



North-West University

Bachelor of Arts

in

Public Governance

with

Policing Practice

INFORMATION GUIDE

for Students – 2022

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

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

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

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

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

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

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

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

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

~ Jonathan Jansen

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WORD OF WELCOME

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

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

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

Wishing you great success!

Prof Kedibone Phago

Director: School of Government Studies



1 GENERAL INFORMATION

1.1 Contact details

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

1.2 Administration and logistics contact details

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

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

Academic Manager	Dr Khumo Shopo 16470087@nwu.ac.za
Applications	UODL-Applications@nwu.ac.za
Registrations and applications	Kagiso.Kgati@nwu.ac.za
Examinations	DistancePotch@nwu.ac.za (Call Centre)
Marks	DistancePotch@nwu.ac.za (Call Centre)
Study material and courier services	Mr Philip Malan DistancePotch@nwu.ac.za
Study centres	Mr Zanele Jack Zanele.Jack@nwu.ac.za
eFundi	EFUNDI-PC@nwu.ac.za
Software (e.g., Bridgit, Panopto)	uodl-elearning@nwu.ac.za

Please note

Administrative and logistical enquiries should not be directed to academic staff. Please use the details provided above.

1.3 Academic contact details

PROGRAMME LEADER	
Dr Barend Prinsloo	Barend.Prinsloo@nwu.ac.za

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

Please note

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

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

POLICING PRACTICE

Module code	Module name	Lecturer	E-mail address
POMA 113	Police Management: Statutory and Regulatory framework for the policing sector	Mr George Sekoane	10819762@nwu.ac.za
POMA 114	Police Management: Service Excellence in the Police	Mr George Sekoane	10819762@nwu.ac.za
POMA 115	Police Management: Crime Prevention	Mr George Sekoane	10819762@nwu.ac.za
POMA 124	Police Management: Community Service Centre Management	Mr George Sekoane	10819762@nwu.ac.za
POMA 212	Police Management: Leadership and Management	Ms Chantele Bloem	Chantele.Bloem@nwu.ac.za
POMA 224	Police Management: Cooperative governance	Ms Nonny Molebeleli	Nonny367@gmail.com
POMA 317	Police management: Performance Management	Ms Zanelle Biewenga	25986635@nwu.ac.za
POMA 323	Police Management: Project Management	Ms Theresa Bowen	Theresa.Bowen@nwu.ac.za

PUBLIC ADMINISTRATION

Module code	Module name	Lecturer	E-mail address
PADM 111	Introduction to Public Administration	Ms Katlego Sekwele	katlegosekwele98@gmail.com
PADM 121	Locus and Focus of Public Administration	Ms Chantele Bloem	Chantele.Bloem@nwu.ac.za
PADM 211	Public Financial Management	Dr Barend Prinsloo	Barend.prinsloo@nwu.ac.za Final lecturer still to be decided
PADM 221	Public Human Resource Management	Ms Chantele Bloem	Chantele.Bloem@nwu.ac.za
PADM 311	Organisational theory	Ms Thato Motswakae	motswakaethato@gmail.com
PADM 312	Research methods in PA	Dr Barend Prinsloo	Barend.prinsloo@nwu.ac.za Final lecturer still to be decided
PADM321	Public Policy	Ms Thato Motswakae	motswakaethato@gmail.com
PADM322	Comparative and international PA	Ms Katlego Sekwele	katlegosekwele98@gmail.com

HUMANITIES

Module code	Module name	Lecturer	E-mail address
ALDE 122	Academic Literacy	Dr Kristien Adrianatos	13132873@nwu.ac.za
COMS 121	Communication in the Workforce	Dr Nolukhanyo Metula	37072064@nwu.ac.za
SOCY 121	Introduction to Sociology: Social Institutions	Ms Lize-Marié Loubser	lmlobser@gmail.com
POLI 123	The South African Political System	Dr Barend Prinsloo	Barend.prinsloo@nwu.ac.za Final lecturer still to be decided
SANL 214	Urban Anthropology for Non-Anthropologists	Ms Elanie Boshoff	elaniebosh@gmail.com
WVCS223	Understanding the World	Dr Barend Prinsloo	Barend.prinsloo@nwu.ac.za Final lecturer still to be decided
PHIL 315	African Philosophy	Dr Barend Prinsloo	Barend.prinsloo@nwu.ac.za Final lecturer still to be decided

LAW

Module code	Module name	Lecturer	E-mail address
CLLE 211	Constitutional Law in Law Enforcement	Dr Barend Prinsloo	Barend.prinsloo@nwu.ac.za Final lecturer still to be decided
ALLE 221	Law in Law Enforcement	Dr Barend Prinsloo	Barend.prinsloo@nwu.ac.za Final lecturer still to be decided

ECONOMIC AND MANAGEMENT SCIENCES

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

1.4 Contact sessions

First-year students

- All contact sessions for first year students are offered via interactive Whiteboard sessions at **various centres** (see the list of study centres at section 1.9 below).
- Contact sessions for the programme are offered during **Monday evenings (16:30 – 20:30)** (please see section 3.10. for the timetable).
- For each module **four (4) contact sessions** will be scheduled during a semester. For some modules five (5) contact sessions may be scheduled (please see section 3.10. for the timetable).
- Students should arrive at the UODL venue at least **10 minutes prior to a contact session** (please see section 3.10. for the timetable).
- Lecturers are required to ensure a level of interactivity during Whiteboard sessions.

Second- and third-year students

- All lectures for second- and third-year students are **pre-recorded** and can be watched online (on Panopto) at your convenience (see section 1.6).
- The lectures relevant to Assignment 1, will be available at least **three (3) weeks prior to the submission of Assignment 1.**
- The lectures relevant to Assignment 2, will be available at least **three (3) weeks prior to the submission of Assignment 2.**

Power point presentations

- **First-year students** – the power point presentation for each contact session will be available on the module's eFundi site within **48 hours** of the contact session.
- **Second- and third-year students** – the power point presentation for each recorded lecture will be available on the module's eFundi site at the same time that the recorded lecture is made available on Panopto.

1.5 Bridgit

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

1. Click this link to download SMART Bridgit software: <http://41.72.150.20:8080/>.
2. Copy the program shortcut to your desktop.
3. Run Bridgit by clicking on the icon and click "Run"
4. Type in the server code: 41.72.150.20:8080.

5. Click on the "Join Meeting" tab at the top and then click on the dropdown arrow next to "Meeting Name"
6. Choose the meeting name that will be used for the session.

You need the following to join a session via Bridgit:

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

Contact for Bridgit: e-Learning (uodl-elearning@nwu.ac.za).

1.6 Panopto

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

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

Username: Policing Practice

Password: policing

Contact person for Panopto: Mrs Zanobia Kanjee (uodl-elearning@nwu.ac.za).

1.7 eFundi

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

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

- **Resources** – the study guide and other study material (where relevant), as well as other resources, applicable to this module, will be uploaded to eFundi. For this purpose, the

Resources tool on eFundi will be used. Each module has its own Resources tool on the eFundi site for that particular module. These resources may include the following:

- prescribed study material
- power point presentations
- previous exam papers and memos
- exam preparation information
- **Announcements** – the Announcements tool will be used to communicate important and urgent information and messages to students outside of the contact sessions.
- **Assignments** – assignments will be submitted electronically as directed by the lecturer.

1.7.1 eFundi assistance

For any challenges that you may experience with regard to eFundi, please view the following site for videos and PDF documents for guidance:

<http://services.nwu.ac.za/ctl/student-efundi-support>

You can also contact the eFundi Helpdesk at 018 285 2295 or EFUNDI-PC@nwu.ac.za.

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

1.8 Study centres

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

City / Town	Address	Coordinator	Tel. no.	E-mail address
Mafikeng (NWU)	North-West University (Mafikeng Campus) New Science Education Building A9, G02	Mr Mogapi	(018) 389 2112	Thoriso.mogapi7@gmail.com
Parow	Laerskool Parow-Wes Ryan Street PAROW	Ms Summers	083 929 0838 021 930 5781 021 939 5071	admin@pwps.wcape.school.za angesum@yahoo.com
Potchefstroom (NWU)	NWU, Potchefstroom Campus	Mr Zanele Jack	018 299 4561	Zanele.Jack@nwu.ac.za
Queenstown	Ikhala Public Further Education (Queenstown Campus); C/o Robinson & Zeiler Roads	Mr. H.M. Du Preez Mr Riaan Beukes	045-8382593 082576096 Fax:0458381406 078 599 9846	mullerdupreez@telkomsa.net Riaan.Benkes@ikhala.edu.za Rrbeukes10@gmail.com
Vaal Triangle (NWU)	Quest Conference Estate Cnr Goodyear and Curie Streets Boulevard	Chantel de Beer	016 9103020	23988967@nwu.ac.za



2. ADMINISTRATION

2.1 Cancellation of studies

Please take note of the following:

- **Cancellation of studies** must be done in writing and directed to the Academic Manager at UODL. You can cancel your studies at any time.
- Should you want to **add or cancel a module**, it should be done on or before 04 March (1st semester) and 05 August (2nd semester).
- EduLoan is a separate institution and is not part of the University. Therefore, if you wish to cancel your loan, you have to inform both the University and the EduLoan office should your studies be financed by them.
- It is your responsibility to contact the Finances Department if you wish to cancel your studies. They will indicate the fees payable on the cancellation of your studies.

2.2. Termination of studies

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

2.3. Examination centres

The approach for teaching and learning for 2022 will be focusing on continuous assessments. This means that students will not be using examination centres.

2.4. Change of personal information



Personal information can be changed on the Student 360 app which is on the DIY Services.

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.

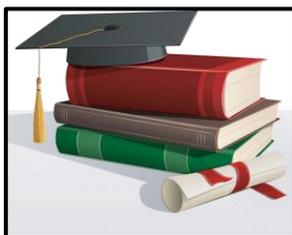
Need help?

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



3. PROGRAMME INFORMATION

3.1. Language

The medium of instruction for this programme is English.

3.2. Programme context

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

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

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

The focus of the qualification is on public service delivery to the citizens of South Africa in the fulfilment of the principles enshrined in the Constitution of the Republic of South Africa, 1996, and

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

3.3. Duration of studies

This programme should be completed in a minimum of three (3) years and a maximum of six (6) years.

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

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

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

OR

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

OR

- must qualify for mature age conditional exemption by virtue of being over the age of 23 years
- must have passed the Senior Certificate (Grade 12)
- be employed by the South African Police Service (SAPS) for five (5) years or more
- must have passed four (4) matric subjects on Higher Grade, including English

- must have passed one (1) language on HG
- must be approved by Universities South Africa (USAF) (previously known as HESA)
(See A-rule 1.6 on RPL)

OR

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

OR

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

OR

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

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

Applicants who wish to apply for module recognition from qualifications acquired from other tertiary institutions must do **before the add/drop dates - 04 March (1st semester) and 05 August (2nd semester)**. Contact DistancePotch@nwu.ac.za for the request the relevant form.

3.5. Programme outcomes

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

- organisational relations and practices to achieve strategic goals
- manage crime prevention by utilising specialised management skills in order to function strategically and effectively within a range of situations such as security and protection interventions as well as crowd control and management interventions
- manage crime detection by utilising specialised management skills in order to function strategically and effectively within a range of situations
- manage Community Service Centres (CSC) by utilising specialised management skills in order to function strategically and effectively within a range of situations
- manage the provision of protection, security and crime intelligence services for a safe and secure environment within the Republic of South Africa
- manage the provision of training and assessment within a policing environment with emphasis on creating competent officials
- manage internal quality management systems to enable the organisation to reflect on whether organisational needs have been met

3.6. Programme structure

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

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

YEAR LEVEL 1		YEAR LEVEL 2		YEAR LEVEL 3	
First semester					
Module code	Cr	Module code	Cr	Module code	Cr
PUMA 113	12	PUMA 213	16	PUMA 315	16
POMA 113	12	POMA 212	16	PUMA 316	16
POMA 114	12	SANL 214	16	POMA 317	16
POMA 115	12	FORP 214	16	CLLE 211	8
PSDT 111	12			ETIE 314	16
Total 1st semester	60	Total 1st semester	64	Total 1st semester	72
YEAR LEVEL 1		YEAR LEVEL 2		YEAR LEVEL 3	

Second semester					
Module code	Cr	Module code	Cr	Module code	Cr
AGLE 121	12	PUMA 223	16	PUMA 324	16
PUMA 123	12	POMA 224	16	PUMA 325	16
POMA 124	12	WVCS 222	12	POMA 323	16
COMS 121	12	FORP 225	16	ALLE 221	8
POLI 124	12				
SOCL 121	12				
Total 2nd semester	72	Total 2nd semester	60	Total 2nd semester	56
Total year level 1	132	Total year level 2	124	Total year level 3	128
Total credits					384

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

YEAR LEVEL 1		YEAR LEVEL 2		YEAR LEVEL 3	
First semester					
Module code	Cr	Module code	Cr	Module code	Cr
PADM111	12	PADM211	16	PADM311	16
POMA113	12	POMA212	16	PADM312	16
POMA114	12	SANL214	16	POMA317	16
POMA115	12	FORP214	16	CLLE211	8
PSDT111	12			PHIL315	16
Total 1st semester	60	Total 1st semester	64	Total 1st semester	72
YEAR LEVEL 1		YEAR LEVEL 2		YEAR LEVEL 3	
Second semester					
Module code	Cr	Module code	Cr	Module code	Cr
ALDE 122	12	PADM221	16	PADM321	16
PADM121	12	POMA224	16	PADM322	16
POMA124	12	WVSS221	12	POMA323	16
COMS121	12	FORP225	16	ALLE221	8
POLI123	12				
SOCY121	12				
Total 2nd semester	72	Total 2nd semester	60	Total 2nd semester	56
Total year level 1	132	Total year level 2	124	Total year level 3	128
Total credits					384

3.7. Study material

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

Please note

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

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

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

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

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

Please note

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

3.8. Assessment

You will be expected to complete continuous assessments during the semester, there will be no sit-down invigilated examination at the end of the semester. The lecturer will communicate how many assessments are applicable for the module. You will be required to submit all continuous assessments and obtain an average minimum of 50% in order for you to pass the module. **Be sure to communicate in time with your lecturer should you experience problems when you submit assessments.**

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

- The **cover page** to be used for all assignments in the Policing Practice programme appear in **Annexure C**.

3.8.3. Faculty policy on remarking

The Academic Rules (A-Rules) of the NWU state the following on access to and review of marked examination scripts (NWU General Academic Rule 1.13.7, 2020:8); the specific requirements of the Faculty of Humanities are indicated in purple (where applicable):

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

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

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

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

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

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

3.9. Plagiarism

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

Be warned: Disciplinary steps may be taken by the Faculty and/or University. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy – be careful and do not make your work available to anyone!

3.9.1. Steps and procedures for plagiarism

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

Procedure

Please take note of the following with regard to assignments:

- The assignments should be completed **individually**.
- The assignments should be submitted electronically on **eFundi**.
- The assignments should be submitted in **Microsoft Word** only.
- All assignments will be automatically submitted to **Turn-it-In** (a software programme that detects similarities and exact correspondence with other authors' work).
- When you submit your assignment, Turn-it-In generates a report, indicating the percentage of similarity/plagiarism from another author's work.
- Your lecturer will review and analyse the Turn-it-In report to establish any incidences of **plagiarism**. (You will also be able to view the Turn-it-In report).
- You will be provided with the opportunity to rectify incidences of suspected plagiarism as noted by your lecturer and re-submit the assignment.
- Should a lecturer find further plagiarism, he/she will use own discretion to decide how many **marks will be subtracted**. The lecturer can subtract up to 30% of the assignment marks for plagiarism during second submission. Please note that plagiarism is a serious offence and you may fail the assignment if the re-submission contains clear plagiarism.
- **Track changes** will be used for the assessment of assignments.
- A **rubric** will be used for the assessment of assignments. The rubric for each module will be uploaded to the eFundi site of a module, together with the **module-specific assignment requirements and guidelines**. **General Assignment Guidelines** appear in **Annexure B**.
- The lecturer will upload the assessed assignment (with **track changes** in the Word document) to eFundi under your name (at your assignment submission) to ensure that you receive feedback on your assignment.
- After the lecturer has assessed your assignment, the mark for the assignment will be captured on eFundi under your name to ensure that it appears in the **Markbook** on eFundi.
- In incidences of plagiarism, the lecturer will also complete a **Lecturer Report** in which incidences of plagiarism are recorded.
- At the end of each semester, the Programme Leader will review the Lecturer Reports to establish **consistent incidences of plagiarism**. **Plagiarism detected in both assignments**

submitted for a module, or plagiarism detected in assignments for more than one module, will be considered consistent incidences of plagiarism. Should the Lecturer Reports reveal consistent incidences of plagiarism during both semesters of the year, you will receive an official warning letter.

- The third incidence of plagiarism in the next year will be referred to the **Disciplinary Office**.

3.10. Time tables – Contact sessions and examinations

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

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

The tables below indicate the class and examination schedules for 2022.

FIRST SEMESTER			
FEBRUARY			
COMPULSORY ORIENTATION SESSION			
DATE	TIME	VENUE 1	PRESENTER
21 February 2022	16:30 – 17:30	1st years Programme information Study material Assignments Plagiarism Examinations eFundi Assignment writing	• Dr K. Shopo
			• Librarian – Ms Maggie Melk-Sindwa
			• CTL – eFundi access – Mr Thamie Ndlovu
28 February	16:30 – 17:25	POMA 115	Mr George Sekoane
	17:30 – 18:25	PSDT 115	Mr Bongani Tejane
	18:30 – 19:25	PADM 111	Ms BK Sekwele

MARCH			
DATE	TIME	VENUE 1	LECTURER
07 March	16:30 – 17:25	POMA 114	Mr George Sekoane
	17:30 – 18:25	POMA 114	Mr George Sekoane
	18:30 – 19:25	POMA 113	Mr George Sekoane
14 March	16:30 – 17:25	PSDT 115	Mr Bongani Tejane
	17:30 – 18:25	POMA 115	Mr George Sekoane
	18:30 – 19:25	POMA 114	Mr George Sekoane
28 March	16:30 – 17:25	PADM 111	Ms BK Sekwele
	17:30 – 18:25	POMA 113	Mr George Sekoane
	18:30 – 19:25	POMA 113	Mr George Sekoane

APRIL			
DATE	TIME	VENUE 1	LECTURER
04 April	16:30 – 17:25	PSDT 115	Mr Bongani Tejane
	17:30 – 18:25	POMA 115	Mr George Sekoane
	18:30 – 19:25	PADM 111	Ms Katlego Sekwele
11 April	16:30 – 17:25	POMA 113	Mr George Sekoane
	17:30 – 18:25	PADM 111	Ms Katlego Sekwele
	18:30 – 19:25	POMA 114	Mr George Sekoane
25 April	16:30 – 17:25	POMA 115	Mr George Sekoane
	17:30 – 18:25	PSDT 115	Mr Bongani Tejane

NB: LECTURERS WILL PUBLISH SUBMISSION DATES FOR THE CONTINUOUS ASSESSMENTS ON EFUNDI SITES FOR EACH MODULE. YOU MUST ADHERE TO ALL SUBMISSION DATES AS STIPULATED.

MAY			
DATE	TIME	VENUE 1	LECTURER
09 May	16:30 – 17:25	POMA 113	Mr George Sekoane
	17:30 – 18:25	PADM 111	Ms BK Sekwele
	18:30 – 19:25	POMA 114	Mr George Sekoane
16 May	16:30 – 17:25	POMA 113	Mr George Sekoane
	17:30 – 18:25	PADM 111	Ms BK Sekwele
	18:30 – 19:25	POMA 114	Mr George Sekoane
23 May	16:30 – 17:25	POMA 115	Mr George Sekoane
	17:30 – 18:25	PSDT 115	Mr Bongani Tejane
30 May	16:30 – 17:25	POMA 113	Mr George Sekoane
	17:30 – 18:25	PADM 111	Ms BK Sekwele
JUNE			
DATE	TIME	VENUE 1	LECTURER
06 June	16:30 – 17:25	POMA 113	Mr George Sekoane
	17:30 – 18:25	PADM 111	Ms BK Sekwele
	18:30 – 19:25	POMA 114	Mr George Sekoane

NB: LECTURERS WILL PUBLISH SUBMISSION DATES FOR THE CONTINUOUS ASSESSMENTS ON EFUNDI SITES FOR EACH MODULE. YOU MUST ADHERE TO ALL SUBMISSION DATES AS STIPULATED.

SECOND SEMESTER 2022			
JULY			
DATE	TIME	VENUE 1	LECTURER
25 July	16:30 – 17:25	ALDE 122 (RINL)	Dr K Adrianatos
	17:30 – 18:25	POMA 124	Mr George Sekoane
	18:30 – 19:25	COMS 121	Dr N Metula
AUGUST			
DATE	TIME	VENUE 1	LECTURER
01 Aug	16:30 – 17:25	PADM 121	Ms Palesa Tikoe
	17:30 – 18:25	ALDE 122	Dr K Adrianatos
	18:30 – 19:25	SOCY 121	Ms L-M Loubser
	19:30 – 20:25	POLI 123	Ms Kgalalelo Moloko
15 Aug	16:30 – 17:25	POMA 124	Mr George Sekoane
	17:30 – 18:25	COMS 121	Dr K Metula
	18:30 – 19:25	SOCY 121	Ms L-M Loubser
	19:30 – 20:25	SOCY 121	Ms L-M Loubser
22 Aug	16:30 – 17:25	ALDE 122	Dr K Adrianatos
	17:30 – 18:25	POLI 123	Ms Kgalalelo Moloko
	18:30 – 19:25	PADM 121	Ms Palesa Tikoe
29 Aug	16:30 – 17:25	COMS 121	Dr N Metula
	17:30 – 18:25	POMA 124	Mr George Sekoane
	18:30 – 19:25	PADM 121	Ms Palesa Tikoe

SEPTEMBER			
DATE	TIME	VENUE 1	LECTURER
05 September	16:30 – 17:25	SOCY 121	Ms L-M Loubser
	17:30 – 18:25	ALDE 122	Dr K Adrianatos
	18:30 – 19:25	POLI 123	Ms Kgalalelo Moloko
12 September	16:30 – 17:25	POLI 123	Ms Kgalalelo Moloko
	17:30 – 18:25	PADM 121	Ms Palesa Tikoe
	18:30 – 19:25	SOCY 121	Ms L-M Loubser

NB: LECTURERS WILL PUBLISH SUBMISSION DATES FOR THE CONTINUOUS ASSESSMENTS ON EFUNDI SITES FOR EACH MODULE. YOU MUST ADHERE TO ALL SUBMISSION DATES AS STIPULATED.

SEPTEMBER			
DATE	TIME	VENUE 1	VENUE 2
19 September	16:30 – 17:25	COMS 121	Dr N Metula
	17:30 – 18:25	POMA 124	Mr George Sekoane
	18:30 – 19:25	ALDE 122	Dr K Adrianatos
26 September	16:30 – 17:25	SOCY 121	Ms L-M Loubser
	17:30 – 18:25	ALDE 122	Dr K Adrianatos
	18:30 – 19:25	POLI 123	Ms Kgalalelo Moloko
OCTOBER			
DATE	TIME	VENUE 1	VENUE 2
03 October	16:30 – 17:25	POLI 123	Ms Kgalalelo Moloko
	17:30 – 18:25	PADM 121	Ms Palesa Tikoe
	18:30 – 19:25	SOCY 121	Ms L-M Loubser
17 October	16:30 – 17:25	COMS 121	Dr N Metula
	17:30 – 18:25	POMA 124	Mr George Sekoane
	18:30 – 19:25	ALDE 122	Dr K Adrianatos

NB: LECTURERS WILL PUBLISH SUBMISSION DATES FOR THE CONTINUOUS ASSESSMENTS ON EFUNDI SITES FOR EACH MODULE. YOU MUST ADHERE TO ALL SUBMISSION DATES AS STIPULATED.



4. ANNEXURES

ANNEXURE A: EFUNDI GUIDELINES

The basics to get started on eFundi

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

Please note

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

eFundi assistance

- For any challenges that you may experience with regard to eFundi, please view the following **video** for guidance:
<http://services.nwu.ac.za/ctl/student-efundi-support>
- You can also follow the step-by-step guidelines below (in the following pages).

Please note

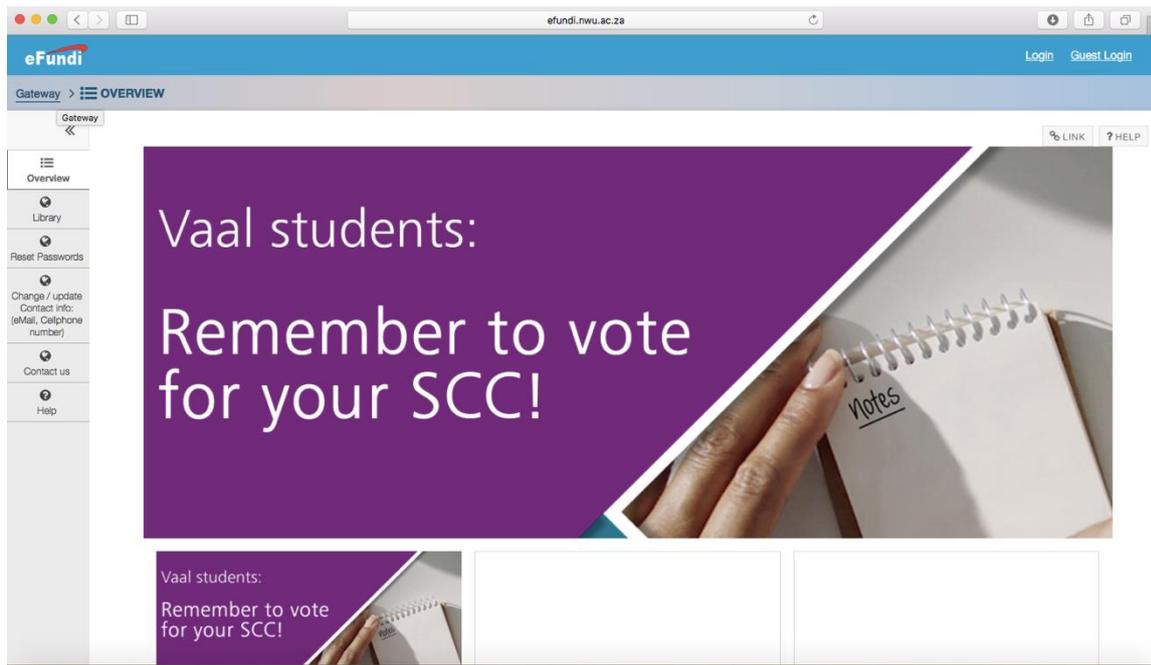
If you still experience challenges, please contact the **eFundi Helpdesk** at **018 285 2295** or EFUNDI-PC@nwu.ac.za.

Step-by-step guidelines for the use of eFundi

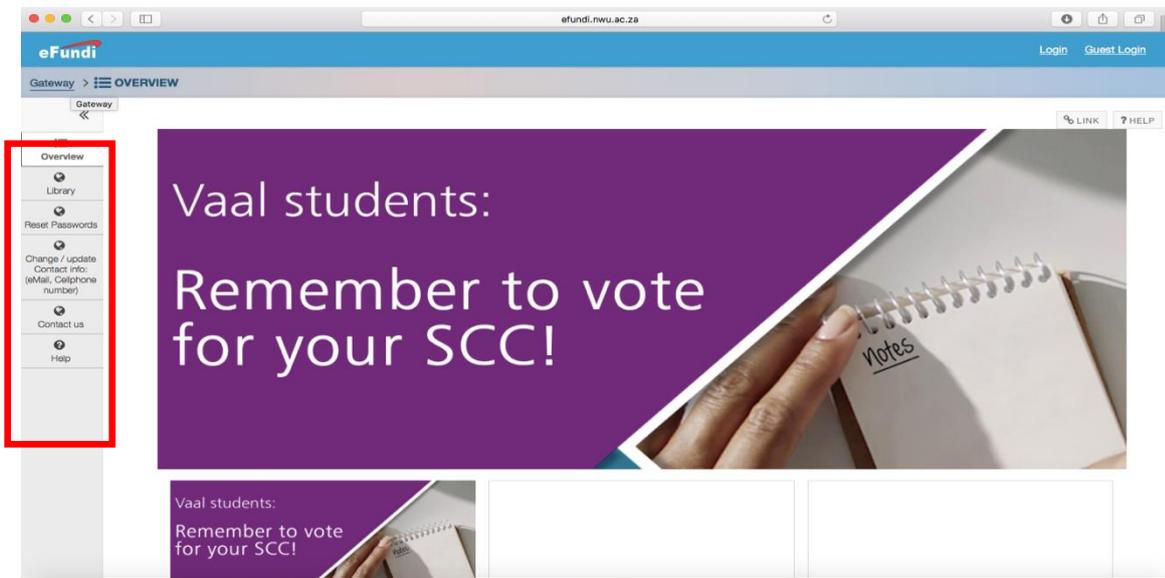
1. The first step is to change your password from your ID number to something you will easily remember. To do this, you have to login to eFundi.

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

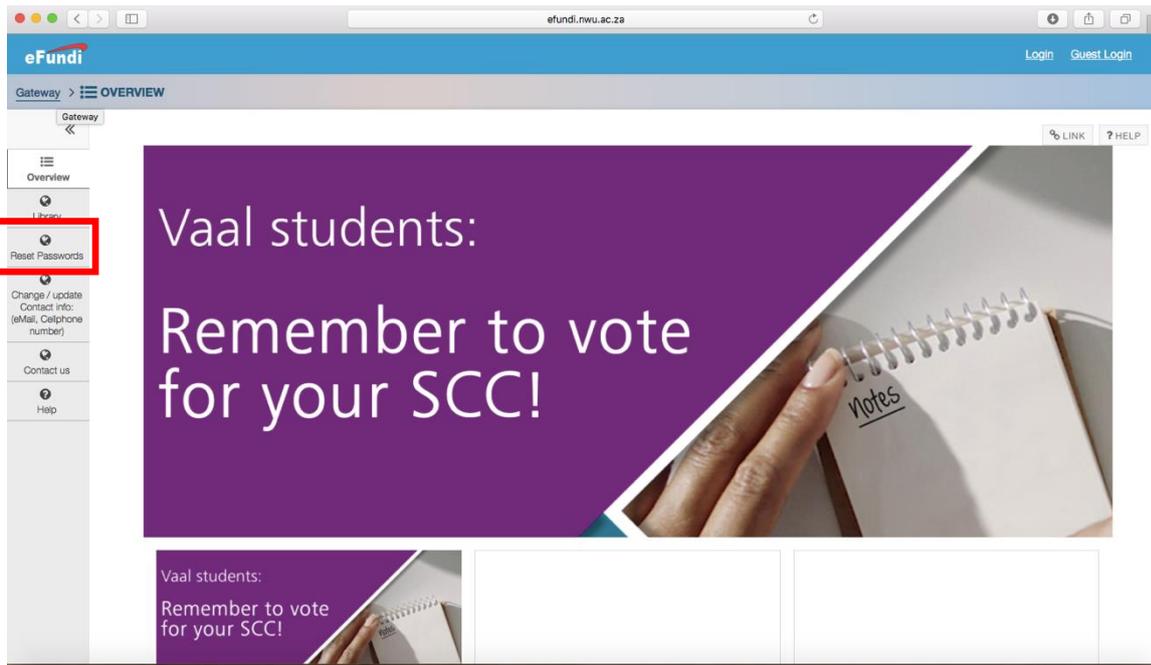
The following page will open



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

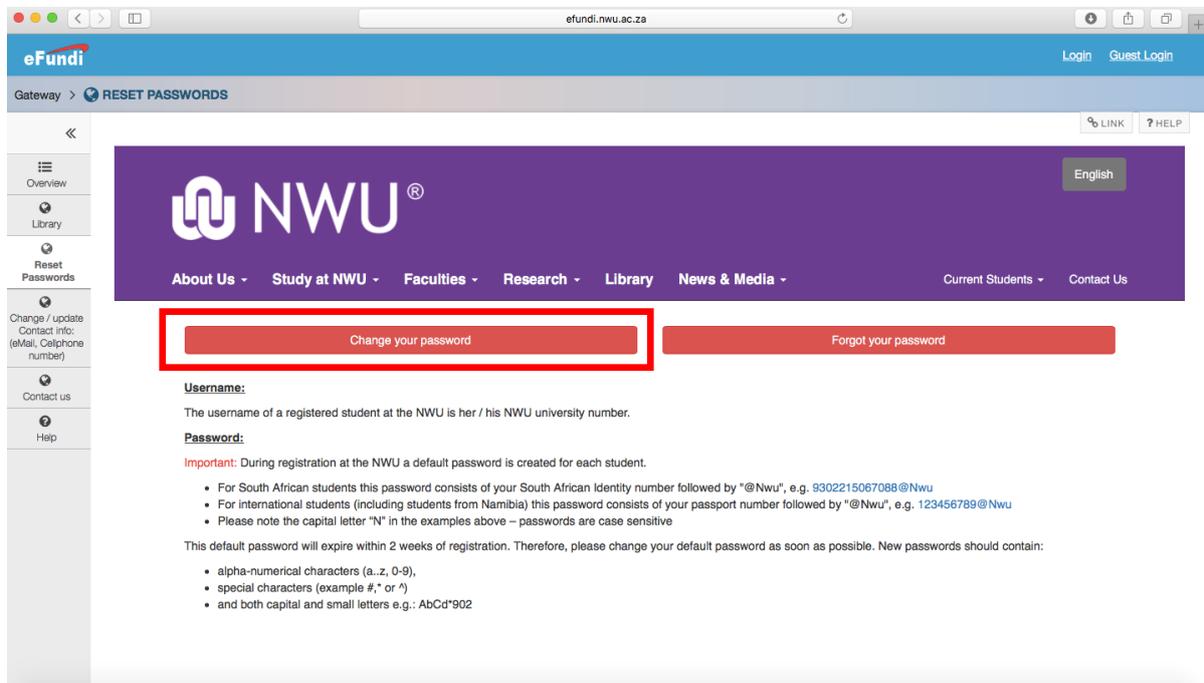


To change your password, click on Reset Passwords (in the menu on the left-hand side).



The following page will open.

Click on Change your password.



The following page will open.

Enter the information; then click on Verander/Change.

1. Enter the information

Password Change / Wagwoord Verandering

- Please read the section [below](#) for more information regarding the use of this website.
- Sien asseblief die paragraaf [onderaan](#) vir meer inligting rakende die gebruik van hierdie webwerf.

NWU Number / NWU Nommer

Old Password / Ou Wagwoord

New Password / Nuwe Wagwoord

Confirm Password / Bevestig Wagwoord

Verander / Change

Fill in your University Number and old password and then fill in your new password twice.
Vul jou Universiteitsnommer en ou wagwoord in. Vul dan jou nuwe wagwoord in en herhaal die wagwoord.

Information / Inligting

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

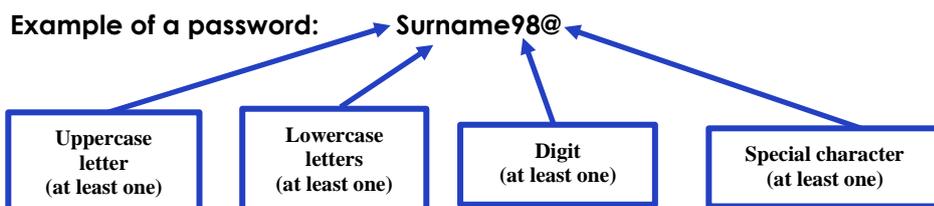
2. Click on Verander/Change

Please note the following when you change your password:

Information / Inligting

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

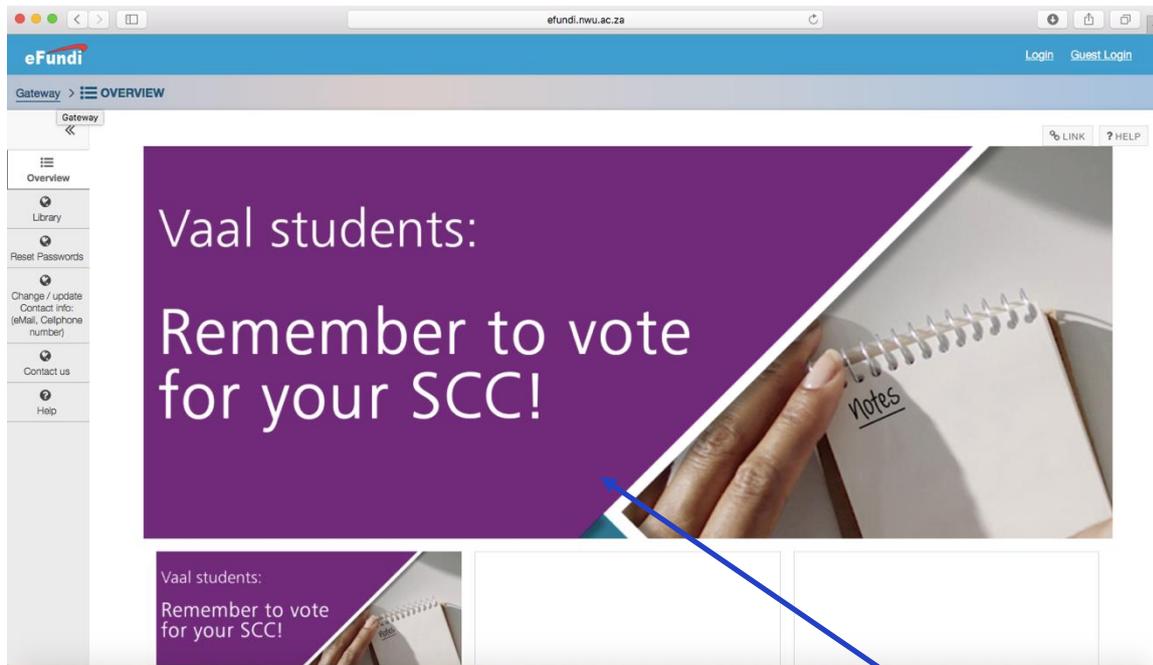
Example of a password:



2. To login to eFundi

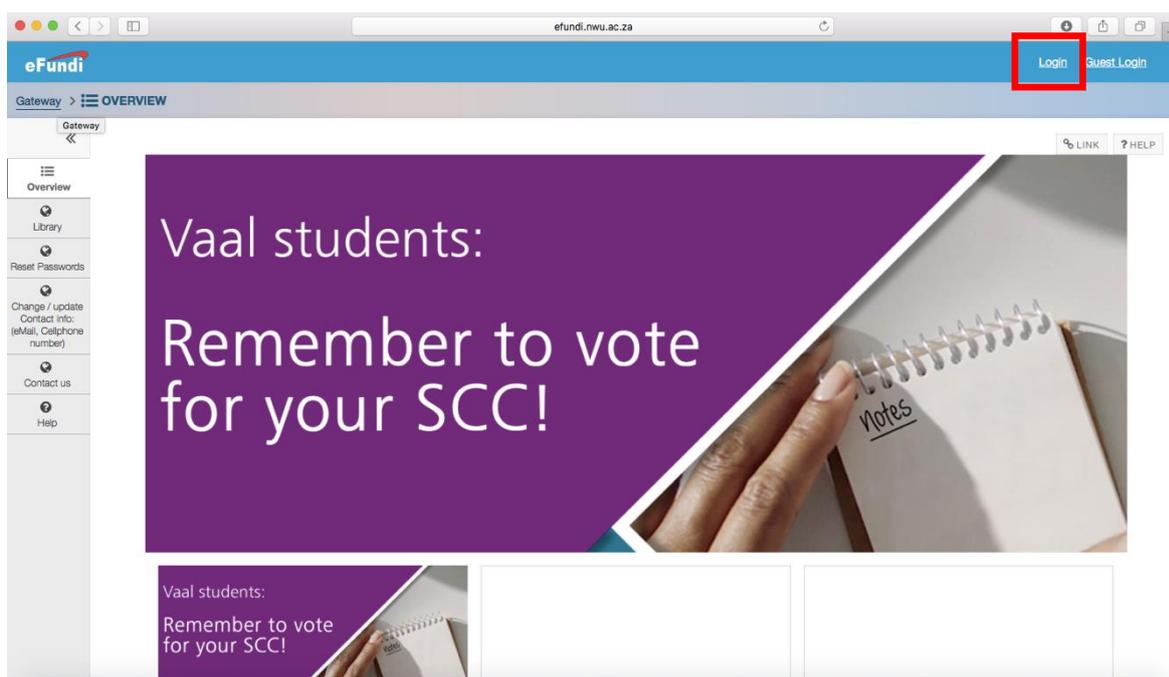
Enter the URL for eFundi: <http://efundi.nwu.ac.za/portal/>

The following page will open.



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

Click on Login



Enter your username and password; then click on Login.

1. Enter username (student number)

Vir sekuriteitsredes, teken asseblief uit en maak die webblaaier toe wanneer u klaar van al die dienste gebruik gemaak het.
For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

U is besig om op die NWU privaat netwerk aan te teken.
U verklaar dat u self vergewis het van die NWU beleid, reëls en riglyne soos gepubliseer by onderstaande skakels, en u onderneem om dit na te kom.
You are about to log into the NWU private network.
You confirm that you have read and that you understand the NWU policy, rules and regulations as published on the links below and that you agree to subject yourself thereto.
[GOVERNANCE AND MANAGEMENT, Policies & Rules](#)
[Policy, Rules and Guidelines for the responsible use of IT @ NWU](#)

NWU V1.0.8 PRD...X1

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

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

Home > DASHBOARD

Vote for your SCC

Vote

Mafikeng Campus
Vaal Triangle Campus

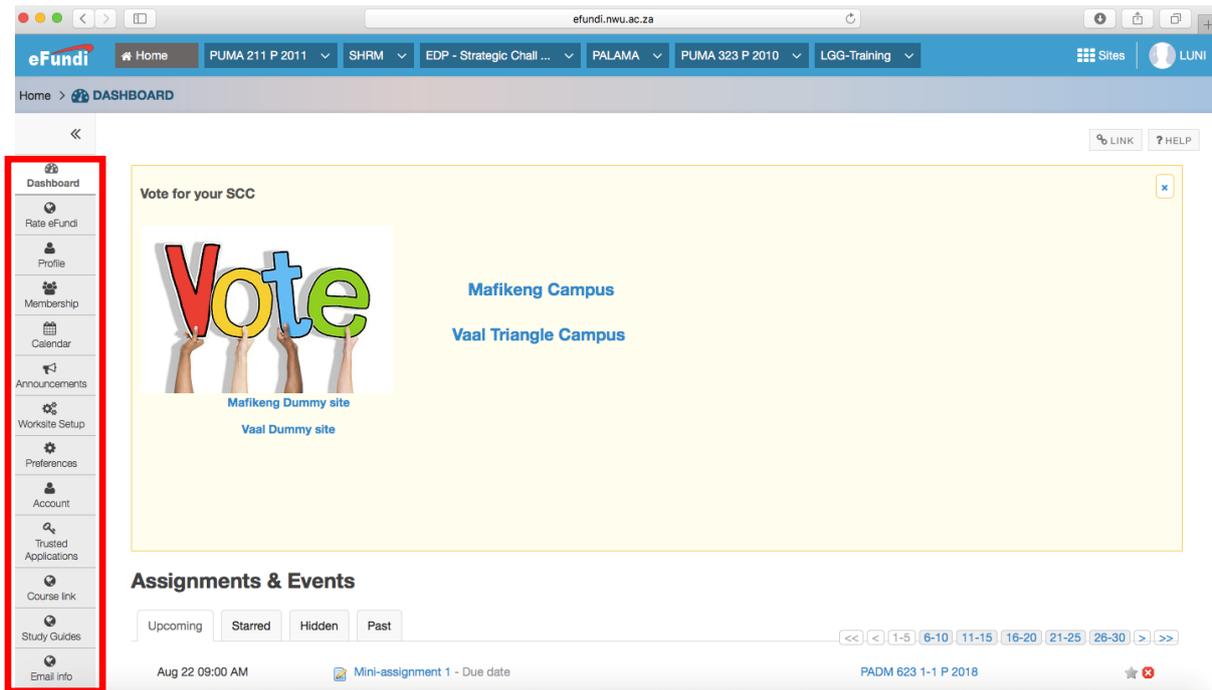
Mafikeng Dummy site
Vaal Dummy site

Assignments & Events

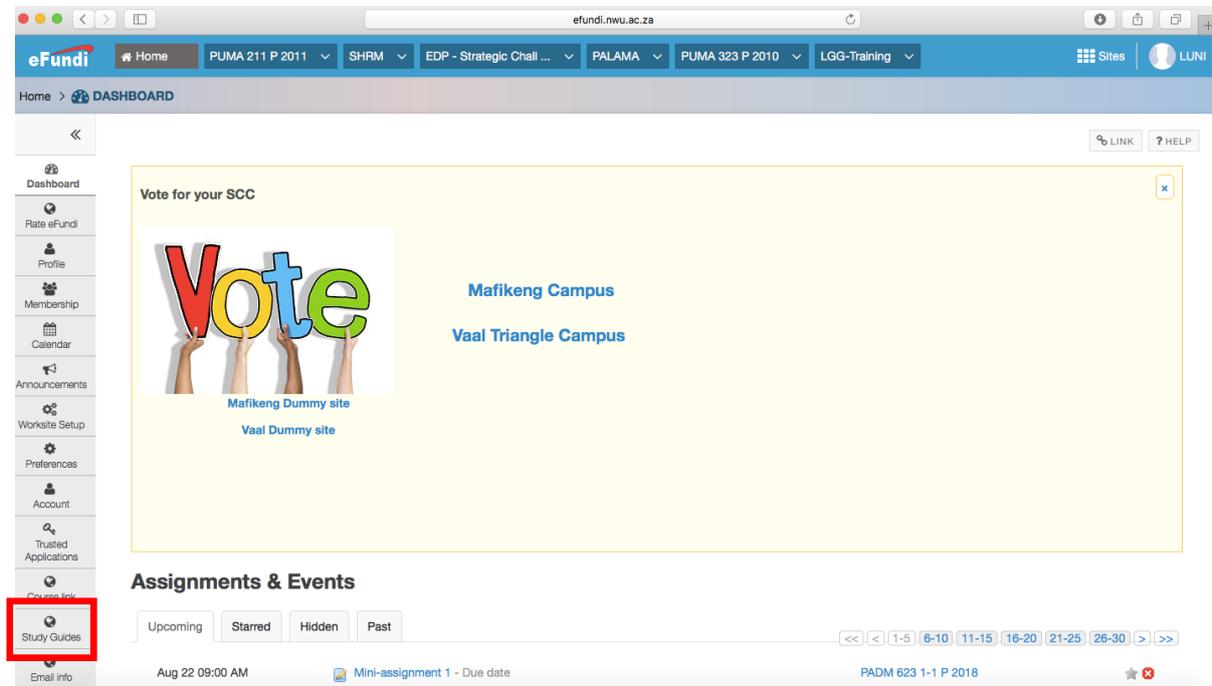
Upcoming Starred Hidden Past

Aug 22 09:00 AM Mini-assignment 1 - Due date PADM 623 1-1 P 2018

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

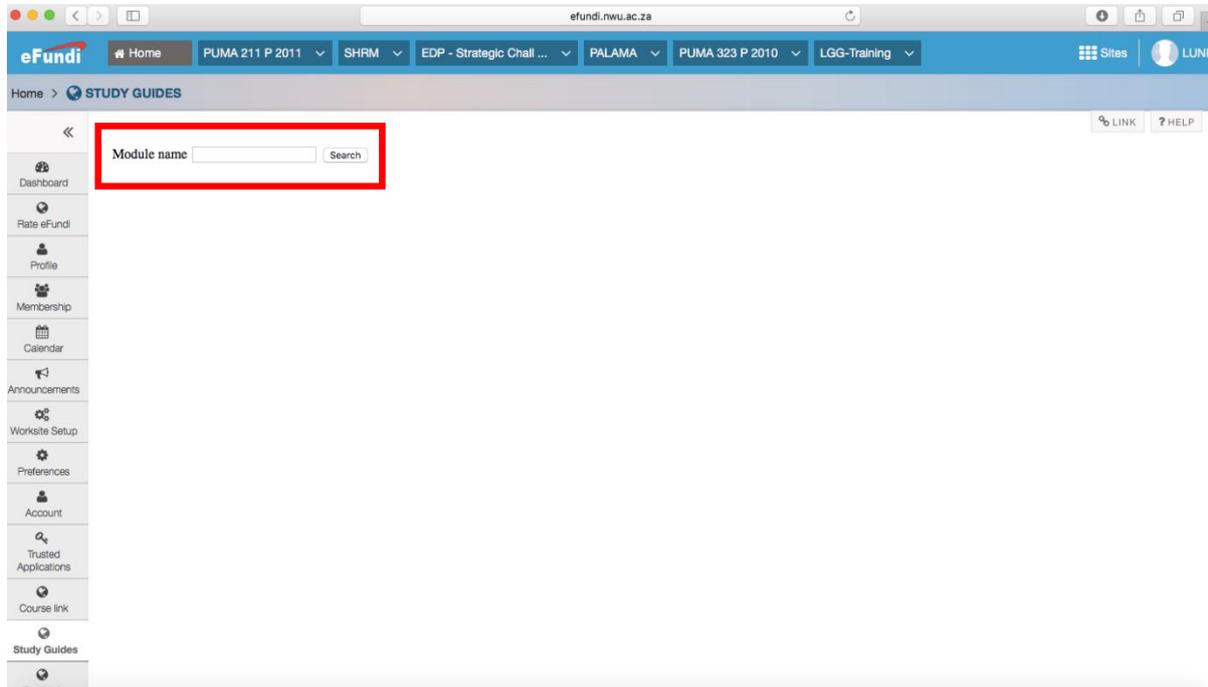


3. To access your study guide, click on Study Guides (in the menu on the left-hand side)



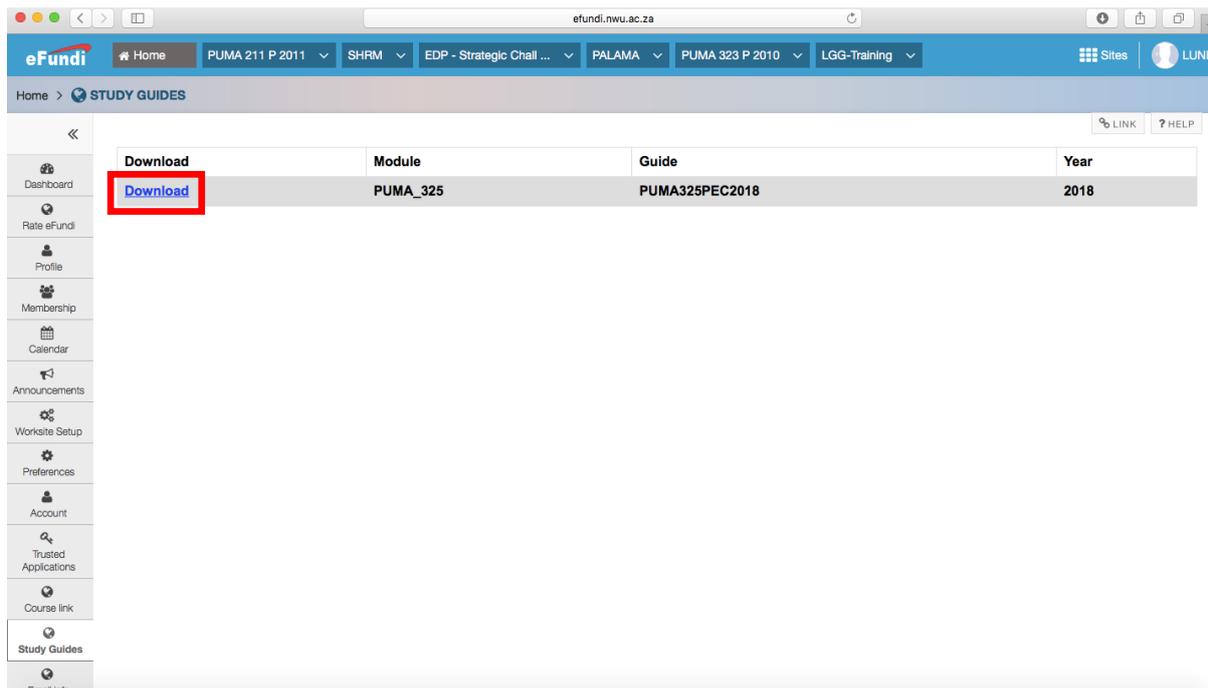
The following page will open.

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

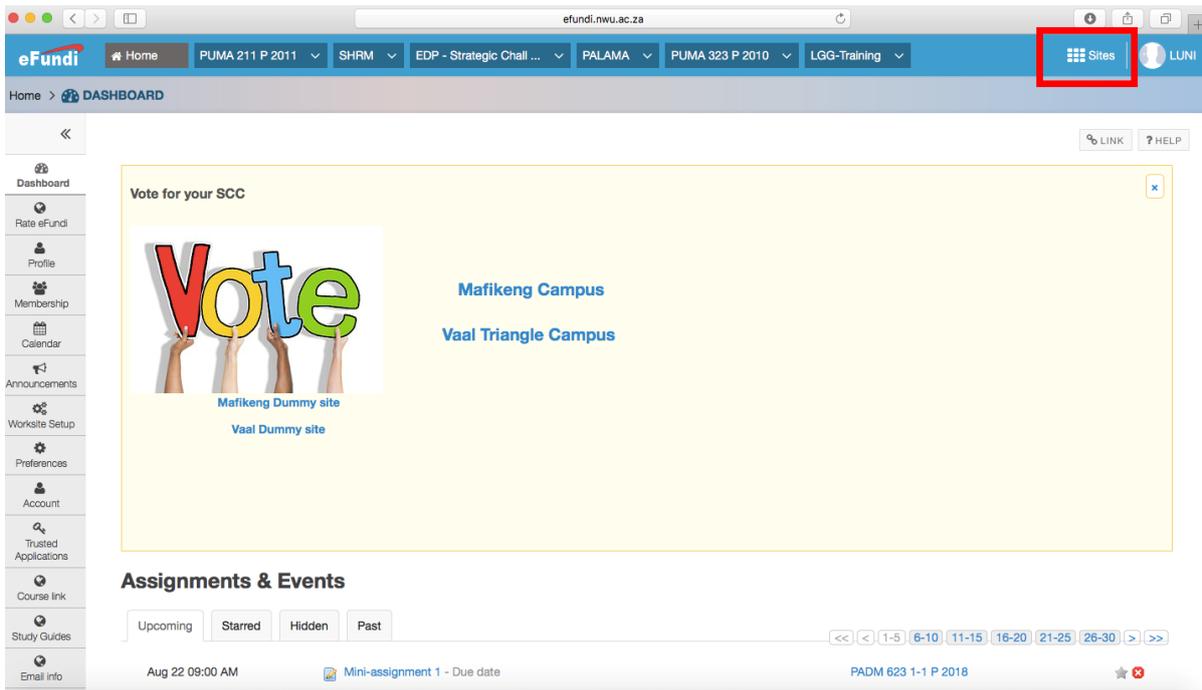


The following page will open.

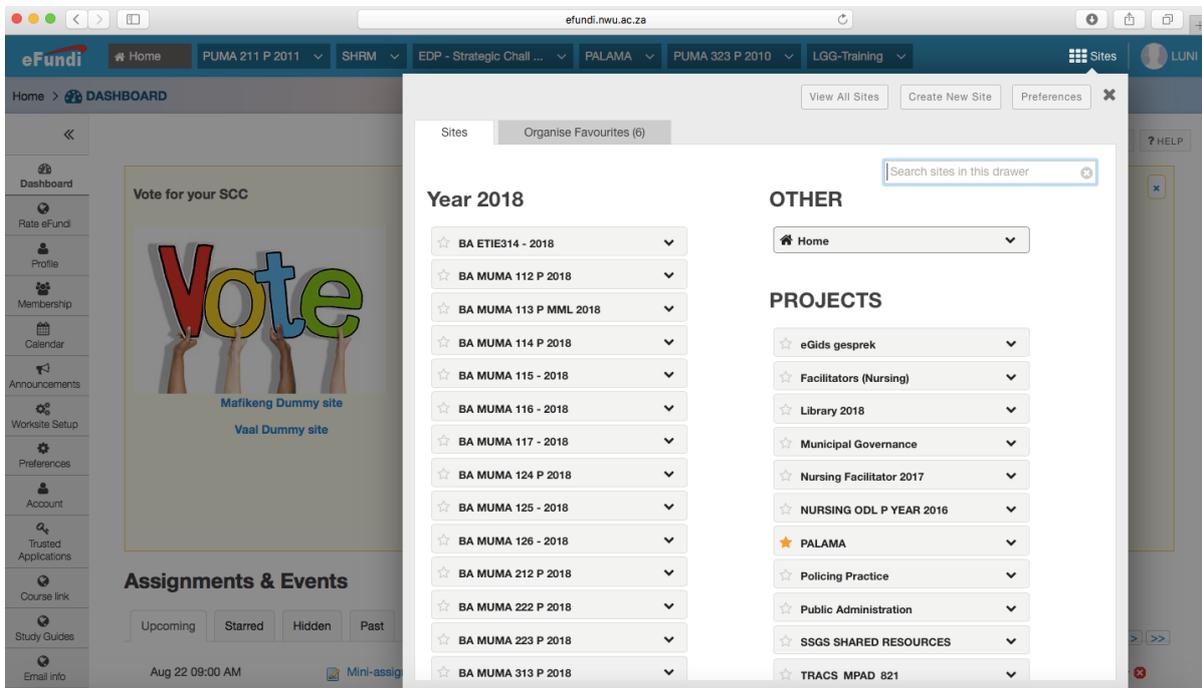
Click on Download to download your study guide.



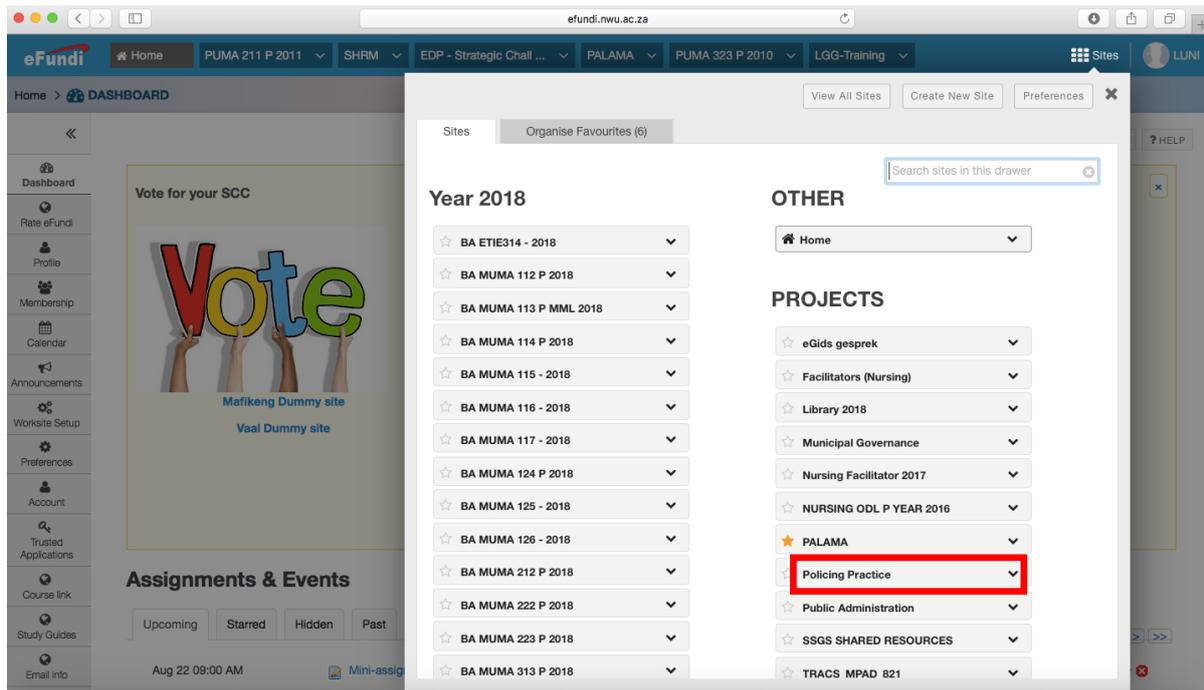
4. To access the programme site, click on Sites.



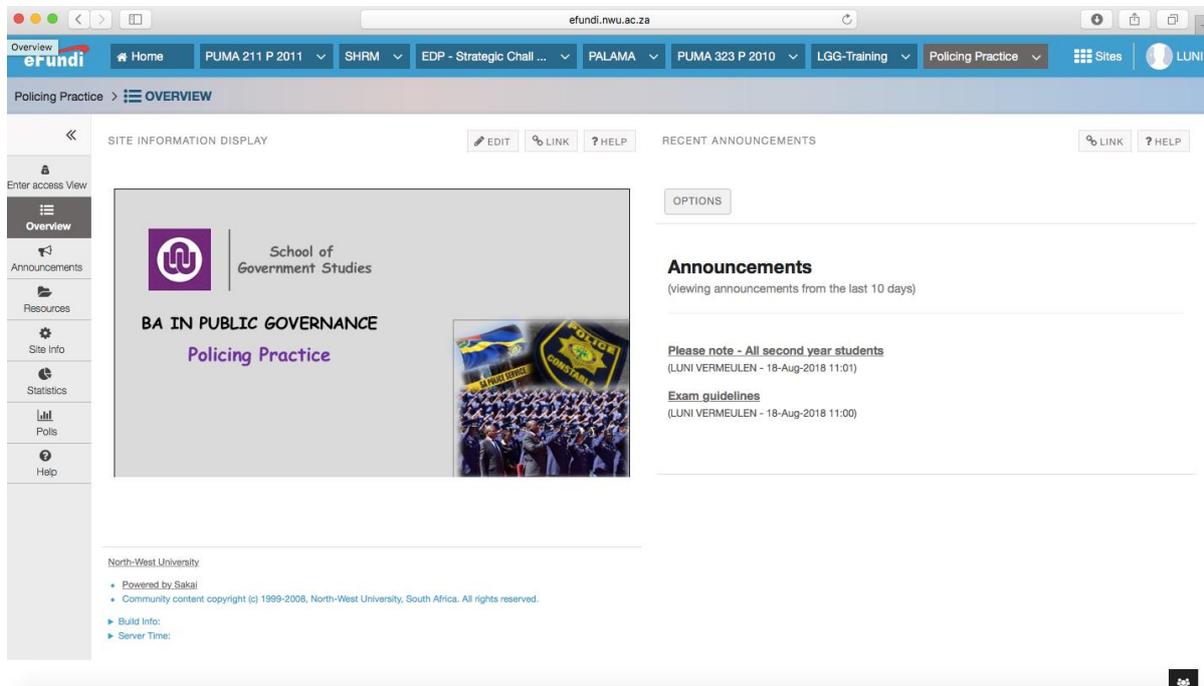
The following page will open.



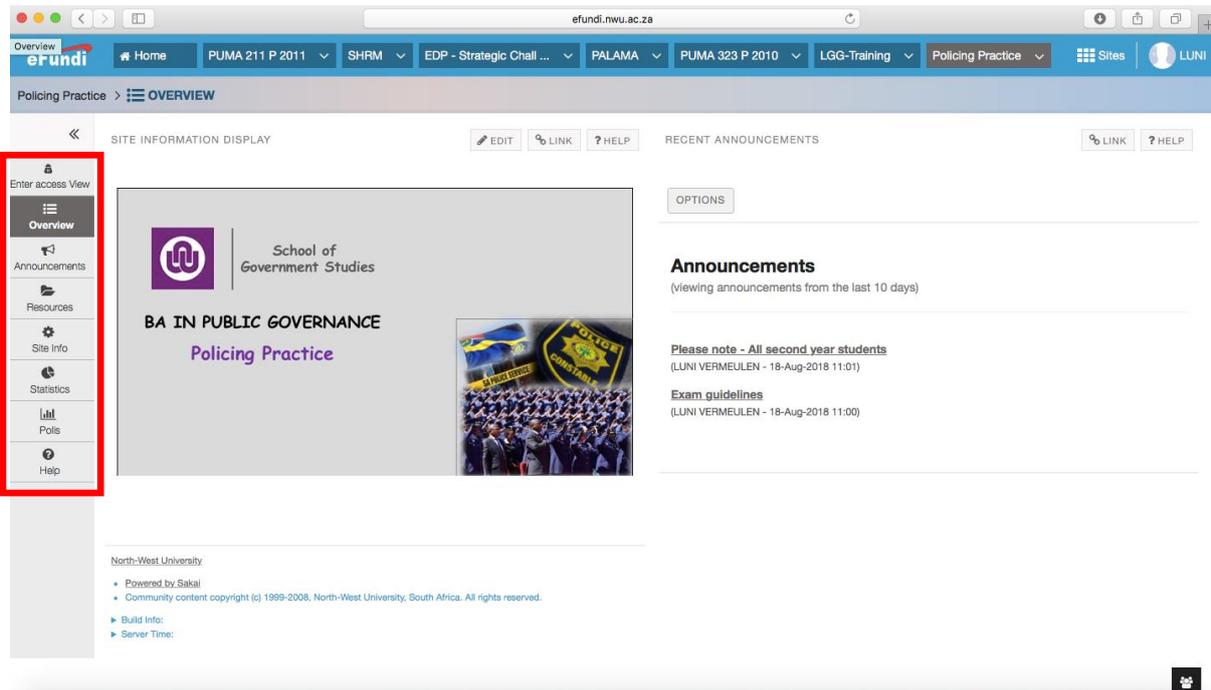
Click on the Policing Practice tab (on the right-hand side menu).



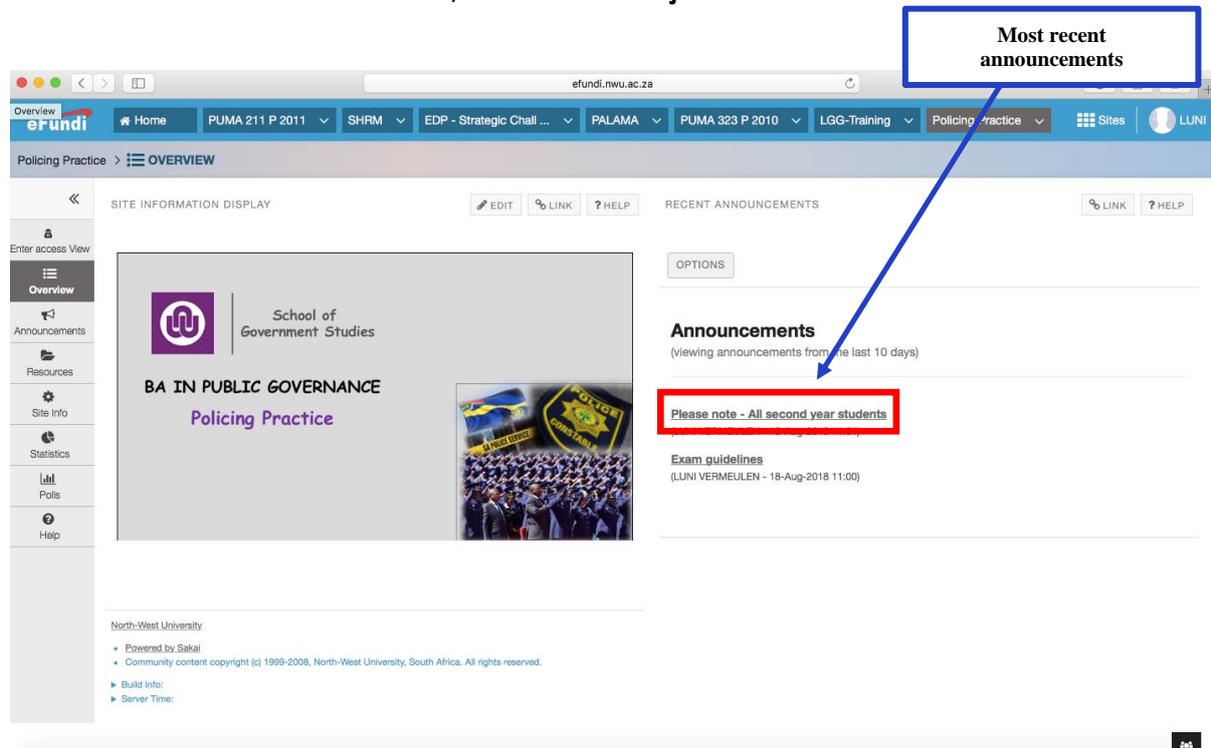
The following page will open.



The menu appears on the left-hand side.

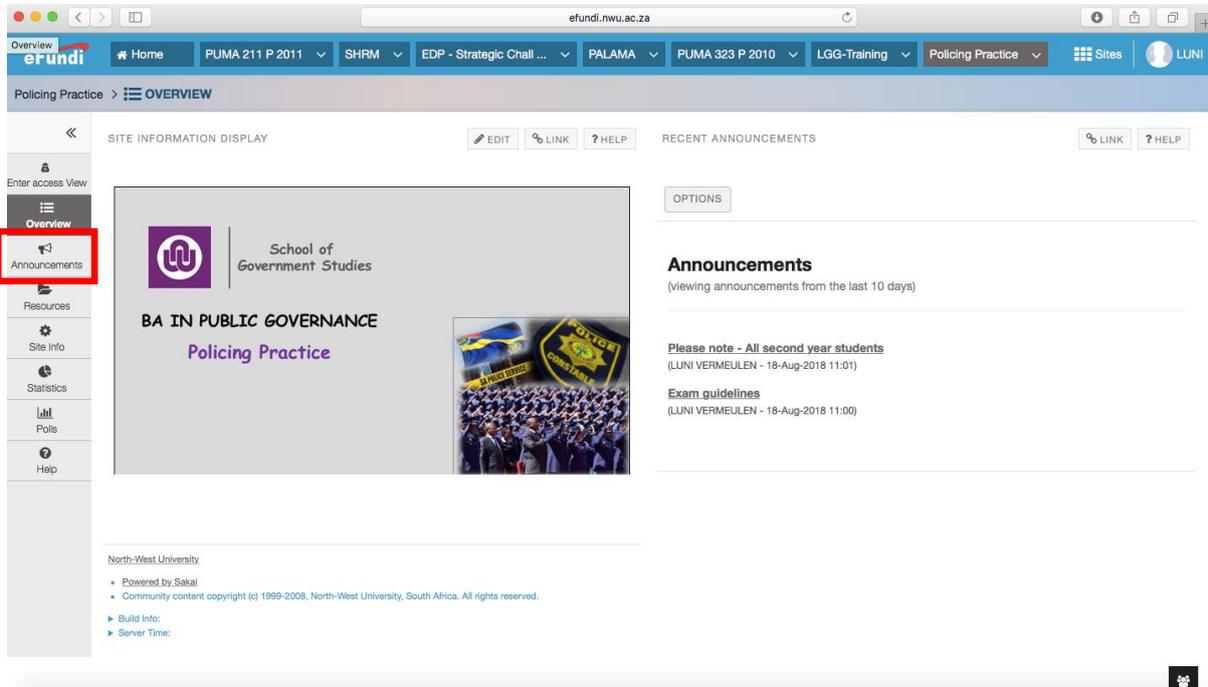


5. To read the announcements, click on the subject of the announcement.

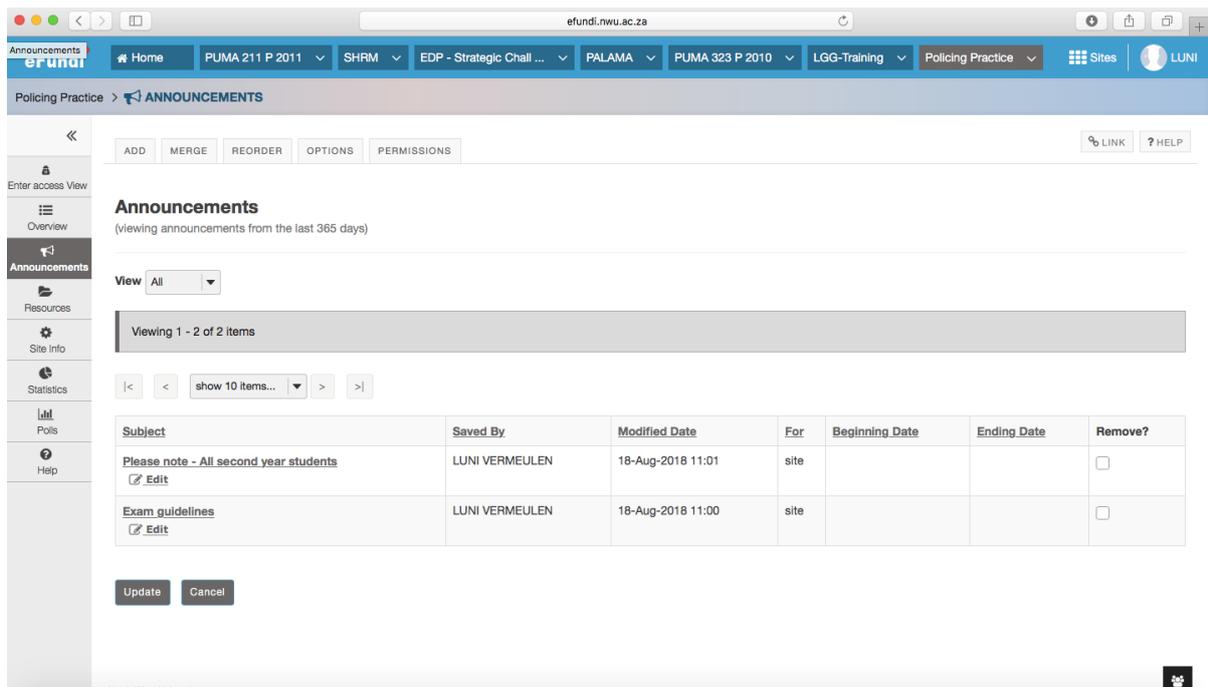


The announcements can also be accessed via the menu.

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



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



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

The screenshot shows the eFundi Announcements page. The top navigation bar includes tabs for Home, PUMA 211 P 2011, SHRM, EDP - Strategic Chall..., PALAMA, PUMA 323 P 2010, LGG-Training, and Policing Practice. The main content area displays a list of announcements. The first announcement is 'Please note - All second year students' and the second is 'Exam guidelines'. The 'Exam guidelines' announcement is highlighted with a red box. The page includes a navigation menu on the left, a top navigation bar with tabs for various modules, and a main content area with a table of announcements.

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

Please note: Only lecturers can post announcements.

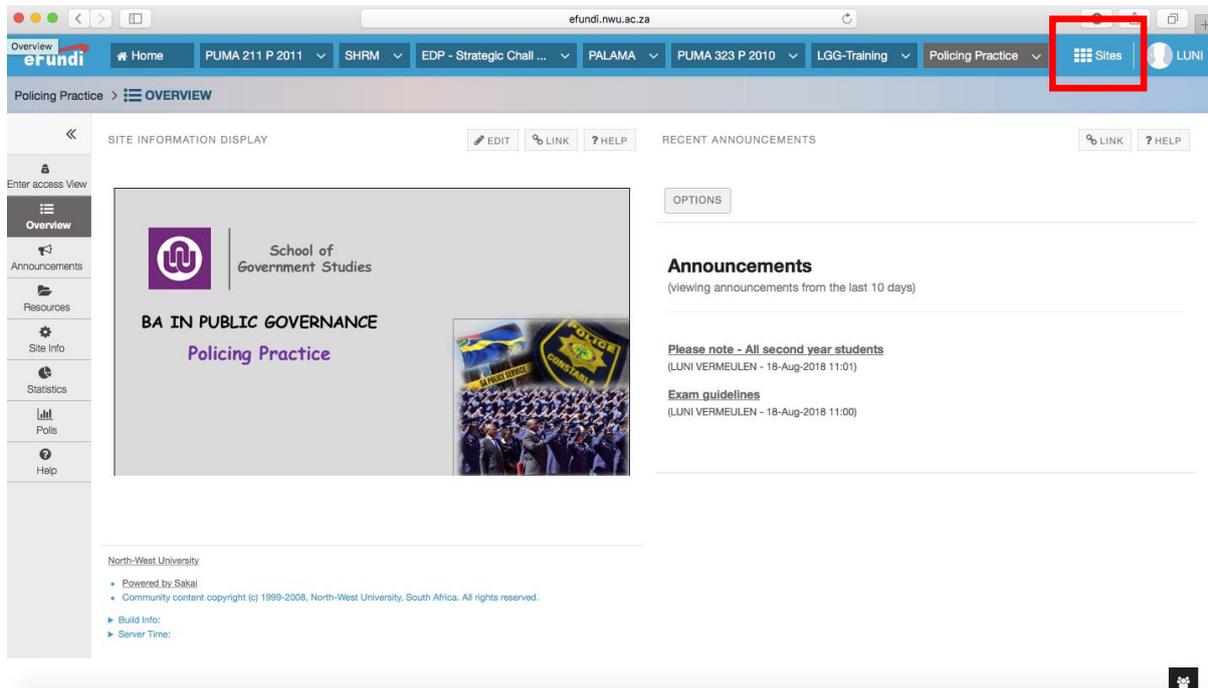
6. To open a module site

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

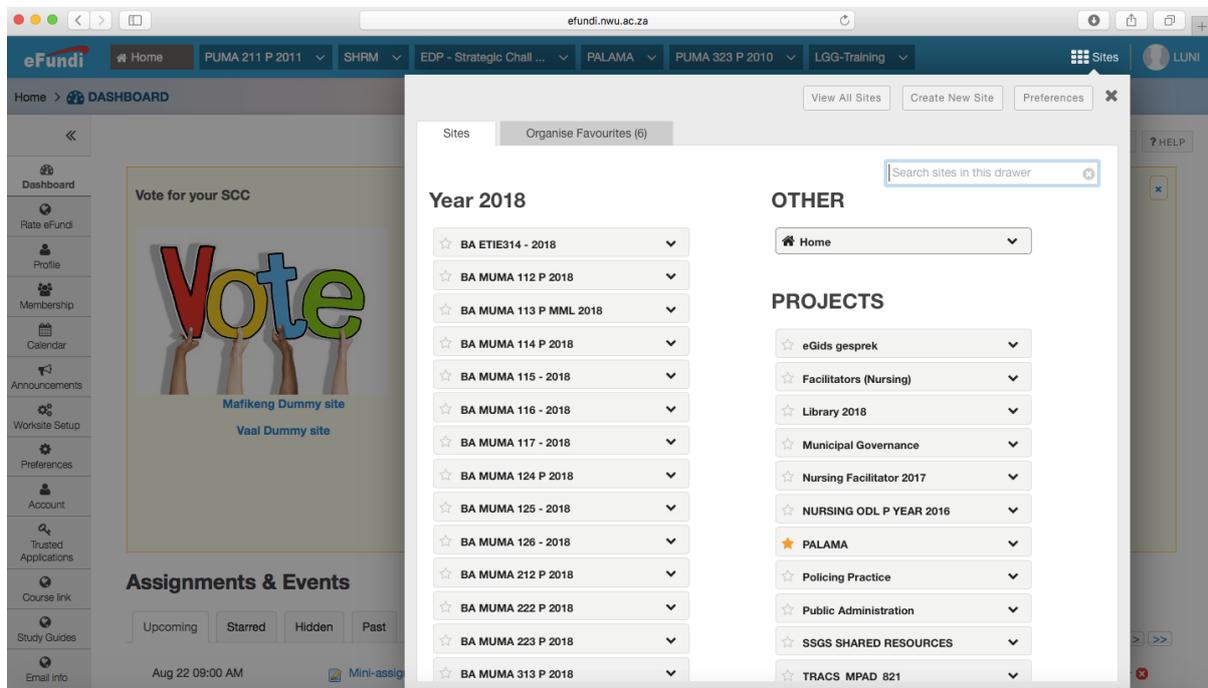
Click on the module code for the site you wish to access.

The screenshot shows the eFundi Overview page for the Policing Practice module. The top navigation bar includes tabs for Home, PUMA 211 P 2011, SHRM, EDP - Strategic Chall..., PALAMA, PUMA 323 P 2010, LGG-Training, and Policing Practice. The main content area displays a banner for the School of Government Studies, BA IN PUBLIC GOVERNANCE Policing Practice. The page includes a navigation menu on the left, a top navigation bar with tabs for various modules, and a main content area with a banner and a list of announcements.

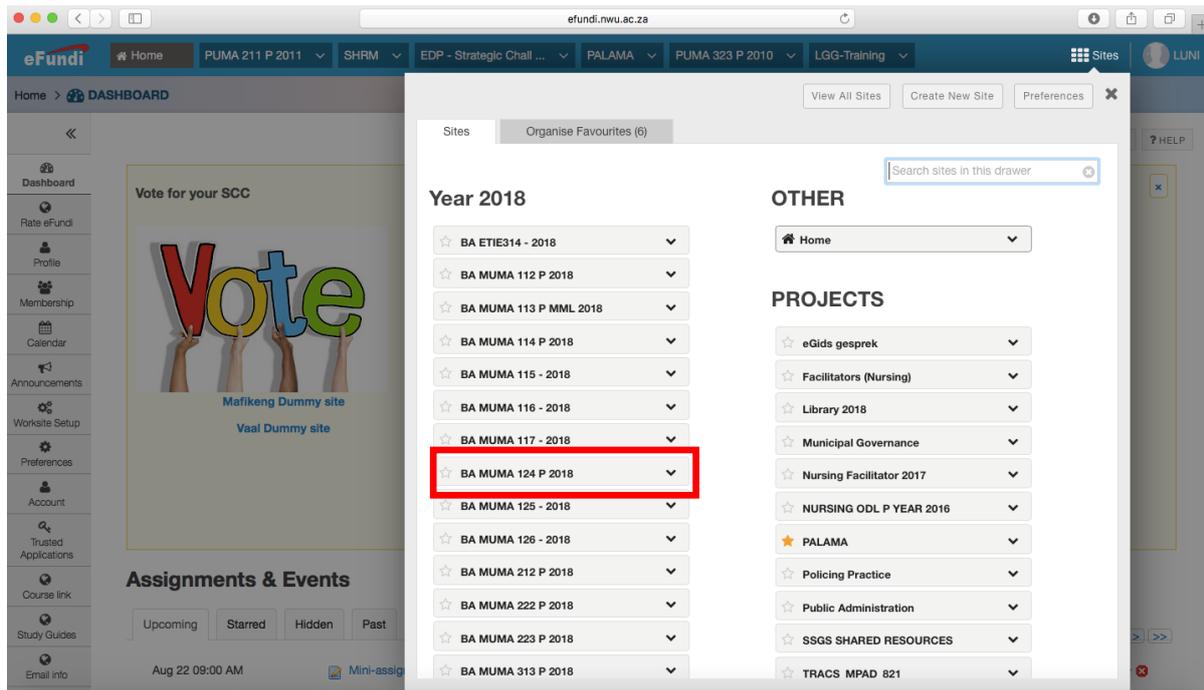
If your module site does not appear at the tabs at the top of the page, click on **Sites**.



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

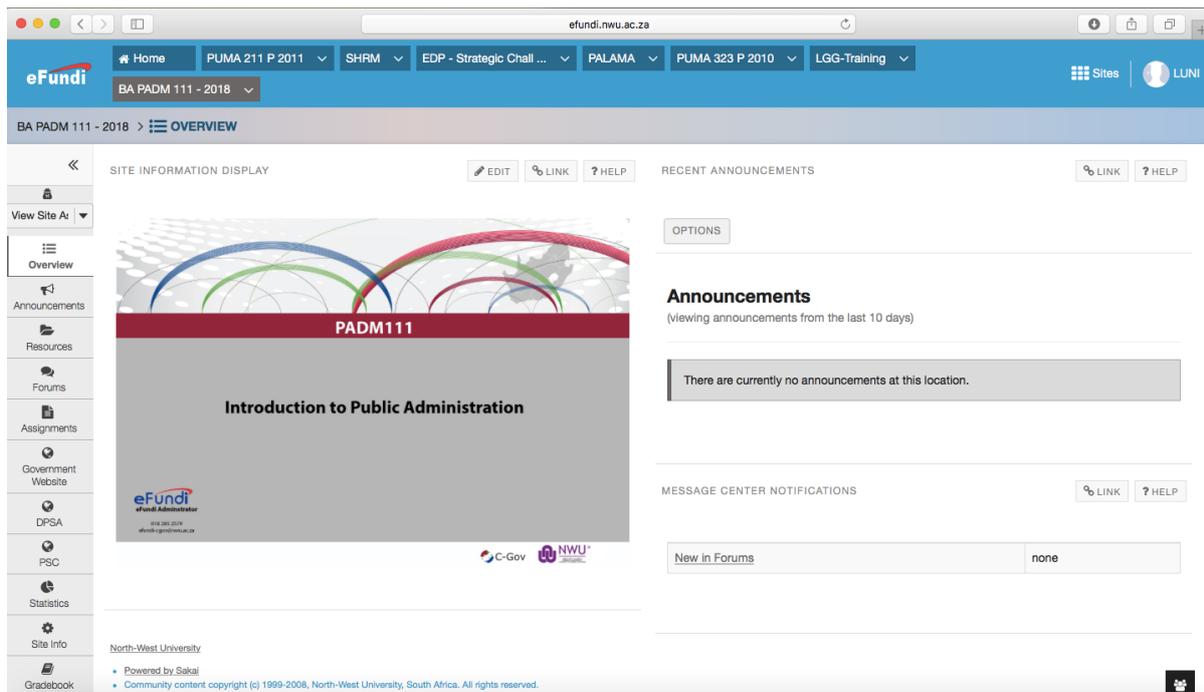


Choose the module code of the site you wish to access (on the left-hand side menu).



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

Example 1



Example 2

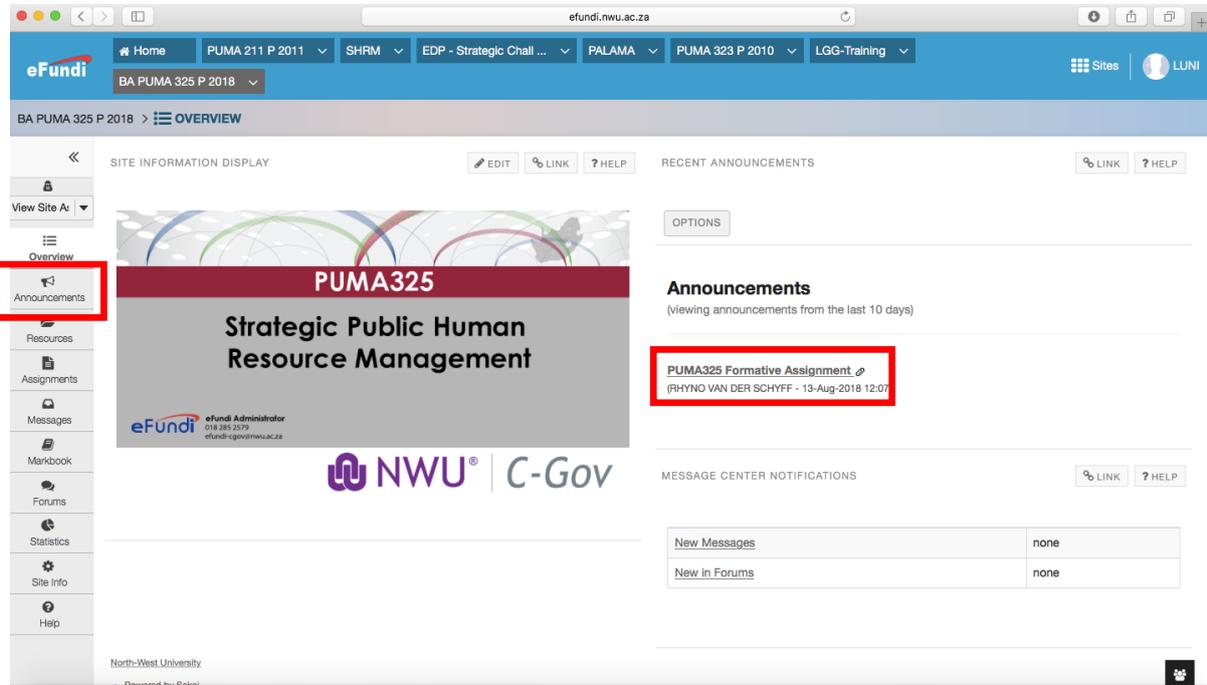
The screenshot shows the eFundi website interface. At the top, there is a navigation bar with the eFundi logo and several dropdown menus for course selection (PUMA 211 P 2011, SHRM, EDP - Strategic Chall..., PALAMA, PUMA 323 P 2010, LGG-Training). Below this, a secondary navigation bar shows the current course: PUMA 323 P 2017 > OVERVIEW. The main content area is divided into three sections: 'SITE INFORMATION DISPLAY' (with EDIT, LINK, and HELP buttons), 'RECENT ANNOUNCEMENTS' (with LINK and HELP buttons), and 'Announcements' (viewing announcements from the last 10 days). The 'Announcements' section contains a message: 'There are currently no announcements at this location.' The left-hand side features a vertical navigation menu with icons and labels for Overview, Announcements, Resources, Assignments, Markbook, Statistics, Site Info, and Help. The main content area displays the course title 'Public Human Resource Management', the course code 'PUMA 325', and the lecturer 'Lecturer: Prof Mpho Mokoena'. Below this is a word cloud centered around 'HR' with various related terms like 'social', 'diversity', 'leadership', 'growth', 'success', 'talent', 'job', 'management', 'workforce', 'training', 'development', 'capital', 'assets', 'market', 'education', 'business', 'skills', 'rewarding', 'investment', 'education', 'business', 'skills', 'rewarding', 'investment', 'education', 'business'. At the bottom, there is a footer for North-West University, powered by Sakai, with copyright information and links for 'Build Info' and 'Server Time'.

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

This screenshot is identical to the one above, showing the eFundi website interface for the course PUMA 323 P 2017. The main content area displays the course title 'Public Human Resource Management', the course code 'PUMA 325', and the lecturer 'Lecturer: Prof Mpho Mokoena'. Below this is a word cloud centered around 'HR' with various related terms. The right-hand side features an 'Announcements' section with the message: 'There are currently no announcements at this location.' The left-hand side features a vertical navigation menu with icons and labels for Overview, Announcements, Resources, Assignments, Markbook, Statistics, Site Info, and Help. A red rectangular box highlights the entire left-hand navigation menu, indicating its consistent presence on the page.

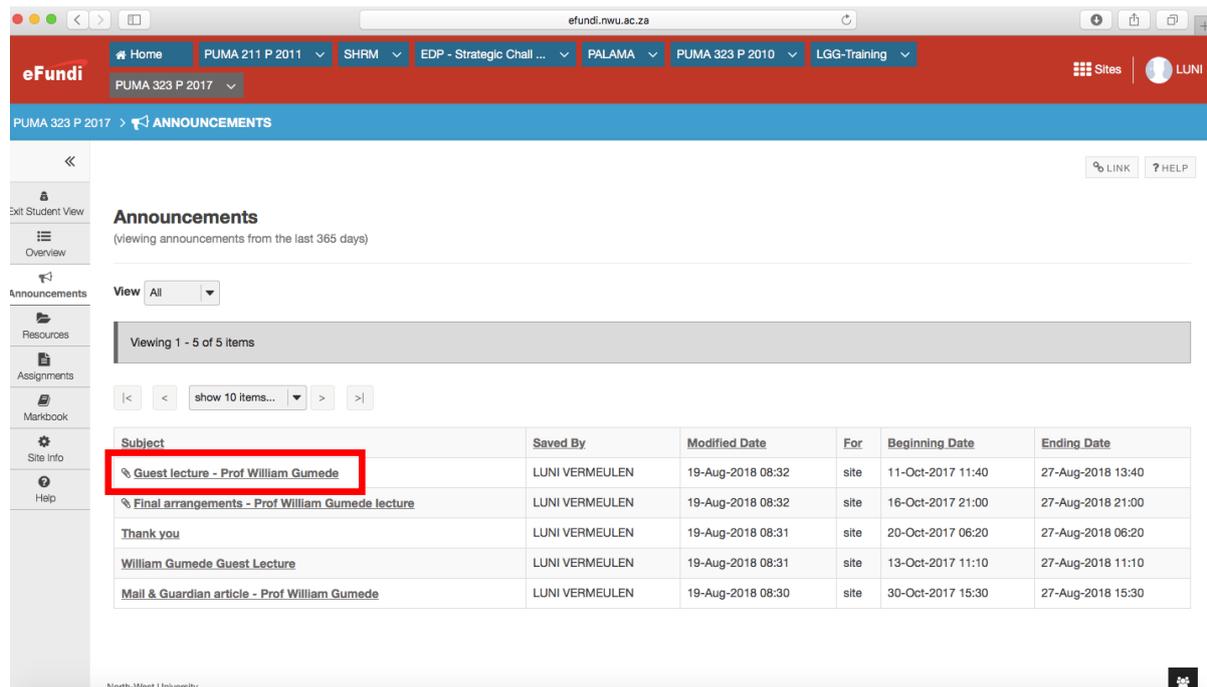
7. To read the announcements, follow the same steps as outlined in point 5 above:

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

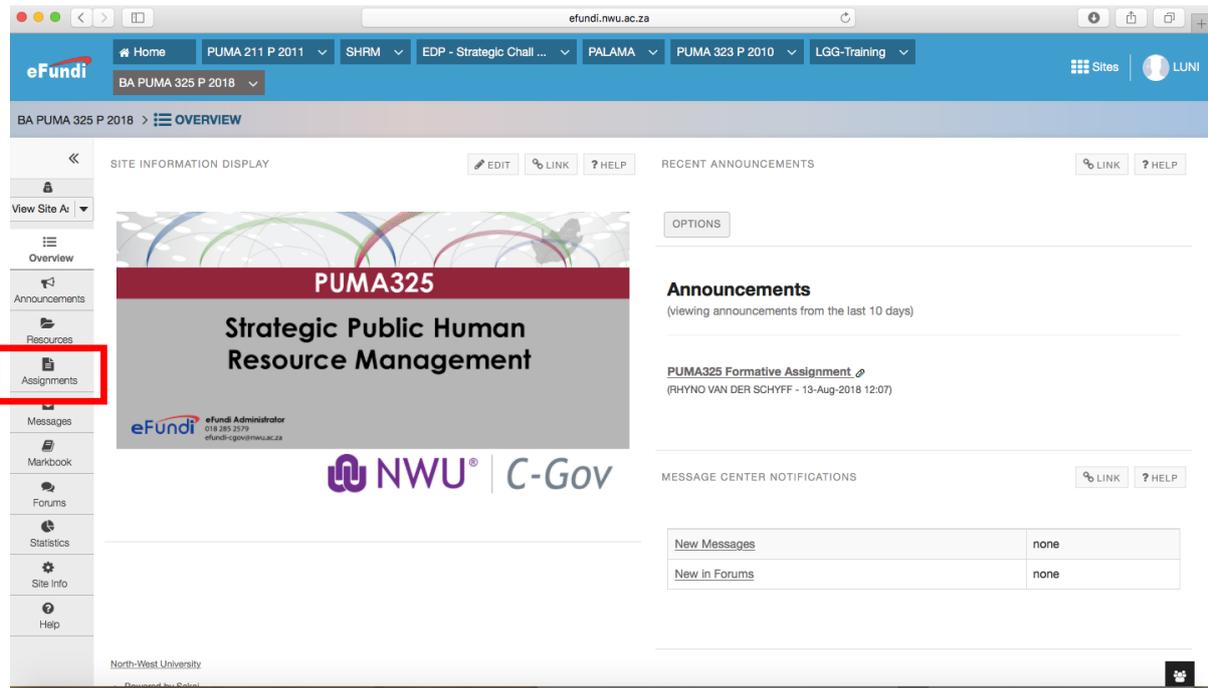


The following page will open.

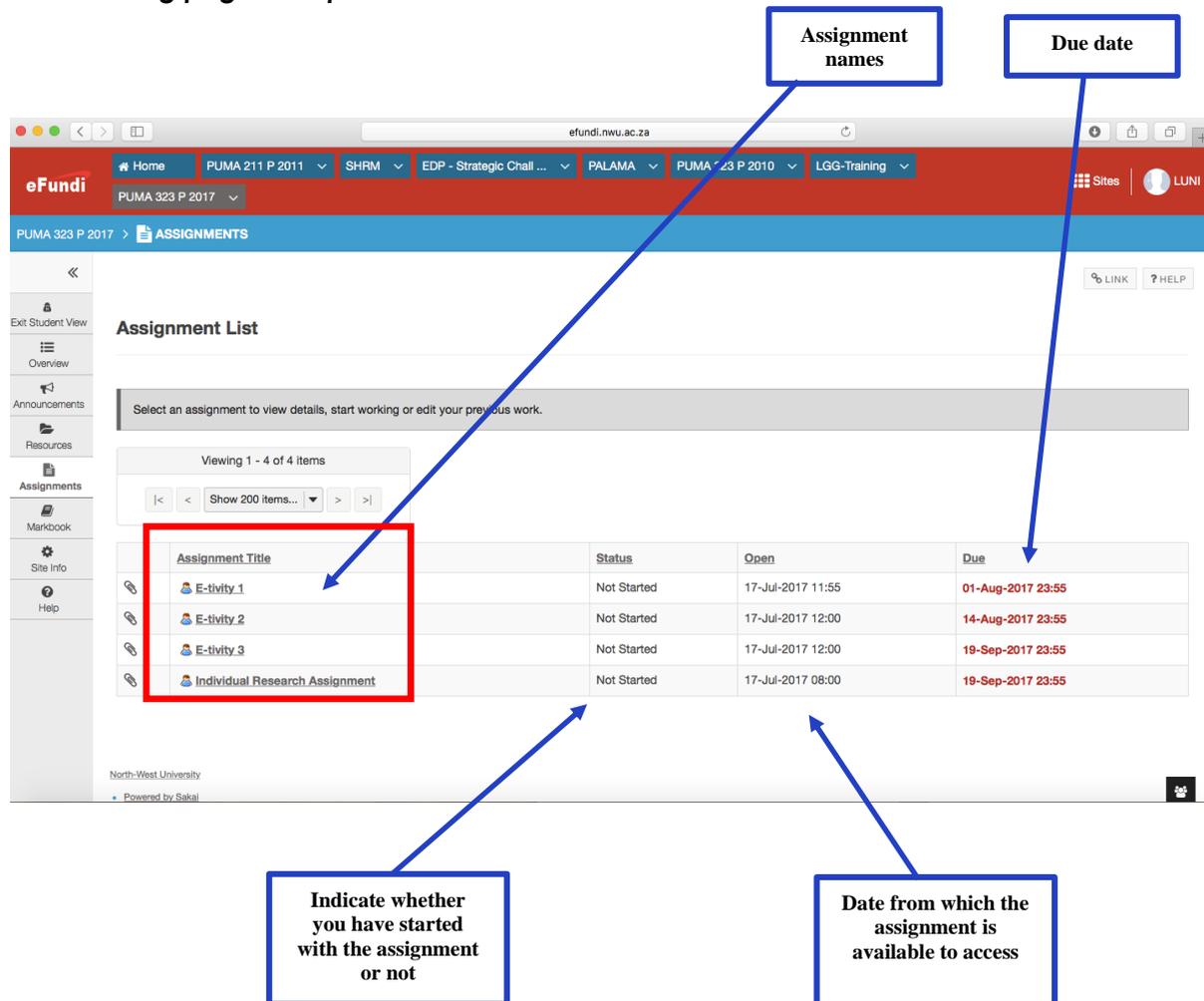
Click on the subject of an announcement to read it.



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



The following page will open.



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

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

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

The assignment and the instructions will open.

Assignment instructions

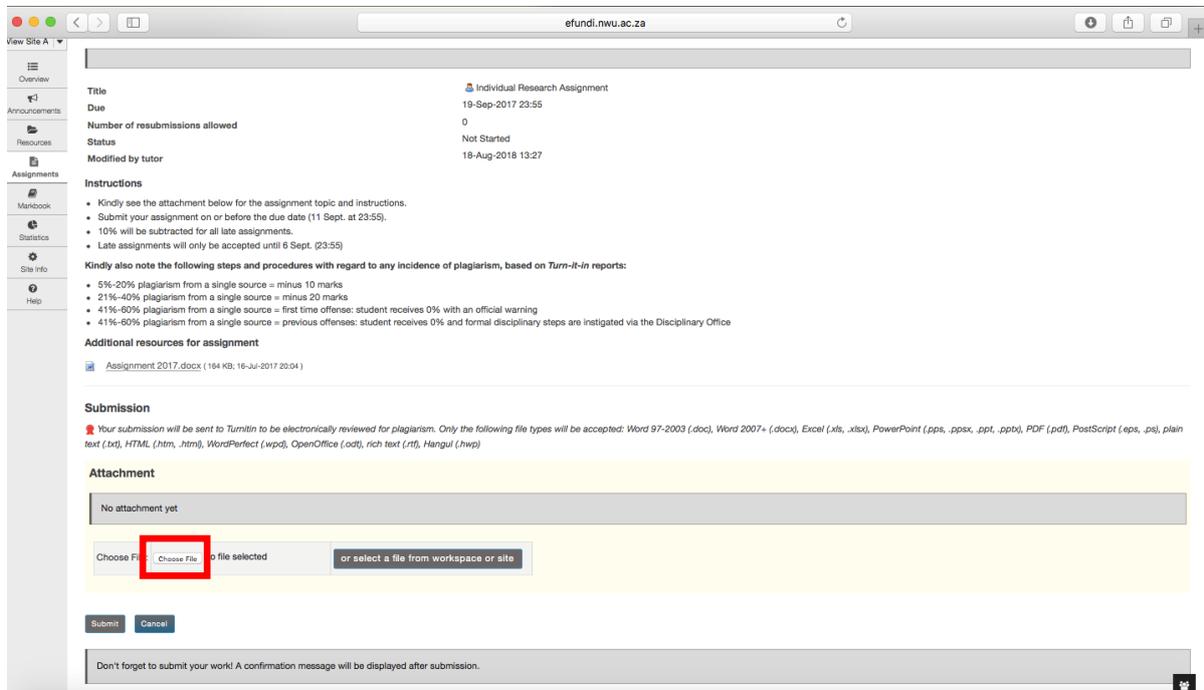
Assignment name

Due date

The attachment should be opened before you do the assignment

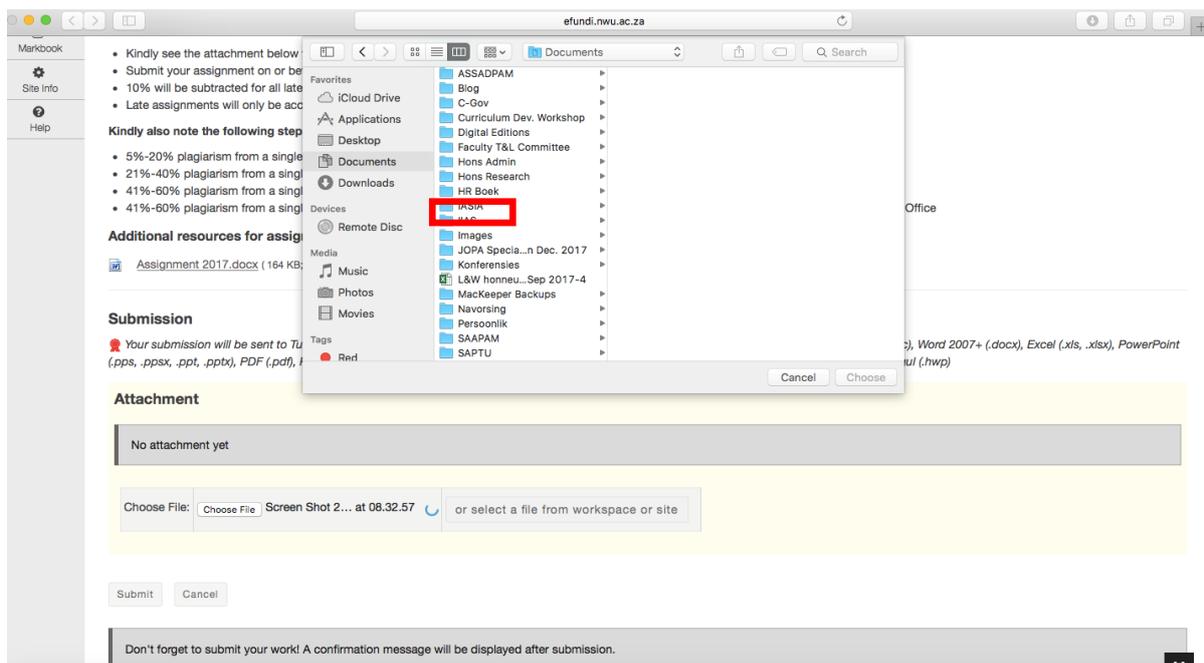
9. To upload your completed assignment to eFundi.

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

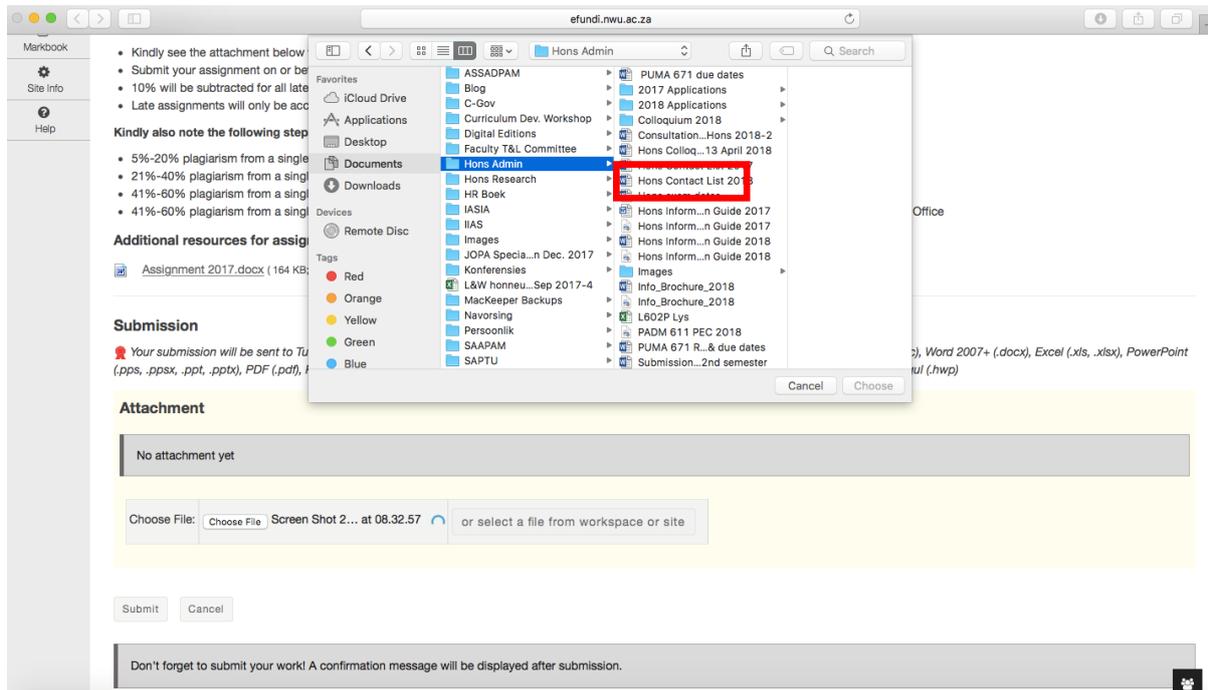


The following page will open.

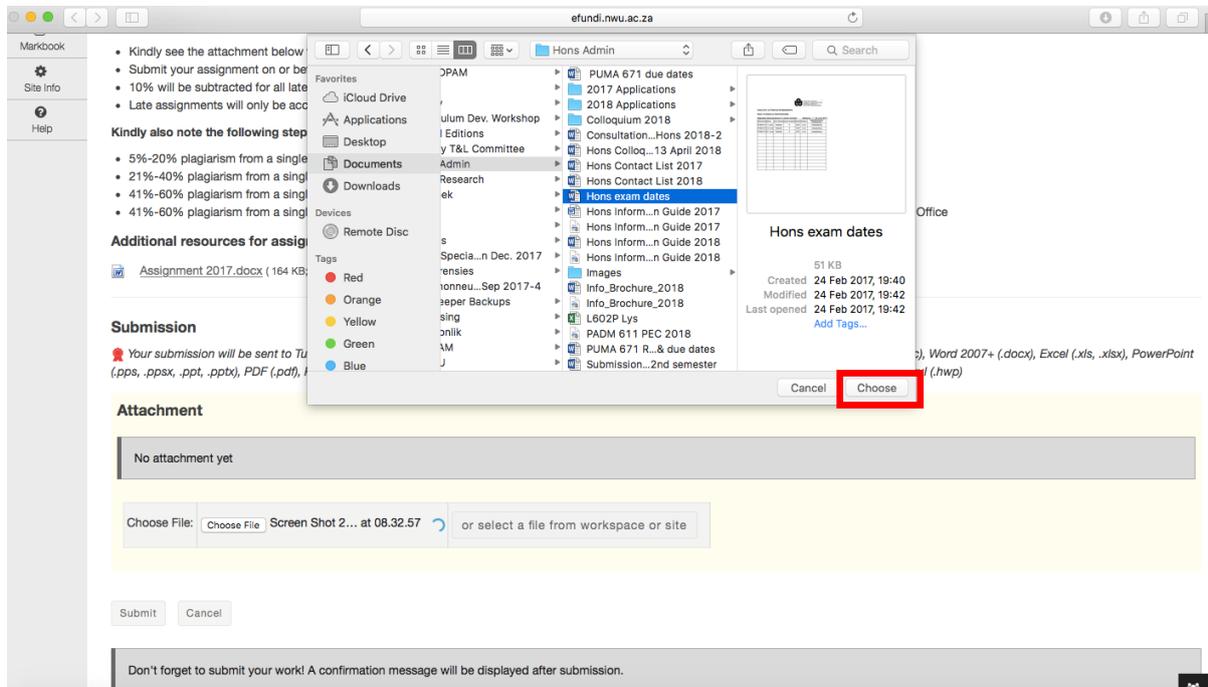
Click on the folder where you have saved your assignment.



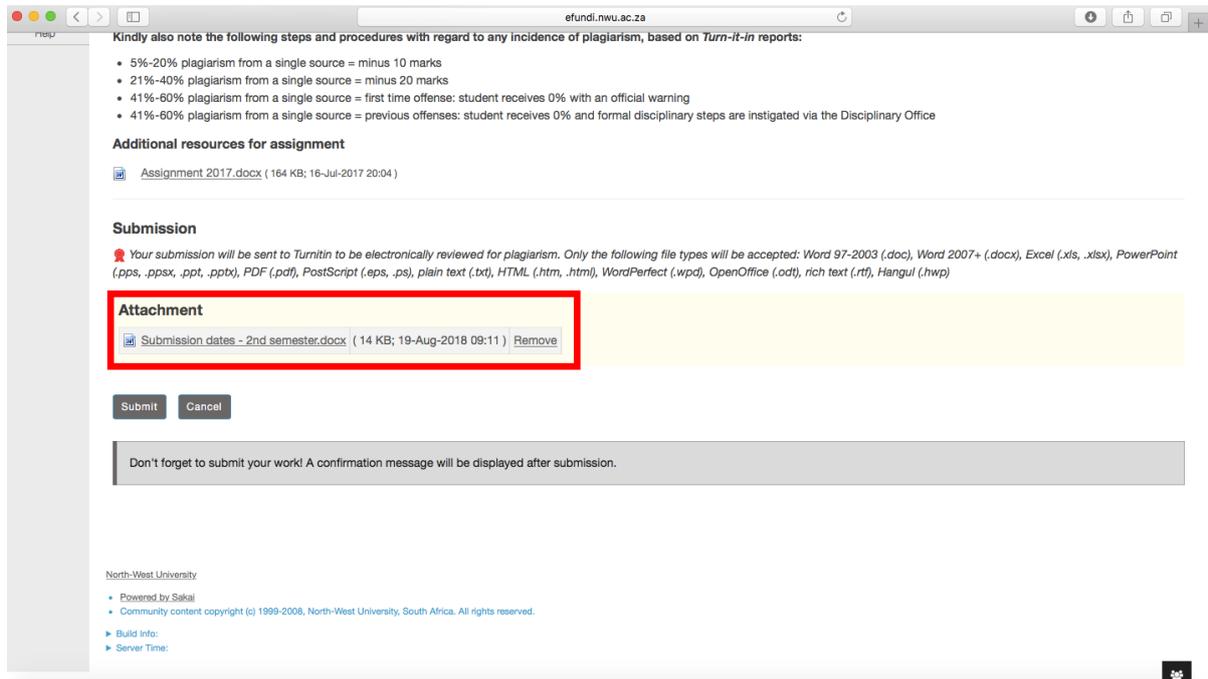
Choose the file name under which you saved your assignment.



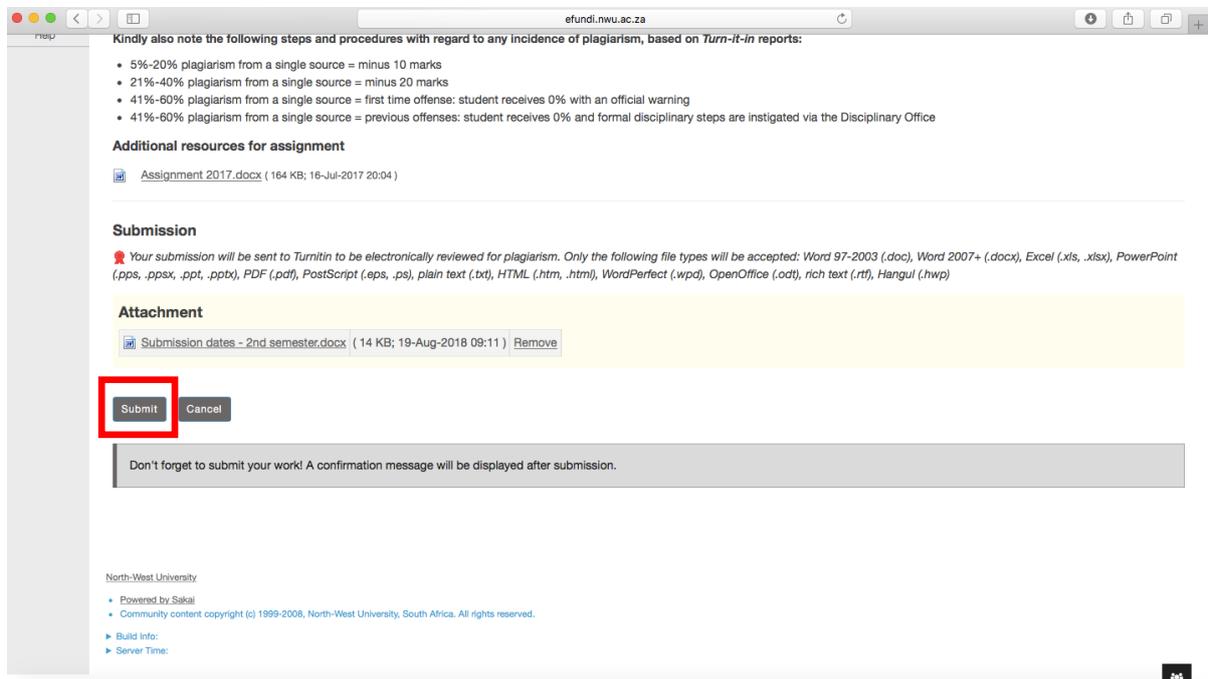
Click on Choose/Insert to upload your file (assignment) to eFundi.



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



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



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

The following page will open.

The screenshot shows the eFundi website interface. At the top, there are navigation tabs for different courses: PUMA 211 P 2011, SHRM, EDP - Strategic Chall..., PALAMA, PUMA 323 P 2010, and LGG-Training. The current page is titled 'BA PADM 111 - 2018' and 'RESOURCES'. Below the navigation, there are tabs for 'SITE RESOURCES', 'TRASH', 'TRANSFER FILES', 'PERMISSIONS', 'OPTIONS', and 'CHECK QUOTA'. The main content area shows a table of resources. The table has columns for 'Title', 'Access', 'Created By', 'Modified', and 'Size'. A folder named 'BA PADM 111 - 2018 Resources' is expanded, showing a list of resources. The resources listed are: 'Additional Reading' (14 items), 'Day Programme' (1 item), 'Examination' (2 items), 'Formative Assignment' (1 item), 'Group Work' (1 item), 'Power Point Presentation' (1 item), 'Reader' (0 items), and 'Study Guide' (1 item). The 'Power Point Presentation' resource is highlighted with a red box.

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

This screenshot is identical to the one above, showing the same eFundi website interface. The 'Power Point Presentation' resource in the table is highlighted with a red box, indicating that it is the resource to be accessed.

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

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

The screenshot shows the eFundi interface for PUMA 323 P 2017. The top navigation bar includes 'Home', 'PUMA 211 P 2011', 'SHRM', 'EDP - Strategic Chall ...', 'PALAMA', 'PUMA 323 P 2010', and 'LGG-Training'. The user 'LUNI' is logged in. The main content area displays a list of resources under 'Power Point Presentations'. The table below shows the details of these resources:

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

11. To logout from eFundi

Click on your name in the right-hand corner.

The screenshot shows the eFundi interface for BA PUMA 325 P 2018. The user 'LUNI' is logged in, and their name is highlighted with a red box in the top right corner. The main content area displays a banner for 'PUMA325 Strategic Public Human Resource Management' and a list of announcements. The table below shows the details of the announcements:

Announcements	Options
PUMA325 Formative Assignment (RHYNO VAN DER SCHYFF - 13-Aug-2018 12:07)	

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

Click on Logout.

The screenshot shows the eFundi website interface. At the top, there is a navigation bar with the eFundi logo and several menu items: Home, PUMA 211 P 2011, SHRM, EDP - Strategic Chall..., PALAMA, PUMA 323 P 2010, and LGG-Training. Below this, there is a sub-menu for 'BA PUMA 325 P 2018'. The main content area is titled 'SITE INFORMATION DISPLAY' and features a large banner for 'PUMA325 Strategic Public Human Resource Management'. To the right of the main content, there is a 'RECENT ANNOUNCEMENTS' section with an 'OPTIONS' button and a list of announcements, including 'PUMA325 Formative Assignment'. At the bottom right, there is a 'MESSAGE CENTER NOTIFICATIONS' table with two rows: 'New Messages' and 'New in Forums', both showing 'none'. On the far right, a user profile menu is open, showing the user's name 'MPHO MOFOKENG' and ID '12345678'. The menu items are Profile, Preferences, Create New Site, Tutorial, and Logout, with 'Logout' highlighted by a red box.

efundi.nwu.ac.za

eFundi

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

BA PUMA 325 P 2018

BA PUMA 325 P 2018 > OVERVIEW

SITE INFORMATION DISPLAY EDIT LINK HELP

RECENT ANNOUNCEMENTS

OPTIONS

Announcements
(viewing announcements from the last 10 days)

PUMA325 Formative Assignment
(RHYN0 VAN DER SCHYFF - 13-Aug-2018 12:07)

MESSAGE CENTER NOTIFICATIONS LINK HELP

New Messages	none
New in Forums	none

MPHO MOFOKENG
12345678

Profile

Preferences

Create New Site

Tutorial

Logout

PUMA325

Strategic Public Human Resource Management

eFundi Administrator
018 295 2129
efundi-cgov@nwu.ac.za

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North-West University

ANNEXURE B: GENERAL ASSIGNMENT GUIDELINES

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

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

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

Please also take note of the following technical requirements:

- Length: The lecturer for each module will indicate the required length of your assignment in the module-specific guidelines on the module's eFund site.

- Font: Arial, 12
- Spacing: 1 1/2
- Justify (block) text



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

Assignment Cover Page

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

DECLARATION OF OWN WORK

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

Signature of student	
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Please keep a back-up copy of your assignment