

FACULTY OF EDUCATION

2017



FACULTY GUIDE



NORTH-WEST UNIVERSITY
YUNIBESITHI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT

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1 Contact details

Faculty enquiries: Mafikeng	Tel: 018 389 2214	Fax: 018 389 2038
Faculty enquiries: Potchefstroom	Tel: 018 299 1766	Fax: 018 299 1755
Faculty enquiries: Vaal Triangle	Tel: 016 910 3060	Fax: 016 910 3098

The information (1.1–1.18) will be updated electronically as soon as the structures are approved and managers are appointed.

1.1 Office of the Executive Dean

Dean		
Secretary		

1.2 Deputy Dean: Mafikeng

Deputy Dean		
Secretary		
Financial Officer		
Administrative Manager		
Quality Manager		
Senior Administrative Officer		
Senior Administrative Assistant		
Administrative Assistant		
Administrative Assistant		

1.3 Deputy Dean: Potchefstroom

Deputy Dean		
Secretary		
Financial Officer		

Administrative Manager		
Quality Manager		
Senior Administrative Officer		
Senior Administrative Assistant		
Administrative Assistant		
Administrative Assistant		

1.4 Deputy Dean: Vaal Triangle

Deputy Dean		
Secretary		
Financial Officer		
Administrative Manager		
Quality Manager		
Senior Administrative Officer		
Senior Administrative Assistant		
Administrative Assistant		
Administrative Assistant		

1.5 School of Mathematics, Science and Technology Education

Senior Director		
Secretary		

1.6 School of Commerce and Social Studies in Education

Senior Director		
Secretary		

1.7 School of Professional Studies in Education

Director		
Secretary		

1.8 School of Language in Education

Director		
Secretary		

1.9 School of Psycho-Social Education

Director		
Secretary		

1.10 Unit for Open Distance Learning

UODL ¹ Academic Manager: Education Programmes	Prof WJ van Vollenhoven	
Secretary	Ms A Phasa	018 299 4547

1.11 Research entities

Director: Edu-HRight	Prof JP Rossouw	
Secretary	Ms L Diedericks	018 299 4773
Director: SDL	Prof E Mentz	
Secretary	Ms L Diedericks	018 299 4773
Director: Optentia	Prof I Rothman	016 910 3433
Research Office: Mafikeng	Prof N Diko	018 389 2889

1.12 Library: Mafikeng

Information Librarian	Ms C Musi	081 389 2038
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1.13 Library: Potchefstroom

Branch Librarian	Ms M van der Walt	018 299 1577
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¹ Unit for Open and Distance Learning

Assistant: Loan Services	Mr L van den Heever	018 299 1578
Assistant: Reserving	Mr L Tseole	018 299 1575
Assistant Librarian	Mr K van Deventer	018 299 1578
Information Librarian	Ms Z Sapula	081 299 2859

1.14 Library: Vaal

Assistant: Loan Services	Ms T Motsoari	016 910 3170
Assistant: Reserving	Mr D Monyamane	106 910 3044
Assistant Librarian	Mr K Chiya	016 910 3034
Information Librarian	Ms M EsterHuizen	016 910 3174

1.15 Unit: Professional Development

Manager: Unit Professional Development	Prof A Fransman	018 299 4570
Secretary/Administrative Assistant	Ms L Henrico	018 299 4707

1.16 Subject-group chairpersons

Natural Sciences Education		
Mathematics Education		
Technology Education		
Computer Sciences Education		
Geography and Environmental Education		
Creative Arts in Education		
History for Education		
Economic and Management Sciences for Education		
Curriculum Studies		
Education Law/Policy		

Education Management		
Comparative Education		
English for Education		
Afrikaans for Education		
Setswana and African Languages for Education		
Educational Psychology		
Life Orientation		
Learner Support		
Movement Education		

1.17 ODL coordinators

1.17.1 Mafikeng

Name of office (i.e. Office of ODL)	Name of responsible staff member	Phone number

1.17.2 Potchefstroom

Language Education	Ms H Sieberhagen	018 299 4783
Mathematics, Mathematical Literacy and Sciences for Education	Dr J Fransman	018 299 4551
Economic and Management Sciences Education and History Education	Mr JH du Plessis	018 299 4474
History and Geography Education	Mr A Fransman	018 299 4727
Technology for Education	Mr A Combrink	018 299 4320
Curriculum Studies	Mr D Jagals	018 299 4737
Human Development in Education: Learner Support	Mr SF Labuschagne	018 299 4778
Education Law	Dr I van Deventer	018 299 4325
Early Childhood Development	Dr C Kruger	018 299 43337

1.17.3 Vaal Triangle

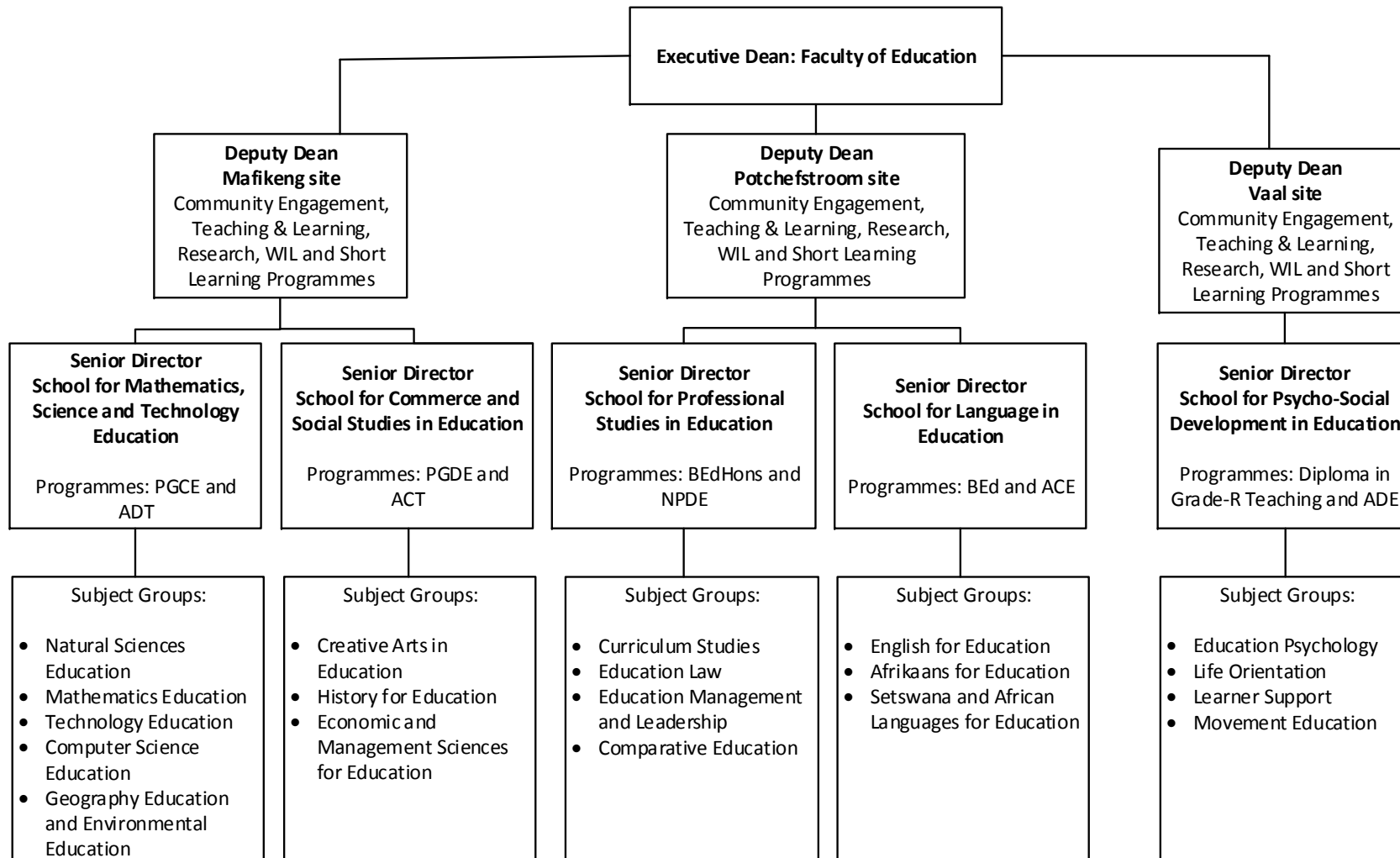
Name of office (i.e. Office of ODL)	Name of responsible staff member	Phone number

1.18 Programme leaders

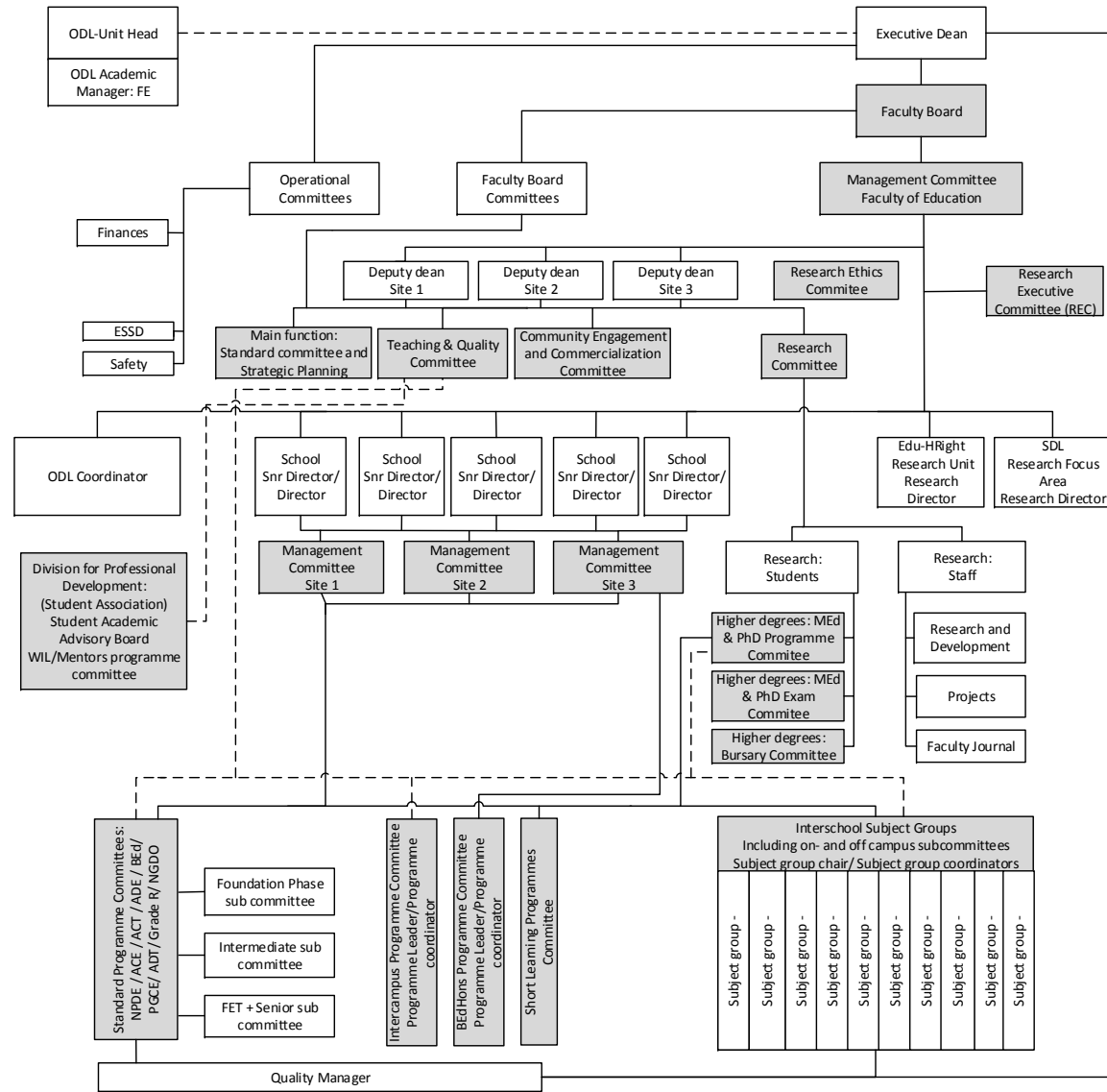
Program	PC	VC	MC
MEd & Phd	Dr L Postma	Prof E Fourie	Prof N Diko
Structured MEd	Dr J Botha		Prof No Diko
BEdHons	Ms L van Jaarsveld	Ms M Moller	Prof N Diko
BEd		Dr E Kung	
<ul style="list-style-type: none"> Foundation Phase 	Dr A Loubser	Dr S Esterhuize	Dr M. Erasmus
<ul style="list-style-type: none"> Intermediate Phase 	Dr C du Toit		
<ul style="list-style-type: none"> Senior and Further Education and Training Phase 	Me K Martins		
NPDE/ ACT	Ms H Sieberhagen		Dr. N. Shaikhmag
ACE/ ADE	Dr M Neethling		
Diploma in Grade-R Teaching	Ms S Greyling		Ms T. Lekgetho
PGCE (ODL and Contact)	Prof L Conley	Ms M Klopper	Mr S. Modisane
Short Learning Programmes	Dr B Challens		Prof C. Ndebele

2 Organogram of the Faculty of Education 2017

To be confirmed by the Council of the NWU



Organogram of the committee structure of the Faculty 2017



3 Location of the three sites of the NWU

Please use the link below for directions and maps to the:

- Mafikeng site
- Potchefstroom site
- Vaal Triangle site

<http://www.nwu.ac.za/content/maps-and-directions-io>

4 NWU dream, purpose and values

Our dream

To be an internationally recognised university in Africa, distinguished for engaged scholarship, social responsiveness and an ethic of care.

Our purpose

To excel in innovative learning and teaching and cutting-edge research, thereby benefitting society through knowledge.

Our brand promise

Dynamic. Values-driven. Excellence.

Values

NWU will foster engaged and caring staff and students and embed the following foundational values, based on the constitutional values of human dignity, equality and freedom:

- Ethics in all endeavours
- Academic integrity
- Academic freedom and freedom of scientific research
- Responsibility, accountability, fairness and transparency
- Embracing diversity

5 Faculty's dream, purpose and values²

Vision

Expand boundaries in and through education.

Mission elements

- a) Transforming education scholarship through innovative praxis
- b) Facilitating, disseminating and evaluating expertise in an educational context and promoting critical discourse on education policies and practice
- c) Initiating and conducting socially responsible education research in diverse contexts
- d) Developing and delivering quality programmes for the teaching profession
- e) Collaborating with communities for social and educational change
- f) Inspiring professional educators to be agents for change
- g) Promoting lifelong learning

6 Faculty's code of conduct

- a) In accordance with the vision, mission and values of the NWU and the belief that shared values can influence campus culture positively, the members of this faculty align themselves with the following values, as identified by the institutional management of the university:
 - i. Human dignity
 - ii. Equality
 - iii. Freedom
 - iv. Integrity
 - v. Tolerance
 - vi. Respect
 - vii. Commitment to excellence
 - viii. Academic freedom
 - ix. Justice
- b) Code of ethics

² Provisionally approved at the Extra-ordinary Faculty Board, 2 October 2014.

- i. Faculty members will at all times act with the greatest circumspection and respect in the interests of the faculty, colleagues, students and their parents.
- ii. Individuality and diversity will be respected and accommodated within a professional environment.
- iii. Differences between faculty members will first be dealt with by the persons concerned. If no agreement can be reached, a third person (senior colleague) will be consulted prior to further steps being contemplated.
- iv. Faculty members will assume joint responsibility for group decisions reached by consensus.
- v. The faculty will function according to a process of participative decision-making guided by a problem-solving approach.
- vi. Faculty members will treat sensitive matters encountered in the execution of their duties, for example information contained in applications/proposals/examination reports or the results of students and prospective students, as strictly confidential.
- vii. Faculty members will treat all confidential or sensitive matters discussed or recorded at meetings as confidential.
- viii. Faculty members will neither act on confidential information obtained in such a manner as to possibly compromise the interests of the Faculty of Education, nor allow any such thing to be done.
- ix. No member of the faculty will unnecessarily take up the time of another member of the faculty through thoughtless email usage. The forwarding of emails will be avoided and the Cc and Bcc facilities used with caution. An effort will also be made to keep messages clear and concise.
- x. No email will be sent if the sender is not willing to convey it to the receiver in person.

7 Library Hours

	During semester	the	During weekends	University holidays
Mafikeng	08:30 to 22:00		Saturdays: 08:30 to 18:00 Sundays: 08:00 to 13:00	08:30 to 16:30
Potchefstroom				
<ul style="list-style-type: none"> • Ferdinand Postma • Education Library 	07:30 to 22:00		08:00 to 14:00	07:30 to 17:00
	07:30 to 18:00		10:00 to 13:00	07:30 to 16:30
Vaal Triangle	08:00 to 20:00		09:00 to 12:00	08:00 to 17:00

The libraries are closed on public holidays except during examinations, when they remain open until 18:00.

Printing and photocopying services

The *Smart Print* in the library is contracted out to Nashua. Nashua's services in the Ferdinand Postma Library are as follows:

- a) Coin machines accept all coin denominations from 10c up to R5. Photocopy costs are currently 30c per A4 page.
- b) Each machine is equipped with a card reader. Photocopy cards can be purchased from Nashua at a cost of R10 per card. Any amount up to R99 can be deposited on the card at the Nashua counter.
- c) *Smart Print* also offers ring binding.

7.1 Reserved collections

7.1.1 Course reserves

- a) Lecturers reserve books or notes/class notes.
 - i. Books are placed in numerical order according to their call numbers. Check the catalogue for the call number.
 - ii. Mafikeng and Potchefstroom: The catalogue clearly indicates **Reserved: EducLibr**; Vaal Triangle indicates LIB USE ONLY.

- iii. Notes/class notes are placed in containers according to module code.
- iv. These sources may not be removed from the library.
- v. There are copying machines for photocopying.

7.1.2 Study collection

- a) The collection comprises mainly school textbooks for the various learning areas and subjects.
- b) Mafikeng and Potchefstroom: The catalogue clearly indicates **EducSc Lib Study Coll.**
- c) These sources may not be removed from the library.
- d) A valid student card is required for all transactions.

7.2 Edu-Lab: Potchefstroom

- a) Education students have to do a large amount of group work and complete a number of projects. The faculty has therefore decided to make a room with the necessary equipment available for these activities. The room has been operational since July 2015.
- b) Specific software programs, namely SOLIDWORKS, CorelDRAW, Adobe Photoshop, TurboCAD Deluxe and Delphi XE6 Professional Academic, have been purchased to ensure that the students can deliver quality results in their project work.
- c) Nashua has made colour printers, poster paper, a laminator and other support material available that may be used in the centre and may also be purchased.

8 Support to students: Student Counselling and Development³

8.1 Contact and distance students

Student Counselling and Development provides the following services to students:

- a) Career and course guidance
- b) Counselling services
- c) Psychological services, including a 24-hour psychological crisis line
- d) Social services
- e) Support to students with disabilities
- f) Extra writing time for tests and examinations
- g) HIV testing and counselling

9 Qualifications offered by the faculty

- a) The University has the authority to confer the following degrees, certificates and diplomas offered by the Faculty of Education:
 - i. Doctor of Philosophy (PhD; SAQA number: 72765)
 - ii. Master of Education (MEd; SAQA number: 20475)
 - iii. Bachelor of Education (Honours) (BEdHons; SAQA number: 20474)
 - iv. Postgraduate Certificate in Education (ADT) (PGCE; SAQA number: 73071);
 - v. Bachelor of Education (BEd; SAQA number: 20171)
 - vi. New Bachelor of Education in Foundation Phase (BEd; SAQA number 96365)
 - vii. Grade R Diploma (SAQA number 91726)
 - viii. Advanced Diploma in Education (ADE): Learners with special teaching needs (ADE; SAQA number: 94859)
 - ix. Advanced Certificate in Education, Foundation Phase (SAQA number: 96436)
 - x. Advanced Certificate in Education, Intermediate Phase (SAQA number: 97199)
 - xi. Advanced Certificate in Education (ACE; SAQA number: 58954)
 - xii. National Professional Diploma in Education (NPDE; SAQA number: 110504)

³ <http://www.nwu.ac.za/pc-scd>

- b) Some of the programmes currently being offered by the faculty will be phased out and new programmes, as indicated below, will be phased in, subject to approval by the Department of Higher Education and Training.

10 Academic programmes: Phasing in and out of programmes

- a) In addition to the qualifications⁴ that are currently on offer, the faculty aims to offer the newly developed BEd⁵ in Intermediate and Senior and FET Phase, as well as the ADT⁶ (PGCE⁷) programmes in 2017 as contact and distance programmes, subject to the approval of the HEQC⁸ and SAQA.⁹
- b) New BEdHons programmes are being developed for approval by the DHET,¹⁰ HEQC and SAQA, namely Environmental Education, Life Orientation, Management Sciences for Education, Early Childhood Development, Computer Applications Technology for Education, Education Law, and History for Education.
- c) MEd degrees in Educational Psychology and Life Orientation, an MPhil in Higher Education and a PhD in Higher Education are also envisaged, with the probability that they will be delivered from 2017/18/19, subject to approval at all the required approval levels.
- d) The last intake for the ACE¹¹ and NPDE¹² programmes, which are being phased out, will be in 2014/15 and pipeline students will only be delivered till 2018, unless communicated otherwise.

11 Language policy: Potchefstroom site

11.1 Contact

As you know, the campus and the University have provided for the identification of modules where provision for the use of English is necessary from 2017. The guidelines provided by the campus suggest that such modules be identified where classes are already repeated a number of times (owing to the size of the group or the availability of venues, or both), and where no additional costs are likely to be incurred by the faculty. In FES this implies that modules that are core to the curriculum and offered more than once qualify for this consideration.

In the new BEd Foundation Phase programme parallel medium offered in only the fundamental modules and simultaneous interpreting services are provided for the remaining specialisation and core modules in the respective year levels, and in the new Intermediate and Senior Phase programmes as offered from 2017. Simultaneous interpreting services are also available for the BEdHons and PGCE programmes.

11.2 Distance-learning programmes

The language of instruction is English, but students are welcome to direct a request to the specific programme leader in order to answer question papers as well as submit their assignments in Afrikaans.

12 Qualifications delivered by the faculty

12.1 Undergraduate qualifications, contact

12.1.1 BEd and PGCE

- i. Teaching-learning sessions take place throughout the year, which is divided into four terms (refer to the faculty's [undergraduate calendar](#)¹³ and the faculty's [PGCE calendar](#)¹⁴ on the university's website).

⁴ See Section 10 in the Faculty Guide.

⁵ Baccalaureus Educationis.

⁶ Advanced Diploma in Teaching

⁷ Postgraduate Certificate in Education.

⁸ Higher Education Quality Committee.

⁹ South African Qualifications Authority.

¹⁰ Department of Higher Education and Training.

¹¹ Advanced Certificate in Education.

¹² National Professional Diploma in Education.

¹³ <http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/p-academic-administration/dokumente/Jaarboeke2017/PC-BEd-Engels-2017.pdf>

¹⁴ http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/p-academic-administration/dokumente/Jaarboeke2017/PC_PGCE_POSTGRAD.pdf

- ii. Teaching-learning sessions begin each day at 07:30 and run until 13:00, and then resume at 14:00 until 20:00 (under normal circumstances, but this may differ from year to year).
- iii. Classes commence once the registration process in all faculties has been finalised, and in accordance with the University's academic calendar.

BEd and PGCE dates for 2017

Activity	Date
Registration and orientation of first-year students	2017-01-14 to 2017-02-04
Registrations <ul style="list-style-type: none"> • First-years • Web registrations for senior students • Senior undergraduate and honours-degree students 	2017-01-16 to 2017-01-18 2017-01-11 to 2017-02-08 2017-01-19 to 2017-01-27
Lectures and practical work <ul style="list-style-type: none"> • First semester <ul style="list-style-type: none"> ○ First term ○ Second term • Second semester <ul style="list-style-type: none"> ○ Third term ○ Fourth term 	2017-02-06 to 2017-06-06 2017-02-06 to 2017-03-31 2017-04-18 to 2017-06-06 2017-07-17 to 2017-10-26 2017-07-17 to 2017-08-29 2017-08-30 to 2017-10-26
Recess <ul style="list-style-type: none"> • Autumn • Winter • Spring 	2017-08-30 to 2017-10-26 2017-06-29 to 2017-07-16 2017-09-30 to 2017-10-08
WIL practicals Potchefstroom and Vaal Triangle <ul style="list-style-type: none"> • Semester 1 (PGCE) • Semester 1 (all year groups) • Semester 2 (all year groups) Mafikeng <ul style="list-style-type: none"> • Semester 1 (first year to third year) • Semester 1 (fourth year and PGCE) • Semester 2 (first year to third year) • Semester 2 (fourth year and PGCE) 	2017-01-09 to 2017-01-20 2017-04-18 to 2017-05-21 2017-07-24 to 2017-08-11 2017-04-18 to 2017-05-05 2017-04-18 to 2017-05-12 2017-07-24 to 2017-08-11 2017-07-24 to 2017-08-18
Exams Contact students <ul style="list-style-type: none"> • June <ul style="list-style-type: none"> ○ First opportunity (June) ○ Second opportunity • November <ul style="list-style-type: none"> ○ First opportunity ○ Second opportunity 	2017-06-07 to 2017-06-28 2017-07-05 to 2017-07-15 2017-10-28 to 2017-11-17 2017-11-25 to 2017-12-06

12.2 Postgraduate qualifications contact

12.2.1 BEdHons qualification

The BEdHons qualification may be completed in one of two ways: either through (a) **full-time study** or (b) **part-time study**.

i. Full-time study

Duration of study: One year

Please note: This is for full-time on-campus students only. Practising educators must provide proof of at least one year's study leave prior to registration in order to register for full-time study. (Refer to A.3.1.)

- Students attend registration plus a minimum of **eight** lecture sessions/contact sessions per module on Friday afternoons and **two** compulsory contact sessions on Saturdays.
- Friday lectures commence at 16:00 and continue until approximately 21:50, depending on the student's choice of curriculum and module.

ii. Part-time study

b) Duration of study: Two years

- Students attend registration plus **eight** contact sessions per module per semester on Friday afternoons and Saturdays.
- Friday lectures commence at 16:00 and continue until approximately 21:50, depending on the student's choice of curriculum and module.
- Contact sessions scheduled for Saturdays commence at 08:00.
- The different curricula according to these modes are set out in the [calendar](#).¹⁵

a) Year 1 date for registration for 2017 (full time and part time)

(Refer to the [calendar](#).¹⁶)

16 January	Curriculum check and registration
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b) Year 1 dates for contact sessions in 2017 (full time and part time)

First semester	Second semester
Potchefstroom: Friday afternoons	Potchefstroom: Friday afternoons
Lecture times are from 16:00 to 21:50	Lecture times are from 16:00 to 21:50
Contact session 1: 22 January	Contact session 1: 15 July
Contact session 2: 5 February	Contact session 2: 29 July
Contact session 3: 26 February	Contact session 3: 30 July (Saturday)
Ethics training: 27 February (Saturday)	Contact session 4: 19 August
Contact session 4: 5 March (Saturday)	Contact session 5: 20 August (Saturday)
Contact session 5: 11 March	Contact session 6: 16 September
Contact session 6: 8 April	Contact session 7: 17 September (Saturday)
Contact session 7: 6 May	Contact session 8: 30 September
Data collection: 21 May (Saturday)	
Contact session 8: 27 May	
Compulsory contact sessions in 2017	

¹⁵ http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/p-academic-administration/dokumente/Jaarboek2017/PC_EDUCATIONSCIENCES_POSTGRAD.pdf

¹⁶ http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/p-academic-administration/dokumente/Jaarboek2017/PC_EDUCATIONSCIENCES_POSTGRAD.pdf

<p>25 March (Saturday) – only full time and part time</p> <p>Ethics training/plagiarism</p> <p>Time: 09:00 to 13:00</p> <p>Venue: Room G07, Building C5</p> <p>21 May (Saturday) – only full time and part time</p> <p>Data collection day: All RSPR 671 students who are not conducting research within their supervisors' projects (these projects already have ethics clearance)</p> <p>Time: 09:00 to 14:00</p> <p>Venue: Room G07, Building C5</p> <p>Please note: Contact sessions scheduled for Saturdays follow the same timetable as the Friday afternoon contact sessions but lecture times are from 08:00 to 14:00.</p>	
<p>Mafikeng</p> <p>10 to 11 February</p> <p>24 to 25 February</p> <p>10 to 11 March</p> <p>24 to 25 March</p> <p>Block teaching 5 to 7 April</p>	<p>Mafikeng:</p> <p>Block teaching 3 to 5 October</p>
<p>Vaal Triangle: Every Tuesday afternoon</p> <p>From 7 February to 30 May</p> <p>Lecture times are from 15:30 to 20:25</p>	<p>Vaal Triangle: Every Wednesday afternoon</p> <p>From 19 July to 25 October</p> <p>Lecture times are from 15:30 to 20:25</p>

a) Year 2 date for registration for 2017 (full time and part time)

(Refer to the calendar.¹⁷)

16 January	Curriculum check and registration
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b) Year 2 dates for contact sessions in 2017 (full time and part time)

First semester	Second semester
<p>Potchefstroom: Friday afternoons</p> <p>Lecture times are from 16:00 to 21:50</p> <p>Contact session 1: 29 January</p> <p>Contact session 2: 30 January</p> <p>Contact session 3: 12 February</p>	<p>Potchefstroom: Friday afternoons</p> <p>Lecture times are from 16:00 to 21:50</p> <p>Contact session 1: 22 July</p> <p>Contact session 2: 23 July (Saturday)</p> <p>Contact session 3: 12 August</p>

¹⁷ http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/p-academic-administration/dokumente/Jaarboek2017/PC_EDUCATIONSCIENCES_POSTGRAD.pdf

<p>Contact session 4: 13 February (Saturday)</p> <p>Contact session 5: 4 March</p> <p>Research training: 5 March (Saturday)</p> <p>Contact session 6: 18 March</p> <p>Contact session 7: 15 April (Saturday)</p> <p>Contact session 8: 20 May</p> <p>Data collection: 21 May (Saturday)</p>	<p>Contact session 4: 13 August</p> <p>Contact session 5: 9 September</p> <p>Contact session 6: 10 September (Saturday)</p> <p>Contact session 7: 23 September</p> <p>Contact session 8: 23 October</p>
<p>Compulsory contact sessions in 2017</p> <p>5 March (Saturday) – only full time and part time</p> <p>Ethics training/plagiarism</p> <p>Time: 09:00 to 13:00</p> <p>Venue: Room G07, Building C5</p> <p>21 May (Saturday) – only full time and part time</p> <p>Data collection day: All RSPR 671 students who are not conducting research within their supervisors' projects (these projects already have ethics clearance)</p> <p>Time: 09:00 to 16:00</p> <p>Venue: Room G07, Building C5</p> <p>Please note: Contact sessions scheduled for Saturdays follow the same timetable as the Friday afternoon contact sessions but lecture times are from 08:00 to 14:00.</p>	
<p>Mafikeng:</p> <p>10 to 11 February</p> <p>24 to 25 February</p> <p>10 to 11 March</p> <p>24 to 25 March</p> <p>Block teaching 5 to 7 April</p>	<p>Mafikeng:</p> <p>Block teaching 3 to 5 October</p>
<p>Vaal Triangle: Wednesday afternoons</p> <p>8 February to 31 May</p> <p>Lecture times are from 15:30 to 20:25</p>	<p>Vaal Triangle: Tuesday afternoons</p> <p>18 July to 24 October</p> <p>Lecture times are from 15:30 to 20:25</p>

12.2.2 MEd and PhD programmes

(Refer to the calendar.¹⁸)

The faculty offers six Research Cafés for MEd and PhD students in the course of the year, and the attendance of four of these is mandatory for new MEd and PhD students. These sessions take place on 27 January, 6 April, 19 May, 3 July, 25 August and 29 September 2017. In addition, the student and their

¹⁸ http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/p-academic-administration/dokumente/Jaarboek2017/PC_EDUCATIONSCIENCES_POSTGRAD.pdf

supervisor/promoter come to a mutual agreement regarding additional contact periods and the manner in which these will take place.

12.3 ODL qualifications (undergraduate and postgraduate)

Contact sessions are scheduled via interactive whiteboards (IWB) and are held mostly on Fridays and Saturdays.

Refer to the calendar and information booklets regarding dates and contact sessions in 2017 for [Grade R Diploma in Teaching](#)¹⁹, [ADE](#)²⁰, [ACT](#)²¹, [ACE](#)²², [NPDE](#)²³, [BEd Foundation Phase](#)²⁴, [BEd Senior and FET Phase](#)²⁵, [ADT](#)²⁶, [BEdHons\(7\)](#)²⁷ and [BEdHons\(8\)](#)²⁸

For any enquiries, please contact the NWU ODL call centre at 018 285 5900, or the Open Learning Group (OLG) on 011 670 4700 or 011 670 4850.

13 Admission and registration of programmes

13.1 Honours degree, undergraduate degrees, diplomas and certificates

Requirements for admission to the university are stipulated in the [General Academic Rules](#):²⁹ A2.2 (higher certificate, diploma, undergraduate degree), A3.2. (honours degree), A4.2.(MEd) and A5.2 (PhD). Specific requirements are stipulated in the rules for the various qualifications, programmes and curricula offered by the Faculty of Education.

13.2 MEd and PhD degrees³⁰:- Procedures for registration

- a) Prior to applying for admission, MEd and PhD students should contact the entity leader or the project leader of the particular entity or project in which they wish to conduct their MEd/PhD research, or contact the particular subject chair to find out what the research focus of the subject is, to determine a proposed topic. Information on the different foci of the projects can be obtained from the [faculty website](#).³¹
 - i. If there is consensus on the proposed topic, the student must apply to the research administrator for admission to the MEd or PhD programme, via the higher-degree administration office of the campus. The prospective candidate must submit a letter of intent for the proposed research with the application. The application will then be considered by the subject groupings/research sub-projects according to specified admissions criteria that the student is required to meet (refer to the calendar). Once admitted, the student must attend compulsory training sessions.
 - ii. The student must submit a research proposal within six months of registration. If the student fails to do so, their studies may be terminated (refer to the calendar and A4.3.1).
 - iii. Progress is monitored by means of half-yearly evaluations, and progress reports must be submitted by the student and the supervisor/promoter. If the student's progress is not satisfactory, their studies may be terminated (refer to the calendar, and A4.4.11 and A5.4.11). The period of study in the case of an MEd is a minimum of one year and a maximum of three years. In the case of a PhD, it is a minimum of two years and a maximum of four years (refer to the calendar).

¹⁹<https://share.nwu.ac.za/alfresco/d/d/workspace/SpacesStore/bcf90e11-e788-4a01-b0d8-0e50e707f56b/GradeR.docm>

²⁰<https://share.nwu.ac.za/alfresco/d/d/workspace/SpacesStore/47d705e4-a150-4ebc-8ff5-ee6a06787152/ADE.docm>

²¹<https://share.nwu.ac.za/alfresco/d/d/workspace/SpacesStore/8580ee4a-5df4-49f2-b881-69c694439e41/ACT.docm>

²²<https://share.nwu.ac.za/alfresco/d/d/workspace/SpacesStore/cf31c47f-3c41-452d-aa0e-b979beb7dbad/ACE.docm>

²³<https://share.nwu.ac.za/alfresco/d/d/workspace/SpacesStore/06f9f623-21fb-4f16-8bda-7ce9136f008e/NPDE.docm>

²⁴<https://share.nwu.ac.za/alfresco/d/d/workspace/SpacesStore/eb4423dd-c56d-45e2-b72b-6890ef0097b8/BEdFoundationPhase.docm>

²⁵<https://share.nwu.ac.za/alfresco/d/d/workspace/SpacesStore/994b371a-a314-4b4f-8d87-3939ac9b2804/BEdSnr%26FET.docm>

²⁶<https://share.nwu.ac.za/alfresco/d/d/workspace/SpacesStore/7122687a-a223-4bba-b253-28cb06d828bb/ADT%20Inligtingsboekie%202017%20Finaal.docx.docm>

²⁷<https://share.nwu.ac.za/alfresco/d/d/workspace/SpacesStore/88c85c0e-00f9-48f6-9736-af1ad96b0dc3/BEdHons7.docm>

²⁸<https://share.nwu.ac.za/alfresco/d/d/workspace/SpacesStore/0dc1e4d5-0336-4ff1-84b7-8d1342165ea6/BEdHons8.docm>

²⁹http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/i-governance-management/policy/7P-Arules2015_e_1.pdf

³⁰<http://www.nwu.ac.za/content/north-west-university-research-5>

³¹<http://www.nwu.ac.za/node/17797>

c) Important dates for 2017

30 March	Registration Last day for registration and reregistration
25 January	Exams Last day for notice of submission (September graduation ceremony)
25 April	Last day for submission (September graduation ceremony)
25 July	Last day for notice of submission (May graduation ceremony)
25 October	Last day for submission (May graduation ceremony)
15 September	Submission of research proposal for approval by the MEd and PhD programme committee
30 September	Applications for 2018 close

14 Fees payable for 2017

Link to website for details:

http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/pfar/2014_BG%26FR_Web.pdf

The complete list of class fees for modules and qualifications will be available during registration in the payment hall in the Joon van Rooy building. The module composition determines the exact class fee per annum.

Qualification	Contact information:
Contact	
PhD	For further information, contact Financial Administration on 018 299 2668 and 018 3892020 (Mafikeng)
MEd	
BEdHons	
BEd	
Open distance learning	
BEdHons (ODL)	For further information, contact Financial Administration on 018 299 2668.
ADT (PGCE,ODL)	
ADE (ODL)	
ACT (ODL)	
Diploma in Grade R Teaching	
ACE (ODL)	
NPDE (ODL)	

15 Bursaries

Students may apply to Financial Support Services on the Potchefstroom Campus for the following bursaries/loans:

15.1 NWU undergraduate bursaries³²

- a) Family discount
- b) Leadership bursaries
- c) Merit bursaries

³² <http://www.nwu.ac.za/content/bursaries-undergraduate-studies>

- d) Support bursaries
- e) Arts and culture bursaries
- f) Sports bursaries

15.2 NWU postgraduate bursaries³³

- a) NWU postgraduate bursary scheme: honours degree³⁴; master's degree and master's degree renewal³⁵. Doctorate and doctorate renewal³⁶ (application forms)
- b) NWU postgraduate academic merit bursaries (application form)³⁷

15.3 Bursaries specific to education

15.3.1 Funza Lushaka Bursary³⁸

- a) The Funza Lushaka Bursary Scheme is a multi-year programme that promotes teaching in public schools. Full-cost bursaries are available to enable eligible students to complete a full teaching qualification in an area of national priority. Recipients of these bursaries will be required to teach at a public school for the same number of years for which they receive the bursary.
- b) Qualified recipients of the bursary must request placement in a province of their choice. The provincial education department concerned will determine whether there is a suitable post available. If there is not, the applicant may be placed in a provincial education department that does have suitable vacancies. Please note that bursary holders cannot choose the school in which they would like to be placed.

15.3.2 Dean of Education's prestige bursaries

(Enquiries can be made at the office of the deputy dean on all three sites)

a) PhD bursaries³⁹ (full time only)

- i. The prestige postgraduate bursaries awarded by the Faculty of Education at the Potchefstroom Campus are available only to full-time PhD students. This bursary is intended to support PhD students to allow them to complete their studies within the minimum period (two to three years). In order to qualify, the student must have obtained the prerequisite master's degree for entry to the particular qualification to which the bursary applies with an average mark of at least 75%. (Please use the following links: [Agreement](#)⁴⁰; [Application form](#)⁴¹.)
- ii. A full-time student for the purposes of this bursary is defined as follows: "full-time student" means a student for whom study is the predominant activity and who follows a curriculum that can be completed within the prescribed minimum period.
- iii. Any part-time employment during the day will therefore be in contravention of this definition and such employment will have the effect that the student will not be enrolled on a full-time basis.
- iv. The bursary applies only for the two academic years for which it has been awarded. The bursary is intended to contribute towards the cost of, for example, tuition, accommodation and subsistence, books and academic supplies.
- v. The bursary holder must complete their studies within the prescribed period of two years or the maximum period of three years for full-time students. If they fail to do so, the amount of the bursary that has already been paid out will have to be repaid immediately. A successful applicant will be

³³ <http://www.nwu.ac.za/content/postgraduate-bursaries>

³⁴ <http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/bursaries/NG%20Beurs%20Hons-PG%20Burs%20Hons%202015.pdf>

³⁵ <http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/bursaries/NG%20Beurs%20M-PG%20Burs%20M%202015.pdf>

³⁶ <http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/p-fsd/documents/2-Nagraads/NG%20Beurs%20Phd-PG%20Burs%20Phd%202015.pdf>

³⁷ <http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/bursaries/NG%20Meriete-PG%20Merit%202015.pdf>

³⁸ <http://www.nwu.ac.za/content/bursaries-teachers>

³⁹ <https://share.nwu.ac.za/alfresco/n/browse/workspace/SpacesStore/512092de-af3a-4baf-845d-37c4d8bcd189>

⁴⁰ http://www.nwu.ac.za/webfm_send/60344

⁴¹ http://www.nwu.ac.za/webfm_send/60346

required to sign a formal performance agreement with the university. If a bursary holder discontinues or interrupts their studies or if progress is unsatisfactory, the amount that has already been paid out will have to be repaid.

b) MEd bursaries (full time only)

- i. The prestige postgraduate bursaries awarded by the Faculty of Education at the Potchefstroom Campus are available only to full-time MEd students. This bursary is intended to support MEd students to allow them to complete their studies within the minimum period (one to two years). In order to qualify, the student must have obtained the prerequisite honours degree for entry to the particular qualification to which the bursary applies with an average mark of at least 75%. (Please use the following links: [Agreement](#)⁴²; [Application form 2016](#)⁴³; [Application form 2016](#)⁴⁴.)
- ii. A full-time student for the purposes of this bursary is defined as follows: “full-time student” means a student for whom study is the predominant activity and who follows a curriculum that can be completed within the prescribed minimum period.
- iii. Any part-time employment during the day will therefore be in contravention of this definition and such employment will have the effect that the student will not be enrolled on a full-time basis.
- iv. The bursary applies only for the academic year for which it has been awarded. The bursary is intended to contribute towards the cost of, for example, tuition, accommodation and subsistence, books and academic supplies.
- v. The bursary holder must complete their studies within the maximum period of two years for full-time students. If they fail to do so, the amount that has already been paid out from the bursary will have to be repaid immediately. A successful applicant will be required to sign a formal performance agreement with the university. If a bursary holder discontinues or interrupts their studies or if progress is unsatisfactory, the amount that has already been paid out will have to be repaid.

15.3.3 Faculty bursaries: PhD and MEd bursaries

Three part-time PhD and three part-time MEd bursaries: Enquiries can be made at the M&D administration office at the faculty – 018 299 4781.

a) Sol Plaatje PhD bursary (three bursaries)

- i. The Sol Plaatje bursaries awarded by the Faculty of Education at the Potchefstroom Campus are available only to PhD students. In order to qualify, the student must have obtained the prerequisite master's degree for entry to the particular qualification to which the bursary applies. The application form must be accompanied by a letter of motivation from the applicant to the research director. (Please use the following links: [Agreement](#)⁴⁵; [Application form](#)⁴⁶.)
- ii. The bursary holder is required to **be on campus for three weeks per term for research purposes**. The bursary applies only for the two academic years for which it has been awarded. The bursary is intended to contribute towards the cost of, for example, tuition, accommodation and subsistence, books and academic supplies.

b) Semane Molotlegi MEd bursary (three bursaries)

- i. The Semane Molotlegi MEd bursaries awarded by the Faculty of Education at the Potchefstroom Campus are available only to MEd students. In order to qualify, the student must have obtained the prerequisite honours degree for entry to the particular qualification to which the bursary applies. The bursary is for part-time study only (R80 000 per annum). ONLY three Semane Molotlegi MEd bursaries are awarded biennially. Applications for this bursary will be accepted in November. The

⁴² http://www.nwu.ac.za/webfm_send/60338

⁴³ http://www.nwu.ac.za/webfm_send/60334

⁴⁴ http://www.nwu.ac.za/webfm_send/60336

⁴⁵ http://www.nwu.ac.za/webfm_send/60340

⁴⁶ http://www.nwu.ac.za/webfm_send/60342

application form must be accompanied by a letter of motivation from the applicant to the research director. (Please use the following links: [Agreement](#)⁴⁷; [Application form](#)⁴⁸.)

- ii. The bursary holder is required to be on campus for three weeks per term for research purposes. The bursary applies only for the academic year for which it has been awarded. The bursary is intended to contribute towards the cost of, for example, tuition, accommodation and subsistence, books and academic supplies.

16 Course material

16.1 Undergraduate programmes

- a) First-year students receive a calendar in which the programme and curriculum applicable to the full period of their course are explained.
- b) Students will typically receive study guides too, in which the additional prescribed material for each module is indicated.

16.2 Postgraduate programmes

MEd and PhD students receive a programme and the required reading material at each of the training sessions. The MEd and PhD programmes are research degrees and do not involve any taught modules.

17 Written work (academic writing style)

Students are expected to submit their own work at all times and plagiarism is considered a serious offence. (See point 22.4.2 in the Faculty Guide.)

17.1 Undergraduate and BEdHons programmes

- a) Undergraduate programmes:
 - i. Academic language, argument construction, planning and structuring of academic writing, empirical research and the research report, seminar skills and a writing programme are all dealt with in the compulsory AGL121 module.
 - ii. In this way, students are equipped to undertake their assignments and submit them in a well-constructed form.
- b) BEdHons programme:
 - i. The study guide for the FOER 611 module (Foundations of Educational Research) will assist BEdHons students in planning their research (an examination module) and the manual for the RSPR 671 module (Research Project) will assist students in preparing their research proposals.
 - ii. The FOER 611 study guide is available at the study-guide distribution centre.
 - iii. The RSPR 671 manual is available at the BEdHons office.

17.1.1 Cover page

All assignments must have a cover page (A4 paper size), set out as follows:

- i. Undergraduate cover page

Name:
Student number:
Module:
Seminar group (if applicable):
Name of lecturer:

⁴⁷ http://www.nwu.ac.za/webfm_send/60332

⁴⁸ http://www.nwu.ac.za/webfm_send/60330

Date:

Assignment title (in full):

Declaration:

I declare that this represents my own original efforts and that I have not plagiarised the work of anyone else in completing the requirements for this task.

Signature:

ii. BEdHons cover page⁴⁹

⁴⁹ This cover page is also available at the BEdHons office.



BEdHons-dekblad / cover page

Modulekode / Module code:

RSPR 671

Gebied van spesialisering / Area of specialisation	Kies een / Select one [x]
Afrikaans vir Onderwys / Afrikaans for Education	
Inligtingstechnologieonderwys / Information Technology Education	
Rekenaartoevoegingstechnologie / Computer Applications Technology	
Kurrikulumstudies / Curriculum Studies	
Onderwysbestuursleierskap / Education Management Leadership	
Onderwysreg / Education Law	
Vergelykende Opvoedkunde / Comparative Education	
Opleiding en Ontwikkeling / Training and Development	
Opvoedkundige Sielkunde / Educational Psychology	
Engels vir Onderwys / English for Education	
Geografie-onderwys / Geography Education	
Geskiedenis-onderwys / History Education	
Leerderondersteuning / Learner Support	
Lewenswetenskappe-Onderwys / Life Sciences Education	
Fisiesewetenskappeonderwys / Physical Sciences Education	
Wiskunde-onderwys / Mathematics Education	
Bewegingsonderwys / Movement Education	
Tegnologie-Onderwys / Technology Education	

Plagiaat is 'n vorm van diefstal, aangesien dit dui op die steel van intellektuele eiendom. 'n Navorsingsprojek wat tekens van plagiaat toon, sal 'n punt van nul (0%) toegeken word, ongeag die gevolge wat dit vir die student inhou. Die student sal dissiplinêre optrede in die gesig staar, wat kan lei tot skorsing, uitsetting of de-registrasie van 'n module of selfs 'n program. / *Plagiarism is a form of theft, as it amounts to the stealing of intellectual property. A research project that shows evidence of plagiarism will be awarded a mark of zero (0%), irrespective of the consequences this may hold for the student. The student will face disciplinary action, which may result in suspension, expulsion or de-registration from a module or even a programme.*

Moet daarom nie in die versoeking kom om materiaal vanaf die internet te "knip en plak" in jou navorsingsprojek nie. Dit is besonder maklik om die verandering in register (woordgebruik) en uitdrukkingsvermoë raak te sien. Jy sal verseker uitgevang word. / *Do not be tempted to copy and paste material from the internet into your research project. It is remarkably easy to spot the change in register (choice of vocabulary) and linguistic competence. You will almost certainly be caught out.*

LET ASSEBLIEF DAAROP DAT U VERPLIG IS OM DIE PLAGIAAT-VERKLARING TE TEKEN. / KINDLY NOTE THAT YOU ARE OBLIGED TO SIGN THE PLAGIARISM DECLARATION.

Titel van die navorsingsprojek / Title of research project:

Student:

Van & voorletters / Surname & initials

--	--	--	--	--	--	--	--	--	--

Universiteitsnommer / University number

--	--	--	--	--	--	--	--	--	--	--	--

Kontaknommer / Contact number

--	--	--	--	--	--	--	--	--	--	--	--	--

Posadres / Postal address

Studieleier / Supervisor

VERKLARING / DECLARATION

Ek, die ondergetekende, het die inligting oor plagiaat hierbo asook in die RSPR 671 handleiding gelees en verstaan. Ek weet wat plagiaat is en is bewus van die gevolge van die pleeg daarvan. Ek verklaar verder: / *I, the undersigned, have read and understood the information on plagiarism above as well as in the RSPR 671 manual. I know what plagiarism is and I am aware of the consequences thereof. I further declare:*

- dat die teks en bibliografie van hierdie navorsingsprojek die bronne wat ek gersadpleeg het weerspieël; en / *that the text and bibliography of this research project reflect the sources I have consulted; and*
- dat die dele met geen bronverwysings my eie idees, argumente en/of gevolgtrekkings is; / *that sections with no references represent my own ideas, arguments and/or conclusions.*

HANDEKENING / SIGNATURE: _____ DATUM / DATE: _____

PLEG VIR KANTOOR GEBRUIK / FOR OFFICE USE ONLY:

Datum ontvang by BEdHons-kantoor / Date submitted to BEdHons Office: _____

Finale punt / Final mark

%

17.2 MEd and PhD programmes

17.2.1 Guidelines on preparing, writing and presenting a research proposal

- i. [The Manual for Postgraduate Studies](#)⁵⁰ is a policy document that provides guidelines for writing research proposals, among other research documents, for master's-degree and doctoral students.
- ii. Faculty-specific guidelines, based on this policy, provide specific guidelines to students for writing dissertations/theses and are available at the faculty's M&D administration office.

17.2.2 Sources about the writing of the research proposal and the execution of research

Publications on the [specific requirements for writing research proposals](#)⁵¹ (Section 1.8, Manual for Postgraduate Studies) and citing sources ([Quoting Sources](#))⁵² are available on the [Ferdinand Postma Library's webpage](#),⁵³ and in an extensive collection of books on research in education in the Education Library.

17.2.3 Research paper

Together with the PhD thesis and the consent of the promoter, the candidate must also hand in proof that the research article has been submitted to an accredited magazine. This proof must be presented before the exam reports and results of the student can be made available, and must be submitted to the MEd and PhD administration office of the faculty.

17.2.4 Oral defence

For final results of examination of a doctorate an oral defence of the thesis is mandatory.

18 Assessment

18.1 Assessment rubric/guidelines for assignments

18.1.1 Undergraduate programmes, PGCE and BEDHons and ODL programmes

- a) Assessment (formative and summative/continuous and cumulative) is the process by which the outcomes of pedagogy and curriculum design are measured. It follows that the approach adopted for pedagogy and the curriculum needs to inform both the assessment process and its principles in order to realise the learning outcomes.
- b) The rubric that follows represents an attempt to bring together the integration of content and expression in writing in a way that is meaningful to all students and markers. It is not assumed that writing is the only means of assessment of students, since the nature of the qualifications offered by the faculty ensures that adequate attention is focused on other forms of communication and other skills.

18.1.1.1 Assessment of written work

The broad categories (and weightings) used for the allocation of marks are generally as follows:

- basic structure: 20–30%;
 - core features: 60–70%; and
 - bibliography: 10–20%.
- a) Lecturers may, at their discretion, and in accordance with the requirements of specific fields of study, use a more detailed marking grid. Lecturers must indicate the assessment criteria and marks allocation to students in advance.
 - b) Students must seek to achieve good written language, which includes correct spelling, grammatically correct sentences and elegantly linked ideas.

⁵⁰ <http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/library/documents/manualpostgrad.pdf>

⁵¹ <http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/library/documents/manualpostgrad.pdf>

⁵² <http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/library/documents/verwysings.pdf>

⁵³ <http://www.nwu.ac.za/library/research.html>

18.1.1.2 Marks allocation

Mark	Interpretation
85–100%	First Outstanding
75–85%	First Distinction The paper shows an elegant mastery of the language, an excellent understanding of the arguments of other authors and an in-depth critique of these points of view. The student has established their own argument, which is well supported with creativity, ideas and references to a broad/in-depth body of literature.
70–74%	Upper second The student has a very good style of writing, has shown that they have an excellent understanding of the arguments of other authors and has established their own well-supported argument. The paper could have engaged more creatively with the material and offered a more in-depth critical analysis of the opinions of the authors cited.
65–69%	Second This is a good and solid piece of writing in which the student has shown that they understand the arguments in the text they have read and have been able to explain their own argument. The style of the paper is good and the student has shown that they have mastered the material. The paper lacks diversity in views and the student's argument could have engaged more critically with the ideas of other authors.
60–64%	Lower second The student has shown that they understand the texts they refer to and they have given an outline of their own argument, but they have not been able to support this argument nor have they offered a detailed analysis or synthesis of the points of view with which they have engaged. The paper contains some grammatical and/or spelling mistakes and the style needs polishing.
55–59%	Third The student has attempted to offer their own ideas, but the paper lacks a clear understanding of the main thinkers and a solid argument. While there are several grammatical and spelling mistakes, the paper has been structured correctly and the ideas can be followed. The student has failed to engage with all the main views held on the topic they have researched.
50–54%	Lower third In the paper, the student has demonstrated that they have a general understanding of the main ideas pertaining to their topic and the authors they have read. The work is not well written and the student's argument is not clear. The student has not offered an analysis of the opinions held by the authors they have read nor have they read all the main/prescribed writers on the topic under discussion.

49% and less	<p>Fail</p> <p>The student has failed to engage with the topic under investigation, they have not demonstrated an understanding of the authors they have read and the paper is not coherently structured.</p>
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18.1.1.3 Assessment of class participation

(Refer to Section 21.3.1.)

The student attends lectures regularly.	20
The student demonstrates that they have read the prescribed material before lectures by asking relevant questions that develop the main points of the lecture in more detail or intelligently critique them.	20
The student participates in the class by contributing to the discussions and/or by asking questions that help to clarify the topic of the debate/lecture.	20
The student contributes ideas from their own independent research to the lecture by offering creative new ideas, solutions or points of view.	20
The student completes all the assignments set for the students in their tutorial programmes.	20
TOTAL	100

18.1.1.4 An example of the assessment of oral presentations (described in more detail in the study guide for each module)

<p>Visual aids:</p> <p>Good use was made of visual aids.</p> <p>Visual aids used were relevant to the topic at hand.</p>	15
<p>Main idea or argument of the presentation:</p> <p>The argument was clearly defined.</p> <p>The argument was supported with relevant material.</p> <p>The argument was developed in a coherent manner.</p> <p>The presentation showed a critical engagement with the material under discussion.</p>	40
<p>Voice and non-verbal aspects of presentation:</p> <p>The student spoke clearly and used their voice effectively.</p> <p>The student's body language was appropriate and they made eye contact with the audience.</p> <p>The student maintained the interest of the audience.</p>	30

Creativity:	
The choice of topic was creative.	
The overall presentation was creative/novel.	
The examples used to support the argument were unique.	15
TOTAL	100

18.1.2 MEd and PhD qualifications⁵⁴

Assessment guidelines according to which supervisors are to guide their students can be found at the following links: MEd⁵⁵ and PhD⁵⁶. These guidelines are discussed with new students during their compulsory research support programme in their first year of enrolment. The guidelines also serve to guide examiners and moderators in assessing dissertations and theses.

18.2 Assessment: operational processes

18.2.1 Assessment requirements

a) On-campus modules

- i. No module will be assessed on the basis of a single assessment or examination.
- ii. No single assessment may contribute more than 35% of the participation mark.
- iii. Where a module is offered on more than one campus, the number and type of assessed tasks must be the same. (This must be discussed by all the campuses and is not yet applicable.)

b) ODL modules

ODL students are granted supplementary examination opportunities for modules within the maximum study period for the specific programme. Individual examination timetables and information are sent to ODL students. Students must have read this information before examinations commence.

18.2.2 Changes to assessment

Changes to the assessment requirements for a module require the approval of the faculty's Teaching Quality Committee.

18.2.3 Submission of assessed assignments

- a) The faculty policy is to require assignments to be submitted in an agreed-upon format (i.e. electronic or hard copy).
- b) All assignments must bear the module code, module name, the lecturer's/tutor's name, and the student's name and student number on the cover page.
- c) It is recommended that all written assignments be typed according to the stipulated requirements. It is the responsibility of each student to retain a copy of their assignment.
- d) Failure to submit an assignment by the due date without written approval for a deadline extension from the lecturer concerned may incur a penalty. The penalty for late submission will be indicated in the module outline in the relevant study guide.
- e) For group assignments, all members must sign the cover page. Where a group member has not contributed to the assignment and there is a dispute with regard to the marks awarded, the subject chairperson and the school director must investigate the case. If a student is found guilty, no marks will be awarded to the student.

⁵⁴ <http://www.nwu.ac.za/p-retlo/info.html>.

⁵⁵ http://www.nwu.ac.za/webfm_send/60360

⁵⁶ http://www.nwu.ac.za/webfm_send/60362

18.2.4 Additional assessment opportunities

a) Continuous assessment (A2.4.2)

- i. For in-class assessments, in which a student is prevented by special circumstances (such as illness) from participating, they must provide the lecturer of the module with proof of the reasons for their inability to be present, and apply for an additional assessment. Such a request must be received 48 hours prior to the scheduled test, or within at least five working days after the assessment. The faculty-specific rule relates to A2.4.2 regarding proof of participation and the applicable curriculum requirements for admission to a final assessment opportunity in the relevant module or part thereof.

b) First, second and chancellor's examination opportunities

- i. First and second examination opportunities: Contact students may elect to write both examination opportunities. However, only the second examination opportunity will then count towards the student's mark. Students must keep in mind that the stipulated amount must be paid in order to make use of the second examination opportunity. ODL students do not have the option to elect to write either the first or the second opportunity and must write the first opportunity. However if a student fails the first opportunity, they can make use of a second opportunity six months later at no cost.
- ii. Chancellor's examination opportunity (not applicable to ODL students): The University offers a chancellor's examination opportunity to students who still require one module to complete their degrees within the minimum period as specified in the University's rules. Application for a chancellor's examination has to be made in writing to the faculty adviser, recommended by the school director and approved by the dean. This applies to the BEdHons programme (refer to the [BEdHons calendar](#)⁵⁷).

18.2.5 Collection/return of marked assignments

- a) Assignments are normally available for collection within two weeks of the date of submission. Lecturers will notify students of the anticipated date of collection and the manner in which assignments can be collected.
- b) Assignments can generally be collected in class, which provides an opportunity for feedback.
- c) In the case of ODL students, particular instructions in this regard will be communicated.

18.2.6 Deadline extensions for assessed tasks

- a) Students may be granted an extension for the submission of assignments.
- b) Students seeking a deadline extension must submit a written request to the lecturer prior to the due date for submission of the assignment. ODL students must request permission from the relevant administrative staff member as indicated in the information booklet.
- c) The grounds for a deadline extension will normally include temporary circumstances of a personal or work-related nature.

18.3 Dissertations and theses: MEd and PhD

18.3.1 Weighting of marks

a) Assessment of dissertations/theses

A mark is allocated for dissertations but not for theses, which are awarded either a pass or fail in accordance with the different categories in the General Academic Rules. In the case of theses, the results are dependent upon the assessment of the thesis and an oral examination. This applies to all students enrolled for a PhD in the faculty as from 2011. The results for both dissertations and theses are considered with reference to the pass criteria as contained in the General Academic Rules (A4.4.4.6 and A5.4.4.5).

b) Requirements for MEd research papers and dissertations

Dissertations and theses must meet the requirements prescribed in the [Manual for Postgraduate Studies](#).⁵⁸ There are faculty-specific criteria that examiners apply in assessing dissertations and theses.

⁵⁷<http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/p-academic-administration/dokumente/Undergrad2015/2015-EDUCATIONSCIENCES-POSTGRADUATE.pdf>

⁵⁸ <http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/library/documents/manualpostgrad.pdf>

c) General with regard to MEd dissertations and theses

- i. All MEd and PhD students work under the supervision of supervisors/promoters appointed by the faculty (A4.3.1.1 and A5.3.1.1). This also applies to co-supervisors/co-promoters and assistant supervisors and promoters.
- ii. No examiner of a dissertation/thesis may in any way be involved in the supervision of the student being examined (A4.4.3.3 and A5.4.3.3).
- iii. The results of a dissertation/thesis may be placed in one of four categories (A4.4.4.6 and A5.4.4.5). A dissertation/thesis may:
 - be accepted unconditionally; or
 - be accepted on condition that adjustments of a limited extent be effected, in which case the supervisor/promoter, in consultation with the research director and with notice to the school director where applicable, must ensure that a memorandum dealing with the adjustments be supplied to the student within two weeks after the result has been made known; or
 - be referred back to the student for review and/or amplification and resubmission for re-examination, in which case the supervisor, in consultation with the research director and with notice to the school director where applicable, must ensure that a memorandum with regard to the nature and extent of the review and/or amplification be supplied to the student within two weeks after the result has been made known; or
 - not be accepted, in which case the student fails.

18.3.2 Procedure for submission of dissertations/theses

- a) There are stipulated procedures for submitting a dissertation/thesis. The student must advise the M&D Examination Committee of the faculty of their intention to submit three months ahead of time, and thereafter the NWU Higher Degree Administration office will be notified. In addition, the student must have a letter of consent from the supervisor/promoter granting permission for submission and an official declaration that the work is the student's own and has not previously been submitted elsewhere for examination. A [checklist](#)⁵⁹ is provided for completion to ensure that all requirements have been met. Four copies and an electronic version (CD) are to be submitted to the M&D administration office of the faculty.
- b) Once the final examination result has been released by the M&D Examination Committee and the student has passed, additional final copies must be submitted to the NWU Higher Degree Administration office.

18.3.3 Ethics clearance

The Ethics Committee of the Faculty of Education is a subcommittee of the NWU Ethics Committee, which is an institutional committee. All research projects, including master's degree and doctoral studies, must be submitted to this subcommittee for ethics clearance. An ethics application form, prescribed by the NWU, and a manual on completing the form are available on the webpage of the [Research Support Office](#).⁶⁰

19 Moderation: Quality assurance

- a) The general rule of the university is that all modules' examination papers and a sample of scripts must be moderated internally. Exit-level modules must be moderated internally and externally every two years.
- b) The following must be available to both internal and external moderators:
 - a question paper with a memorandum;
 - an examiner's report on the general performance of the students;
 - a record of the students' semester marks as reflected on the schedule; and
 - the study guide.
- c) In drawing up their report, the moderators are expected to provide general comments and to comment on the following:
 - the quality of the students' performance;
 - the reliability of the marking process;

⁵⁹ http://www.nwu.ac.za/webfm_send/60353

⁶⁰ <http://www.nwu.ac.za/content/new-research-support-home>

- the standard of student attainment; and
- the validity of the assessment instrument.

d) The responsibilities of the external moderators entail more than the marking of a sample of the scripts. They must also comment on the design of the curriculum, choice of study materials, and teaching and assessment strategies.

e) The following table sets out the appointment of examiners and internal and external moderators.

Modules	Internal examiner	Internal moderator	External moderator	Notes
All modules need to be examined and moderated.	This is an academic staff member who teaches the module.	This is an academic staff member who does not teach the module but who has expertise in the discipline being examined, and is usually a senior individual in the subject group.	This is an academic with expertise in the discipline being examined/ moderated, who teaches at another university and is approved by the Faculty Board.	All moderators need to be nominated by the subject group in which the module is being offered. The school's recommended moderators must be tabled at a Faculty Board meeting and be approved formally.
BEd, Grade R Diploma	X X	X X	X	Exit-level modules Non-exit-level modules
PGCE	X	X	X	Exit-level modules
New ADT	X	X	X	Exit-level modules
BEdHons	X	X	X	Exit-level modules
ADE	X	X	X	Exit-level modules
ACT	X	X	X	Exit-level modules
NPDE	X X	X X	X	Exit-level modules Non-exit-level modules
ACE	X	X	X	Exit-level modules

20 Examinations

20.1 Participation mark: Admission to examination

Students are referred to the calendar of every programme for details with respect to the participation mark for examination admission.

20.1.1 Contact programmes

- a) A student of the faculty must achieve a 40% participation mark to be admitted to the examination. The participation mark is an average mark allocated to a student over a prescribed period by means of formative assessment on completion of the teaching-learning activities required as part of the module. A mark is awarded for the formative assessment. This mark includes class attendance and marks obtained for assignments, tests and portfolios as conveyed to students in study guides and by the relevant module coordinator. The weighting of the participation mark in the calculation of the module mark may not be less than 30% or more than 70%, depending on the specific requirements of the respective academic disciplines. The module mark is calculated according to the ratio between the participation mark and the examination mark, as set out in the module outcomes contained in the calendars.
- b) The ratios of the participation mark to the examination mark applied in the programmes for the calculation of the module mark are 40:60, 50:50 or 60:40.

20.1.2 Open distance learning programmes

a. Advanced Certificate in Teaching (ACT) and Grade R Diploma as well as the programmes that are being phased out, namely ACE and NPDE

- A 30% participation mark is not applicable to these programmes.
- A participation mark for modules in ODL programmes is obtained by successfully completing the prescribed assignment(s), as stipulated in every module-specific tutorial letter, thus obtaining a participation (an assignment) mark.
- An assignment mark can contribute to the participation mark of a specific module for two examination opportunities only. Thereafter a new assignment must be submitted for a new participation mark in order to obtain admission to the examination in that module.

b. New programmes: BEd, new PGCE and ADE

These students must achieve a 40% participation mark to be admitted to the examination.

Please note:

Examination mark: Open distance learning students have two examination opportunities that take place during June and October/November annually. There is no second examination opportunity immediately after the first opportunity in a semester. If a student fails a module, ODL students have a second opportunity to write during the next examination opportunity. If a student does not pass after the second examination opportunity, the student has to reregister for the relevant module and resubmit an assignment(s) that will provide a participation mark to reobtain admission to two examination opportunities.

20.2 Class attendance

As a registered student of the NWU, every candidate for a degree, diploma or certificate must attend classes for approved modules for the number of semesters or weeks prescribed in the rules of the relevant qualification.

ODL students are advised to attend the scheduled contact sessions, but class attendance is not compulsory.

20.3 Supplementary examinations (A 2.4.4)

Two examination opportunities are offered at undergraduate level and students can use either or both opportunities. Students who use the second examination opportunity must pay the stipulated amount. If a student uses both opportunities, the module mark will be determined by the mark obtained in the second examination.

20.4 Guidelines pertaining to conducting examinations during absence of students due to approved NWU sports activities (second examination opportunity)

- a) Students, who want to use this concession must submit a written request from the Director of Sport or the Dean of Students, accompanied by a supporting letter of request by the student to the Unit for Professional Development (UPD office). This request must be submitted to the UPD office 10 working

days (two weeks) before the relevant second examination opportunity. The Head of the UPD office acts as coordinator of the process and discusses the merits of every case with the school director concerned.

- b) The final decision regarding the merit of the request is made by the school director in consultation with the module lecturer.
- c) The student (applicant) must strictly adhere to the following regulations as laid down by the faculty:**
- i. Provide proof of their participation in the activity (official letter of the sports body, the Director of Sport or the Office of the Dean of Students, as well as the day and date of the activity).
 - ii. Proof of the examination timetable indicating the module examination paper(s) affected by the activity.
 - iii. Submit their application in writing, methodically set out and containing the necessary particulars, e.g. name and surname, student number, year, specialisation phase, module, the names of lecturing staff responsible for the module, and whether examination admission for the module has been obtained.
 - iv. Submit the student application with the necessary supporting documentation to the Head: Unit for Professional Development at Office C6–G01 punctually before 13:00 on weekdays.
- d) Students who have already used the first examination opportunity and already have a **module pass** will not be considered. Students may therefore not insist on a special examination opportunity to further improve the module pass.
- e) Students who, for some reason, have not used the first examination opportunity but do have the necessary admission to examinations will not be considered. However, cases of merit will receive further discretionary attention.
- f) If permission is granted to a student (applicant) to use a second examination opportunity, the faculty, in collaboration with the Examination Section, handles the matter further.
- g) If the request is granted, the student's particulars are furnished to the Examination Section so that the student's particulars can be added to the attendance list of the distance centre/examination centre. After approval the student may use the examination opportunity. The procedure to be followed between the faculty and the Examination Section will be coordinated by the UPD office.
- h) The student will receive the information and the arrangements pertaining to the examination from the UPD office.

20.5 Special examinations

a) Final-year undergraduates (A 2.4.4.5)

If a final-year undergraduate student passes all their modules except one module, they can apply to the dean to be granted a final assessment opportunity in the outstanding module.

b) BEdHons (A.3.4.4.3)

If a BEdHons student (full time or part time) requires only one module for the completion of the BEdHons qualification, the student can apply for a chancellor's examination within the examination period. This opportunity can entail a re-examination.

c) ODL method

- i. No special examinations are allowed.
- ii. ODL modules for ACT, ADE, ACE and NPDE have one assignment, which counts 40% of the final mark, but ACE Management and Leadership counts 60% of the final mark. BEdHons modules have more than one assignment that jointly count more than 50% of the final mark.
- iii. ODL students are granted two examination opportunities for each module. Individual examination timetables and information are sent to ODL students. Students must read this information before examinations commence.

20.6 Examination results: publication

- a) Marks will be posted on the notice boards and published simultaneously in the following ways:
- i. MTN line: Call 083 123 222.
 - ii. Website: <http://www.nwu.ac.za/content/address>.

- iii. SMS: Send an SMS to 35606 with the following message: NWU student number (you must include the space between "NWU" and your student number).
- iv. Call centre: ODL students can contact the call centre at 018 285 5900.

21 Conduct and academic integrity⁶¹

21.1 NWU policy

Procedures for dealing with a violation of regulations, allegations of misconduct and breach of trust are prescribed and overseen by the NWU Ethics Committee.

- a) Academic integrity and conduct relate to all aspects of work and study at the faculty, including research, guidelines on writing essays/assignments, and marking standards and assessment.
- b) Students must be aware that any form of violation, misconduct or breach of trust erodes the good reputation of the faculty and the University. The continuing value of a qualification from the NWU in the opinion of potential employers, other institutions and the community at large depends on the NWU maintaining its reputation as a higher-education institution with reliable credentials.
- c) Academic integrity and conduct involve a good measure of trust between students, and between students and academic staff. Academic integrity concerns academic freedom, a fundamental right of both students and academic staff in this institution of higher learning. Within this context, honesty, integrity and good conduct are necessary for academic freedom in pursuit of knowledge. This freedom can be realised only when both students and academics assume responsibility, receive credit for work done, and give the same credit when it is due.
- d) Recognition of contributions to knowledge by others and of the intellectual property of others establishes trust within the faculty, and encourages the sharing of ideas that is essential to scholarship. Similarly, the educational process requires that individuals present their own ideas and insights for critical assessment and eventual reformulation. Presenting others' work as one's own undermines the educational process and is intellectually dishonest.

Excerpt from the Statute of the NWU, Section 80(1–3)

South Africa. 2005. Higher Education Act, 1997 (Act No. 101 of 1997): Statute of the North-West University (Notice 795). Government Notice, 27872, 8 August 2005.

Offences

80. (1) A student whose conduct is detrimental or may be detrimental to the good name, order, discipline or performance of the work of the University or of any part of the University, including any office bearer, supporter, member of staff or student thereof, is guilty of an offence, and may be disciplined for it by the council or another relevant disciplinary body contemplated in paragraph 81.

(2) Dishonest academic conduct and conduct of a student who unreasonably harasses or treats another person or group of persons with hostility or violently are serious offences.

(3) The transgression of any provision of this Statute, or the Rules of the University or the provisions of the constitution or relevant rules of a body within the University, or of a statutory or common-law legal rule can constitute an offence as contemplated in subparagraph (1) above.

21.2 Do-values of the Student Representative Council

Students of the Potchefstroom Campus must satisfy the following do-values:

- integrity;
- humility;
- respect;
- helpfulness;
- accessibility; and
- loyalty.

⁶¹ Work consulted: Boston College. Department of Political Science. 2012. University statement on academic integrity. <http://www.bc.edu/schools/cas/polisci/integrity/> / Date of access: 30 Jan. 2013.

21.3 Class attendance and general rules of conduct for students in the Faculty of Education

- a) A student (contact or distance) enrolled at the Faculty of Education must adhere to the do-values of the Student Representative Council of the Potchefstroom Campus and the rules of the Statute of the NWU as detailed in paragraphs 20.2.1 and 20.2.2 below.
- b) If a student is guilty of continual misconduct, the faculty can report such student to the South African Council for Educators. This will place the career of such person in jeopardy.

21.3.1 Class attendance

- a) As a registered student of the NWU, each candidate for a degree, diploma or certificate must attend classes for approved modules for the number of semesters or weeks prescribed in the rules of the relevant qualification.
- b) Recommended methods to be used by lecturers to monitor class attendance can include the following:
 - i. Taking roll call.
 - ii. Requesting that assignments be handed in at the next period.
 - iii. Giving a surprise test. Class attendance is compulsory for all contact students and non-attendance can affect a student's participation mark negatively. ODL students are advised to attend the scheduled contact sessions, but class attendance is not compulsory.
- c) The Faculty Board has confirmed that class attendance cannot be enforced although it is compulsory, and proposes that lecturers manage class attendance at their discretion.

21.3.2 Conduct during lectures and tutorials

- a) No talking is permitted during lectures, since this is both ill-mannered and annoying, and deprives fellow students of their right to attend class unhindered. The only exception is if a lecturer expressly requests a class to discuss aspects of the material in pairs or small groups. If the lecturer notices a student talking during the lecture, they have the right to ask the student concerned to keep quiet. If the transgression continues, the lecturer has the right to request the student to leave the room and mark the student as absent. If the student refuses to leave the class, it can be regarded as misconduct. The lecturer can also report the matter to the subject group chairperson, the programme leader or the school director for further consideration.
- b) No eating, drinking or smoking is allowed in classes.
- c) Cell phones must be switched off at all times during lectures and tutorials. If a student's cell phone rings during a lecture or tutorial, it can be viewed as misconduct.
- d) When a lecturer gives a member of the class the opportunity to ask a question, it must not be regarded as an invitation to the rest of the class to engage in private conversation. The rest of the class must listen to all questions and answer them respectfully.
- e) Students who deviate from the topic(s) set in small-group discussions during tutorials in order to have a private conversation will receive a warning from the tutor to cease their conversation. If the transgression continues, the tutor has the right to request the student(s) to leave the room and to mark the student(s) as absent. If a student refuses to leave the class, it can be regarded as misconduct. The tutor can also report the matter to the subject group chairperson, the programme leader or the school director for further consideration.
- f) Students who sign the attendance register but then leave the class halfway through a double period will be marked as absent and reported to the subject group chairperson or the programme leader for further consideration.
- g) No photos may be taken of presentations, since students may be legally charged in terms of the Copyright Act.

21.3.3 Conduct during practical training

The rules of conduct also apply to practical training. If a student is guilty of continual misconduct during practical training, disciplinary action can be taken against the offender.

21.3.4 Acts of misconduct

(Misconduct does not include honest errors or honest differences in interpretation or judgement of data.)

Acts of misconduct include:

- a) claiming results where none have been obtained;
- b) the use of other people's data and/or ideas without acknowledgement;
- c) misleading attribution of authorship, including the listing of authors without their permission, attributing work to anyone who has not contributed to the research, and the lack of appropriate acknowledgement of work primarily produced by a research student; and
- d) other practices that seriously deviate from those commonly accepted within the research community for proposing, conducting or reporting research.

21.4 Violation of academic integrity

21.4.1 Dishonesty

Dishonesty is giving or receiving unauthorised assistance, or the intentional use or attempt to use unauthorised material or information.

21.4.2 Plagiarism

Plagiarism is taking information from the writings or ideas of another and presenting it as one's own, that is, the appropriation of another person's words, ideas or research results without acknowledgement and passing it off as one's own. Please refer to the NWU's policy on plagiarism and other forms of academic dishonesty and misconduct.⁶²

21.4.3 Fabrication

Fabrication is reporting an academic source that does not exist or other sources that cannot be traced or retrieved for verification.

21.4.4 Falsification

Falsification is misrepresentation of results, that is, manipulation of research materials or process, or changing or omitting data or results such that the research is not accurately represented.

21.4.5 Collusion

Collusion is defined as assisting or attempting to assist another student in an act of academic dishonesty. Collusion differs from collaborative learning. The latter can be a valuable part of students' academic development. The extent of cooperation varies from course to course, and students must consult their lecturer if they are uncertain of whether their cooperative activities are acceptable.

21.4.6 Other breaches of academic integrity

Other breaches of academic integrity and misconduct include:

- i. misrepresentation of one's own or another's identity for academic purposes;
- ii. misrepresentation of material facts or circumstances in relation to examinations, question papers or other evaluative activities;
- iii. selling question papers, essays or research for fraudulent use;
- iv. alteration or falsification of official university records;
- v. unauthorised use of the university's academic facilities or equipment, including computer accounts and files;
- vi. unauthorised recording, sale, purchase or use of academic lectures, academic computer software or other instructional materials; and
- vii. unauthorised removal of materials from and vandalism or deliberate concealment of materials in the library, computer laboratory or other university facility.

21.5 Facilitation of academic dishonesty

Facilitation of academic dishonesty includes (i) acts that may not directly benefit the accused but assist another student, and (ii) denying others access to information or library material.

Denying others access to information or library material is considered a deliberate impediment of process of both students and academic staff.

22 Grievances

- a) What is a grievance? *A grievance can be defined as any dissatisfaction or feeling of unfairness or injustice on the part of any student connected with a student's expectations of the programme for*

⁶² http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/i-governance-management/policy/2P-2.4.3.2_plagiarism_and_dishonesty_a.pdf

which the student has registered, learning-teaching sessions, assessment outcomes and other student-related activities.

- b) Such grievances must be formally brought to the attention of the school director and the dean.

22.1 The grievance procedure

The lecturer of the module concerned has an important role and responsibility with regard to the grievance procedure. The school director of the school in which the module is offered, the relevant subject chairperson, the relevant programme leader, and the dean also play important roles and have responsibilities regarding the grievance procedure. The procedure and the roles of the lecturer, the subject chairperson, the programme leader, the school director and the dean are outlined below.

Step 1 – Immediate lecturer

- a) A student who wishes to raise a grievance in which they are directly concerned must first raise it with their lecturer.
- b) The lecturer must endeavour to resolve the grievance within an agreed timeframe, in consultation with the school director, if necessary.

Step 2 – Subject chairperson

- a) The subject chairperson obtains information from the student and the lecturer concerned.
- b) The subject chairperson serves as a mediator between the student and the lecturer concerned during a meeting held by the subject chairperson.

Step 3 – Programme leader

- a) The programme leader obtains information from the student, the lecturer and the subject chairperson concerned.
- b) The programme leader serves as a mediator between the student, the lecturer and the subject chairperson concerned.

Step 4 – School director

- a) The school director obtains information from the student, the lecturer, the subject chairperson and the programme leader concerned.
- b) The school director serves as a mediator between the student, the lecturer, the subject chairperson and the programme leader concerned.

Step 5 – Dean

- a) If the student is dissatisfied with the outcome of steps 1 and 4, they can refer the grievance to the dean.
- b) The dean will consult with all parties involved in the process thus far and can request any additional information they deem necessary.
- c) The dean will inform all parties of their decision.

22.2 Record keeping and follow-up meeting

- a) A record of all grievances and proceedings must be kept in the school director's office.
- b) Resolved grievances must be recorded in writing.
- c) A follow-up meeting must be conducted with the aggrieved student three months after the date of resolution or sooner if necessary.

23 Important faculty and institutional bodies

This information will be finalised once the new structures are in place.

23.1 Faculty Management Committee

The Faculty Management Committee comprises the dean, the four school directors, the Administrative Manager: Under- and Postgraduate Programmes, the Manager: Meeting Administration, Management Information and Programme Development, the quality manager and the financial officer. The committee is chaired by Prof Robert J Balfour.

23.2 Faculty Board of Education

The Faculty Board comprises approximately 58 members and is constituted as follows: the dean (chairperson), directors of schools and the research focus area, institutional senate representatives (of the faculty), campus senate representatives (of the faculty), research professors, senior researchers, programme leaders, subject chairpersons, heads of administrative units, a student representative and a representative of the Faculty of Natural Sciences.

23.3 Faculty Board committees

There are four Faculty Board committees:

- i. the Research Committee ;
- ii. the Teaching Quality Committee ;
- iii. the Community Engagement Committee ; and
- iv. the Strategic Planning Committee, chaired by the dean.

23.4 Campus Management Committee

The Campus Management Committee comprises seven members and is chaired by the campus rector.

23.5 Expanded Management Committee

The Expanded Management Committee comprises the Campus Management Committee, the deans and the chairperson of the Student Representative Council, and is chaired by the campus rector.

23.6 Senate Committee of the Potchefstroom Campus

The Senate Committee comprises 90 members and is chaired by the campus rector. The committee is represented by the eight deans, the directors of the different schools and research focus areas, the directors of the support-service departments as well as appointed academic staff members of each faculty.

23.7 Institutional Management Committee

The Institutional Management Committee comprises ten members and is chaired by the vice-chancellor. It is constituted as follows:

Name	Title
Prof D Kgwadi	Vice-Chancellor of the NWU
Prof M Davhana-Maselele	Rector, Mafikeng Campus
Prof JJ Janse van Rensburg	Rector, Potchefstroom Campus
Prof Linda du Plessis	Rector, Vaal Triangle Campus
Ms E de Beer	Executive Director: Finance and Facilities
Prof MJ Oosthuizen	Deputy Vice-Chancellor: Teaching-Learning
Prof F van Niekerk	Deputy Vice-Chancellor: Research, Innovation and Technology
Prof MM Verhoef	Institutional Registrar
Mr Kedirang Oagile	Executive Director: Human Capital
Mr Clement Manoko	Executive Director: Institutional Advancement
Mr R Kettels	Chief Strategic Officer: Office of the Vice-Chancellor

23.8 NWU Council

The NWU Council comprises 40 members and is chaired by Adv TJ Kruger SC.

23.9 Institutional Deans' Forum

The Institutional Deans' Forum comprises the fifteen deans of the three campuses and is chaired by Prof Nicola Smith, Dean of the Faculty of Law, Potchefstroom Campus.

23.10 Institutional Senate

The Institutional Senate comprises approximately 75 members and is chaired by Prof D Kgwadi. The committee is composed of the Institutional Management Committee, the campus rectors, the deans and designated staff members from all faculties.

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December 2012

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