



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

UNIT FOR OPEN DISTANCE LEARNING FACULTY OF THEOLOGY

**INFORMATION DOCUMENT FOR
THEOLOGY LECTURERS INVOLVED WITH ODL**

BTh, BDiv and Hons BA

First Semester 2019

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1. INTRODUCTION

The Unit for Open Distance Learning (UODL) under the leadership of its Executive Director, prof Manie Spamer, was established in 2012 to present distance education programmes of various NWU faculties and to assist with the administrative and logistical aspects of the endeavour.

Open Distance Learning is based on the following principles:

- Students can apply any time of the year.
- Each programme has a minimum and maximum duration and the programme must be completed within this time frame.
- A pre-requisite requirement for distance students in Theology is that they have access to a computer and good internet. All modules are developed as online self-directed learning modules on eFundi. The student works through the modules according to the schedules provided by the lecturers and submit the assignments online.
- Students are supported by means of a Call Centre, the LMS of the NWU (eFundi) and contact with lecturers and facilitators.
- Students do not have a second examination opportunity directly after the first examination. If they fail the first examination, they must write the failed module during the next examination opportunity six months later. It is important that a module is completed within one academic year. A valid participation mark gives the student access to two examination opportunities, where after a student must generate a new participation mark by re-registering for the module.
- Students write their examinations at several examination centres nationally and internationally.

2. APPLICATION

NB: No application fees are applicable for distance students.

2.1 Online application

The applicant must go to the website of the NWU at <http://distance.nwu.ac.za/applyonline> and follow the instructions. All the supporting documents are listed, must be certified and submitted online. A foreign student's matric certificate must be evaluated by the matriculation board at <http://mbit-application.hesa.org.za/assessment/>. Foreign students applying for Hons BA must get a SAQA equivalence certificate if the BTh was obtained at a foreign institution unknown to the NWU (no SAQA equivalence certificate is necessary for BTh degrees obtained at NWU partner institutes).

2.2 Application dates

Applications for the **1st Semester** should be submitted by the **end of October** of the previous year.

Applications for the **2nd Semester** should be submitted by the **end of April** of the current year.

2.3 UnivPrep

Applicants with a National Senior Certificate with admission to Diploma studies and an APS score of 20 or more or an M-score of 10 or more, can apply for UnivPrep. The following modules form part of the course: NTES171, OTES171, PAST121, ALDE111, READ111 (Strategic Reading), BACT121 (Basic Critical Thinking Skills). For any further information, please contact Mrs Annemarie Jacobs on 018 285 2039 or Annemarie.Jacobs@nwu.ac.za

2.4 B-Status

The admission requirement for the Hons BA in Theology Degree at the NWU is a BTh degree or an equivalent qualification in Theology. B-Status, however, gives a student who has completed a non-theology B-degree and who is interested to register for a Hons BA in Theology degree at the NWU, the opportunity to do so without the obligation to first complete a BTh degree. One can thus think of the B-Status as a bridging activity.

If a student has successfully completed the B-Status by passing **each** of the modules with a minimum of 60%, the student may apply for Hons BA in Theology at the NWU. B-Status is not valid as an entrance requirement at other South African universities.

However, it is important that a student needs to ask him/herself the following question: "What do I want to do?" If a student wants to become involved in ministry, then BTh is a better qualification to pursue as the student will be better equipped for work in a church/congregation. If the student is not necessarily interested in ministry and aims to do research and wants to enroll for a Masters or PhD degree, then B-Status is a good option, as the route to a Masters or a PhD will be one or two years shorter.

In 2019, the B-Status consists out of 120 credits of theological subjects:

1st semester:

NTES112 (12) – 1st year
OTES112 (12) – 1st year
DOGM211 (16) – 2nd year
NTES212 (8) – 2nd year
OTES212 (8) – 2nd year

2nd semester:

NTES123 (12) – 1st year
OTES122 (12) – 1st year
NTES222 (8) – 2nd year
OTES222 (8) – 2nd year

And **three** of the following:

MISS211 (8) – 1st sem 2nd year; TEOL111 (8) – 1st sem 1st year; ETIE121 (8) – 2nd sem 1st year; PAST121 (8) – 2nd sem 1st year

A student must provide his/her academic record of the B-degree already achieved, and must have passed the 3rd year of the B-degree with a minimum of 60% (average). It is important to note that a student should have access to good internet to be able to do the B-Status. Furthermore, the student is responsible to find the necessary prescribed text books. For any further information, please contact Dr Petria Theron at petria.theron@nwu.ac.za or phone her on 018 285 2036.

3. REGISTRATION

For the **1st intake**, the documents need to reach the UODL by the **middle of January** so that registration can be finished by **31 January** and for the **2nd intake** by the **middle of July** so that registration can be finished by **31 July**. After the registration process is completed, the academic manager provides class lists and lists of the facilitators to the NWU lecturers.

4. STUDENT 360

The Student 360 App enables students to view and amend certain items related to the specified student's profile. This functionality will greatly improve the support and service provided to students by the NWU as it presents a consolidated view of a student's information and students will be able to update their information on the system and get information from the system. Students must ensure that their contact details (cell phone number and email address) are correct, otherwise they will not get notifications and important communication from the university.

The Student 360 App is available in the DIY Services Portal. Open your browser and navigate to www.nwu.ac.za Click on the "DIY Services" link in the page footer and click on Student 360.

Sign in with your NWU number (Username) and Password. To sign out, click on the "Logout" button in the page header.

Information available on Student 360:

1. Biographical details
2. Address details
3. Contact details
4. Examination Centre details
5. Application status and information
6. Registration status and information
7. Registered modules
8. Module assessment information (completed assessments and marks obtained)
9. Financial information
10. Functionality for paying outstanding accounts
11. Functionality for extracting a proof of registration
12. Functionality for extracting an academic record
13. Functionality for extracting a personal examination timetable
14. Functionality for extracting a personal results letter
15. Functionality for creating quotations

5. PRE-REQUISITES FOR MODULES

The Faculty Management Committee of Theology has decided to drop the majority of pre-requisites for Theology distance modules. However, a student needs to be made aware that he/she may find it difficult to pass a module in the 2nd semester, for example NTES123, if he/she did not successfully completed the 1st semester module, in this particular example NTES112.

In the **BTh qualification programme** and the **BDiv qualification programme** there is only one pre-requisite, namely the Academic Literacy modules (ALDE111&122). A student needs to pass ALDE111 before he/she can register for ALDE122.

In the **Hons BA qualification programme** there is also one pre-requisite: a student needs to pass TNAV671 before he/she can register for TEOL671.

6. PARADIGM SPECIFIC MODULES (SEC A & SEC B)

Most of the modules that are presented by the Faculty of Theology are generic of nature, meaning students from a reformed background or a Pentecostal background can do the same content, e.g. ALDE111 & 122, NTES112, ETIE121 or MISS211. However, there are some modules of which the content is paradigm specific, namely TEOL111, DOGM211, DOGM221, DOGM321, DOGM672, HERM322, LITK221, LITK671 and PAST321. These modules have a Section A (Reformed) and a Section B (Pentecostal).

Lecturers must ensure that a clear distinction is made on the eFundi site between the Section A (Reformed) and Section B (Pentecostal) study material, videos and assignments and that the students are linked to the correct section for assessment.

7. LANGUAGE OF TUITION AND ONLINE SELF-DIRECTED eFUNDI MODULES

All the BTh, BDiv and Hons BA modules will be presented as online self-directed eFundi modules. This means that there are no broadcasts of classes and that the students work on their own according to the programme provided by the lecturer. Students communicate with the lecturers via eFundi and submit all their assignments online. The eFundi sites will be developed in both languages, but if the lecturer has recorded a short video to explain a concept, it will most probably be in English only. All the short videos on eFundi will be "downloadable".

The academic literacy modules, **ALDE111 & 122** and the **Hons BA modules** will only be presented in **English** and no interpreting will occur. It is however important to note that assignments and examinations can be done in Afrikaans or English. The PowerPoint's on the eFundi sites will be in both languages. Students are invited to communicate with their lecturers in the language of their choice.

8. STUDY MATERIAL AND eFUNDI

8.1 Study guides on eFundi

If students do not have access to eFundi, they must contact the UODL Call Centre at 018 285 5900 or send an email to DistancePotch@nwu.ac.za If they still struggle, send an email to the academic manager (petria.theron@nwu.ac.za) with the student's NWU number.

With registration, all students should automatically have access to eFundi and linked to their modules. If a student or a facilitator is not linked to a specific module, they will contact the lecturer of the module and ask to be linked to the eFundi site of the module. Each e-guide will have an easily accessible orientation video on which the NWU lecturer will guide facilitators and students on how to navigate in the eFundi site.

If a facilitator does not have a NWU number or does not have access to eFundi, the person must complete the **Guest Registration form** and email it to the academic manager (petria.theron@nwu.ac.za).

8.2 Text books 1st sem 2019

It is the responsibility of the student to buy the necessary books. **What follows is a provisional list.** Please confirm whether the books for your module are correct and please provide the missing information. Some of the prescribed books (the PTP books) can be purchased from the Administrative Bureau of the Reformed Churches in SA. The contact person is Mrs Petro Kroeze (bestellings@gksa.co.za or 018 297 3986).

Other bookshops:

Good Neighbours (<https://www.goodneighbours.org.za/contact-us/> or 011 704 1857)

Protea (dbutow@proteaboekwinkel.com or 018 297 1583)

Van Schaik (yspotch@vanschaik.com or 018 294 8875)

Way forward (018 294 3639 or info@wayforwardshop.com)

Charl Yates (083 286 3291 or charl@mantisbooks.co.za)

BTH

MODULE	
ALDE111	No books necessary. All the material necessary is provided in the eFundi site.
DOGM211	Millard, J. Erickson. (Hustad, L.A. ed.). 1992 (or any later edition). Introducing Christian Doctrine. Grand Rapids, Michigan: Baker Book House Company. (ISBN: 978-0-8010-2250-0)
DOGM311	FORD, D.F. ed. 1994/1995 The modern theologians: an introduction to Christian theology in the twentieth century I/II. Oxford : Blackwell. Oxford : Blackwell. (ISBN: 0-631-19592-0) MCGRATH, A.E. 1994. The making of modern German Christology 1750-1990. Grand Rapids : Zondervan. (ISBN: 1-59752-305-4)
ETIE311	Vorster, J.M. 2004. Ethical Perspectives on Human Rights. Potchefstroom: Potchefstroom Theological Publications. ISBN: 0-620-32363-9 Vorster, N. 2007. RESTORING HUMAN DIGNITY IN SOUTH AFRICA. Christian anthropology In a new dispensation. Potchefstroom Theological Publications.
GRKS172	Mounce, W. 2013. Greek for the rest of us. Grand Rapids: Zondervan
GRKS312	Aland, B. & Aland, K. The Greek New Testament 4th Rev. Ed. Hendrickson Publishers (ISBN 9783438051134)
KATE211 & KATE213	No books necessary. All the material necessary is provided in the eFundi site.
KDGE211	Cairns, E.E. 1996. Christianity through the centuries. A History of the Christian Church. Zondervan: Grand Rapids.
MISS211	No books necessary. All the material necessary is provided in the eFundi site
MISS311	Meiring, P. 1996. A world of religions: a South African perspective. Kagiso. (ISBN 0798639342)
MISS312	Hiebert, P.G. 2009. The Gospel in Human Contexts: Anthropological Explorations for Contemporary Missions. Grand Rapids, Michigan: Baker Academic. Wright, C.J.H. 2010. The mission of God's people – A biblical theology of the Church's mission. Grand Rapids, MI: Zondervan Publishing House
NTES112	Life Application Bible. (New International Version). 1991. Wheaton, Illinois: Tyndale House Publishers.

	Thompson, M.D. 2006. A clear and present word. The clarity of Scripture. New Studies in Biblical Theology 21. Illinois: Intervarsity Press. (Chapter 2). Van der Walt, T. 2007. The Messiah has come! A guide in the gospels for serious Bible Students. Potchefstroom: PTP (Available from the Administrative Bureau of the Reformed Churches in SA. Tel: 018 297 3986/7, web page: www.ptpboeke.co.za or e-mail: bestellings@gksa.co.za).
NTES212	De Klerk, BJ & Van Rensburg, FJ. 2015. Conceiving a sermon. Potchefstroom: Potchefstroom Theological Publications. ISBN: 9780869552285 (Te koop by Administratiewe Buro 018 297 3986) De Klerk, BJ & Van Rensburg, FJ. 2015. Preekgeboorte. Potchefstroom: Potchefstroom Theological Publications. ISBN: 9780869552285 (Te koop by Administratiewe Buro 018 297 3986)
NTES311	No books necessary. All the material necessary is provided in the eFundi site.
OTES112	
OTES212	
OTES311	
PAST213	Sweitzer, F.L. 2004. The postmodern life cycle: Challenges for church and theology. St. Louis, Missouri: Chalice Press. All other material is provided on the eFundi site.
PAST311	No books necessary. All the material necessary is provided in the eFundi site.
PHIL212	No books necessary. All the material necessary is provided in the eFundi site.
SEMT272	
SEMT312	No books necessary. All the material necessary is provided in the eFundi site.
TEOL111	No books necessary. All the material necessary is provided in the eFundi site.

BDIV

MODULE	
ALDE111	No books necessary. All the material necessary is provided in the eFundi site.
GRKS112	Croy, N.C. A Primer of Biblical Greek. Grand Rapids: WM. B. Eerdmans
LATN112	Balme, M. & Morwood, J. Oxford Latin Course, Part 1 & Part 2. (available on takealot.com)
NTES112	Life Application Bible. (New International Version). 1991. Wheaton, Illinois: Tyndale House Publishers. Thompson, M.D. 2006. A clear and present word. The clarity of Scripture. New Studies in Biblical Theology 21. Illinois: Intervarsity Press. (Chapter 2). Van der Walt, T. 2007. The Messiah has come! A guide in the gospels for serious Bible Students. Potchefstroom: PTP (Available from the Administrative Bureau of the Reformed Churches in SA. Tel: 018 297 3986/7, web page: www.ptpboeke.co.za or e-mail: bestellings@gksa.co.za).
NTES213	"Life Application Bible" or "Bybel in Praktyk" Van der Walt, T. 2007. The Messiah has come! A guide in the gospels for serious Bible Students. Potchefstroom: PTP (Available from the Administrative Bureau of the Reformed Churches in SA. Tel: 018 297 3986/7, web page: www.ptpboeke.co.za or e-mail: bestellings@gksa.co.za). EL Towns and B. Gutierrez (ed.), 2012, The Essence of the New Testament A Survey Edited by Elmer L. Published by B&H Publishing Group Nashville, Tennessee.
OTES112	
OTES213	
PAST212	Strommen, M.P. & Hardel, R.A. 2008. Passing on the faith: a radical model for youth and family ministry. Winona: Saint Mary's Press. (place where book can be purchased will be communicated later)
SEMT112	Buth, R. 2011. Living Biblical Hebrew: introduction part one. Mevasseret Zion: Biblical Language Center. (Te koop beskikbaar by die dosent. /For sale from the lecturer.) Buth, R. 2007. Living Biblical Hebrew: introduction part two. Mevasseret Zion: Biblical Language Center. (Te koop beskikbaar by die dosent. /For sale from the lecturer.)
TEOL112	No books necessary. All the material necessary is provided in the eFundi site.

Hons BA

MODULE	
DOGM672	Berkhof, L. 1996. Systematic Theology. Grand Rapids: William B.Eerdmans Publishing Company. (ISBN: 978-0-8028-3820-9) or Erickson, M.J. 1998 (or any later edition). Christian Theology. Grand Rapids : Baker Academic. (ISBN: 978-0-8010-2182-4)
ETIE672	Vorster, J.M. 2017. Ethical perspectives on Human Rights. Potchefstroom: Potchefstroom Theological Publications.
KDGE672	Cairns, E.E. 1996. Christianity through the centuries. A History of the Christian Church.Zondervan: Grand Rapids. ISBN: 0-310-20812-2. Rest is provided in the eFundi site.
OTES674	Greidanus, S. 1999. Preaching Christ form the Old Testament. Grand Rapids, MI Eerdmans. Hill, A.E. & Walton, J.H. 2000. A survey of the Old Testament. Grand Rapids, MI: Zondervan. Kaiser, Walter C. & Silva, Moisés. 2007. Introduction to Biblical Hermeneutics: The Search for Meaning. Grand Rapids, MI: Zondervan. Robertson, O.P. 1980. The Christ of the Covenants. Grand Rapids, MI: Baker. Waltke, B.K. 2007. An Old Testament theology: an exegetical, canonical and thematic approach. Grand Rapids, MI: Baker. Baker, DW & Arnold, BT. The face of Old Testament studies: A survey of contemporary approaches. Grand Rapids: Baker.
PAST671	No books necessary. All the material necessary is provided in the eFundi site.
TNAV671	Mouton, J. 2015. How to succeed in your master's and doctoral studies. A South African guide and resource book. Van Schaik: Pretoria.

9. NWU LECTURERS AND FACILITATORS

At the beginning of each semester, the academic manager provides a list of all the facilitators of each module at the different LSC's to the NWU lecturer in order to facilitate communication between the NWU lecturer and the facilitators. Facilitators are however encouraged to contact the NWU lecturers. It is important that there should be good communication between the NWU and the facilitators at the LSC's.

9.1 Role of NWU Lecturers

He/she is the module owner and responsible for the online self-directed learning eFundi site. On the eFundi sites, the NWU lecturers provide the necessary information that will enable facilitators to provide additional learning support to the NWU students at the LSC's. The NWU lecturers are responsible for the marking of the assignments (students submit their assignments electronically on eFundi). The NWU lecturer should provide memoranda for the assignments to the **Italian, Portuguese and Dumisani** facilitators as they will mark the assignments at their LSC's. The NWU lecturers are also responsible for the setting and marking of the exam papers. Please remember that exam papers may not exceed 3 hours. The setting of the papers should be done in collaboration with the facilitators and the Pentecostal colleagues. It is important that the NWU lecturers should inform the facilitators and the students about the format of the exam, whether it is an open book exam or not, which resources may be used, whether students may work on their laptops, whether they need to ensure that they have internet access, etc. Please keep in mind that the availability of plugs and internet may cause problems at the exam centres.

9.2 Role of Facilitators

Facilitators should ensure that they and the students at the LSC's have access to eFundi. Facilitators should also ensure that they have good contact with the NWU lecturers. All questions regarding academic issues should be addressed to the NWU lecturers. It is the responsibility of the facilitators to assist the students at the LSC's with navigation in the eFundi sites, to do online assessments and to submit their assignments on eFundi. The facilitators provide additional learning support as and when necessary.

9.3 Contact details of the lecturers of BTh (1st semester)

BTH I	LECTURER	EMAIL ADDRESS	TELEPHONE
ALDE111	Mrs Gonneke Groenen	distance@nwulettere.co.za	018 299 1046
GRKS172	Dr Philip du Toit	Philip.DuToit@nwu.ac.za	018 389 2824
NTES112	Prof Risimati Hobyane	Risimati.Hobyane@nwu.ac.za	018 299 1531
OTES112	Dr Chris van der Walt	Chris.VanDerWalt@nwu.ac.za	018 299 1027
TEOL111 (AFM)	Dr Sarel van der Walt AFM: Dr Johan Serfontein	Sarel.VanDerWalt@nwu.ac.za serfonteinjohan@gmail.com	018 299 1601 073 522 0794

BTH II	LECTURER	EMAIL ADDRESS	TELEPHONE
DOGM211 (AFM)	Dr Manitza Kotze AFM: Dr Kobus de Beer	29576350@nwu.ac.za kobus@deoprisma.co.za	018 299 4081 084 500 4073
KATE213	Prof Hannes Knoetze	Hannes.Knoetze@nwu.ac.za	018 389 2698
MISS211	Dr Naas Ferreira	Naas.Ferreira@nwu.ac.za	018 299 1848
NTES212	Dr Aldred Genade	Aldred.Genade@nwu.ac.za	018 299 1605
OTES212	Sec 1: Rev Lekgetho Moretsi Sec 2: Dr Albert Coetsee	lekgetho.moretsi@nwu.ac.za Albert.Coetsee@nwu.ac.za	018 299 1843 018 299 1606
PAST213	Dr Hannelie Yates	Hannelie.Yates@nwu.ac.za	018 299 1026
SEMT272	Rev Lekgetho Moretsi	lekgetho.moretsi@nwu.ac.za	018 299 1843

BTH III	LECTURER	EMAIL ADDRESS	TELEPHONE
DOGM311	Dr Manitza Kotze	29576350@nwu.ac.za	018 299 4081
ETIE311	Dr Manitza Kotze	29576350@nwu.ac.za	018 299 4081
GRKS312	Prof Pierre Jordaan	Pierre.Jordaan@nwu.ac.za	018 299 1602
KATE211 (3de jr)	Prof Hannes Knoetze	Hannes.Knoetze@nwu.ac.za	018 389 2698
KDGE211	Past Thabang Mofokeng		
MISS311	Prof Hannes Knoetze	Hannes.Knoetze@nwu.ac.za	018 389 2698
MISS312	Dr Naas Ferreira	Naas.Ferreira@nwu.ac.za	018 299 1848
NTES311	Dr Philip du Toit	Philip.DuToit@nwu.ac.za	018 389 2824
OTES311	Afd 1: Dr Albert Coetsee Afd 2: Dr Chris vd Walt	Albert.Coetsee@nwu.ac.za Chris.VanDerWalt@nwu.ac.za	018 299 1606 018 299 1027
PAST311	Dr Amanda du Plessis	Amanda.DuPlessis@nwu.ac.za	018 389 2888
PHIL212	Prof Renato Coletto Mr Tinus van der Walt	Renato.Coletto@nwu.ac.za 11944986@nwu.ac.za	018 299 4353 018 299 1905
SEMT312	Dr At Lamprecht	At.Lamprecht@nwu.ac.za	018 285 2352

9.4 Contact details of the lecturers of BDiv (1st semester)

BDiv I	LECTURER	EMAIL ADDRESS	TELEPHONE
ALDE111	Mrs Gonneke Groenen	distance@nwulettere.co.za	018 299 1046
LATN112	Me Ilse van Rooyen	Ilse.vanrooyen@nwu.ac.za	018 299 1604
NTES112	Prof Risimati Hobyane	Risimati.Hobyane@nwu.ac.za	018 299 1531
OTES112	Dr Chris van der Walt	Chris.VanDerWalt@nwu.ac.za	018 299 1027
TEOL112	Dr Sarel van der Walt	Sarel.VanDerWalt@nwu.ac.za	018 299 1601

BDiv II	LECTURER	EMAIL ADDRESS	TELEPHONE
GRKS112	Prof Risimati Hobyane	Risimati.Hobyane@nwu.ac.za	018 299 1531
NTES213	Prof Francois Viljoen	Viljoen.Francois@nwu.ac.za	018 299 1842
OTES213	Dr Albert Coetsee	Albert.Coetsee@nwu.ac.za	018 299 1606
PAST212	Prof Gert Breed	Gert.Breed@nwu.ac.za	018 299 1029
SEMT112	Me Retha Kruger	mjrethakruger@gmail.com	082 708 1352

9.5 Contact details of the lecturers of Hons BA (1st semester)

HONS BA	LECTURER	EMAIL ADDRESS	TELEPHONE
DOGM672 (AFM)	Dr Manitza Kotze	29576350@nwu.ac.za	018 299 4081
	AFM: Dr Kobus de Beer	kobus@deoprisma.co.za	084 500 4073
ETIE672	Prof Riaan Rheeder	Riaan.Rheeder@nwu.ac.za	018 299 1654
KDGE672	Past Tabang Mofokeng		
OTES674	Sec A: Rev Lekgetho Moretsi	Lekgetho.Moretsi@nwu.ac.za	018 299 1843
	Sec B: Prof Hans van Deventer	Hans.VanDeventer@nwu.ac.za	016 910 3463
	Sec C: Dr Chris van der Walt	Chris.VanDerWalt@nwu.ac.za	018 299 1027

10. PARTICIPATION MARKS

10.1 English or Afrikaans LSC's

The students submit their assignments on eFundi on the module specific eFundi site and it is being marked electronically (see exception below). Please remind the students to submit their assignments with an extra blank page at the end in PDF on eFundi. Every assignment is marked out of 100. Markers have 2 weeks to mark an assignment and give feedback to the students. The NWU lecturers whose modules have a Section B, should organise the marking of the assignments with the Pentecostal markers.

Modules	AFM marker	NWU nr	Email address	Telephone nr
DOGM211 DOGM672 DOGM221 DOGM321	Dr Kobus de Beer	21236178	kobus@deoprisma.co.za	084 500 4073

TEOL111 HERM322 LITK221	Dr Johan Serfontein	24764272	serfonteinjohan@gmail.com	073 522 0794
HOML221 PAST321	Dr Thomas Swift	28385896	tj.swift@outlook.com	072 298 9159
LITK671	Prof Marius Nel	20226268	Marius.Nel@nwu.ac.za	018 299 1591

Module owners should submit the participation marks to Petria Theron (petria.theron@nwu.ac.za) by **3 May** for the 1st semester. It must be done on the EXCEL sheet that Petria will prepare for each module. As soon as she received the participation marks, she will communicate it to the LSC's and the distance students. The only exception is that the students enrolled with Dumisani and GST submit their assignments to their facilitators and the facilitators provide the participation marks on EXCEL sheets to Petria. The manner in which the participation mark for each module should be calculated, is given in the study guide. The module owner should ensure that the information in the study guide is correct. Students can also access their participation marks on the on the **Student 360 App**.

10.2 Portuguese and Italian LSC's

The facilitators are responsible to mark the assignments of their students. Please ask the NWU lecturer for the memorandums for the assignments. The manner in which the participation mark for each module should be calculated, is given in the study guide. Facilitators must submit the participation marks on the mark sheets provided to Petria. The due date for submission of the participation marks for the **1st semester is 3 May**.

11. EXAM TIMETABLE

11.1 BTh 2019

NB: Please note that the **PHIL212** exam date is not yet confirmed.

		1 st Semester		2 nd Semester	
BTH	ALDE111	28 May	09:00	30 October	09:00
BTH	ALDE122	28 May	14:00	30 October	14:00
BTH	DOGM211	28 May	14:00	30 October	14:00
BTH	DOGM221	30 May	14:00	1 November	14:00
BTH	DOGM311	10 June	09:00	12 November	09:00
BTH	DOGM321	11 June	09:00	13 November	09:00
BTH	ETIE121	31 May	09:00	4 November	09:00
BTH	ETIE311	28 May	09:00	30 October	09:00
BTH	GRKS172	30 May	09:00	1 November	09:00
BTH	GRKS221v1	5 June	09:00	7 November	09:00
BTH	GRKS221v2	5 June	14:00	7 November	14:00
BTH	GRKS312	30 May	14:00	1 November	14:00
BTH	GRKS322	29 May	14:00	31 October	14:00
BTH	HERM322	28 May	14:00	30 October	14:00
BTH	HOML221	11 June	14:00	13 November	14:00
BTH	KATE211	10 June	14:00	12 November	14:00
BTH	KATE213	10 June	14:00	12 November	14:00
BTH	KDSG121	14 June	09:00	18 November	09:00
BTH	KDGE211	28 May	09:00	30 October	09:00
BTH	KDGE221	7 June	09:00	11 November	09:00

BTH	LITK221	14 June	09:00	18 November	09:00
BTH	MISS211	13 June	14:00	15 November	14:00
BTH	MISS221	12 June	14:00	14 November	14:00
BTH	MISS311	3 June	09:00	5 November	09:00
BTH	MISS312	3 June	09:00	5 November	09:00
BTH	MISS321	4 June	09:00	6 November	09:00
BTH	NTES112	4 June	09:00	6 November	09:00
BTH	NTES123	5 June	09:00	7 November	09:00
BTH	NTES212	6 June	14:00	8 November	14:00
BTH	NTES221	3 June	14:00	5 November	14:00
BTH	NTES222	3 June	14:00	5 November	14:00
BTH	NTES311	12 June	09:00	14 November	09:00
BTH	NTES321	13 June	09:00	15 November	09:00
BTH	OTES112	12 June	09:00	14 November	09:00
BTH	OTES122	13 June	09:00	15 November	09:00
BTH	OTES212	31 May	14:00	4 November	14:00
BTH	OTES221	4 June	14:00	6 November	14:00
BTH	OTES222	4 June	14:00	6 November	14:00
BTH	OTES311	31 May	09:00	4 November	09:00
BTH	OTES321	30 May	09:00	1 November	09:00
BTH	PAST121	10 June	09:00	12 November	09:00
BTH	PAST213	29 May	14:00	31 October	14:00
BTH	PAST311	5 June	09:00	7 November	09:00
BTH	PAST321	6 June	09:00	8 November	09:00
BTH	PHIL212	29 May?	09:00?	31 October?	09:00?
BTH	PHIL221	14 June	14:00	18 November	14:00
BTH	SEMT272	18 June	09:00	19 November	09:00
BTH	SEMT221	7 June	14:00	11 November	14:00
BTH	SEMT312	6 June	14:00	8 November	14:00
BTH	SEMT322	5 June	14:00	7 November	14:00
BTH	TEOL111	6 June	09:00	8 November	09:00
BTH	WVCS222	18 June	14:00	19 November	14:00

11.2 BDiv 2019

		1 st Semester		2 nd Semester	
BDIV	ALDE111	28 May	09:00	30 October	09:00
BDIV	ALDE122	28 May	14:00	30 October	14:00
BDIV	ETIE121	31 May	09:00	4 November	09:00
BDIV	GRKS112	30 May	09:00	1 November	09:00
BDIV	GRKS122	4 June	14:00	6 November	14:00
BDIV	HOML221	11 June	14:00	13 November	14:00
BDIV	KDSG121	14 June	09:00	18 November	09:00
BDIV	LATN112	11 June	09:00	13 November	09:00
BDIV	LATN122	30 May	14:00	1 November	14:00
BDIV	MISS222	12 June	14:00	14 November	14:00

BDIV	NTES112	4 June	09:00	6 November	09:00
BDIV	NTES213	6 June	14:00	8 November	14:00
BDIV	OTES112	12 June	09:00	14 November	09:00
BDIV	OTES213	31 May	14:00	4 November	14:00
BDIV	PAST122	10 June	09:00	12 November	09:00
BDIV	PAST212	29 May	14:00	31 October	14:00
BDIV	SEMT112	7 June	09:00	11 November	09:00
BDIV	SEMT122	13 June	09:00	15 November	09:00
BDIV	TEOL112	6 June	09:00	8 November	09:00
BDIV	WVSS221	18 June	14:00	19 November	14:00

11.3 Hons BA 2019

HONS BA	DOGM672	30 May	09:00	1 November	09:00
HONS BA	ETIE672	3 June	09:00	5 November	09:00
HONS BA	KDGE672	5 June	09:00	7 November	09:00
HONS BA	LITK671	10 June	09:00	12 November	09:00
HONS BA	MISS672	10 June	09:00	12 November	09:00
HONS BA	NTES673 v1	31 May	09:00	4 November	09:00
HONS BA	NTES673 v2	4 June	09:00	6 November	09:00
HONS BA	NTES673 v3	6 June	09:00	8 November	09:00
HONS BA	OTES674 v1	28 May	09:00	30 October	09:00
HONS BA	OTES674 v2	7 June	09:00	11 November	09:00
HONS BA	OTES674 v3	11 June	09:00	13 November	09:00
HONS BA	PAST671	12 June	09:00	14 November	09:00
HONS BA	TNAV671	29 May	09:00	31 October	09:00

12. RESOURCES PERMISSIBLE DURING THE EXAMS

At the top right hand corner of the exam paper, the examiner must indicate which resources may be used during the exam, e.g. “a Bible without any notes or commentary”. That implies that a Bible like the Life Application Bible may not be used during the exam. The use of a laptop and cell phone will also be explained. The NWU lecturer should indicate this in the study guide or speak about it during the exam preparation session. It is important that students should come prepared to the exam venue. Please ensure that the students know what they can expect in the exam venue and that they have everything they need, e.g. Bibles, notes, books, study guides, laptops with charged batteries, extension cords, internet access, etc.

13. WARNING AGAINST PLAGIARISM

During the last few exam opportunities, OTES and NTES lecturers had cases where they suspected exam irregularities. It happens when students do not do proper referencing. If a source is used during an open book exam, the source must be referenced. It seems that students are working together in the preparation for the exam, and their answers then look very similar. Students must be aware that it is problematic when two or more students have answers that look the same. Please take note of the official “**Warning against plagiarism**” of the NWU:

Copying of text from other learners or from other sources (for instance the study guide, prescribed material or directly from the internet) is not allowed – only brief quotations are allowed and then only if indicated as such. You should reformulate existing text and use your own words to explain what you have read. It is not

acceptable to retype existing text and just acknowledge the source in a footnote – you should be able to relate the idea or concept, without repeating the original author to the letter.

The aim of the assignments is not the reproduction of existing material, but to ascertain whether you have the ability to integrate existing texts, add your own interpretation and/or critique of the texts and offer a creative solution to existing problems.

How to avoid being found guilty of plagiarism:

- Learn how to write in the style of your discipline. Your writing needs to be your writing.
- Learn to think critically and independently. The examiner is interested in your understanding of an idea. Writing is a valuable exercise that tests your ability to explain a topic. This is an important part of learning.
- Always give the necessary credit to references used. An ethical writer always acknowledges the contributions of others and the source of his/her ideas.
- Any verbatim text taken from another author must be enclosed in quotation marks, and must be quoted accurately.
- Always acknowledge every source that you use in your writing; whether you paraphrase it, summarise it, or enclose it in quotation marks.
- When paraphrasing and/or summarising others' work, reproduce the exact meaning of the other authors' ideas or facts using your own words and sentence structure.
- Responsible writers have an ethical responsibility to the examiner and to the authors from whom they are borrowing, to respect others' ideas and words, to credit those from whom they borrow, and whenever possible, to use their own words when paraphrasing.

14. DURATION OF EXAM PAPERS

NWU lectures must please limit the duration of exam papers to the maximum of 3 hours, as some invigilators and students travel with taxis and a 5 hour paper cannot be accommodated at the exam centres.

15. EXAM PROCEDURE

15.1 English LSC's

All NWU students write exam at NWU exam centres which are distributed nationally. The attendance lists, exam papers and exam books will be sent to the exam centres with DHL. Each day, after the exam, the answer scripts, together with the attendance lists are organised according to the names on the attendance lists and collected by DHL. As soon as the answer scripts reach the UODL, it will be registered and the examiners will be notified to fetch the answer scripts for marking and moderation. The examiner and moderator have 10 days to complete the process. The examiner marks in red and puts the marks on the answer scripts and on the attendance list. Those modules with a Section B for Pentecostal students will be marked by a designated marker from the Pentecostal tradition at the Faculty of Theology (cf. 12.1) as arranged between the module owner and the Pentecostal marker. The examiner then gives the marked answer scripts, together with the attendance list, to the moderator. The moderator moderates in green on the answer scripts and attendance list. The examiner returns the marked answer scripts, together with the attendance list, to the UODL. Module owners should submit the exam marks to Petria Theron (petria.theron@nwu.ac.za) by **5 July** for the **1st semester** and **5 December** for the **2nd semester**. It must be done on the EXCEL sheet that Petria will prepare for each module.

15.2 Portuguese and Italian LSC's

The UODL has a particular arrangement with these LSC's regarding the translation of the exam papers, the marking and the moderation of the answer scripts. The exam marks must be send on marks sheets provided. Please provide the MODULE CODE (e.g. MISS211 or ETIE672) and the QUALIFICATION (BTh, BDiv or Hons BA). Each module should be on a separate mark sheet. The mark sheets with the exam marks should

be emailed to the academic manager (petria.theron@nwu.ac.za). The due date for submission of the exam marks for the **1st semester** is **5 July** and **5 December** for the **2nd semester**.

16. EXAM RESULTS

The results will be send to the students as soon as the Exam Committee approved the results. For the **1st semester** it will be by the **beginning of August** and for the **2nd semester** it will be by the **end of December**.