

MAFIKENG CAMPUS
EDUCATION AND TRAINING

IN-SERVICE AND FURTHER TRAINING PROGRAMMES:
GRADE R DIPLOMA

J A A R B O E K

2017

Y E A R B O O K



NWU®

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PLEASE MENTION YOUR STUDENT NUMBER IN ALL CORRESPONDENCE

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Dean's Letter

Dear student,

I would like to welcome you as a student to the Faculty of Education and Training of the Mafikeng Campus of the North-West University and trust that your association with the faculty will be a pleasant one.

The faculty is committed to provide high quality and stimulating professional education, and is closely involved with the community in order to utilise research and teaching to address the intellectual and skills needs of the education and training sector in Southern Africa. With this curriculum we are committed to enabling highly competent professionals capable of real innovation to graduate in a diversity of education contexts.

This prospectus (information booklet) details all the relevant administrative arrangements relating to your studies in 2017. Please diarise the dates and times regarding contact sessions, and the submission of assignments, tests and examinations as they pertain to you.

The purpose of the Diploma in Grade R Teaching is to develop teachers who can demonstrate general educational principles as well as focused knowledge and skills for Grade R teaching. The qualification requires in-depth specialised knowledge, together with practical skills and experience in a Grade R classroom teaching context. As part of the qualification, students will be expected to gain experience in applying such knowledge and skills in the context of working with Grade R learners in a school. This will be realised by the proposed curriculum on the basis of the coherent and ongoing connection between the core theory of pedagogy, the theory of teaching and learning and the subject content of Reception Year teaching.

Highly qualified academics in the respective disciplines in the faculty are available to you, as are the University's library and information-technology systems. You will find that, in addition to being experts in their field, your lecturers are people with an understanding of the challenges and problems that students have to deal with. Similarly, we ask that you also demonstrate an understanding for the lecturers who, like you, have to work according to target dates.

Most important is that you have made the momentous decision to better equip yourself for your future.

Good luck with your studies and may you enjoy the journey towards the attainment of your qualification.

1 General Academic Rules for

(Aligned with the NWU's Academic Rules)

1.1 Admission requirements to programme(s)

The admission requirements for all formal academic qualifications offered by the University are set out in the Admission Policy as approved by Senate and Council <http://www.nwu.ac.za/sites/www.nwu.ac.za>

1.2 Examination opportunities

Examination opportunities are scheduled during June/July and October/November of every year.. Examination opportunities and information are communicated to students through the relevant prospectus (programme information booklet) and time tables, the NWU and examination letters. The number of examination opportunities per module is determined according to the maximum study period for the qualification for which the student is registered.

NWU web address: <http://www.nwu.ac.za/sites/www.nwu.ac.za>

IMPORTANT NOTICE

RECOMMENDATION WHEN TAKING MODULES DURING YOUR STUDY PERIOD

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

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

1.3 Admission to examinations

According to Academic Rules A.2.4.2 and A3.4.2 any student who has obtained the required proof of participation and/or participation mark as prescribed, will be admitted to the examination in the module concerned. A participation mark will allow students a second examination opportunity, should they fail the first attempt.

1.4 Participation mark

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

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

An assignment mark may contribute towards the participation mark of a specific module for only two examination opportunities. Thereafter a new assignment must be submitted for a new participation mark in order to gain admission to write the examination in that module.

1.5 Module mark

A module mark is a mark calculated according to a formula that is determined from time to time for each module in terms of faculty rules. The formula is based on the participation mark and the examination mark awarded to a student in a module; provided that the weight of the participation mark in the above-mentioned formula may not be less than 30% or more than 70%.

In calculating the module mark for all modules in the Diploma in Grade R Teaching, NPDE, ACE, PGCE and BEd (except when stated otherwise in a particular curriculum), the participation mark carries a weight of 40% and the examination mark a weight of 60% towards the final module mark.

1.6. Module mark for RWIL

For all RWIL modules, i.e. RWIL 111, 121, 211, 221, 311 and 321 final mark calculated based on practical continuous assessment. Mentor's marks plus Lecturer/Supervisor's marks plus portfolio mark.

$MM + L/SM + PM =$

Portfolio Mark $100 + 100 + 100 = 300$

Divide by 3 = Final Mark

1.7 Unsatisfactory academic performance

A student whose academic performance is found to be unsatisfactory will receive a formal written warning from the Executive Director: the Dean: or an administrator authorised by them. Thereafter, if progress is still not

satisfactory, the student may be dealt with in terms of General Academic Rules A2.4.8 and A3.4.6.

1.8 Termination of studies of students

The minimum and maximum duration of study for the various qualifications is indicated in the calendar and in the programme prospectus (information booklet) for the qualification concerned. One year before the maximum duration of study is exceeded and a student's studies are finally terminated, such a student will receive a warning letter from the Executive Dean: FES or an administrator authorised by them to inform them of the two final examination opportunities in which all outstanding modules must be passed. Should such a student still have outstanding modules after these examination opportunities, the studies of such a student must be terminated in terms of Academic Rules A.2.4.8 and A.3.4.6.

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

1.9 Warning against plagiarism

Assignments are individual tasks and not group activities (unless explicitly indicated as group activities). For further details see:

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

WARNING AGAINST PLAGIARISM



ASSIGNMENTS ARE INDIVIDUAL TASKS AND NOT GROUP ACTIVITIES. (UNLESS EXPLICITLY INDICATED AS GROUP ACTIVITIES)

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

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

The aim of the assignments is not the reproduction of existing material, but to ascertain whether you have the ability to integrate existing texts, add your own

interpretation and/or critique of the texts and offer a creative solution to existing problems.

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

2 Academic Matters

2.1 Programme information: Diploma in Grade R Teaching Level 6

(Refer to the NWU Calendar of the Programme at <http://www.nwu.ac.za/p-fes>).

2.1.1 Nature and general aims

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

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

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

The purpose of the Diploma in Grade R Teaching is to develop teachers who can demonstrate general educational principles as well as focused knowledge and skills for Grade R teaching. The qualification requires in-depth specialised knowledge, together with practical skills and experience in a Grade R classroom teaching context. As part of the qualification, students will be expected to gain experience in applying such knowledge and skills in the context of working with Grade R learners in a school. This will be realised by the proposed curriculum on the basis of the coherent and ongoing connection between the core theory of pedagogy, the theory

of teaching and learning and the subject content of Reception Year teaching. The curriculum consists of 44 modules. The core modules focus on Languages, Mathematics and Life Skills that should form an essential part for any Reception Year teacher's professional knowledge. Research has proven that, where young learners have a solid grounding in Life Skills, they are better prepared for all challenges of life and future success. The Life Skills component of this qualification thus carries the most credits in order to equip Grade R teachers with the critical knowledge of all facets of Life Skills education.

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

WORK-INTEGRATED LEARNING (WIL)

For any teacher training programme to be effective students must get an opportunity to apply their knowledge to a classroom situation.

- The Diploma in Grade R Teaching also consists of **six** Work- integrated Learning (WIL) modules over the three years.
- Students will complete one WIL module per semester where each WIL module carries 8 credits.
- These modules aim to equip students with the necessary pedagogical knowledge that will enable them to integrate and apply the knowledge they encounter in their academic modules with the authentic experience they get during WIL in a school.
- Each module also includes one portfolio tasks to provide students the opportunity to demonstrate their ability to apply content knowledge in a practical situation.
- These modules aim to integrate the two types of practical learning, namely learning from practice and learning in practice.
- The WIL modules focus on learning from practice by guiding students in the implementation of competence based teaching activities.
- Students will need to implement these activities during the six weeks compulsory practice period per year, and provide proof of applied competence in the form of a WIL portfolio.
- It is the responsibility of the enrolled student to obtain permission from the school in their area that will host them for WIL.
- **IMPORTANT: You need to supply the name of the school and the area where will be doing your practical teaching, to ensure that a lecturer will be able to assess you in your methodologies.** Do this by completing PRand submit to the school to request permission to do practice at the particular school. Collect PR.... From the WIL office.

- Return the PR02 form to the WIL office for registration but it is compulsory that you send the above dates six weeks prior to commencement of your WIL.

Please remember the following:

The **Grade R Diploma** students of the North-West University are required to complete a total of **18 weeks of practice** at a school (in a Grade R classroom) for WIL. The student will complete the 18 weeks of practice over a period of 3 years, a minimum of 3 consecutive weeks at a time. An arrangement in this regard should be made between the Student and the School.

Year	Period	Teaching Practice (WIL Requirements)
1st Year	April - May	3 Weeks per semester (Grade R Classroom)
	July - August	3 Weeks per semester (Grade R Classroom)
2nd Year	April - May	3 Weeks per semester (Grade R Classroom)
	July - August	3 Weeks per semester (Grade R Classroom)
3rd Year	April - May	3 Weeks per semester (Grade R Classroom)
	July - August	3 Weeks per semester (Grade R Classroom)

The School must be willing to take part in the WIL process by:

- *Allowing the student to observe a number of classes / lessons by the Mentor.*
- *Allowing the student to teach a few lessons under mentorship of the teacher.*
- *Providing the NWU with a telephone number, e-mail **or** fax number **and** physical address*
- *Agreeing that the allocated Mentor attend the NWU's Mentorship Training program (accredited by SETA) to become an accredited NWU Mentor that can assess the student during teaching practice. – The NWU will contact the school in this regard after completion and submission of this form.*

If the School is willing to accommodate the student, please complete form **PR 02 E** in full. The Student will be responsible for returning the form to the WIL office for final approval, at least **one month** in advance of the student commencing with his / her practice. **Please complete the form with EMIS** (Education Management Information Systems) **number**.

Therefore we humbly request that the WIL form be completed and signed as it serves as confirmation that:

- your school is willing to accommodate our student named on this form;
 - you take note of the necessary requirements of accommodating this student for WIL;
 - you have allocated an appropriate mentor who will complete the mentorship training through NWU, if not yet SETA accredited.
 - therefore NWU will be informed of the mentor the school allocated to the student.
-
- ✓ The student must arrange with the school to complete his/her teaching practice, by asking the school to complete and sign the PR 02 E form.
 - ✓ The student should send the PR 02 E form (completed) to the WIL office (only return Appendix A for this purpose).
 - ✓ The school must have an EMIS number. Without this number, you will not be allowed to complete your WIL at the particular school.
 - ✓ There must be a SETA accredited mentor at this school or make sure that the school is aware and willing to identify a teacher in their school to undergo the NWU Mentorship Training course. For more information on the mentorship training, the school must please contact the Faculty of Education and Training.

Requirements for allocation of Mentor (one of the following):

- Principal/ Deputy Principal.
- Foundation Phase HOD (Grade R-3)
- Qualified Grade 1 Teacher with at least 5 years teaching experience
- Qualified Grade R Teacher with at least 5 years teaching experience
- Allocated Mentor must agree to undergo the NWU Mentorship Training Programme.
- Allocated Mentor must undertake all assessments as required of the student – Mentor may undertake assessments whilst he/she is still busy completing the Mentorship Training.
- The school must have a Grade R classroom, if not the student must find a school willing to host him / her for WIL where Grade R is available.
- If you are struggling to find a school please contact your WIL office for assistance.

IMPORTANT:

- Please make sure that you understand the information provided in the study guide RWIL 111.
- **Please make sure that you have provided a valid email address on the PR 02 form.**
- **Refer to APPENDIX B of the PR02 form for the compilation of the WIL portfolio and the forms that must be completed.**

RECOGNITION OF PRIOR LEARNING (RPL)

If a student has been employed for 5 years and more in a Grade R classroom, with a three year professional teaching qualification, specialising in Early Childhood Development, RPL may be followed.

The North West University (Mafikeng campus) accepts the principle underlying outcomes based, source based and lifelong learning, in which consideration of articulation and mobility plays a meaningful role. The University endorses the view that recognition of prior learning, gained either through formal programmes of this or other institutions, or informally (through experience), is an essential element when deciding on admission to and granting of credits for a particular chosen teaching learning programme of the University.

Recognition of prior learning deals with proven knowledge and learning an applicant has gained, either by undergoing formal training programmes or through experience. At all times the question will be what level of skill, reviewed in the context of the exit level skill required for the envisaged teaching learning programme, or modules within it, or status for which the applicant applies, and not only the experience an applicant has record of. Recognition of prior learning is thus done on the grounds of applied competencies that the applicant has demonstrated, considering the exit level outcomes to be reached with the chosen teaching and learning programme in this case, the Diploma in Grade R Teaching. A non-refundable administrative fee, which is determined by the University from time to time is payable for the handling of a request for recognition of prior learning.

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

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

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

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

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

2.1.2 Study duration and articulation

a) Study Duration

The minimum duration for completion of Diploma in Grade R Teaching studies is three years with a maximum of five years.

b) Articulation

After successful completing this qualification, a student may articulate into a BEd (Foundation Phase) qualification.

2.1.3 Admission requirements

The minimum admission requirements for this qualification, as stated by the Department of Higher Education and Training, are a National Senior Certificate with diploma endorsement or equivalent. A level 4 or level 5 Certificate or Diploma in Early Childhood Development may also be presented for admission. We assumed that students with such qualifications will have the necessary knowledge, skills and values to register for a level 6 qualifications. There is however also a few level 5 modules in this qualification that will assist students to progress from level 5 to level 6 as well as level 7 modules for articulation purposes into the BEd Foundation Phase.

- National Senior Certificate with Diploma Endorsement or Equivalent or
- Level 4 Certificate/Diploma in Early Childhood Development or
- Level 5 Certificate/Diploma in Early Childhood Development

2.1.4 Faculty Specific requirements

The Department of Education realised the lack of training in the field of Grade R teaching as well as a shortage of Grade R teachers. By offering this programme, the university and the Faculty of Education and Training want to satisfy the need of the country and deepen the knowledge base of people in the field of early childhood development. At the same time the programme's mode of delivery is contact and by using innovative technologies (for example, Interactive White Boards and Moodle), the programme is also addressing the university's vision of innovative

teaching, which provides an opportunity for professional development to a wider spectrum of the community.

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

2.1.5 Rules for the programme

(Refer to the NWU Calendar of the Diploma in Grade R Teaching)

The rules for the Diploma in Grade R Teaching Programme must be read together with the General Academic rules of the university (A-rules), which is available on the Internet at: <http://www.nwu.ac.za/node/5661>

2.1.6 Programme outlay

Extra 17 modules outlay in Diploma in Grade R Teaching

YEAR 1

Listening and Speaking – Language of Teaching and Learning (LOLT)

YEAR 2

Emergent Reading and Phonics in the Language of Teaching and Learning (LOLT)

CONVERSATIONAL LANGUAGE PROFICIENCY

YEAR 3

FIRST ADDITIONAL LANGUAGE

Old outlay

Diploma in Grade R Teaching Module outlay

1ST YEAR					
YEAR MODULES (Semester 1 & 2)					
RLSD171	Disabilities and Learning Barriers				16
RTAL171	Teaching and Learning				16
RMAT 171	Fundamentals of Mathematics Teaching and Learning Gr R				16
SEMESTER 1			SEMESTER 2		
RWEL111	Life Skills: Personal Well-being	8	RWEL121	Life Skills: Social Well-being	8
RWIL111	Work-Integrated Learning	8	RWIL121	Work-Integrated Learning	8
RFLS111	Fundamental academic Literacy and Support	12			
RHWP111	Handwriting proficiency	8	CHOOSE ONE OF THE FOLLOWING LANGUAGE OF TEACHING AND LEARNING (LOLT)		
RTCL111	Technology & Computer literacy for Educators	8	RELS121	English	8
			RLST121	Setswana	8
TOTAL CREDITS FOR YEAR 1			132		

2 nd Year					
YEAR MODULES (Semester 1 & 2)					
RLCA271	Creative Arts				16
RRTL271	GR R Teaching and Learning				16
RLBK271	Life Skills: Beginning Knowledge				16
REDM271	GR R Education Management				16
SEMESTER 1			SEMESTER 2		
RLSS211	Social and Health Barriers	16	RLSE221	Emotional and Social Barriers	16
RWIL211	Work-Integrated Learning in GR R	8	RWIL221	Work-Integrated Learning in GR R	8
RCDP211	Child development and perceptual skills	16	RFAL221	First Additional English Language	8
RMAT211	Teaching, learning and assessment of Mathematics in GR R	16	RLSM221	Life Skills: Music	8
CHOOSE ONE OF THE FOLLOWING LANGUAGE OF TEACHING AND LEARNING (LOLT)			CHOOSE ONE OF THE FOLLOWING CONVERSATIONAL LANGUAGE PROFICIENCY:		
**ROLT211	English	8	RCLP221	English	8
RSLT211	Setswana	8	RCLS221	Setswana	8
TOTAL CREDITS YEAR 2					184
**Compulsory If English was selected in year one					

3rd Year					
YEAR MODULES (Semester 1 & 2)					
RLSI371	Policy Perspective on inclusive Education				16
RLSP371	Life Skills: Physical Education				16
SEMESTER 1			SEMESTER 2		
REMS311	Education Management and Systems	8	REDL321	Educational Law	8
RWIL311	Work-Integrated Learning in GR R	8	RWIL321	Work-Integrated Learning in GR R	8
RIRS311	Introduction to Research Skills	8			
CHOOSE ONE COMBINATION IF ENGLISH (RELS121 & ROLT211) was selected in previous years:					
RLST121	Setswana First Language	8	RSLT211	Setswana 1 st Language	8
RFAS 221	Setswana First Additional Language	8			
TOTAL CREDITS YEAR 3			380/388		

2.1.7 Suggestion regarding structuring of your curriculum

- a) Structure your curriculum over the period of 3 years.
- b) Do not attempt more than 6 modules per semester (exam session), remember you should spend at least 6 months working through a module.
- c) Most curricula do not have more than 30 modules which means you can complete the curriculum in three years (6 exam opportunities).
- d) If, after 3 years, you are still left with some modules, you are granted 2 more exam opportunities to complete your curriculum.

2.1.8 Language

Study guides are available in English. A student may write examinations and submit assignments in English. Contact sessions are conducted in English.

Please note that where a module is chosen for Home language, The study guides must be written in that specific home language, the student must write examinations and submit assignments in that specific home language.

2.1.9 Study material

Study material may be collected at the University.

Teaching and learning arrangements

2.1.10 Assessment (assignments and examination)

2.1.10.1 Assignments

- a) Please follow the format for academic assignments as stipulated in the tutorial letters.
- b) Students are required to submit assignments according to dates specified in this prospectus (information booklet).
- c) Complete your assignments in due time so that you will be able to concentrate on preparing for the examinations.
- d) Refrain from using Bantex bags, ring binders, etc.
- e) The NWU urges students to submit completed assignments early.
- f) All assignments must be submitted on campus as arranged by the lecturers.

g) Important to know

- Assignment (participation) marks give you admission to the examination;
- An assignment (participation) mark can only be used for two exam opportunities after which a new assignment must be submitted;
- Assignments that are submitted after the due date will not be accepted, unless proof for the cause of late submission is provided.

h) Due dates

Assignments	Portfolio
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Lecturers will give date during class times.

i) Library services: Student Academic Support

- Library
- website: www.nwu.ac.za/library
All registered students of the NWU have access to the library. Type your surname and student/ID number when prompted to do so when working on the internet.

- **Library hours:**

Term:

Monday to Friday 08:30 – 22:00

Saturday 08:30 – 18:00

Sunday 08:00 – 13:00

- **Renewal of books via internet**

To renew books via the internet: go to the library's web page at www.nwu.ac.za/library and click on **Renew your books** under **Services**.

- **Library information and assistance**

Go to the library's web page at www.nwu.ac.za/library. Under the heading **Guides**, click on **Guides and manuals (MC)** to access useful information.

Call any of the following numbers for assistance on library matters: 018 389 2355

Supply your NWU student number in all instances when you request information.

- **LibGuides**

To find specific information related to education studies, click on the **LibGuides** tab on the website at www.nwu.ac.za/library. Type in **education** and click on **SEARCH**. Click on **Education (MC)** and use the different sections to get study information and information on how to search for books, articles etc.

- **Information retrieval guides:**

For help with using databases:

Go to www.nwu.ac.za/library, choose **Guides**, click on **Information retrieval guides** and choose **Education**.

- **Examination papers**

Go to <http://www.nwu.ac.za/library/index.html>. Under **Find information**, click on **Exam papers**.

Complete **ONLY** the **Subject code** block according to the example provided.

2.1.10.2 Examination

- **Examination information sessions** will be facilitated at contact sessions.
- **Important** contact numbers regarding examination enquiries
All queries: 018 389 2214.
- **Please** take careful note of the details given below regarding the examination procedures so that you know what is expected of you:
 - i. Examinations will take place on the dates given in the examination timetable.
 - ii. Familiarise yourself with the examination timetable and be prepared to write your exam on the specified days. The exam timetables have been finalised and **NO** changes will be considered.
 - iii. A personal timetable for examination leave that can be submitted to the Department of Education will be available to you on request.
 - iv. Examination papers are set and marked by lecturers and accredited markers from the University.
 - v. The final promotion is done by an examination panel from the University.
 - vi. If you fail a module during the examination, you will have the opportunity to rewrite the module in the second opportunity.
 - vii. Examination regulations appear in each answer book. Any irregularities during examinations are considered a serious offence and the necessary steps will be taken.
 - viii. Dishonesty during the examination could lead to a candidate being expelled from the course. Please ensure that you do not become a victim of this kind of behaviour. It is not worth it.
 - ix. **NO marks will be given telephonically.**
 - x. How to find your results on the internet: <http://www.nwu.ac.za>
 - Under the heading **STUDY HERE** click on the **Exam results** link.
 - The login window will appear. Type in your **student number** and **PIN** (*the pin can be requested on the same webpage*).
 - xi. You can also obtain your examination results via SMS. On your cellphone, go to **new messages**, type in your **student number** followed by the word **NWU** and send the message to **35606**. An SMS will be sent to you with your results.
 - xii. You can also make use of the **MTN line** to receive your examination results. The number to call is **083 123 222**. Have your student number available.
- a) **Examination marks are evaluated as follows:**
 - i. Assignments give you admission to the examination.
 - ii. Examination sub-minimum = 40% per module*.
 - iii. Participation- and examination marks total the module or final mark.
 - iv. Examination (50% of module/final mark) + Participation (50% of module/final mark) = module mark (final mark)
 - v. Distinction = 75% and above
Pass mark = 50%

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

- i. Previous examination papers can be obtained from the internet at the following address:
<http://www.nwu.ac.za>; <http://library.nwu.ac.za/dbtw-wpd/textbases/exam-papers.html>
 - Under the header **PAST PAPERS** find **NWU past exam papers**. Click on the **Find now** link.
 - Under the header **Past Exam Papers** choose the relevant year's exam paper.

2.1.11 Cancellation of studies/Expulsion Process

2.1.11.1 Notice to the Head: Support Section

- a) Your notice of cancellation of studies or single-course modules should be submitted in the official cancellation form available from.
- b) Notice of cancellation:
- c) The cancellation is valid from the date of proper submission of the cancellation form to the Department of Academic Administration.
- d) The Head: Support Section or Department of Academic Administration will notify Financial Administration: Revenue accordingly regarding the cancellation.

2.1.11.2 Fees payable upon cancellation of studies

- a) Should students cancel their studies prior to 19 February, only the registration is payable as set out in 2.2.2.1. Should students cancel their studies after 19 February, the full tuition for the first semester is payable.
- b) Should students cancel their studies for the second semester prior to 31 July, only the tuition for the first semester is payable. Should students cancel their studies after 31 July, the full tuition for the year is payable.
- c) Should students cancel their studies, all bursaries and/or loans are repayable immediately.

2.1.11.3 Continued liability for fees payable upon expulsion from studies

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

3 Administrative matters

3.1 Change of address

Inform the university if any change of address occurs. Valuable information regarding your studies will be lost if we do not have this information to be able to contact you.

3.2 Financial arrangements

3.2.1 Fees payable upon changing of modules

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

3.2.2 Credit amounts on a university account

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

3.2.3 General account enquiries

- a) Enquiries with regard to student accounts may be addressed to the staff at student accounts.

3.2.4 Web address

- a) The complete Fees Payable and Financial Rules are available at:
www.nwu.ac.za/gelde

4 Contact sessions, year programme

4.1 General information regarding contact sessions

- a) **Note: Please refer to the time table before contacting the helpdesk.**
- b) **Familiarise yourself with dates of contact sessions taking place in your area (included in this booklet).**
- c) Your **time table** will clearly indicate which sessions will be facilitated on the interactive whiteboards and which will be facilitated by lecturers.
- d) When attending contact sessions students are requested to complete **attendance lists**. Even if sessions are facilitated by means of the interactive whiteboards, attendance lists must be completed for all modules.
- e) Take note that only modules as allocated on the timetable will be presented on the assigned dates for these modules.
- f) Timetables and schedules for all sessions are included in this Year Programme.
- g) Lecturers can be seen by booking an appointment with them on a specific day. You may contact 018 389 2214 to assist you with information regarding the lecturers.

4.2 Contact-tuition information

4.2.1 Contact sessions

- a) **Attending contact sessions is compulsory**, and it is proven that those students who attend them normally **have a higher success rate**.
- b) During these sessions, you will **meet relevant academic professionals** who will give you advice on your assignments, give feedback regarding completed assignments and provide academic guidance through your study material. You will also have the opportunity to work in groups with peers.
- c) It is very important that you are **well prepared** when you attend a contact session.
- d) Contact sessions are primarily scheduled on **Fridays and Saturdays**. Refer to the timetable for the correct dates.
- e) **Only modules** as indicated **on the timetable will be** presented on the assigned dates.
- f) Timetables for all sessions taking place from January 2017 to 31 December 2017 are not included in this booklet.

5 Examination Timetable

- First semester examination takes place from June to July
- Second semester examination takes place from **October to November**

6 Counselling

- a) To assist students with their academic progress as well as the accompanying logistics and administration, we have provided the Academic Development Centre (ADC) support.
- b) However, we realise that there may be financial, psychological or other constraints that could dissuade students from focusing on their studies. For this reason we also have a 24-hour tele-counselling service available to our students. We believe that students without burdens will be positive in attitude and content, and can focus on their studies. These services will be available 24/7 (therefore including weekends), and at no charge.
- c) The service is sub-contracted to **LifeAssist**, which has the infrastructure to offer counselling services to our students. Different types of counselling services are available:
 - i. Financial counselling
 - ii. Legal advice
 - iii. Interpersonal interactions
 - iv. Trauma counselling
 - v. Personal trauma
 - vi. HIV/AIDS counselling
- d) Counselling services will be provided by professionals, including:
 - i. Psychologists
 - ii. Social workers
 - iii. Legal advisers

- iv. Financial advisers
- e) **Note: these services are available only to NWU students. Have your student number and ID number ready when making contact.**
- f) Should the need arise for counselling, different ways of requesting advice exist, depending on the type of counselling required.

g) If you need an immediate response, kindly dial the following telephone number:

SA: Toll free: 0800 16 73 47

Landline: +27 11 912 1089

h) For NON-EMERGENCY purposes only (i.e. financial and legal advice):

SMS: SA: 32341

International: 0027 8400 32341

Email: help@lifeassist.co.za