

STUDENT INFORMATION GUIDE 2014

Administrative and Academic information guide for Nursing students registered for the
Advanced University Diploma in Health Science (AUDHS) or B.Cur (Ed et Adm),
Faculty of Health Sciences

Programmes delivered through
the Unit for Open Distance Learning
North-West University (Potchefstroom Campus)

It all starts here [™]



NORTH-WEST UNIVERSITY
YUNIBESITHI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT [®]

TABLE OF CONTENTS

PART 1: WELCOME AND INTRODUCTION	
1.1 Word of Welcome by the Director, School of Nursing Science.....	3
1.2 Word of welcome by the Executive Director, Unit for Open Distance Learning..	3
1.3 Inquiries and channels of communication and contacts.....	4
1.4 Language.....	7
1.5 Introduction to Open Distance Learning.....	7
PART 2: CURRICULUM OVERVIEW	
2.1 Advanced University Diploma in Health Science: Community Nursing (G511T)	9
2.2 Advanced University Diploma in Health Science: Health Science Education (G512T).....	9
2.3 Advanced University Diploma in Health Science: Health Service Management (G513T).....	9
2.4 Advanced University Diploma in Health Science: Clinical Nursing Science, Health Assessment, Treatment and Care (G515T).....	10
2.5 B.Cur (Ed et Adm)-degree (G318T).....	10
2.6 Study duration.....	11
2.7 Articulation and phasing out dates.....	11
PART 3: ADMINISTRATIVE INFORMATION	
3.1 Administrative cycle and logistical services.....	12
3.2 Financial information.....	14
3.2.1 Payment of University accounts.....	14
3.2.2 Payment options.....	15
3.2.3 Financial assistance.....	15
3.3 Change of address.....	16
3.4 Change of study and examination centres.....	16
3.5 Process upon cancellation of study.....	16
3.6 Fees payable upon cancellation of studies.....	16
3.7 Continued liability of payable fees upon expulsion of studies.....	16
3.8 General student account inquiries.....	17
PART 4: ACADEMIC INFORMATION	
4.1 Learning cycle and study process.....	18
4.2 Assessments (assignments, tests) and due dates.....	19
4.3 Assignments.....	20
4.4 Study help.....	21
4.5 Use of cell phones.....	22
4.6 Interactive whiteboard technology.....	23

PART 5: STUDY CENTRES AND TIME TABLES	
5.1 Study centres.....	24
5.2 Procedure when a student cannot attend a contact session.....	27
5.3 Proof of participation.....	27
5.4 Contact sessions, study schedule and important dates.....	27
PART 6: EFUNDI, FACEBOOK, DROPBOX AND TWITTER	
6.1 What do I need to be able to use eFundi?	38
6.2 Can I access eFundi on my smart phone?	39
6.3 How to access eFundi?	39
6.4 How to log into eFundi?	39
PART 7: EXAMINATIONS AND MARKS	
7.1 Examination papers from previous years.	41
7.2 Valuable hints and tips in your preparation for examinations.....	41
7.3 General examination information	43
7.4 Examination centers 2014	45
7.5 Examination sub-minimum.	49
7.6 Module mark.....	49
7.6.1 Examination sub-minimum	49
7.6.2 Final mark	49
7.7 Discussion of examination scripts.....	49
PART 8: GRADUATION, COUNCIL REGISTRATIONS AND FURTHER TRAINING	
8.1 Graduation ceremonies.....	50
8.2 SANC registrations.....	50
8.3 Contact person at the NWU for SANC registrations.....	50
8.4 Masters' and Doctoral degrees.....	50

PART 1: WELCOME AND INTRODUCTION

1.1 Word of Welcome by the Director, School of Nursing Science

Welcome to the School of Nursing Science, North-West University (Potchefstroom Campus). We trust that your involvement with us will be an enriching experience, on a personal and professional level. The Decentralised Learning Programmes in Nursing are offered by the School of Nursing Science and delivered by the Unit for Open Distance Learning (UODL). The NWU confers an average of 500 diplomas/degrees in these programmes annually. We are proud of the contribution made over the past decade to prepare registered nurses as Managers, Educators, Primary Health Care Practitioners and Community Health Care Practitioners. Our teaching-learning philosophy is based on the following assumptions:

- Student takes responsibility for their own learning.
- The study centre is a support system for group discussions and facilitation of learning.
- Facilitators create a context conducive to learning.
- Lecturers are available for academic support and advice.

Group discussions at study centres on dedicated Saturdays are compulsory, as it is evident from research and student feedback that our throughput rate is amongst the highest in the country. During group discussions the emphasis is on learning not teaching. We provide interactive study guides. The purpose of this guide is to provide you with answers to many of your possible questions. Please take time to read through this guide thoroughly in order to prepare you with the needed information.

Prof MP Koen

1.2 Word of welcome by the Executive Director, Unit for Open Distance Learning


“It all starts here” is the NWU’s pay-off line and it describes the University perfectly. The NWU was established on 1 January 2004 through the merger of two universities with very different histories, personalities and cultures, namely Potchefstroom University for Christian Higher Education and the University of the North-West. The staff and students of the Sebokeng Campus of Vista University were also incorporated, adding further to the richness and diversity of our heritage.

Today, the NWU is recognised as one of the best-managed and most innovative universities in South Africa with more than 60 000 students. According to the South African Qualifications Authority (SAQA), the provisioning of short courses and skills programmes is a dynamic feature of the emerging education and training system of South Africa. This implies that Higher Education institutions have to put systems in place to ensure sustained quality management of short courses. Consequently formal arrangements to ensure this sustained quality management of short courses by recognised providers, such as those implemented by the Unit of Open Distance Learning (UODL) at the North-West University, are of the utmost importance. Through the UODL, specific focused courses and/or workshops (based on Open Distance Learning principles) are delivered in co-operation with faculties to address specific educational needs.

Prof EJ Spamer

1.3 Inquiries and channels of communication and contacts

Who to contact when:

UNIT FOR OPEN DISTANCE LEARNING	LECTURERS
 Application forms, application enquiries.	 Academic support to students and facilitators.
 Registrations and fees.	 Appointment of facilitators.
 Study material, facebook, eFundi, twitter.	 Specific questions for lecturers that facilitators couldn't answer.
 Obtaining marks.	 Clarification needed of module content prior a test or examination.
 Complains (study centres, facilitation, facilitators).	 Academic complains regarding the academic content of the module and associated assessments.
 Curriculum and module changes.	 Discuss study guide and textbook content with student.
 Recognition of prior learning (RPL).	 Training and academic support of facilitators.
 Study and exam centers.	
 Continuation of studies.	
 Alumni, marketing and recruitment.	

Never be uncertain, always start by phoning the Call Centre

Call Centre: 018-285 5900, DistancePotch@nwu.ac.za

**ADMINISTRATIVE AND LOGISTICS CONTACTS
UNIT FOR OPEN DISTANCE LEARNING**

Academic Manager: Dr Petra Bester (petra.bester@nwu.ac.za)	
Academic Manager	Dr. Petra Bester (petra.bester@nwu.ac.za)
Facilitator Administrator	Miss Annemarie Coetzee (Annemarie.coetzee@nwu.ac.za)
Registrations Office	Mrs Alison Cloete (alison.cloete@nwu.ac.za)
Examinations	Ms Elize van der Merwe (elize.vandermerwe@nwu.ac.za)
Marks system	Mrs Marita Coetzee (marita.coetzee@nwu.ac.za)
Study material and courier services	Mr Willie Jansen van Vuuren (willie.jansenvanvuuren@nwu.ac.za)
Facebook, dropbox and eFundi	Call Centre (DistancePotch@nwu.ac.za)
Study centres	Mrs Marlene Nice (marlene.nice@nwu.ac.za)

Call Centre: 018-285 5900, DistancePotch@nwu.ac.za

Physical Address	Postal Address
North West University Unit for Open Distance Learning Building B11A Corner of Esselin and Malherbe Street POTCHEFSTROOM 2531	North West University Unit for Open Distance Learning Internal Box 539 Private Bag X 6001 POTCHEFSTROOM 2520

ACADEMIC CONTACTS

SCHOOL OF NURSING SCIENCE AND ASSOCIATED SCHOOLS

Programme Manager: Mrs Elsabe Bornman (elsabe.bornman@nwu.ac.za)

MODULE	LECTURER
NSDT 111, NSET 111, NSRT121	Dr Siedine K Coetzee (siedine.knobloch@nwu.ac.za)
NSMT211, NSMT221, NSMT271, NSMT311, NSMT321	Ms Ruth Appolus (onalenna.appolus@nwu.ac.za)
NSET211, NSET221, NSET271, NSET311, NSET321	Mrs Kinna Erasmus (kinna.erasmus@gmail.com)
NSHT211, NSHT221 & NSHT271	Mrs Elsabe Bornman (elsabe.bornman@nwu.ac.za)
VWTL311	Dr Petra Bester (petra.bester@nwu.ac.za)
OBAD112	Prof Eric Nealer (eric.nealer@nwu.ac.za)
NSGT111, NSGT121	Ms Charté Pretorius (22896728@nwu.ac.za)
IOPS311	Mr G Rabie (gerhard.rabie@nwu.ac.za)
NSKT211	Ms Rina Meyer (rina.meyer@nwu.ac.za)
BSKT111	Ms Lizelle Brink (lizelle.brink@nwu.ac.za)
NSFT121	Ms Therese Mitchell (therese.mitchell@nwu.ac.za)
BSKT221	Ms Eva Sekwena (eva.sekwena@nwu.ac.za)
BSOT221 & 321	Ms Felicity van Vrede (felicity.vanvrede@nwu.ac.za)
NSCT211, 221 & 271	Dr Mada Watson (mada.watson@nwu.ac.za)

Call Centre: 018-285 5900, DistancePotch@nwu.ac.za

Administrative support to lecturers at the School of Nursing Science:	
Bernice Mokele	Bernice.mokele@nwu.ac.za
Sarah Sechele	Sarah.sechele@nwu.ac.za

Call Centre: 018-285 5900, DistancePotch@nwu.ac.za

The Programme Manager for Distance Learning at the School of Nursing is Mrs Elsabe Bornman. If you have any academic queries you are welcome to contact the lecturer via the Call Centre at 018-285 5900 or leave a message at the Call Centre.

1.4 Language

The complete programme was approved as an English medium programme. The language of interactive study guides, assignments, tests, examinations, videos and group discussion sessions is **English**.

1.5 Introduction to Open Distance Learning

The Nursing programmes are gradually moving into an Open Distance Learning calendar. Open Distance Learning refers to a mode of delivery and a teaching and learning approach focused on increased access to education and training whereby possible obstacles in terms of time, place and learning tempo are removed. Students are able to study at their own pace, in a time suitable for them and at a venue they can fairly easily access. The ODL instructional model makes provision for facilitation sessions and vacation schools by means of interactive smart/whiteboards. On-going support for students in the open distance learning system is always available, whether electronically, telephonically or through personal contact.

The planned changes towards the Open Distance Learning model can be illustrated as follow:

CHANGES	2014												
	2013	J	F	M	A	M	J	J	A	S	O	N	D
Administrative and logistic services of School of Nursing Science integrates with Unit for Open Distance Learning (UODL)													
All inquiries communicated through new Call Centre													
Test services from campus integrated with UODL													



PART 2: CURRICULUM OVERVIEW

2.1 Advanced University Diploma in Health Science: Community Nursing (G511T)

NSDT111: Health Science Dynamics and Intra- and Interpersonal Skills	NSRT121: Health Science Research
NSGT111: Sociology: Introduction A	NSGT121: Sociology: Introduction B
NSCT211: Community Nursing: Grounding of Community Nursing	NSCT221: Community Nursing: Primary Health Care
NSMT211: Health Service Management: Unit/Clinic Management	NSFT121: Financial Health Management
NSCT271: Community Nursing - Practica (runs over one year)	

Note: NSCT271 runs over one year and consists of 320 practica hours. **G511T** will only be offered if there are at least **15 registered students** at a study center.

2.2 Advanced University Diploma in Health Science: Health Science Education (G512T)

NSDT111: Health Science Dynamics and Intra- and Interpersonal Skills	NSRT121: Health Science Research
NSET111: Health Science Education: Introduction	NSFT121: Financial Health Management
BSKT111: Industrial Psychology: Occupational Health and Workplace diversity	BSKT221: Industrial Psychology: Personnel Psychology
NSET211: Health Science Education: Curriculum	NSET221: Health Science Education: Didactics
NSET271: Health Science Education - Practica (runs over one year)	

2.3 Advanced University Diploma in Health Science: Health Service Management (G513T)

NSDT111: Health Science Dynamics and Intra- and Interpersonal Skills	NSRT121: Health Science Research
BSKT111: Industrial Psychology: Occupational Health and Workplace diversity	BSKT221: Industrial Psychology: Personnel Psychology
OBAD112: Public Management and Administration: Introduction	NSFT121: Financial Health Management
NSMT211: Health Service Management: Unit/Clinic management	NSMT221: Health Service Management: Human Resource Management
NSET271: Health Science Education Practica (runs over one year)	

2.4 Advanced University Diploma in Health Science: Clinical Nursing Science, Health Assessment, Treatment and Care (G515T)

NSDT111: Health Science Dynamics and Intra- and Interpersonal Skills	NSRT121: Health Science Research
NSKT211: Pharmacology	NSFT121: Financial Health Management
NSHT211: Clinical Nursing Science, Health Assessment, Treatment and Care: Child	NSCT221: Community Nursing: Primary Health Care
	NSHT221: Clinical Nursing Science, Health Assessment, Treatment and Care: Adult
NSHT271: Clinical Nursing Science, Health Assessment, Treatment and Care: Practica (Adult and Child) (runs over one year)	

Note: NSHT271 runs over a year and consist of 960 hours practica. Time-sheets to be submitted are at the back of the NSHT271 practica guide. **NB:** The course is currently being offered at Vanderbijlpark only.

2.5 B.Cur (Ed et Adm)-degree (G318T)

FIRST YEAR	
NSDT111: Health Science Dynamics and Intra- and interpersonal Skills	NSRT121: Health Science Research
NSET111: Health Science Education: Introduction	NSGT121: Sociology: Introduction B
BSKT111: Industrial Psychology: Occupational Health and Workplace diversity	BSKT221: Industrial Psychology: Personnel Psychology
OBAD112: Public Management and Administration	NSFT121: Financial Health Management
SECOND YEAR	
NSMT211: Health Service Management: Unit/Clinic Management	NSMT221: Health Service Management: Human Resource Management
NSET211: Health Science Education: Curriculum	NSET221: Health Science Education: Didactics
	BSOT221: Industrial Sociology: Occupational Sociology
NSET271: Health Science Education: Practica	
NSMT271: Health Service Management: Practica	

THIRD YEAR	
NSMT311: Health Service Management: Strategic Management	NSMT321: Health Service Management: Contemporary Issues
NSET311: Health Science Education: Theoretical and Philosophical Education	NSET321: Health Science Education: Contemporary Issues
IOPS311: Industrial Psychology: Organisational Psychology	BSOT321: Industrial Sociology: Labour Relations
VWTL 311: Philosophy of Science	

Note: NSMT271 and NSET271 run over a year.

2.6 Study duration

All the Advanced University Diplomas' duration is one (1) year which can be extended to two (2) years in certain events. The B.Cur (Ed et Adm)-degree runs over three (3) years but can be extended to four (4) years in certain events.

2.7 Articulation and phasing out dates

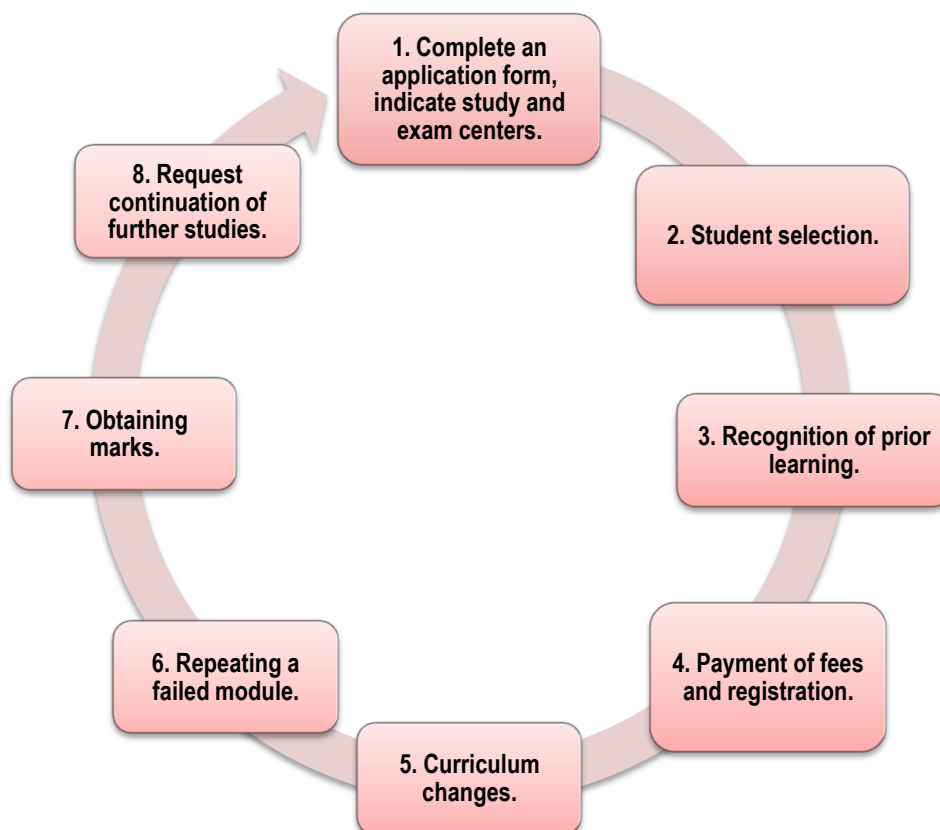
If a student who completed the AUDHS (one-year) wishes to register for the B.Cur. (Ed. et Adm.) degree a maximum of eight (8) theory modules will be credited on written request from the student and payment of the prescribed fees.

Phasing out dates of any curriculum is in congruence with the South African Nursing Council and applicable phasing out dates will be communicated to all role players.

PART 3: ADMINISTRATIVE INFORMATION

3.1 Administrative cycle and logistical services

Distance education is built on a strong administrative system with trustworthy logistical services. The administrative cycle and associated logistical services are discussed below:



Steps The administrative cycle and logistical services

Step 1:

Complete and submit an application form

Prospective students can obtain application documentation from the NWU (Potchefstroom Campus) by phoning, e-mailing or a written request to the Call Centre.

- **Phone** (office hours): 018-295 5900.
- **Fax** (office hours):
- **E-mail**: DistancePotch@nwu.ac.za.
- **Postal address**: North West University (Potchefstroom Campus)
Unit for Open Distance Learning
Private Bag X6001
POTCHEFSTROOM
2520

Step 2: Student selection

All applications are controlled to ensure correct applications according to the admission requirements.

Step 3: Recognition of prior learning (RPL)

- Refers to a process by which a current or prospective student in the Distance Learning Programme (Nursing) or any other institution of higher learning, with a view to obtaining admission to any specific curriculum, where the student doesn't comply with the usual admission requirements, may in view of the student's proven learning skills, be admitted to such curriculum or may be afforded the status of the prescribed admission requirements, as the case may be (Academic Rule A.1.54).
- When applying for RPL the student has to send the RPL form, an academic record and syllabus of the modules she completed at the other university. The request will not be considered if any one of the above is outstanding.
- The modules have to be passed at University level. Modules passed at College level will not be considered.

Step 4: Payment of fees (please refer to payments and financial aspects in the paragraph just after this table, below).

Registration:

- It is the responsibility of students to follow up their registration and to ensure that they are registered correctly.
- The University has to be informed immediately (by the student) if there is any problem regarding a student's registration.
- It is important for students using EduLoan, to enquire whether their application was approved or rejected.
- Proof of registration will be sent to students after the closing date for registration.
- Please note that the students have to register for each study year.
- If the student has not registered according to set dates and attends group discussions, the latter will be seen as illegal and the student will not be allowed to attend sessions or to write examinations.
- It is the responsibility of the student to inform Miss. Chanelle Fransman (018-299 4549) or Mr. Dwight Cloete (299 4573) in writing regarding the re-registration of a module failed.

Step 5: Curriculum changes and module changes

Applications for module and programme changes will only be permitted before registration. No late applications for programme changes will be processed as module changes after registration will be permitted in certain events.

Step 6: Repeating a failed module

Students will not be exempted from group discussion session attendance for a failed module. Students must confirm registration of a module failed. Class attendance of 75% (3 contact sessions), obtaining a new participation mark by submitting the prescribed assignments and writing the scheduled test will be necessary to get exam entry. New study material will be issued for all

<p>Step 7:</p>	<p>new students that register for the January 2014 intake, to the student as it was updated with new assignments and possible content changes.</p> <p>Obtaining marks</p> <p>Your final marks will be declared in a results letter which will be posted to you. After the completion of your examination (after the first and second opportunity) final marks can also be obtained by sending an SMS with your OLG student number: <i>SMS EXM followed by your Student Number (e.g. EXM110007788 or EXM 110007788) to 40890. The SMS will cost you R5.00.</i></p> <p>Take note: no exam results will be given over the phone.</p>
<p>Step 8:</p>	<p>Request continuation of studies</p> <p>Contact the Call Centre at 018-285 5900 for a continuation of studies form.</p>

Important Notice on Text books:

As from January 2014 all new registered students will get their textbooks included in the study material. Current students who preferred not to have the inclusive fee with textbooks included, can still obtain textbooks from van Schaik.

Students must buy textbooks from bookstores. For enquiries with regard to textbooks please contact Van Schaik's Bookstore, Mrs Cecile van der Westhuizen: Tel: (018) 294 8875, Fax: (018) 294 4445, Fax to e-mail: 0866 582 791. Make use of Van Schaik's Call Centre at their Potchefstroom branch. The information will include a toll-free telephone number (018) 294 8875, fax number (018) 294 4445, e-mail address cvanderw@vanschaik.com, postal address and their banking details. Please note that pre-payment before dispatch is a pre-requisite. They also have a courier service available.

3.2 Financial information

- There are no Application FEES for students who wish to study through the Unit for Open Distance Learning.
- Please note: No registration can be done without the minimum fees being paid.
- *Fees payable for 2014: Registration fee R1 360.00 + First payment on class fees R5 910.00 = R7270.00*
- Please note that at the time this information guide was finalised, the fees for 2014 were not yet approved or published and therefore fees will not be stipulated here. Students are requested to phone the Call Centre at 018-285 5900 to be transferred to the Students Accounts Department.

3.2.1 Payment of University accounts

Tuition fees may be paid off in instalments once the minimum first payment has been done upon registration. Tuition fees are payable strictly in monthly instalments. These instalments are specified on the monthly statements and are payable within thirty days following the date of account, with a final payment settled in full on or before 31 July.

3.2.2 Payment options

- Payments may be done personally at the cashier (NWU, Potchefstroom Campus) from 8:00–15:30 (Monday to Friday). Payments may be made by cash, cheque, postal order, debit or credit card.
- By cheque or postal order made payable to the **North-West University (Potchefstroom Campus)**, with the **student's university number** written on the back of the cheque or postal order. Cheques must be crossed and clearly marked "**Not negotiable**" and "**Not transferable**".
- A direct bank deposit or electronic payment can be made into any of the bank accounts of the North-West University. The pre-defined account named "**NWU STUDENT**" must be selected from the list of beneficiaries under:
 - ABSA's Account Payments,
 - FNB's Public Recipients,
 - Nedbank's Bank-approved beneficiaries,
 - Standard Bank's Companies list of beneficiaries.

Only the student's 8-figure university number will be accepted as beneficiary reference.

Account name: NWU Student

Beneficiary reference: Student's university number

Bank	Account number	Branch code
ABSA Bank	407 009 9350	632 005
Standard Bank	33 038 446 5	052 838
Nedbank	1713 378 531	171 338
First National Bank	6216 190 7335	240 438

3.2.3 Financial assistance

- Promissory note

Students can register at the university with a promissory note from their Company or Institution. Written proof thereof must be submitted annually with the registration form during registration. For a quotation regarding estimated costs please contact the Financial Department.

- Eduloan

Eduloan does financing of University studies under certain conditions at a very reasonable rate as well as pay-back terms. Application forms for Eduloan were included with your registration documents.

3.3 Change of address

- It is of the utmost importance that any change of surname, address, work, cellular phone and work telephone and fax numbers should be faxed or emailed immediately the UODL's Administrative Office to update your records.
- The University cannot accept responsibility for notification sent by mail or information not received. Please follow up within three weeks whether your notification has been processed.
- Ensure that you differentiate clearly between your postal address and physical address. Your work, home and cell phone numbers are important.
- To change your personal particulars, contact the Call Centre at 018-285 5900.

3.4 Change of study and examination centres

- Please inform your administrative officer in writing if you wish to change your study or examination centre. Use the change of particulars form included in the appendix.
- The deadline for examination centre changes is 15 January for the April examination and 15 August for the October examination.
- Should a request for the change of an examination center be granted after the deadline (only in the case of a reason with extreme merit) a levy of R220 per module is payable.

3.5 Process upon cancellation of study

- Cancellation of studies must be done in writing and directed to your administrative officer. The deadlines for cancellation is:
- 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.
- If it is not possible to continue with your studies due to late study material, it is the responsibility of the student to cancel his/her studies in writing before the deadlines.

3.6 Fees payable upon cancellation of studies

- Should a distant student cancel his/her study, only the registration fee is payable. Should a student cancel his/her study after 9 March, the full tuition for the first semester is payable. In other words no refund.
- Should a distant student cancel his/her study for the second semester prior to 31 July only the tuition for the first semester are payable. Should a student cancel study after 31 July, the full tuition for the year is payable. In other words no refund.
- Should a distant student cancel his/her study prior to 31 July and the study material has been dispatched, the fees of the study material are payable, as well as an amount per module for handling fees and postage fee.

3.7 Continued liability of payable fees upon expulsion of studies

In all cases of transgressions and subsequent disciplinary steps that might entail, in terms of the provisions of the University Statute and the Students' Disciplinary Rules, the temporary or permanent, total or partial suspension of rights and privileges, intervention in or interruption or terminations of studies or non-acceptance in a residence, the student concerned forfeits any

claim to the repayment, reduction or waiver of moneys that have been paid or are payable to the University. All bursaries and/or loans are also refundable immediately.

3.8 General student account inquiries

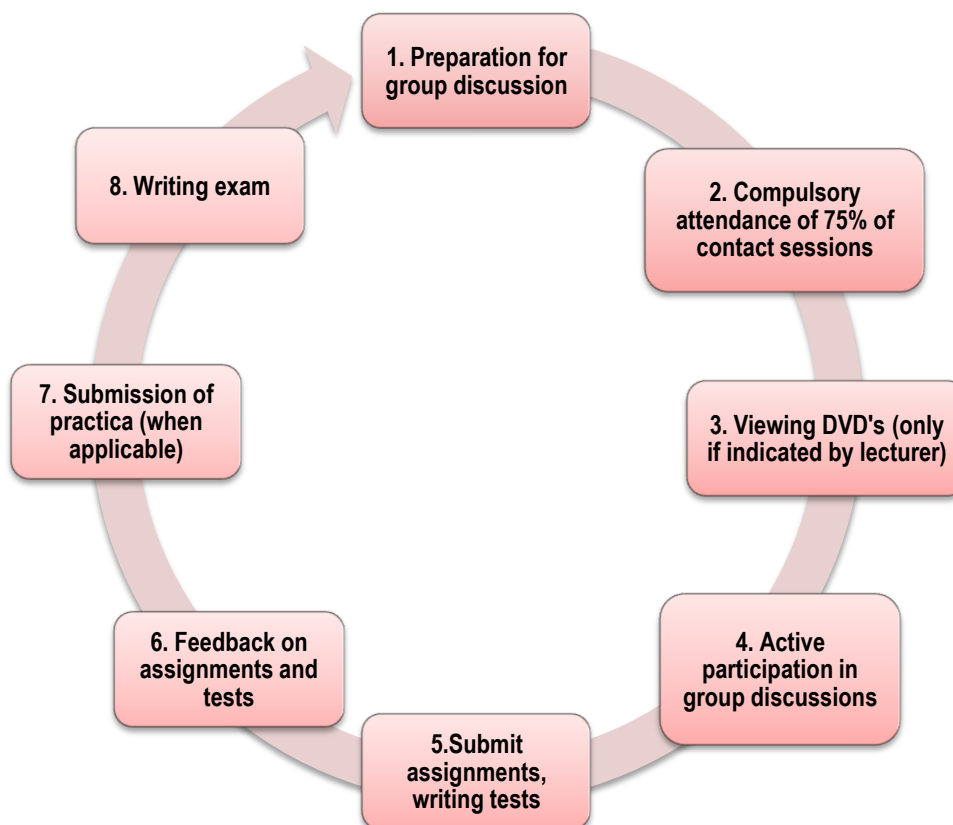
Enquiries with regard to required payment or your account:

Phone (office hours)	(018) 299 2667/8/9 or (018) 299 2670/1/2/3
Fax (office hours)	087 2303 700
e-mail	puk-studyfees@nwu.ac.za

PART 4: ACADEMIC INFORMATION

4.1 Learning cycle and study process

The following learning cycle and study process are presented to students.



Steps The Learning Cycle

Step 1:	Preparation for group discussions The distance programmes are built on adult learning whereby the student takes responsibility for his/her own learning. The objective of contact sessions is to enhance the learning opportunity through structured group discussions. Facilitators and lecturers enter the class room with the perspective that students are prepared. The interactive study guide, text books and DVD (only if applicable) are available to support students to be prepared for discussions. Please refer to the study schedule and prepare your time wisely.
Step 2:	Compulsory attendance of 75% of contact sessions In general, all theory modules are presented over four contact sessions. 75% (three contact sessions) of contact sessions are compulsory for exam entry. A new attendance register will be completed at each contact session.

Step 3: Viewing of DVDs (only if indicated by the lecturer)

DVD's are provided in addition to some modules and the lecturer will clearly stipulate if DVDs are used. When DVDs are used, students should view these DVDs prior to class and can expect that some of the DVD content will be covered again in class for the purpose of facilitation. In the event that DVDs are not in use any more, the facilitator will conduct active facilitation without DVDs.

Step 4:	Active participation in group discussions The study centre coordinator and the facilitator are responsible to provide to students an learning environment conducive for learning. Facilitators will facilitate contact sessions and will require active participation in group discussions. Students should be aware that their participation in group discussions might be credited in their mark allocation.
Step 5:	Submit assignments and writing semester tests Please view the table below for more detail regarding assignments and tests.
Step 6:	Get feedback on assignments and tests
Step 7:	Submission of practica portfolio's/workbook (when applicable) (see dates indicated in the 2014 Calendar)
Step 8:	Writing exams Please refer to Part 7.

4.2 Assessments (assignments, tests) and due dates

Where are assignments published?	Three assignments are printed in the back of each study guide.
How many assignments should be completed?	Three assignments are provided; the marks of the two highest assessed assignments will be used during the calculation of the participation marks.
Where assignments should be handed in?	Hand your assignment in with your facilitator.
When should assignments be handed in?	The calendar in this information guide stipulates the dates to hand in your assignments.
Who to consult if I have uncertainties in completing an assignment?	First discuss your uncertainties with your facilitator. Should you need more support, you are welcome to contact the lecturer via the Call Centre (018-285 5900) or e-mail.
How should assignments be submitted?	Assignments should be submitted in hard copy to your facilitator. Assignments can be e-mailed to the facilitator if the student confirmed this with the facilitator.
Where to get a memorandum of the assignment?	The facilitator receives a memorandum for each assignment which can be handed over to students after the evaluation of the assignments. Students should make their own photocopies.
How many tests are written?	Except for NSHT211/221, one (1) test is written for each module.
When are tests written?	Test dates are stipulated in the calendar as well as an indication of which study units should be studied.
Who invigilate the tests?	The allocated facilitators are responsible to invigilate the

	test in association with the centre co-ordinator.
Who marks the tests?	The facilitator will mark the tests according to a memorandum.
Where to get a memorandum of the test?	The facilitator receives a few copies of the test memorandum that will be handed out to students. Students should then make their own photocopies.
If a student missed a test, can this test be rewritten?	No, there is only one test opportunity. If a student can provide a medical certificate or in the event of death, the death certificate of the immediate family member, the student will be marked to have a valid reason.

Due dates are provided in the calendar. Students and facilitators are responsible to adhere to these due dates.

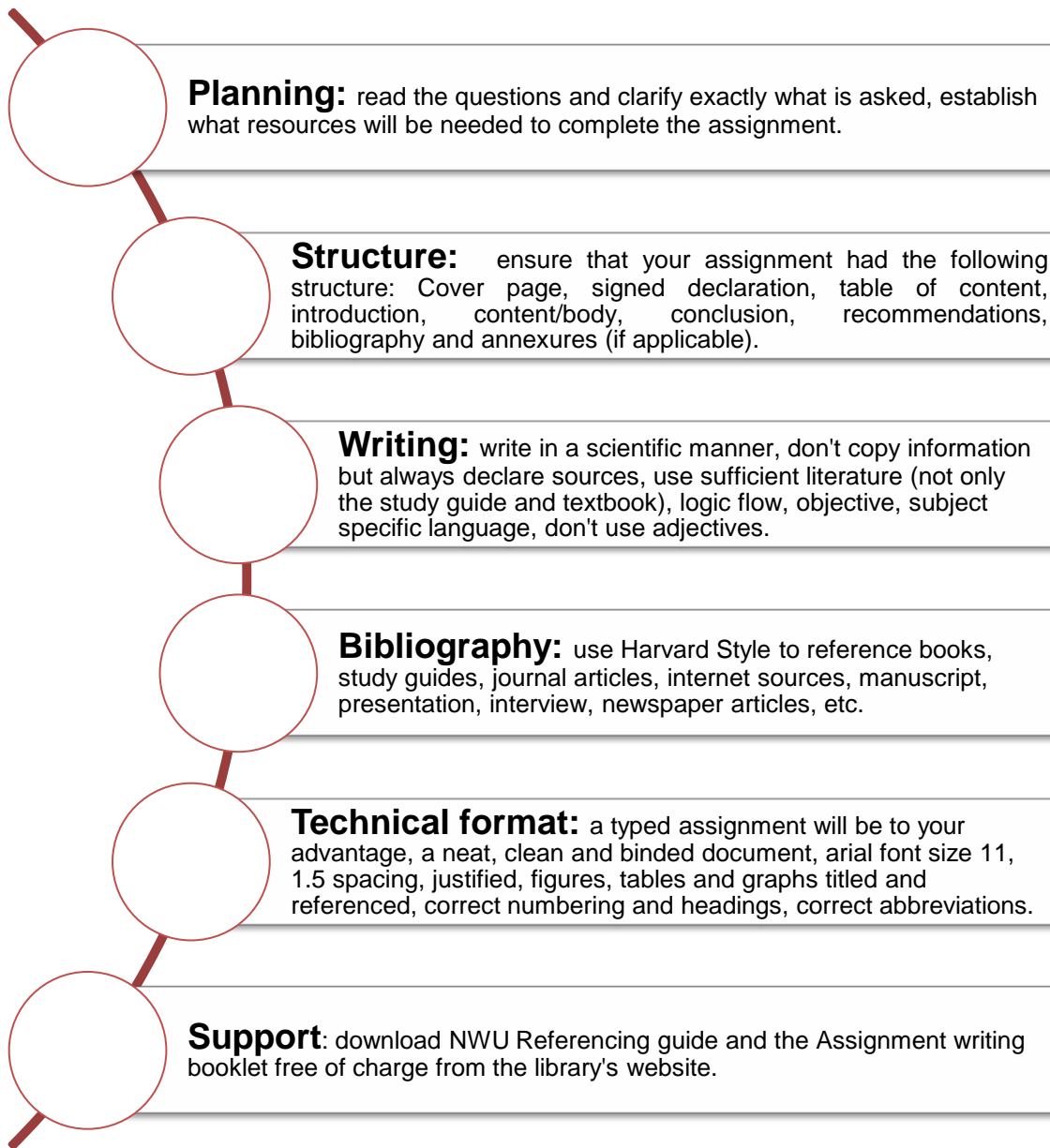
4.3 Assignments

Students have to submit a minimum of two (2) assignments per module. A third and voluntary assignment is also available. The two best marks will be calculated. Assignment writing is a skill and students should take cognisance that an assignment cannot be a mere copy of the study guide and textbook content.

Before you start with an assignment, please make sure that you have the following **support**:

Assignment writing support	Where to get this support
Assignment writing	This guideline booklet is available to all students free of charge in pdf format at: http://www.nwu.ac.za/sites/default/files/files/library/documents/skryf_van_referate.pdf
NWU Referencing guide	This guide is available to all students, free of charge, in pdf format at: http://www.nwu.ac.za/sites/default/files/files/library/documents/verwysings.pdf

The following figure is a very brief outline of the six important areas that you need to take into consideration when compiling your assignment.



4.4 Study help

When studying you are on your own without being left alone. The following academic support is available to all our students:

Support by Facilitators

Students have access to a facilitator in each module. This facilitator will be present at each group discussion session to facilitate the group discussion session during and after the DVD presentation (where applicable). It is important to emphasise that the facilitator is not responsible for lecturing, but is rather facilitating the group members to find the answers amongst themselves. Therefore it will be of little use, if you the student attend the sessions without proper preparation and expect all the explanations from the facilitator.

Enquire from your facilitator when the most appropriate times would be to contact them should you encounter any problems. Ask for their telephone numbers.

Support by lecturers	Should your facilitators be unable to help you, please feel free to contact the specific lecturer.
The interactive study guide	<p>The most important tool in the study process is the comprehensive interactive study guide. In some modules, an integrated study guide will be used and in other modules an additional textbook will be required. The study guide consists of different study units, each with its own content, individual exercises and self-evaluating questions. The content of an indicated study unit has to be studied as preparation for each group discussion session.</p> <p>Study guides are compulsory with each registration, irrespective of whether the module is repeated or not. Study guides may be collected at the University, except if already dispatched. Study guides cannot be changed, returned or refunded after been issued.</p> <p>A student may never copy study material from another student in order to continue with studies without registering first. Legal action will be taken against any student who does not abide with the Copyright Act, and who attends group discussion sessions without proof of registration.</p>
Textbooks	<p>Textbooks are compulsory. The textbooks are also indicated in each study guide and can be purchased before the commencement of the first semester of your academic year. As from 2014 students will get textbooks as part of their study material and will not have to purchase additional textbooks.</p> <p>Delivery of study material</p> <ul style="list-style-type: none"> • The UODL is responsible to delivery study guides and textbooks to students. • DHL is the preferred providers that will courier students' study material to their physical home address. <p>Study material enquiries</p> <p>For all study material enquiries, call the Call Centre at 018-285 5900. `</p>

4.5 Use of cell phones

It is expected of all students and facilitators to switch off all cellular phones during group discussion, test and examination sessions. Cell phones are not to be used as calculators in NSFT121, only non-programmable calculators are allowed.

4.6 Interactive whiteboard technology

The UODL presents world class teaching-learning support through the use of interactive whiteboards (Smart boards).

How does it work?

1

Lecturers present from a studio at the UODL. The lecturer uses a microphone and is recorded by a camera. Lectures are interactive, lecturers can communicate with students and facilitators and visa versa.

2

At the study centre the whiteboard is connected and maintained by an information technology support office.

3

The lecturer in the studio will be able to ask questions and lead the contact session.

4

Facilitators are also present during the whiteboard session.

5

The interaction lecture are captured at the UDOL and placed on the internet for students to view again. Students can go to facebook and click on the link to the dropbox site.

6

Students and facilitators can meet the lecturer via whiteboards and ask questions specifically to the lecturer.

7

At the study centres students can comment, be interactive and reply in writing on the board should that be requested and can have contact with all nursing students nationally during the broadcast.

PART 5: STUDY CENTRES AND TIME TABLES

5.1 Study centres

Study centers have been identified where students can interact with fellow students, submit their assignments, participate in group discussion sessions and write tests under the supervision and guidance of the facilitator. Study centers have been identified where students have the opportunity to view the DVD's, interact with fellow students, submit their assignments, participate in group discussion sessions and write tests under the supervision and guidance of the facilitator. The following table provides the details for the study centers for the Nursing Programmes in 2014.

STUDY CENTER	ADDRESS	CONTACT	CONTACT NO.
BETHLEHEM	Bethlehem Voortrekker High School West Avenue	Mr Gys Coetzee	Landline: 058-3034006
BLOEMFONTEIN	Montheo College 73 Douglas Street	Mr Henning	Landline: (051) 411 2000/7
DURBAN	Durban Teachers Center 3 College Road Opposite Collegevale Primary School Glenport	Dr. S. Seetal	Cell no: 082 755 8653
EAST LONDON	MSC Business College 14 St Matthews Road Southernwood	Ms. Charine v.d. Walt	Landline: (043) 743 5778
ELIM	Elim Hospital Elim Village	Ms. K.J. Shirindza	Cell no: 083 762 1658 Email: kshirindza@yahoo.com
ESHOWE	Methodist Church 101 Osborne Road	Ms. Z. Msimango	Landline no: (035) 474 1254 Cell no: 073 537 4729
INGWAVUMA	Evangelical Church Magistrate Main Road	Mr. Z. Vasco Gama	Landline: (035) 591 0926 Cell no: 072 229 7942 Email: vasco8038@gmail.com
JOHANNESBURG	Weltevredenpark Primary School 41 Cockspur Road WELTEVREDENPARK	Mr. D. Rosseau	Landline: (011) 760 1069 Cell no: 083 253 5021
KIMBERLEY	Old Phatsima Building John Dhaka Street Galeshewe	Dr. B. Du Plessis	Cell no: 082 202 5162 Email: bdup@webmail.co.za
KING WILLIAMS	MSC Business College Cnr. Alexandra & Eale Street	Anton Celliers	076 4311 541 043 643 4927

TOWN			Mscshelby@telkomsa.net
KLERKSDORP	Klerksdorp College Church Street Extension	Elsabe de Beer	Landline: (018) 464 0800 edb@vuselelacollege.co.za
LADYSMITH	Windsor Park High School 28 Forbes Street	DS Ndaba	Landline: (036) 635 7239 Cell no: 072 183 6846
MMABATHO/ MAHIKENG	North-West University Mafikeng Campus Room A5104 (204) MMABATHO	Ms. M. Dikoma	Landline: (018) 389 2284 Email: mariadikoma@nwu.ac.za
MTHATHA	Khanyisa High School (Behind Shell Ultra City) East London Road (N2) Payne Location	Mr. Cabane	Cell no: 083 685 1576 Email: melodymizha@yahoo.com or sebvk@yahoo.com
NEW CASTLE	New Castle Senior Primary School York Street	Mr. A.G. Spies	Landline: (034) 312 4116 Cell no: 082 809 9495 Email: spiesag@yahoo.com
PAROW	Laerskool Parow-West Ryan Street	Ms. Summers	Landline: (021) 930 5781 Cell no: 083 929 0838
PIETERMA- RITZBURG	NG Kerk, KwaZulu-Natal Sinodale Offices, 345 Burger Street	Naul Janse van Rensburg	0824367004 033 345 2276
POLOKWANE	Pietersburg English Medium Primary School (PEMPS) 45 Grobler Street	Ms. J. Heyns Ms. D. Conradie	Landline: (015) 291 3371 Cell no: 072 128 9719 Email: pemp@telkomsa.net Landline: (015) 295 8861 Cell no: 072 647 9479 Email: wallies6@gmail.com
PORT ELIZABETH	Hoërskool Cillië C/o Kempston & Uitenhage Road Sydenham	Mr. P. Stoffberg	Cell no: 082 940 0400 Email: pierrestoffberg@webmail.co.za
PORT SHEPSTONE	Marburg Secondary School C/o Main Harding & Deepvale Roads	Mr. J. Rajoo	Landline no: 039 685 4923 Cell no: 082 575 4923 Email: johnnyrajoo@gmail.com
POTCHEF- STROOM	North-West University Building F8 Potchefstroom Campus School of Nursing Science Hoffman Street Entrance	Ms B Mokele	Landline no: (018) 299 1829 Email: bernice.mokele@nwu.ac.za
PRETORIA	Susan Strijdom Tehuis (SARV) 30 Gordon Street Colbyn	Me Aletta Louw	Landline no: (012) 342 9155 Cell no: 082 807 1759

QUEENS-TOWN	Ikhala Public Further Education (Queenstown Campus) C/o Robinson & Zeiler Roads	Mr. H.M. Du Preez	Landline no: (045) 838 2593 Cell no: 082 567 6096 Email: mullerdupreez@telkom.net
RICHARDSBAY	Umfolozi College FET, Richtek Campus C/o Via Ricardia & Naboomnek Street	Ms. L. Smith	Landline no: (035) 902 9593/95 Cell no: 083 415 5787 Email: smithl.umfria@feta.gov.za
RUSTENBURG	Oom Paul School 42 Lucas Street	Ms. Sanet Nel	Cell no: 084 811 3330 Email: ops.sgb@gmail.com
SECUNDA	Kruik Gemeente c/o PDP Kruger & Nelson Mandela Drive	Yolandi Murray	Landline no: 017-6315360
SPRINGS	AGS Lewende Water c/o Regent and Galway Street Casseldale	Yvonne Viljoen	Landline no: 011-8151602
THOHOYAN-DOU	Tshedza Comprehensive School, Tshedza Street Block G	Mr. Rikhotso	Cell no: 076 487 1116 or 082 841 7123 Email: tshedzacomp@gmail.com
TZANEEN	College 2000 Better Best Education 8 Pompagalana Watara Street	Mr N Mutshabi	Landline no: (015) 491 7047 Cell no: 082 292 8575 Email: mutshabi@mweb.co.za
UPINGTON	Northern Cape Rural FET College (Upington Campus) Steve Naude Street	Mr. W. Delte A Van Wyk	Landline no: (054) 332 4711 Cell no: 082 511 6753 Cell no: 073 274 2636
VAN DER BIJL-PARK	Quest Conference Centre C/o Goodyear and Curie Boulevard	Ms Eloïse McClaghlan	083 559 6272
VRYBURG	Hoërskool Vryburg McKay Street	Dr. Du Toit	Landline no: (053) 927 3938 Cell no: 083 270 4695
VRYHEID	Pionier High School 16 Landdros Street	Mr. J. Erasmus	Landline no: (034) 981 3152 Cell no: 083 264 3726 Email: janneser@lantic.net
WELKOM	St. Helena Primary School 14 Unicor Road	Ms. R. Klopper	Landline no: (057) 338 1406 Cell no: 082 202 4736 Email: ronelklopper@yahoo.com
WITRIVIER	Laerskool Witrivier, Syd Cornwall Street, Witrivier, 1240	Mr. J. van Zyl	Landline no: (013) 750 1899 Cell no: 082 883 5391 Email: jbz@absamail.co.za

Should you have any suggestions or you encounter any problems such as lack of study facilities, problematic study centre suppliers, etc., please contact Mrs Marlene Nice at 018-285 2060 of the Call Centre at 018-285 5900 during office hours.

5.2 Procedure when a student cannot attend a contact session

With reference to the A-rules of the University, a 75% attendance is required from students for examination entry. Only a medical certificate or a certified copy of the death certificate will be accepted for absence from a group discussion or test session. In the case where a student cannot write the compulsory class test, and couldn't provide a medical certificate, the test opportunity will be missed by the student and there are no retest opportunities.

5.3 Proof of participation

A minimum of two assignments must be submitted, however, students have the option to submit a voluntary assignment also. The average mark of the two best assignments, the test and 75% group discussion session attendance is considered as proof of participation. If a student submits less than two assignments they will be penalised with a zero (0) in the calculation of the participation mark. Students will only gain entry to an examination if all the components mentioned above have been adhered to. The component of proof of participation will be calculated as a participation mark in the calculation of the final mark and weighs 40% of the final mark.

5.4 Contact sessions

The contact sessions schedule for 2014 are listed on the roster on the following page.

January 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 New Year's day Public holiday	2	3	4
5	6 UODL: Courier text books to facilities.	7	8	9 UODL: Assignment and tests memoranda couriered to study center coordinators.	10 Compulsory Facilitators: Introductory whiteboard session (16:00), practica discussion (NSET271/ NSMT 271/ NSCT 271)	11 (1st contact session) 08:30-09:30 Orientation session 09:40-11:20 NSDT111/1 (Study Unit 1). 11:25-12:55 NSET111/1 (Study Unit 1). 13:00-14:40 BSKT111/1 (Study Unit 1). 13:00-14:40 NSHT211/1 (Study Unit 1). 14:45-16:25 OBAD112/1 (Study Unit 1). 14:45-16:25 NSKT211/1 (Study Unit 1).
12	13 Lecturers: All 1 st semester test papers, cover page and memo's (memo on coloured paper) submitted to Narina Lamprecht.	14	15	16	17	18 (2nd contact sessions) 08:30-10:10 NSET211/1 (Study Unit 1). 08:30-10:10 NSMT311/1 (Study Unit 1). 10:15-11:55 NSMT211/1 (Study Unit 1). 12:00-13:40 NSCT211/1 (Study Unit 1). 12:00-13:40 NSKT211/1 (Study Unit 2). 13:45-15:25 IOPS311/1 (Study Unit 1). 13:45-15:25 NSGT111/1 (Study Unit 1) 15:30-17:00 NSHT211/2 (Submit Assignment 1).
19	20 Decentralised graduation ceremonies	21 Decentralised graduation ceremonies	22 Decentralised graduation ceremonies	23 Decentralised graduation ceremonies	24 Lecturers: Submit exam papers, cover page to Narina Lamprecht, exam scope to Annemarie Coetzee.	25 (3rd contact sessions) INTERACTIVE WHITEBOARDS AVAILABLE 08:30-10:10 BSKT111/2 (Study Unit 2, submit Assignment 1). 08:30-10:10 NSCT211/2 (Study Unit 2, submit Assignment 1). 10:15-11:55 OBAD112/2 (Study Unit 2, submit Assignment 1). 12:00-13:40 NSGT111/2 (Study Unit 2, submit Assignment 1). 13:45-15:25 NSDT111/2 (Study Unit 2, submit Assignment 1).
26	27	28	29	30	31	Notes: Students to complete a minimum of two assignments. Students are motivated to watch DVDs at home as part of preparation and to participate in group discussions during contact sessions. Facilitators: always be prepared to continue with facilitation on whiteboard days, should the internet be problematic, normal facilitation will continue. Facilitators: Collect assignment memoranda, tests and tests memoranda directly from your center coordinator.

February 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 (4th contact sessions) 08:30-10:10 NSET111/2 (Study Unit 2, submit Assignment 1). 10:15-11:55 NSET211/2 (Study Unit 2, submit Assignment 1). 10:15-11:55 IOPS311/2 (Study Unit 2, submit Assignment 1). 12:00-13:40 NSET271/P (discuss and plan practica portfolio completion with facilitator). 13:45-15:25 NSMT211/2 (Study Unit 2, submit Assignment 1). 15:30-17:00 NSMT271/P (discuss and plan practica portfolio completion with facilitator).
2	3	4	5	6	7 Lecturers: Submit examination papers for April exam at UODL.	8 (5th contact sessions) INTERACTIVE WHITEBOARDS AVAILABLE 08:30-09:30 NSHT211/T(1) (Study Units 1, 2). 08:30-10:10 NSMT311/2 (Study Unit 2, submit Assignment 1). 10:00-11:40 NSHT211/3 10:15-11:55 NSET311/2 (Study Unit 2, submit Assignment 1). 12:00-13:40 VWTL311/1 (Study Unit 1 and 2). 12:00-13:40 OBAD 112/3 (Study Unit 3, submit Assignment 2). 13:45-15:25 NSGT111/3 (Study Unit 3, submit Assignment 2). 15:30-17:00 BSKT111/3 (Study Unit 3, submit Assignment 2).
9	10	11	12	13	14	15 (6th contact sessions) 08:30-10:10 NSET111/3 (Study Unit 3, submit Assignment 2). 08:30-09:30 NSKT211/T(1) (Study Unit 1, 2). 10:15-11:55 NSKT211/3 10:15-11:55 NSDT111/3 (Study Unit 3, submit Assignment 2). 12:00-13:40 NSCT211/3 (Study Unit 3, submit Assignment 2). 12:00-13:40 IOPS311/3 (Study Unit 3, submit Assignment 2). 13:45-15:25 NSMT211/3 (Study Unit 3, submit Assignment 2). 15:30-16:30 NSET211/T (Study Unit 1 & 2).
16	17	18	19	20	21	22 (7th contact sessions) INTERACTIVE WHITEBOARDS AVAILABLE 08:30-10:10 NSHT211/4 (Submit Assignment 2). 08:30-09:30 VWTL311/2 (Study Units 2 & 3, submit Assignment 1). 10:15-11:55 NSDT111/T (Study Unit 1 and 2, voluntary Assignment can be submitted). 10:15-16:00 NSDT111/4 (Practica session Study Unit 4)
23	24	25	26	27	28	Notes: Students to complete a minimum of two assignments. Students and Facilitators: Contact the Call Centre at 018-285 5900 for all your academic and administrative inquiries. Facilitators: always be prepared to continue with facilitation on whiteboard days, should the internet be problematic, normal facilitation will continue.

March 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1(8th contact sessions) 08:30-10:10 NSMT311/3 (Study Unit 3, submit Assignment 2). 08:30-10:10 NSHT211/5 (Voluntary assignment can be submitted). 10:15-11:55 NSET311/3 (Study Unit 3, submit Assignment 2). 10:15-11:55 NSKT211/4 12:00-13:40 NSET211/3 (Study Unit 3, voluntary assignment can be submitted). 12:00-13:00 NSGT111/T (Test Study Units 1, 2, 3; voluntary assignment be submitted). 13:45-14:45 NSET111/T (Test Study Units 1 & 2; voluntary assignment can be submitted). 14:50-17:00 NSCT271/P (Discuss and plan practica portfolio completion with facilitator).
2	3	4	5	6	7 Facilitators: Submit to centre co-ordinator: pg. iii of NSDT 111 practical guide (Intra/inter-personal enrichment), once you have marked study guides.	8 (9th contact sessions) 08:30-09:30 NSMT311/T (Test Study Units 1 & 2, can submit voluntary assignment). 08:30-09:30 BSKT111/T (Test Study Unit 1; voluntary assignment can be submitted). 08:30-09:30 NSHT211/T(2) (Test Study Units 3, 4, 5). 10:00-11:00 IOPS311/T (Test Study Units 1, 2, 3; voluntary assignment can be submitted). 10:00-11:00 NSCT211/T (Test Study Units 1, 2, 3; voluntary assignment be submitted) 10:00-11:00 OBAD112/T (Test Study Units 1, 2,3; voluntary assignment be submitted). 11:30-13:15 NSHT211/6 (All assignments marked). 11:30-12:30 VWTL311/T (Test Study Units 1 & 2, submit Assignment 2). 13:30-15:00 NSKT211/5 13:30-15:00 NSET311/4 (Study Unit 4, voluntary assignment can be submitted).
9	10 Lecturers: Submit newsletter contributions, 2 nd semester modules.	11 Lecturers: Submit test paper and memoranda 2 nd semester modules.	12	13	14 Lecturers: Submit 2 nd semester assignment memoranda.	15 (10th contact sessions) INTERACTIVE WHITEBOARDS AVAILABLE 09:00-10:00 NSMT211/T (Study Units 1 & 2). 10:15-11:55 NSMT211/4 (Study Unit 4, submit voluntary assignment). 10:30-11:30 NSET311/T (Study Units 1 & 2, all assignments marked). 12:00-13:40 NSCT211/4 (Study Unit 4, all assignments marked). 12:00-13:40 NSMT311/4 (Study Unit 4, all assignments marked). 13:45-15:25 NSET211/4 (Study Unit 4, all assignments marked). 13:45-15:25 IOPS311/4 (Study Unit 4, all assignments marked).
16	17 Facilitators: Final date to submit marks (except NSKT211).	18	19	20	21 Human Rights Day Public holiday	22 (11th and final contact sessions) 08:30-10:10 NSET111/4 (Study Unit 4, all assignments marked). 09:00-10:00 NSKT211/T2 (Study Unit 3, 4, 5). 10:15-11:55 NSGT111/4 (Study Unit 4, voluntary Assignment can be submitted). 10:15-11:55 BSKT111/4 (Study Unit 4, all assignments marked). 10:30-12:15 NSKT211/6 12:00-13:40 OBAD112/4 (Study Unit 4, all assignments marked).
23	24	25 NSKT211 facilitator: submit marks.	26	27	28 EXAMS BEGIN	29 INTERACTIVE WHITEBOARDS AVAILABLE FOR REVISION <i>(Facilitators and students will be contacted if applicable).</i>
30	31 EXAMS	Notes: View most recent updates on efundi by visiting www.nwu.ac.za and click on "efundi". Students and Facilitators: view facebook for recent whiteboard sessions, search for the <i>Unit for Open Distance Learning</i> on facebook. Visit the NWU's library website for study support, go to www.nwu.ac.za , click on "library". Students: obtain your participation marks as follows: for assignment results, SMS ASS followed by your OLG Student Number (e.g. ASS110007788 or ASS 110007788) to 40890 . The SMS will cost you R5.00. However, OLG will also sms your participation mark to you once it is available.				

April 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 EXAM: IOPS311 (09:00-12:00)	2 EXAM: NSET111 (09:00-12:00)	3 EXAM: NSMT211(09:00-12:00) NSHT211 (14:00-17:00)	4 EXAM: VWTL311 (09:00-11:00)	5
6	7 EXAM: NSDT111 (09:00-12:00)	8 EXAM: NSKT211 (09:00-12:00)	9 EXAM: NSET311 (09:00-12:00)	10 EXAM: OBAD112 (09:00-12:00)	11 EXAM: NSGT111 (09:00-11:00)	12
13	14 EXAM: NSET211 (09:00-12:00)	15 EXAM: BSKT111 (09:00-12:00)	16 EXAM: NSMT311 (09:00-12:00)	17 EXAM: NSCT211 (09:00-12:00)	18 Good Friday Public holiday	19
20	21 Family Day Public holiday	22	23 Exams Completed	24	25	26
27 Family Day Public holiday	28 Public holiday	29	30	Notes: Students: a second examination opportunity will be available in the October exam schedule. Your final marks will be declared in a results letter which will be posted to you. After the completion of your examination (after the first and second opportunity) final marks can also be obtained by sending an SMS with your OLG student number: SMS EXM followed by your student number (e.g. EXM110007788 or EXM 110007788) to 40890 . The SMS will cost you R5.00.		

May 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Worker's Day Public holiday	2	3
4	5 Lecturers: Send newsletter contributions for 2 nd semester to Annemarie Coetzee	6	7	8	9	10
11	12	13	14	15	16	17 WHITEBOARD ORIENTATION SESSION <i>(Details will be provided; this will be an orientation session for new students and afterwards a conference session with facilitators).</i>
18	19 UODL: Annemarie Coetzee mail newsletters to facilitators	20	21	22	23	24 (1st contact session) 08:30-10:10 NSRT121/1 (Study Unit 1) 10:15-11:55 NSFT121/1 (Study Unit 1) 12:00-13:40 BSKT221/1 (Study Unit 1) 12:00-13:40 NSHT221/1 (Study Unit 1) 13:45-15:25 NSGT121/1 (Study Unit 1)
25	26 Lecturers: All 2 nd semester test papers, cover page and memo's (memo on coloured paper) submitted to Narina Lamprecht.	27	28	29	30	31 (2nd contact sessions) INTERACTIVE WHITEBOARDS AVAILABLE 08:30-10:10 NSMT221/1 (Study Unit 1) 08:30-10:10 NSCT221/1 (Study Unit 1) 10:15-11:55 NSET221/1 (Study Unit 1) 12:00-13:40 BSOT221/1(Study Unit 1)
Notes:						

June 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7 (3rd contact sessions) 08:30-10:10 NSMT321/1 (Study Unit 1) 10:15-11:55 NSET321/1 (Study Unit 1) 12:00-13:40 BSOT321/1 (Study Unit 1)
8	9	10	11	12	13	14 (4th contact sessions) INTERACTIVE WHITEBOARDS AVAILABLE 08:30-10:10 NSFT121/2 (Study Unit 2, submit Assignment 1). 10:15-11:55 BSKT221/2 (Study Unit 2, submit Assignment 1). 10:15-11:55 NSHT221/2 12:00-13:40 NSGT121/2 (Study Unit 2, submit Assignment 1). 13:45-15:25 NSRT121/2 (Study Unit 2, submit Assignment 1).
15	16 Youth Day Public holiday	17	18	19	20	21 (5th contact sessions) 08:30-10:10 NSCT221/2 (Study Unit 2, submit Assignment 1). 08:30-10:10 BSOT221/2 (Study Unit 2, submit Assignment 1). 10:15-11:55 NSMT221/2 (Study Unit 2, submit Assignment 1). 10:15-11:55 NSHT221/3 12:00-13:40 NSET221/2 (Study Unit 2, submit Assignment 1). 12:00-13:00 NSHT221/T1 (Test Study Units 1, 2, 3).
22	23	24	25	26	27	28 (6th contact sessions) 08:30-10:10 BSOT321/2 (Study Unit 2, submit Assignment 1). 10:15-11:55 NSET321/2 (Study Unit 2, submit Assignment 1). 12:00-13:40 NSMT321/2 (Study Unit 2, submit Assignment 1).
29	30	Notes:				

July 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 Winter school	8 Winter school	9 Winter school	10 Winter school Facilitators: computer skills workshop	11 Winter school Facilitators: Module-specific academic training from lecturers.	12
13	14	15	16	17	18	19 (7 th contact sessions) 08:30-10:10 BSKT221/3 (Study Unit 3, submit Assignment 2). 10:15-11:55 NSGT121/3 (Study Unit 3, submit Assignment 2). 12:00-13:40 NSRT121/3 (Study Unit 3, submit Assignment 2). 12:00-13:40 NSHT221/4 13:45-15:25 NSET121/3 (Study Unit 3, submit Assignment 2).
20	21	22	23	24	25	26 (8 th contact sessions) 08:30-10:10 NSCT221/3 (Study Unit 3, submit Assignment 2). 08:30-10:10 NSMT221/3 (Study Unit 3, submit Assignment 2). 10:15-11:55 NSET221/3 (Study Unit 3, submit Assignment 2). 12:00-13:40 BSOT221/3 (Study Unit 3, submit Assignment 2). 13:45-14:45 NSFT121/T (Test Study Units 1 & 2). 15:00-16:40 NSFT121 (Study Unit 3, submit Assignment 2).
27	28	29	30	31	Notes:	

August 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Lecturers: submit exam papers, cover sheets to Narina Lamprecht, exam scope to Annemarie Coetzee.	2 (9th contact sessions) 08:30-10:10 NSET321/3 (Study Unit 3, submit Assignment 2). 10:15-11:55 NSMT321/3 (Study Unit 3, submit Assignment 2). 12:00-13:00 BSOT321/T (Test Study Units 1). 13:15-14:55 BSOT321/3 (Study Unit 3, submit Assignment 2).
3	4	5	6	7	8	9 National Woman's Day Public holiday
10	11	12	13	14	15	16 (10th contact sessions) 08:30-09:30 NSRT121/T (Test Study Units 1 & 2, submit voluntary assignment). 10:00-11:00 BSOT221/T (Test Study Unit 1) 10:00-11:00 NSCT221/T (Test Study Units 1, 2, 3, submit voluntary assignment). 11:15-12:55 NSHT221/5 11:30-12:30 NSET321/T (Test Study Units 1 & 2). 12:40-14:20 NSET321/4 (Study Unit 4, submit voluntary assignment).
17	18	19	20	21	22	23 (11th contact sessions) INTERACTIVE WHITEBOARDS AVAILABLE 08:30-09:30 BSKT221/T (Test Study Units 1A & 1B, submit voluntary assignment). 09:45-11:25 NSRT121/4 (Study Unit 4, all assignments marked). 08:30-09:30 NSMT321/T (Test Study Units 1 & 2). 10:45-12:25 NSMT321/4 (Study Unit 4, submit voluntary assignment). 11:45-12:45 NSET221/T (Test Study Units 1 & 2, submit voluntary assignment). 12:30-14:10 BSOT321/4 (Study Unit 4, all assignments marked). 14:15-15:15 NSGT121/T (Test Study Units 1, 2, 3, submit voluntary assignment).
24	25	26	27	28	29	30 (12th contact sessions) 08:30-10:10 NSET221/4 (Study Unit 4, all assignments marked). 08:30-10:10 NSHT221/6 10:15-11:15 NSHT221/T2 (Test Study Units 3, 4, 5, 6). 10:15-11:15 NSMT221/T (Test Study Units 1 & 2). 11:30-13:10 NSMT221/4 (Study Unit 4, submit voluntary assignment). 11:30-13:10 NSCT221/4 (Study Unit 4, all assignments marked). NSCT271, NSET271, NSMT271, NSHT271 practica books submission to facilitators.
31	Notes:					

September 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13 (final sessions) INTERACTIVE WHITEBOARDS AVAILABLE 08:30-10:10 BSOT221/4 (Study Unit 4, all assignments marked). 10:15-11:55 BSKT221/4 12:00-13:40 NSFT121/4 (Study Unit 4, submit voluntary assignment). 13:45-15:25 NSGT121/4 (Study Unit 4, submit voluntary assignment).
14	15	16	17	18	19	20 Facilitators take marked NSCT271, NSET271, NSMT 271 and NSHT271 practica books to center coordinators to be couriered to UODL (09:00-13:00).
21	22	23	24 Heritage Day Public holiday	25	26	27 WHITEBOARDS AVAILABLE FOR EXAM REVIEW FOR RISK MODULES <i>(Facilitators and students will be contacted if applicable).</i>
28	29	30	Notes: Students: obtain your participation marks as follows: for assignment results, SMS ASS followed by your OLG Student Number (e.g. ASS110007788 or ASS 110007788) to 40890 . The SMS will cost you R5.00. However, OLG will also sms your participation mark to you once it is available.			

October 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 EXAM: NSRT121 (09:00-12:00) NSCT211 (14:00-17:00)	4
5	6 EXAM: BSOT321 (09:00-12:00) NSMT311 (14:00-17:00))	7 EXAM: NSMT221 (09:00-12:00) BSKT111 (14:00-17:00)	8 EXAM: NSHT221 (09:00-12:00) NSET211 (14:00-17:00)	9 EXAM: NSMT321 (09:00-12:00) NSGT111 (14:00-17:00)	10 EXAM: NSFT121 (09:00-12:00) OBAD112 (14:00-17:00)	11
12	13 EXAM: NSET221 (09:00-12:00) NSET311 (14:00-17:00)	14 EXAM: NSCT221 (09:00-12:00) NSKT211 (14:00-17:00)	15 EXAM: NSET321 (09:00-12:00) NSDT111 (14:00-17:00)	16 EXAM: BSKT221 (09:00-12:00) VWTL311 (14:00-16:00)	17 EXAM: BSOT221 (09:00-12:00) NSHT221 (14:00-17:00)	18
19	20 EXAM: NSGT121 (09:00-11:00) NSMT211 (14:00-17:00)	21 EXAM: NSET111 (09:00-12:00)	22 EXAM: IOPS311 (09:00-12:00)	23	24	25
26	27	28 Exams end	29	30	31	Notes:
<p>Students: a second examination opportunity will be available in the April 2015 exam schedule. Your final marks will be declared in a results letter which will be posted to you. After the completion of your examination (after the first and second opportunity) final marks can also be obtained by sending an SMS with your OLG student number: SMS EXM followed by your student number (e.g. EXM110007788 or EXM 110007788) to 40890. The SMS will cost you R5.00.</p>						

PART 6:

EFUNDI, FACEBOOK, DROPBOX AND TWITTER

EFUNDI

Students are motivated to use the NWU's learning management system called "eFundi". Please view a description of how to access eFundi just after this table.



The UODL encourages students to participate on Facebook. Facebook is a dynamic platform where students can interact with the UODL. Students will also find a link on Facebook of Dropbox where all the lecture-captured recordings of interactive whiteboard sessions. Students can view these sessions on the internet or download these sessions to watch at any time, any place. Go to <https://www.facebook.com/NWU.UODL>.



In an attempt to ensure that interactive whiteboard sessions are available after contact sessions to all students, students can download these sessions for free from Dropbox. Go to the UODL's Facebook page, click on the Nursing link. Please note that you will have to be connected to the internet to utilise this service, go to <https://www.dropbox.com/sh/mtmvwqI0ntg0f4h/Y9NqqdEzpV>



Tweet with us, voice your opinion and help the UODL to make these distance learning programmes in nursing of best quality. Become part of our twitter community by going to NWUUODL and follows us!



Quick and easy feedback after a contact session. Use your smart phone and scan the code. Your phone will automatically take you to the link (<http://goo.gl/XgdluZ>) where you can give honest feedback on a session. The feedback you give us is essential to ensure that you have the best learning experience possible.

6.1 What do I need to be able to use eFundi?

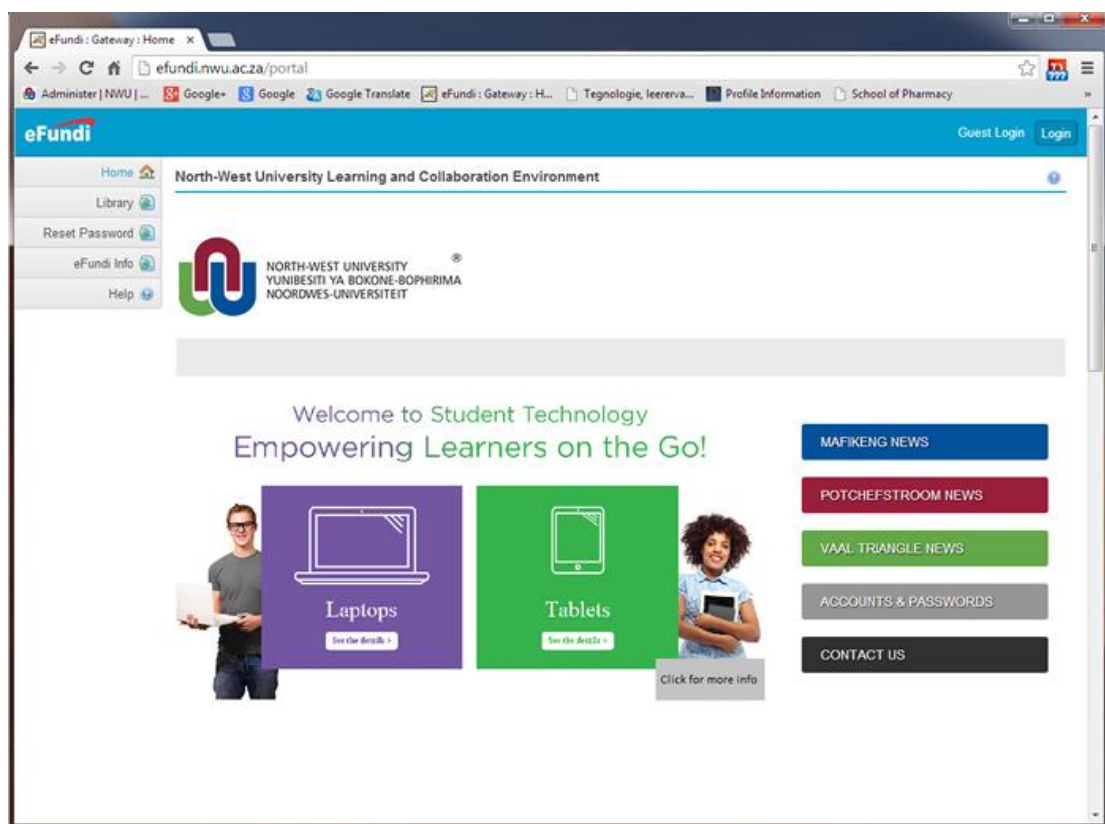
- Access to the Internet (in the event of a cell phone or 3G, you will need airtime or data bundles).
- A web browser (this is the software on the computer, laptop, cell phone that is needed to visit the Internet) such as Internet Explorer, Firefox or Chrome (these are the more popular browsers).

6.2 Can I access eFundi on my smart phone?

Yes you can 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 tablet), laptop or desktop computer.

6.3 How to access eFundi:

1. Open the web browser (internet programme) of your choice.
2. In the address field (where you will usually see a website address) type: eFundi.nwu.ac.za
3. Press the enter button on your computer keyboard.
4. The eFundi front page will appear.



6.4 How to log into eFundi

1. At the top right-hand corner of the computer screen you will see a button labeled **Login** – Click on it.
2. You will now see a screen where you can enter your **Username** and **Password**.

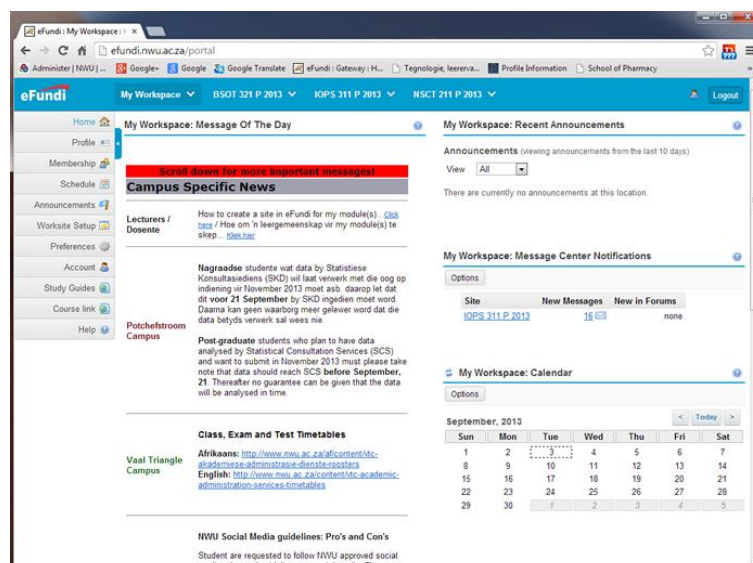
Username:

Password:

Warn me before logging me into other sites.

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

- a. In the Username field, type in your **NWU number**.
 - b. In the password field, type in your password – Please note that 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.
3. Click on the Login button.
 4. Once successfully logged in you will see a screen with three areas (see *image below*):
 - a. At the top you will see a blue area with a button for each of the modules that you are registered for. If you click on a specific module button, you will be directed to the site for that specific module.
 - b. On the left-hand side of the screen you will see a gray area with a menu of all the tools that your lecturer provides for you. This menu can differ from module site to module site – depending on the tools that the lecturers make available.
 - c. A larger white area next to the gray menu – this is the area where the real information is displayed. Right after login in you will see the “*Message Of The Day*”.



The screenshot shows the eFundi My Workspace portal. The top navigation bar includes 'Home', 'Profile', 'Membership', 'Schedule', 'Announcements', 'Workspace Setup', 'Preferences', 'Account', 'Study Guides', 'Course link', and 'Help'. The main content area is divided into three sections: 'My Workspace: Message Of The Day' (with a 'Campus Specific News' section), 'My Workspace: Recent Announcements', and 'My Workspace: Message Center Notifications'. A 'My Workspace: Calendar' section is also visible, showing a calendar for September 2013.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

PART 7: EXAMINATIONS AND MARKS

All examinations will be written at the examination centre indicated to the student at a later date but in the same city/town of the present study centre. All arrangements regarding the examinations will be done by Elize van der Merwe on behalf of the Open Learning Group (OLG). As from 2014 there will be an exam opportunity in March/April and a second opportunity in September/October. The traditional second examination rule has therefore changed. The examination schedule for 2014 is provided in the attached calendar.

Please note that the participation mark will be applicable in both examination opportunities (March/April, September/October). A fee is payable when students make use of the second examination opportunity.

For any inquiries related to the examination centre, examination dates or changes in examination centres, please contact the Call Centre at 018-285 5900 or Mrs Elize van der Merwe at 018-285 2060.

7.1 Examination papers from previous years

Previous years examination papers are available to all students and facilitators, free of charge, from the Ferdinand Postma Library. Following these instructions:

- Go to www.nwu.ac.za.
- Click on library (under Discover more).
- Click on exam papers (under Find Information).

7.2 Valuable hints and tips in your preparation for examinations

The following hints and tips are provided to students that need to write an examination (courtesy of Ms Felicity van Vrede):

Resources:	Make sure that you actually have (own/borrowed) and consulted the following resources before you start your studying: <ul style="list-style-type: none">• Textbook and study guide.• Efundu.• Lecturer/facilitator – for any questions/queries relating to the textbook and your understanding of the learning content.
Summaries and notes:	Try making use of a flow chart (brain chart) to assist your summaries and learning needs. It should give you a broad overview of the module/themes and give an indication where there is repetition of these/headings. <ul style="list-style-type: none">• Correctly translated (Afrikaans students).• Reflects an understanding of the work and what you are learning.• Be guided by the study unit objectives (where applicable and relevant).• Make use of the review questions and glossary in your study

	guide to assist the making of your summaries.
Time management:	Make sure that you have notified all relevant persons of your upcoming exams: family members, friends, colleagues and word,
Attitude:	<ul style="list-style-type: none"> • Try and maintain a positive attitude towards the module. You have made it this far, you can and will pass this too! • Learn! All the answers to the exams in the textbook... • Get sufficient sleep.
On the date of the day of the exam:	<ul style="list-style-type: none"> • Prayer. • Review – read through the work before you leave home. Leave your notes at home! • Pack: pen and spare pen, pencil, eraser, ruler, notice of registration and ID document. • Time – time your arrival at least a half-hour before the actual time of the exam. This will allow you to relax and settle before the exam starts. • Conversation – try and minimize conversation about the work – remember “misery loves misery” and negative talk will only reinforce nerves, create insecurity and loss of self-confidence.
Be careful of the following:	<ul style="list-style-type: none"> • List/identify/name: see study guide. • Discuss: write in full sentences and be sensitive to repetition of thoughts/ideas/concepts and a mark per sentence/idea/fact will be awarded. • Do not fall into the deceptive pitfall by becoming long-winded in your discussion (“gorrel”) – it is easily detected and indicative of not having studied enough. • When answering remembers that you have to convince the maker/lecturer/facilitator that you have mastered the learning content. Therefore, do not assume that the marker/lecturer/facilitator knows what you are implying and/or insinuating = explain and/or motivate all statements and facts made during your discussion.
When answering exam questions:	<ul style="list-style-type: none"> • Instructions: on receiving the exam paper, carefully read the instructions and make sure that you understand what is expected from you. • Questions: when answering the question, be guided by the following: <ul style="list-style-type: none"> ○ Identify the instruction: <ul style="list-style-type: none"> ▪ Discuss/explain – full sentences and brief means short. ▪ List/name – key word/phrases, state only the amount as asked. ▪ Compare – place side by side and compare. ▪ Tabulate – draw a table and compare. ▪ Schematic illustration/representation – draw.

	<ul style="list-style-type: none"> ○ Underline key words/phrases: <ul style="list-style-type: none"> ▪ This will give you an indication as to what the context and content of your answer should look like. ▪ Remember: there are overlapped/repetitive themes/concepts in the various chapters.
General:	<ul style="list-style-type: none"> • Write neatly and legible. • Make sure that your numbers is systematic and consecutive. • You have to convince the marker that you have mastered the work and that you understand the work. However, be careful of waffling. • Examples should only be given where it is explicitly asked for. • Be aware of the jargon (industry specific language) • If you are unsure of what is expected, please ask the invigilators. Remember they cannot guide/assist you with the answer but can assist you in correctly interpreting the question. • Try and answer all the questions, do not just leave a question out, try! • Think logically. <ul style="list-style-type: none"> • Mark allocation: your answer should be guided by the mark allocation • Check: once you have finished answering, make sure that you answer all the questions (check the exam paper front and back, also your answer booklet). Check that you details are correctly noted on the front of the book. If you have used a second book, check your details again. Note: please use the surname that you used when you enrolled and registered for the module/course. • Submit.

7.3 General examination information

General examination schedule	<p>The general examination schedule is available as follows:</p> <ul style="list-style-type: none"> • In the calendar available in this Information guide. • On the NWU website. • On the Unit for Open Distance Learning’s Facebook page. • Or contact the Call Centre at 018-285 5900.
Personalised examination schedule	<p>A personal examination schedule will be posted to you from Open Learning Group (OLG). You will also find on this personalised schedule your identity number and an OLG student number. The reason for the additional information is because the OLG is an administrative partner with the UODL of the NWU. The personalised examination schedule presents the first opportunity exam dates.</p>

Examination guidelines	<p>The examination guidelines are available as follows:</p> <ul style="list-style-type: none"> • Will be posted to each student. • On the Unit for Open Distance Learning's Facebook page. • Or contact the Call Centre at 018-285 5900.
SMS's for participation marks	You will get a SMS from the Open Learning Group confirming your participation marks.
Obtaining participation marks	<p>You can obtain your participation marks as follows:</p> <p>For assignment results, SMS ASS followed by your OLG Student Number (e.g. ASS110007788 or ASS 110007788) to 40890. The SMS will cost you R5.00. However, OLG will also sms your participation mark to you once it is available.</p>
Examination centres	<p>Students have selected their examination centres during the process of registration. Your examination centre is also indicated on your personalised examination schedule. You will also receive a SMS from the Open Learning Group confirming your examination centre. Please familiarise yourself with your examination centre before you write your first exam.</p>
Identification at the examination centre	<p>All students are required to present their identification either by means of your identification document or driver's licence and your proof of registration OR personalised examination schedule. Invigilators are informed at the examination centres that distance learning students don't have to present their student cards.</p>
Final marks and result letters	<p>Your final marks will be declared in a results letter which will be posted to you. After the completion of your examination (after the first and second opportunity) final marks can also be obtained by sending an SMS with your OLG student number: <i>SMS EXM followed by your Student Number (e.g. EXM110007788 or EXM 110007788) to 40890. The SMS will cost you R5.00</i></p>
Call Centre	<p>Don't hesitate to contact the UODL's Call Centre for assistance. This service is available during office hours at 018-285 5900 and DistancePotch@nwu.ac.za</p>

7.4 Examination centers 2014

CENTER	VENUE ADDRESS	CENTER	VENUE ADDRESS
Bela-Bela (Warmbad)	Methodist Church LunaStraat 27 BELA-BELA 0480	Benoni	Robinsonstraat 4 Rynfield BENONI 1514
Bethlehem	COLLECTION ADDRESS Diocese of Bethlehem 216 Cambridge Street BETHLEHEM 9700 058-303 5351 (t) 058-303 5352 (f)	Bloemfontein	NG Kerk Universitas Strausstraat 12 Universitas BLOEMFONTEIN 9301 051-522 4911 (t/f) ngk@xpd.co.za
Carletonville	Goldfields Nursing College Lesley Williams Pvt Hospital Annan Road Ext (R501) CARLETONVILLE 2499	Centurion	COLLECTION ADDRESS Tswane College Ouditorium Collegelaan, Tek Base Lyttleton CENTURION 7310 012-664 5705
De Aar	Exelsior Klub Cnr. Alida & Rossouw Street DE AAR 7000 053-631 0957 (f)	Durban	COLLECTION ADDRESS Durban Teacher's Centre 2 College Road Overport DURBAN 4015
Elim	Rivoni School for the Blind c/o Giyani Road and Waterval turn off ELIM VILLAGE 0960	Elliot	The Methodist Church (hall) 45 Robinson Street ELLIOT 5460
Eshowe (Only VPK)	Methodist Church of SA 101 Osborn road ESHOWE 3815	George	Entstraat 5 Bergsig GEORGE 6529
Graaf Reinett	Laerskool Volksskool Somersetstraat GRAAF REINETT 6280	Grahamstown	The Monument GRAHAMSTOWN 6140 046-603 1100 (t) 046-603 1173 (f)
Kaleideo AFM Congregation (Only Theology)	Will not be send back	Kimberley	NG Kerk Vooruitsig Croninweg KIMBERLEY

King Williams Town	NG Kerk Alexanderstraat 75 KING WILLIAMS TOWN 5601	Kokstad	St. Patricks Cathedral Centenary Hall 107 Hope street KOKSTAD 4700
Kuruman	COLLECTION ADDRESS SAPD Ontspanningsaal Voortrekkerstraat KURUMAN 8460	Ladybrand	Die Gereformeerde Kerk h/v Joubert- en Van Riebeeckstr LADYBRAND 9745
Ladysmith	Ladysmith Presbyterian Church 100 Farquarhar Road LADYSMITH 3370 036-637 4691 (f)	Lephalale	Die Gereformeerde Kerk Magol h/v Rupertstraat en George Augosstraat LEPALALE 0557 079 804 5542 (kerk kantoor)
Lichtenburg	Brugersdorp Laerskool Dr Beyers Naude Laan 41 LICHTENBURG 2740	Linden	Gereformeerde Kerk h/v 7de Straat en 3de Laan LINDEN 2194
Louis Trichardt	NG Kerk Soutpansberg h/v Stubb- en Andersonstraat LOUIS TRICHARDT 0920	Lydenburg	Nederduits Hervormde Kerk De Beerstraat 47 LYDENBURG 1120
Marble Hall	Laerskool Marble Hall Skoolstraat MARBLE HALL 0450	Mmabatho	Leopard Park Golf Club Nelson Mandela Drive MAFIKENG adim@leopardpark.co.za
Mokopane (Potgietersrus)	NG Moedergemeente h/v Thabo Mbeki en Krugerstraat MOKOPANE 0601	Mosvold Ingwavuma	Evangelical Church Mosvold Hospital Magistrate Road INGWAVUMA
Mthatha		Nelspruit	COLLECTION ADDRESS Lowveld Show Society 999 Loco Road NELSPRUIT 1200
New Castle	NG Kerk h/v Steenbok- en Duikerlaan NEW CASTLE 2940 034-312 6209 (t) 034-326 4891 (f)	Oos Londen	Cambridge Methodist Church 19 Hebbe Street Cambridge EAST LONDON 5247
Oudtshoorn	Suid-Kaap Kollege	Oudtshoorn	Suid-Kaap Kollege

	Adderleystraat OUDTSHOORN 6625 044-272 2119 (t) 044-279 2463 (f)		Adderleystraat OUDTSHOORN 6625 044-272 2119 (t) 044-279 2463 (f)
Parow (Cape Town)	Lede in Christus Kerk 2de Laan PAROW 7500	Phalaborwa	Volle Evangelie Kerk Aalwynstraat 52 PHALABORWA 1389
Pietermaritzburg	Die Gereformeerde Kerk Greylingstraat 87 PIETERMARITZBURG 3201 Ds. Vermaak 033-394 2618 (t)	Piet Retief	Methodist Church 15 West End Street PIET RETIEF 2380
Polokwane (Pietersburg)	Taberna Dei-Kerk h/v Webster- en Jorissenstrate Moregloed POLOKWANE 0699	Port Elizabeth	Gereformeerde Kerk h/v Brunswick en Southeyste Adcock Vale PORT ELIZABETH 6001
Port Shepstone	COLLECTION ADDRESS New Covenant Church Hall Club Road Protea Park PORT SHEPSTONE 4240	Port Shepstone	COLLECTION ADDRESS New Covenant Church Hall Club Road Protea Park PORT SHEPSTONE 4240
Pretoria	Susan Strijdom Tehuis Gordonstraat 30 COLBYN 0083	Queenstown	Moth Saal/Hall Wodehouse straat QUEENSTOWN 5319
Randfontein	COLLECTION ADDRESS Westcol College 42 Johnston Street RANDFONTEIN 1759 011 – 692 4004 (f) bianca@westcol.co.za	Richardsbaai	Richtek Kollege h/v Via Ricardia & Naboomnekstraat Arboretum RICHARDSBAAI 3900 035-902 9593 (t) 035-789 7011 (f)
Rustenburg	Oom Paul Skool Lukasstraat 42 RUSTENBURG 0299	Secunda	Die Gereformeerde Kerk h/v Bosjesspruitstraat en Middelbult straat SECUNDA 2302
Soweto	Grace Bible Church Diebelendlovu Street	Springbok	APK Kerk (saal) Singagogestraat

	Primville Zone 1 SOWETO 1862 Desmond Luke 086 114 7223 (o) 011- 938 4675 (f) 076 619 9449 (sel) venuemanagement@gbcsoweto.org.za		SPRINGBOK 8240
Standerton	Gert Sibande FET Kollege Krugerstraat 2 STANDERTON 2430 017-712 2180 (t) Filiciwe 017-719 1417 (f)	Sterkspruit	TCL Office (Auditorium) Department of Education Bensonvale STERKSPRUIT 9762
Stilfontein	Die Hervorme Kerk h/v Tembe en Wilge Sirkel STILFONTEIN WES 2551	Swellendam	Olyfkrans Kollege Voortrekkerstraat 204 SWELLENDAM 6740
Thohoyandou	Tshedza Comprehensive Primary School Tshedza street Block G THOHOYANDOU 0950	Tzaneen	Geref Kerk Laeveld Claude Weatlystraat TZANEEN 0850 015-307 3205 (t)
Upington	NG Kerk Noord Malherbestraat 34 UPINGTON 8801 054-332 3201 (f)	Vanderbijlpark	Die Gereformeerde Kerk Vaalpark h/v Suurberg- en Nieustraat Vaalpark VANDERBIJLPARK 016-971 1070 (kerkkantoor)
Vanderbijlpark QUEST Exam Estate (Only MBA students)	Quest Conference Estate Curie Boulevard VANDERBIJLPARK 1911	Vredenburg	NG Akkerdyk Herculesstraat VREDENBURG 7380 022-713 1314 (t)
Vryburg	Sport en Ontspannings Unie John Bekker Saal Voortrekker straat (Vryburg Skougronde) VRYBURG 8600	Vryheid	NG Kerk Suid-Oos Gemeente h/v Afrikaner- en Hoogstraat VRYHEID 3100
Welkom	Tegniese Kollege h/v Petrus Bosch- en Torontostr Jan Cillierspark	Witbank	AGS Sela Gemeente h/v Steve Bantu Beko en Birkholtzstr

	WELKOM 9459 057 353 2298 (f)		Uitbreiding 16 WITBANK 1034
Worcester	Masonic-Saal Becklaan Langerug WORCESTER 6850	Zeerust	Hervormde Kerk Kerkstraat 47 ZEERUST 2865

Please note that in the event of changed exam centres, students will be informed on their personalised exam schedule.

7.5 Examination sub-minimum

The participation mark for a module will be made up by the attendance of group discussions, two best assignments marks and the test mark and weighs 40% of the final mark.

7.6 Module mark

7.6.1 Examination sub-minimum

Please take note that in all modules, a sub-minimum of 40% in the examination is required to pass. The examination mark weighs 60% of the final mark.

7.6.2 Final mark

A minimum final mark of 50% is required to pass a module at the end of a semester. The participation mark and examination mark contributes 40/60 in the calculation of the final mark of the relevant module. A final mark of 75% is a distinction in a module (test not written of a relevant module will affect the calculation of the participation mark and the assignments can only contribute a maximum of 50% in obtaining exam entry). To obtain a degree Cum Laude, an average mark of 75% in the major modules is required.

7.7 Discussion of examination scripts

The Potchefstroom Campus of the North-West University does not have a policy for the re-assessing of an examination script. The student could however apply to the Dean of the Faculty of Health Sciences to discuss the examination script. If permission is granted for discussion of the examination script, it will be in the presence of the Director of the School of Nursing Science and the lecturer. The applicant must be present at the Potchefstroom Campus of the North-West University for the discussion and a fee is payable.

PART 8: MARKS, GRADUATION CEREMONIES, COUNCIL REGISTRATIONS AND FURTHER TRAINING

8.1 Graduation ceremonies

Graduation ceremonies are held twice a year (March and September). All the facilitators are welcome to attend these graduation ceremonies. However, due to large attendance numbers at ceremonies, we need to know well in advance if you want to attend. Decentralised graduation ceremonies will also be hosted in: Polokwane, Nelspruit, Durban and East London. For graduation ceremony inquiries, please contact the Call Centre at 018-285 5900.

8.2 SANC registrations

Please note that the University submits a list of all students who have graduated to the SA Nursing Council before each graduation ceremony. For the application for registration of an additional qualification obtained, please contact:

The South African Nursing Council
Tel: (012) 420 1000 / (012) 420 1015
Fax: (012) 343 5400
Web address: www.sanc.co.za.

8.3 Contact person at the NWU for SANC registrations

Miss Jacqueline Goosen
Tel: (018) 299 1714
Fax: (018) 299 1827
E-mail: 23977965@nwu.ac.za

8.4 Masters' and Doctoral degrees

Mrs Janine Scheepers
Tel: (018) 299 1826
E-mail: 23001720@nwu.ac.za
Fax: (018) 299 1767