BSc in Information Technology

SCHOOL OF COMPUTER SCIENCE AND INFORMATION SYSTEMS

Distance Learning

I n f o r m a t i o n   G u i d e

2 0 2 4

North-West University
Potchefstroom Campus
Faculty of Natural and Agricultural Sciences

This Information guide contains important administrative and academic information.

For all academic enquiries and assistance please contact the relevant lecturer. Lecturer's contact details can be found on eFundi. Students may call 018 285 5900 should they need contact details of lecturers. **Please consult with the lecturer should your module not appear on eFundi.**

Online student support resources: http://distance.nwu.ac.za/help

Contact details:

1. NWU

NWU contact information:
Website: http://distance.nwu.ac.za/
https://distance.nwu.ac.za/contact_us
E-mail: DistancePotch@nwu.ac.za
Tel: 018 285 5900
Fax: 087 234 4957
Sms: Send SMS to **43366 NWU** [Space] **Student number** [Space]
Subject code [Space] **and the question**

2. Direct all written correspondence to:

Academic matters:	**Administrative matters:**
The Academic manager for Natural and Agricultural Sciences: Unit for Open Distance Learning	The Unit for Open Distance Learning (UODL)
Building B11 North-West University Private Bag X6001 Internal Box 539 Potchefstroom 2520	Building B11A North-West University Private Bag X6001 Internal Box 539 Potchefstroom 2520

PLEASE MENTION YOUR STUDENT NUMBER IN ALL CORRESPONDENCE

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Dean's Letter

Dear NWU ODL student

Congratulations on your acceptance!

It is a pleasure to welcome you into the North-West University and specifically into the Faculty of Natural and Agricultural Sciences. I hope that you will enjoy your studies with us.

We thank you for choosing to enrol with us for the BSc in IT Distance Learning Programme and for trusting us to assist you in achieving your academic and professional goals.
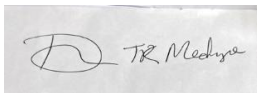
At the Faculty of Natural and Agricultural Sciences we pride ourselves on providing quality in teaching-learning, research and community engagement. Our highly qualified and helpful academic staff will be available to you through various communication channels. Please make use of these communication channels throughout the duration of your studies so as to ensure a positive output regarding your studies.

Each lecture is recorded and uploaded online for you to be able to watch. We therefore ask that you familiarise yourself with the NWU's e-Fundi platform and ensure that you have adequate access to an e-Fundi site for each module you are enrolled in, as well as the main BSc in IT programme e-Fundi site. This is vital as you will use this platform to submit your tasks and assignments.

On completion of your three-year BSc degree you will be equally as equipped as our on-campus students either to further your academic career with a BSc Honours, MSc and PhD or to enter into the corporate industry as an IT practitioner.

I leave you with an inspirational quote from Dr Steve Maraboli: "Sometimes the greatest thing to come out of all your hard work isn't what you get out of it, but what you become from it."

Good luck with your studies and may it be an exciting and fulfilling journey.

Prof Thebe Medupe

Acting Deputy Dean: Teaching and Learning

Faculty of Natural and Agricultural Sciences

Distance learning

[The School of Computer Science and Information Systems](#) offers the degree Bachelor of Science in Information Technology through the [Unit for Open Distance Learning](#) (UODL) at the Potchefstroom Campus. This degree is equivalent to the full-time three-year BSc Computer Science and Information Technology degree, offered by the faculty on the NWU Potchefstroom and Vanderbijlpark Campus.

The following principles and guidelines are of importance in the BSc in IT distance programme:

a) Students **register through the UODL for each academic year** and enrol for modules according to the BSc in IT curriculum indicated in the [Yearbook](#).
b) Capacity for distance learning is limited. Students are registered on a first-come first-served basis, and it is therefore important that students pay the minimum registration fee as soon as possible.
c) **Switching between contact and distance are allowed only at the start of an academic year.** Approval of such requests are subject to capacity limitations and academic performance.
d) The **degree comprises a total of 392 credits**, with roughly 65 credits per semester over three year levels. **One credit is equivalent to 10 notional hours**. (Credits are the number of notional study hours required for achieving the learning outcomes. Notional hours include study time, assignments, and examinations.)
e) Students are **allowed to complete the three-year degree over a maximum period of 6 years**, given that module prerequisites and academic rules are adhered to. **Studying full time (completing the degree over three years) will require about 40 hours per week of study time**, while completing the degree over 6 years will require about 20 hours per week.
f) It is very important that students plan their available study time and **only enrol (register and pay) for modules they intend to actively participate in, in a specific academic year**.
g) Students have two assessment opportunities (examinations) per module as prescribed by the [General Academic Rules](#), of which the student must utilise at least the first exam opportunity at the end of the semester the student was enrolled in the module.
h) A valid participation mark will give the student **access to two consecutive examination opportunities, after which, if both were failed, a student must obtain a new participation mark** for the module. This means a student will have to re-register for the module in a subsequent academic year and repeat it in its entirety.
i) A registered student **must actively participate in the teaching, learning and assessment of every module for which such a student is enrolled in**.
j) Students are supported by means of eFundi (a virtual learning environment) and communication with lecturers and facilitators, as well as the UODL Contact Centre and UODL Support Services, Library services, and various NWU self-help services.
k) Lectures and tutorial lessons are mainly presented by means of asynchronous online videos and activities. All lessons are saved on the Internet/ eFundi for students to access at their convenience.
l) It is compulsory, and the responsibility of the student to ensure that he/she has access to or obtain the necessary technology that meet the minimum specifications of the NWU. **Access to a computer with Windows 10 or higher as well as an Internet connection of at least 2Mbps (4Mbps or higher is recommended)**, is required for the BSc in IT degree. **Note that a high data cap is required** as students have to download or watch online instructional material.
m) It remains the **responsibility of the student to ensure that assignments are submitted on time and electronic examination scripts are saved correctly**.

Kindly note that from 2022 the module ALDE111 will be a compulsory additional module, for all students in the distance programme.

1 Academic Rules for distance programmes

(Aligned with the NWU's General Academic Rules)

1.1 Admission requirements to programmes

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.

1.2 Examination opportunities

Examination opportunities and timetables are communicated to students through the NWU website, and examination letters sent out by the UODL.

Some modules do not have scheduled examinations and make use of continuous assessment throughout the semester or year. Please refer to each module's study guide and eFundi site for more information.

1.3 Admission to examinations

According to the General Academic Rules (A-rule 1.13.2), any student who has obtained the required proof of participation and/or participation mark as prescribed, will be admitted to the examination in the module concerned.

A participation mark will allow a student a second consecutive examination opportunity, should 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.

The participation mark for a module may be compiled from tests and/or assignments as prescribed in the study guide for each module. For every teaching-learning task that is carried out by means of formative assessment in a module, a mark is allocated. A student's participation mark is the weighted mean of all these marks. For each module a minimum participation mark (usually 40%) must be obtained to be admitted to the examination.

A participation mark will give the student admission to only two consecutive examination opportunities. Thereafter a new participation mark must be obtained 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, 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%.

The calculation of the final module mark differs from faculty to faculty and module to module. Please refer to the [academic yearbook](#) of the faculty presenting the module as well as the study guide of the module to see how the final module mark is calculated.

1.6   Unsatisfactory academic performance

A student is deemed not to have made satisfactory academic progress if, in an academic year, the student achieves less than half the credits required for the programme concerned as prescribed in the faculty rules.

A student whose academic performance is found to be unsatisfactory will receive a formal written warning from the Dean: Faculty of Natural and Agricultural Sciences or an administrator authorised by him. Thereafter, if progress is still not satisfactory, the student could be dealt with in terms of the General Academic Rules.

It is very important to **only register and pay for modules students intend to actively participate in, in a specific academic year**. Modules that students were enrolled in and did not complete in that year will be deemed as having been failed and students will be required to re-register and pay for those modules in a subsequent academic year.

1.7   Termination of studies

The minimum duration for the distance degree BSc in IT is three years and maximum duration is six years. One year before the maximum duration of study is exceeded and a student's studies are finally terminated, such a student will receive a warning letter from the Dean: Faculty of Natural and Agricultural Sciences or an administrator authorised by him 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 the General Academic Rules.

Only in exceptional cases, and then on the grounds of irrefutable evidence, will the Dean: Faculty of Natural and Agricultural Sciences or the school director, or the programme leader authorised by 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.

1.8   Warning against plagiarism and dishonesty

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

Dishonesty in assignments, tests, or examinations (for example submitting someone else's work as your own) is considered a serious offence. Students should know that, in such cases, they will be subjected to disciplinary procedures, but that these procedures are just and that they will be protected against false or unjust allegations.

For further details, please refer to the [Policy on Academic Integrity](#) and the [Policy on Student Discipline](#).

2 Programme information: BSc in IT

Complete programme information and rules for the programme are available in the undergraduate [Yearbook](#) for Natural and Agricultural Sciences. The rules for the BSc in IT Programme must be read together with the [General Academic Rules](#) of the university.

2.1 Nature and general aims

There is an urgent need in South Africa (and globally) for more scientists and information technologists. The BSc in Information Technology qualification in the Faculty of Natural and Agricultural Sciences aims to equip graduates with degree-level expertise and applicable skills in the field of Information Technology (Computer Science and Information Systems) and provide South Africa with graduates who possess specific and relevant theoretical expertise and practical skills in the IT field. The qualification strives to enable graduates to enter the labour market of Information Technology either as entrepreneurs or as employees of organisations at national or international level.

The programme equips and empowers prospective IT practitioners to

- demonstrate complete and systematic knowledge and application skills of at least one modern relevant programming language, phases of a relevant system development life cycle (SDLC), database techniques and technologies, IT project planning and management techniques, and human-computer interfaces to be able to contribute in a professional and ethical manner and in accordance with modern acceptable methodologies to the design, development and delivery of computerised systems according to business needs and principles;
- have knowledge and understanding of the value of information in enterprises and of the technical functioning and processing of information sources and related facilities to collect, analyse, process, integrate and logically evaluate information with the help of applicable multidisciplinary concepts, structures, models, theories, principles and research methods to make a meaningful contribution to strategic decision-making and management of information and information sources;
- be able to solve, through in-depth, practice-oriented knowledge of and insight into the field of Information Technology (IT) as an individual and as member or leader of a team, IT-related problems alongside approaches and techniques of other applicable disciplines of computer science and information systems in particular as well as through applicable statistical and mathematical techniques, and to communicate/demonstrate these solutions by means of developed systems and theory-driven oral and written arguments to an audience of peers with appropriate media;
- realise the necessity to ensure continued competence and to stay at the forefront of the latest technology and techniques, and to be able to go stay involved through established and well-developed learning skills as lifelong learner; and

- understand the process and role of entrepreneurship and identify, create and realise opportunities in practice as information technologist.

With the basic and applied skills that the student will acquire through successful completion of this qualification, he/she will also be prepared and eligible to continue with postgraduate studies in the specialized fields of Computer Science and Information Systems at NQF level 8, thus either a BSc Honours degree or a Postgraduate Diploma in cognate fields.

2.2 Admission requirements

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

Specific to the degree BSc in IT:

- Applicants must be in possession of a grade 12 National Senior Certificate with **university exemption for degree studies**.
- Applicant must have an **APS score of at least 26**.
- Applicant must have completed **Mathematics** (not Mathematics Literacy) at **level 4 (50 - 59%)** or higher.

Information Technology or Computer Applications Technology as a school subject is not required.

2.3 Programme layout and duration

The qualification consists of **a minimum of 392 credits**. Each module carries a certain amount of credits. Modules include Computer Science and Information Systems subjects (CMPG), Accounting (ACCS), Business Management (BMAN), Statistics (STTN), Mathematics (MTHS), as well as some other compulsory modules.

The minimum duration of study is three years, and the maximum duration of study is six years.

Students are **allowed to complete the three-year degree over a maximum period of 6 years, given that module prerequisites and academic rules are adhered to**. Studying full time (completing the degree over three years) will require about 40 hours per week of your time, while completing the degree over 6 years will require about 20 hours per week.

Note: You can multiply the credits per semester by 10 and divide by 15 (weeks) to get an estimate of the number of hours per week study time.

BSc in Information Technology (2HA H01 - N301P) Distance								
YEAR LEVEL 1			**YEAR LEVEL 2**			**YEAR LEVEL 3**		
First semester			**First semester**			**First semester**		
Module code	**Core**	**Cr**	**Module code**	**Core**	**Cr**	**Module code**	**Core**	**Cr**
CMPG111	H	12	CMPG211	H	16	CMPG311	H	16
STTN111	X	12	CMPG212	H	8	CMPG312	H	16
BMAN111	X	12	CMPG213	H	16	CMPG313	H	16
MTHS113	X	12	CMPG214	H	8	CMPG315	H	16
ACCS111	X	16	CMPG215	H	8			
ALDE111*	A		WVNS211	X	12			
Total 1st semester		**64**	**Total 1st semester**		**68**	**Total 1st semester**		**64**
YEAR LEVEL 1			**YEAR LEVEL 2**			**YEAR LEVEL 3**		
Second semester			**Second semester**			**Second semester**		
CMPG121	H	12	CMPG221	H	8	CMPG321	H	16
CMPG122	H	12	CMPG222	H	8	CMPG322	H	16
STTN121	X	12	CMPG223	H	16	CMPG323	H	16
ACCS121	X	16	BMAN223	X	16	CMPG324	H	16
ALDE122	X	12	WVNS221	X	12			
			MTHS225	X	8			
Total 2nd semester		**64**	**Total 2nd semester**		**68**			**64**
Total year level 1		**128**	**Total year level 2**		**136**	**Total year level 3**		**128**
Total of programme credits								**392**

*Distance students do not write the TAG/TALL test. ALDE111 is compulsory as an additional module.

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Alternatives for completing the full degree over 3, 4, 5 and 6 years are given below as **illustrative examples**. Please contact the [academic manager](#) if you need advice on completing the programme.

3 Years (roughly 65 credits per semester / 40 hours per week)

Year 1		Year 2		Year 3	
Module	**credits**	**Module**	**credits**	**Module**	**credits**
First semester		*First semester*		*First semester*	
ACCS111	16	CMPG211	16	CMPG311	16
BMAN111	12	CMPG212	8	CMPG312	16
CMPG111	12	CMPG213	16	CMPG313	16
MTHS113	12	CMPG214	8	CMPG315	16
STTN111	12	CMPG215	8		
ALDE111*		WVNS211	12		
	64		68		64
Second semester		*Second semester*		*Second semester*	
ACCS121	16	BMAN223	16	CMPG321	16
ALDE122	12	CMPG221	8	CMPG322	16
CMPG121	12	CMPG222	8	CMPG323	16
CMPG122	12	CMPG223	16	CMPG324	16
STTN121	12	MTHS225	8		
		WVNS211	12		
	64		68		64

4 Year (roughly 50 credits per semester / 30 hours per week)

Year 1		Year 2		Year 3		Year 4	
Module	**credits**	**Module**	**credits**	**Module**	**credits**	**Module**	**credits**
First semester		*First semester*		*First semester*		*First semester*	
BMAN111	12	ACCS111	16	CMPG213	16	CMPG312	16
CMPG111	12	CMPG211	16	CMPG214	8	CMPG313	16
MTHS113	12	CMPG212	8	WVNS211	12	CMPG315	16
STTN111	12	CMPG215	8	CMPG311	16		
ALDE111*							
	48		48		52		48
Second semester		*Second semester*		*Second semester*		*Second semester*	
ALDE122	12	ACCS121	16	CMPG222	8	CMPG322	16
CMPG121	12	BMAN223	16	CMPG223	16	CMPG323	16
CMPG122	12	CMPG221	8	WVNS221	12	CMPG324	16
STTN121	12	MTHS225	8	CMPG321	16		
	48		48		52		48

5 Year (roughly 40 credits per semester / 25 hours per week)

Year 1 Module	credits	Year 2 Module	credits	Year 3 Module	credits	Year 4 Module	credits	Year 5 Module	credits
First semester		*First semester*		*First semester*		*First semester*		*First semester*	
BMAN111	12	ACCS111	16	MTHS113	12	CMPG215	8	CMPG214	8
CMPG111	12	CMPG211	16	CMPG213	16	CMPG311	16	CMPG313	16
STTN111	12	CMPG212	8	WVNS211	12	CMPG312	16	CMPG315	16
ALDE111*									
	36		40		40		40		40
Second semester		*Second semester*		*Second semester*		*Second semester*		*Second semester*	
CMPG121	12	ACCS121	16	ALDE122	12	CMPG321	16	CMPG222	8
CMPG122	12	BMAN223	16	CMPG223	16	CMPG322	16	CMPG323	16
STTN121	12	CMPG221	8	WVNS221	12	MTHS225	8	CMPG324	16
	36		40		40		40		40

6 Year (roughly 30 credits per semester / 20 hours per week)

Year 1 Module	credits	Year 2 Module	credits	Year 3 Module	credits	Year 4 Module	credits	Year 5 Module	credits	Year 6 Module	credits
First semester		*First semester*		*First semester*		*First semester*		*First semester*		*First semester*	
BMAN111	12	ACCS111	16	MTHS113	12	CMPG213	16	CMPG311	16	CMPG313	16
CMPG111	12	CMPG211	16	CMPG212	8	CMPG214	8	CMPG312	16	CMPG315	16
STTN111	12			WVNS211	12	CMPG215	8				
ALDE111*											
	36		32		32		32		32		32
Second semester		*Second semester*		*Second semester*		*Second semester*		*Second semester*		*Second semester*	
CMPG121	12	ACCS121	16	ALDE122	12	CMPG222	8	CMPG321	16	CMPG323	16
CMPG122	12	BMAN223	16	CMPG221	8	CMPG223	16	CMPG322	16	CMPG324	16
STTN121	12			WVNS221	12	MTHS225	8				
	36		32		32		32		32		32

2.4 Modules and prerequisites

IMPORTANT: To continue with a module, the student must obtain a certain module mark in modules that are listed as prerequisites.

Module code	Module description	Prerequisites
ACCS111	Financial Accounting (Special) I	-
ACCS121	Financial Accounting (Special) II	ACCS111 (40%)
ALDE111	Introduction to Academic Literacy	-
ALDE122	Academic Literacy	ALDE111 (40%)
BMAN111	Introduction to Business Management	-
BMAN223	Problem solving for managers	-
CMPG111	Introduction to Computing and Programming	-
CMPG121	Structured Programming	CMPG111 (40%)
CMPG122	User Interface Programming I	CMPG111 (40%)
CMPG211	Object Oriented Programming	CMPG121 (50%)
CMPG212	Apps and Advanced User Interface Programming	CMPG122 (50%)
CMPG213	Systems Analysis and Design I	CMPG121 or CMPG122 (50%)
CMPG214	Communication Skills	CMPG121 or CMPG122 (50%)
CMPG215	Information Security	CMPG121 or CMPG122 (50%)
CMPG221	Data Structures and Algorithms	CMPG211 (40%)
CMPG222	Data Analytics	MTHS113 (50%) or STTN121 (50%) and CMPG111 (50%)
CMPG223	Systems Analysis and Design II	CMPG213 (40%)
CMPG311	Databases	CMPG221 or CMPG223 (50%)
CMPG312	Decision Support Systems I	MTHS113 (50%)
CMPG313	Artificial Intelligence	CMPG221 (50%)
CMPG315	Computer Networks	CMPG221 (50%)
CMPG321	Advanced Databases	CMPG311 (40%)
CMPG322	Decision Support Systems II	CMPG312 (40%)
CMPG323	IT Developments	CMPG221 (50%) and CMPG311 (40%)
CMPG324	Operating Systems	CMPG221 (50%)

Module code	Module description	Prerequisites
MTHS113	Basic Mathematical Techniques	-
MTHS225	Discrete Mathematics	MTHS113 (50%)
STTN111	Descriptive Statistics	-
STTN121	Introductory Statistical Inference I	STTN111 (40%)
WVNS211	Understand the Natural World	-
WVNS221	Science and Society	-

3 Teaching and Learning arrangements

3.1 Language

The language of tuition via distance is English. Study guides and instructional videos are available in English. A student may write examinations and submit assignments in either Afrikaans or English, except for Academic Literacy (ALDE122) in which assignments and examination scripts are to be submitted in English only.

3.2 Study Material

- All students are responsible for acquiring their own prescribed textbooks.
- Study guides and further information on additional study material and software are available on eFundi.
- All registered students of the NWU have access to the library. Type your student number and eFundi password when prompted to do so when working off-campus. Library website: https://library.nwu.ac.za/
- Registered students of the NWU can use **Microsoft Office 365** for free. More information is available from http://services.nwu.ac.za/information-technology/office365-subscription

3.3 eFundi

The BSc in IT programme is supported by the eFundi learning management system. All your study guides will be available on this platform. You will be able to communicate with your lecturer and peers on this platform and you will **submit your assignments on this platform**.

When you sign up to use eFundi your username is your student number. The first time you will need to use your RSA ID number followed by **@Nwu** as your password. International students will need to use their passport number followed by **@Nwu** as password. Kindly change your password and memorise it.

You will receive eFundi notifications via e-mail.

3.4   Assignments

- Please follow instructions for assignments as stipulated in the study guide for each module.
- Assignments must be submitted via eFundi unless specified otherwise for a specific assignment. Please do not e-mail assignments to lecturers.
- Assignments have fixed deadlines. Students are required to submit assignments according to dates specified in the study guide for each module.
- Important to know:
  - o Assignment marks contribute to your participation mark which gives you admission to the examination.
  - o A participation mark can only be used for two exam opportunities after which a new participation mark must be obtained.
  - o Kindly note that late submissions will not be captured.
  - o All assignments must be submitted electronically on eFundi unless specified otherwise for a specific assignment.
  - o **IMPORTANT**: An assignment is ONLY submitted if you used the "Final submission" button on eFundi and if you have received an e-mail. In this e-mail you will find a submission number. Kindly save this as evidence of submission.

4   Examination arrangements

IT IS IMPORTANT THAT YOU ATTEND AT THE EXAMINATION VENUE YOU HAVE INDICATED ON YOUR APPLICATION FORM, SINCE PROVISION WILL BE MADE FOR YOU ONLY AT THAT EXAMINATION CENTRE. ONLY WRITTEN REQUESTS FOR ANY CHANGE OF EXAMINATION VENUE WILL BE ACCEPTED.

Note that in some modules there are no sit-down examinations. Please refer to each module's study guide and eFundi site about how assessments will take place.

4.1   Examination procedures

Please take careful note of the details given below regarding the examination procedures so that you know what is expected of you:

- Examinations will take place on the dates given in the examination timetable.
- Familiarise yourself with the examination timetable and be prepared to write the exams on the specified days.
- Arrangements for practical examinations will be communicated to all students.
- Examination papers are set and marked by lecturers and accredited markers from the University.
- As soon as your results have been processed, they will be posted to you.
- The final promotion is done by an examination panel from the University.
- If you fail a module during the first examination opportunity, you will have the opportunity to rewrite the module during a second examination opportunity. If you fail a module again during the second examination you will have to reregister, pay for the module and obtain a new participation mark to be able to write again.

- Examination regulations appear in each answer book. Any irregularities during examinations are considered a serious offence and the necessary steps will be taken.
- Dishonesty during the examination could lead to a candidate being expelled from the course and/or university.
- No marks will be given telephonically.

4.2   Examination enquiries

How to find your results on the internet:

- Go to http://www.nwu.ac.za/
- Under the heading *Current Students* 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).
- You can also obtain your examination results via SMS. On your cell phone, 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.
- 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 at hand.

All students will receive their examination information for modules when participation marks are finalised.

Important contact numbers regarding examination enquiries:

- All queries: 018 285 5900.
- Saturdays 08:00–16:00: 082 7796 390

4.3   Concession enquiries

Students who make use of the online mode of delivery can also apply for concessions for tests and exams. Information regarding the procedure to apply for a concession is available on the website of the Disability Rights Unit (DRU).

Alternatively, the DRU co-ordinator can be contacted at:

- Tel: 018 299 4431
- E-mail: concessionspotch@nwu.ac.za
- Office: Building F18, Room G09, Potchefstroom campus

4.4   Examination marks

Examination marks are evaluated as follows:

- Minimum participation mark: may differ from module to module.
- Examination sub-minimum: 40% per module.
- Participation and examination marks constitute the module or final mark: Examination (70%) + participation (30%) = 100% module mark (final mark),

unless indicated otherwise in the study guide of the module. Please note that you could obtain a module mark of above 50% and still fail because of the sub-minimum requirement in the exams which is 40%.

- Distinction = 75%
- Pass mark = 50%

Important: If a student fails the first examination, he/she may sit for the second examination using the same participation mark. A fee is payable to write the second examination opportunity.

Please note that a number of modules have **prerequisites**. The prerequisites are listed in your Information Guide and also available in the academic [yearbook](#) of the faculty that presents a particular module.

4.5   Re-mark of examination

All examination scripts are marked as well as moderated and marks verified (recounted) to ensure that the correct marks are given. Students may, however, apply for a re-mark if all of the following criteria are adhered to:

- See [General Academic Rule](#) 1.12.8 **and** [Faculty Rule](#) 1.2.2.9 (in the faculty yearbook).
- The application must reach the call centre at the NWU within 10 days after examination results have been published.
- The re-mark fee should be paid and the proof of payment sent to the call centre with the application form, available from the NWU call centre (DistancePotch@nwu.ac.za **and** cc: 24906719@nwu.ac.za).

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

4.6   Examination dates and timetables

Examination dates and timetables are available from
http://studies.nwu.ac.za/studies/exam-timetables.

PLEASE NOTE THAT THESE DATES ARE SUBJECT TO CHANGE

Important Notes
- Make sure you are registered at a specific examination centre.
- Prior to each examination, you will receive a personalised examination timetable that includes the specific address for each examination centre.
- If you need to change your examination centre, please contact 018 285 5900 or use the [Student DIY Service](#).
- Changes for the June examination must be communicated to them before the end of February, and for the October examinations, before the end of July.
- If you should fail to change your examination centre in time, there will be serious financial implications for students.

5   Financial arrangements

The complete [Fees Payable](#) and Financial Rules are available on the website for student fees and debtors.

5.1   General account enquiries

The [Student 360 Service](#) can be used to access student account information. This service is available from the Student [DIY Services portal](#).

Enquiries regarding student accounts may be addressed to the staff at student accounts situated on the ground floor of Building F1 on the Potchefstroom campus.

Tel: 018 299 2667
          018 299 2673

Website: http://www.nwu.ac.za/content/account-enquiries

Email: PC-studyfees@nwu.ac.za

5.2   Bursaries and Loans

Information regarding financial aid and discounts for distance students can be found on the website of the [Bursaries and Loans](#) department.

5.3   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). The dates of the period for curriculum and module changes are available on the [University Calendar](#).

5.4   Credit amounts on a university account

- If a credit balance arises on a university account, application may be made on the prescribed form for payment of the credit amount per cheque or direct transfer; no credit will be paid out in cash.
- 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.
- Official application forms for credit payments are available at student-account enquiries, on the website or 018 299 2546 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.

6   Other administrative matters

The Student [DIY Services portal](#) contains self-help services including

- [Student 360](#) – to view and change student profiles for
  - Personal information (contact details)
  - Financial information (accounts and fees payable)
  - Academic information, such as
    - Application information / status
    - Registration information / status
    - Examination centres
    - Examination timetables
    - Graduation information
    - Results
- Address details –to update your address details
- Banking details – to view bank account details
- Contact details – to update contact details
- Formal student documentation – to request academic records
- Personal details – to update personal details
- Study and Exam Centres – to update exam centre information

6.1   Change of address

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

6.2   Cancellation of studies / Expulsion

Notice to the Head: Support Section

Your notice of cancellation of studies or single-course modules should be submitted on the official cancellation form. Please send an email to DistancePotch@nwu.ac.za to request the cancellation form or collect it from the Support Section at room G30 in the UODL, Building B11A on the Potchefstroom Campus.

Should notice of cancellation take place *by letter*, it should be addressed to:

> The Head: Support Section
> **Attention: Senior SALA Administrative Assistant**
> Private Bag X6001
> POTCHEFSTROOM
> 2531

If notice of cancellation is sent by *registered mail*, the date of receipt will be noted as the official cancellation date.

The cancellation is valid from the date of proper submission of the cancellation form to the Department of Academic Administration, or from the date of receipt of the registered postal article by the Head: Support Section.

The Head: Support Section or Department of Academic Administration will notify Financial Administration: Revenue accordingly regarding the cancellation.

Fees payable upon cancellation of studies

Should students cancel their studies during the period for undergraduate curriculum and module enrolment changes (as indicated on the University calendar), only the registration is payable as set out above. Should students cancel their studies after the period for undergraduate curriculum and module enrolment changes, the full tuition for the semester is payable.

Should students cancel their studies, all bursaries and/or loans are repayable immediately.

Continued liability for fees payable upon expulsion from studies

In all cases of transgressions 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 moneys that have been paid, or are payable to the University. All bursaries and/or loans are also repayable immediately.

7   Counselling

Studying via UODL certainly poses a challenge to many students, since UODL students are sometimes employed, have families or other obligations, and often find themselves isolated regarding their tertiary education.

To assist students with their academic progress as well as the accompanying logistics and administration, we have provided the call centre and various websites where students can get support.

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.

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

7.1   Academic support and counselling

Unit for Open Distance Learning: Academic Manager, Natural and Agricultural Sciences

Mr Frederick Mudavanhu
Tel: 018 299 4564
Email: Frederick.Mudavanhu@nwu.ac.za

7.2 Thuso1777

Thuso1777 has the infrastructure to offer counselling services to our students. Different types of counselling services are available:

- Financial counselling
- Legal advice
- Interpersonal interactions
- Trauma counselling
- Personal trauma
- HIV/AIDS counselling

Counselling services will be provided by professionals, including:

- Psychologists
- Social workers
- Legal advisers
- Financial advisers

Note: these services are available only to our students. Have your student number and ID number ready when making contact.

Should the need arise for counselling, different ways of requesting advice exist, depending on the type of counselling required.

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

Landline: +27 18 299 1777

For NON-EMERGENCY purposes only:

- Contact details: +27 18 299 2893
- Email: SCDPotch@nwu.ac.za

8   Frequently asked questions

a) **Are distance students allowed to register for fewer modules per year even though the registration portal marked all the modules for a specific year as compulsory?**

Yes, distance students can register for fewer modules. However, keep in mind that there are modules with prerequisites and that the BSc in IT distance degree must be completed within six years.

b) **What is the maximum or minimum number of modules that distance students can register for?**

A distance student can register for a maximum of 1.2 FTEs per year. (Refer to rule 1.9 and 1.16 in the General Academic Rules for a more detailed explanation.) However, it is not advised that a student register for more modules than what is

allocated on the curriculum. Should a student consider registering for more modules, a request can be submitted on the [NWU DIY Services](#) site. The executive dean will review the request and based on the decision, the request may be accepted or rejected.

Students should register for at least one module in a year but keep in mind that the BSc in IT distance degree have a maximum study duration of 6 years after which a student's studies may be terminated.

c) **Is it possible to add another module for a semester and am I allowed register for any module with no prerequisite?**

Yes, it is possible to add another module if the module does not have any prerequisites and do not clash with any of your other modules on the examination timetable. You are also allowed to register for modules without prerequisites. However, for the BSc in IT Distance program, the only modules that do not have prerequisites are some of the first and second-year modules.

d) **When is registration?**

Students register at the beginning of each year for all the modules that they plan to take within the specific year.

e) **How does one enrol for the following year of studies if you are already a student at NWU? Do you follow the new application process again or is there a specific process to register for your second or 3rd year?**

You do not have to apply again for the following year. At the end of the year, you will receive a new registration form where you select the modules for the next year.

f) **Is there any guideline as to when the lecturers will be broadcasting or sharing the study material?**

It usually takes the lecturers about a week (after classes officially started) to add the students to the eFundi sites. When you are added to each eFundi site for the relevant modules, the lecturer will provide updates on how/when they will be uploading the study material.

g) **Is there a way to change your exam venue?**

You can find the instructions to change your exam venue under the Study and Exam Centres feature/app at the [NWU DIY Services](#) tool of the BSc in IT Distance site.

h) **Are there any pre-recorded lessons that I can use/also work through?**

Most of the modules have pre-recorded lectures available and can be accessed at any time.

i) **When will the next academic year / semester start?**

You can find all the important dates under the [Important Dates](#) section of the NWU's website.

j) **Which programming languages form part of the qualification?**

Our goal is not just to teach the students specific programming languages but rather to teach them the necessary skills to solve a problem. This way they can solve any problems regardless of the programming language used. With the skills that students have learned, they can easily learn any programming language. However, the modules do use programming languages such as C, C ++, C #, Java, Python, SQL, and PL / SQL to teach these skills to the students. These are not the only languages you are going to learn. There are modules where different projects are developed and for these projects' students must often use these new skills to learn other programming languages required for the specific project.

k) **How applicable is the qualification as a whole? Is there any feedback from the industry? Is the industry satisfied with the quality of graduates who obtain the qualification?**

The BSc in IT program was recently revised and with the program review we tried to stay more relevant by adapting content and incorporating new modules (*e.g.*, information security and data analysis). The distance program is the same as the contact program. It is only the method of presentation that differs. The distance and contact students have the same subjects, write the same exams, and obtain the same degree.

You will see that there is a list of some professions on the School for Computer Science and Information Systems' [website](#). Note that this is just a handful of the professions. There are many more occupations that can be followed than those listed. We also get regular feedback from alumni indicating that they are doing well and that what they have learned is relevant. Some of them and their businesses also come to recruit at the NWU - especially with honours project days. They sponsor prizes and provide feedback to the students. It happens from time to time that we get people from the industry to come and present a class to the students in a specific module on how they apply the work in the industry. We also have close cooperation with industry partners.

l) **Will a graduate be able to compete with other national and international graduates?**

The IT industry is not country specific as various technologies are used all over the world. Many of our IT graduates are working abroad at well-known firms and with great success. This shows that their qualification together with their industry experience prepares them for the global IT demands.