UNIVERSITY OF ZULULAND

FACULTY OF ARTS

DEPARTMENT OF INFORMATION STUDIES

HANDBOOK 2018

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1. CONTACT DETAILS

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2. VISION

To be a leading LIS department, nationally and globally, based in a rural setting, providing quality career oriented programmes and service in information studies through our teaching, research and community engagement.

3. MISSION
The department's mission is:
- To provide students from diverse backgrounds with access to an enabling and caring teaching and learning environment in information studies
- To respond to local, national and global demand for human capital development in the information studies by providing students with relevant education and training through academic and career-focused programmes.
- To generate knowledge through research in information studies and to disseminate [research] through publications, teaching, development and information or knowledge sharing.

4. STAFF/FACULTY

Senior Professor:	D.N. Ocholla, MA (Krasnador), PhD(Kiev/Leningrad)
Professor:	Vacant position
Associate Professor:	Vacant position
Senior Lecturers:	N.D. Evans, BSc (UPE), MA, PhD (UNIZULU)
	T. Kalusopa BALIS (UNZA), MSc.I.S. (Addis Ababa), PhD (UNISA)
Lecturers:	M. Shongwe, B.A. IS, BIS-Hon(UZ), MCom (UCT)
	L.P Luthuli, B.A LIS, MA (UNIZULU), Project Management certificate (ICESA city campus Pietermaritzburg)
	Vacant position
Part-Time Lecturers	I.N. Mba, BSc(Hons) Computer Science (UNICAL), MSc Computer Science (UNIZULU)

Academic Graduate Assistants:	Vacant positions
Research Fellows:	Johannes Britz, Dphil, DD(UP), University of Wisconsin Milwaukee
	Shana Ponelis, Dphil(UP), University of Wisconsin Milwaukee
	Prof Janneke Mostert DPhil (Unizulu)

5. INTRODUCTION TO THE DEGREE PROGRAMMES

Post-graduate Diploma in Library and Information Science **(Not offered in 2018)**	AIDIP1
Bachelor of Arts in Information Science	AIDEG1
Bachelor of Library and Information Science	AIDEG2
BA Honours in Information Sciences	AHON13
Master of Arts in Information Sciences	AMAS13
Doctor of Philosophy in Library and Information Science	ADPH13

The Department of Information Studies will offer the following five programmes in 2018. Bachelor of Arts-Information Science (BA-IS), Bachelor of Library and Information Science (BLIS), Honours-Bachelor of Information Science (BIS-Hons), Master of Arts in Information Sciences and Doctor of Philosophy in Library and Information Science. Undergraduate programmes will only be offered if the student intake exceeds 10 at level one. The Postgraduate Diploma in Library and Information Science (AIDIP1) will not be offered in 2018 due to staff vacancy in the department.

6. Bachelor of Arts in Information Science (AIDEG1) NQF Level 7 Credits 360

BA (IS) will take a duration of three years and at least 24 modules. The purpose of the programme is to offer the student knowledge, skills and attitudes for information and knowledge management and is aimed at jobs in the broad information field both within public and corporate organizations.

Programme or exit level outcomes of the AIDEG1 degree are to equip students with:
1. Digital literacy skills in Information Communication Technologies (ICTs), multimedia and computer networks.
2. Appropriate knowledge and skills to identify, organise and retrieve information.
3. Appropriate knowledge of information behaviour and collection development in a variety of information centres.
4. Appropriate knowledge and skills in general and inforprenueral management.
5. Theoretical research skills.
6. Information literacy and communication skills

On completion of this programme the student can be admitted to an Honours degree programme or its equivalent.

Work integrated learning (WIL)
Work experience focuses on three areas choosing from: computer assembly troubleshooting and repairs, networking, Practical Information Services Environment, and Management. Students will select their areas of choice in consultation with the Department. Students are expected to spend three weeks in the WIL programme in a work environment of their choice during their final year.

General rules
Unless otherwise stipulated, the rule for the degree of Bachelor of Arts shall apply.

Composition of Curriculum
The curriculum shall consist of at least 24 semester long modules as follows, provided that a student who fails any modules may repeat not more than one such module per semester in a subsequent year in addition to the prescribed maxima and obtain credit for them.

First year a minimum of eight semester modules
Second year a minimum of eight semester modules
Third year a minimum of eight semester modules

The curriculum shall consist of all the prescribed modules and electives as specified.

FACULTY	**ARTS**	
DEPARTMENT:	**Information Studies**	
Degree(Designator)	**Bachelor of Arts**	
Qualifier	**Information Science**	
MAJORS	**Information Science**	**Library Science**
Abbreviation	**BA (Information Science)**	
Qualification Code (SAQF)	**62482**	
UNIZULU Code	**AIDEG1**	
NQF EXIT Level	**7**	
Admission Requirements	1. NSC with degree endorsement OR Matric Exemption and an achievement rating of 26 points	
	2. English level 4	
Minimum Credits for Admission	26	
Minimum duration of studies	3 YEARS	
Presentation mode of subjects:	Fulltime	
Intake for the qualification:	January	
Registration Cycle for the subjects:	January	
Readmission:		
Total credits to Graduate:	360	

Subject Name	Credits	NQF Level	Pre-requisites	Co-requisites	Core
YEAR 1					

SEMESTER 1					
AINF111 Information Science and Information Literacy	15	5	None	AINF112	Y
AINF121 Computer Mediated Communication	15	5	None	AINF122	Y
AINF131 Computer Literacy for Information Studies 1	15	5	None	AINF132	Y
AENG121 Practical English 1 A	15	5	None	AENG122	Y
OR AENG111 English 1 Part A: Language and Literature	15	5	None	AENG121	Y
SEMESTER 2					
AINF112 Information Searching and Retrieval	15	5	None	None	Y
AINF122 Electronic Publishing	15	5	None	None	Y
AINF132 Computer Literacy for Information Studies 2	15	5	None	None	Y
AENG122 Practical English 1 B	15	5	None	None	Y
OR AENG112 English 1 Part B: Language and Literature	15	5	None	None	Y
YEAR 2					
SEMESTER 1					
AINF211 Management Principles and Practices	15	6	None	AINF212	Y
AINF221 Information Seeking behavior	15	6	None	AINF222	Y
Elective 1			None	Elective 2	N
Elective 3			None	Elective 4	N
SEMESTER 2					
AINF212 Knowledge Management	15	6	None	None	Y
AINF222 Records Management	15	6	None	None	Y
Elective 2			None	None	N
Elective 4			None	None	N
YEAR 3					
SEMESTER 1					

Module	Credits	Level	Prerequisites	Co-requisites	
AINF311 Research Methodology	15	7	None	None	Y
AINF321 Information Retrieval I	15	7	None	None	Y
AINF331 Marketing principles and applications	15	7	None	None	Y
Elective 5			None	Elective 6	N
SEMESTER 2					
AINF312 Information Ethics and Infopreneurship	15	7	None	None	Y
AINF322 Information Retrieval II	15	7	None	None	Y
AINF332 Informetrics	15	7	None	None	Y
Elective 6			None	None	N

LIST OF ELECTIVES

Elective 1		Co-requisites
AINF241	**Multi-media I** This module aims to introduce learners to know what Multimedia is and how it is utilized in the modern world. It also aims at teaching the learners practical skills such as desktop publications, and the utilization of multimedia software packages	AINF242
ACOM111	**Communication Science 1** The purpose of this module is to introduce learners to the scientific theories and skills of intrapersonal communication (communication with the self), interpersonal communication, small-group communication, organisational communication, mass communication, and nonverbal communication.	ACOM112
AINF251	**Assembling and upgrading of computers** This module aims to equip students with knowledge and skills in personal computer (PC)	AINF252

	hardware assembly, configuration and upgrades and the operating system's fundamentals, installation, configuration and updating.	
AINF 141	**Library and Information Centres** This module aims to introduce learners to the history and development of libraries and information centres as well as challenges facing the field. It also describes the different library and information centre types, their functions and services.	AINF392
Elective 2		**Co-requisites**
AINF242	**Multimedia II** This module aims to equip students with knowledge and skills in video and sound editing and webpage design of a content management system (CMS).	**None**
ACOM112	**Journalism** This course has been developed for learners who are interested in pursuing a career in journalism. The qualification is designed to assist learners in the construction of a news report in accordance with the requirements of a specific media news enterprise. Journalism I offers the learner an insight into newspaper journalism and the responsibilities of a journalist, a code of journalism standards and ethics of journalism. Learners will understand the various approaches to writing news. Further, learners will be introduced to developing interview skills and story construction.	**None**
AINF252	**Computer troubleshooting and repairs** This module aims to equip students with knowledge and skills in personal computer (PC)	**None**

	troubleshooting practices, common problems, how to diagnose and fix hardware or software problems, how to perform preventive maintenance and to be aware of safety and environmental issues.	
AINF392	**Information Collection Development** This module aims to impart knowledge of collection development theory and practices to the students and enables them to develop and maintain relevant collections for their libraries/information centres.	**None**
Elective 3		
AINF241	**Multi-media I**	This module aims to introduce learners to know what Multimedia is and how it is utilized in the modern world. It also aims at teaching the learners practical skills such as desktop publications, and the utilization of multimedia software packages
ACOM111	**Communication Science 1**	The purpose of this module is to introduce learners to the scientific theories and skills of intrapersonal communication (communication with the self), interpersonal communication, small-group communication, organisational communication, mass communication, and nonverbal communication.
AINF251	**Assembling and upgrading of computers**	This module aims to equip students with knowledge and skills in personal computer (PC) hardware assembly, configuration and upgrades and the operating system's fundamentals, installation, configuration and updating.
AINF 141	**Library and Information Centres**	This module aims to introduce learners to the history and development of libraries and information centres as well as challenges facing the field. It also describes the different types of library and information centres, their functions and services.
Elective 4		**Co-requisites**
AINF242	**Multimedia II**	**None**

	This module aims to equip students with knowledge and skills in video and sound editing and webpage design of a content management system (CMS).	
ACOM112	**Journalism** This course has been developed for learners who are interested in pursuing a career in journalism. The qualification is designed to assist learners in the construction of a news report in accordance with the requirements of a specific media news enterprise. Journalism I offers the learner an insight into newspaper journalism and the responsibilities of a journalist, a code of journalism standards and ethics of journalism. Learners will understand the various approaches to writing news. Further, learners will be introduced to developing interview skills and story construction.	**None**
AINF252	**Computer troubleshooting and repairs** This module aims to equip students with knowledge and skills in personal computer (PC) troubleshooting practices, common problems, how to diagnose and fix hardware or software problems, how to perform preventive maintenance and to be aware of safety and environmental issues.	**None**
AINF392	**Information Collection Development** This module aims to impart collection development theory and practices to the students and enables them to develop and maintain relevant collections for their libraries/information centres.	**None**
Elective 5		**Co-requisites**
AINF301	**Multimedia III**	**AINF302**

	This module builds on the work done in Multimedia I and II and aims to equip business with a comprehensive understanding of digital multimedia development and usage on the web	
ACOM211	**Communication Science 2** The purpose of this module is to provide learners with knowledge of organisational communication theory and research, and to enable them to apply this theory and research for the effective use, assessment and planning of communication in and between organisations.	ACOM212
AINF361	**Networks and networking** This module aims to equip students with knowledge on the features and functions of network components, media and protocols together with the skills needed to install, configure, and troubleshoot basic networking hardware peripherals and software protocols.	AINF363
AINF391	**Readership and children's literature** This module aims to introduce learners to the concept of readership and how different reader groups are accommodated within a library/information centre environment. Specific reference to the reading patterns/needs of children forms part of the module.	AINF412
Elective 6		**Co-requisites**
AINF302	**Multimedia IV** This module builds on the work done in Multimedia I, II and III and aims to equip business with a comprehensive understanding of digital multimedia development and usage on the web	**None**
ACOM212	**Public Relations 1A** The purpose of this module is to provide learners with knowledge	**None**

	of the theory and practice of public relations, and to enable them to plan the execution of public relations campaigns.	
AINF362	**Networks and computer centre management** This module aims to equip students with knowledge on computer center management, the features and functions of networks within computer centers and the skills needed to manage and support networking hardware peripherals and software protocols within computer centers.	**None**
AINF412	**Information ethics** This module aims to equip students with knowledge of the legal and ethical issues concerning information services and enables them to observe and recognise legal and ethical requirements in information management and services.	**None**

Subject Name	Credits	NQF Level	Pre-requisites	Co-requisites	Core
YEAR 1					
SEMESTER 1					
AINF111 **Information Science and Information Literacy:** This module aims to equip students with a comprehensive understanding of Information Science and Information literacy in an information society. Students will be introduced to both manual and computerized skills in locating, accessing and processing information according to the information need.	15	5	**None**	**AINF112**	**Y**
AINF121 **Computer Mediated Communication:**	15	5	**None**	**AINF122**	**Y**

Introduction to Information and Communication Technology (ICT) and the use of this technology in multimedia communication, e.g. the use of blogs, wiki's, online chat and news social media etc.					
AINF131 **Computer Literacy for Information Studies 1:** Introduction to operating systems, file management, Microsoft Word (basic and advanced), and Internet and e-mailing	**15**	**5**	**None**	**AINF132**	**Y**
AENG121 **Practical English 1 A:** This module introduces students to the basic skills required for academic reading and writing. Study material will be selected for relevance to the student's specific programme of study	**15**	**5**	**None**	**AENG122**	**Y**
OR **AENG111** **English 1 Part A: Language and Literature:** This module will develop student's basic skills in reading and writing in academic contexts. The material to be used will be carefully adapted to the programmes in which the students are registered. As far as possible, they will be placed in groups specific to their programmes. The module will introduce students to basic concepts of text and of readers. It will require them to write coherent and properly structures paragraphs. It will offer graduates exercises in reading and writing to develop skills in summary, inference, generalization, argument and interpretation. The module will also focus on a working grammar, that is, the system by which words of different word classes combine and function in their various forms into phrases, clauses, and sentences that make up larger compositions: paragraphs and essays	**15**	**5**	**None**	**AENG121**	**Y**
SEMESTER 2					
AINF112	**15**	**5**	**None**	**None**	**Y**

Information Searching and Retrieval: This module equips students with theoretical and practical knowledge about information sources available and how to implement search strategies to retrieve and disseminate information for, and to, users.					
AINF122 **Electronic Publishing***:* his module aims to equip learners with theoretical knowledge and practical skills of publishing particularly to design and create a variety of electronic information documents and Web-based information sources	**15**	**5**	**None**	**None**	**Y**
AINF132 **Computer Literacy for Information Studies 2:** Introduction to Excel and Access	**15**	**5**	**None**	**None**	**Y**
AENG122 **Practical English 1 B:** This module will develop the reading and writing skills introduced in AENG121. Study material will be relevant to the student's specific programme	**15**	**5**	**None**	**None**	**Y**
OR **AENG112** **English 1 Part B: Language and Literature:** In this module, the texts to be studied and written and the skills to be developed will be even more specifically chosen in relation to the programmes in which students are registered. As far as possible, they will be placed in groups specific to their programmes. The module will focus on writing, listening, communication and teamwork skills, with an emphasis on description, deduction, generalizations with evidence, comparison and contrast, and understanding causality. The module will also focus on a working grammar, that is, the system by which words combine and function in their various forms into phrases, clauses, and sentences that	**15**	**5**	**None**	**None**	**Y**

make up larger compositions, such as essays and reports.					
YEAR 2					
SEMESTER 1					
AINF211 **Management Principles and Practices:** This module aims to introduce learners to general management principles and how it is applied in general practice as well as with knowledge, skills and attitudes for resource management for information services such as in a library.	**15**	**6**	**None**	**AINF212**	**Y**
AINF221 **Information Seeking behavior:** This module aims to equip students with knowledge and skills on information seeking, information users and information needs analysis.	**15**	**6**	**None**	**AINF222**	**Y**
Elective 1			**None**	**Elective 2**	**N**
Elective 3			**None**	**Elective 4**	**N**
SEMESTER 2					
AINF212 **Knowledge Management :** This module aims to equip students with knowledge and skills on Knowledge Management as well as Indigenous Knowledge Systems (IKS).	**15**	**6**	**None**	**None**	**Y**
AINF222 **Records Management:** This module aims to equip students with knowledge and skills on Records management. Attention will be given to E-Records as well.	**15**	**6**	**None**	**None**	**Y**
Elective 2			**None**	**None**	**N**
Elective 4			**None**	**None**	**N**
YEAR 3					
SEMESTER 1					
AINF311 **Research Methodology :** This module is aimed to equip students with basic knowledge and skills of planning, conducting and reporting research	**15**	**7**	**None**	**None**	**Y**
AINF321	**15**	**7**	**None**	**None**	**Y**

Information Retrieval I: This module introduces students to information retrieval and aims to familiarize and equip students with knowledge and skills on current cataloguing theories and practices. In addition, knowledge and skills of indexing is included into the course.					
AINF331 **Marketing principles and applications:** This module aims to equip students with knowledge in marketing theory and applications for information services.	**15**	**7**	**None**	**None**	**Y**
Elective 5			**None**	**Elective 6**	**N**
SEMESTER 2					
AINF312 **Information Ethics and Infopreneurship:** This module aims to equip students with knowledge of the legal and ethical issues concerning information services and sensitize them to the need for observing legal and ethical requirements in information management and services. In addition, the module will provide students with knowledge, understanding and appreciation of the economics implications of information services, transfer and use that can enable them to develop infoprenuership. There is a fieldwork component attached to this course.	**15**	**7**	**None**	**None**	**Y**
AINF322 **Information Retrieval II:** This module aims to introduce students to the methods and practices for the analysis, synthesis and evaluation of recorded knowledge and information largely by means of classification in general, and in the library in particular. A component of indexing is included in the course.	**15**	**7**	**None**	**None**	**Y**
AINF332 **Informetrics:** This module aims to equip students with fundamental theoretical and practical	**15**	**7**	**None**	**None**	**Y**

knowledge and skills in Informetrics, scientometrics and webometrics. The course also includes an Abstracting component.					
Elective 6			None	None	N

7. Bachelor of Library and Information Science -BLIS (AIDEG2) NQF Level 8 Credits 480

BLIS will take four years consisting of 32 modules. The purpose of the qualification programme is to offer knowledge, skills and attitudes for professional information management and service in libraries, in particular, and in information centers in general. On completion of this degree programme the student can be admitted into a Master's qualification programme.

Programme or exit level outcomes of the AIDEG2 degree are to equip students with:
1. Appropriate understanding and practical experience in the development, services, functions and the role of technologies used in libraries and information services.
2. Appropriate knowledge and skills in general, record, knowledge and inforprenueral management.
3. Appropriate knowledge and skills to identify, organise and retrieve information.
4. Appropriate knowledge of information behaviour and ethics.
5. Digital literacy skills in Information Communication Technologies (ICTs), multimedia and library management systems.
6. Theoretical and practical research skills.
7. Information literacy and communication skills

Work integrated learning (WIL)
Work-integrated learning by way of working in a public library for a three week period, as well as working in an academic library for 120 hours is a requirement for graduation.

General rules
Unless otherwise stipulated, the rules for the degree of Bachelor of Arts shall apply.
Rules concerning choosing of electives in year 2
 • One of the electives must be taken through as a major to 3rd year level.
 • An additional elective is to be taken for one year only.
If English is chosen as a major, an additional two subjects must be chosen as electives

Composition of curriculum
The curriculum shall consist of at least thirty-two semester long modules as follows, provided that a student who fails any modules may repeat not more than one such module per semester in a subsequent year in addition to the prescribed maxima and obtain credit for them:

First year	a minimum of eight semester modules
Second year	a minimum of eight semester modules
Third year	a minimum of eight semester modules
Fourth year	a minimum of eight semester modules

The curriculum shall consist of all the prescribed modules and electives as specified.

FACULTY	ARTS	
DEPARTMENT:	Information Studies	
Degree(Designator)	Bachelor of Library and Information Science	
Qualifier		
MAJORS	Library Science	Information Science
Abbreviation	BLIS	
Qualification Code (SAQF)	8769	
UNIZULU Code	AIDEG2	
NQF EXIT Level	8	
Admission Requirements	1. NSC with degree endorsement OR Matric Exemption and an achievement rating of 26 points	
	2. English level 4	
Minimum Credits for Admission	26	
Minimum duration of studies	4 years	
Presentation mode of subjects:	Day classes	
Intake for the qualification:	January	
Registration Cycle for the subjects:	January	
Readmission:	University regulations apply	
Total credits to Graduate:	480	

Subject Name	Credits	NQF Level	Pre-requisites	Co-requisites	Compulsory
YEAR 1					
SEMESTER 1					
AINF111 Information Science and Information Literacy	15	5	None	AINF112	Y
AINF141 Libraries and Information Centres	15	5	None	AINF122	Y
AINF131 Computer Literacy for Information Studies 1	15	5	None	AINF132	Y

AENG121 Practical English 1 A	15	5	None	AENG122	Y
OR AENG111 English 1 Part A: Language and Literature	15	5	None	AENG121	Y
SEMESTER 2					
AINF112 Information Searching and Retrieval.	15	5	None	None	Y
AINF122 Electronic Publishing	15	5	None	None	Y
AINF132 Computer Literacy for Information Studies 2	15	5	None	None	Y
AENG122 Practical English 1 B	15	5	None	None	Y
OR AENG112 English 1 Part B: Language and Literature	15	5	None	None	Y
YEAR 2					
SEMESTER 1					
AINF211 Management Principles and Practices	15	6	None	AINF212	Y
AINF221 Information Seeking behaviour	15	6	None	AINF222	Y
Elective 1			None	Elective 2	N
Elective 3			None	Elective 4	N
SEMESTER 2					
AINF212 Knowledge Management	15	6	None	None	Y
AINF222 Records Management	15	6	None	None	Y
Elective 2			None	None	N
Elective 4			None	None	N
YEAR 3					
SEMESTER 1					
AINF311 Research Methodology			None	AINF312	Y
AINF371 Cataloguing	15	7	None	AINF372	Y
AINF391 Readership and Children's Literature	15	7	None	AINF391	Y

Elective 5			**None**	**Elective 6**	**N**
SEMESTER 2					
AINF312 **Information Ethics and Infopreneurship**	**15**	**7**	**None**	**None**	**Y**
AINF372 **Classification**	**15**	**7**	**None**	**None**	**Y**
AINF392 **Information Collection Development**	**15**	**7**	**None**	**None**	**Y**
Elective 6			**None**	**None**	**N**
SEMESTER 1					
AINF331 **Marketing principles and applications**	**15**	**7**	**None**	**AINF332**	**Y**
AINF411 **Experiential learning**	**15**	**8**	**None**	**AINF412**	**Y**
Elective 7			**None**	**Elective 8**	**N**
Elective 9			**None**	**Elective 10**	**N**
SEMESTER 2					
AINF422 **Advanced information retrieval, indexing and abstracting**	**15**	**8**	**None**	**None**	**Y**
AINF412 **Information ethics**	**15**	**8**	**None**	**None**	**Y**
Elective 8			**None**	**None**	**N**
Elective 10			**None**	**None**	**N**

Electives for Bachelor in Library and Information Science

Elective1	Elective 2 (Co-requisites)
1. AANT111: Intro to Anthropology 2. ACOM111: Communication Science 1 3. AENG211: English 2 Part A 4. AHIS111: History 1: Theory & Methods of History 5. APSY111: Intro to Psychology 6. ASGY111: Intro to Sociology	1. AANT112: Culture & Society in Africa 2. ACOM112: Journalism 1 3. AENG212: English 2 Part B 4. AHIS112: History 1: South African History 5. APSY112: Applied Psychology 1&2 6. ASGY112 : Industrial Societies
Elective 3	Elective 4 (Co-requisites)
1. AANT111: Intro to Anthropology 2. ACOM111: Communication Science 1 3. AINF241: Multimedia 1 4. AHIS111: History 1: Theory & Methods of History 5. APSY111: Intro to Psychology 6. ASGY111: Intro to Sociology	1. AANT112: Culture & Society in Africa 2. ACOM112: Journalism 1 3. AINF242: Multimedia 2 4. AHIS112: History 1: South African History 5. APSY112: Applied Psychology 1&2 6. ASGY112 :Industrial Societies

Elective 5 1. AANT211: Health & Socio-cultural Context 2. ACOM211: Communication Science 2 3. APSY211: Social Psychology 4. AHIS211: 19th & early 20th Century Europe 1	**Elective 6 (Co-requisites)** 1. AANT212: Understanding Families & a. Households 2. ACOM212: Public Relations 1 A 3. APSY 212: Intro to Research Methodology 4. AHIS212: General Topics: 19th & early 20th Century SA	
Elective 7 1. AANT311: Applied Anthropology 2. ACOM311: Communication Science 3 3. AENG311: English 3 Part A 4. APSY321: Psychopathology 5. AHIS311: Archival Skills & intro to Cultural Muse	**Elective 8 (Co-requisites)** 1. AANT312: Research Methodology Plus a. Special Topic 2. ACOM312: Public Relations 2 A 3. AENG312: English 3 Part B 4. APSY322: Therapeutic Psychology 5. AHIS312: Colonial and Post independent Africa	
Elective 9 1. AANT321: Anthropology of the Media 2. ACOM321: Marketing & Advertising B 3. AENG321: English 3 Part C 4. APSY311: Research Methodology 5. AHIS321: The Zulu Monarchy and KZN leaders in retrospective	**Elective 10 (Co-requisites)** 1. AANT322: Development of Anthropological a. Thought 2. ACOM322: Journalism 2 3. AENG322: English 3 Part D 4. APSY312: Research Methodology 5. AHIS322: Totalitarian Regimes & the Nuclear Age	

Subject Name	Credits	NQF Level	Pre-requisites	Co-requisites	Compulsory
YEAR 1					
SEMESTER 1					
AINF111 **Information Science and Information Literacy** This module aims to equip students with a comprehensive understanding of Information Science and Information literacy in an information society. Students will be introduced to both manual and computerized skills in locating, accessing and processing information according to the information need.	15	5	None	AINF112	Y
AINF141 **Libraries and Information Centres** This module aims to introduce learners to the history and	15	5	None	AINF122	Y

development of libraries and information centres as well as the challenges facing them. It also describes the different library and information centre types, their functions and services.					
AINF131 **Computer Literacy for Information Studies 1** Introduction to Operating systems, Microsoft Word (basic and advanced), and Internet and e-mailing	15	5	None	AINF132	Y
AENG121 **Practical English 1 A** This module introduces students to the basic skills required for academic reading and writing. Study material will be selected for relevance to the student's specific programme of study	15	5	None	AENG122	Y
OR **AENG111** **English 1 Part A: Language and Literature** This module will develop student's basic skills in reading and writing in academic contexts. The material to be used will be carefully adapted to the programmes in which the students are registered. As far as possible, they will be placed in groups specific to their programmes. The module will introduce students to basic concepts of text and of readers. It will require them to write coherent and properly structures paragraphs. It will offer graduates exercises in reading and writing to develop skills in summary, inference, generalization, argument and interpretation. The module will also focus on a working grammar, that is, the system by which words of different word classes combine	15	5	None	AENG121	Y

and function in their various forms into phrases, clauses, and sentences that make up larger compositions: paragraphs and essays					
SEMESTER 2					
AINF112 **Information Searching and Retrieval** This module equips students with theoretical and practical knowledge about information sources available and how to implement search strategies to retrieve and disseminate information for, and to, users.	**15**	**5**	**None**	**None**	**Y**
AINF122 **Electronic Publishing** his module aims to equip learners with theoretical knowledge and practical skills of publishing particularly to design and create a variety of electronic information documents and Web-based information sources	**15**	**5**	**None**	**None**	**Y**
AINF132 **Computer Literacy for Information Studies 2** Introduction to Excel and Access	**15**	**5**	**None**	**None**	**Y**
AENG122 **Practical English 1 B** This module will develop the reading and writing skills introduced in AENG121. Study material will be relevant to the student's specific programme	**15**	**5**	**None**	**None**	**Y**
OR **AENG112** **English 1 Part B: Language and Literature** In this module, the texts to be studied and written and the skills to be developed will be even more specifically chosen in relation to the programmes in which students are registered. As far as possible, they will be placed in groups	**15**	**5**	**None**	**None**	**Y**

specific to their programmes. The module will focus on writing, listening, communication and teamwork skills, with an emphasis on description, deduction, generalizations with evidence, comparison and contrast, and understanding causality. The module will also focus on a working grammar, that is, the system by which words combine and function in their various forms into phrases, clauses, and sentences that make up larger compositions, such as essays and reports.					
YEAR 2					
SEMESTER 1					
AINF211 **Management Principles and Practices** This module aims to introduce learners to general management principles and how it is applied in general practice as well as with knowledge, skills and attitudes for resource management for information services such as in a library.	**15**	**6**	**None**	**AINF212**	**Y**
AINF221 **Information Seeking behaviour** This module aims to equip students with knowledge and skills on information seeking, information users and information needs analysis.	**15**	**6**	**None**	**AINF222**	**Y**
Elective 1			**None**	**Elective 2**	**N**
Elective 3			**None**	**Elective 4**	**N**
SEMESTER 2					
AINF212 **Knowledge Management** This module aims to equip students with knowledge and skills on Knowledge Management as well as Indigenous Knowledge Systems (IKS).	**15**	**6**	**None**	**None**	**Y**
AINF222	**15**	**6**	**None**	**None**	**Y**

Records Management This module aims to equip students with knowledge and skills on Records management. Attention will be given to E-Records as well.		25			
Elective 2			**None**	**None**	**N**
Elective 4			**None**	**None**	**N**
YEAR 3					
SEMESTER 1					
AINF311 **Research Methodology** This module is aimed to equip students with basic knowledge and skills of planning, conducting and reporting research			**None**	**AINF312**	**Y**
AINF371 **Cataloguing** This module aims to familiarize and equip students with knowledge and skills on current cataloguing theories and practices. Students will be introduced to both manual and computerized theories and practices.	**15**	**7**	**None**	**AINF372**	**Y**
AINF391 **Readership and Children's Literature** This module aims to introduce learners to the concept of readership and how different reader groups are accommodated within a library/information centre environment. Specific reference to the reading patterns/needs of children forms part of the module.	**15**	**7**	**None**	**AINF391**	**Y**
Elective 5			**None**	**Elective 6**	**N**
SEMESTER 2					
AINF312 **Information Ethics and Infopreneurship** This module aims to equip students with knowledge of the legal and ethical issues concerning information services and sensitize	**15**	**7**	**None**	**None**	**Y**

them to the need for observing legal and ethical requirements in information management and services. In addition, the module will provide students with knowledge, understanding and appreciation of the economics implications of information services, transfer and use that can enable them to develop infoprenuership. There is a fieldwork component attached to this course.					
AINF372 **Classification** This module aims to introduce students to the methods and practices for the analysis, synthesis and evaluation of recorded knowledge and information by means of classification in general, and in the library in particular.	**15**	**7**	**None**	**None**	**Y**
AINF392 **Information Collection Development** This module aims at imparting knowledge on collection development theory and practices to the students and enabling them to develop and maintain relevant collections for their libraries/ information centres	**15**	**7**	**None**	**None**	**Y**
Elective 6			**None**	**None**	**N**
SEMESTER 1					
AINF331 **Marketing principles and applications** This module aims to equip students with knowledge in Marketing and applications of marketing principles	**15**	**7**	**None**	**AINF332**	**Y**
AINF411 **Experiential learning** This module aims to provide students with practical knowledge,	**15**	**8**	**None**	**AINF412**	**Y**

skills and attitudes in preparation for the workplace environment					
Elective 7			**None**	**Elective 8**	**N**
Elective 9			**None**	**Elective 10**	**N**
SEMESTER 2					
AINF422 **Advanced information retrieval, indexing and abstracting** This module aims to equip students with basic knowledge and skills on storage, retrieval and evaluation of information. The course also dwells on abstracting and indexing theories and practices.	**15**	**8**	**None**	**None**	**Y**
AINF412 **Information ethics** This module aims to equip students with knowledge of the legal and ethical issues concerning information services and sensitize them to the need for observing legal and ethical requirements in information management and services.	**15**	**8**	**None**	**None**	**Y**
Elective 8			**None**	**None**	**N**
Elective 10			**None**	**None**	**N**

8. <u>BA Honours in Information Sciences (AHON13) NQF Level 7 Credits 120</u>

The BIS –Honours is a postgraduate degree programme offered to aspirants who already have BA (IS) or their equivalent qualification and obtained 60 % average marks in LIS subjects offered for the duration of study and wish to pursue advanced study in LIS. The programme takes one year full-time and two years part-time study and consists of eight courses including three compulsory of which six must be chosen. For qualification purposes a candidate shall obtain an average of at least 50%, with a minimum of 45% allowed in two papers in the honours examination.

(Five three-hour papers and a research project) AIS501, AIS503 and AIS506 (research report) are compulsory).

CODE	TITLE	CREDIT VALUE	DESCRIPTION
AIS 501	User Studies and Research Methods	30	**Compulsory**. The aim of the module to enable the student to understand research concepts and application in order to plan, conduct and report research. Student will also be enabled to understand and apply user studies

			concepts and applications largely within a defined context
AIS 502	Management and Administration	**15**	The aim of the module to enable the students to understand and apply management theories/models and principles to the management of modern information and knowledge systems and services within a defined context.
AIS 503	Information Storage and Retrieval	**15**	**Compulsory**. This module aims to equip students with knowledge on how information is stored and retrieved.
AIS 504	School and Children's Libraries: Children's Literature	**15**	The aim of the module is to familiarize students with aspects concerning the management of school and children's libraries, and also to familiarize them with aspects of children's literature.
AIS 505	Document Studies	**15**	The aim of the module is to familiarize students with aspects concerning the management, storage and maintenance of documents, with specific reference to the electronic era.
AIS 506	Research report	**30**	**Compulsory**. The aim of the module to enable the students to conduct, compile and report research in LIS .
AIS 508	Multimedia	**15**	The aim of this module is to impart to students theoretical and practical knowledge of various multimedia applications and programs especially internet-based programs and mobile applications. Student will also be enabled to understand and apply multimedia concepts and applications largely within a defined context.

Methods of assessment included continuous assessment (at least 40%) and final exam (at least 60%).

Master's and Doctorates focus on candidates preparing to occupy senior information and knowledge management positions, LIS theory and research and for academics/HEIs educators. To be accepted in the Masters programme a minimum mark of 65% for the BIS Honours is required

9. <u>Master of Arts in Information Sciences (AMAS13) NQF Level 9 Credits 180</u>
Admission requirements

Refer to Faculty requirements

Duration of the proposed degree
The curriculum shall extend over at least one year.

Examination
The examination shall consist of a dissertation on an approved subject. This may be supplemented with an oral examination if the Head of the Department deems it fit.

10. Doctor of Philosophy in Library and Information Science (ADPH13) NQF Level 10 Credits 360

Rules for a Doctorate in the Faculty of Arts shall apply. The examination shall consist of a thesis on an approved topic subject to rules G48-G56

11. FACULTY RULES AND REGULATIONS

Definition of terms

Unless the context otherwise indicates

"academic year" means that portion of a Calendar year approved by Council on recommendation of Senate for the academic activities of the University;

"admission" means the process or act in terms of which it is determined whether or not a prospective applicant should be allowed to register for the proposed academic programme, bearing in mind the suitability of the applicant. Admission is the first stage academic registration process and involves an academic decision by the Dean of Faculty/Admissions Office. Once admitted, an applicant can then proceed to be formally registered as a student;

"aegrotat examination" means an examination granted on medical or compassionate grounds;

"assessment" means the evaluation of a student's work satisfying the requirements of his or her programme, and includes tests, seminars, assignments, projects and examinations;

"close relative" means a mother, father, grandmother, grandfather, brother, sister or child;

"co-examiner" means a person appointed by a Faculty Board to assist an examiner in the setting and marking of an examination;

 "continuous assessment" means internally moderated oral and written assignments, tests, practicals, project reports, etc.;

"Continuous Assessment Mark (CAM)" for a module means the mark awarded to the module and arises from an assessment of the module but excludes the final examination, and the syllabus indicates how this mark is calculated;

"co-requisite module" means a module which must be passed prior to or registered for in the same semester as the proposed module;

"credit points (credits)" means one credit point which is the value assigned to ten notional study hours of learning and assessment, and this is sometimes abbreviated as 'cp';

"Council" means the Council of the University;

"curriculum" means the complete programme of study for a particular degree, diploma or certificate;

"Duly Performed (DP)" means a student has fulfilled the minimum requirements in terms of attendance and semester or year mark to sit for an examination in a particular module;

"elective (module)" means a module selected from a given list;

"equivalent module / status" Students entering the BCom (Accounting) program via the Higher Certificate in accounting route will be granted the following equivalent credits (CBIS101/102, CACC101/101, CLAW101, CFMC201) Those entering via the certificate in Marketing will be granted the following equivalent credits CBIS 101/102, CBMG101/102 and CBMG201/202.

"examination" means a formal evaluation of a student's academic performance, which may be in the form of a written examination, an oral examination, a practical examination, a dissertation, a thesis, or any other formal examination;

"examination mark" means the mark obtained in an examination;

"examiner" means a person appointed by a Faculty Board to assess the academic performance of a student;

"final mark" means the mark derived from a combination of a semester or year mark and an examination mark;

"final semester" means the semester that concludes the curriculum;

"final-year student" means a student who is registered for sufficient modules to lead to the completion of a qualification;

"first-year student" means a student who has not obtained sufficient credits at this University or any other University for promotion to the second year of a degree, diploma, or certificate;

"institution" means the University of Zululand;

"intermediate student" means a student who is neither a first-year student nor a final-year student;

"level of study" means the level at which a student is positioned within the curriculum of the qualification for which he or she is registered;

"linked module" and **"conditional pass"** are modules, where the content of the first semester module forms an integral part of the second semester module. Should a student pass the second semester they will receive a conditional pass for the first semester module

"major" means that a specific discipline consists of 60 credits in modules at level-3 and 30 credits in modules at level 2 in that or a closely allied discipline essential for completing the degree;

"moderator" means a person appointed by a Faculty Board to evaluate the quality and the marking of assessments or examinations;

"module" means a unit of study material within the curriculum of a particular degree, diploma or certificate;

"non-degree module" means a module offered by a registered student which is not required for his or her approved curriculum in a specific degree, diploma or certificate;

"notional study hours" means the learning time it would take for an average student to meet the outcomes for a module, and 10 hours is equivalent to one credit;

"occasional student" means a student who is not registered for a degree, diploma or certificate, but who is registered for a stand-alone module or modules;

"postgraduate student" means a student who is registered for an Honours, Masters or Doctoral degree

"prerequisite module" means a module which must be passed before registration of the proposed module is allowed;

"prerequisite requirement" means a requirement which must be met before the registration for a proposed module;

"programme" means a structured curriculum leading to a qualification;

"provisional registration" means registration subject to conditions prescribed by the University;

"re-checking" means verifying administratively whether all questions in a particular paper have been marked and whether such marks have been correctly totalled;

"re-examination" means a newly scheduled examination after the regular examination has taken place, the results of which replace the results of the regular examination;

"re-marking" means the re-marking of an examination paper by an external examiner;

"returning student" means a student who has previously registered with the University;

"semester" means one half of the academic year of the University;

"semester mark" means the mark obtained from continuous assessment in a semester module;

"Senate" means the Senate of the University;

"senior certificate" means a school-leaving certificate with pass marks in at least five Higher Grade or five Standard Grade subjects or a combination of five Higher Grade and Standard Grade subjects, approved by the Committee of Principals and issued by the Council, or an equivalent certificate issued prior to the commencement of section 9 of the South African Certification Council Act, 1986 (Act 85 of 1986);

"senior student" means a student who is not classified as a first-year student;

"special re-examination" means an examination granted to a candidate to facilitate the completion of a qualification;

"status" means recognition of a qualification from another tertiary institution for admission to a higher degree;

"student" means a person who is registered for a qualification offered at the University;

"supervisor" means a member of staff appointed by a Faculty to oversee the research project   or dissertation or thesis of a postgraduate student;

"supplementary examination" means an examination conducted before the meeting of the Examination Committee of a Faculty;

"syllabus" means the contents of a module;

"University" means the University of Zululand;

"year mark" means the mark obtained from continuous assessment in a year-long module.

"year of study" means the year in which a student is registered at the University, which ideally corresponds with a student's academic year of study. However, students who fail modules or who change programmes might not have a corresponding level in terms of academic status; for example, a student in his or her second year of study who has changed programmes after the first year of study would have first-year academic status. For the purposes of determining a student's year of study, the time spent on foundation programmes shall not be considered.

(a) first year of study if he or she has not yet obtained a minimum of 90 credits, i.e. passed six semester modules or passed eight modules in those programmes that have ten modules in their first year;

(b) second year of study if, either –

    i. in a three year programme, he or she has obtained a minimum of 90 credits, but has not yet registered for such modules which, if passed, will lead to the completion of the degree; or

    ii. in a four year programme, he or she has obtained at least 90 credits, but has not yet obtained 50% of the credits needed for the qualification;

(c) third year of study if, either –

    i. in a three year programme, he or she has registered for such modules which, if passed, will lead to the completion of the degree; or

    ii. in a four year programme, he or she has obtained at least 50% of the credits required, but not yet registered for such modules which, if passed, will lead to the completion of the degree; and

(d) fourth year of study if he or she is in a four-year programme and has registered for such

modules which, if passed, will lead to the completion of the degree

Faculty rules supersede Departmental rules. Therefore:
     a)   Departmental rules should be in line with those of the Faculty.
     b)   Where Departmental rules are in conflict with those of the Faculty, Faculty rules will apply.

GENERAL CRITERIA FOR ADMINISTRATION

General Admission requirements for undergraduate programmes offered in the Faculty of Arts

To register for any undergraduate programme, prospective students must meet the following requirements for the particular programme:

Table 1: Faculty of Arts Admission Requirements

Qualification Title	Year/s	Minimum Admission Requirements
Bachelor's Degree Professional Degree	3 4	(a)The minimum admission requirement is a National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of 4 (Adequate achievement, 50-59%) or better in four subjects chosen from the following recognised 20-credit NSC subjects (known as the 'designated subject list'): Accounting, Agricultural Sciences, Business Studies, Dramatic Arts, Economics, Engineering Graphics and Design, Geography, History, Consumer Studies, Information Technology, Languages (one language of learning and teaching at a higher education institution and two other recognised language subjects), Life Sciences, Mathematics, Mathematical Literacy, Music, Physical Sciences, Religion Studies, Tourism, Visual Arts; an achievement of 3 (40 - 49%) in Life Orientation; and an achievement rating of 3 (40-49%) in English as First Additional Language (FAL); OR 4 (50-59%) in English as a Home Language. (b) Entry based on Matriculation exemption. (c) Entry based on Conditional exemption (be at least 23 years of age and have passed 4 subjects with at least "E" symbol in each subject) with a certificate of conditional exemption as endorsed by Universities South Africa (USA). (d) Entry based on recognition of prior learning (RPL) and/ or any programme at the discretion of the Faculty Board and approval by Senate. (e) Entry based on Age exemption (be 45 years and above) with a certificate of conditional

		exemption as endorsed by Universities South Africa (USA). (f) The Minimum Entry Requirement for a Bachelor's Degree is 26 points.

The Faculty Board of Arts on the recommendation of the relevant Department, will evaluate applications for recognition of equivalent status of programmes, qualifications and modules from other tertiary institutions within South Africa.

For candidates coming from outside South Africa, verification of foreign qualifications by SAQA is mandatory.

Language requirements

Students must pass at least two language modules (first and second semester of the same language) for each undergraduate degree.

Study materials

Students shall at the start of each module receive a module outline and / or study guide including:

(a)   a contact time-table
(b)   the scope of material to be covered
(c)   a list of prescribed texts and/or study material, and
(d)   an explanation of the mode/s of assessment.

Number of modules that can be registered simultaneously in a specific semester

a)   Minimum of one module. To be considered a full-time student a student must register for at least **two** modules.
b)   Maximum of **four** modules per semester.
c)   In special circumstances final year students may add one extra module per semester on the recommendation of the Head of Department and with the approval of the Dean of the Faculty.
d)   No student may take a higher level module in a subject before he or she has completed a lower level module in that subject.

Assessment

(a)   Assessment will be conducted on a continuous basis.
(b)   A final mark is based on both continuous assessment and a final examination
(c)   At least 50% of the assessment should be based on written assignments, tests, practicals, project reports, etc., which can be moderated.
(d)   Checking of marks or re-assessment can be done on written request by the student after payment of fees as required by the Senate.
(e)   Promotion rules
  (i)   To pass, a candidate must obtain a final mark of at least 50% per module.
  (ii)   To obtain the certificate, diploma or degree with merit a candidate shall obtain a final mark of at least 65%.
  (iii)   To obtain the certificate, diploma or degree with distinction a candidate shall obtain an average mark of at least 75%.

(iv) All prescribed modules comprising a qualification will be taken into consideration in determining the pass level.

(e) Methods of assessment that may be used in a module
- A formal exam mark not exceeding 50% of the final mark
- Interim tests during the module
- Practical assessments
- Assignments
- Fieldwork assessments
- Work place assessments
- Simulation (application of theory to practice)
- Self-assessments
- Peer assessments
- Portfolios
- Open book assessments
- Oral assessments
- Other written assessments (book reviews, letters, articles etc.)
- End notes (notes written by learners at the end of a learning session to display knowledge gained)
- Learning journals (diary of learning created during the module)
- Quick reviews of knowledge gained during learning sessions

Department may choose amongst these methods of assessment. Assessment criteria can differ from module to module. The final mark of a student should be based on a minimum of 4 assessments.

Examining and moderation

(a) A first and second internal assessor is to be appointed annually for each module by the Faculty Board.

(b) An external assessor and an alternative are to be appointed annually for each qualification by the Faculty Board at its first meeting of the year.

(c) An appointment of a specific external assessor should not exceed a consecutive period of three years. However, re-appointment of the specific external examiner can occur after three years from the date of the cessation of the previous appointment.

(d) As per 6 (b) above, at least 50% of the assessment should be based on written assignments, tests, practicals, project reports etc. which must be moderated.

Viability of Modules

A minimum number of 10 students must enrol at first year undergraduate level for a module to be considered viable. The Faculty may choose not to offer a module if the minimum number is not enrolled.

Repetition of modules

A specific module may not be attempted more than twice without the recommendation of the HOD and the approval of the Dean of the Faculty.

Registration of last – outstanding modules at another institution (PG 90)

Evaluation of teaching and learning, modules, practical and tutorials
- (a) Students shall have the opportunity to evaluate teaching and learning and modules at the end of each module.
- (b) The Quality Assurance Unit in consultation with the Dean of the Faculty shall regularly supervise such evaluations with reports to the Faculty and the Senate.

International Students

An international student must have his or her qualifications verified by the Universities South Africa (USA) for undergraduates and the South African Qualifications Authority (SAQA) for postgraduates who have foreign undergraduate qualifications. For professional qualifications students must register with the appropriate Professional Board. The Office for International Students should be contacted for additional information.

Recognition of Prior Learning and Credits from other Institutions

The recognition of prior learning (RPL) may be considered subject to the policies of the University and acceptance by the University Senate or the designated University authority. In this regard guidance will be available from the Office of the Registrar.

Degree of Bachelor of Arts (Honours) – NQF Level 8

The degree may be conferred in the following departments:
- ❖ African Languages and Culture (IsiZulu, SeSotho and SiSwati)
- ❖ Anthropology and Development Studies
- ❖ Afrikaans
- ❖ Communication Science
- ❖ Criminal Justice
- ❖ General Linguistics
- ❖ German
- ❖ Geography
- ❖ History
- ❖ Information Studies
- ❖ English
- ❖ Philosophy and Applied Ethics
- ❖ Psychology
- ❖ Recreation and Tourism
- ❖ Sociology

Admission requirements

A minimum 60% average of the final-year modules in the specific discipline is required.
Where an applicant does not meet this requirement, a Head of Department shall tender before Faculty a motivation for admission in terms of the following criteria:

- (a) Academic record: A scrutiny of the student's full academic record may convince the Faculty that the student has the potential to deliver work of the required standard.
- (b) Maturity: evidence that the student had been working in the relevant field should be favourably considered.

(c)   Special achievements: Any achievements supporting the view that the student has the ability to pursue postgraduate studies with success should be considered (like obtaining another degree, or publishing a book of verse).

Departments may have specific entry requirements. Consult the syllabuses below.

Curriculum

The curriculum and special requirements are indicated in the syllabuses of the relevant departments.

Duration of Qualification

The qualification shall extend over at least one year. Subject to rule G32 this period may be extended at the discretion of the Head of Department.

Examinations

The examinations shall be held in June/ November.

(a)   To pass, a candidate who writes all the required papers in the same examination shall obtain an average of at least 50%, with a minimum of 45% allowed in one paper in an Honours examination with five papers, or a minimum of 45% allowed in two papers in an Honours examination with six papers.

(b)   A candidate who does not comply with the requirements set in (a) but who obtained at least 50% in each of three or more papers in an examination with five papers, or at least 50%, in each of four or more papers in an examination with six papers, shall retain credit for the papers passed and repeat only those papers that he/she failed.

(c)   A candidate who does not comply with the requirements set in (a) or (b) shall repeat the course as a whole, i.e. all papers.

(d)   A candidate who writes the examination in two parts must obtain an average of at least 50% in each part, and is allowed one minimum of 45% in a part of the examination which comprises three papers.

(e)   A candidate who does not comply with the requirements set in a) but who failed only one paper in a part of the examination, shall retain credit for the paper(s) passed and repeat only the paper failed.

(f)   A candidate who does not comply with the requirements set in either (a) or (b) shall repeat that part of the examination as a whole, i.e. all the papers of that part.

(g)   A candidate who writes the examination in two parts and who fails one part of the examination must pass this part within three years, following the general rule which reads:

"No student may present himself more than twice for a similar examination in the same department without the permission of the Senate; this also applies to each of the two parts where the examination is taken in two parts."

h)   Unless otherwise provided for in the rules of a department a year or semester mark, which may or may not include a practical component, is generally taken into account only for the purpose of admission to the examination. In the absence of stipulations to the contrary the year or semester mark carries the same weight as the examination mark in determining the final mark in those departments where a year or semester mark is provided for in departmental rules.

i)   The normal requirements for internal and external examiners apply to ensure the maintenance of standards.

Other examination requirements are indicated in the syllabuses of the relevant departments.

To obtain the degree with distinction a candidate shall obtain a distinction aggregate.

Degree of Master of Arts – NQF Level 9

Departments
African Languages and Culture (IsiZulu, SeSotho and SiSwati)
Afrikaans
Anthropology and Development Studies
Communication Science
Criminal Justice
English
General Linguistics
Geography
German
History
Information Studies
Philosophy and Applied Ethics
Psychology
Recreation and Tourism
Social Work
Sociology

Admission requirements and examination
(a)   A student shall hold the degree of Bachelor of Arts (Honours) or its equivalent.
(b)   Departments may have specific entry requirements approved by the Faculty Board.
(c)   Where a student is registering for an unrelated postgraduate programme / discipline, motivation must be provided by the particular Head of Department to the Dean and the Faculty Board.
(c)   The degree shall not be conferred until at least two years after the degree of Bachelor of Arts was obtained.
(d)   The examination requirements are as set out in the syllabuses of the relevant departments.
(e)   The degree may be conferred with distinction.

Duration of Qualification
The qualification shall extend over at least one year. Subject to rule **G34** this   period   may be extended at the discretion of the Head of Department.

Degree of Doctor of Literature and Philosophy – NQF Level 10

Admission and registration
The general rules apply:

(a)   A student who wishes to enrol shall have obtained a Master's degree in the Faculty concerned unless a provision to the contrary exists in the rules of the Faculty, or equivalent status shall have been conferred on him or her and he or she shall satisfy the Senate as to his or her proficiency in the prescribed field of study.

(b)   Admission shall further be subject to approval by the Board of the Faculty on the recommendation of the Head of Department concerned.

(c)   A candidate shall register annually not later than 30 March.

12. **2018 CALENDAR**

JANUARY
Mon 1 **PUBLIC HOLIDAY (New Year's Day)**
Tues 2
Wed 3 (i) **UNIVERSITY RE-OPENS**
(ii) Academic staff available for marking, admission, examination, etc.
(iii) Administration offices & Library open
(iv) Pre-registration & financial clearance begins
(v) Finalisation of residence allocation
(vi) Start of applications for special examinations
Thurs 4
Fri 5 Closure of applications for special examinations
Sat 6
Sun 7
Mon 8 (i) Start of registration for all postgraduate degrees/diplomas (Honours, Master's & Doctoral)
(ii) Final day for conversion of conditional offers to firm offers/notification of nonacceptance on CAO.
(iii) **Closure Agenda:** EXCO 15/01
(iv) Publication of special examination list
(v) **Closure Agenda:** Bursary/Financial Aid Committee 18/01
Tues 9
Wed 10 Last day for submission/contributions to the 2017 Annual Report
Thurs 11 Start of special examinations
Fri 12 End of special examinations
Sat 13
Sun 14
Mon 15 (i) **Start of registration for first time entering undergraduate students (FTENS)**
(ii) **Meeting:** EXCO
Tues 16 (i) Call for applications (Academic Staff Promotion)
(ii) Last day for processing marks (special examinations)
(iii) Start of residence based schooling observation (Year II)
(iv) Start of residence based schooling observation (Year III)
(v) Start of residence based schooling supervised teaching (Year IV)
Wed 17 (i) **Closure Agenda:** Management Committee (MANCO) 29/01
(ii) **Closure Agenda:** Institutional Risk Management Committee (IRMC) 29/01
(iii) **Closure Agenda:** Special meeting of the Human Resources Committee of Council (HRCC) 27/01
(iv) **Meeting:** Examination Committee (Special Examinations)
(v) **Closure Agenda:** ICT Steering Committee 30/01
Thurs 18 (i) **Meeting:** Bursary/Financial Aid Committee 08H30
(ii) Publication of results (Special Examinations)

Fri 19
Sat 20
Sun 21
Mon 22 (i) **Start of registration for returning students**
(ii) **Closure Agenda:** Quality Assurance & Academic Development Committee (QAADC) 6/02
Tues 23 (i) End of residence based schooling observation (Year II)
(ii) End of residence based schooling observation (Year III)
(iii) End of residence based schooling supervised teaching (Year IV)
Wed 24
Thurs 25
Fri 26 **End of registration for first time entering students (FTENS)**
Sat 27 **Special Meeting**: HRCC 11H00
Sun 28
Mon 29 (i) **Meeting:** MANCO 08H30
(ii) **Meeting:** IRMC 12H00
(iii) **Closure Agenda:** EXCO 09/02
(iv) Start of orientation for first year students
Tues 30 (i) **Meeting:** ICT Steering Committee 08H30
(ii) **Closure Agenda:** Planning Committee 07/02
Wed 31 **Closure Agenda:** Faculty Board of Arts, Faculty Board of CAL, Faculty Board of Education & Faculty Board of Science & Agriculture 12/02, 13/02, 14/02 & 15/02

FEBRUARY
Thurs 1
Fri 2 (i) End of orientation for first year students
(ii) **End of registration for returning students**
Sat 3
Sun 4
Mon 5 (i) **START OF LECTURES**
(ii) **Closure Agenda:** Sports Council Committee 19/02
(iii) **Closure Agenda:** Investment Management Committee 14/02
Tues 6 **Meeting:** QAADC 08H30
Wed 7 **Meeting:** Planning Committee 08H30
Thurs 8 (i) **Meeting:** Foundation (Audit & Risk Committee) 10H00
(ii) **Closure Agenda:** Community Engagement Committee 21/02
(iii) **Closure Agenda:** Planning & Infrastructure Committee of Council (PICC) 20/02
Fri 9 (i) **Meeting:** EXCO 08H30
(ii) End of registration for all postgraduate (Honours & Master's by Coursework)
Sat 10
Sun 11
Mon 12 (i) **UNIZULU OFFICIAL OPENING**
(ii) Start of modification of undergraduate modules & programmes
(iii) **Closure Agenda:** Higher Degrees Committee 27/02
(iv) **Closure Agenda:** Students Services Committee 23/02
(v) **Meeting:** Faculty Board of Arts 13H35
Tues 13 **Meeting:** Faculty Board of CAL 13H35
Wed 14 (i) **Meeting:** Investment Management Committee 08H30
(ii) **Meeting:** Faculty Board of Education 13H35
Thurs 15 (i) **Meeting:** Faculty Board of Science & Agriculture 13H35
(ii) **Closure Agenda:** Finance Committee of Council (FCC) 01/03
(iii) **Closure Agenda:** Teaching & Learning Committee 26/02
Fri 16 (i) **Closure Agenda:** Audit & Risk Committee of Council (ARCC) 27/02
(ii) **Closure Agenda:** MANCO 28/02

(iii) **Closure Agend**a: MANCO/SRC 28/02
(iv) End of modification of undergraduate modules & programmes
Sat 17
Sun 18
Mon 19 (i) **Meeting:** Sports Council Committee 08H30
(ii) DIS Department: First year Student Welcome

Tues 20 **Meeting:** PICC 09H00
Wed 21 (i) **Meeting:** Community Engagement 08H30
(ii) **Closure Agenda:** ICT Governance Committee of Council 02/03
Thurs 22 **Meeting:** Foundation Board 10H00
Fri 23 (i) **Meeting:** Students Services Committee 08H30
(ii) **Closure Agenda**: Time-table Committee 14/03
Sat 24
Sun 25
Mon 26 **Meeting:** Teaching & Learning Committee 08H30
Tues 27 (i) **Meeting:** ARCC 09H00
(ii) **Meeting:** Higher Degrees Committee 08H30
Wed 28 (i) **Meeting:** MANCO 08H30
(ii) **Meeting:** MANCO/SRC 12h00
(iii) **Closure Agenda:** SENEX 08/03
(iv) PGCE Part I Wednesday – start of residence based schooling
(v) **Closure Agenda:** EXCO 12/03
(vi) Deadline of Registration Report to DHET
Thurs 29 : DIS Deparmental Meeting

MARCH
Thurs 1 (i) **Meeting:** FCC 09H00
(ii) **Closure Agenda:** Institutional Forum (IF) 13/03
Fri 2 (i) Life orientation teachers workshop
(ii) **Meeting:** ICT Governance Committee of Council 09H00
(iii) **Closure Agenda:** Library Committee 15/03
Sat 3
Sun 4
Mon 5 **Closure Agenda:** Faculty Committee on Promotion 15/03
Tues 6
Wed 7 PGCE Part I Wednesday residence based schooling continuation
Thurs 8 (i) **Meeting:** SENEX 08H30
(ii) **Closure Agenda:** Senate 19/03
(iii) Closing date for undergraduate graduation list
Fri 9
Sat 10
Sun 11
Mon 12 **Meeting:** EXCO 08H30
Tues 13 (i) **Meeting:** IF 09H00
(ii) **Closure Agenda:** Investment Management Committee 27/03
Wed 14 (i) **Meeting:** Time-table Committee 08H30 (Second Semester Time-table)
(ii) PGCE Part I Wednesday residence based schooling continuation
Thurs 15 (i) **Meeting:** Faculty Committee on Promotion 08H30
(ii) **Meeting:** Library Committee 13H35
Fri 16
Sat 17
Sun 18
Mon 19 **Meeting:** Senate 09H00

Tues 20 (i) **Closure Agenda:** MANCO 29/03
(ii) **Closure Agenda:** COUNEX & COUNCIL 28/03
Wed 21 **PUBLIC HOLIDAY (Human Rights Day)**
Thurs 22 **Closure Agenda:** Research Ethics Committee 03/04
Fri 23 (i) **LECTURES END**
(ii) **Closure Agenda:** Research Committee 12/04
(iii) Closing date for Master's & Doctoral graduation list
Sat 24
Sun 25
Mon 26 Start of Teaching Recess
Tues 27 **Meeting:** Investment Management Committee 08H30
Wed 28 (i) **Meeting:** COUNEX & COUNCIL 08H30 & 11H00
(ii) Closing date of applications for promotions
(iii) End of PGCE Part I Wednesday residence based schooling continuation
(iv) **Closure Agenda:** PICC 11/04
Thurs 29 (i) End of Teaching Recess
(ii) DIS Departmental Meeting
Fri 30 **PUBLIC HOLIDAY (Good Friday)**
Sat 31

APRIL
Sun 1
Mon 2 **PUBLIC HOLIDAY (Family Day)**
Tues 3 (i) **START OF LECTURES**
(ii) **Meeting:** MANCO 08H30
(iii) **Closure Agenda:** HRCC 14/04
(iv) **Closure Agenda:** EXCO 13/04
(v) Publication of provisional graduation list for undergraduates
Wed 4 (i) **Meeting:** Research Ethics Committee 08H30
(ii) Closing date for inclusion in the graduation list
Thurs 5 **Meeting:** Examination Committees for Postgraduate Students 08H30
Fri 6 (i) **Closure Agenda:** SENEX (Finalisation of graduation list) 10/04
(ii) **Closure Agenda:** ARCC 19/04
(iii) **Closure Agenda:** QAADC 16/04
Sat 7
Sun 8
Mon 9 (i) **Closure Agenda:** Sports Council 20/04
(ii) **Closure Agenda:** ICT Steering Committee 17/03
(iii) **Closure Agenda:** Faculty Board of Arts, Faculty Board of CAL, Faculty Board of Education & Faculty Board of Science & Agriculture 19/04, 23/04, 24/04 & 25/05
Tues 10 (i) **Special Meeting:** SENEX (Finalisation of graduation list) 08H30
(ii) Start of PGCE residence based schooling block
Wed 11 (i) Publication of the FINAL graduation list (ALL FACULTIES)
(ii) **Closure Agenda:** Investment management Committee 25/04
(iii) **Meeting:** PICC 09H00
Thurs 12 **Meeting:** Research Committee 08H30
Fri 13 (i) **Meeting:** EXCO 08H30
(ii) **Closure Agenda:** ICT Governance Committee of Council 26/04
Sat 14 Meeting: HRCC 11H00
Sun 15
Mon 16 **Meeting:** QAADC 08H30
Tues 17 **Meeting:** ICT Steering Committee 08H30
Wed 18 (i) **Closure Agenda:** MANCO 30/04
(ii) **Closure Agenda:** IRMC 30/04

Thurs 19 (i) **Meeting:** ARCC 09H00
(ii) **Meeting:** Faculty Board of Arts 13H35
Fri 20 (i) **Meeting:** Sports Council 08H30
(ii) End of PGCE residence based schooling block
Sat 21
Sun 22
Mon 23 (i) **Meeting:** Faculty Board of Education 13H35
(ii) Start of selection of new applications for 2019
Tues 24 **Meeting:** Faculty Board of CAL 13H35
Wed 25 (i) **Meeting:** Faculty Board of Science & Agriculture 13H35
(ii) PGCE Part II Wednesday – start of residence based schooling
(iii) **Meeting:** Investment Management Committee 08H30
Thurs 26 (i) **Meeting:** ICT Governance Committee of Council 09H00
(ii) Call for nominations – Honorary Degrees
(iii) DIS Departmental Meeting
Fri 27 **PUBLIC HOLIDAY (Freedom Day)**
Sat 28
Sun 29
Mon 30 **UNIZULU HOLIDAY**

MAY
Tues 1 **PUBLIC HOLIDAY (Workers' Day)**
Wed 2 (i) **Meeting:** MANCO 08H30
(ii) **Meeting:** IRMC 12H00
(iii) PGCE Part II Wednesday residence based schooling continuation
(iv) **Closure Agenda**: Higher Degrees Committee 14/05
Thurs 3 (i) **Closure Agenda:** HIV & AIDS Committee 16/05
(ii) **Closure Agenda**: Teaching & Learning Committee 21/05
(iii) **Closure Agenda:** EXCO 15/05
(iv) **Closure Agenda:** Planning Committee 18/05
Fri 4 (i) **Closure Agenda:** Student Services Committee 25/05
(ii) **Closure Agenda:** IF 29/05
(iii) **Closure Agenda:** FCC 23/05
Sat 5
Sun 6
Mon 7 **GRADUATION CEREMONY (i) Morning Session: Education**
(ii) Afternoon Session: Education
Tues 8 **GRADUATION CEREMONY (i) Morning Session: Education**
(ii) Afternoon Session: Arts
Wed 9 **GRADUATION CEREMONY (i) Morning Session: Arts**
(ii) Afternoon Session: Arts
Thurs 10 **GRADUATION CEREMONY (i) Morning Session: CAL**
(ii) Afternoon Session: CAL
Fri 11 **GRADUATION CEREMONY (i) Morning Session: Sci & Agric**
(ii) Afternoon Session: Sci & Agric
Sat 12
Sun 13
Mon 14 (i) **Meeting:** Higher Degrees Committee 08H30
(ii) **Closure Agenda:** Community Engagement Committee 30/05
(iii) **Closure Agenda:** Academic Promotions Committee 28/05
Tues 15 (i) Last day of entering DP Marks
(ii) **Meeting:** EXCO 08H30
(iii) Deadline for submission of Research Output results to DHET
Wed 16 (i) **Meeting:** HIV & AIDS Committee 08H30

(ii) End of PGCE Part II Wednesday residence based schooling
Thurs 17 (i) Publication of DP Marks
(ii) **Closure Agenda:** Library Committee 29/05
(iii) **Meeting:** Foundation (Audit & Risk Committee) 10H00
Fri 18 (i) **LECTURES END**
(ii) **Closure Agenda:** Research Ethics Committee 31/05
(iii) **Meeting:** Planning Committee 08H30
Sat 19
Sun 20
Mon 21 (i) **Start of Semester I examinations**
(ii) **Closure Agenda:** HRCC 02/06
(iii) **Closure Agenda:** PICC 06/06
(iv) **Meeting:** Teaching & Learning Committee 08H30
(v) **Closure Agenda:** SENEX 01/06
Tues 22 **Closure Agenda:** Research Committee 04/06
Wed 23 **Meeting:** FCC 09H00
Thurs 24 **Meeting:** Foundation (Board) 10H00
Fri 25 **Meeting:** Student Services Committee 08H30
Sat 26
Sun 27
Mon 28 **Meeting:** Academic Promotions Committee 08H30
Tues 29 (i) **Meeting:** IF 09H00
(ii) **Meeting:** Library Committee 13H35
Wed 30 **Meeting:** Community Engagement Committee 08H30
Thurs 31 (i) **Meeting:** Research Ethics Committee 08H30
(ii) End of registration for Master's and Doctoral Studies by Research
(iii) **Meeting:** Foundation Board 10H00
(iv) Deadline of submission of Student enrolment Plan to DHET
(v) DIS Departmental Meeting

JUNE
Fri 1 (i) **Meeting:** SENEX 08H30
(ii) **Closure Agenda:** EXCO 11/06
Sat 2 Meeting: HRCC 11H00
Sun 3
Mon 4 (i) **Meeting:** Research Committee 08H30
(ii) **Closure Agenda:** Senate 12/06
Tues 5
Wed 6 **Meeting:** PICC 09H00
Thurs 7
Fri 8 **End of Semester I examinations**
Sat 9
Sun 10
Mon 11 (i) **Meeting:** EXCO 08H30
(ii) School based orientation week (PGCE & BEd III)
Tues 12 (i) **Meeting:** Senate 08H30
(ii) Last day for processing of first semester examinations marks
Wed 13 (i) **Meeting:** Examination Committee 08H30
(ii) **Closure Agenda:** MANCO 25/06
(iii) **Closure Agenda:** SRC 25/06
(iv) **Closure Agenda:** COUNEX & COUNCIL 23/06
Thurs 14 Open Day for Learners
Fri 15 (i) Publication of results
(ii) Closure of residences

(iii) School based orientation week (PGCE & BEd III)
Sat 16 PUBLIC HOLIDAY (Youth Day)
Sun 17
Mon 18 (i) Start of teaching recess
(ii) **Closure Agenda:** Investment Management Committee 29/06
Tues 19 **Special Meetings:** FCC & ARCC 09H00 & 11H00
Wed 20
Thurs 21 : Fieldwork visits
Fri 22 : Fieldwork Visits
Sat 23 Meeting: COUNEX & COUNCIL 08H30 & 10H30
Sun 24
Mon 25 (i) **Meeting:** MANCO 08H30
(ii) **Meeting:** MANCO/SRC 12H00
Tues 26 (i) 50% of student fees to have been paid
(ii) **Closure Agenda:** Planning Committee 09/07
Wed 27 **Closure Agenda:** ICT Steering Committee 11/07
Thurs 28 : DIS Departmental Meeting
Fri 29 (i) Submission of the 2017 Annual Report to DHET
(ii) **Meeting:** Investment Management Committee 08H30
Sat 30 Closure: Honorary Degrees Nominations

JULY
Sun 1
Mon 2 (i) **Closure Agenda:** Bursary/Financial Aid Committee 17/07
(ii) **Closure Agenda:** EXCO 13/07
(iii) Closure Agenda: Honorary Degrees Committee *(Consideration of eligibility of individual nominations)* 12/07
Tues 3
Wed 4
Thurs 5
Fri 6
Sat 7
Sun 8
Mon 9 (i) **Closure Agenda:** ARCC 19/07
(ii) **Meeting:** Planning Committee 08H30
Tues 10
Wed 11 **Meeting:** ICT Steering Committee 08H30
Thurs 12 **Meeting:** Honorary Degrees Committee 08H30
Fri 13 (i) End of teaching recess
(ii) **Meeting:** EXCO 08H30
Sat 14
Sun 15
Mon 16 (i) **START OF LECTURES**
(ii) Start of Semester I aegrotat/re-examinations & postgraduate examinations
(iii) Semester II registration for returning students opens
(iv) Re-opening of residences for Semester II
(v) **Closure Agenda:** Faculty Board of Arts, Faculty Board of CAL, Faculty Board of Education &
Faculty Board of Science & Agriculture 23/07, 24/07, 25/07 & 26/07
(vi) **Closure Agenda:** FCC 26/07
Tues 17 **Meeting:** Bursary/Financial Aid Committee 08H30
Wed 18 (i) **Closure Agenda:** MANCO 01/08
(ii) **Closure Agenda:** IRMC 01/08
(iii) End of Semester II registration for returning students

Thurs 19 (i) Start of Semester II modification of undergraduate modules & programmes
(ii) **Closure Agenda:** HIV & AIDS Committee 13/08
(ii) **Closure Agenda:** Student Services Committee 31/07
(iii) **Closure Agenda:** QAADC 31/07
(iv) **Closure Agenda:** Higher Degrees Committee 30/07
(v) **Meeting:** ARCC 09H00
Fri 20
Sat 21
Sun 22
Mon 23 (i) **Meeting:** Faculty Board of Arts 13H35
(ii) **Closure Agenda:** HRCC 04/08
Tues 24 **Meeting:** Faculty Board of Education 13H35
Wed 25 (i) **Meeting:** Faculty Board of CAL 13H35
(ii) End of semester I aegrotat/re-examinations & postgraduate examinations
Thurs 26 (i) **Meeting:** Faculty Board of Science & Agriculture 13H35
(ii) **Meeting:** FCC 09H00
(iii) **Closure Agenda:** Teaching & Learning Committee 06/08
(iv) Start of residence & local school based teaching (Year III – Mixed Clusters)
(v) Start of PGCE residence & local school based teaching (Mixed Clusters)
(vi) DIS Departmental Meeting
Fri 27 (i) Last day for processing examination marks
(ii) **Closure Agenda:** IF 08/08
Sat 28
Sun 29
Mon 30 (i) **Meeting:** Examinations Committee 08H30
(ii) **Meeting:** Higher Degrees Committee 08H30
Tues 31 (i) **Meeting:** Student Services Committee 08H30
(ii) Publication of results (aegrotat/re-examinations & postgraduate)
(iii) **Meeting:** QAADC 08H30
(iv) End of Semester II modification of undergraduate modules & programmes

AUGUST
Wed 1 (i) **Meeting:** MANCO 08H30
(ii) **Meeting:** IRMC 12H00
(iii) **Closure Agenda:** Research Ethics Committee 14/08
(iv) **Closure Agend**a: EXCO 07/08
(v) Call for postgraduate students to submit manuscripts for assessment
(vi) **Closure Agenda:** Academic Promotions Committee 10/08
Thurs 2 (i) **Closure Agenda:** Research Committee 28/08
(ii) **Meeting:** Honorary Degrees Committee **(*Consider citations & voting*)** 08H30
Fri 3 **Meeting:** Foundation (Board) 10H00
Sat 4 Meeting: HRCC 09H00
Sun 5
Mon 6 (i) **Meeting:** Teaching & Learning Committee 08H30
(ii) **Closure Agenda:** Community Engagement Committee 17/08
(iii) Start of school supervision by University
Tues 7 (i) **Meeting:** EXCO 08H30
(ii) **Closure Agenda:** SENEX 20/08
Wed 8 (i) **Meeting:** IF 09H00
(ii) **Meeting:** Academic Promotions Committee 08H30
(iii) **Closure Agenda:** Sports Council Committee 23/08
(iv) **Closure Agenda:** Library Committee 22/08
Thurs 9 **PUBLIC HOLIDAY (National Women's Day)**

Fri 10 **UNIVERSITY HOLIDAY**
Sat 11
Sun 12
Mon 13 (i) **Meeting:** HIV & AIDS 08H30
(ii) **Closure Agenda:** ICT Governance Committee of Council 23/08
Tues 14 (i) **Meeting:** Research Ethics Committee 08H30
(ii) **Closure Agenda:** Investment Management Committee 27/08
(iii) Start of school based orientation (Year I & Year II)
Wed 15 (i) Women's Day
(ii) Start of school based orientation (Year I & Year II)
Thurs 16 (i) Maths and Science Workshop
(ii) **Meeting:** Foundation (Audit & Risk Committee) 10H00
Fri 17 (i) **Meeting:** Community Engagement Committee 08H30
Sat 18
Sun 19
Mon 20 (i) **Meeting:** SENEX 08H30
(ii) Start of residence school based observation (Year I)
(iii) Start of residence school based observation (Year II)
(iii) **Closure Agenda:** MANCO 29/08
(v) **Closure Agenda:** MANCO/SRC 29/08
Tues 21 (i) **Closure Agenda:** Senate 31/08
(ii) **Closure:** Submission of Academic Structures
Wed 22 (i) **Meeting:** Sports Council Committee 08H30
(ii) **Meeting:** Library Committee 13H35
(iii) **Closure Agenda:** PICC 04/09
Thurs 23 **Meeting:** ICT Governance Committee of Council 09H00
Fri 24 (i) End of residence school based observation (Year I)
(ii) End of residence school based observation (Year II)
Sat 25
Sun 26
Mon 27 (i) **Closure Agenda:** QAADC 13/09
(ii) **Meeting:** Investment Management Committee 08H30
Tues 28 **Meeting:** Research Committee 08H30
Wed 29 (i) **Meeting:** MANCO 08H30
(ii) **Meeting:** MANCO/SRC 12H00
Thurs 30 **Meeting(i)** Foundation (Board) 10H00
(ii) DIS Departmental Meeting

Fri 31 (i) **Meeting:** Senate 08H30
(ii) **Closure Agenda:** Registration Committee 13/09
(iii) **LECTURES END**

SEPTEMBER
Sat 1
Sun 2
Mon 3 (i) Teaching recess start
(ii) **Closure Agenda:** EXCO 11/09
(iii) **Closure Agenda:** COUNEX & COUNCIL 12/09
Tues 4 (i) **Closure Agenda:** Faculty Board of Arts, Faculty Board of CAL, Faculty Board of Education & Faculty Board of Science & Agriculture 17 – 20/09
(ii) **Meeting:** PICC 09H00
Wed 5: Dis Conference
Thurs 6 : DIS Conference
Fri 7 (i) Teaching recess end

(ii) DIS Conference
(ii) End of school supervision by University
(iii) End of residence & local school based teaching (Year III) - Mixed Clusters
Sat 8
Sun 9
Mon 10 (i) **LECTURES START**
(ii) Submission of matric certificates
Tues 11 **Meeting:** EXCO 08H30
Wed 12 **Meeting:** COUNEX & COUNCIL 08H30 & 10H30
Thurs 13 (i) **Meeting:** Registration Committee 08H30
(ii) **Meeting:** QAADC 08H30
(iii) **Closure Agenda:** ICT Steering Committee 25/09
Fri 14
Sat 15
Sun 16
Mon 17 (i) **Meeting:** Faculty Board of Arts 13H35
(ii) **Closure Agenda:** MANCO 27/09
Tues 18 (i) **Meeting:** Faculty Board of CAL 13H35
(ii) **Closure Agenda:** Investment Management Committee 01/10
(iii) End of PGCE residence & local school based teaching – Mixed Clusters
Wed 19 **Meeting:** Faculty Board of Education 13H35
Thurs 20 (i) **Meeting:** Faculty Board of Science & Agriculture 13H35
(ii) SRC Elections
Fri 21 (i) **Closure Agenda:** IF 11/10
(ii) **Closure Agenda:** Teaching & Learning Committee 08/10
(iii) **Closure Agenda:** Higher Degrees Committee 12/10
Sat 22
Sun 23
Mon 24 **PUBLIC HOLIDAY (Heritage Day)**
Tues 25
Wed 26 **Closure Agenda:** HRCC 06/10
Thurs 27 (1)**Meeting:** MANCO 08H30
(ii) DIS Departmental Meetings
Fri 28 (i) **Closure Agenda:** HIV & AIDS Committee 16/10
(ii) **Closure Agenda:** Student Services Committee 17/10
(iii) **Meeting:** ICT Steering Committee 08H30
Sat 29
Sun 30

OCTOBER
Mon 1 **Meeting:** Investment Management Committee 08H30
Tues 2 **Closure Agenda:** ICT Governance Committee of Council 25/09
Wed 3 **Closure Agenda:** EXCO 15/10
Thurs 4 **Closure Agenda:** Planning Committee 18/10
Fri 5
Sat 6 Meeting: HRCC 11H00
Sun 7
Mon 8 (i) **Meeting:** Teaching & Learning Committee 08H30
(ii) **Closure Agenda:** SENEX 23/10
Tues 9 **Closure Agenda:** ARCC 19/10
Wed 10
Thurs 11 **Meeting:** IF 09H00
Fri 12 (i) **Meeting:** Higher Degrees Committee 08H30
(ii) **Closure Agenda:** Sports Council Committee 24/10

(iii) **Closure Agenda:** Research Ethics Committee 25/10
(iv) **Closure Agenda:** Community Engagement Committee 26/10
Sat 13
Sun 14
Mon 15 (i) **Meeting:** EXCO
(ii) Last day for entering DP marks
Tues 16 (i) **Closure Agenda:** MANCO 29/10
(ii) **Closure Agenda:** MANCO/SRC 29/10
(iii) **Meeting:** HIV & AIDS Committee 08H30
Wed 17 (i) **Closure Agenda:** Time-table Committee 02/11 (Timetable 2019)
(ii) **Meeting:** ICT Governance Committee of Council 09H00
(iii) **Meeting:** Student Services Committee 08H30
Thurs 18 (i) Publication of DP marks
(ii) **Meeting:** Planning Committee 08H30
Fri 19 (i) **LECTURES END**
(ii) **Meeting:** ARCC 09H00
(iii) **Closure Agenda:** FCC 31/10
Sat 20
Sun 21
Mon 22 **Start of Semester II examinations**
Tues 23 **Meeting:** SENEX 08H30
Wed 24 **Meeting:** Sports Council Committee 08H30
Thurs 25 (i) **Meeting:** Research Ethics Committee 08H30
(ii) DIS Departmental Meeting
Fri 26 (i) **Meeting:** Community Engagement Committee 08H30
(ii) **Closure Agenda:** Research Committee 07/11
(iii) **Closure Agenda**: Senate 05/11
(iv) **Closure:** Submission of Handbooks for each Faculty to Senate

Sat 27
Sun 28
Mon 29 (i) **Meeting:** MANCO 08H30
(ii) **Meeting:** MANCO/SRC 12H00
(iii) Start of pre-registration & financial clearance for 2018
Tues 30
Wed 31 **Meeting:** FCC 09H00

NOVEMBER
Thurs 1
Fri 2 (i) **Meeting:** Time-table Committee 08H30
(ii) **Closure Agenda:** EXCO 14/11
Sat 3
Sun 4
Mon 5 **Meeting:** Senate
Tues 6
Wed 7 **Meeting:** Research Committee 08H30
Thurs 8 (i) **Meeting:** Foundation (Audit & Risk Committee) 10H00
(ii) DIS Department: Final year student Farewell

Fri 9 **Closure Agenda:** Library Committee 21/11
Sat 10
Sun 11
Mon 12 **End of Semester II examinations**
Tues 13 Student recess start

Wed 14 (i) **Meeting:** EXCO 08H30
(ii) Closure of residences
Thurs 15 (i) Call for applications (2019 promotions for academic staff)
(ii) Last day for processing Semester II marks
(iii) **Closure Agenda:** MANCO 26/11
(iv) **Closure Agenda:** IRMC 26/11
Fri 16 (i) **Meeting:** Examination Committee 08H30
(ii) **Closure Agenda:** COUNEX & COUNCIL 29/11
Sat 17
Sun 18
Mon 19 Publication of results
Tues 20 **Closure Agenda:** Investment Management Committee 30/11
Wed 21 **Meeting:** Library Committee 13H35
Thurs 22 (i) **Meeting:** Foundation (Board) 10H00
(ii) Start of re-examinations/aegrotat/postgraduate examinations
Fri 23 (i) Deadline for applications of residences for December holiday
(ii) Deadline for DHET submissions on Council, IF and SRC Membership and Report on SRC Elections
Sat 24
Sun 25
Mon 26 (i) **Meeting:** MANCO 08H30
(ii) **Meeting:** IRMC 12H00
Tues 27
Wed 28
Thurs 29 **Meeting:** COUNEX & COUNCIL 08H30 & 10H00
(ii) DIS Departmental Meeting
Fri 30 (i) **Closure Submission:** Mid-year Report to DHET
(ii) **Meeting:** Investment Management Committee 08H30

DECEMBER
Sat 1
Sun 2
Mon 3
Tues 4 End of re-examinations/aegrotat/postgraduate examinations
Wed 5
Thurs 6 Last day for processing marks of re-examinations/aegrotat/postgraduate examinations
Fri 7 Staff year-end function
Meeting: Examination Committee 08H30
Sat 8
Sun 9
Mon 10 (i) Publication of results
(ii) Last day for postgraduate students to submit manuscript for assessment
Tues 11 Applications for special examinations (2018) opens
Wed 12
Thurs 13 **Closure Submission:** Annual Performance Plan to DHET
Fri 14 **UNIVERSITY CLOSURE**
Sat 15
Sun 16
Mon 17
Tues 18
Wed 19
Thurs 20
Fri 21

Sat 22
Sun 23
Mon 24
Tues 25
Wed 26
Thurs 27
Fri 28
Sat 29
Sun 30
Mon 31

13. <u>REFERENCING STYLE</u>

Both Harvard and APA referencing styles can be used in the writing of tasks. Visit
https://www.staffs.ac.uk/assets/**harvard**_quick_guide_tcm44-47797 *and* www.apastyle.org

14. <u>ASSIGNMENT COVER SHEET</u>

FINAL%

FACULTY OF HUMANTIES AND SOCIAL SCIENCES
DEPARTMENT OF INFORMATION STUDIES
<u>**ASSIGNMENT COVER SHEET**</u>

MODULE TITLE	
MODULE CODE	
ASSIGNMENT TOPIC	
NAME OF LECTURER	
DUE DATE	

<div align="center">NON - PLAGIARISM DECLARATION</div>

I know that plagiarism means taking and using the ideas, writings, works or inventions of another as if they were one's own. I know that plagiarism not only includes verbatim copying, but also the extensive use of another person's ideas without proper acknowledgement (which includes the proper use of quotation marks). I know that plagiarism covers this sort of use of material found in textual sources and from the Internet. I acknowledge and understand that plagiarism is wrong. I understand that my research must be accurately referenced. I have followed the rules and conventions concerning referencing, citation and the use of quotations as set out in the Departmental Guide. This assignment is my own work, or my group's own unique group assignment. I acknowledge that copying someone else's assignment, or part of it, is wrong, and that submitting identical work to others constitutes a form of plagiarism. I have not allowed, nor will I in the future allow, anyone to copy my work with the intention of passing it off as their own work. By signing this cover sheet, I agree that I have read and understood the above. I acknowledge that should it be found to be higher than the acceptable similarity percentage, I may receive 0 (ZERO) for my assignment.

STUDENT NAME	STUDENT NO	SIGNATURE

LECTURER'S REMARKS		

15.   COPYRIGHT AND PLAGIARISM

Plagiarism means taking and using the ideas, writings, works or inventions of another as if they were one's own. Plagiarism not only includes verbatim copying, but also the extensive use of another person's ideas without proper acknowledgement (which includes the proper use of quotation marks). It covers this sort of use of material found in textual sources and from the Internet. Plagiarism is wrong.

All research must be accurately referenced, and the rules and conventions concerning referencing, citation and the use of quotations as set out under point 10 above must be followed. Assignments must be your own work, or your group's own unique group assignment. Submitting identical work to others constitutes a form of plagiarism.   No one should be allowed to copy your work with the intention of passing it off as their own work. Should it be found to be higher than the acceptable similarity percentage, you may receive 0 (ZERO) for your assignment.

16.   STUDENT SUPPORT

Student support is available in the form of a writing centre where students with problems in writing and the proper use of grammar can be referred to. Tutors are available for most of the courses offered in the department and they are available for consultation should you need assistance with understanding the content of this modules.

As your lecturer, I am available for consultations whenever I am in my office. During these consultations issues relating to the content of the module, the writing of assignments, or personal issues of concern can be discussed.

Students who are at risk of failing their studies are identified by way of looking at results and also through personal observation by the lecturer. These students will be referred to the relevant support structures available either in the department or on campus.

17.   QUALITY ASSURANCE ENHANCEMENT

Lecturers can opt to get their modules assessed by students from time to time, as it is important that students provide input or give feedback on their experiences with a module. These assessments take place by way of a questionnaire that is provided by the Quality Assurance department of the University, and who is also responsible to provide feedback to the lecturer on the outcome of these assessments. Lecturers assessed have provided feedback to the Quality Assurance Department as to how issues identified have been addressed.

18.   RECORDING OF LECTURES

Prior consent to record a lecture needs to be obtained from the lecturer.

19. LECTURE ATTENDANCE

Lecture attendance is important. Lecturers explain complex content, answer queries and indicate prescribed readings. It is expected that you will have to attend at least 80% of all your classes to be able to sit for the examinations.

See http://www.lis.uzulu.ac.za for additional information