



North-West University

Bachelor of Arts

in

Public Governance

(Programme: Policing Practice)

INFORMATION GUIDE

for Students – 2020

"In its very essence, a university is and should be a place marked by reason, deliberation and the free exchange of ideas.

It upholds no dogma, which makes it different from a church.

It follows no ideology, which makes it different from a political party.

In the university, multiple voices are and should be heard without fear of reprisal.

And throughout, rival ideas are subject to criticism and engagement, marked by the absence of personal insult or pointed disdain.

It is, moreover, a place in which the right to speak is upheld, especially when the speaker differs from the majority view or any other view.

This space is a leveller where the voice of the worker matters as much, and should matter as much, as the voice of the professor.

It is in this space where current and future leaders learn the habits of democracy such as the power of thought and considered action to alter human futures.

In the absence of such values and practices, an organisation can call itself many things, but not a university."

~ Jonathan Jansen

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WORD OF WELCOME

On behalf of the School of Government Studies, a warm welcome to the BA degree in Policing Practice!

We aim to equip our graduates to exhibit exemplary knowledge and research skills. In the School of Government Studies, we also aspire to see our students develop into well-rounded individuals that are engaged citizens, passionate about service delivery, and critical thinkers. We want you to not only be capable of understanding social, political, economic and government contexts, but changing those contexts for the better. It is therefore our wish that your studies will, in addition to academic knowledge, equip you to be intellectually curious, socially conscious and appreciative of the richness of our multi-cultural society. Our hope is that you will use the knowledge and skills gained in your studies to serve as leaders in your work environments and communities, and actively engage in societal issues.

You can be assured of our commitment to support you in your studies and in providing guidance. We are looking forward to partner with you on this journey that we hope would be an enriching and rewarding experience to you.

Wishing you great success!

Prof Luni Vermeulen

Director: School of Government Studies





1. GENERAL INFORMATION

1.1. Contact details

In order to obtain efficient service, consider the tables below to establish the appropriate office/person to consult.

1.1.1. Administration and logistics contact details

Please note that all enquiries pertaining to administrative or logistical matters should be directed at the relevant person/office at the **Unit of Distance Learning** (UODL). The contact details are indicated below.

CALL CENTRE	
 018 285 5900	 DistancePotch@nwu.ac.za

Academic Manager	Vacant
Applications	UODL-Applications@nwu.ac.za
Registrations and applications	Kagiso.Kgati@nwu.ac.za
Examinations	DistancePotch@nwu.ac.za (Call Centre)
Marks	DistancePotch@nwu.ac.za (Call Centre)
Study material and courier services	DistancePotch@nwu.ac.za (Call Centre)
Study centres	Johan.Redelinghys@nwu.ac.za (Mr Johan Redelinghuys)
eFundi	EFUNDI-PC@nwu.ac.za
Software (e.g. Bridgit, Panopto)	Pieter.Badenhorst@nwu.ac.za (Mr Pieter Badenhorst)

Please note

Administrative and logistical enquiries should not be directed to academic staff.

1.1.2. Academic contact details

PROGRAMME LEADER	
Prof Melvin Diedericks	Melvin.Diedericks@nwu.ac.za

Lecturers can be contacted for enquiries pertaining to **academic matters only** – enquiries pertaining to academic content. **Please refrain from contacting your lecturers with regard to administrative or logistical matters.**

Please note

- Lecturers are not always immediately available to respond to enquiries due to classes, meetings, workshops, etc. Lecturers will, however, respond to academic enquiries within **48 hours** from the time the enquiry was made, excluding weekends and public holidays and unless they are out of the office for an extended period of time.
- When lecturers are out of the office for a period of time (attending conferences, leave, etc.), they will communicate the period of unavailability to respond to messages to you via Announcements on eFundi.
- Please also note that you should ensure that enquiries on assignments, exams, etc. are not made right before a due date, but well in advance to allow your lecturers time to respond. Remember lecturers have 48 hours to respond to enquiries. **If your enquiry is made less than 48 hours prior to a due date, a timely response before the due date is not guaranteed.**

The BA in Public Governance (Policing Practice) is offered under the ambit of the School of Government Studies (within the Faculty of Humanities); therefore, the lecturers for your two major modules (Policing Practice and Public Administration) are located in the School of Government Studies. Political Studies is also located in the School of Government Studies. The remainder of the modules offered in the programme are taught by lecturers from other schools/faculties. The tables below provide the contact details for the lecturers of the various modules offered on the programme.

POLICING PRACTICE			
Module code	Module name	Lecturer	E-mail address
POMA 113	Police Management: Statutory and Regulatory framework for the policing sector	Mr Cobus Steenkamp	Cobus.Steenkamp@nwu.ac.za
POMA 114	Police Management: Service Excellence in the Police	Mr Cobus Steenkamp	Cobus.Steenkamp@nwu.ac.za
POMA 115	Police Management: Crime Prevention	Mr Cobus Steenkamp	Cobus.Steenkamp@nwu.ac.za
POMA 124	Police Management: Community Service Centre Management	Mr Cobus Steenkamp	Cobus.Steenkamp@nwu.ac.za
POMA 212	Police Management: Leadership and Management	Mr Cobus Steenkamp	Cobus.Steenkamp@nwu.ac.za
POMA 224	Police Management: Cooperative governance	Mr Cobus Steenkamp	Cobus.Steenkamp@nwu.ac.za
POMA 317	Police management: Performance Management	Mr Cobus Steenkamp	Cobus.Steenkamp@nwu.ac.za
POMA 323	Police Management: Project Management	Mr Cobus Steenkamp	Cobus.Steenkamp@nwu.ac.za

PUBLIC ADMINISTRATION			
Module code	Module name	Lecturer	E-mail address
PADM 111	Introduction to Public Administration	Ms Robyn Ruiters	ruiterrobyn@gmail.com
PADM 121	Locus and Focus of Public Administration	Mr Lefa Sobuthongo	lefasobuthongo@gmail.com
PADM 211	Public Financial Management	Mr Mohlolo Ntaopane	mntaopane@icloud.com
PADM 221	Public Human Resource Management	Ms Zanelle Biewenga	zanelle.biewenga26@gmail.com
PUMA 315 (repeaters)	Introduction to Research methodology	Ms Robyn Ruiters	ruiterrobyn@gmail.com
PUMA 316 (repeaters)	Public Policy	Ms Zanelle Biewenga	zanelle.biewenga26@gmail.com
PADM 311	Organisational theory	Mr Lefa Sobuthongo	lefasobuthongo@gmail.com
PADM 312	Research methods in PA	Ms Robyn Ruiters	ruiterrobyn@gmail.com
PUMA 324 (repeaters)	Strategic Public Resource (Financial) Management	Mr Mohlolo Ntaopane	mntaopane@icloud.com
PUMA 325 (repeaters)	Strategic Public Human Resource Management	Mr Z'nakile Maila	znakile@gmail.com
PADM321	Public Policy	Ms Zanelle Biewenga	zanelle.biewenga26@gmail.com
PADM322	Comparative and international PA	Mr Z'nakile Maila	znakile@gmail.com

HUMANITIES			
Module code	Module name	Lecturer	E-mail address
ALDE 122	Academic Literacy	Ms Gonneke Groenen	distance@nwulettere.co.za
COMS 121	Communication in the Workforce	Dr Louise Bezuidenhout	Louise.Bezuidenhout@nwu.ac.za
SOCY 121	Introduction to Sociology: Social Institutions	Dr Jean-Paul Solomon	JeanPaul.Solomon@nwu.ac.za
POLI 123	The South African Political System	Ms Cecile Schultz	22097295@nwu.ac.za
SANL 214	Urban Anthropology for Non-Anthropologists	Dr Andre Goodrich	Andre.Goodrich@nwu.ac.za
WVSS221	Understanding the Social and Political World	Mr Zander Janse van Rensburg	Zander.JanseVanRensburg@nwu.ac.za
ETIE 314	Ethics in the Workplace	Ms Gisela Diedericks	gizied@gmail.com

LAW			
Module code	Module name	Lecturer	E-mail address
CLLE 211	Constitutional Law in Law Enforcement	Ms Minette C Kotze	Minette.kotze@nwu.ac.za
ALLE 221	Law in Law Enforcement	Mr John Rantlo	John.Rantlo@nwu.ac.za

ECONOMIC AND MANAGEMENT SCIENCES			
Module code	Module name	Lecturer	E-mail address
PSDT 115	Professional Skills Development	Mr Bongani Tejane	25455842@nwu.ac.za
FORP 214	Forensic Legal Aspects	Ms Marilie Swart	marilie.swart@gmail.com
FORP 225	Forensic Investigation Management	Prof Koos Nortje	Koos.Nortje@nwu.ac.za

1.2. Important dates for 2020

Please take note of the important dates for the 2020 academic year, indicated in the table below.

1 st semester		
JANUARY		
11 January	Reception day for Potchefstroom Campus	1 st year full-time students
14 January	UODL: Request for re-marking close	
31 January	Last day for minimum fees payable Registrations and re-registrations for first semester close	UODL
FEBRUARY		
3 February	Classes commence	UODL & Full-time students
3 February	Contact sessions	See timetable at section 3.10
10 February	Contact sessions	See timetable at section 3.10
26 February	e-Assessment on eFundi (case study, quiz, test, etc)	All modules
MARCH		
2 March	Contact sessions for 1 st years & recordings for 2 nd & 3 rd years	See timetable at section 3.10
9 March	Assignment 1 & Contact sessions	All modules
20 March	Examination question papers submitted to academic managers	UODL
APRIL		
3 April	Last day to change examination centres	UODL
7 April	Contact sessions	See timetable at section 3.10
	Assignment 2	All modules
14 April	All assignments received from UODL centres	UODL
17 April	All assignments loaded onto system	UODL
30 April	Applications for 2 nd semester close	UODL
MAY		
4 May	Contact sessions: 1 st years (Plus all assignments marked)	See timetable at section 3.10
8 May	Participation marks captured on system and controlled	UODL
11 May	Contact sessions: 1 st years	See timetable at section 3.10
26 May	Last day to publish Participation marks	UODL
27 May	Examination commences until 22 June	Examination centres
JUNE		
22 June	Examination ends (1 st opportunity)	Examination centres
2 nd semester		
JULY		
13 July	Classes commence including Contact sessions for 1 st years	See timetable at section 3.10
23 July	Exam results via sms	UODL
27 July	Last day for minimum fees payable (2 nd semester)	UODL
27 July	Contact sessions: 1 st years	See timetable at section 3.9
31 July	Last day for registrations (2 nd semester, new registrations)	UODL
AUGUST		
3 August	e-Assessment on eFundi (case study, quiz, test, etc)	All modules
	Contact sessions	See timetable at section 3.10
11 August	Requests for re-marking close	UODL
14 August	Re-registrations close (2 nd semester)	UODL
17 August	Assignment 1 (except ALDE 122 – see ALDE 122 eFundi site)	All modules
19 August	Contact sessions	See timetable at section 3.10
SEPTEMBER		
2 September	Contact sessions	See timetable at section 3.10

7 September	Assignment 2 (except ALDE 122 – see ALDE 122 eFundi site)	All modules
14 September	Contact sessions	See timetable at section 3.10
	Examination Information Letters available	eFundi
30 September	All assignments marked	UODL
	Contact sessions	See timetable at section 3.10
OCTOBER		
1 October	UODL: Registrations for 2021 commence (new enrolments)	UODL
7 October	Participation marks via sms	UODL
12 October	Contact sessions	See timetable at section 3.10
26 October	First Opportunity Examination commences until 18 November	Examination centres
30 October	Applications closed (BA Public Governance)	UODL
NOVEMBER		
18 November	Examination ends	Examination centres
DECEMBER		
21 December	Send results: SMS	UODL
22 December	Registrations for 2021 commences (pipeline students)	UODL

1.3. Contact sessions

First-year students

- All contact sessions for first year students are offered via interactive Whiteboard sessions at **various centres** (see the list of study centres at section 1.7. below).
- Contact sessions for the programme are offered during **Monday evenings (16:30 – 20:30)** (please see section 3.9. for the timetable).
- For each module **four (4) contact sessions** will be scheduled during a semester. For some modules five (5) contact sessions may be scheduled (please see section 3.10. for the timetable).
- Students should arrive at the UODL venue at least **10 minutes prior to a contact session** (please see section 3.10. for the timetable).
- Lecturers are required to ensure a level of interactivity during Whiteboard sessions.

Second- and third-year students

- All lectures for second- and third-year students are **pre-recorded** and can be watched online (on Panopto) at your convenience (see section 1.5.).
- The, lectures relevant to Assignment 1, will be available at least **three (3) weeks prior to the submission of Assignment 1.**
- The, lectures relevant to Assignment 2, will be available at least **three (3) weeks prior to the submission of Assignment 2.**

Power point presentations

- **First-year students** – the power point presentation for each contact session will be available on the module's eFundi site within **48 hours** of the contact session.

- **Second- and third-year students** – the power point presentation for each recorded lecture will be available on the module's eFundi site at the same time that the recorded lecture is made available on Panopto.

1.4. Bridgit

You can join classes via Bridgit (a software programme). The following steps should be followed to make use of Bridgit:

1. Click this link to download SMART Bridgit software: <http://41.72.150.20:8080/>.
2. Copy the program shortcut to your desktop.
3. Run Bridgit by clicking on the icon and click "Run"
4. Type in the server code: 41.72.150.20:8080.
5. Click on the "Join Meeting" tab at the top and then click on the dropdown arrow next to "Meeting Name"
6. Choose the meeting name that will be used for the session.

You need the following to join a session via Bridgit:

- Internet Connection (at least 2MB download speed. Test your internet speed at: www.speedtest.net).
- A tablet, laptop or desktop computer with speakers and a microphone headset (if you want to join the discussion in class).

Contact person for Bridgit: Mr Pieter Badenhorst (12663611@nwu.ac.za).

1.5. Panopto

Lectures are recorded and can therefore also be watched at a later stage on a tablet, laptop or desktop computer. All lectures are uploaded to Panopto: <http://distance.nwu.ac.za/downloads>. The recordings are available within 48 hours of the live broadcast of each module.

To access the Policing Practice videos, the following username and password must be used:

Username: Policing Practice

Password: policing

Contact person for Panopto: Mr Pieter Badenhorst (12663611@nwu.ac.za).

1.6. eFundi

eFundi, the electronic Learning Management System (LMS) used by the NWU, is used as an online content sharing and collaborative tool that provides a communication platform for students and lecturers. For each module for which you are registered, a separate eFundi site is created. On these module sites, the lecturer will communicate with you and post relevant information.

eFundi has a number of tools that assist with interactivity, assessments, communication and resource sharing. It will be used for the following purposes for registered students on the BA degree in Public Governance (Policing Practice):

- **Resources** – the study guide and other study material (where relevant), as well as other resources, applicable to this module, will be uploaded to eFundi. For this purpose, the Resources tool on eFundi will be used. Each module has its own Resources tool on the eFundi site for that particular module. These resources may include the following:
 - prescribed study material
 - power point presentations
 - previous exam papers and memos
 - exam preparation information
- **Announcements** – the Announcements tool will be used to communicate important and urgent information and messages to students outside of the contact sessions.
- **Assignments** – assignments will be submitted electronically via the Assignment tool.

eFundi assistance

- For any challenges that you may experience with regard to eFundi, please view the following video for guidance:
<http://efundi.nwu.ac.za/portal/site/lgateway/page/895c0368-a3bd-48fd-b4e6-21127c62e572>
- You can also contact the eFundi Helpdesk at 018 285 2295 or EFUNDI-PC@nwu.ac.za.

Please see Annexure A for step-by-step guidelines for the use of eFundi.
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1.7. Study centres

Study centres have been identified where you can interact with fellow students, participate in group discussion sessions and write tests under the supervision of the facilitator. The BA in Public Governance (Policing Practice) are offered at the centres indicated in the table below.

City / Town	Address	Coordinator	Tel. no.	E-mail address
Mafikeng (NWU)				
Parow	Laerskool Parow-Wes Ryan Street PAROW	Ms Summers	083 929 0838 021 930 5781 021 939 5071	admin@pwps.wcape.school.za angesum@yahoo.com
Potchefstroom (NWU)	NWU, Potchefstroom Campus	Mr Johan Redelinghuys	018 299 1873	Johan.Redelinghuys@nwu.ac.za jored44@gmail.com
Vaal Triangle (NWU)				



2. ADMINISTRATION

2.1. Cancellation of studies

Please take note of the following:

- **Cancellation of studies** must be done in writing and directed to the Academic Manager at UODL. You can cancel your studies at any time.
- Should you want to **add or cancel a module**, it should be done on or before 15 February (1st semester) and 31 July (2nd semester).
- EduLoan is a separate institution and is not part of the University. Therefore, if you wish to cancel your loan, you have to inform both the University and the EduLoan office should your studies be financed by them.
- It is your responsibility to contact the Finances Department if you wish to cancel your studies. They will indicate the fees payable on the cancellation of your studies.

2.2. Expulsion of studies

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

2.3. Examination centres

All examinations will be written at the examination centre indicated to the student at a later date. Should you wish to change your examination centre, please inform the Examination Centre at UODL in writing

2.4. Change of personal information

Immediately notify the Academic Manager, Dr Almero Kok (acting), via e-mail if any changes need to be affected to your contact and/or postal details.

(Refer to Annexure B for the relevant form)



3. PROGRAMME INFORMATION

3.1. Language

The medium of instruction for this programme is English.

3.2. Programme context

The BA in Policing Practice is one (1) of eight (8) programmes offered under the qualification BA in Public Governance. The School of Government Studies is the custodian for the BA in Public Governance. The following programmes also resort under the ambit of the qualification:

- **Full time programmes (*across all three campuses*)**
 - Public Administration
 - Public Administration and Labour Relations Management
 - Politics and Public Administration
 - Public Administration and Social Studies
 - Public Administration and Geography
 - International Relations (*Mafikeng Campus only*)
- **Limited contact programme (*Potchefstroom Campus only*)**
 - Municipal Management and Leadership (MML)
- **Distance learning programme (*Potchefstroom Campus only*)**
 - Policing Practice

The locus of the programmes under the BA in Public Governance is the South African public sector, including: national government departments; provincial government departments; the local sphere of government; the South African National Defence Force (SANDF); the State Security Agency; the **South African Police Service (SAPS)**; and State-Owned Enterprises (SOEs). The focus of the programme often also includes Non-Governmental Organisations (NGOs); civic organisations; and Public Private Partnerships (PPPs).

The focus of the qualification is on public service delivery to the citizens of South Africa in the fulfilment of the principles enshrined in the Constitution of the Republic of South Africa, 1996, and the goals and objectives of the democratic developmental state. Guiding legislation

and policies for the broad context of the qualification are, amongst others: the Constitution, 1996 [especially Chapter 2 (Bill of Rights)]; the National Development Plan (NDP): Vision for 2030 (2011); and the Medium-Term Strategic Framework (MTSF, 2014-2019. In addition, the foci of each particular module necessitate the context and guidelines from other statutory and regulatory prescripts.

3.3. Duration of studies

This programme should be completed in a minimum of three (3) years and a maximum of five (5) years.

3.4. Admission requirements and Recognition of Prior Learning (RPL)

To qualify for admission to the BA degree in Public Governance (Policing Practice), you need to comply with the following requirements:

- in addition to the general entrance requirements as specified in General Rule A.1.5, a student must have passed the Senior Certificate (Grade 12) with an APS of at least 25 and must qualify for degree studies
- English must be passed on a Level 4

OR

- a student who wrote the Senior Certificate (Grade 12) prior to 2008 must meet the following provisions:
 - have achieved an M-Score of at least 13 (with endorsement)
 - English must be on a level E, Higher Grade (HG) or a D, Standard Grade (SG)

OR

- must qualify for mature age conditional exemption by virtue of being over the age of 23 years
- must have passed the Senior Certificate (Grade 12)
- be employed by the South African Police Service (SAPS) for five (5) years or more
- must have passed four (4) matric subjects on Higher Grade, including English
- must have passed one (1) language on HG
- must be approved by Universities South Africa (USAF) (previously known as HESA) (See A-rule 1.6 on RPL)

OR

- must qualify for mature age conditional exemption by virtue of being over the age of 23 years
- must have an M-score of 12
- must have passed English with 40% on HG or SG

OR

- must qualify for mature age conditional exemption by virtue of being over the age of 45 years
- must be in possession of an ID
- need to apply for mature age exemption at USAF

OR

- an applicant without matriculation exemption, but in possession of a valid Senior Certificate or Senior Certificate, as well as a recognised three (3) year diploma, issued by a South African University, College of Education or Technikon, accredited by CHE and SAQA (120 credits), may qualify for total exemption on grounds of post-matric qualifications obtained.
- the applicant must apply for module exemption – an application should be submitted to the Academic Manager
- the Academic Manager will forward the application to the School of Government Studies (within the Faculty of Humanities)
- the School of Government Studies will approve/decline the module exemption – Recognition of Prior Learning (RPL)
- the decision of the School of Government Studies will be communicated to the applicant by the Academic Manager

Please note: It is your responsibility to reply online to USAF. You can only be registered if the exemption certificate is attached.

3.5. Programme outcomes

On completion of the programme, you should be able to demonstrate:

- organisational relations and practices to achieve strategic goals
- manage crime prevention by utilising specialised management skills in order to function strategically and effectively within a range of situations such as security and protection interventions as well as crowd control and management interventions
- manage crime detection by utilising specialised management skills in order to function strategically and effectively within a range of situations
- manage Community Service Centres (CSC) by utilising specialised management skills in order to function strategically and effectively within a range of situations

- manage the provision of protection, security and crime intelligence services for a safe and secure environment within the Republic of South Africa
- manage the provision of training and assessment within a policing environment with emphasis on creating competent officials
- manage internal quality management systems to enable the organisation to reflect on whether organisational needs have been met

3.6. Programme structure

All modules offered on the programme are compulsory. In the tables below a distinction is made between the modules offered on the **old programme**, L301P (students who registered for the first time, prior to 2018 (2015 – 2017), and the **new programme**, L302P (students who registered for the first time in 2018 or 2019).

OLD programme (L301P) – if you have registered for the first time, prior to 2018 (2015 – 2017), this programme structure and module codes are relevant to you

YEAR LEVEL 1		YEAR LEVEL 2		YEAR LEVEL 3	
First semester					
Module code	Cr	Module code	Cr	Module code	Cr
PUMA 113	12	PUMA 213	16	PUMA 315	16
POMA 113	12	POMA 212	16	PUMA 316	16
POMA 114	12	SANL 214	16	POMA 317	16
POMA 115	12	FORP 214	16	CLLE 211	8
PSDT 111	12			ETIE 314	16
Total 1st semester	60	Total 1st semester	64	Total 1st semester	72
YEAR LEVEL 1		YEAR LEVEL 2		YEAR LEVEL 3	
Second semester					
Module code	Cr	Module code	Cr	Module code	Cr
AGLE 121	12	PUMA 223	16	PUMA 324	16
PUMA 123	12	POMA 224	16	PUMA 325	16
POMA 124	12	WVCS 222	12	POMA 323	16
COMS 121	12	FORP 225	16	ALLE 221	8
POLI 124	12				
SOCL 121	12				
Total 2nd semester	72	Total 2nd semester	60	Total 2nd semester	56
Total year level 1	132	Total year level 2	124	Total year level 3	128
Total credits					384

NEW programme (L302P) – if you have registered for the first time in 2018 or 2019, this programme structure and module codes are relevant to you

YEAR LEVEL 1		YEAR LEVEL 2		YEAR LEVEL 3	
First semester					
Module code	Cr	Module code	Cr	Module code	Cr
PADM111	12	PADM211	16	PADM311	16
POMA113	12	POMA212	16	PADM312	16
POMA114	12	SANL214	16	POMA317	16
POMA115	12	FORP214	16	CLLE211	8
PSDT111	12			ETIE314	16
Total 1 st semester	60	Total 1 st semester	64	Total 1 st semester	72
YEAR LEVEL 1		YEAR LEVEL 2		YEAR LEVEL 3	
Second semester					
Module code	Cr	Module code	Cr	Module code	Cr
ALDE 122	12	PADM221	16	PADM321	16
PADM121	12	POMA224	16	PADM322	16
POMA124	12	WVSS221	12	POMA323	16
COMS121	12	FORP225	16	ALLE221	8
POLI123	12				
SOCY121	12				
Total 2 nd semester	72	Total 2 nd semester	60	Total 2 nd semester	56
Total year level 1	132	Total year level 2	124	Total year level 3	128
Total credits					384

3.7. Study material

A **study guide** typically consists of both administrative and academic information. The administrative component of the study guide refers to the assessments, examination, etc. whereas the academic component includes the different study units, as well as the learning outcomes for each study unit.

Please note

- All study guides for the BA in Policing Practice are electronically available.
- The study guide for each module is uploaded to that module's eFundi site.

The **study material** is usually not included in the study guide, but additional to it (e.g. a prescribed text book or other sources), with the exception of a Reader which may be included in a study guide. The study material may contain any combinations of the following:

- Text book

- Reader (printed or electronic)
- Academic articles (on eFundi)
- Legislation, policies and/or official reports (electronically on eFundi)
- Other online documents
- Own research

The study guide of a particular module will at each study unit refer to which section of a text book, Reader, online sources, or any other relevant sources. The lecturer for a module will, during the first contact session, specify if any **study material**, additional to the prescribed text book or Reader, will be used. The additional study material may be provided on eFundi. If the module makes use of a prescribed text book or Reader, it will be posted to you, once you have registered. A Reader may also be provided electronically (on eFundi).

Please pay careful attention to what your lecturer stipulates as requisite for a specific module's study material, as the *type* of study material (electronic, text book, etc.) may differ between modules. The study material will therefore, not necessarily be in hard copy format, but may be provided electronically (on eFundi).

Please note

- The lecturer of a module may request you to consult **additional reading material** on eFundi.
- Additional to the prescribed study material and additional reading material, your lecturer may request you to consult other additional sources through your **own research**.
- If you repeat a module, you should **not** assume that the study material previously issued would still be sufficient. It is your responsibility to confirm whether the same study material will be used before re-registering.

3.8. Assessment

You will be expected to complete assessments during the semester (known as formative assessments) and will write an examination at the end of the semester (known as summative assessment). You will be required to submit assignments for the formative assessment.

3.8.1. Assignments

For all modules (except ALDE 122*), **three assessments (1 x e-Assessment on efundi and 2 x assignments)** will be submitted for assessment during a semester. Each assessment will carry a **weight of 50%** towards the participation mark.

*Assessment information and assessment weights for **ALDE 122** appear on the ALDE 122 eFundi site.

Please take note of the following with regard to assignments:

- The assignments should be completed **individually**.
- The assignments should be submitted electronically on **eFundi**.
- The assignments should be submitted in **Microsoft Word** only.
- All assignments will be automatically submitted to **Turn-it-In** (a software programme that detects similarities and exact correspondence with other authors' work).
- When you submit your assignment, Turn-it-In generates a report, indicating the percentage of similarity/plagiarism from another author's work.
- Your lecturer will review and analyse the Turn-it-In report to establish any incidences of **plagiarism**. (You will also be able to view the Turn-it-In report).
- Should a lecturer detect plagiarism, **marks will be subtracted** per the percentage of plagiarism detected from a single source as indicated in section 3.9. below.
- **Track changes** will be used for the assessment of assignments.
- A **rubric** will be used for the assessment of assignments. The rubric for each module will be uploaded to the eFundi site of a module, together with the **module-specific assignment requirements and guidelines**. **General Assignment Guidelines** appear in **Annexure C**.
- The lecturer will upload the assessed assignment (with **track changes** in the Word document) to eFundi under your name (at your assignment submission) to ensure that you receive feedback on your assignment.
- After the lecturer has assessed your assignment, the mark for the assignment will be captured on eFundi under your name to ensure that it appears in the **Markbook** on eFundi.
- The **cover page** to be used for all assignments in the Policing Practice programme appear in **Annexure D**.
- Also, kindly take note of the steps and procedures with regard to all incidences of **plagiarism**, based on *Turn-it-In* reports, as outlined in section 3.8. below.

3.8.2. Participation mark

Proof of participation is extremely important to pass a module. You must provide explicit proof that you have participated adequately in the acquisition of academic skills in the module. Proof of participation states that, in the opinion of the School Director, the Programme Manager and the lecturer, you have participated satisfactorily in the module's activities to gain admission to the examination for this module.

Your **participation mark** (semester mark) comprises of the average mark of the three (3) formative assessments that you submitted during a semester. These three (3) marks will count a weight of 50% each towards your participation mark.

The calculation of your participation mark will be done as follows:

Formative assessment	• e-Assessment; eFundi	50%
	• Assignment 1	50%
	• Assignment 2	50%
Participation mark		100%

3.8.3. Examination requirements

Admission requirements to the examination are subject to your participation mark. You have to obtain a participation mark of at least 40% to qualify for examination admission.

The **final module mark** comprises of the following:

- participation mark
- examination mark

You should obtain a **sub-minimum** of at least 40% in the examination and a **final mark** of at least 50% is required to pass the module. Should you fail to obtain a sub-minimum of 40% in the examination or a final mark of 50%, you may apply to write the second opportunity (please see section 3.8.4. below for information on a second opportunity).

The **final module mark** comprises of the participation mark plus the examination mark on a 1:1 basis. Therefore, the final mark will be calculated from your participation mark (50%) and your examination mark (50%).

Participation mark	50%
Examination mark	50%
Final mark	100%

Exam papers and exam preparation

Both the first opportunity and second opportunity **exam preparation** will be uploaded to eFundi **three (3) weeks prior to the exam**.

Previous exam papers and memoranda

Lecturers will upload previous examination papers and memoranda on their modules' eFundi sites at least three (3) weeks prior to the commencement of the examination.

3.8.4. Number of examination opportunities

Please note that the **second opportunity examination** will not take place in the same semester as the first opportunity examination, but in the next semester. Please take note of the information below with regard to second opportunity examinations.

- The participation mark will be applicable in both examination opportunities (June, November).
- All examinations will be written at your examination centre.
- Should you wish to change your exam centre, please contact the Call Centre at 018 285 5900 or DistancePotch@nwu.ac.za for a request form. This should be done at least one month in advance of your exam.
- For any inquiries related to the examination centre, examination dates or changes in examination centres, please contact the Call Centre at 018 285 5900 or DistancePotch@nwu.ac.za.

3.8.5. Faculty policy on remarking

The Academic Rules (A-Rules) of the NWU state the following on access to and review of marked examination scripts (NWU General Academic Rules, 2018:8-9); the specific requirements of the Faculty of Humanities are indicated in **purple (where applicable)**:

- All students have **the right to view their marked examination scripts** and the associated **memoranda** in accordance with Faculty Rules.
- To view a marked script, the student must **apply** to the faculty administrator on the relevant form.

The application form can be requested from UODL (Mr Pieter Vermaak). Once the application form is completed, it should be submitted to the Academic Manager.

- An application to view a marked script must, in the case of a module in a distance programme, be submitted **within ten working days after the module examination results were published** following.
- Faculty Rules must provide procedures for, and the management of the manner in which students may be given access to their examination work and the submission of subsequent requests.

After the application to view your examination script and memorandum has been submitted to Mr Pieter Vermaak, it will be forwarded to the School Director and Subject Chairperson for approval. Once the School Director and Subject Chairperson have approved the viewing of your examination script and memorandum, the Examination Section at UODL will inform you. You will be requested to make an

appointment for a date and that suit the lecturer and the School Director/Subject Chairperson for the viewing of your examination script.

- A student may request that **administrative errors in the calculation of the examination mark** found during the review of marked examination work be corrected, or that the work be remarked whether the examination work was reviewed by the student or not. Requests to correct administrative errors in the calculation of examination marks should be communicated to the Academic Manager at UODL, who will forward the request to the School Director and Subject Chairperson. You will be informed, once the administrative error has been corrected.
- A request for a remark may be preceded by a discussion of the examination work by the student and the lecturer, Subject Chairperson or School Director. It is preferred that you arrange for the viewing of your examination script (as per the above process), before you apply for a remark.
- **Remarking** of examination work at the request of a student is subject to the payment of the **applicable fee**. This information can be obtained from the UODL Helpdesk.
- Where the remarking of the examination work leads to a change in the assessment result, the original mark is replaced by the changed mark.

3.9. Plagiarism

- **Copying** of text from other authors (including student assignments, the study guide, study material, research material, books, articles, legislation, the internet, etc.) is **not allowed**.
- It is not acceptable to retype existing text and just acknowledge the source – you should be able to relate the idea or concept, without repeating the original author to the letter.
- Therefore, you should **reformulate** existing text and use your **own words** to explain what you have read as well as acknowledge the source.
- Only limited **direct quotations** are allowed and only if indicated in quotation marks and cited with a source.
- 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 and offer creative solutions to existing problems.

Be warned: 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 – be careful and do not make your work available to anyone!

3.9.1. Steps and procedures for plagiarism

The School of Government Studies has established steps and procedures for any incidence of plagiarism in any of the programmes offered by the School, including the BA in Public Governance (Policing Practice).

The following guidelines will be followed in the incidence of plagiarism:

NB! Kindly note the following steps and procedures with regard to all incidence of plagiarism based on *Turn-it-in* reports:

- 5%-25% plagiarism from a single source – minus 10 marks
- 26%-50% plagiarism from a single source – minus 20 marks
- more than 50% plagiarism from a single source – 0%

Procedure – 1st year students

- You will be able to view the Turn-it-In report after you have submitted your assignment.
- After viewing the Turn-it-In report, you are allowed to **make corrections** and resubmit your assignment, provided that the second submission is **on or before the due date**.
- Please note that this opportunity (for a second submission) is **only** applicable to **first year students in the first year of registration**.
- If you want to make use of this opportunity, you should ensure that you submit your assignment **well in advance** of the due date to allow for time to make corrections and re-submit your assignment.
- Only the **second submission (the final submission)** will be assessed by the lecturer.
- **If only one submission was uploaded, it will be regarded as the final submission and will be assessed by the lecturer.**
- If any incidence of **plagiarism** is revealed after your final (second) submission, the lecturer will **subtract marks** as indicated in the block above.
- In incidences of plagiarism, the lecturer will also complete a **Lecturer Report** in which incidences of plagiarism are recorded.
- At the end of each semester, the Programme Leader will review the Lecturer Reports to establish **consistent incidences of plagiarism. Plagiarism detected in both assignments submitted for a module or plagiarism detected in assignments for more than one module, will be considered consistent incidences of plagiarism.** Should the Lecturer Reports reveal consistent incidences of plagiarism during both semesters of the year, you will receive an **official warning letter**.
- The third incidence of plagiarism in the next year will be referred to the **Disciplinary Office**.

Procedure – 2nd and 3rd year students

- Second- and third-year students are allowed **only one (1) submission** per assignment.

- If any incidence of **plagiarism** is revealed after your submission, the lecturer will **subtract marks** as indicated in the block above.
- In incidences of plagiarism, the lecturer will also complete a **Lecturer Report** in which incidences of plagiarism are recorded.
- At the end of each semester, the Programme Leader will review the Lecturer Reports to establish **consistent incidences of plagiarism. Plagiarism detected in both assignments submitted for a module, or plagiarism detected in assignments for more than one module, will be considered consistent incidences of plagiarism.** Should the Lecturer Reports reveal consistent incidences of plagiarism during both semesters of the year, you will receive an **official warning letter**.
- The third incidence of plagiarism in the next year will be referred to the **Disciplinary Office**.

3.10. Time tables – Contact sessions and examinations

Classes for the programme are offered during the evenings (16:30 – 20:30). You will have four (4) or five (5) scheduled classes for each module during a semester.

Please be reminded that first-year students should attend the scheduled classes and second- and third-year students should watch the pre-recorded classes online (on Panopto).

The tables below indicate the class and examination schedules for 2020.

1st SEMESTER

ORIENTATION SESSION

DATE	TIME	VENUE 1	LECTURER
Will be online available		1st years Programme information Study material Assignments Plagiarism Examinations eFundi Assignment writing	Prof M Diedericks

FEBRUARY

DATE	TIME	VENUE 1	LECTURER
3 February	16:30 – 17:25	POMA 115	Mr C Steenkamp
	17:30 – 18:25	PSDT 111	Mr Bongani Tejane
	18:30 – 19:25	PADM 111	Ms R Ruiters

FEBRUARY

DATE	TIME	VENUE 1	LECTURER
10 February	16:30 – 17:25	POMA 114	Mr C Steenkamp
	17:30 – 18:25	POMA 114	Mr C Steenkamp
	18:30 – 19:25	POMA 113	Mr C Steenkamp

MARCH

DATE	TIME	VENUE 1	LECTURER
2 March	16:30 – 17:25	PSDT 111	Mr Bongani Tejane
	17:30 – 18:25	POMA 115	Mr C Steenkamp
	18:30 – 19:25	POMA 114	Mr C Steenkamp
9 March	16:30 – 17:25	PADM 111	Ms R Ruiters
	17:30 – 18:25	POMA 113	Mr C Steenkamp
	18:30 – 19:25	POMA 113	Mr C Steenkamp
ASSIGNMENT 1 due: 9 March			

APRIL			
DATE	TIME	VENUE 1	LECTURER
7 April	16:30 – 17:25	PSDT 111	Mr Bongani Tejane
	17:30 – 18:25	POMA 115	Mr C Steenkamp
	18:30 – 19:25	PADM 111	Ms R Ruiters
ASSIGNMENT 2 due: 7 April			

MAY			
DATE	TIME	VENUE 1	LECTURER
4 May	16:30 – 17:25	POMA 113	Mr C Steenkamp
	17:30 – 18:25	PADM 111	Ms Ruiters
	18:30 – 19:25	POMA 114	Mr C Steenkamp
11 May	16:30 – 17:25	POMA 115	Mr C Steenkamp
	17:30 – 18:25	PSDT 111	Mr Bongani Tejane

EXAMINATION TIMETABLE					
MAY					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 – 12:00			27 ETIE 314	28 POMA 113	29 CLLE 211
14:00 – 17:00			ALDE 122	POMA 212	SANL 214
JUNE					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 – 12:00	1	2 PADM 211	3 POMA 317	4	5 POMA 115
14:00 – 17:00	PSDT 115		PADM 111		
9:00 – 12:00	8 PADM 312	9	10	11 PADM 311	12
14:00 – 17:00		POMA 114			
9:00 – 12:00	15	16	17	18	19
14:00 – 17:00					
9:00 – 12:00	22				
14:00 – 17:00					

2ND SEMESTER

JULY			
DATE	TIME	VENUE 1	LECTURER
13 July	16:30 – 17:25	ALDE 122 (RINL)	Mr K van Aswegen
	17:30 – 18:25	POMA 124	Mr C Steenkamp
	18:30 – 19:25	COMS 121	Dr L Bezuidenhout
27 July	16:30 – 17:25	PADM 121	Mr JL Sobuthongo
	17:30 – 18:25	ALDE 122	Ms G Groenen
	18:30 – 19:25	SOCY 121	Dr JP Solomon
	19:30 – 20:25	POLI 123	Ms C Schultz

AUGUST			
DATE	TIME	VENUE 1	LECTURER
3 August	16:30 – 17:25	POMA 124	Mr C Steenkamp
	17:30 – 18:25	COMS 121	Ms L Bezuidenhout
	18:30 – 19:25	SOCY 121	Dr JP Solomon
	19:30 – 20:25	SOCY 121	Dr JP Solomon
19 August	16:30 – 17:25	ALDE 122	Ms G Groenen
	17:30 – 18:25	POLI 123	Ms C Schultz
	18:30 – 19:25	PADM 121	Mr JL Sobuthongo
ASSIGNMENT 1 due: 17 August			

SEPTEMBER			
DATE	TIME	VENUE 1	LECTURER
2 September	16:30 – 17:25	COMS 121	Dr L Bezuidenhout
	17:30 – 18:25	POMA 124	Mr C Steenkamp
	18:30 – 19:25	PADM 121	Mr JL Sobuthongo
14 September	16:30 – 17:25	SOCY 121	Dr JP Solomon
	17:30 – 18:25	ALDE 122	Ms G Groenen
	18:30 – 19:25	POLI 123	Ms C Schultz
30 September	16:30 – 17:25	POLI 123	Ms C Schultz
	17:30 – 18:25	PADM 121	Mr JL Sobuthongo
	18:30 – 19:25	SOCY 121	Dr JP Solomon
ASSIGNMENT 2 due: 7 September			

OCTOBER			
DATE	TIME	VENUE 1	VENUE 2
12 October	16:30 – 17:25	COMS 121	Dr L Bezuidenhout
	17:30 – 18:25	POMA 124	Mr C Steenkamp
	18:30 – 19:25	ALDE 122	Ms G Groenen

EXAMINATION TIMETABLE					
OCTOBER					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 – 12:00	26	27	28	29	30
14:00 – 17:00	ALDE 122			ALLE 221	PADM 121
NOVEMBER					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 – 12:00	2	3 POMA 124 PADM 321	4	5	6
14:00 – 17:00		FORP225		SOCY 121	
9:00 – 12:00	9 PADM 221 POLI 123	10	11 POMA 224	12 COMS 121	13 POMA 323
14:00 – 17:00					
9:00 – 12:00	16	17	18 PADM 322		
14:00 – 17:00					
9:00 – 12:00					
14:00 – 17:00					



4. ANNEXURES

ANNEXURE A: EFUNDI GUIDELINES

The basics to get started on eFundi

- You need **internet access** to access eFundi.
- You will access the internet via a web browser, e.g. **Explorer, Firefox, Chrome**, etc.
- You can access eFundi via your **phone**, although due to the small screen size many of the study material or learning activities will be difficult to view. It is suggested that you access eFundi via a **tablet (such as an iPad or Samsung Galaxy), laptop or desktop computer**.
- You will find eFundi at the following URL (website address):
<http://efundi.nwu.ac.za/portal/>
- When you sign up to use eFundi, use the following as your username and password:
 - **Username:** student number
 - **Password:** South African ID number

Please note

The initial password that the NWU provides to you will be your South African ID number. You will have to **change this password** as soon as possible to something more secure that you will be able to remember.

eFundi assistance

- For any challenges that you may experience with regard to eFundi, please view the following **video** for guidance:
<http://efundi.nwu.ac.za/portal/site/!gateway/page/895c0368-a3bd-48fd-b4e6-21127c62e572>
- You can also follow the step-by-step guidelines below (in the following pages).

Please note

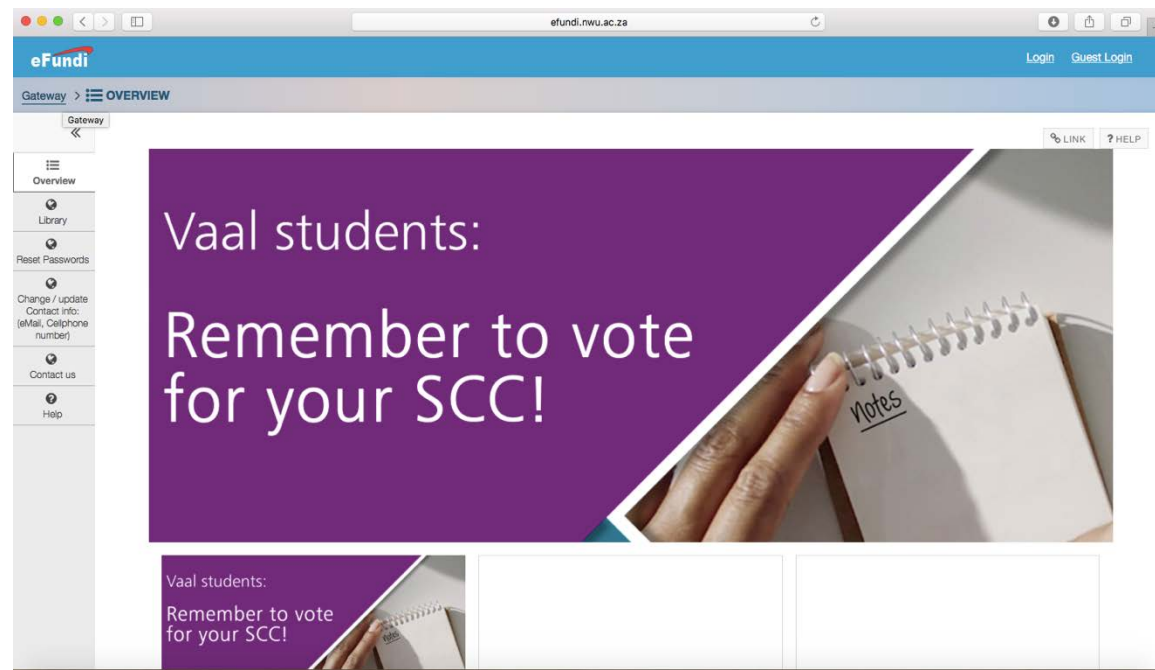
If you still experience challenges, please contact the **eFundi Helpdesk** at **018 285 2295** or EFUNDI-PC@nwu.ac.za.

Step-by-step guidelines for the use of eFundi

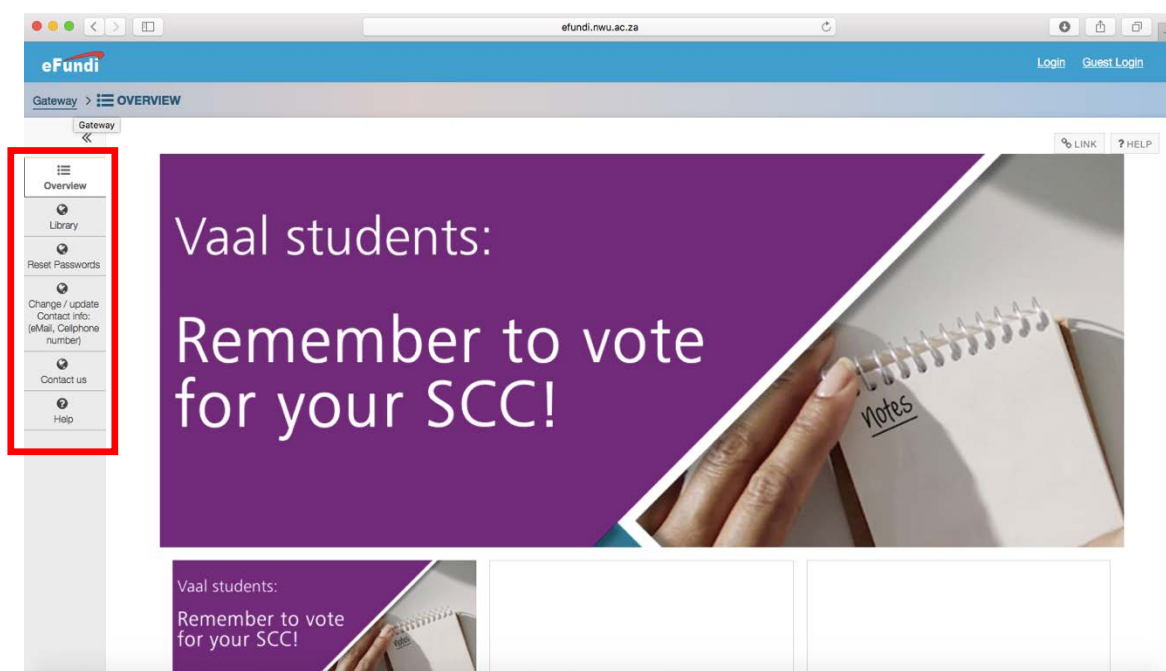
1. The first step is to change your password from your ID number to something you will easily remember. To do this, you have to login to eFundi.

Enter the URL for eFundi: <http://efundi.nwu.ac.za/portal/>

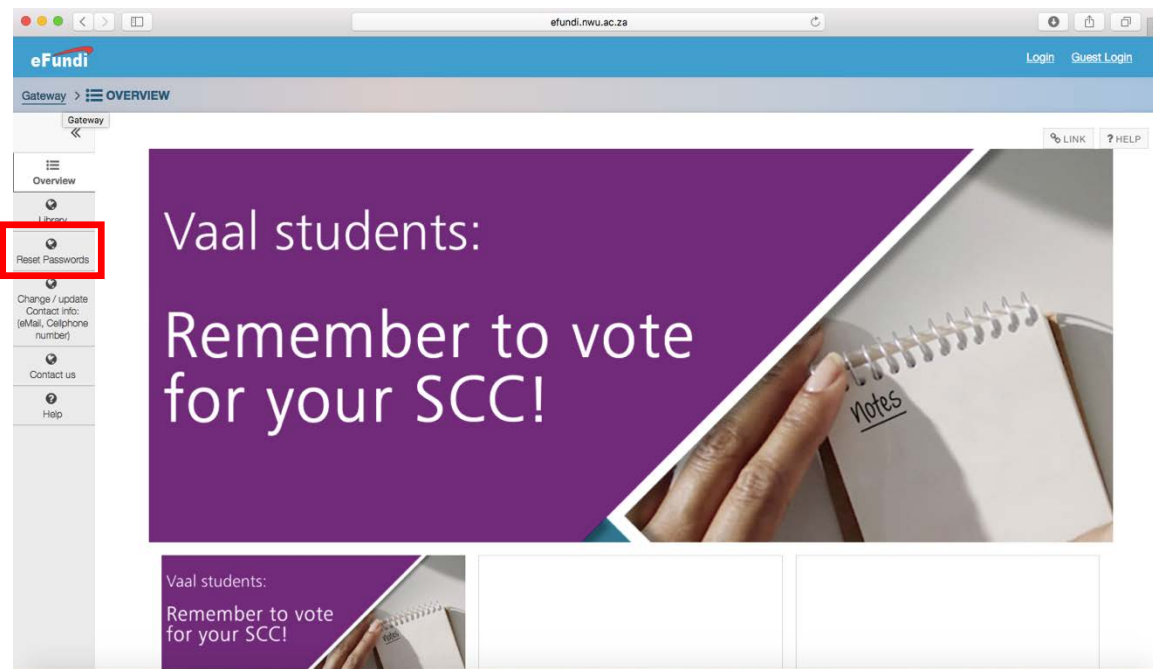
The following page will open



The menu for navigation appears on the left-hand side.

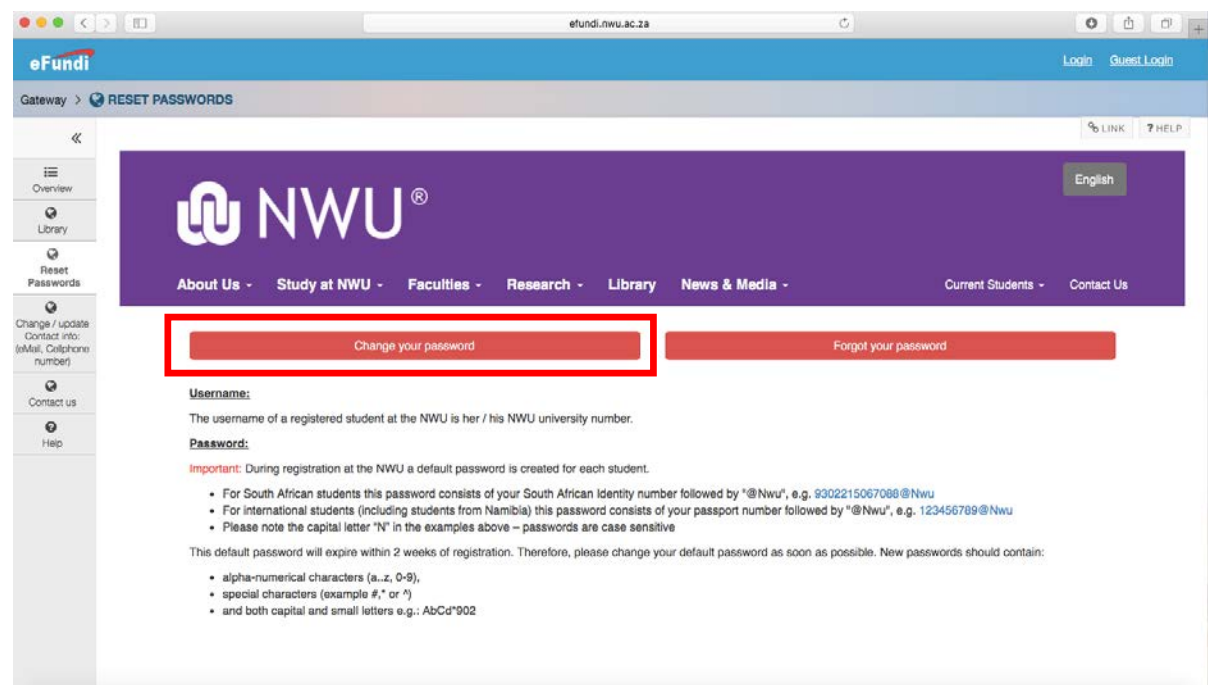


To change your password, click on Reset Passwords (in the menu on the left-hand side).



The following page will open.

Click on Change your password.



The following page will open.

Enter the information; then click on Verander/Change.

1. Enter the information

The screenshot shows the eFundi website's 'RESET PASSWORDS' section. A red box highlights the input fields for 'NWU Number / NWU Nommer', 'Old Password / Ou Wagwoord', 'New Password / Nuwe Wagwoord', and 'Confirm Password / Bevestig Wagwoord'. A red box also highlights the 'Verander / Change' button. A blue arrow points from the first annotation box to the input fields, and another blue arrow points from the second annotation box to the 'Verander / Change' button.

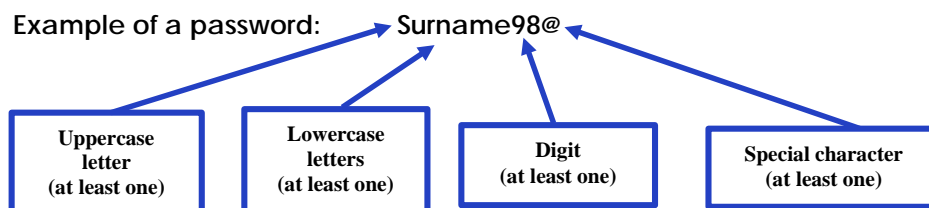
2. Click on Verander/Change

Please note the following when you change your password:

Information / Inligting

- Your password will be the same in all systems.
- The last 3 passwords cannot be used again.
- The minimum length of the password is 8 characters.
- Your password should contain at least 1 lowercase letter.
- Your password should contain at least 1 uppercase letter.
- Your password should contain at least 1 digit.
- Your password should contain at least 1 special character (not including a space).
- Please use your University Number.
- Passwords expire after 3 months.

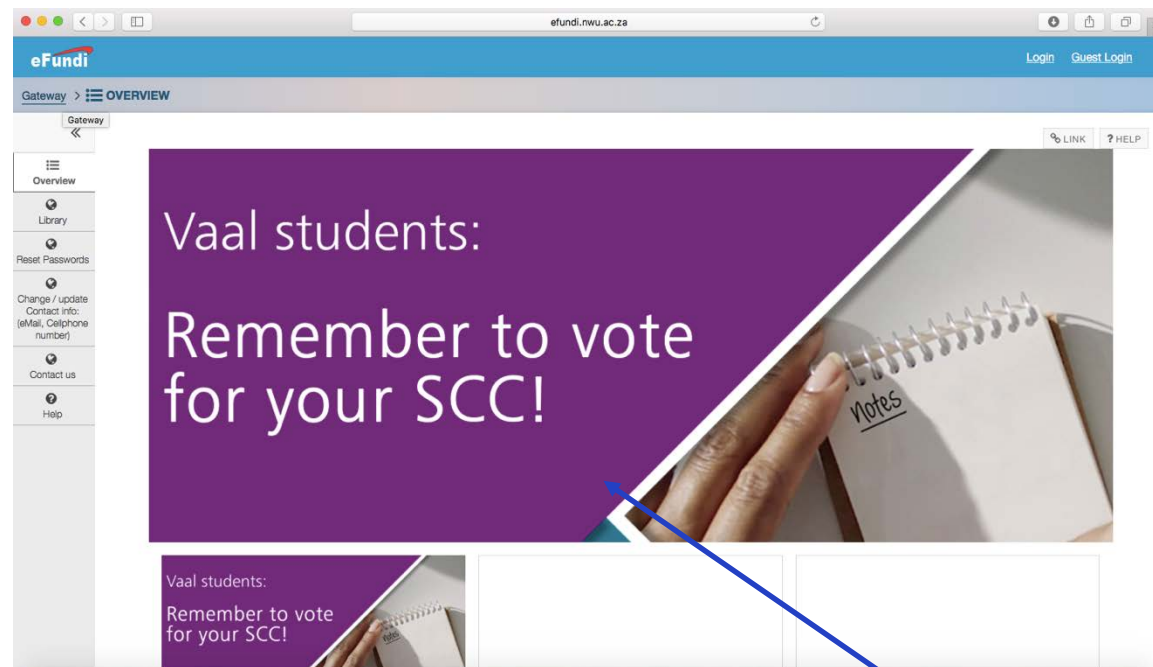
Example of a password:



2. To login to eFundi

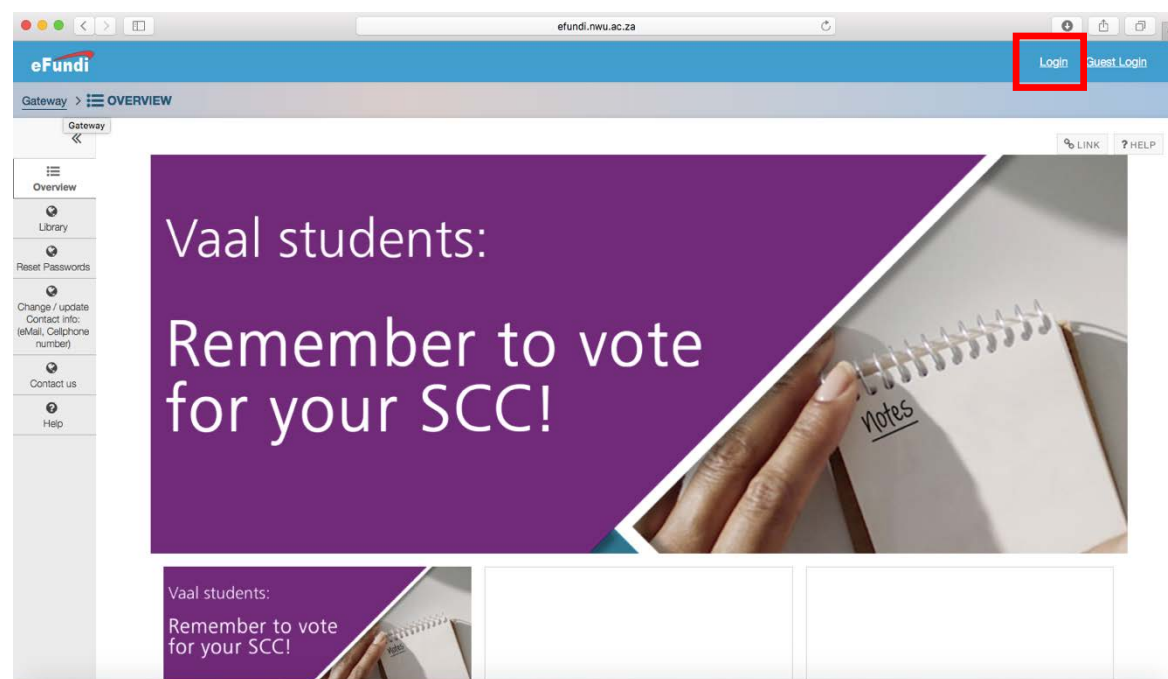
Enter the URL for eFundi: <http://efundi.nwu.ac.za/portal/>

The following page will open.



This picture/message will change from time-to-time

Click on Login



Enter your username and password; then click on Login.

1. Enter username (student number)

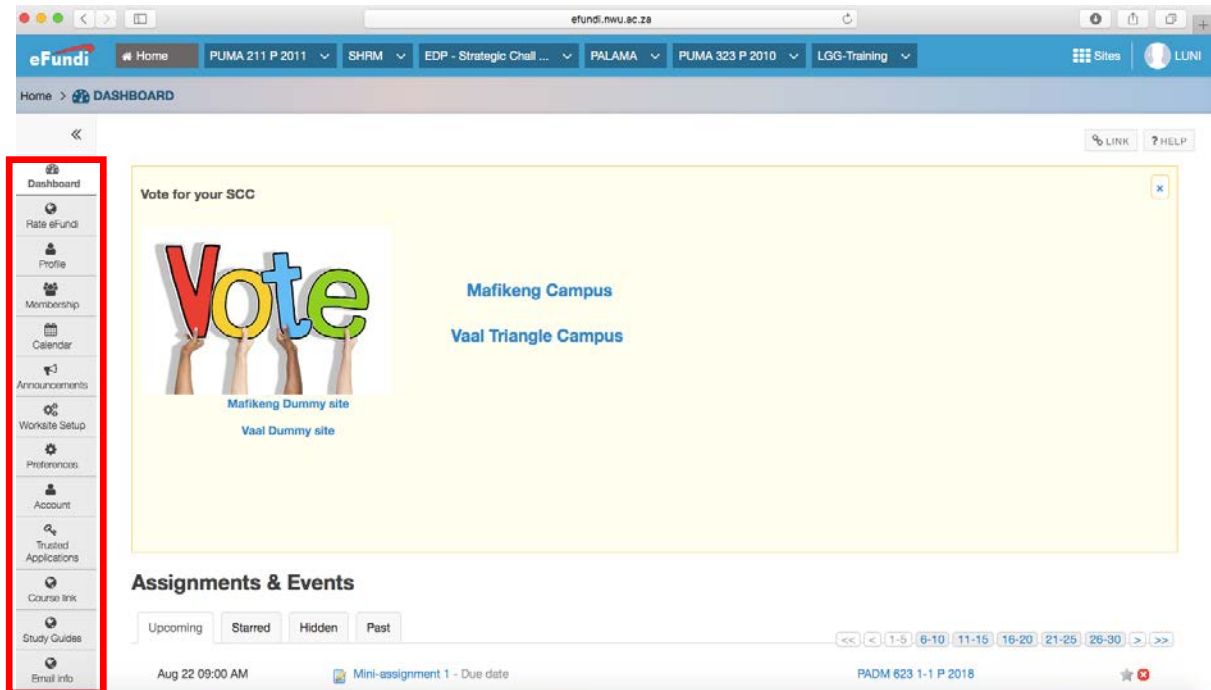
2. Enter Password

3. Click on Login

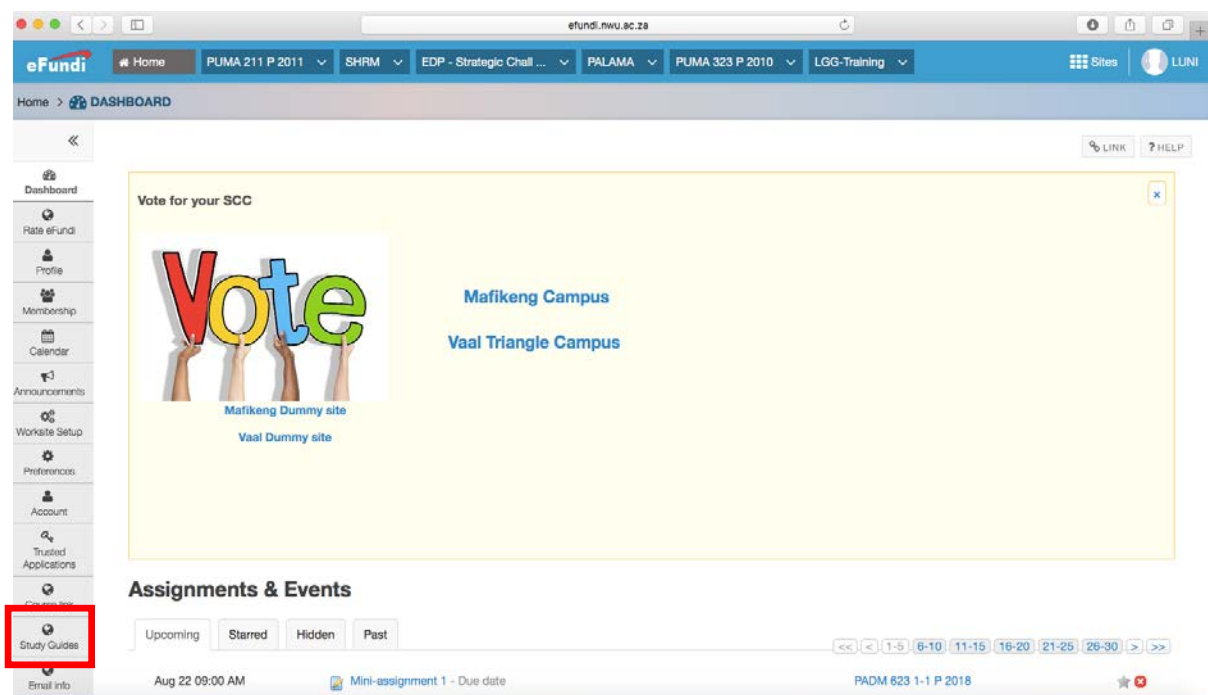
Once you have logged in to eFundi, the following page will open.

This picture/message will change from time-to-time

The menu for navigation appears on the left-hand side.

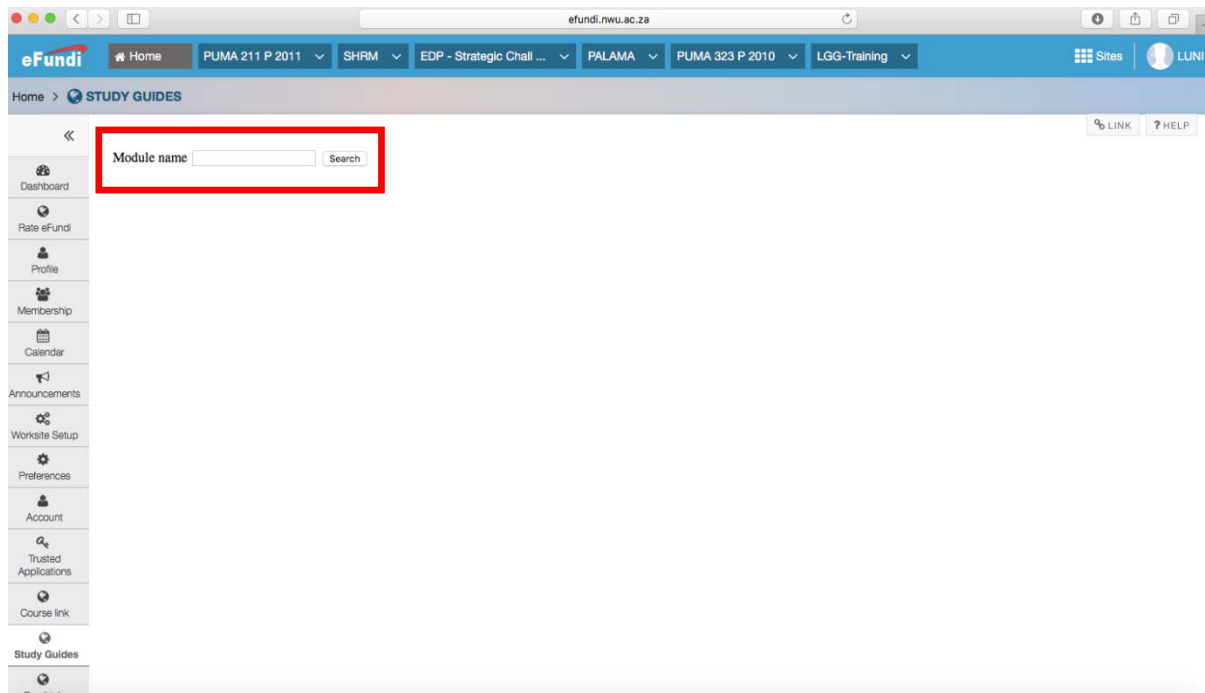


3. To access your study guide, click on Study Guides (in the menu on the left-hand side)



The following page will open.

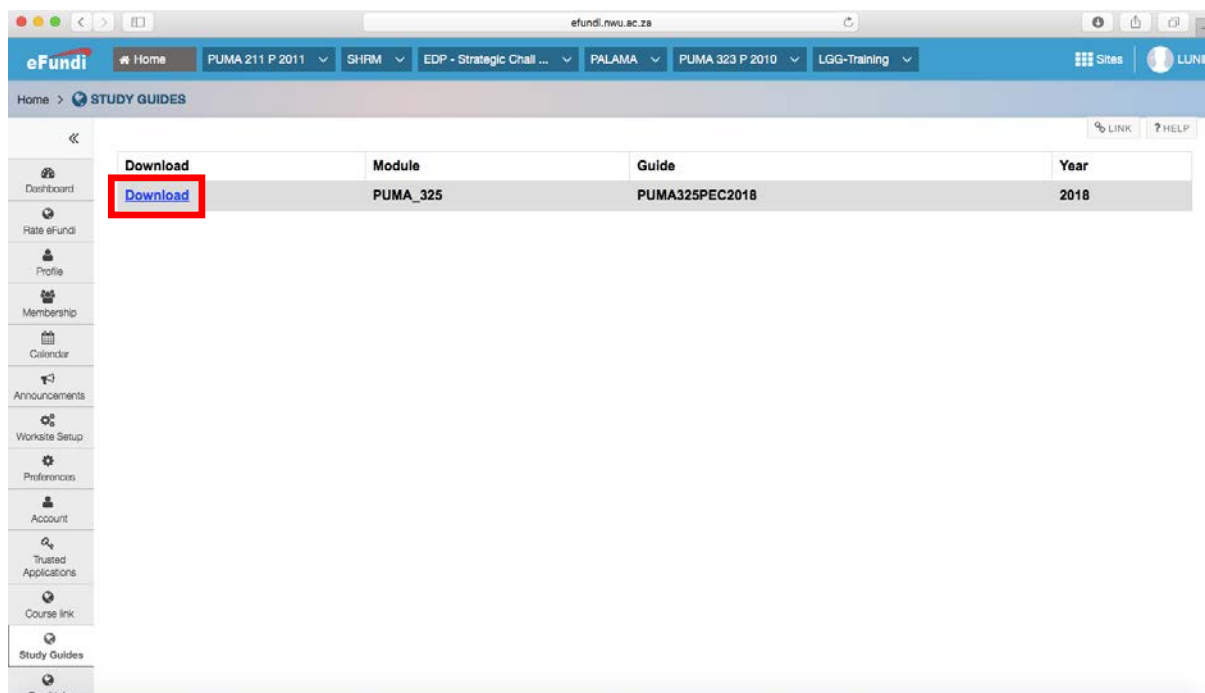
Insert your module code (e.g. PADM111) and click on Search.



The screenshot shows the eFundi website interface. At the top, there is a navigation bar with the eFundi logo and several dropdown menus for course selection (PUMA 211 P 2011, SHRM, EDP - Strategic Chall ..., PALAMA, PUMA 323 P 2010, LGG-Training). Below this is a breadcrumb trail: Home > STUDY GUIDES. On the left side, there is a vertical sidebar with icons and labels for various user functions: Dashboard, Rate eFundi, Profile, Membership, Calendar, Announcements, Worksite Setup, Preferences, Account, Trusted Applications, Course link, Study Guides, and Email info. The main content area features a search bar with the placeholder text 'Module name' and a 'Search' button. A red rectangular box is drawn around the search bar and the button.

The following page will open.

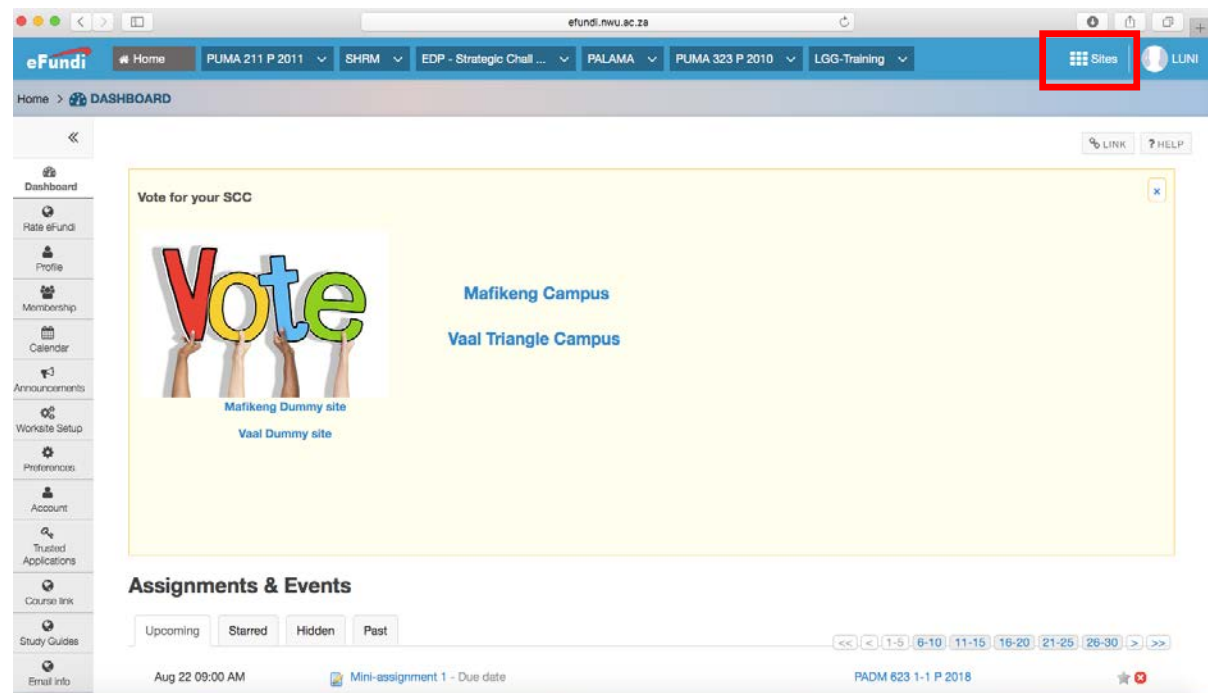
Click on Download to download your study guide.



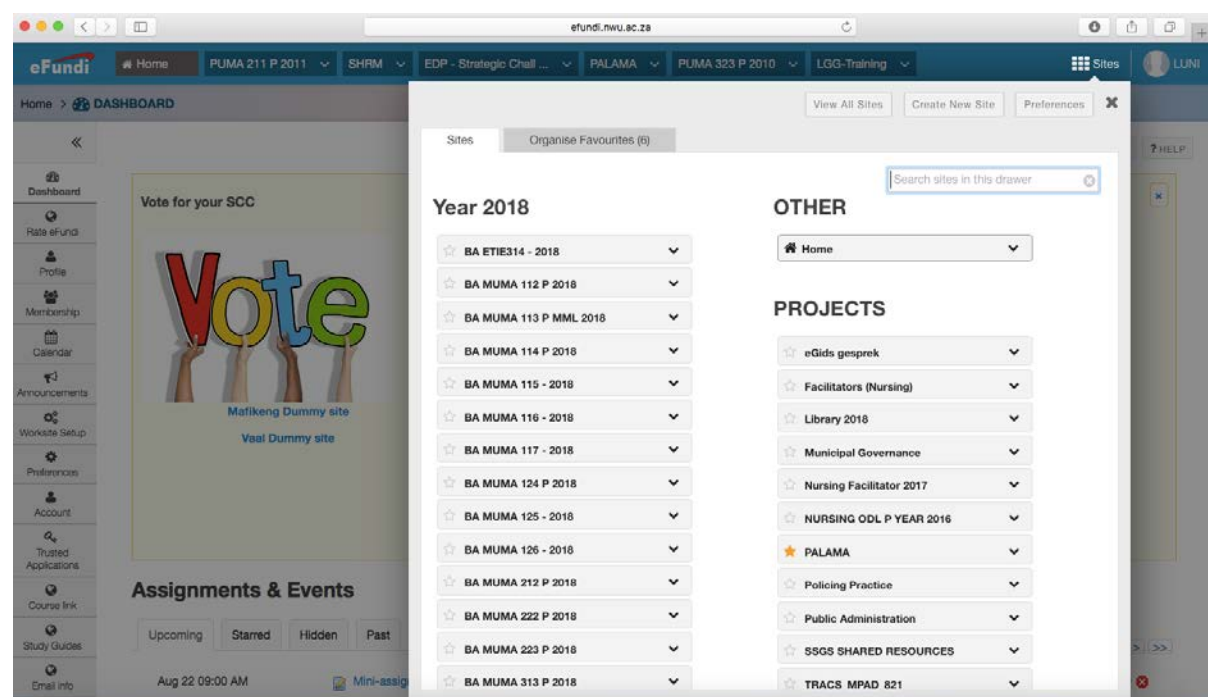
The screenshot shows the eFundi website interface with the search results for 'PUMA_325'. The table below lists the available study guides. A red rectangular box highlights the 'Download' link in the first row of the table.

Download	Module	Guide	Year
Download	PUMA_325	PUMA325PEC2018	2018

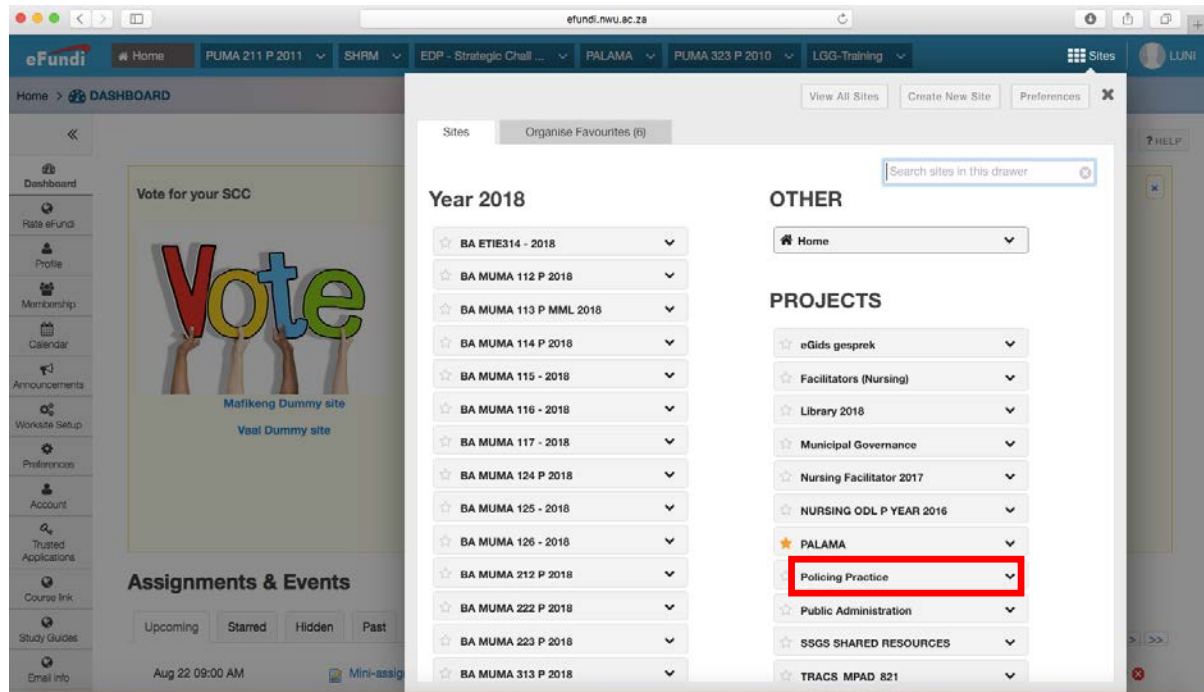
4. To access the programme site, click on Sites.



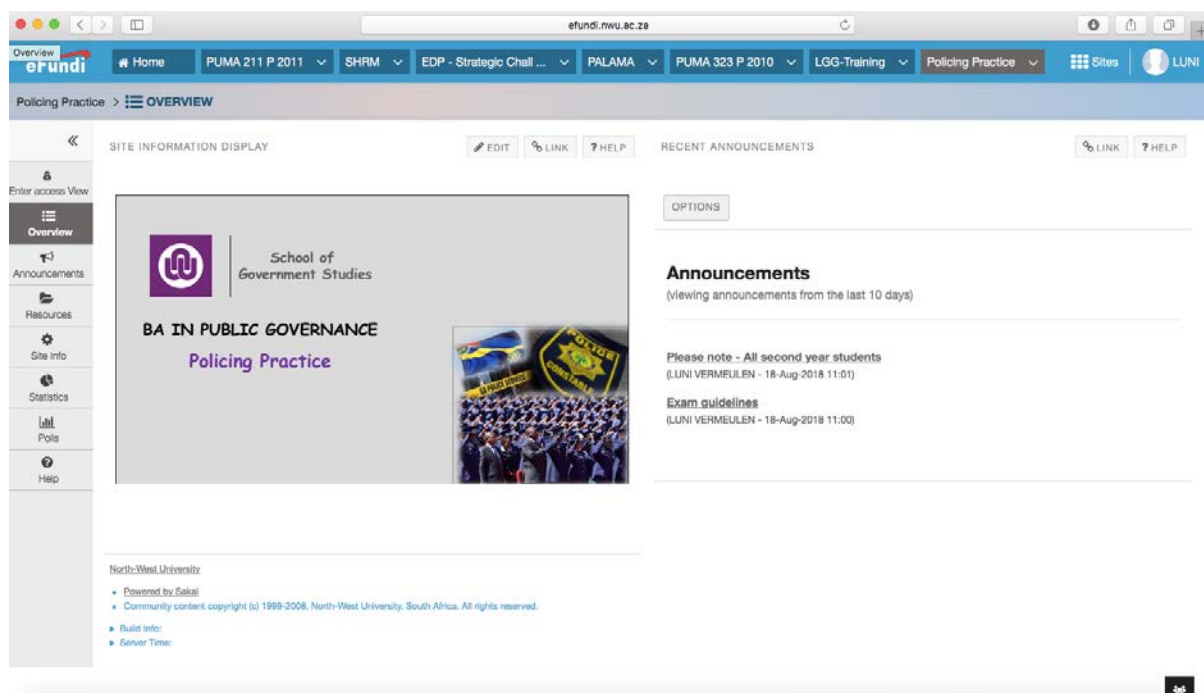
The following page will open.



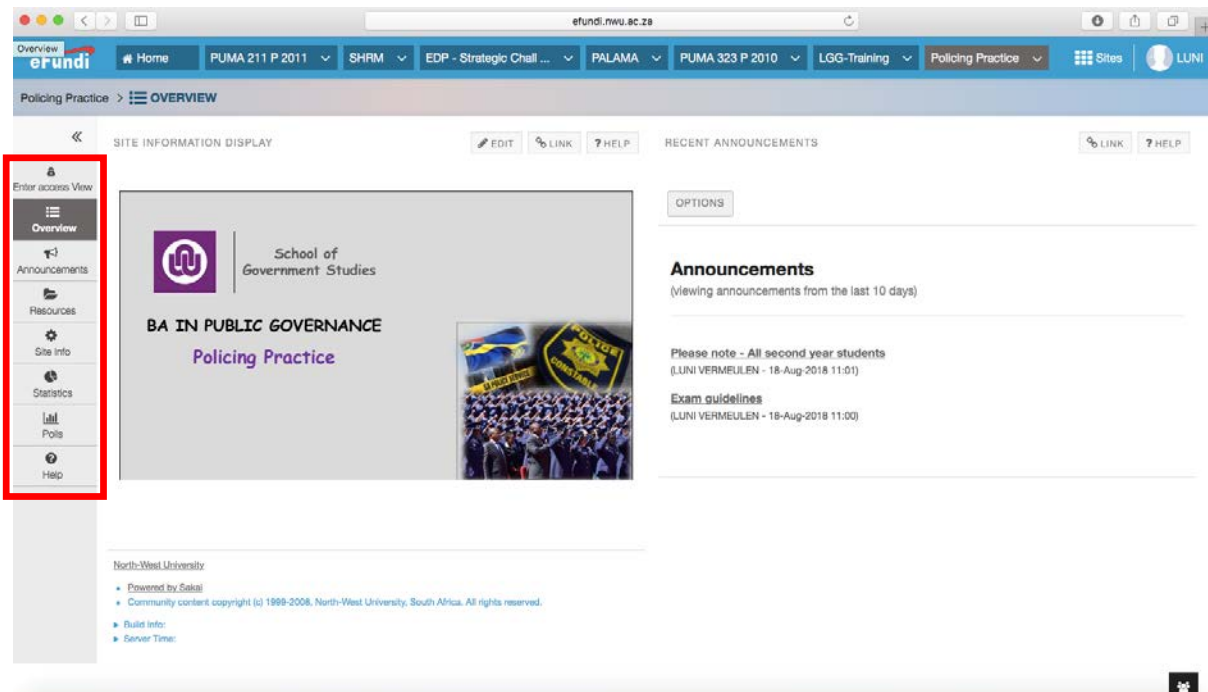
Click on the Policing Practice tab (on the right-hand side menu).



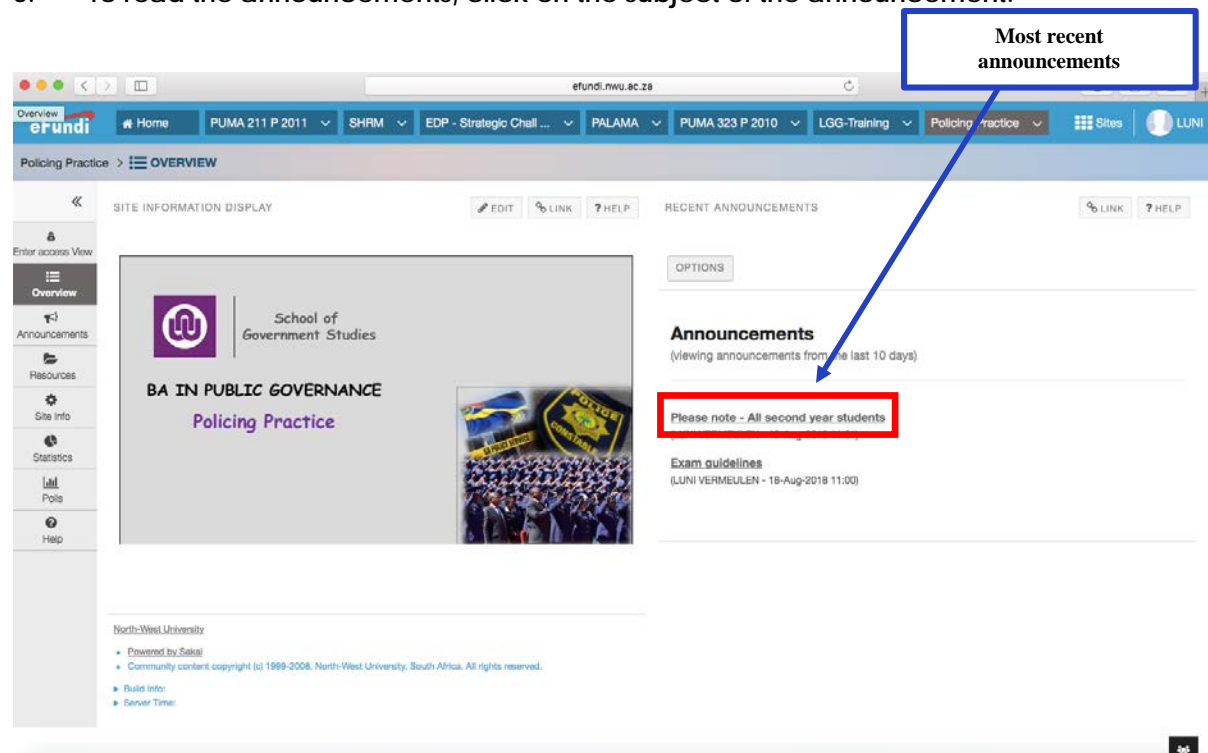
The following page will open.



The menu appears on the left-hand side.



5. To read the announcements, click on the subject of the announcement.



The announcements can also be accessed via the menu.

Click on Announcements (in the menu on the left-hand side).

The screenshot shows the efundi.nwu.ac.za website. The left-hand navigation bar has a red box around the 'Announcements' link. The main content area displays the 'School of Government Studies' logo and the text 'BA IN PUBLIC GOVERNANCE Policing Practice'. Below this, there are two announcements: 'Please note - All second year students' and 'Exam guidelines', both dated 18-Aug-2018 11:01.

Whether you clicked on the subject of the announcement on the home page or on Announcements in the menu, the following page will open.

The screenshot shows the efundi.nwu.ac.za website with the 'Announcements' page open. The page displays a table of announcements with the following data:

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
Please note - All second year students Edit	LUNI VERMEULEN	18-Aug-2018 11:01	site			<input type="checkbox"/>
Exam guidelines Edit	LUNI VERMEULEN	18-Aug-2018 11:00	site			<input type="checkbox"/>

At the bottom of the table, there are 'Update' and 'Cancel' buttons.

To read an announcement, click on the subject of the announcement.

efundi.nwu.ac.za

Announcements

Home PUMA 211 P.2011 SHRM EDP - Strategic Chall... PALAMA PUMA 323 P.2010 LGG-Training Policing Practice Sites LUNI

Policing Practice > ANNOUNCEMENTS

ADD MERGE REORDER OPTIONS PERMISSIONS LINK HELP

Announcements
(viewing announcements from the last 365 days)

View All

Viewing 1 - 2 of 2 items

show 10 items...

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove?
Please note - All second year students	LUNI VERMEULEN	18-Aug-2018 11:01	site			<input type="checkbox"/>
Exam guidelines	LUNI VERMEULEN	18-Aug-2018 11:00	site			<input type="checkbox"/>

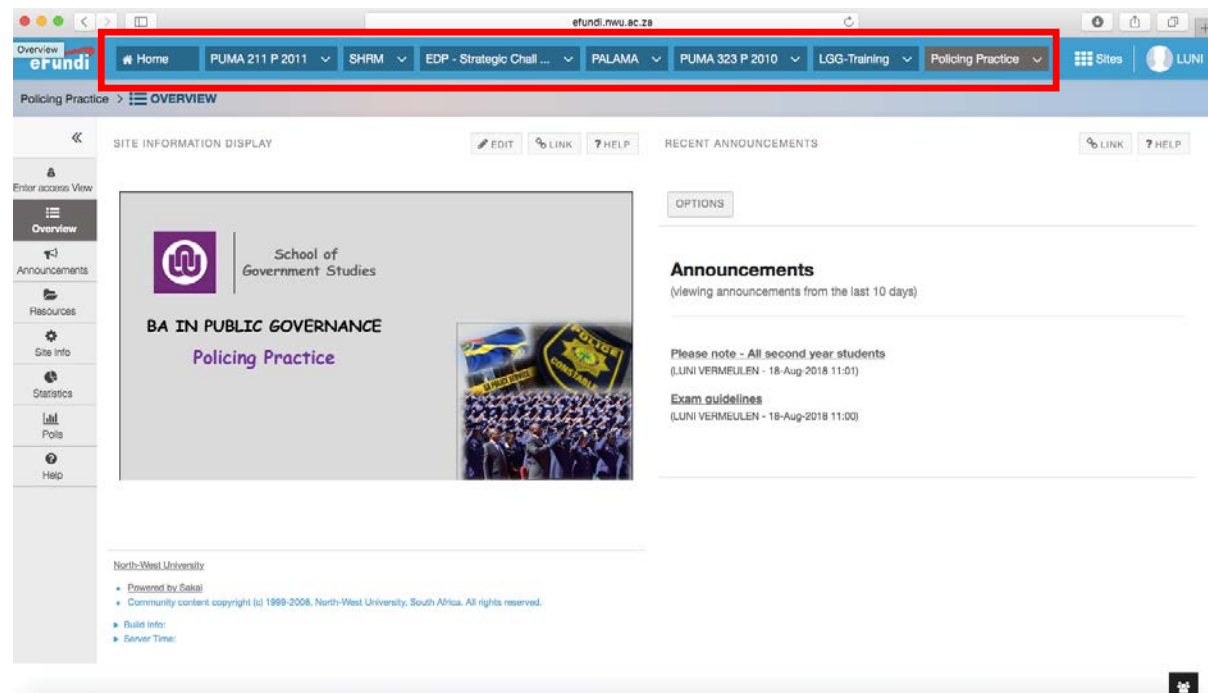
Update Cancel

Please note: Only lecturers can post announcements.

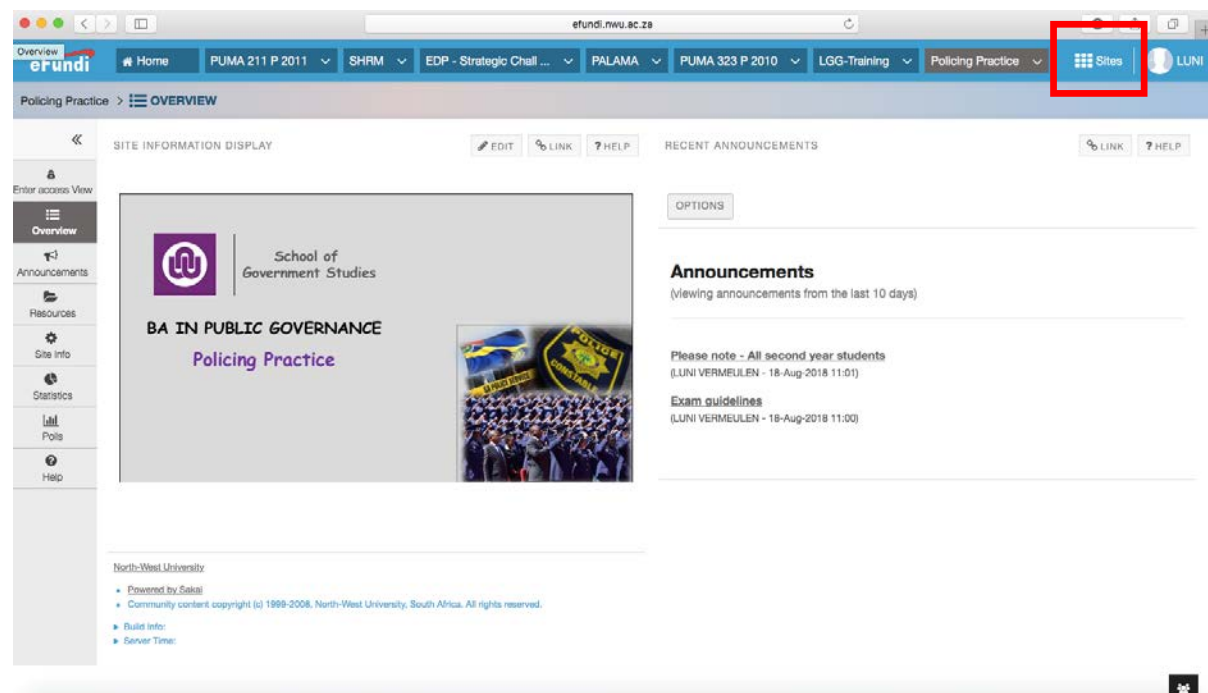
6. To open a module site

Whether you are on the eFundi home page, the Programme Site or any other page, you access the module sites via the tabs at the top of the page.

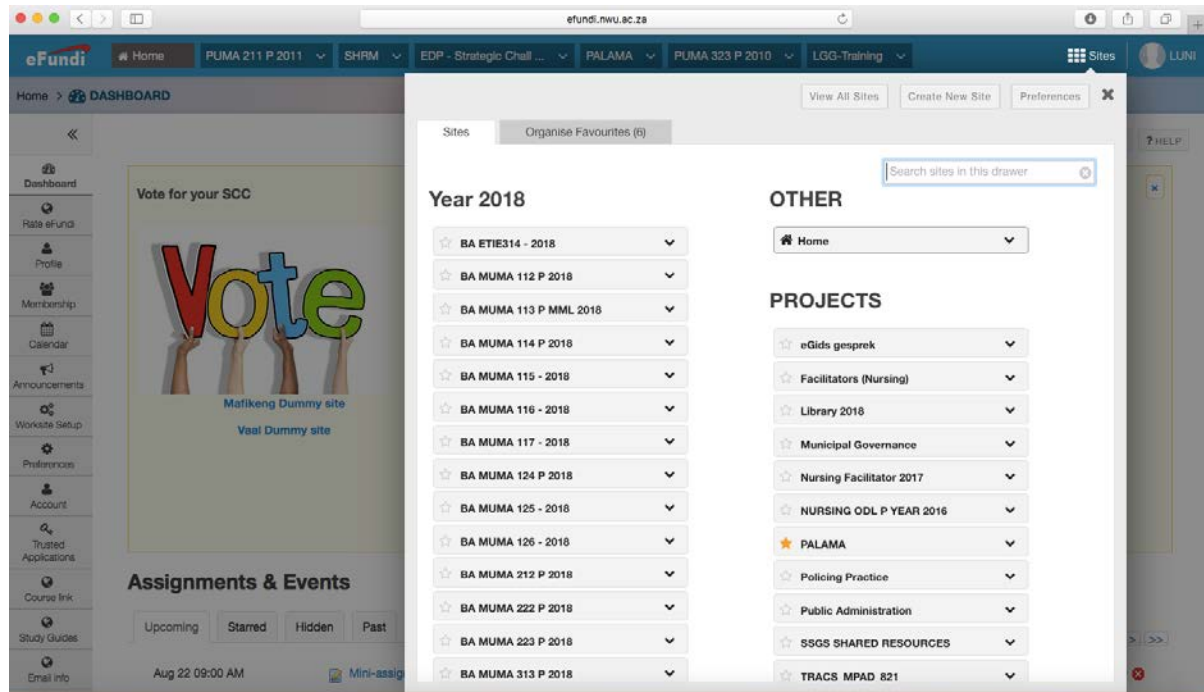
Click on the module code for the site you wish to access.



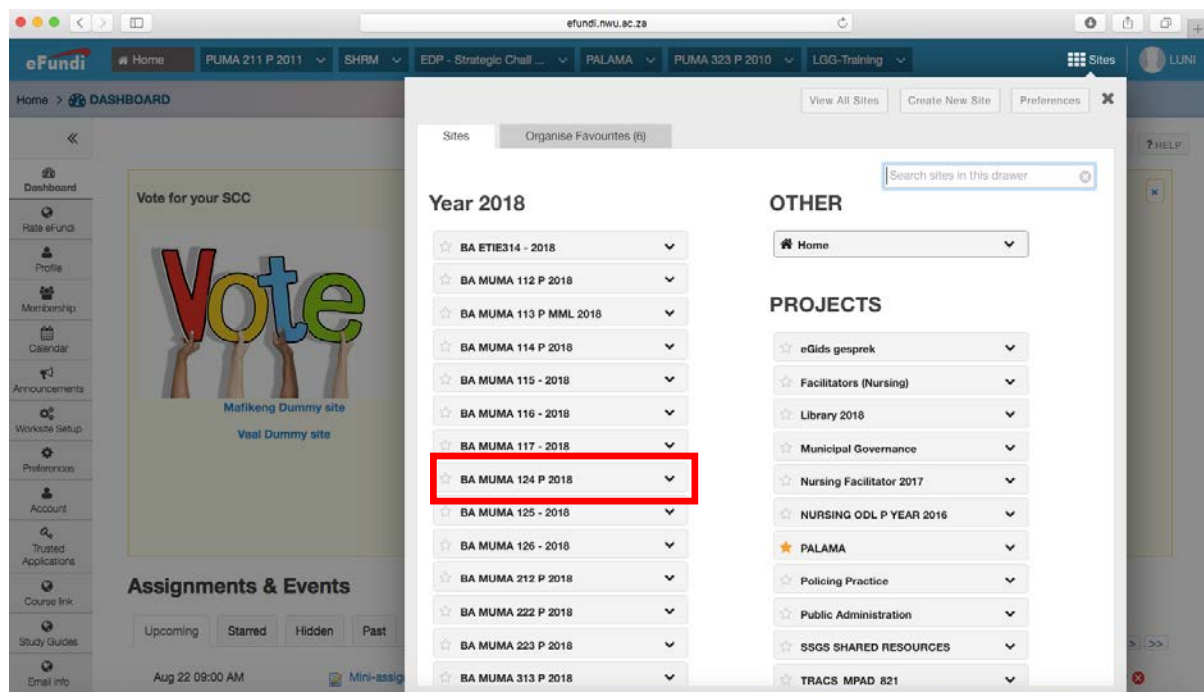
If your module site does not appear at the tabs at the top of the page, click on [Sites](#).



When you click on Sites, the following page will open.



Choose the module code of the site you wish to access (on the left-hand side menu).



All module sites will open on a home page. Each module site's home page will look different – below are two examples of module home pages.

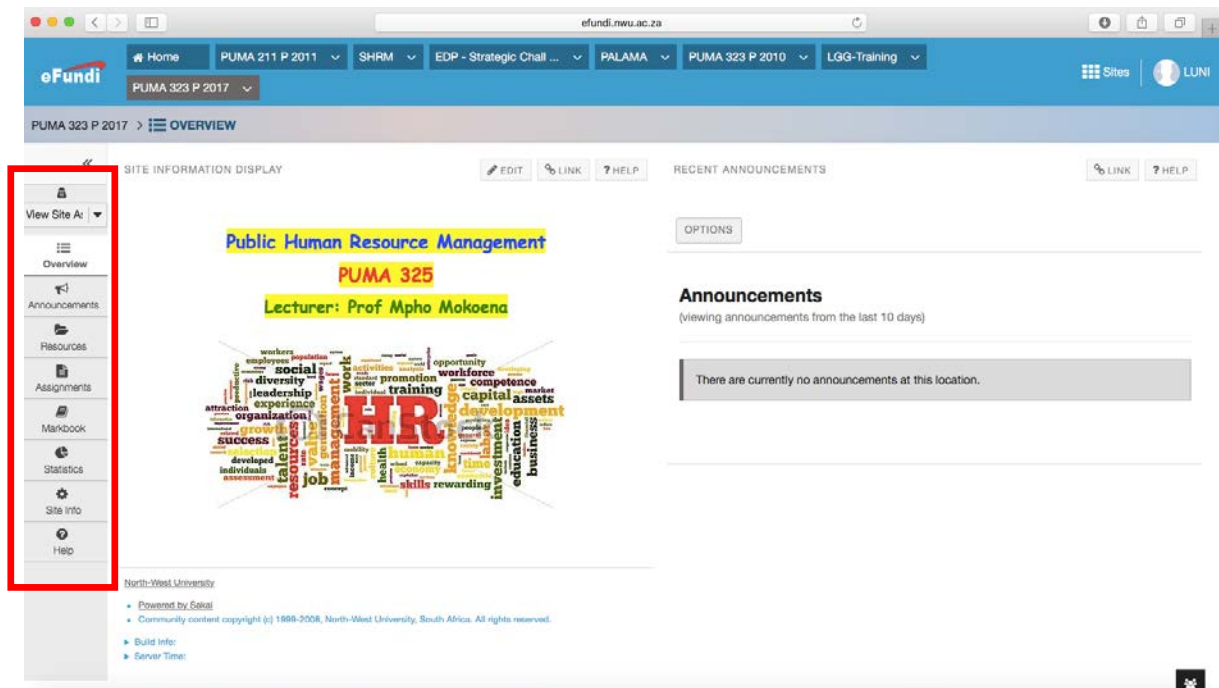
Example 1

The screenshot shows the eFundi module site for PADM111 - 2018. The top navigation bar includes links for Home, PUMA 211 P 2011, SHRM, EDP - Strategic Chall..., PALAMA, PUMA 323 P 2010, and LGG-Training. The main content area features a large graphic with the text "PADM111 Introduction to Public Administration". The left sidebar contains a list of site sections: Overview, Announcements, Resources, Forums, Assignments, Government Website, DPSA, PSG, Statistics, Site Info, and Gradebook. The right sidebar displays "Announcements" and "MESSAGE CENTER NOTIFICATIONS".

Example 2

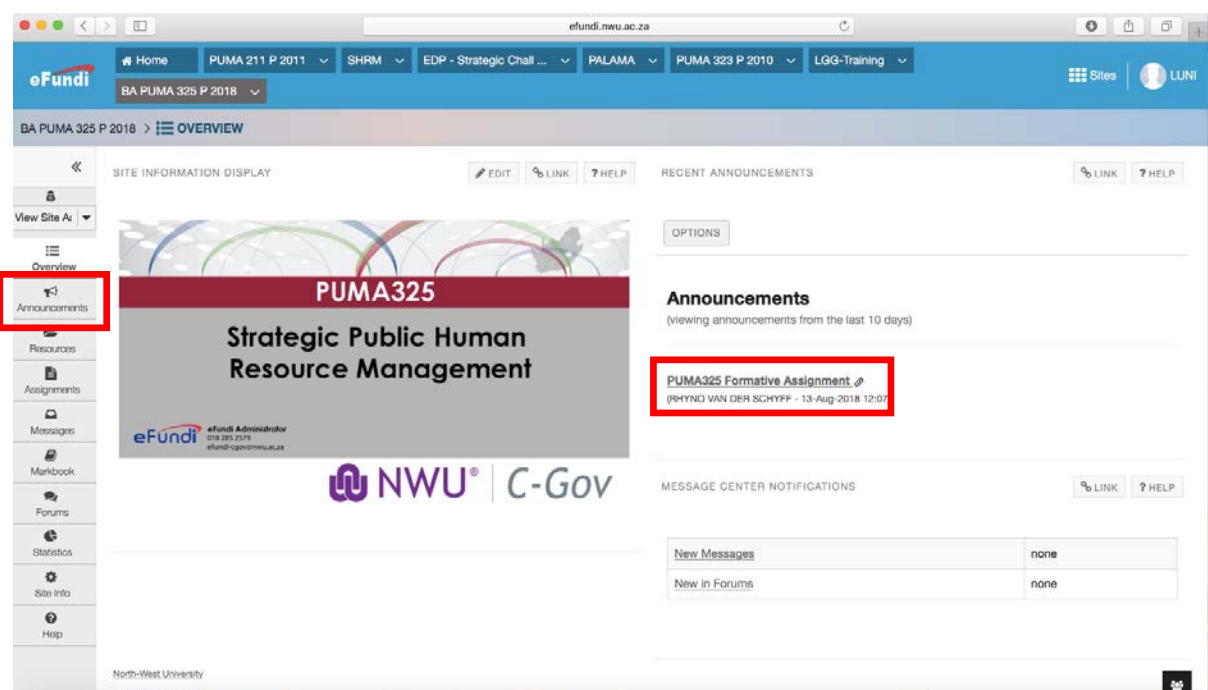
The screenshot shows the eFundi module site for PUMA 323 P 2017. The top navigation bar includes links for Home, PUMA 211 P 2011, SHRM, EDP - Strategic Chall..., PALAMA, PUMA 323 P 2010, and LGG-Training. The main content area features a large graphic with the text "Public Human Resource Management PUMA 325 Lecturer: Prof Mpho Mokoena". The left sidebar contains a list of site sections: Overview, Announcements, Resources, Assignments, Markbook, Statistics, Site Info, and Help. The right sidebar displays "Announcements" and "MESSAGE CENTER NOTIFICATIONS".

Whatever the appearance of the home page, the menu will always appear on the left-hand side.



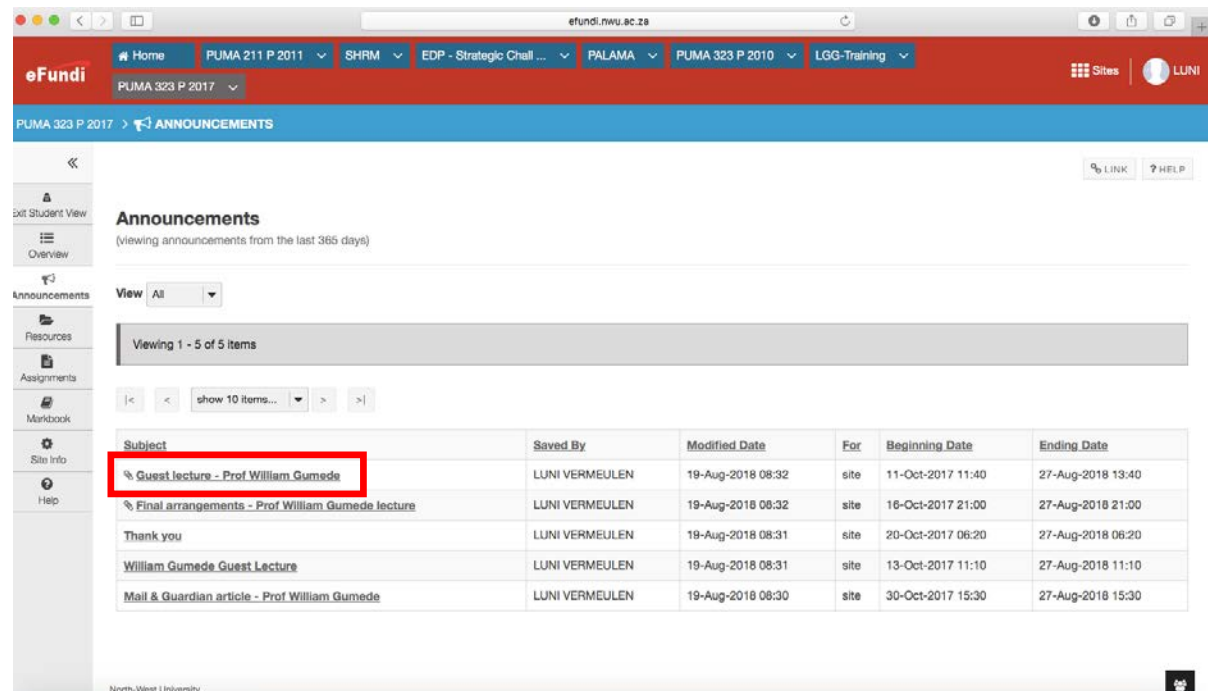
7. To read the announcements, follow the same steps as outlined in point 5 above:

- Click on the subject of the announcement on the home page OR
- Click on Announcements in the menu (on the left-hand side)



The following page will open.

Click on the subject of an announcement to read it.



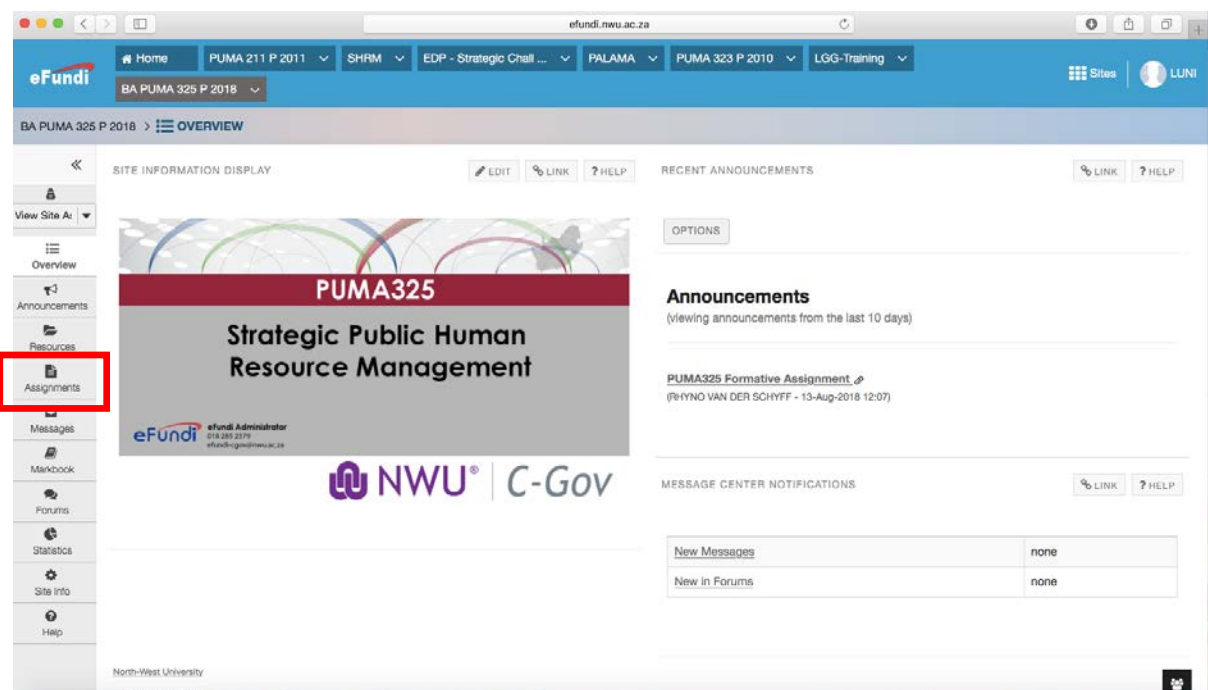
Announcements
(viewing announcements from the last 365 days)

View: All

Viewing 1 - 5 of 5 items

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date
Guest lecture - Prof William Gumede	LUNI VERMEULEN	19-Aug-2018 08:32	site	11-Oct-2017 11:40	27-Aug-2018 13:40
Final arrangements - Prof William Gumede lecture	LUNI VERMEULEN	19-Aug-2018 08:32	site	16-Oct-2017 21:00	27-Aug-2018 21:00
Thank you	LUNI VERMEULEN	19-Aug-2018 08:31	site	20-Oct-2017 06:20	27-Aug-2018 06:20
William Gumede Guest Lecture	LUNI VERMEULEN	19-Aug-2018 08:31	site	13-Oct-2017 11:10	27-Aug-2018 11:10
Mail & Guardian article - Prof William Gumede	LUNI VERMEULEN	19-Aug-2018 08:30	site	30-Oct-2017 15:30	27-Aug-2018 15:30

8. To access your assignments, click on Assignments in the menu (on the left-hand side).



BA PUMA 325 P 2018 > OVERVIEW

PUMA325
Strategic Public Human Resource Management

Announcements
(viewing announcements from the last 10 days)

[PUMA325 Formative Assignment](#)
(RHYNO VAN DER SCHYFF - 13-Aug-2018 12:07)

MESSAGE CENTER NOTIFICATIONS

Message	Count
New Messages	none
New in Forums	none

The following page will open.

The screenshot shows the eFundi Assignment List page. A red box highlights the first four rows of the assignment list table. Blue arrows point from text boxes to specific elements: 'Assignment names' points to the 'Assignment Title' column, 'Due date' points to the 'Due' column, 'Indicate whether you have started with the assignment or not' points to the 'Status' column, and 'Date from which the assignment is available to access' points to the 'Open' column.

Assignment Title	Status	Open	Due
E-tivity 1	Not Started	17-Jul-2017 11:55	01-Aug-2017 23:55
E-tivity 2	Not Started	17-Jul-2017 12:00	14-Aug-2017 23:55
E-tivity 3	Not Started	17-Jul-2017 12:00	19-Sep-2017 23:55
Individual Research Assignment	Not Started	17-Jul-2017 08:00	19-Sep-2017 23:55

To access an assignment, click on the title of the assignment.

The screenshot shows the eFundi Assignment List page. A blue arrow points from a text box to the paperclip icon next to 'E-tivity 1' in the assignment list table.

The paperclip indicates that an attachment is included in the assignment instructions

Assignment Title	Status	Open	Due
E-tivity 1	Not Started	17-Jul-2017 11:55	01-Aug-2017 23:55
E-tivity 2	Not Started	17-Jul-2017 12:00	14-Aug-2017 23:55
E-tivity 3	Not Started	17-Jul-2017 12:00	19-Sep-2017 23:55
Individual Research Assignment	Not Started	17-Jul-2017 08:00	19-Sep-2017 23:55

The assignment and the instructions will open.

The screenshot shows the eFundi interface for an assignment titled 'Individual Research Assignment'. The page is divided into several sections: Overview, Announcements, Resources, Assignments, Markbooks, Statistics, Site info, and Help. The 'Assignments' section is active, showing details for the 'Individual Research Assignment'. The 'Due' date is '19-Sep-2017 23:55'. The 'Status' is 'Not Started'. The 'Instructions' section contains a list of guidelines for submission and plagiarism. The 'Additional resources for assignment' section includes a link to 'Assignment 2017.docx'. The 'Submission' section contains a warning about plagiarism and a list of accepted file types. The 'Attachment' section shows 'No attachment yet' and a 'Choose File' button. A callout box points to the 'Choose File' button with the text 'The attachment should be opened before you do the assignment'. Other callouts point to the 'Assignment instructions', 'Assignment name', and 'Due date'.

Assignment instructions

Assignment name

Due date

The attachment should be opened before you do the assignment

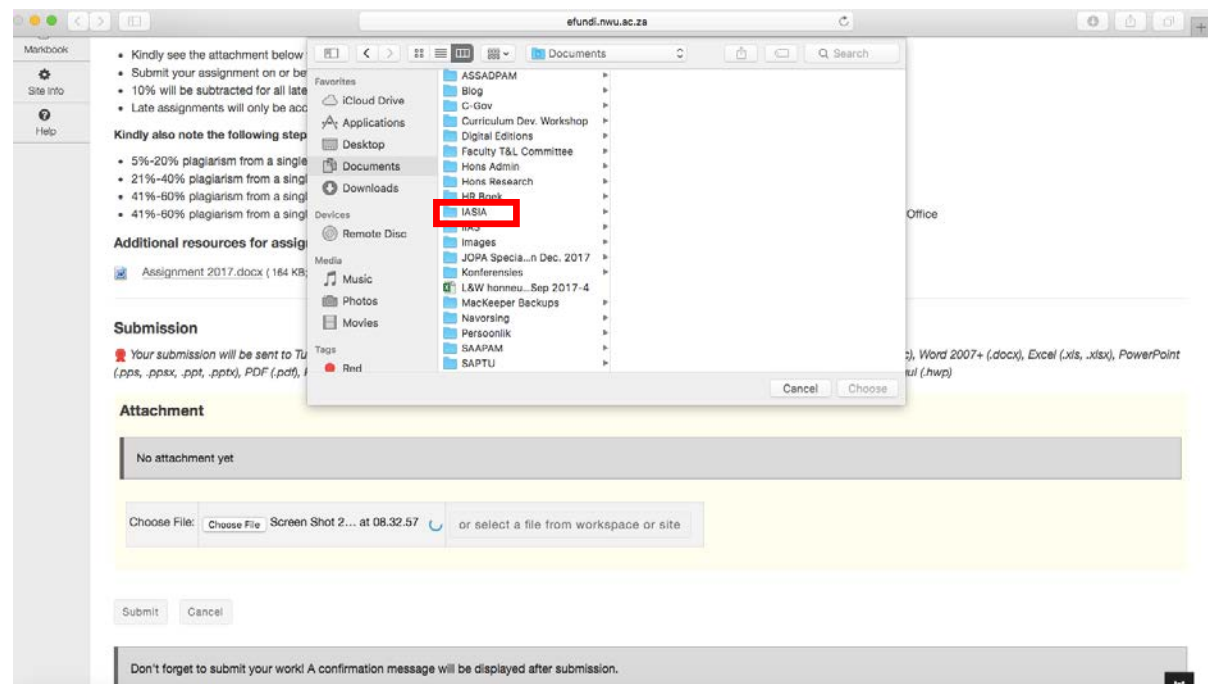
9. To upload your completed assignment to eFundi.

After you have completed your assignment in Microsoft Word, access the assignment again on eFundi and click on Choose File.

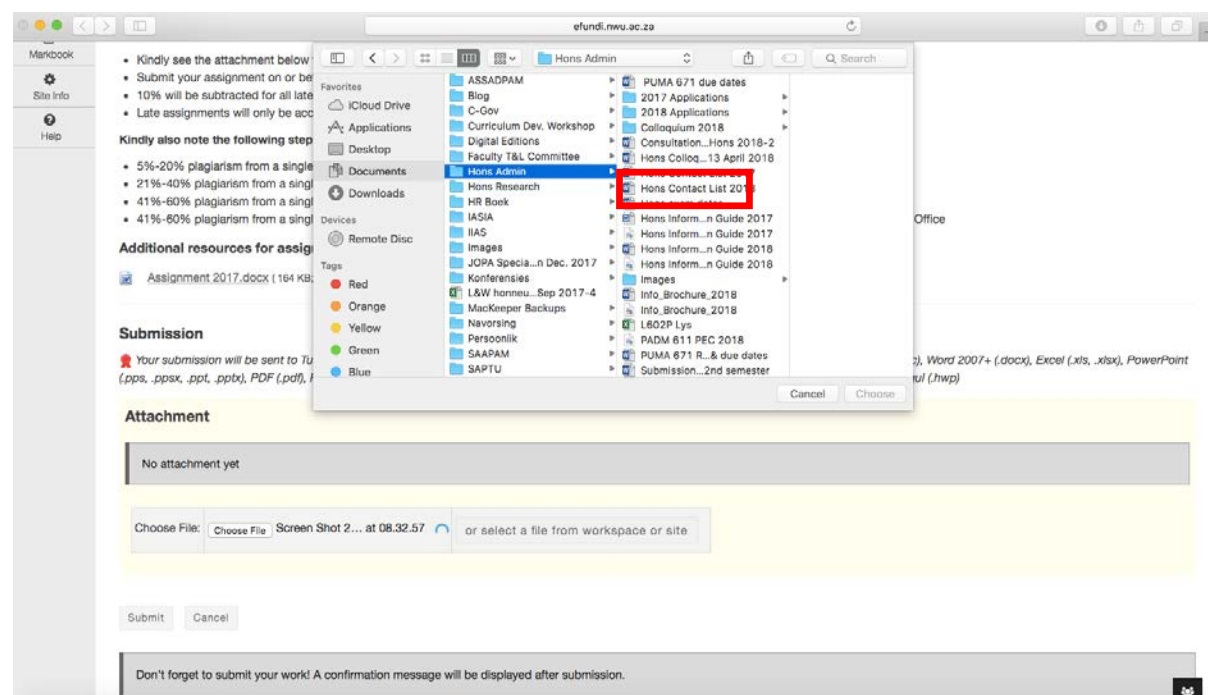
This screenshot is identical to the one above, but with a red box highlighting the 'Choose File' button in the 'Attachment' section. The button is labeled 'Choose File' and 'no file selected'.

The following page will open.

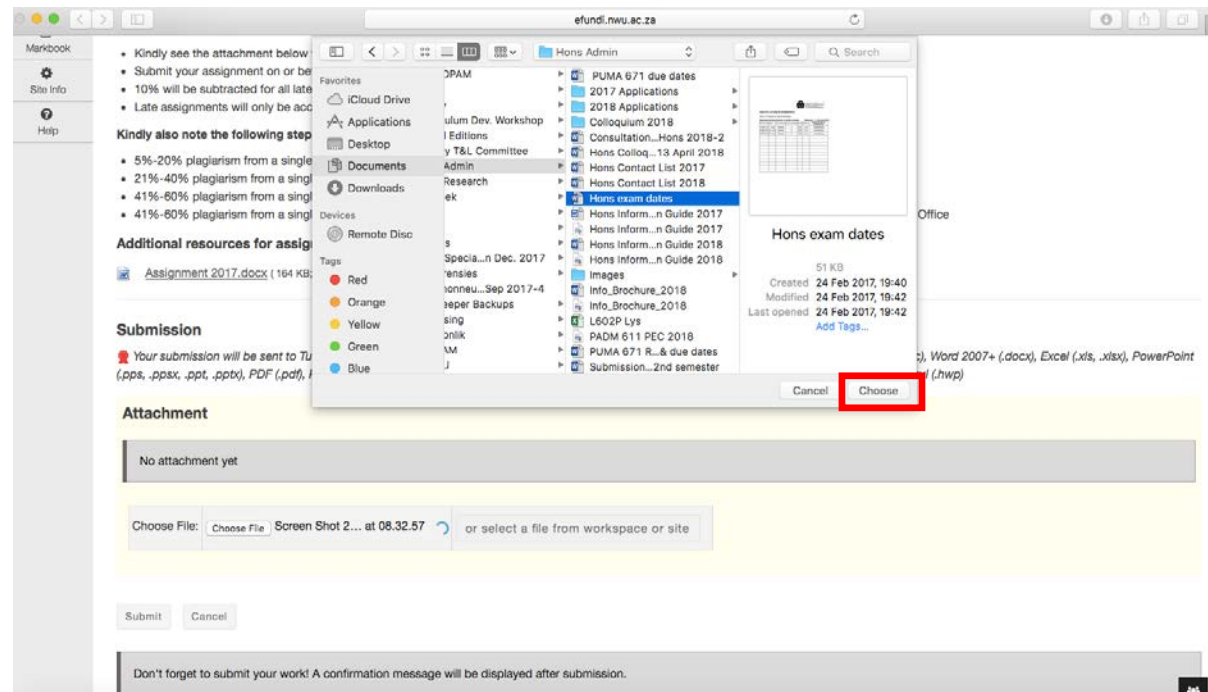
Click on the folder where you have saved your assignment.



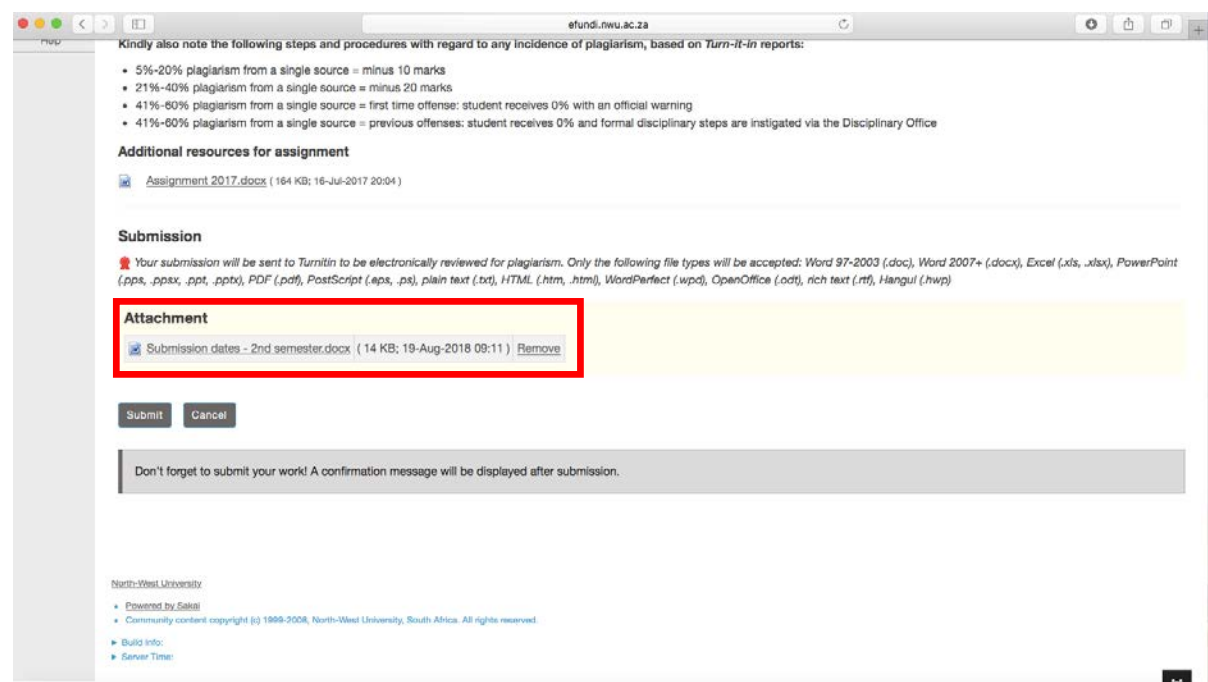
Choose the file name under which you saved your assignment.



Click on Choose/Insert to upload your file (assignment) to eFundi.



The uploaded file (your assignment) will now appear on the assignment page as an attachment.



The final step to upload your assignment – click on Submit.

The screenshot shows the eFundi submission interface. At the top, there are instructions on plagiarism penalties. Below, under 'Additional resources for assignment', a file 'Assignment 2017.docx' is listed. The 'Submission' section states that submissions are reviewed for plagiarism. The 'Attachment' section shows 'Submission dates - 2nd semester.docx' is attached. At the bottom left, the 'Submit' button is highlighted with a red rectangular box, next to a 'Cancel' button. A message at the bottom says 'Don't forget to submit your work! A confirmation message will be displayed after submission.'

The following page will appear, indicating that your assignment was successfully submitted.

The screenshot shows the 'Submission Confirmation' page on eFundi. A red box highlights the green checkmark and the message: 'You have successfully submitted your work. You will receive an email confirmation containing this information.' Below this, submission details are listed: User (LUNI VERMEULEN), Class site (PUMA 323 P 2017), Assignment (Individual Research Assignment), Submission ID (62bc7a70-2254-4dd9-887e-99fd5ad1f491), Submitted on (19-Aug-2018 08:16), and History (Sun Aug 19 09:16:11 SAST 2018 LUNI VERMEULEN submitted). A 'Submitted Attachment' section lists 'Submission dates - 2nd semester.docx'. A 'Back to list' button is at the bottom. A blue arrow points from a text box at the bottom right to the red box.

If this message does not appear, it means something went wrong and your assignment did not successfully upload to eFundi. Contact the eFundi Helpdesk for assistance.

10. To open resources.

Select Resources in the menu (on the left-hand side).

The screenshot shows the eFundi website interface. The left-hand navigation bar is visible, with the 'Resources' menu item highlighted in a red box. The main content area displays 'Public Human Resource Management' and 'PUMA 325' with a word cloud. The right-hand side shows 'Announcements' with a message: 'There are currently no announcements at this location.'

The following page will open.

The screenshot shows the eFundi website interface for the 'BA PADM 111 - 2018' course. The 'Resources' menu item is selected in the left-hand navigation bar. The main content area displays a list of resources under the heading 'BA PADM 111 - 2018 Resources'. The resources are listed in a table with columns for Title, Access, Created By, Modified, and Size.

Title	Access	Created By	Modified	Size
BA PADM 111 - 2018 Resources				
Additional Reading	Entire site	RHYNO VAN DER SCHYFF	19-Jan-2018 15:38	14 items
Day Programme	Entire site	RHYNO VAN DER SCHYFF	19-Jan-2018 15:38	1 item
Examination	Entire site	RHYNO VAN DER SCHYFF	29-Mar-2018 10:40	2 items
Formative Assignment	Entire site	RHYNO VAN DER SCHYFF	19-Jan-2018 15:38	1 item
Group Work	Entire site	RHYNO VAN DER SCHYFF	19-Jan-2018 15:38	1 item
Power Point Presentation	Entire site	RHYNO VAN DER SCHYFF	19-Jan-2018 15:38	1 item
Reader	Entire site	RHYNO VAN DER SCHYFF	19-Jan-2018 15:38	0 items
Study Guide	Entire site	RHYNO VAN DER SCHYFF	19-Jan-2018 15:38	1 item
PADM111.jpg	Entire site	RHYNO VAN DER SCHYFF	08-Jan-2018 12:08	183.1 KB

To read a resource, click on a folder title, e.g. Power point Presentations.

The screenshot shows the eFundi website interface. The top navigation bar includes links for Home, PUMA 211 P 2011, SHRM, EDP - Strategic Chall ..., PALAMA, PUMA 323 P 2010, and LGG-Training. The main content area is titled 'BA PADM 111 - 2018' and 'RESOURCES'. A sidebar on the left contains links for Resources, Forums, Assignments, Government Website, DPSA, PSC, Statistics, Site Info, and Grackbook. The main table lists resources with columns for Title, Access, Created By, Modified, and Size. The 'Power Point Presentation' folder is highlighted with a red box.

Title	Access	Created By	Modified	Size
BA PADM 111 - 2018 Resources				
Additional Reading	Entire site	RHYNO VAN DER SCHYFF	19-Jan-2018 15:38	14 items
Day Programme	Entire site	RHYNO VAN DER SCHYFF	19-Jan-2018 15:38	1 item
Examination	Entire site	RHYNO VAN DER SCHYFF	29-Mar-2018 10:40	2 items
Formative Assignment	Entire site	RHYNO VAN DER SCHYFF	19-Jan-2018 15:38	1 item
Group Work	Entire site	RHYNO VAN DER SCHYFF	19-Jan-2018 15:38	1 item
Power Point Presentation	Entire site	RHYNO VAN DER SCHYFF	19-Jan-2018 15:38	1 item
Reader	Entire site	RHYNO VAN DER SCHYFF	19-Jan-2018 15:38	0 items
Study Guide	Entire site	RHYNO VAN DER SCHYFF	19-Jan-2018 15:38	1 item
PADM111.jpg	Entire site	RHYNO VAN DER SCHYFF	08-Jan-2018 12:08	183.1 KB

All the files that are saved under the folder you chose will appear.

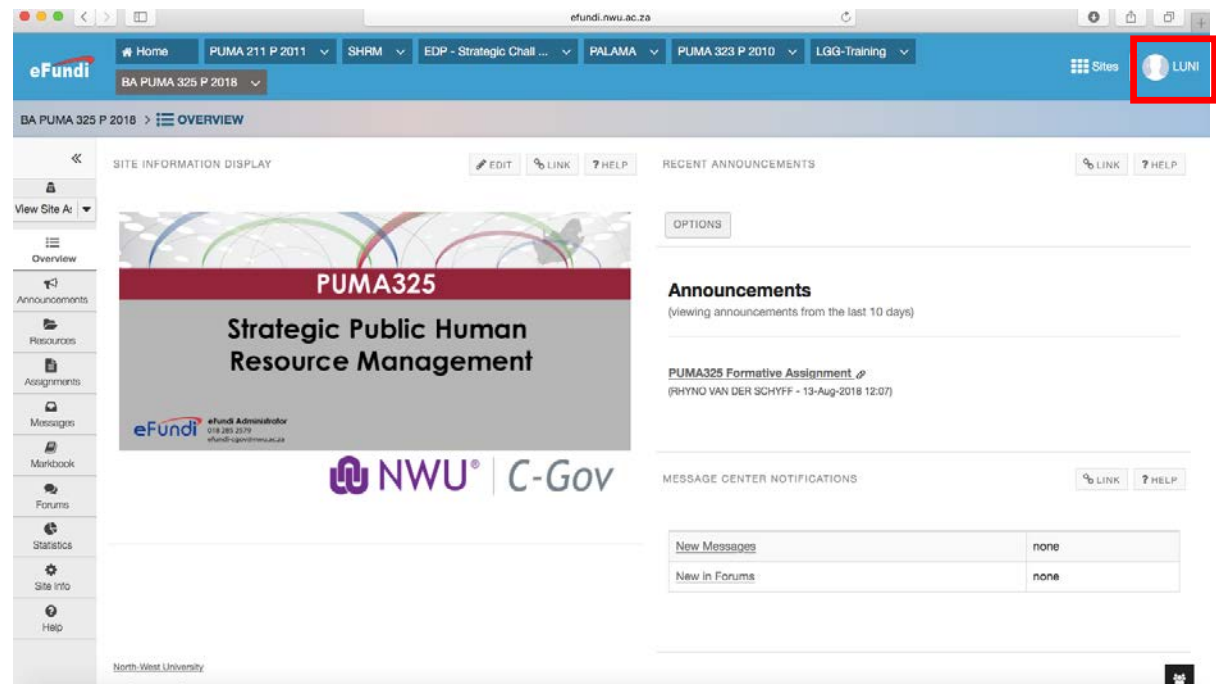
Click on the file of the file you wish to open.

The screenshot shows the eFundi website interface. The top navigation bar includes links for Home, PUMA 211 P 2011, SHRM, EDP - Strategic Chall ..., PALAMA, PUMA 323 P 2010, and LGG-Training. The main content area is titled 'PUMA 323 P 2017' and 'RESOURCES'. A sidebar on the left contains links for Resources, Assignments, Markbook, Statistics, Site Info, and Help. The main table lists resources with columns for Title, Access, Created By, Modified, and Size. The 'Study unit 3' file is highlighted with a red box.

Title	Access	Created By	Modified	Size
Power Point Presentations				
Administrative and Assessment Arrangements	Entire site	LUNI VERMEULEN	23-Jul-2017 07:28	1.6 MB
Study unit 1	Entire site	LUNI VERMEULEN	02-Aug-2017 21:43	2.3 MB
Study unit 2	Entire site	LUNI VERMEULEN	02-Aug-2017 21:43	645 KB
Study unit 3	Entire site	LUNI VERMEULEN	02-Aug-2017 21:43	1.3 MB
Study unit 4	Entire site	LUNI VERMEULEN	08-Aug-2017 08:06	1.3 MB
Study unit 5	Entire site	LUNI VERMEULEN	08-Aug-2017 08:07	1.5 MB
Study unit 6	Entire site	LUNI VERMEULEN	04-Sep-2017 23:05	1.5 MB
Study unit 7	Entire site	LUNI VERMEULEN	05-Sep-2017 10:38	1.4 MB
Study unit 8	Entire site	LUNI VERMEULEN	14-Oct-2017 12:22	1.2 MB

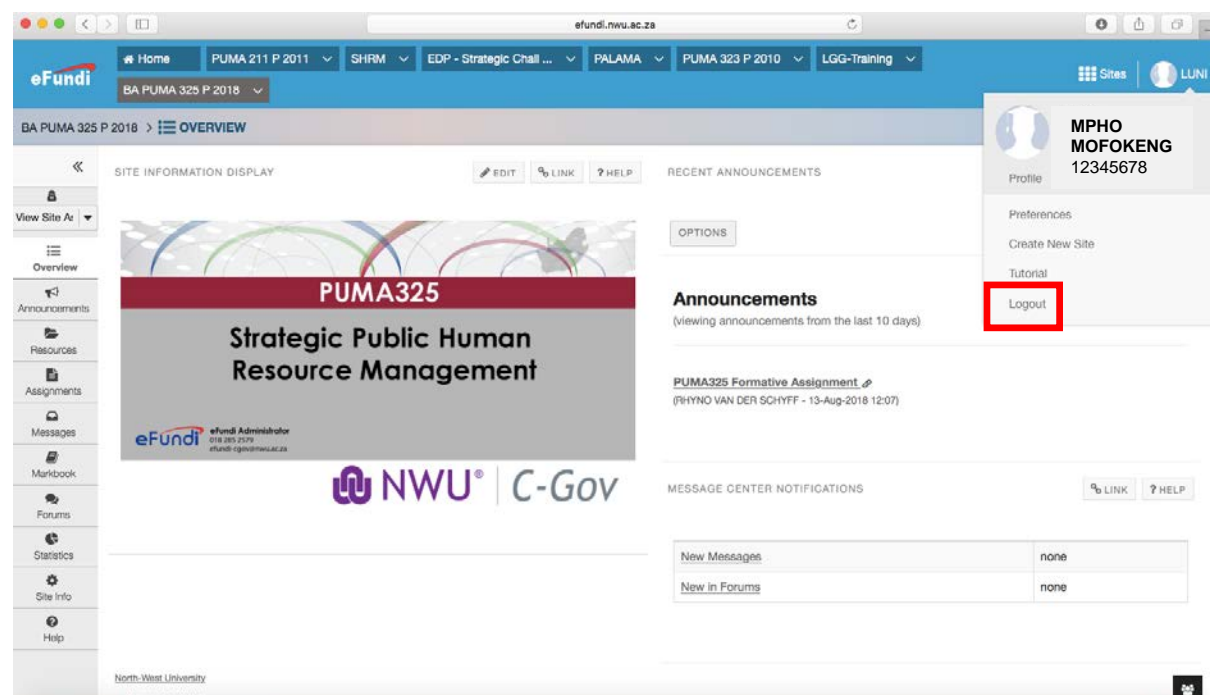
11. To logout from eFundi

Click on your name in the right-hand corner.



A menu will open on the right-hand side, under your name.

Click on Logout.



ANNEXURE B: CHANGE OF PERSONAL INFORMATION



CHANGE OF PERSONAL CONTACT INFORMATION					
STUDENT CONTACT DETAILS					
Student number					
Title		Initials		Surname	
Tel no. (H)					
Tel no. (W)					
Cell no.					
E-mail address					
Postal address					
Postal code					
Residential address					
Postal code					
CONTACT DETAILS FOR PERSON RESPONSIBLE FOR ACCOUNT PAYMENT					
Title		Initials		Surname	
Tel no. (H)					
Tel no. (W)					
Cell no.					
E-mail address					
Account address					
Postal code					
Date from which new contact details should be used					
SIGNATURE OF STUDENT				DATE	

E-mail form to Academic Manager: Nelda.Mouton@nwu.ac.za.

ANNEXURE C: GENERAL ASSIGNMENT GUIDELINES

These are general guidelines for the structuring of an assignment. The lecturer for each module may also indicate module-specific assignment guidelines on the eFundi site of a module.

- Submit the assignment in **MS Word** format (not a *pdf* document or any other format)
- Submit **ONE document** - ensure that the Cover page, Table of Contents, List of References, etc. are part of the assignment document and not submitted in separate documents
- The assignment document should contain the following:
 - The **cover page** provided in Annexure D for all assignments
 - **Page numbers**
 1. Cover page – no number
 2. Table of Contents – Roman page numbers (i, ii, etc.)
 3. Content/Text – Arabic page numbers (1, 2, etc.)
 - **Table of Contents**
 - A list of all the headings and sub-headings in the assignment
 - Page number for each heading, in the same line as the heading, right aligned
 - **Number all headings**
Main headings in capital letters (bold); sub-headings in lower case (not bold), for *example*:
 1. INTRODUCTION
 2. LEGISLATIVE FRAMEWORK
 - 2.1. Democratic developmental state context
 - 2.2.1. The Constitution of South Africa, 1996
 - **Introduction**
 - Briefly introduce the topic (in own words)
 - Explain the aims and approach of the assignment
 - Length ± 200 – 250 words
 - **Headings and sub-headings in text/content and structure of the assignment**
 - Numbering of headings and sub-headings must correspond with headings and sub-headings in Table of Contents
 - No headings at the bottom of a page
 - All headings should be in bold
 - No headings should be underlined
 - Write transitional sentences between sections
 - Ensure a logical division of sections

- **Content and Research**
 - Evidence of thorough research with the use of multiple sources
 - An ability to apply and interpret theory, challenges and phenomena
 - Substantiation of facts
 - Logical reasoning/'golden thread' in argumentation
 - Ability to answer the question in a structured manner
- **Referencing (in text)**
 - Harvard method, consistently and correctly
 - Use as many sources as possible to substantiate arguments
 - Use a variety of sources (legislation, policy, official frameworks, annual reports, books, scholarly journal articles, academic conference papers, internet articles, interviews, etc.)
 - *Please note that Wikipedia is not a scientific source*
- **Language**
 - Correct grammar, spelling, punctuation
 - Proper editing (proofread the assignment)
 - Impersonal writing style (not we, I, etc.)
 - Politically correct language
 - Scientific writing style
 - Use UK English
- **Recommendations**
 - Make recommendations pertaining to the topic
 - Indicate approaches to be employed in practice, based on the theoretical framework and guidelines
- **Conclusion**
 - Briefly summarise your findings
 - Reflections on most significant aspects
 - No new facts
- **List of References**
 - Harvard method
 - Alphabetical (no bullets or numbering)
 - Must correspond with sources in text
 - Your lecturer will indicate how many sources should be consulted

Please also take note of the following technical requirements:

- Length: The lecturer for each module will indicate the required length of your assignment in the module-specific guidelines on the module's eFundi site.
- Font: Arial, 12
- Spacing: 1 1/2

- Justify (block) text

ANNEXURE D: ASSIGNMENT COVER PAGE

Please see next page →

SCHOOL OF GOVERNMENT STUDIES
BA IN PUBLIC GOVERNANCE (Policing Practice)

Assignment Cover Page

INITIALS AND SURNAME	
STUDENT NUMBER	
MODULE NAME	
MODULE CODE	
LECTURER NAME	
ASSIGNMENT	E.g. Assignment 1
DUE DATE	

DECLARATION OF OWN WORK

I declare that this assignment is my own original work. Where secondary material has been used (either from a printed source or from the internet), this has been carefully acknowledged and referenced in accordance with North-West University (NWU) requirements. I understand what plagiarism is and am aware of the NWU's policy as well as the School of Government Studies' guidelines in this regard.

Signature of student	
----------------------	--

Please keep a back-up copy of your assignment

<<< Start Typing here>>>