

BEd Foundation Phase
SCHOOL FOR LANGUAGE EDUCATION

Distance Learning students

PROSPECTUS (Information booklet)
2022

North-West University
Potchefstroom Campus
Faculty of Education Sciences

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

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EXECUTIVE DEAN'S FOREWORD

Dear Distance Student

I would like to welcome you as a student to the North-West University's Faculty of Education and trust that your association with the Faculty will be pleasant and successful. I am acutely aware of the difficulties involved with being a student (part-time) whilst having other competing priorities. To be successful, you must embrace the fact that there will be setbacks along the way. Challenges, like COVID-19, provide us with the opportunity to recognize what is important in our lives and what is not. I encourage you to keep the end goal in mind, especially when the pressure of assignments and examinations becomes challenging.

"All is for the very best; therefore, be not afraid but move forward joyfully. Feel yourself a part of the whole process of change, of wholeness and of newness".
(Eileen Caddy, co-founder of the Findhorn Foundation Community)

As you may be aware, NWU has eight faculties situated at three campuses. The Faculty of Education's contact programmes are being offered at the Mahikeng, Potchefstroom and Vanderbijlpark Campuses and the Faculty's administration of distance programmes is being managed by the Unit for Distance Learning (UDL). The UDL makes provision for lecture broadcasts to centres across the country and Namibia, depending on the lockdown level. With the onset of COVID -19 the Faculty embraced synchronous and asynchronous teaching and it is important that you have an electronic device (e.g. computer) link to the internet to fully participate in the academic programmes. Highly qualified academic staff, from the three campuses, present these lectures and you are urged to attend these broadcasts/online sessions – or download the lectures the following week - as they will further assist you to navigate your studies with greater success.

The programmes offered by the Faculty in **2022** are the **BEd Honours**, **BEd Foundation Phase**, **BEd Intermediate Phase** and **BEd Senior & FET** (Further Education & Training) phase, **PGCE** (Post-Graduate Certificate in Education), **PGDip** (Post-Graduate Diploma in Education), **ACT** (Advanced Certificate in Teaching), **ADE** (Advanced Diploma in Education), and **Diploma in Grade R Teaching**.

This prospectus (information booklet) details all the relevant administrative arrangements relating to your studies in **2022**. Please diarise the dates and times regarding the submission of assignments, tests and examinations, as they pertain to you.

On attaining these outcomes, for the qualification you registered for, you should be equipped to successfully progress to further study. This implies that your lecturers will make high, but not unreasonable, academic demands of you. Always keep the admission requirements for the next level of study in mind, as we would like for you to continue your studies with the Faculty after completion of your current degree or diploma.

Our academic staff members are experts in their respective subject disciplines and they are best equipped to support you as they fully understand the challenges faced by students studying in the distance mode. However, I do kindly request that you also consider the workload of staff members and that you adhere to deadlines throughout the year. In addition, I ask that you please also respect their personal time and space. Furthermore, please note that the University Library and Information Technology systems are available to all enrolled NWU students.

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



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

Important information for 2022

Please take note that due to the COVID-19 pandemic, the following procedures will be followed:

- There will be no formal sit-down examinations, unless a particular module has been granted permission for formal sit-down examinations. Thus, for the majority, if not all, of your modules, your module mark will be calculated by use of continuous assessments. The weighting of assessments will be determined by each lecturer for his/her module.
- There will be no face-to-face contact sessions, unless these take place with the use of an online platform, such as Zoom or Microsoft Teams.

The UDL Study Centres will not be utilised for examinations and might be utilised for whiteboard sessions

What is Distance Learning?

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

The Unit for Distance Learning (UDL) at the Potchefstroom Campus offers several distance learning programmes on behalf of the faculties at a number of open learning support centres in Southern Africa. Distance learning programmes are offered on the following principles:

- a) Each programme has a minimum and maximum duration for completing the studies.
- b) Students have a number of assessment opportunities (examinations) during a study period, and all modules may be written at each assessment opportunity.
- c) Students do not have a second examination opportunity directly after the first attempt. If they fail the first attempt (e.g. in June), they may write the failed module during the next examination opportunity (e.g. in November). A valid participation mark will grant a student access to two examination opportunities, after which he/she must generate a new participation mark.
- d) Contact lectures are mainly presented by means of interactive whiteboards. All modules presented by means of interactive whiteboards are stored on the internet for students to access at a later stage.
- e) Students are supported by means of a Call Centre, eFundi, and contact with lecturers and facilitators.
- f) Examinations are written at several Learning support Centres throughout Southern Africa, but the NWU may request students to write a specific module (e.g. Computer Science) at the Potchefstroom Campus.

1 Academic and Faculty rules

Dear student

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

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

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

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

1.1 General provisions

1.1.1 Study duration

A rule 1.3.3: Minimum and maximum duration of study

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

Bachelor of Education

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

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

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

Faculty comment:

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

1.1.2 Annual registration

A rule 1.10.1: Annual registration

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

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

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

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

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

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

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

Annual registration for BEd programme:

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

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

1.1.3 Remarking of examination work

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

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

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

1.1.4 Progression requirements

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

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

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

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

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

1.16.3: After every examination period the executive dean concerned must, in consultation with the faculty management committee or other faculty structure

concerned, review the academic records of all students to determine the students' compliance with the progression requirements.

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

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

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

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

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

1.2 Provisions for undergraduate qualifications

A rule 2.5.3: Number of examination opportunities

2.5.3.1 A student registered for an undergraduate module is entitled to use two consecutive opportunities per module to take the examination.

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

1.2.1 Qualification with distinction

A rule 2.6.2: Qualification with distinction (Undergraduate programmes)

2.6.2.1 In order to be awarded a qualification with distinction a student must achieve a weighted average of at least 75% for all the core modules identified as such in the faculty rules concerned, not taking additional modules taken by the student into account.

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

2.6.2.4 The marks obtained in core modules completed at other institutions recognised by the university for the purpose must be taken into

account when calculating the weighted average mark referred to in rule 2.6.2.1.

2 General Academic Rules for ODL programmes

(Aligned to the NWU's Academic Rules)

2.1 Admission requirements for programme(s)

The admission requirements for all formal academic qualifications offered by the University are indicated in the Admission Policy, as approved by Senate and Council

www.nwu.ac.za/sites/www.nwu.ac.za

2.2 ODL examination opportunities

Students selected for the BEd Foundation Phase programmes (Level 7) will follow a structured programme offering, as well as a structured assessment procedure, affording them a second consecutive examination opportunity, should they fail the first examination attempt. The number of examination opportunities per module is determined according to the maximum study period for the qualification for which a student is registered.

Examination opportunities are scheduled during June/July and October/November of every year over all campuses. Students have to sit for examinations in line with the curriculum structure of a module after obtaining the required participation mark.

Examination opportunities and information are communicated to students via the relevant prospectus (programme information booklet) and timetables, the NWU websites, and eFundi (NWU).

NWU web address: www.nwu.ac.za/sites/www.nwu.ac.za

Please note: If a student passes with the first examination opportunity, there will not be a second opportunity. If he/she fails after the first examination opportunity, he/she may write again on the very same participation mark, but he/she must use the second opportunity in the very next examination, six months later. If he/she does not use the opportunity in the consecutive examination, he/she will fail the module and will need to re-register for it once again.

A second examination opportunity will not afford students the opportunity to resubmit assignments to better their participation mark.

2.3 Admission to examinations

According to Academic Rules A.2.4.2 and A3.4.2, any student who has obtained the required proof of participation and/or participation mark as prescribed, will be admitted to the examination in the module concerned.

A participation mark will allow a student a second consecutive examination opportunity, should he/she fail the first attempt.

2.4 Participation mark

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

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

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

2.5 Module mark

A module mark is calculated according to a formula that will be determined for each module in terms of faculty rules from time to time. The formula is based on the participation mark and the examination mark awarded to a student in a module.

Calculating the module mark:

- For first-year modules in the BEd (except when stated otherwise in a particular curriculum), the participation mark carries a weight of 40%, and the examination mark a weight of 60% towards the final module mark.
- For second-year modules in the BEd (except when stated otherwise in a particular curriculum), the participation mark carries a weight of 50%, and the examination mark a weight of 50% towards the final module mark.
- For third-year modules in the BEd (except when stated otherwise in a particular curriculum), the participation mark carries a weight of 50%, and the examination mark a weight of 50% towards the final module mark.

- For fourth-year modules in the BEd (except when stated otherwise in a particular curriculum), the participation mark carries a weight of 60%, and the examination mark a weight of 40% towards the final module mark.

2.6 Unsatisfactory academic performance

A student whose academic performance is found to be unsatisfactory will receive a formal written warning from the Dean: FES or an administrator authorised by him. Thereafter, if progress is still unsatisfactory, the student will be dealt with in terms of General Academic Rules A.2.4.7.1, A.2.4.8 and A.2.8. (A2.4.8 and A3.4.6.)

2.7 Termination of studies of ODL students

The minimum and maximum duration of study for the various qualifications is indicated in the Calendar and in this programme prospectus (information booklet) for the qualification concerned. One year before the maximum duration of study is exceeded and a student's studies are finally terminated, such a student will receive a warning letter from the Dean: FE or an administrator authorised by him to inform him/her of the two final examination opportunities when all outstanding modules must be passed. Should such a student still have remaining modules after these examination opportunities, his/her studies must be terminated in terms of Academic Rules A2.4.6 and A2.8 (A.2.4.7.1, A.2.4.8 and A.2.8)

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

2.8 Warning against plagiarism

Assignments are individual tasks and not group activities (unless explicitly indicated as group activities).

Copying of text from other students or from other sources (for instance the study guide, prescribed material or directly from the internet) is not allowed – only brief quotations are allowed and then only if referenced correctly.

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

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

Be warned: students who submit copied text will obtain a mark of zero for the assignment and disciplinary steps may be taken by the Faculty and/or University. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy – be careful and do not make your work available to anyone!

For further details, see:

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

3 Academic matters

3.1 Programme information: BEd Foundation Phase

Refer to the NWU Calendar for the Programme at

<http://www.nwu.ac.za/e-yearbook-index>

3.1.1 Nature and general aims

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

The focus in the BEd Foundation Phase programme is to prepare students to teach from Grades R - 3. The knowledge mix for Foundation Phase teaching includes disciplinary, pedagogical and practical learning, to enable teachers to work competently with Grades R - 3 learners. The Foundation Phase programme prepares young learners for formal learning. The focus of this grade is on learning through play, developing physical coordination; as well as developing spoken language competence and fundamental ideas that will form a basis for future development of number sense and literacy.

In addition, Foundation Phase teachers must be capable of teaching all three subjects (Language, Mathematics and Life Skills) in Grade R-3, drawing from a broad range of general knowledge, which will support and enable them to implement the South African national school curriculum. Teachers need an extensive and specialised knowledge of early childhood learning to teach reading, writing and mathematics and to develop key initial concepts and skills that lay the foundation for learning in future phases.

Foundation Phase teachers must be skilled in identifying and addressing barriers to learning in the early years of schooling, as well as in curriculum differentiation for multiple learning levels within a grade.

The purpose of the Bachelor of Education in Foundation Phase Teaching (BEd FP Teaching) is to prepare beginner teachers to teach from Grades R - 3. In order to ensure well-rounded education for beginner teachers, the Foundation

Phase programme is developed around a conceptual framework that focuses on social change and leadership, based on professional and disciplinary knowledge, and Practical and Service Learning. Twelve critical components guide the conceptual framework, namely: Social Change; Leadership; Practical Learning (e.g., Work Integrated Learning (WIL), Virtual Learning Experiences, etc.); Service Learning; Professional (e.g., pedagogical content knowledge) and Disciplinary Knowledge Bases (Language, Mathematics and Life Skills); Reflective and Analytic Thought; Collaboration; Communication; Professional Dispositions; Professional Learning; and Diversity and Technological Proficiency, specifically Technological Pedagogical Content Knowledge.

These twelve critical components will enable beginner Foundation Phase teachers to comply with the minimum competencies and collective roles of beginner teachers, as specified in the Minimum Requirements for Teacher Education Qualifications document.

Please remember the following:

The BEd Foundation Phase programme students of the North-West University who are completing their studies via the UODL are required to complete a total of **24 weeks' practicum** at a school (in Grades R – 3 classrooms) for Work Integrated Learning. Students must complete the 24 weeks' practicum over a minimum period of four years and a maximum period of eight years, a minimum of three continuous weeks per semester.

3.1.2 Work Integrated Learning (WIL)

WIL is **compulsory for ALL BEd** students who are registered in the Faculty of Education. The number of weeks (see below) is the students' responsibility and must be successfully completed before the BEd Foundation Phase degree can be awarded. The total number of weeks for BEd is 24 weeks.

2022 Dates:

- **TBA**

WIL registration involves completing a WIL registration form (PR32) online before every practicum period. This and other relevant documentation, instructions and lists of schools are communicated electronically (eFundi). Students should complete their WIL registration form (PR23).

IMPORTANT:

- Please ensure that you understand the information provided in study guide EDCC 116, 126, 216, 226, 316, 326, 416 and 426.
- Please also ensure that you have provided a valid email address and cell phone number. Communication from the WIL office will mostly be via eFundi and email.

- A WIL portfolio (available on eFundi) must be submitted in **hard copy** after every practicum period.

WIL Office

Tel: +27 18 285 2012/299 4755

Fax: +27 87 233 1442

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

3.1.3 Study duration and articulation

a) Study duration

The minimum duration of study for this degree is four years, and the maximum duration is eight years for distance learning students.

b) Articulation

This specialised qualification will provide the successful student who wishes to specialise in other disciplines, with an opportunity to articulate vertically to a related BEd Honours Degree (NQF 8), and to the related Postgraduate Diploma in Education (NQF 8).

These NQF level 8 qualifications ensure access to further postgraduate studies (Masters and doctoral studies) in related study fields. Students may also articulate horizontally to the Advanced Diploma in Education (NQF 7) qualification.

3.1.4 Admission requirements

General admission requirements

(a) APS-score: The results obtained in four Designated Subjects and two NSC subjects are used in the computation of the APS-score. The results obtained in Life Orientation are excluded. The APS-score is 24. Students may be required to write an admission exam.

b) Language requirement: A pass at level 4 (50-59 %) in the language of instruction on both the Home **and** First Additional Language level.

Specific requirements

1. Basic computer literacy.
2. Access to internet.
3. It is compulsory to obtain the necessary technology such as a computer and/or tablet and mobile phone that meet the minimum specifications of the NWU namely: WiFi-enabled, one of the operating systems Windows, Android or Apple, 3G enabled (preferable) and 32 Gig (preferable).

Calculating the APS score

1. The results of 6 subjects are used to determine the APS-score (24+ for BEd Foundation Phase Training programme)
2. The achievement obtained in Life Orientation (LO) will not be rated in computing the APS-score. An achievement level of 5 or higher in LO will be regarded as a recommendation for admission in borderline cases and admission to certain programmes.
3. A student who achieves one APS scale points less than required for a specific study course, may at the discretion of the Senate be admitted conditionally to a particular field of study. Such a student must prove by successful completion of a Senate-approved admission examination, registered with the Matriculation Board that he/she has the ability to be admitted to university studies.
4. A student who obtains Discretionary Exemption may be admitted to certain study programmes on certain conditions.

3.1.5 Rules for the programme

Refer to the NWU Calendar of BEd Undergraduate Programmes:

<http://www.nwu.ac.za/e-yearbook-index>

The rules for the BEd Foundation Phase Programme should be read in conjunction with the General Academic Rules of the University (A-Rules), which are available on the Internet at: www.nwu.ac.za/node/5661

3.1.6 Program outlay

IMPORTANT NOTICE

Recommendation for taking modules during your study period:

It is strongly suggested that the following modules should be completed consecutively, in the proposed order, as the content of initial modules provide an essential basis for concept forming in consecutive modules. Adhering to the proposed order will greatly contribute to your progress, as subsequent modules build on preceding modules and will therefore promote meaningful knowledge construction.

First Year		Second Year		Third Year		Fourth Year	
WORK INTEGRATED LEARNING							
EDCC116	→EDCC126	EDCC216	→	EDCC316	→	EDCC415	→
	EDCC126		→EDCC225		→EDCC326		→EDCC424
LANGUAGES							
AFRF111	→ AFRF121	AFRF211	→ AFRF221	AFRF311	→ AFRF321	AFRF411	→ AFRF421
ENFF111	→ ENFF121	ENFF211	→ ENFF221	ENFF311	→ ENFF321	ENFF411	→ ENFF421
PEFF111	→ PEFF121	PEFF211	→ PEFF221	PEFF311	→ PEFF321	PEFF411	→ PEFF421
SEFF111	→ SEFF121	SEFF211	→ SEFF221	SEFF311	→ SEFF321	SEFF411	→ SEFF421
SOFF111	→ SOFF121	SOFF211	→ SOFF221	SOFF311	→ SOFF321	SOFF411	→ SOFF421
ZUFF111	→ ZUFF121	ZUFF211	→ ZUFF221	ZUFF311	→ ZUFF321	ZUFF411	→ ZUFF421
		AFAF211	→ AFAF221	AFAF311	→ AFAF321	AFAF411	→ AFAF421

		ENAF211	➔ ENAF221	ENAF311	➔ ENAF321	ENAF411	➔ ENAF421
		SEAF211	➔ SEAF221	SEAF311	➔ SEAF321	SEAF411	➔ SEAF421
MATHEMATICS							
MFPC111	➔ MFPC121		MFPC221	MFPC311	➔ MFPC321	MFPC411	➔ MFPP421

Composition: BEd Foundation Phase (4BJ J01) curriculum at distance – NQF Level 7

First, second and third year

IMPORTANT INFORMATION:

¹ For students with an African Language as First Language.

² For students with Afrikaans or English as First Language.

Languages available to choose from as first language and first additional language (home language, as indicated on matric/senior certificate) for 2022 are:

Afrikaans, English, IsiZulu, Sepedi, Sesotho, Setswana.

THE AVAILABILITY OF MODULES PRESENTED EITHER IN DISTANCE OR CONTACT MODES, ARE SUBJECT TO APPROVAL AND CAMPUS CAPACITY.

1ST YEAR					
SEMESTER 1			SEMESTER 2		
EDCC114	Introduction to Curriculum and Professional Studies	8	EDCC125	Historical & Political Context of Education in SA	8
EDCC115	Critical Components for Curriculum Development for Educators	8			
EDCC116	<i>Work Integrated Learning (Learning in Practice; Learning from Practice)</i>	8	→ EDCC126	<i>Work Integrated Learning (Learning in Practice; Learning from Practice)</i>	8
EDTC111	Educational Media and Technology	8			
MFPC111	Mathematics FP: Learning and Teaching Theories and Strategies in Primary Mathematics	12	→ MFPC121	Mathematics FP: Number Sense and Operations	12
LSKS111	Life Skills for Early Childhood Education Development: Social Sciences (Health Sciences)	8			
CHOOSE ONE OF THE FOLLOWING FIRST LANGUAGES:			CONTINUE WITH ONE OF THE FOLLOWING FIRST LANGUAGES:		
AFRF111	Afrikaans Huistaal GSF: Fundamentele kennis en multikulturele kinderliteratuur	12	→ AFRF121	Afrikaans Huistaal GSF: Fonetiek, Fonologie, Fonemiese Bewustheid en die Geskiedenis van Kinderliteratuur	12
ENFF111	English First Language FP: Foundational Knowledge and Multicultural Children's Literature	12	→ ENFF121	English First Language FP: Phonetics, Phonology, Phonemic Awareness and the History of Children's Literature	12
PEFF111	Sepedi Home Language FP: Foundational Knowledge and Multicultural Children's Literature	12	→ PEFF121	Sepedi Home Language FP: Phonetics, Phonology, Phonemic Awareness and the History of Children's Literature	12
SOFF111	Sesotho Home Language FP: Foundational Knowledge and Multicultural Children's Literature	12	→ SOFF121	Sesotho Home Language FP: Phonetics, Phonology, Phonemic Awareness and the History of Children's Literature	12

CHOOSE ONE OF THE FOLLOWING FIRST LANGUAGES:			CONTINUE WITH ONE OF THE FOLLOWING FIRST LANGUAGES:			
AFRF211	Afrikaans Huistaal GSF: Morfologie, Klankleer, Woordstudie, Alfabetiese Beginsel en die seleksie en evaluering van Kinderliteratuur	12	➡	AFRF221	Afrikaans Huistaal GSF: Semantiek, woordeskat en prenteboeke	12
ENFF211	English Home Language FP: Morphology, Phonics, Word Study, Alphabetic Principles and Selecting and Evaluating Children's Literature	12	➡	ENFF221	English Home Language FP: Semantics, Vocabulary and Picture books	12
PEFF211	Sepedi Home Language FP: Morphology, Phonics, Word Study, Alphabetic Principles and selecting and evaluating Children's Literature	12	➡	PEFF221	Sepedi Home Language FP: Semantics, Vocabulary and Picture books	12
SEFF211	Setswana Home Language FP: Morphology, Phonics, Word Study, Alphabetic Principles and Selecting and Evaluating Children's Literature	12	➡	SEFF221	Setswana Home Language FP: Semantics, Vocabulary and Picture books	12
SOFF211	Sesotho Home Language FP: Morphology, Phonics, Word Study, Alphabetic Principles and Selecting and Evaluating Children's Literature	12	➡	SOFF221	Sesotho Home Language FP: Semantics, Vocabulary and Picture books	12
ZUFF211	IsiZulu Home Language FP: Morphology, Phonics, Word Study, Alphabetic Principles and Selecting and Evaluating Children's Literature	12	➡	ZUFF221	IsiZulu Home Language FP: Semantics, Vocabulary and Picture books	12
CHOOSE ONE OF THE FOLLOWING FIRST ADDITIONAL LANGUAGES:			CONTINUE WITH ONE OF THE FOLLOWING FIRST ADDITIONAL LANGUAGES:			
AFAF211	Afrikaans First Additional Language in FP Teaching: Language Acquisition and Development and Selecting and Evaluating Children's Literature	8	➡	AFAF221	Afrikaans First Additional Language in FP Teaching: Foundational Knowledge and Multicultural Children's Literature	8

ENAF211	English First Additional Language in FP Teaching: Language Acquisition and Development and Selecting and Evaluating Children's Literature	8	→	ENAF221	English First Additional Language in FP Teaching: Foundational Knowledge and Multicultural Children's Literature	8
SEAF211	Setswana First Additional Language in FP Teaching: Language Acquisition and Development and Selecting and Evaluating Children's Literature	8	→	SEAF221	Setswana First Additional Language in FP Teaching: Foundational Knowledge and Multicultural Children's Literature	8
TOTAL CREDITS FOR YEAR 2						132

3 rd YEAR						
SEMESTER 1				SEMESTER 2		
EDCC315	Educational Law	8		EDCC323	Educational Psychology: Learning support	16
EDCC316	<i>Work Integrated Learning (Learning in Practice; Learning from Practice)</i>	8	➔	EDCC326	<i>Work Integrated Learning (Learning in Practice; Learning from Practice)</i>	8
EDTM312	Environmental Management for Sustainability: Introduction to Environmental Management in schools	8		EDCC325	Critical thinking & Social Justice	8
WVOS312	Philosophy of Science: Main Currents in the Philosophy of Education	12		LSKN321	Life Skills for Early Childhood Education Development: Natural Science and Technology	8
MFPC311	Mathematics for Early Childhood Education and Development: Number theory, number patterns and data handling in Primary Mathematics	8		MFPC321	Mathematics for Early Childhood Education and Development: Rational numbers in Primary Mathematics	8
CHOOSE ONE OF THE FOLLOWING FIRST LANGUAGES:				CONTINUE WITH ONE OF THE FOLLOWING FIRST LANGUAGES:		
AFRF311	Afrikaans Huistaal GSF: Sintaksis, vlotheid en tradisionele letterkunde, poësie, historiese fiksie en biografieë	12	➔	AFRF321	Afrikaans Huistaal GSF: Diskoersanalise, pragmatiek, begrip en inligtingstekste	12
ENFF311	English Home Language FP: Syntax, Fluency and Traditional Literature, Poetry, Historical Fiction and Biographies	12	➔	ENFF321	English Home Language FP: Discourse Analysis, Pragmatics, Comprehension and Informational Texts	12

SEFF311	Setswana Home Language FP: Syntax, Fluency and Traditional Literature, Poetry, Historical Fiction and Biographies	12	SEFF321	Setswana Home Language FP: Discourse Analysis, Pragmatics, Comprehension and Informational Texts	12
SOFF311	Sesotho Home Language FP: Syntax, Fluency and Traditional Literature, Poetry, Historical Fiction and Biographies	12	SOFF321	Sesotho Home Language FP: Discourse Analysis, Pragmatics, Comprehension and Informational Texts	12
ZUFF311	IsiZulu Home Language FP: Syntax, Fluency and Traditional Literature, Poetry, Historical Fiction and Biographies	12	ZUFF321	IsiZulu Home Language FP: Discourse Analysis, Pragmatics, Comprehension and Informational Texts	12
PEFF311			PEFF311		
CHOOSE ONE OF THE FOLLOWING FIRST ADDITIONAL LANGUAGES:			CONTINUE WITH ONE OF THE FOLLOWING FIRST ADDITIONAL LANGUAGES:		
AFAF311	Afrikaans Eerste Addisionele Taal in GSF onderrig: Taal, kultuur en prenteboeke	8	AFAF321	Afrikaans Eerste Addisionele Taal in GSF onderrig: Taal as 'n sisteem en Tradisionele Literatuur, Poësie, Historiese Fiksie en Biografieë	8
ENAF311	English First Additional Language in FP teaching: Language, Culture and Picture Books	8	ENAF321	English First Additional Language in FP teaching: Language as a System and Traditional Literature, Poetry, Historical Fiction, and Biographies	8
SEAF311	Setswana First Additional Language in FP teaching: Language, Culture and Picture Books	8	SEAF321	Setswana First Additional Language in FP teaching: Language as a System and Traditional Literature, Poetry, Historical Fiction, and Biographies	8
TOTAL CREDITS FOR YEAR 3					132

4th YEAR					
SEMESTER 1			SEMESTER 2		
EDCC413	Educational Management and Leadership	8	EDCC423	Educational Systems	8
EDCC416	<i>Work Integrated Learning (Learning in Practice; Learning from Practice) FP</i>	8	EDCC426	<i>Work Integrated Learning (Learning in Practice; Learning from Practice) FP</i>	8

EDCC414	Professional Studies: Integrated Assessment	8			
RESF412	Research in Education	8	RESF422	Research Proposal	8
LSPP411	Life Skills for Early Childhood Education Development: Health Sciences	8	LSKP421	Life Skills Foundation Phase: Physical Education	8
MFPC411	Mathematics: Language in Mathematics	8	MFPC421	Mathematics: Early pre-school Mathematics	12
			LOLT421	Language of learning and teaching	1
			LOLT422		1
			LOCC423		1
CHOOSE ONE OF THE FOLLOWING FIRST LANGUAGES:			CONTINUE WITH ONE OF THE FOLLOWING FIRST LANGUAGES:		
AFRF411	Afrikaans Huistaal GSF: Skryfwerk, Handskrif en Fantasie, Wetenskapfiksie en Kontemporêr-Realistiese Fiksie	12	→ AFRF421	Afrikaans Huistaal GSF: Skoolgebaseerde Taalassessering en Kritiese Kwesties in Kinderliteratuur	12
ENFF411	English First Additional Language in FP Teaching: Planning, Implementing and Managing Instruction as well as Fantasy, Science Fiction and Contemporary Realistic Fiction	12	→ ENFF421	English First Additional Language in FP Teaching: Assessment and Critical Issues in Children's Literature	12
SEFF411	Setswana Home Language FP: Writing, Handwriting and Fantasy, Science Fiction and Contemporary Realistic Fiction	12	→ SEFF421	Setswana Home Language FP: School-Based Language Assessment and Critical Issues in Children's Literature	12
SOFF411	Sesotho Home Language FP: Writing, Handwriting and Fantasy, Science Fiction and Contemporary Realistic Fiction	12	→ SOFF421	Sesotho Home Language FP: School-Based Language Assessment and Critical Issues in Children's Literature	12
ZUFF411	IsiZulu Home Language FP: Writing, Handwriting and Fantasy, Science Fiction and Contemporary Realistic Fiction	12	→ ZUFF421	IsiZulu Home Language FP: School-Based Language Assessment and Critical Issues in Children's Literature	12

PEFF411	Sepedi Home Language FP: Writing, Handwriting and Fantasy, Science Fiction and Contemporary Realistic Fiction	12 →	PEFF421	Sepedi Home Language FP: School-Based Language Assessment and Critical Issues in Children's Literature	12
CHOOSE ONE OF THE FOLLOWING FIRST ADDITIONAL LANGUAGES:			CONTINUE WITH ONE OF THE FOLLOWING FIRST ADDITIONAL LANGUAGES:		
AFAF411	Afrikaans Eerste Addisionele Taal in GSF- Onderrig: Beplanning, Implementering en Bestuur van Onderrig asook Fantasie, Wetenskapfiksie en Kontemporêre Realistiese Fiksie	8 →	AFAF421	Afrikaans Eerste Addisionele Taal in GSF- Onderrig: Assessering en Kritiese Onderwerpe in Kinderliteratuur	8
ENAF411	English First Additional Language in FP Teaching: Planning, Implementing and Managing Instruction as well as Fantasy, Science Fiction and Contemporary Realistic Fiction	8 →	ENAF421	English First Additional Language in FP Teaching: Assessment and Critical Issues in Children's Literature	8
SEAF411	Setswana First Additional Language in FP Teaching: Planning, Implementing and Managing Instruction as well as Fantasy, Science Fiction and Contemporary Realistic Fiction	8 →	SEAF421	Setswana First Additional Language in FP Teaching: Assessment and Critical Issues in Children's Literature	8
TOTAL CREDITS FOR YEAR 3					132

3.1.7 Suggestion regarding the structuring of your curriculum

- a. Structure your curriculum over the minimum period of four years. The maximum period to complete the qualification is eight years.
- b. Do not attempt more than nine modules per semester (examination session) - remember that you should spend at least six months working through a module.
- c. Most curricula do not consist of more than 30 modules, which implies that you will be able to complete the curriculum in four years (eight examination opportunities).
- d. If, after eight years, you still have to complete some modules, your studies will be terminated.

3.1.8 Language

The language of tuition via UDL is English.

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

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

3.1.9 Study material and study guides

- a) Study material (e.g. text books) will be delivered either by postal or courier services to the address you have indicated for the delivery of study material.
- b) Please note that you must indicate a physical or work address to which the study material may be delivered via courier.
- c) Study material sent via postal services must be collected from the post office within seven working days, or it will be returned to the NWU. You will be liable for the cost of postage.
- d) Study guides will be available on e-Fundi.
 - i. This programme is supported by the e-Fundi learner management system. All your study guides will be downloaded on this platform. You will be able to communicate with your lecturer and peers and submit your assignments on this platform.
 - ii. When you sign up to use eFundi, your username will be your student number. The first time, you will need to use your RSA ID number @Nwu as your password. Type your ID no followed

by @Nwu as your password (eg. Your id number@Nwu).
Namibian students will need to use their passport number as
their password. Kindly change your password and memorize it.

- iii. All students **MUST** have an email address.

3.2 Teaching and learning arrangements

3.2.1 Assessment (assignments and examinations)

3.2.1.1 Assignments

For any enquiries regarding assignments phone the help desk: +27 18 285 5900.

- a) Please use the format for writing academic assignments, as stipulated in the tutorial letters and in the North-West University's Referencing Guide.
- b) No hard copies or hand-written assignments will be accepted.
- c) You are required to submit assignments via e-fundi, according to dates specified in this prospectus (information booklet).
- d) Complete your assignments in due time so that you will be able to focus on preparing for the examinations.
- e) The NWU urges you to submit completed assignments to be assessed on time, in order to ensure that examination information will be received before examinations commence.
- f) All assignments should be submitted by using e-fundi except for the portfolios. Submit the portfolio as a hard copy, as ONE Portfolio with different sections.

Hard copies should only be submitted to:

Postal address

Unit for Distance Learning (UDL)
Building B6 Office G10
North-West University
Private Bag X6001
Internal Box 539
Potchefstroom, 2520

Courier address

Unit for Distance Learning (UDL)
Building B6
Office G10
Cr Malherbe & Esselen Street
North-West University
Potchefstroom, 2531

Assignments that are submitted **after the due date will have to stand over to the next semester**, which implies that you will only then have a participation mark that will grant you entry to write examinations in a particular module.

NB: You should always keep copies of your assignments.

NEVER email your assignments!

e. Due dates

Submit your assignments WELL BEFORE THE DUE DATE. Once your assignment is captured in the system as received, you will receive a SMS. If you do not receive a SMS it is your responsibility to follow up with the UODL before the closing date.

NO assignments will be captured after the closing date.

3.3 Library services

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

b) **Faculty of Education Library hours**

Term:

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

University holidays:

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

The library is closed on public holidays.

c) **Library services**

- General library information:** Go to the library's web page at <http://library.nwu.ac.za/>. See information under Services as well as under Guides and Training to access useful information.
- Finding information for research:** Call any of the following numbers for library information and support with research: +27 18 299 2859 or +27 18 299 1578. Provide your surname and initials as well as NWU student number in all instances when requesting information. (The library cannot provide information on registration, assignments, time tables or results.)

- iii. **LibGuides:** To find specific information related to education studies using the library's website, click on the LibGuides tab on the website at <http://library.nwu.ac.za/>. Click on Education (PC) and use the different sections to obtain study information and information on how to search for books, articles, etc.
- iv. **Loans:** Undergraduate ODL students may borrow six books for two weeks and postgraduate ODL students may borrow 10 books for one month. Two renewals are allowed if requested before the expiry date of the loan period (on condition that the books are not required by other users).
- v. **Renewals:** To renew books via the internet, go to the library's web page at <http://library.nwu.ac.za/> and click on Renew your Books, under Services (only allowed if books are not overdue).
- d) **Examination papers:** Go to <http://collections.nwu.ac.za/dbtw-wpd/textbases/exam-papers/exams-2015-2021.html> OR click on Exam Papers, under Find Information on the library's website at <http://library.nwu.ac.za/>. Complete ONLY the Course code search block according to the example provided.

* As this is a newly implemented course, no previous examination papers will be available for third-year students.

Previous examination papers will be available for first- and second-year students.

Call +27 18 285 5900 for UODL requests.

3.3.1.1 Examinations

- a) No examination information sessions will be facilitated at Learning Support Centres.
- c) You may download previous examination papers and tutorial notes from the NWU Library website:
<http://collections.nwu.ac.za/dbtw-wpd/textbases/exam-papers/exams-2015-2021.html>
- d) Important contact numbers regarding examination enquiries:
All queries: +27 18 285 5900
- e) Examinations may be written at any of the venues on the list provided.
- f) Please take careful note of the details regarding examination procedures provided below so that you know what will be expected of you.

- i. Examination papers are set in accordance with the module outcomes and marked by lecturers and accredited markers from the University.
- ii. As soon as your results have been processed, you will be notified via SMS/email/eFundi.
- iii. The final promotion is conducted by an examination panel from the University.
- iv. If you should fail a module during the examinations, you will have an opportunity to rewrite the module the following semester (2nd opportunity). For instance: if you failed a first semester module during the July examination, you will have the opportunity to rewrite it again during the October/November examination. If you fail a module again during the second examination you will have to re-register, pay for the module and obtain a participation mark, and obtain a part to be granted the opportunity to write it again during the July examination the following year.
- v. Examination regulations appear in each answer book. Any irregularities during examinations are considered a serious offence, and the necessary steps will be taken.
- vi. Dishonesty during the examination may result in a candidate being expelled from the programme. Please ensure that you do not become an academic culprit of this kind of unethical behaviour. It is not worth it.
- vii. It is important that you attend at the examination centre you have indicated on your application form, since provision will be made for you only at that examination centre. Only written requests for any change of examination centre will be accepted. The Learning Support Centre closest to your hometown will be your particular examination centre (see list provided).
- viii. **NO marks will be provided telephonically.**
- ix. To find your results on the internet, go to: <http://www.nwu.ac.za>
 - Under the heading **STUDY HERE**, click on the Exam results link.
 - The login window will appear. Type in your student number and PIN (the pin may be requested on the same web page).
- x. You may also obtain your examination results via SMS. Go to new messages on your cell phone, type in your student number, followed by the word NWU and send the message to 35606. An SMS will be sent to you with your results.

g) Examination marks are calculated as follows:

- a. A sub-minimum of 40% for assignments will grant you admission to the examination.
- b. Examination sub-minimum = 40% per module*
- c. Participation- and examination marks total for the module, or final mark:
 - i. First-year modules: $60\% + 40\% = 100\%$
 - ii. Second and third-year modules: $50\% + 50\% = 100\%$
 - iii. Fourth-year modules: $40\% + 60\% = 100\%$
- d. Distinction = 75% and above.
- e. Pass mark = 50%

* **Please note** that you may obtain a module mark of above 50% and still fail because of the sub-minimum requirement in the examinations, which is 40%.

STUDENT'S USERNAME, PASSWORD AND PIN

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

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

STUDENT SELF-HELP INFORMATION AVAILABLE ON SYSTEM

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

1. Proof of Registration

- <http://distance.nwu.ac.za/help>
- Look under Administration and click on Proof of Registration
- Click on Registration on the left
- Login with Student number and PIN
- Click on Registration on the left
- Click on Proof of Registration on the left

- Click on your Qualification in the drop down
- Click on Retrieve information (sometimes the pop-up is blocked – click allow pop-up on top right hand corner)

2. Financial Statement (student account)

- <http://distance.nwu.ac.za/help>
- Look under Administration and click on Financial Statement
- Login with Student number and PIN
- Click on Retrieve information

3. Update Personal Information

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

4. Participation Marks

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

6. Previous Exam Papers

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

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

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

8. Academic Record

- <http://distance.nwu.ac.za/help>
- Look under Assessment Information and click on Download Academic Record
- Login with Student number and PASSWORD
- Click on Academic Record

- In drop down at Language of Report, choose your language
- Click on Submit
- Use your ID number as password

3.3.2 Cancellation of studies/Expulsion process

3.3.2.1 Notice to the Head: Support Section

- a) Your notice of cancellation of studies or single-course modules should be submitted on the official cancellation form available from the Support Section at room G30 in the UODL, Building B11A on the campus plan.
- b) The cancellation is valid from the date of submission of the proper cancellation form to the Department of Academic Administration (UODL), or from the date of receipt of the registered postal article by the Head: Support Section (UODL).
- c) The Head: Support Section or Department of Academic Administration (UODL) will notify the NWU Financial Administration: Revenue accordingly regarding the cancellation.

3.3.2.2 Fees payable upon cancellation of studies

- a) Should you cancel your studies prior to the due dates, only the registration amount will be payable, as indicated above. Should you cancel your studies after the due date, the full tuition fees for the first semester will be payable.
- b) Should you cancel your studies for the second semester prior to 31 July, only the tuition fees for the first semester will be payable. Should you cancel your studies after the due date, the full tuition fees for the year will be payable.
- c) Should you cancel your studies, all bursaries and/or loans will be repayable immediately.

3.3.2.3 Continued liability for fees payable upon expulsion from studies

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

4 Administrative matters

4.1 UDL Contact details from 1 September 2017

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

4.2 Enquiries

4.2.1 Email or SMS enquiries

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

4.2.2 Website for the Unit for Distance Learning (UDL)

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

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

4.2.3 Registrations

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

4.2.4 Applications

- email address: UODL-applications@nwu.ac.za
- Telephone: 018 285 5900

4.2.5 Fraud line

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

4.3 Change of address and contact numbers

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

4.4 Financial arrangements

4.4.1 Fees payable upon changing of modules

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

4.4.2 Credit amounts on a University account

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

4.4.3 General account enquiries

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

Tel: +27 18 299 2667/8/9

+27 18 299 2670/1

+27 18 299 2672/3

Fax: +27 18 293 5230/5234/5252

+27 18 293 5313/5314/5315

Email: PUK-studyfees@nwu.ac.za

PC-Studyfees@nwu.ac.za

4.4.4 Web address

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

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

SOFTWARE (LIVE SESSIONS)

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




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

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

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

LECTURE RECORDINGS (POST BROADCAST SESSIONS)

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

QUICK LINKS

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

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

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



Did you know?

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

<https://goo.gl/m3kEVL>

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

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

E-mail: DistancePotch@nwu.ac.za

Tel. 018 285-5900

Short message System (SMS)

Send SMS to 43366
NWU[Space]Studentnumber[Space]
Subject code[Space]And the question

UODL's Website
<http://distance.nwu.ac.za>

5.1 Registration at Learning Support Centre

- Ensure that you are registered for the examination at a specific examination centre.
- Change of your examination centre:

Should you need to change your examination centre, please call +27 18 285 5900. If you fail to change your examination centre in time, there will be serious financial implications.

Changes for the June examination must be communicated to Learning Support Centre before the end of February, and for the October examinations, before the end of July.

5.2 Dates: Preliminary exam time-table

Make use of Student360 for the final exam time table



Student 360 App

Purpose

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

Information available on Student 360

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

Steps for a student

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

Steps for the Administrator/Student Support Agent

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

4. If required, update student information on behalf of the student (only applicable to specific student details).

Need help?

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

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

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

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

4.5 Re-mark of examination papers

All examination papers are marked by accredited markers. Papers are moderated and marks re-counted to ensure that the correct marks are allocated. You may, however, apply for a re-mark if all of the following criteria are met:

- A minimum of 35% obtained in the examination.
- Your application should reach the Call Centre at NWU within 14 days after examination results had been published.
- The re-mark fee should be paid and the proof of payment submitted to the Call Centre, together with the application form (available from the NWU Call Centre).

5 Counselling

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

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

Landline: +27 18 299 1777

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

6 Provincial list of Learning Support Centres 2022

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

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

Mkuse	Laerskool Mkuse H/v Dikkop en Kingfisher street MKUZE 3965	Mrs MM Vermaak
Mthatha	Khanyisa High school Behind Shell Ultra City East London Road (N2) Payne location MTHATHA 5099	Mr Cabane
Oudtshoorn	South CapeTVET College Oudtshoorn Campus Adderly street OUDTSHOORN 6625	Danwill Murphy
Parow	Laerskool Parow-wes Ryan street PAROW 7500	Me. Summers
Pietermaritzburg	ML Sultan Secondary School 8 Chota Motala Road PIETERMARITZBURG	Mr Zitha
Polokwane	Pietersburg English Medium Primary School (PEMPS) 45 Grobler street POLOKWANE 0699	Carol Chilubane Me D Conradie (Principal)
Potchefstroom	North-West University, Potchefstroom Campus Building B11A	Dr J Redelinghuys
Port Elizabeth	Hoërskool Cillie H/v Kempston en Uitenhage weg Sydenham PORT ELIZABETH 6001	Me SP Stoffberg (Sunel)
Port Shepstone	Marburg High Main Harding Road and Deepvale road Marburg PORT SHEPSTONE 4252	Mr. J. Rajoo
Pretoria	Susan Strijdom Training Centre Gorden Weg 30 Colbyn Queenswood PRETORIA	Ds Martiens Swart Catherine
Rustenburg	Oom Paul Skool Lucas street RUSTENBURG	Sanet Nel
Upington	Upington College Steve Naude Street 1 UPINGTON	Johan Hendriks W Delie

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

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

7 UODL Examination centres for 2022


EASTERN CAPE	FREE STATE	GAUTENG
Bizana	Bethlehem	Alberton
Cradock	Bloemfontein	Brixton
East London	Harrismith	Mabopane
Elliot	Ladybrand	Pretoria
Graaff-Reinet	Welkom	Randfontein
Grahamstown	Zastron	Springs
Idutywa		Vereeniging
Joubertina		
King Williams Town		
Lusikisiki		
Mount Frere		
Mthatha		
Port Elizabeth		
Queenstown		
Venterstad (not open for all)		

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

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

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

8 UDL Academic Manager, Faculty of Education

	<p>Dr Susan Greyling UODL Academic Manager in the Faculty of Education</p> <p>Contact details: +27 18 299 4542 B11 – G15 susan.greyling@nwu.ac.za</p>
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9 UDL Administrative staff members

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

10 Academic inquiries: UDL lecturers, Potchefstroom

10.1 Appointments and communication with the NWU-FE's academic staff

(BEd Foundation Phase)

Lecturers may be contacted by:

- **Email**

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

- **Appointment**

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

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