



NORTH-WEST UNIVERSITY
YUNIBESITI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT
POTCHEFSTROOM CAMPUS

DIPLOMA IN GRADE R TEACHING

INFORMATION BOOKLET

2014

**FACULTY OF EDUCATION SCIENCES
UNIT FOR OPEN DISTANCE LEARNING**

November 2013 Edition

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INTRODUCTORY STATEMENT

Dear Student,

- We have compiled this contact session booklet in order to assist you with your studies and contact sessions you will attend throughout the course of the year.

This year programme will supply you all the information regarding the contact sessions dates and times at the different tuition centres in your area. You may attend contact session at the tuition centre of your choice. Please remember that you do not have to book to attend contact sessions. Attending contact sessions is not compulsory.

- Take note that only modules as allocated on the timetable will be facilitated on the assigned dates for these modules.
- Timetables for all sessions as from November 2013 – 31 October 2014 are included in this booklet.
- Lecturers can be visited during office hours (08:00 – 16:30) on Tuesdays, Wednesdays and Thursdays. You may also book an appointment with them for a specific day. You may contact 018 285 5900 to assist you with information regarding the lecturers.
- **Refer to your year programme before contacting the helpdesk If an SMS is sent out to you regarding contact sessions you are supposed to attend.** Your yearbook will indicate times/dates and centres for these sessions/programmes. Not all SMS's are applicable to all students. SMS's will not be sent out for all sessions. In all cases please refer to your year programme regarding contact sessions in your area.
- If you do not receive any sms's (text message on your cell phone) reminding you of contact sessions, please contact 018 285 5900 or 011 670 4850 to update your information on the system
- **Familiarise yourself with dates of sessions taking place in your area (included in this booklet).**
- **Take note!!!!** The majority of sessions in 2014 at all tuition centres will be facilitated utilising the interactive whiteboards. Your year programme 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 tuition centre on one specific date.
- **Take note!!! Modules that reflect on timetables will all be facilitated on the given date for that specific timetable.** Sessions being facilitated on the interactive whiteboards will be facilitated on the scheduled times indicated in your year programmes. Please ensure you are on time for the scheduled time for your modules/programme.
- Modules facilitated by facilitators at tuition centres will be facilitated on the indicated times in your year programme.
- During interactive whiteboard sessions students may SMS questions regarding the module that is presented to 43366. These questions will be addressed by the lecturer during or after the session. More information regarding this system will be communicated to you during IWB (interactive white board) sessions. Normal SMS rates apply to this number.
- For additional information regarding your studies also visit the Facebook page for the **UNIT for Open Distance Learning or Eenheid vir Oop Afstands Leer**.
- **Take note!!! Summer and Winter Schools will be facilitated at all tuition centres.**
- Summer and Winter School dates:
 1. 5-14 December 2013
 2. 10-19 July 2014

Take note!!!: Only selected modules will be facilitated during the Summer and Winter Schools. Refer to year programme for dates, times and modules. Facilitation will only be done utilising the interactive whiteboards at tuition centres. **No facilitators will be present at tuition centres during Summer and Winter Schools**

General information and important contact numbers

- Telephone number for **administrative queries**: 018 285 5900.
- Telephone number for **academic queries**: 018 285 5900.
- Please stick with the **format assignments** must be done as is stipulated in the tutorial letters. Refrain from using Bantex bags, ring binders, etc.
- **No examination information sessions** will be facilitated during 2013 at tuition centres. All students will receive their examination information for modules when marked assignments are returned. If students submit assignments late the possibility exists that students will not receive their examination information in time before the examination commences. **Students may also download examination information from the OLG website and from the Moodle site.**
- The NWU urges students to submit completed assignments early to be assessed in order to ensure that examination information is received before examinations commence. **You may not post assignments directly to the lecturer.**
- **Examination information and tutorial notes can also be obtained on the OLG website at www.olg.co.za or on www.olg.co.za/moodle. You did receive your Moodle username and password when you registered at OLG. Feel free to call the helpdesk should you need more information in this regard. All registered students have access to Moodle.**
- If unsure where to attend contact classes in your area, please call 018 285 5900 (office hours – Monday to Friday 08:00 – 16:30) or 082 7796 390 (Saturdays 08:00 – 16:00).
- Bookings for EUCE 511 practical can only be done by calling 011 670 4850.
- Should you experience problems with facilitators or facilitation at tuition centres please contact 082 779 6390.
- Timetables for all centres are included in your booklet. You may attend any contact session in any area. You do not have to book to attend a contact session. Please ensure that you use the correct timetable for the given centres. Dates, times and centres are clearly indicated.
- When attending contact sessions students are requested to complete attendance lists at the centre they attend contact sessions. Even if sessions are facilitated by means of the interactive whiteboards attendance lists must be completed for all modules.

NO EXAMINATION INFORMATION SESSIONS WILL BE FACILITATED AT CENTRES DURING 2014. ALL EXAMINATION INFORMATION WILL BE SENT TO ALL STUDENTS TOGETHER WITH ASSIGNMENTS SUBMITTED TO OLG. PLEASE SUBMIT ASSIGNMENTS AS EARLY AS POSSIBLE AS TO ENSURE THAT MARKED ASSIGNMENTS TOGETHER WITH EXAMINATION INFORMATION REACH STUDENTS BEFORE EXAMINATIONS COMMENCE.

DIPLOMA IN GRADE R TEACHING

GENERAL INFORMATION

WHAT IS OPEN DISTANCE LEARNING? (ODL)

Open Distance Learning (ODL) refers to any off-campus programme(s) offered by the NWU. Students may enrol at any time of the year and the minimum and maximum study periods are applicable. ODL-programmes imply independent study by students in combinations with structured contact sessions and student support consisting of appropriate study material and access to lecturing staff. The Unit for Open Distance Learning (UODL) of the Potchefstroom Campus, NWU is responsible for in-service training of under- or unqualified teachers, as well as further training of already qualified teachers, by means of ODL-programmes. The ODL instructional model makes provision for a summer and winter school, interactive white board sessions presented at tuition centres countrywide and facilitation sessions for selected modules.

GENERAL AIMS AND PURPOSE OF THE DIPLOMA IN GRADE R TEACHING

The Diploma in Grade R Teaching is a NQF-level 6 qualification consisting of 380/388 credits. Students choosing English First Language are required to complete an extra language model of 8 credits as required by the Department of Higher Education and training, as stipulated in the Minimum Requirements for Teacher Education Qualifications. Therefore students taking English First Language will complete a total of 388 credits to attain the Diploma in Grade R Teaching.

The Department of Education realised the lack of training in the field of Grade R teaching as well as a shortage of Grade R teachers. By offering this programme the university and the Faculty of Education Sciences wants to satisfy the need of the country and deepen the knowledge base of people in the field of early childhood development. Using innovative technologies (for example; interactive white boards, Moodle) the programme is also addressing the universities' vision of innovative teaching, which provides an opportunity for professional development to a wider spectrum of the community.

The Diploma in Grade R Teaching will also provide a vast number of under- and unqualified Grade R practitioners with the opportunity to gain access to a higher education qualification. This qualification will be recognised by the Department of Basic Education and utilised to enable the practitioners to qualify for the relevant REQV level 13 for remuneration purposes. Therefore, this qualification will not only provide prospective students with an opportunity to develop their academic careers, but may also enhance their personal and social well-being. This specialised qualification will provide the successful student with an opportunity to articulate into a BEd degree (Foundation Phase) in order to gain status as a fully qualified Foundation Phase teacher after completion of this degree. Students who wish to articulate into the BEd degree will be credited with up to 180 credits at NWU.

The purpose of the Diploma in Grade R Teaching is to develop teachers who can demonstrate general educational principles as well as focussed knowledge and skills for Grade R teaching. The qualification requires in-depth specialised knowledge, together with practical skills and experience in a Grade R classroom teaching context. As part of the qualification, students will be expected to gain experience in applying such knowledge and skills in the context of working with Grade R learners in a school. This will be realised by the proposed curriculum on the basis of the coherent and ongoing connection between the core theory of pedagogy, the theory of teaching and learning and the subject content of Reception Year teaching. The curriculum consists of 44 modules. The core modules focus on Languages, Mathematics and Life Skills that should form an essential part for any Reception Year teacher's professional knowledge. Research has proven that, where young

learners have a solid grounding in Life Skills, they are better prepared for all challenges of life and future success. The Life Skills component of this qualification thus carries the most credits in order to equip Grade R teachers with the critical knowledge of all facets of Life Skills education.

This programme component will develop the necessary competences for students to understand how learners learn, how to teach and how to assess what they learn. The programme further includes modules on level 6 that aim to develop the students' discipline and pedagogical knowledge. These modules link clearly with the competences of how to unpack the curriculum, apply sound subject knowledge and how to teach subject content successfully to Grade R learners. The WIL modules also range from levels 5 to 7 to ensure the development of competences for effective teaching in diverse classrooms in South Africa.

WORK-INTEGRATED LEARNING (WIL)

For any teacher training programme to be effective students must get an opportunity to apply their knowledge to a classroom situation. The Diploma in Grade R Teaching also consists of six Work-integrated Learning (WIL) modules. Students will complete one WIL module per semester where each WIL module carries 8 credits. These modules aim to equip students with the necessary pedagogical knowledge that will enable them to integrate and apply the knowledge they encounter in their academic modules with the authentic experience they get during work integrated learning in a school. Each module also includes a portfolio task to provide students the opportunity to demonstrate their ability to apply content knowledge in a practical situation. These modules aim to integrate the two types of practical learning, namely learning *from* practice and learning *in* practice. The WIL modules focus on learning from practice by guiding students in the implementation of competence based teaching activities. Students will need to implement these activities during the six week compulsory practicum period per year, and provide proof of applied competence in the form of a work-integrated portfolio.

RECOGNITION OF PRIOR LEARNING (RPL)

If a student has been employed for 5 years and more, RPL may be followed.

In order for you to receive recognition towards your further study in the Diploma in Grade R Teaching, you are participating in an RPL process. RPL is the abbreviation for ***Recognition of Prior Learning*** that acknowledges those competencies (activities that you can perform) which you have already acquired in the course of teaching.

To deliver proof of these competencies (which you may already have) you have to prepare a PORTFOLIO OF EVIDENCE, that will show what you can already do in the line of teaching. As such, the portfolio will contain your best efforts that reflect or show or prove your previously acquired knowledge, skills attitudes and values. You are also expected to demonstrate your ability to express your views on a variety of matters concerning your teaching. This portfolio will consist of 48 credits.

The content of the portfolio will concentrate on your area of specialization, in this case Grade R, which you teach at school.

You are NOT evaluated on textbook knowledge, but on your ability to observe, categorize and describe what you see in the classroom. That is, your ability to REFLECT (think about and form an opinion) on teaching practices is very important.

NOTE: If a student does not comply with the minimum requirements of RPL, the student will be requested to complete all WIL modules.

ADMISSION REQUIREMENTS FOR THE DIPLOMA IN GRADE R TEACHING

- National Senior Certificate with Diploma Endorsement; or
- Level 4 certificate/diploma in Early Childhood Development; or

- Level 5 certificate/ diploma in Early Childhood Development.

ARTICULATION

This specialised qualification will provide the successful student with an opportunity to articulate into a BEd degree (Foundation Phase) in order to gain status as a fully qualified Foundation Phase teacher after completion of this degree. Students who wish to articulate into the BEd degree can be credited with up to 180 credits at NWU.

STUDY DURATION

The minimum study duration for completing the Diploma in Grade R Teaching is 3 years and the maximum study duration is 5 years.

LANGUAGE

Examinations may be written and assignments may be submitted in either English or Afrikaans. Contact sessions are conducted in English.

IMPORTANT NOTICE

RECOMMENDATION WHEN TAKING MODULES DURING YOUR STUDY PERIOD

It is strongly suggested that the following modules are completed consecutively in the proposed order as the content of initial modules provide an essential basis for concept forming in following modules. Following the suggested order will thus greatly contribute to a student's progress as subsequent modules build onto preceding modules and will promote meaningful knowledge construction.

RMAT 111	⇒	RMAT 121	⇒	RMAT 211
RWEL 111	⇒	RWEL 121		
RELS 121	⇒	ROLT 211		
RLST 121	⇒	RSLT 211		
RLSA 121	⇒	RALT 211		
RLSX 121	⇒	RXLT 211		
RRPL 111	OR			
RWIL 111	⇒	RWIL 121		
RWIL 211	⇒	RWIL 221		
RWIL 311	⇒	RWIL 321		

PROGRAMME OUTLINE

Year 1			
1 st Semester		2 nd Semester	
Disabilities and Learning Barriers (RLSD 171) Level 6	8	Disabilities and Learning Barriers (RLSD 171) Level 6	8 (16)
Fundamental academic Literacy and Support (RFLS 111) /Level 5	12		
Life Skills: Personal Well-being (RWEL 111) Level 5	8	Life Skills: Social Well-being (RWEL 121) Level 5	8
Fundamentals of Mathematics Teaching and Learning in Grade R (RMAT 111) Level 5	16	Planning for emergent Mathematics in Grade R (RMAT 121) Level 5	16
Technology & Computer Literacy for Educators (RTCL 111) Level 5	8		
Handwriting Proficiency (RHWP 111) Level 5	8	Listening and Speaking – Language of Teaching and Learning : English (LOLT=English) (RELS 121) Level 5 Listening and Speaking – Language of Teaching and Learning: Afrikaans (LOLT=Afrikaans) (RLSA 121) Level 5 Listening and Speaking – Language of Teaching and Learning: Setswana (LOLT=Setswana) (RLST 121) Level 5 Listening and Speaking – Language of Teaching and Learning: isiXhosa (LOLT=isiXhosa) (RLSX 121) Level 5	8
Teaching and Learning (RTAL 171) Level 5	8	Teaching and Learning (RTAL 171) Level 5	8 (16)
Work-integrated Learning in Grade R Teaching 1 (RWIL 111) Level 5	8	Work-integrated Learning in Grade R Teaching 2 (RWIL 121) Level 5	8
Recognition of Prior Learning (RRPL 111) Level 5	48		
		Level 5 credits: 116	
		Total credits per year 1: 132	

Year 2			
1 st Semester		2 nd Semester	
Social and Health Barriers (RLSS 211) Level 6	16	Emotional and Social Barriers (RLSE 221) Level 6	16
Child development and perceptual skills (RCDP 211) Level 6	16	First Additional English Language (RFAL 221) Level 6	8
Grade R Teaching and Learning (RRTL 271) Level 6	8	Grade R Teaching and Learning (RRTL 271) Level 6	8 (16)
Teaching, learning and assessment of Mathematics in Grade R (RMAT 211) Level 6	16	Life Skills: Music (RLSM 221) Level 6	8
Life Skills: Creative arts (RLCA 271) Level 6	8	Life Skills: Creative arts: (RLCA 271) Level 6	8 (16)
Emergent Reading and Phonics in the Language of Teaching and Learning: English (LOLT=English) (ROLT 211) Level 6 Emergent Reading and Phonics in the Language of Teaching and Learning: Afrikaans (LOLT=Afrikaans) (RALT 211) Level 6 Emergent Reading and Phonics in the Language of Teaching and Learning: Setswana (LOLT=Setswana) (RSLT 211) Level 6 Emergent Reading and Phonics in the Language of Teaching and Learning: isiXhosa (LOLT=isiXhosa) (RXLT 211) Level 6	8	Conversational Language proficiency: English (RCLP 221) Level 6 Conversational Language proficiency :Setswana (RCLS 221) Level 6 Conversational Language proficiency :isiXhosa (RCLX 221) Level 6	8
Life Skills: Beginning Knowledge (RLBK 271) Level 6	8	Life Skills: Beginning Knowledge (RLBK 271) Level 6	8 (16)
Grade R Education Management (REDM 271) Level 6	8	Grade R Education Management (REDM 271) Level 6	8 (16)
Work-integrated Learning in Grade R Teaching 3 (RWIL 211) Level 6	8	Work-integrated Learning in Grade R Teaching 4 (RWIL 221) Level 6	8
Level 6 credits: 192/200			
Total credits per year 2: 184			

Year 3			
1 st Semester		2 nd Semester	
Policy Perspective on inclusive Education (RLSI 371) Level 7	8	Policy Perspective on inclusive Education (RLSI 371) Level 7	8 (16)
Life Skills: Physical Education (RLSP 371) Level 7	8	Life Skills: Physical Education (RLSP 371) Level 7	8 (16)
Education Management and Systems (REMS 311) Level: 7	8	Education Law (REDL 321) Level 7	8
Introduction to Research Skills (RIRS 311) Level 7	8		
Setswana First Language (RLST 121) Level 5 (RSLT 211) Level 6 or Afrikaans First Language (RLSA 121) Level 5 (RALT 211) Level 6 or First Additional Afrikaans Language (RFAA 221) Level 6 Or First Additional Setswana Language (RFAS 221) Level 6 or First Additional isiXhosa Language (RFAX 221) Level 6	8		
Work-integrated Learning in Grade R Teaching 5 (RWIL 311) Level 7	8	Work-integrated Learning in Grade R Teaching 6 (RWIL 321) Level 7	8
Level 7 credits: 72			
Total credits per year 3: 72			
Total credits for programme: 380/388			

LECTURERS & MODULES

Module Code	Module Name	Lecturer Responsible	E-mail Address
RTCL 111	Technology and Computer Literacy for Educators	Elmari Fouché	Elmari.Fouche@nwu.ac.za
RMAT 111	Fundamentals of Mathematics Teaching and Learning in Grade R	Corné Kruger	Corne.Kruger@nwu.ac.za
RFLS 111	Fundamental academic Literacy and Support	Susana Jooste	13206583@nwu.ac.za
RHWP 111	Handwriting Proficiency	Annemarie Loubser	Annemarie.Loubser@nwu.ac.za
RLSD 171	Disabilities and Learning Barriers	Marinda Neethling	Marinda.Neethling@nwu.ac.za
RWEL 111	Life Skills: Personal Well-being	Marlene Riekert	Marlene.Riekert@nwu.ac.za
RWEL 121	Life Skills: Social Well-being	Marlene Riekert	Marlene.Riekert@nwu.ac.za
RELS 121	Listening and Speaking – Language of Teaching and Learning (LOLT) - English	Bernie Hoogbaard	21512132@nwu.ac.za
RLST 121	Listening and Speaking – Language of Teaching and Learning (LOLT) - Setswana	Marieta Dry	gracias@lantic.net
RLSA 121	Listening and Speaking – Language of Teaching and Learning (LOLT) - Afrikaans	Annemarie Loubser	Annemarie.Loubser@nwu.ac.za
RLSX 121	Listening and Speaking – Language of Teaching and Learning (LOLT) - isiXhosa	Pumla Matu	13257323@nwu.ac.za
RTAL 171	Teaching and Learning	Nozi Kgati	Nozi.Kgati@nwu.ac.za
RMAT 121	Planning for emergent mathematics in Grade R	Corné Kruger	Corne.Kruger@nwu.ac.za
RLSS 211	Social and Health Barriers	Lappies Labuschagne/ Suegnet Smit	10253076@nwu.ac.za Suegnet.Smit@nwu.ac.za
RRTL 271	Grade R Teaching and Learning	Susan Greyling	Susan.greyling@nwu.ac.za
REDM 271	Grade R Education Management	Annemarie Loubser	Annemarie.Loubser@nwu.ac.za
RCDP 211	Child Development and Perceptual Skills	Annemarie Loubser	Annemarie.Loubser@nwu.ac.za
RMAT 211	Teaching, learning and assessment of Mathematics in Grade R	Corné Kruger	Corne.Kruger@nwu.ac.za
ROLT 211	Emergent Reading and Phonics in the Language of Teaching and Learning (LOLT) - English	Bernie Hoogbaard	21512132@nwu.ac.za
RSLT 211	Emergent Reading and Phonics in the Language of Teaching and Learning (LOLT) - Setswana	Marieta Dry	gracias@lantic.net
RALT 211	Emergent Reading and Phonics in the Language of Teaching and Learning (LOLT) - Afrikaans	Bernie Hoogbaard	21512132@nwu.ac.za
RXLT 211	Emergent Reading and Phonics in the Language of Teaching and Learning (LOLT) - isiXhosa	Pumla Matu	13257323@nwu.ac.za
RLCA 271	Life Skills: Creative Arts	Susan Greyling	Susan.Greyling@nwu.ac.za
RLSE 221	Emotional and Social Barriers	Lappies Labuschagne/ Suegnet Smit	10253076@nwu.ac.za Suegnet.Smit@nwu.ac.za
RLSM 221	Life Skills: Music	Susan Greyling	Susan.Greyling@nwu.ac.za
RLBK 271	Life Skills: Beginning Knowledge	Susan Greyling	Susan.Greyling@nwu.ac.za
RFAL 221	First Additional English Language	Hettie Sieberhagen	Hettie.Sieberhagen@nwu.ac.za
RFAA 221	First Additional Afrikaans Language	Susan Greyling	Susan.Greyling@nwu.ac.za
RFAS 221	First Additional Setswana Language	Marieta Dry	gracias@lantic.net
RFAX 211	First Additional isiXhosa Language	Pumla Matu	13257323@nwu.ac.za

Module Code	Module Name	Lecturer Responsible	E-mail Address
RCLP 221	Conversational Language proficiency: English	Bernie Hoogbaard	21512132@nwu.ac.za
RCLS 221	Conversational Language proficiency: Setswana	Marieta Dry	gracias@lantic.net
RCLX 221	Conversational Language proficiency: isiXhosa	Pumla Matu	13257323@nwu.ac.za
RLSI 371	Policy Perspective on inclusive Education	Marinda Neethling/ Suegnet Smit	Marinda.Neethling@nwu.ac.za Suegnet.Smit@nwu.ac.za
RLSP 371	Life Skills: Physical Education	Niekie van der Merwe	Niekie.VanDerMerwe@nwu.ac.za
RIRS 311	Introduction to Research Skills	Corné van der Vyver (Dr)	Cp.VanDerVyver@nwu.ac.za
REMS 311	Education Management and Systems	Corné van der Vyver (Dr)	Cp.VanDerVyver@nwu.ac.za
REDL 321	Education Law	Willile van Vollenhoven	Willie.VanVollenhoven@nwu.ac.za
RWIL 111	Work-integrated Learning in Grade R Teaching 1	Corné Kruger	Corne.Kruger@nwu.ac.za
RWIL 121	Work-integrated Learning in Grade R Teaching 2	Corné Kruger	Corne.Kruger@nwu.ac.za
RWIL 211	Work-integrated Learning in Grade R Teaching 3	Annemarie Loubser	Annemarie.Loubser@nwu.ac.za
RWIL 221	Work-integrated Learning in Grade R Teaching 4	Annemarie Loubser	Annemarie.Loubser@nwu.ac.za
RWIL 311	Work-integrated Learning in Grade R Teaching 5	Susan Greyling	Susan.Greyling@nwu.ac.za
RWIL 321	Work-integrated Learning in Grade R Teaching 6	Susan Greyling	Susan.Greyling@nwu.ac.za
RRPL 111	Recognition of prior learning	Susan Greyling	Susan.Greyling@nwu.ac.za

STUDY CENTRES

NOTE:

IT IS IMPORTANT THAT YOU ATTEND CONTACT SESSIONS AND WRITE EXAMINATION AT THE VENUE YOU HAVE INDICATED ON YOUR APPLICATION FORM. ONLY WRITTEN REQUESTS FOR A CHANGE IN EXAMINATION VENUE WILL BE ACCEPTED. YOUR EXAMINATION CENTRE IS THE CENTRE NEAREST TO YOUR HOMETOWN (refer to the list below)

PROVINCIAL LIST FOR TUITION CENTRES

EASTERN CAPE	
Bhisho Bhisho L/H.P. School No. 1 Kauta Drive BISHO	Lusikisiki Ngqungqushu FET Campus Off Magwa Road Next to Quich Chix LUSIKISIKI
Port Elizabeth Hoërskool Cillie H/v Uitenhage & Kempstonweg Sydenham Noordeinde PORT ELIZABETH	Mthatha Khanyisa High School Behind Shell Ultra City Along N2 road to East London MTHATHA
FREE STATE	
Welkom St Helena Primêre Skool Unicornweg 14 WELKOM	

GAUTENG		
Pretoria Susan Strijdom Training Centre Gordon weg 30 Colbyn Queenswood		Johannesburg Weltevreden Park Primary School 41 Cockspur Road WELTEVREDEN PARK
KWAZULU-NATAL		
Durban Durban Education Centre 2 College Road OVERPORT DURBAN	Empangeni Civic Centre Empangeni Library EMPANGENI	Ladysmith Windsor Park High School 28 Forbes street LADYSMITH
Matatiele Bergview College 2 Davies Street MATATIELE	Mkuze Mkuze Primary School C/o Kingfisher & Dikkop Street MKUZE	Pietermaritzburg Sinodale Centre 345 Boshoff street PIETERMARITZBURG
Port Shepstone Marburg High School Cnr Main Harding & Deepvale Rd PORT SHEPSTONE		Vryheid Hoërskool Pionier Landdrosstraat 16 VRYHEID
LIMPOPO		
Giyane Giyani EMPC Nsami Road GIYANI		Polokwane Pietersburg Eng Med Primary School 45 Grobler Street POLOKWANE
MPUMALANGA		
Graskop Panorama Hoërskool Eeufesstraat GRASKOP	Ermelo Ligbron Akademie vir Tegnologie Voortrekkerstraat (Behind Technical College) ERMELO	Witrivier Laerskool Witrivier Syd Cornwall Street WITRIVIER
NORTH WEST		
Lichtenburg Laerskool Burgersdorp Hendrik Potgieterstraat 41 or Beyers Naude Ryiaan 41 LIGHTENBURG		Potchefstroom North-West University NWU Potchefstroom Campus Esselen Street Entrance Building B11A B6 and classrooms opposite to building B11 POTCHEFSTROOM
Rustenburg Oom Paul Skool Lucas Street 42 RUSTENBURG		Vryburg Hoërskool Vryburg Mc Kay Street 2 VRYBURG
NORTHERN CAPE		
Kimberley NIHE NC, (Old Phatsimang Building) 775 John Dhaka Street GALESHEWE		
WESTERN CAPE		
George Glenwood House Independent School Glenwood Ave GEORGE	Oudtshoorn Suid Kaap College Cnr Adderley & Voortrekker Street OUDTSHOORN	Parow Parow-West Primary School Rayn Street PAROW

CONTACT SESSIONS

Contact sessions are arranged for the students' convenience, where students can attend presentations presented by the facilitator or NWU lecturer via the Interactive Whiteboard. Students will also have the opportunity to ask questions during whiteboard sessions; either directly to the lecturer or via SMS, which will then be answered by the lecturer during the session (see instructions below).

Do YOU have a QUESTION???:
Send SMS to 43366
Start the SMS with...
NWU[space]StudentNo[space]SUBJECT CODE[space]
[And then the Question]
Example:
NWU 21999999 FOER611 Please explain...
Normal SMS rates apply
Help Desk(Call Centre): 0182855900

Facilitators will attend selected sessions to help the student to solve problems regarding assignments and give important information to assist students in preparing for exams. Students who attend contact sessions experience a remarkable improvement in their marks and are well prepared for examinations.

During the contact sessions students meet with professionals who will give advice on assignments, feedback on completed assignments and academic guidance through the study material. A student also has the opportunity to work in groups with fellow students.

It is very important that a student comes to a contact session well prepared. Contact sessions are scheduled on Fridays and Saturdays at registered Study Centres. Refer to the timetable for the dates and times.

CONTACT SESSION TIME TABLE FOR 2014

1. Take note that there are possibly four sessions that could take place a selected tuition centres:
 - Whiteboard 1
 - Whiteboard 2
 - Facilitator (not in NW-Province)
 - NWU-Lecturer sessions in Vryburg, Lichtenburg and Rustenburg. These sessions will be facilitated by lecturers from the NWU. These sessions will take place any time during the day it is scheduled
2. Whiteboard sessions and facilitator sessions will take place on the times scheduled on the timetable in your year programme.
3. If a sms is sent to your reminding you of contact sessions, please refer to your year programme to see if your programme/modules will be facilitated during the sessions on that date
4. All contact sessions are available on drop box – use the link bellow to get access to drop box <https://www.dropbox.com/sh/80pzo7b55dnob4c/N12IHrPtzp>

Refer to your year programme of the closest tuition centre in your area. You may attend contact sessions in any area. You do not have to book for contact sessions.

CONTACT SESSION DATES

9 November 2013					
Time	Whiteboard 1	Time	Whiteboard 2	Facilitator	NWU - Lecturer
	BEdHons		BEdHons	At OLG tuition centres as from 09H00 Not in NW-Province	Rustenburg only As from 09H00 These modules can be facilitated at any time during this session
09H00	APLS 673	09H00	LEON 612		EDIM 511, EDIM 526
10H00	WISO 611/MATD 621	10H00	LEON 621	APLS 673	ORAK 511 FSET 511
11H00	WISO 621/MATD 622	11H00	OPSK 612	LEON 621	NVMI 521 GSGK 511
12H00	TLAS 612	12H00	OPSK 613	MATD 622	NWPK 512, NWPK 522
13H00	MATE 671	13H00	OPSK 624	TLAS 612	FPUN 125, FPUN 325
14H00	LEON 622	14H00	VGLO 612	OPSK 624	GFPN 125
15H00	WISO 622	15H00	OPSK 625	VGLO 612	WIPN 126, WIPN 325
16H00	LEON 613	16H00			RPLL 111, RPLL 271 Gr R Diploma: RWIL 111, RMAT 111, RRPL 111

16 November 2013					
Time	Whiteboard 1	Time	Whiteboard 2	Facilitator	NWU - Lecturer
	BEdHons		Grade R Diploma	At OLG tuition centres as from 09H00 Not in NW-Province	Vryburg only As from 09H00 These modules can be facilitated at any time during this session
09H00	ONWB 623	09H00	Induction		EDIM 511, EDIM 526
10H00	LEON 623	10H00	RMAT 111	ONWB 623	ORAK 511
11H00	ONWR 623	10H40	RCTL 111	RMAT 111	FSET 511
12H00	LEON 614	11H20	RWEL 111	ONWR 623	NVMI 521 GSGK 511
13H00	ONWB 621	12H00	RTAL 171	LEON 614	NWPK 512, NWPK 522
14H00	LEON 624	12H40	RLSD 171	ONWR 621	FPUN 125, FPUN 325
15H00	ONWR 622	13H20	RRPL 111	LEON 624	GFPN 125
16H00	VGLO 621	14H00	RWIL 111	RRPL 111	WIPN 126, WIPN 325
		14H40	RHWP 111	RWIL 111	RPLL 111, RPLL 271
		15H20	RFLS 111	RHWP 111	

24 January 2014		
Time	Whiteboard 1	
	Gr R Diploma	
14H30	RLSD 171	
15H10	RFLS 111	
15H50	RWEL 111	
16H30	RTCL 111	

7 February 2014		
Time	Whiteboard 1	
	Gr R Diploma	
14:30	RMAT 111	
15:10	RHWP 111	
15:50	RTAL171	

1 March 2014
NWU - Lecturer
Lichtenburg only
As from 09H00
These modules can be facilitated at any time during this session
EDIM 511, EDIM 526 ORAK 511 FSET 511 NVM1 521 GSGK 511 NWPK 512, NWPK 522 FPUN 125, FPUN 325 GFPN 125 WIPN 126, WIPN 325 RPLL 111, RPLL 271
Gr R Diploma: RWIL 111, RMAT 111, RRPL 111

7 March 2014		
Time	Whiteboard 1	
	Gr R Diploma	
14:30	RWIL 111	
15:30	RRPL 111	

7 June 2014					
Time	Whiteboard 1	Time	Whiteboard 2	Facilitator	NWU - Lecturer
	Diploma in Grade R FIRST SEMESTER SECOND INTAKE 2013		Diploma in Grade R SECOND SEMESTER FIRST INTAKE 2013	At OLG tuition centres as from 09H00 Not in NW-Province	Rustenburg only As from 14H00 These modules can be facilitated at any time during this session
09:00	Induction				MATD 611, MATE 671
09:40	RWIL 111		RTAL 171		FOER 611
10:20	RRPL 111		RLSX 121	RWIL 111	NAVR 611, NAVR 621
11:00	RMAT 111		RLST 121	RRPL 111	APLS 671, OPSK 624, LORE 671
11:40	RFLS 111		RLSA 121	RMAT 111	LEON 621, TLAS 612, LEON 614
12:20	RWEL 111		RELS 121		VGLO 612
13:00	RTAL 171		RMAT 121		ONWB 623, ONWR 623
13:40	RHWP 111		RWEL 121	RMAT 121	ONWR 621, ONWB 621
14:20	RTCL 111		RWIL 121	RHWP 111	EMLO 611
15:00	RLSD 171		RLSD 171	RWIL 121	ONWB 624, ONWB 625 ONWB 622, ONWB 611

1 August 2014				
Time	Whiteboard 1	Time	Whiteboard 2	
	Diploma in Grade R FIRST SEMESTER SECOND INTAKE 2013		Diploma in Grade R SECOND SEMESTER FIRST INTAKE 2013	
14:30	RMAT 111	14:30	RTAL 171	
15:10	RFLS 111	15:10	RLSX 121	
15:50	RWEL 111	15:50	RLST 121	
16:30	RTAL 171	16:30	RLSA 121	

22 August 2014	
Time	Whiteboard 1
	Diploma in Grade R
14:30	RWIL 111
15:10	RWIL 121
15:50	RRPL 111

30 Augustus 2014
NWU - Lecturer
Lichtenburg only
As from 09H00
These modules can be facilitated at any time during this session
EDIM 511, EDIM 526 ORAK 511 FSET 511 NVM1 521 GSGK 511 NWPK 512, NWPK 522 FPUN 125, FPUN 325 GFPN 125 WIPN 126, WIPN 325 RPLL 111, RPLL 271 Gr R Diploma: RWIL 111, RWIL 121, RMAT 111, RMAT 121, RRPL 111, RLSD 171, RTAL 171

19 September 2014			
Time	Whiteboard 1	Time	Whiteboard 2
	Gr R Diploma		Gr R Diploma
14:30	RTCL 111	14:30	RELS 121
15:10	RHWP 111	15:10	RMAT 121
15:50	RLSD 171	15:50	RWEL 121
16:30		16:30	RLSD 171

SUMMER AND WINTER SCHOOLS

GENERAL INFORMATION

All Open Distance Learning students are invited and urged to attend the Summer and Winter school. Academic Sessions during December 2013 and July 2014 at the Potchefstroom campus where important preparation for exams takes place.

SUGGESTED ACCOMMODATION: (Please, make own arrangements!)

- ❖ Dennepark Guest House: 018 299 2449 (Contact person: Ms Deline Thompson)
- ❖ Hockey Academy: 018 299 4141 (Contact person : Ms Erika de Vries / Ms Illene Joubert)

NOTE:

- Facilitators will not facilitate modules during Summer and Winter Schools. Lecturers from the NWU will facilitate all sessions utilizing the interactive white boards.
- All classes will start on the indicated times.
- Sessions will take place at all tuition centres throughout SA. Selected tuition centres in Namibia will be included in the Summer and Winter schools.

SUMMER AND WINTER SCHOOL TIMETABLES 2013/2014

- No facilitators will be present at tuition centres for the Summer and Winter school. All facilitation will be done through the interactive whiteboards installed at tuition centres
- ***Grade R 2nd Semester will only be facilitated during the July 2014 Vacation school.***

2013	2014	Day 8
13 Dec	18 July	Grade R
09:00	09:00	RLSD 171
09:45	09:45	RFLS 111
10:30	10:30	RWEL 111
11:15	11:15	RMAT 111
12:00	12:00	RTCL 111
12:45	12:45	RHWP 111
13:30	13:30	RTAI 171
14:15	14:15	RWIL 111
15:00	15:00	RRPL 111
15:45	15:45	
16:30	16:30	
17:15	17:15	

2013	2014	Day 9
14 Dec*	19 July	Grade R*
09:00	09:00	RLSD 171
09:45	09:45	RWEL 121
10:30	10:30	RMAT 121
11:15	11:15	RELS 121
12:00	12:00	RLSA 121
12:45	12:45	RLST 121
13:30	13:30	RLSX 121
14:15	14:15	RTAL 171
15:00	15:00	RWIL 121
15:45	15:45	

ASSESSMENT

Dishonesty – a “Zero Tolerance” Approach

Teachers are professional people and a high premium is placed upon honesty and integrity. Any form of dishonesty during examinations, or the copying of an assignment from someone else and submitting it as your own work, will be viewed in a serious light. Offenders are subject to disciplinary action in terms of the Statute of the NWU and may lead to cancellation of a particular module(s) or your expulsion as a student. The outcome of any disciplinary action against a student may be reported to the particular school principal and the Department of Education and may also be circulated to other universities.

Please verify these facts regarding plagiarism (from the NWU) in order to safeguard yourself.

ASSIGNMENT AND PORTFOLIO DUE DATES

ASSIGNMENTS	PORTFOLIOS
15 FEBRUARY	29 MARCH
15 AUGUST	30 SEPTEMBER

***** SEE WORK-INTEGRATED LEARNING (WIL) TUTORIAL NOTES FOR RWIL PORTFOLIO DUE DATES***

ASSIGNMENTS:

Students are required to submit assignments according to dates provided in this Information Booklet. Complete your assignments in time so that you will be able to concentrate on preparing for the examinations. All assignments must be posted or submitted to UODL, NWU for distribution and assessment to the address below.

POSTAL ADDRESS	PHYSICAL ADDRESS
Unit for Open Distance Learning North-West University Private bag X 6001 Internal Box 539 Potchefstroom 2520	Unit for Open Distance Learning North-West University C/o Esselen and Malherbe street Building B11a Room G 30 Potchefstroom 2520

ENQUIRIES:

Mr P Vermaak (018) 299 4591
Ms M Mynhard (018) 299 2152
Ms D Vermaak (018) 299 4579
Mr B Brock (018) 299 2153

NOTE:

- Assignment marks give you admission to the examination.
- Keep to the format on how assignments should be completed as stipulated in the tutorial letters. Refrain from using Bantex bags, ring binders, etc.
- Different modules may be posted in the same envelope but staple each assignment with a coversheet separately.
- All assignments must be posted to the NWU for assessment. Assignments should be posted to the address provided above. Assignments may not be posted / e-mailed directly to the lecturer.
- Ensure your assignments reach the NWU no later than the due dates by taking into account the time it will take for your assignments to be sent via postage.
- Late submissions of assignments will have to stand over to the next semester, which means that the student will only then have a participation mark to write exams in that module during the following examination.
- An assignment mark can only be used for two exam opportunities, where after a new assignment must be submitted.

EXAMINATION DATES

FIRST SEMESTER EXAM	SECOND SEMESTER EXAM
28 March – 30 April 2014	3 – 29 October 2014

EXAMINATION PROCEDURES

Take careful note of the following details regarding the examination procedures so that you know what is expected of you:

- Examinations will take place on the dates provided in the above section.
- Familiarise yourself with the exam timetable and be prepared to write the exams on the stipulated days. The exam timetables are final and no changes will be considered.
- Personal Examination Timetables required by students for study leave, for submission to the Department of Education, will be posted to you. Should you not receive this timetable two weeks before the exams are due, please contact the call centre on 018 285 5900 immediately.
- Examination papers are set and marked by lecturers and mentors from the North-West University.
- The final promotion is done by an examination panel from the University.
- If you fail a module during the March/April examination, you will have the opportunity to rewrite the module the following examination opportunity. If you fail a subject again during the September/October examination you will have to re-register for the module to obtain the opportunity to write it again in April the following year.
- Examination regulations appear on each answer book. Any irregularities during examinations are considered a serious offence and the necessary steps will be taken.
- Dishonesty during the examination may lead to the expulsion of the candidate from the course.

EXAMINATION MARKS

Examination marks are evaluated as follows:

- Assignments give you admission to the examination.
- Examination sub-minimum = 40% per module*.
- Participation- and examination marks total the **module** or **final mark**.
- Examination (60% of module/final mark) + Participation (40% of module/final mark) = module mark (final mark)
- Distinction = 75% and above
- Pass mark = 50%

**e.g. you might obtain a module mark of above 50% and still fail because of the sub-minimum requirement in the exams which is 40%.*

- As soon as your results have been processed, it will be posted to you.
- **No marks will be provided telephonically.**
- Process for obtaining results on the internet:
 - ♦ <http://www.nwu.ac.za>
 - ♦ Under the heading “Instant Information” click on the “**Exam results**” link.
 - ♦ The login window will appear. Type in your **student number** and **PIN**. *(the pin can be requested on the same webpage).*
- To obtain your exam results via SMS, simply create a new message by typing your **student number** followed by the word “**NWU**” and send to 35606. (Example: 123456789 NWU). A SMS will be sent to you with your results.
- You may also call the MTN line to receive your examination results. Simply call 083 123 222 and have your student number ready.

EXAMINATION INFORMATION

Examination information letters will be posted to you with your marked assignment. Alternatively you may contact Mr Willie Jansen van Vuuren / Mr Nathanael Friesling at (018) 299 4577 to e-mail the information to you.

EXAMINATION PAPERS OF PREVIOUS YEARS

****Please note: No previous examination papers for modules of the Grade R Diploma will be available before 2015***

Previous examination papers can be obtained from the internet at the following address:

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

- Under the green header “Campuses” click on the “Open Distance Learning” link.
- Click on the “Support Services” link (on the left side of the screen)
- Under the grey header “Examination” click on the “Old papers” link

NORTH-WEST UNIVERSITY EXAMINATION CENTRES

NOTE

- Make sure you are registered at a specific Examination Centre.
- Should you *need to change your examination centre*, please call (018) 285 5900.
- Changes for the April examination must be communicated to them before the end of February, and for the September examinations, before the end of July.
- If you should fail to change your examination centre in time, there would be serious financial implications.
- The exam information letters will in future be available at the contact sessions. Alternatively you may contact Mr Willie Jansen van Vuuren / Mr Nathanael Friesling at (018) 299 4577 or visit the OLG website at www.olg.co.za .

CHANGE OF EXAM VENUE

Call (018) 285 5900 should you need to change your examination centre.

Changes for the April examination must be communicated to the NWU before the end of February, and for the September examination, before the end of July.

There will be financial implications should you fail to change your examination centre in time.

The NWU allows venue change up until the end of the first month of the semester.

LIST OF NORTH-WEST UNIVERSITY EXAMINATION CENTRES

EASTERN CAPE	FREE STATE	GAUTENG	KWAZULU- NATAL	MPUMALANGA	NORTH WEST	NORTHERN CAPE	LIMPOPO	WESTERN CAPE
Bizana	Bethlehem	Alberton	Durban	Elukwatini	Delareyville	Colesberg	Giyani	George
Butterworth	Bloemfontein	Brixton	Empangeni (1)	Ermelo	Klerksdorp	De Aar	Jane Furse	Oudtshoorn
Cradock	Frankfort	Hebron	Empangeni (2)	Graskop	Lichtenburg	Hopetown	Lephalale	Parow
East London	Harrismith	Kenmare	Escourt	Groblersdal	Mafikeng	Kimberley	Makado	Vredenburg
Elliot	Ladybrand	Pretoria	Eshowe	Kinross	Makapanstad	Kuruman	Modimolle	Vredendal
Graaff-Reinet	Welkom	Pretoria (Colbyn)	Greytown	Kanhlushwa	Potchefstroom	Springbok	Mokopane	Worcester
Grahamstown		Randfontein	Jozini	Kamaqhekeza	Rustenburg	Upington	Phalaborwa	
Idutywa		Springs	Kokstad	Lydenburg	Stilfontein		Polokwane	
Joubertina		Vanderbijlpark	Ladysmith	Middelburg	Vryburg		Thabazimbi	
King Williams Town		Vereeniging	Matatiele	Nelspruit	Zeerust		Thohoyandou	
Lisikisiki			Mbazwana	Piet Retief			Tzaneen	
Mount Fletcher			Mkuse					
Mount Frere			New Castle					
Mthatha			Nongoma					
Port Elizabeth			Pietermaritzburg					
Queenstown			Pongola					
Sterkspruit			Port Shepstone					
			Stanger					
			Ulundi					
			Vryheid					

EXAMINATION TIME TABLE 2014

Module	Semester 1	Session
RFLS111	01 April 2014	1
RHWP111	17 April 2014	1
RMAT111	09 April 2014	1
RTCL111	14 April 2014	1
RWEL111	04 April 2014	1

Module	Semester 2	Session
RELS121	17 October 2014	2
RFLS111	07 October 2014	2
RHWP111	23 October 2014	2
RLSA121	17 October 2014	2
RLSD171	06 October 2014	2
RLST121	17 October 2014	2
RLSX121	17 October 2014	2
RMAT111	15 October 2014	2
RMAT121	14 October 2014	2
RTAL171	22 October 2014	2
RTCL111	20 October 2014	2
RWEL111	10 October 2014	2
RWEL121	09 October 2014	2

OPEN DISTANCE LEARNING ADMINISTRATIVE STAFF MEMBERS

The following staff-members are responsible for the following sections:

Section	Staff member	Telephone
CALL CENTRE <i>(Student enquiries)</i>	Mr Leon Danster Ms Robyn Richardson Ms Emma Moletsoa Ms Jeanine Ponton	018 285 5900
Student Marks	Ms Marita Coetzee Ms Patricia du Plessis Mr Mornè Korff Ms Almarie Botha	018 299 4588 018 299 2151 018 299 2150
Student Registration	Ms Alison Cloete	018 299 4573
Assignments	Mr Pieter Vermaak	018 299 4591
Study Centres and examinations	Ms Narina Lamprecht	018 299 4576
Study material	Mr Willie Jansen van Vuuren Mr Nathanael Friesling	018 299 4577
Finances	Ms Kitty Jacobs	018 299 2672
Programme leader	Ms Susan Greyling	018 299 4598

STUDY MATERIAL

- Study material is delivered either via **Postal** or **Courier** services.
- Study material will be sent to the delivery address as indicated by the student on the application form.
- Study material sent through postal services must be collected from the post office within seven working days or it will be returned to the University and the student will be liable for the cost of postage.

Note that a student must indicate a physical address or work address where the study material can be delivered via courier. Study material may be collected at the University, except if already dispatched.

TERMINATION OF STUDIES

Six months before the maximum study duration is exceeded and a student's studies are finally terminated, the student will receive a warning letter from the Executive Director of the Unit for Open Distance Learning (UODL) to inform him/her of one final and once-off examination opportunity to successfully complete all outstanding modules.

If there are still modules outstanding after the occurrence of such an exam opportunity, the studies of such a student will be terminated in terms of General Rules A2.4.8 (termination of studies) and A3.4.6 (unsatisfactory academic performance).

Only in exceptional cases, and then on the grounds of irrefutable evidence, will the Executive Director of the UODL consider a request for continuation of studies from a student whose studies have been terminated. Should such an application be successful, the student will be afforded only one examination opportunity to complete all outstanding modules.

CANCELLATION OF STUDY

Students have to complete the official cancellation form for the cancellation of studies or single course modules. The cancellation form is available from the Support Section at the UODL, Building B11a, room G03.

Written cancellations should be directed to:

The Director: Support and Administration
Unit for Open Distance Learning B11a
Private Bag X6001
Internal Box 539
Potchefstroom
2531

Attention: Ms A Cloete and by registered mail, in which case the date of receipt will be noted as the official cancellation date.

The cancellation is valid from the date of proper submission of the cancellation form to the Department of Academic Administration, or from the date of receipt of the registered postal article by the Head: Support Section.

CORRESPONDENCE

NOTE: STATE YOUR STUDENT NUMBER ON ALL CORRESPONDENCE

Any enquiries regarding registration or correspondence may be addressed to:

The Unit for Open Distance Learning
Registration Office
North-West University
Private Bag X6001
Internal Box 539
POTCHEFSTROOM
2520

TEL: 018 285 5900

FAX: 018 299 4558 (Attention: Registration Office)

EMAIL: Alison.Cloete@nwu.ac.za / Libby.Beukes@nwu.ac.za

CHANGE OF ADDRESS AND CONTACT NUMBER(S)

It is important to inform the Unit for Open Distance Learning Office of any changes regarding your address or contact number(s). Valuable information regarding your studies will not reach you if we do not have the latest information.

FEES PAYABLE UPON CANCELLATION OF STUDY

Should a student cancel his/her study prior to 15 March, only the registration are payable as set out above. Should a student cancel his/her study after 15 March, the full tuition for the first semester is payable. Should a student cancel his/her study for the second semester prior to 31 July, only the tuition for the first semester is payable. Should a student cancel his/her study after 31 July, the full tuition for the year is payable. Should a student cancel his/her study, all bursaries and/or loans are refundable immediately.

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 student accounts can only be paid out against acceptable proof on the student's identity. Payment to any person other than the student can only be made on written authority of the student on the prescribed form (available at the enquiries desks) and against satisfactory proof of the identity of the student. The above procedure is necessitated by relevant legislation and internal controls. Official application forms for credit payments are available at student account enquiries, the website or (018) 299 2674 and should be thoroughly completed 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 on the student's account for every cheque issued for this purpose.

GENERAL ACCOUNT ENQUIRIES

Enquiries with regard to student accounts may be directed to the staff at student accounts in the pay hall, located on the ground floor of the Joon van Rooy Building (building number F1) on the Potchefstroom main campus.

Tel: (018) 299 2667 / 2668
(018) 299 2669 / 2670
(018) 299 2671 / 2672 / 2673

Fax: (018) 293 5230 / 5234 / 5252
(018) 293 5313 / 5314 / 5315

Email: PUK-studyfees@nwu.ac.za

Enquiries at the above numbers can reach high volumes at times, in which case the University switchboard can be contacted at (018) 299 1111.

ISSUING OF CERTIFICATES, DIPLOMAS OR DEGREES

The NWU confers the certificate, diploma or degree after successful completion of all the modules. The NWU offer two graduation ceremonies per year in Potchefstroom, Polokwane, Durban and East London. Prior to each ceremony possible graduates will receive notification to which they must reply in order to attend the ceremony. Only students who are confirmed as grandaunts will receive a final SMS invitation to the graduation. Furthermore, only students whose study fees are paid up and who have submitted proof of previous qualifications will receive their certificates.