
Landline: 27 18 299 1777.

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

7 Provincial list of Learning Support Centres 2020

City/Town	Address	Coordinator
Bisho	Bisho L/H.P School No. 1 Kauta Drive BISHO 5605	Mr. V.C Kalipa
Bosbokrand	Early Childhood Development Institute Mapulaneng Former College of Education BUSHBUCKRIDGE MPUMALANGA PROVINCE	Me Irene Mpangana Mr S Makofane
Bloemfontein	Hoërskool Bloemfontein Gladstoneweg, Bayswater Noordstad BLOEMFONTEIN	Henning Booysen
Daniëlskuil	Ouplaas Factory Indwala Industrial Holdings Limited Industrial Area DANIËLSKUIL 8405	Phutege Bosman Brian Malindi
De Aar	De Aar FET Campus Van Riebeeck Road DE AAR	Mr R Matthews
Durban	Durban teachers centre 3 College road Opposite Collegvale Primary School OVERPORT 4015	Dr. S Seetal
Empangeni	50 Tanner Street, Empangeni Koerier adres B620 Ngwelezane Township Nkonkhi rd	Dr IT Kanyile

	NGWELEZANA 8300	
Ermelo	Ligbron Akademie vir Tegnologie Voortrekker street Ermelo 2350	Me. M van Rensburg
George	Glenwood School Glenwood Avenue Glenwood GEORGE 6530	Dr. F. Joubert
Giyani	Giyani Education College Nsami Dam Road GIYANI 0826	Mrs T Mutemanyanza
Graskop	Hoërskool Panorama Eeuefees street GRASKOP 1270	Karin Bloem
Johannesburg	Weltevredenpark Primary School 41 Cockspur road WELTEVREDENPARK 1709	Mr. H Bresler
Kimberley	Hoërskool Noord-Kaap Hayston Road Hadisonpark KIMBERLEY 8306	Owen W. Du Plooy Deputy Principal Dr Bommie du Plessis
Kuruman	Kuruman Campus C/O Roos and Voortrekker street KURUMAN	Leon Foutie
Ladysmith	Windsor Secondary School Forbes Street LADYSMITH 3370	Me DS Ndaba Nilesh Maharaj
Lichtenburg	Laerskool Burgersdorp. Beyers Naude rlyn 41 LICHTENBURG	Mr Steenkamp
Lusikisiki	Ingwe FET College Ngqungushe Magwa road LUSIKISIKI 4820	Me Tshikizwa
Matatiele	Bergview College 6 Davies street MATATIELE 4730	Mr Sibanda
Mafikeng	North West University: Mafikeng Campus, Mahikeng	R Burger

Mkuse	Laerskool Mkuse H/v Dikkop en Kingfisher street MKUZE 3965	Mrs MM Vermaak
Mthatha	Khanyisa High school Behind Shell Ultra City East London Road (N2) Payne location MTHATHA 5099	Mr Cabane
Oudtshoorn	South CapeTVET College Oudtshoorn Campus Adderly street OUDTSHOORN 6625	Danwill Murphy
Parow	Laerskool Parow-wes Ryan street PAROW 7500	Me. Summers
Pietermaritzburg	ML Sultan Secondary School 8 Chota Motala Road PIETERMARITZBURG	Mr Zitha
Polokwane	Pietersburg English Medium Primary School (PEMPS) 45 Grobler street POLOKWANE 0699	Carol Chilubane Me D Conradie (Principal)
Potchefstroom	North-West University, Potchefstroom Campus Building B11A	Dr J Redelinghuys
Port Elizabeth	Hoërskool Cillie H/v Kempston en Uitenhage weg Sydenham PORT ELIZABETH 6001	Me SP Stoffberg (Sunel)
Port Shepstone	Marburg High Main Harding Road and Deepvale road Marburg PORT SHEPSTONE 4252	Mr. J. Rajoo
Pretoria	Susan Strijdom Training Centre Gorden Weg 30 Colbyn Queenswood PRETORIA	Ds Martiens Swart Catherine
Rustenburg	Oom Paul Skool Lucas street RUSTENBURG	Sanet Nel

Upington	Upington College Steve Naude Street 1 UPINGTON (Opv en Verpleegkunde)	Johan Hendriks W Delie
Vanderbijlpark	North-West University Vaal Triangle Campus Hendrik van Eck Blvd VANDERBIJLPARK 1991	Ujeet Maharaj Chantel de beer
Vryheid	Hoërskool Pionier Landrosstraat 16 VRYHEID 3100	Mr J Erasmus
Vryburg	Hoërskool Vryburg Mc Kay street VRYBURG	Me MS Pietersen (Olien)
Welkom	St. Helena Primêre Skool Unicorweg 14 WELKOM 9459	Me R Klopper
Witrivier	Laerskool Witrivier Syd Cornwallstraat WITRIVIER 1240	Rita Hattigh
Witrivier	Rob Ferreira Hoërskool Danie Joubert street WITRIVIER 1240	Santi Roux
Worcester	The National Institute for the Deaf 30 De la Bat Road WORCESTER 46849	Jannie van Belkum <u>CEO:</u> Jacobus Josias v Deventer
<u>NORTHERN CAPE NPDE</u>		
De Aar	De Aar Campus Van Riebeeck Road DE AAR	Mr R Matthews Elaine Ahmed
Kuruman	Kuruman Campus C/O Roos and Voortrekker street KURUMAN	Leon Foutie
Springbok/ Okiep	Namaqa Campus, OKIEP 112 Main Road, NC	Basil Esau
Upington	Upington College Steve Naude Street 1 UPINGTON (Opv en Verpleegkunde)	Johan Hendriks W Delie
<u>NAMIBIA</u>		
Katima Mulilo	Katima Teachers Resource Centre (TRC) Heige Geingob street KATIMA MULILO	Natasha Muhau

	Katima TRC Private Bag 5006 KATIMA MULILO	
Rundu	Rundu Teacher's Resource Centre Dr Romanus Kampungu street Safari RUNDU Postal address PO Nantu Regional Offices RUNDU	Mr Gabriel Mukenge
Windhoek	Môreson Special School National Institute for Special Education Kroon street Khomasdal WINDHOEK PO Box 10593 Khomasdal WINDHOEK	Anita Kreft Shola Smit
Ongwediva	Charles Anderson Combined School Erf 4033, Ext 9 Ardoorie street ONGWEDIVA Charles Anderson Combined School PO Box 15374 OSHAKATI	Johannes Matias

8 UODL Examination centres for 2020

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 for all)		
-------------------------------	--	--

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

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

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

9 UODL Academic Manager, Faculty of Education

	Mrs Susan Greyling UODL Academic Manager in the Faculty of Education
	Contact details: +27 18 299 4542 B11 – G15 20739109@nwu.ac.za

10 UODL Administrative staff members

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

11 Lecturers, Potchefstroom Campus, North-West University

11.1 Appointments/communication with the NWU's academic staff

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

You may call +27 18 285 5900 to assist you with information.