



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

UNIT FOR OPEN DISTANCE LEARNING FACULTY OF THEOLOGY

**INFORMATION DOCUMENT FOR
LEARNING SUPPORT CENTRES**

BTh, BDiv, B-Status and BTh Hons

Second Semester 2023

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1. INTRODUCTION

The Unit for Distance Learning (UDL) was established in 2012 to present distance programmes of various NWU faculties and to assist with the administrative and logistical aspects of the endeavour.

Important general principles for Distance Learning in Theology:

- Students must submit their applications and registrations ONLINE before the due dates for the two semesters.
- Each programme has a minimum and maximum duration and the programme must be completed within this time frame.
- A pre-requisite for Theology distance students is that they should have a computer and access to good internet (cf. <http://distance.nwu.ac.za/Theology> and look under Downloads, click on Laptop Specifications for Students 2021+). All modules are developed as online self-directed learning modules on the LMS of the NWU (eFundi). If all the study material is not provided on eFundi, it is the responsibility of students to buy the necessary textbooks mentioned on the eFundi sites of the various modules. Students work through the modules on eFundi according to the schedules provided by the lecturers and submit their assignments online.
- On the eFundi site of each module, the lecturer will indicate whether he/she makes use of **continuous assessment OR formative/summative assessment (a conventional sit-down exam written at a NWU exam centre)**.
 - In the case of continuous assessment, there will be no conventional sit-down exam at an examination centre as all assessments will be done online. Please note that there are no second exam opportunities with continuous assessment.
 - In the case of formative/summative assessment, students build up a participation mark during the semester by submitting assessments online and write a conventional sit-down exam at examination centres, distributed nationally, at the end of the semester. Please note that a student will not be allowed to write exam if he/she has not obtained the minimum participation mark required in the module (40% or 45%, cf. p 40-43 in FTHE Calendar 2023).
- In the case of formative/summative assessment, students have a second examination opportunity, but not directly after the first examination. If they fail the first examination or did not manage to write the first opportunity, they have a second opportunity to write the 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 are administratively supported by the administrative staff at the LSC's and the UDL, and academically through eFundi and contact with lecturers and facilitators.

2. APPLICATION

NB: No application fees are applicable to distance students.

2.1 Online application

The applicant must go to the website of the NWU at <https://distance.nwu.ac.za/apply-online> and follow the instructions. Resources on how to apply online are available under “**Do you need help?**”. All the supporting documents which are listed, must be certified and submitted online. Please remember to also complete and submit the Undertaking Form. If an applicant is not in possession of a matriculation exemption certificate, he/she must apply for matriculation exemption at <https://mbit-application.usaf.ac.za/assessment/>. A foreign applicant's matric certificate must be evaluated by the matriculation board at <https://mbit-application.usaf.ac.za/assessment/>. Once on this site, click on “Start the Assessment”. Foreign students

applying for BTh Hons must get a SAQA equivalence certificate for their BTh degree at <https://dfqeas.saqa.co.za/dfqeas/user/home>

NB: Returning students who have not been registered for a year, must apply again.

2.2 Application dates

Applications for the **1st Semester** should be submitted by **30 September** of the previous year.

Applications for the **2nd Semester** should be submitted by **30 May** of the current year.

2.3 Application procedure

The application and all the supporting documents are submitted online (<https://distance.nwu.ac.za/apply-online>). For any enquiries regarding the application procedure, please contact Sylvia Selebatso at 32249683@nwu.ac.za or phone her on 018 299 2153. From outside of SA it is +27 18 299 2153. B-Status and other studies for non-degree purposes do not make use of the online application process. Please contact Sylvia directly. Once the application is done, please wait for communication from the NWU.

2.4 UnivPrep

Applicants who do not qualify for degree studies, but who meet the following requirements, can apply for UnivPrep:

- a National Senior Certificate with admission to Diploma studies
- an APS of 20 – 23 or a M-score of 10 – 12

The following modules form part of the course: New Testament, Old Testament, Pastoral Counselling, Academic Literacy, Strategic Reading and Basic Critical Thinking Skills.

Please note that students who are busy with UnivPrep and want to start with degree studies the following year, must apply online for degree studies before 30 September.

For any further information regarding UnivPrep, please contact Mrs Jeanine van der Merwe on 018 285 2814 or Jeanine.VanDerMerwe@nwu.ac.za

2.5 B-Status

The admission requirement for the BTh Hons 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 BTh Hons 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. The duration is two years, but a student can complete it in one year. If a student has successfully completed the B-Status modules by passing **each** of the modules with a **minimum of 60%**, the student may apply for the BTh Hons at the NWU. Please note that the B-Status is not a stand-alone qualification and no certificate will be received after completing the modules. B-Status is thus not valid as an entrance requirement at other South African universities.

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

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

Requirements for B-Status:

- Applicants must have passed their 3rd year of the B-degree with a minimum of 60% (average) and they must provide their academic record of their B-degree when applying for B-Status.
- Applicants should have a computer and access to good internet (<http://distance.nwu.ac.za/Theology> and look under Downloads).
- Applicants are responsible to find the necessary prescribed textbooks as communicated on the eFundis sites of the respective modules.
- If an applicant is interested to focus in his/her honours research modules and/or possible further studies on MTh level or PhD level on Old or New Testament, there is an **additional requirement** that the student should have satisfactory knowledge of Biblical Greek (GRKS172 for New Testament) or Biblical Hebrew (SEMT272 for Old Testament). Please note that GRKS172 and SEMT272 are year modules, starting in the 1st semester of each year.

For any further information on B-Status, please contact Sylvia Selebatso at 32249683@nwu.ac.za or phone her on 018 299 2153. From outside of SA it is +27 18 299 2153.

If a B-Status student wants to start with BTh Hons in the 1st semester of the following year, he/she should **apply online before 30 September**.

If a B-Status student wants to start with BTh Hons in the 2nd semester of the year, he/she should **apply online before 30 May**.

3. ONLINE SELF-REGISTRATION (BTH IN CHRISTIAN MINISTRY, BDIV AND BTH HONS)

(Please note that the students who want to register for B-Status or other modules for non-degree purposes, must please contact Sylvia who will assist them personally.)

3.1 First Time Entrants (including students who have interrupted their studies for more than a year)

After the approval of the application, the applicant will receive communication via SMS on the registration dates and procedure. **For first time entrants, the system opens 1 June 2023 until 31 July 2023.** Go to <https://distance.nwu.ac.za/unit-distance-learning/registration-portal> and follow the instructions. Make sure to read the Registration Notice, available at Step 2, carefully. At Step 3, there is a step-by-step guide to assist students in the process of self-registration. Students can only register for 2nd semester modules.

3.2 Senior / Returning Students (students who were registered the previous year)

Go to <https://distance.nwu.ac.za/unit-distance-learning/registration-portal> and follow the instructions in preparation for online self-registration. Read the Registration Notice, available at Step 2, carefully. Students must use their Academic Record, available at Step 1, to mark their completed modules on their Curriculum

Form (available at Step 2). This process will help them to decide for which modules to register. **The system for online self-registration opens 1 June 2023 until 31 July 2023.** Please note that a student needs to pay the minimum payable amount **before** registration. Everything will be done online, no documents must be sent to the registration office. At Step 3, there is a step-by-step guide to assist students in the process of self-registration.

Please consult the exam timetable (cf. 26) during the process of module selection, keeping in mind that the 2nd exam opportunities are always 6 months later.

NB: The registration process is only successfully completed once a student has received his/her Proof of Registration. If the necessary money has not been paid, the student will not get his/her Proof of Payment. Once the necessary payment has been done, the system will send a Proof of Payment. It is the student's responsibility to ensure that he/she is registered for the correct modules. If the student, for one or the other reason, does not receive his/her Proof of Registration, he/she can download it (cf. 7.1). **IMPORTANT:** If a student does not have a Proof of Registration. He/she is not registered.

4. ADDS & DROPS OF MODULES AND CANCELLATION OF STUDIES

If students want to *add a module*, they must complete a **student request form** and send it to Sylvia (32249683@nwu.ac.za). If students want to *drop modules or cancel their studies*, it must be done before **3 March** for the **1st semester** and **15 August** for the **2nd semester**, otherwise students are still liable to pay for the modules. The registration fee is unfortunately not refundable, even if the studies were cancelled in time. All requests should be sent to Sylvia (32249683@nwu.ac.za) on a **student request form**.

5. STUDENT'S USERNAME, PASSWORD AND PIN

For students to be able to access eFundi (cf. 17) or personal information like a proof of registration or academic record or marks (cf. 7), they need certain login details.

- The student's **USERNAME** is always his/her NWU number.
- For SA citizens, the student's initial **PASSWORD** for eFundi is his/her ID number@Nwu (e.g. 8106010982082@Nwu).
- For non-SA citizens, the student's initial **PASSWORD** is his/her Passport number@Nwu (e.g. AB123456@Nwu).
- To retrieve certain information from the system, e.g. the proof of registration, a window will open and the student needs to login with a **PIN**. This is the PIN the student created during the application process or during the registration process. To get assistance with his/her own PIN, go to <http://distance.nwu.ac.za/help> and under Student Access, click on NWU Student Pin and follow the instructions.

6. VIEW PERSONAL INFORMATION ON SYSTEM

The Student 360 App enables students to view certain items related to the student's profile as it is on the system. For example, 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 via SMS and email. They must also make sure that their names and surname are spelt correctly, otherwise their names on their Academic Record and their Graduation Certificate will be spelt wrongly.

The Student 360 App is available in the DIY Services Portal. Open your browser (Firefox or Google Chrome) and navigate to www.nwu.ac.za Click on the "DIY Services" link in the page footer and log in with your NWU number (Username) and your Password (cf. 5). Click on Student 360. To sign out later, click on the "Logout" button in the page header. Information available on Student 360:

6.1. Personal Information

- Address Details
- Personal Details
- Contact Details

6.2 Academic Information

- Application Information / Status
- Registration Information / Status (click on far right three blocks to see registered modules)
- Study and Exam Centres
- Remarks
- Official Decisions
- Results
- Graduation Information

7. STUDENT SELF-HELP INFORMATION AVAILABLE ON SYSTEM

Open your browser (Firefox or Google Chrome – check which one works the best on your computer. If something is not working, please switch your browser):

7.1 Proof of Registration (try Firefox first)

- <https://distance.nwu.ac.za/help> (Student Resources)
- Look under APPLICATIONS & REGISTRATIONS and click on Proof of Registration
- Click on Registration on the left
- Login with Student number and PIN
- Click on Registration on the left
- Click on Proof of Registration on the left
- Click on your Qualification in the drop down
- Click on Retrieve information (sometimes the pop-up is blocked – click allow pop-up on top right hand corner)

7.2 Financial Statement (student account) (try Firefox first)

- <https://distance.nwu.ac.za/help> (Student Resources)
- Look under APPLICATIONS & REGISTRATIONS and click on Financial Statements
- Login with Student number and PIN
- Click on Retrieve information

7.3 Update Personal Information

- <https://distance.nwu.ac.za/help> (Student Resources)
- Look under Student Access, click on Update Personal Information
- Login with Student number and PASSWORD
- Change the details and click on Submit

7.4 Participation Marks (only applicable to modules using formative/summative assessment) (try Firefox first)

- <https://distance.nwu.ac.za/help> (Student Resources)
- Look under Assessment Information and click on Participation Marks
- Login with Student number and PIN

- Choose the Start date and the End date
- Click on Retrieve information

7.5 Personal Examination Timetable (only applicable to modules with formative/summative assessment)

- <https://distance.nwu.ac.za/help> (Student Resources)
- Look under Assessment Information and click on Personal Examination Timetable
- Login with Student number and PIN
- In the drop down at Opportunity month, choose either June (for 1st sem) or November (for 2nd sem)
- In the drop down at Opportunity, always choose 1st Opportunity
- Click on Retrieve information
- All the information necessary for the exam appears there, e.g. the modules, the date, the time and the address of the venue

7.6 Previous Exam Papers

- <https://distance.nwu.ac.za/help> (Student Resources)
- Look under Assessment Information and click on Past papers
- Type the module at Course code
- Choose Distance learning and click on Submit Query
- Click on Paper in right hand column

7.7 Examination Results (it will only be available once the exam commission has approved it)

- <https://distance.nwu.ac.za/help> (Student Resources)
- Look under Assessment Information and click on Exam Results
- Login with Student number and PIN
- Click on Retrieve information

7.8 Academic Record

- <https://distance.nwu.ac.za/help> (Student Resources)
- Look under Assessment Information and click on Academic Record
- Login with Student number and PASSWORD
- Click on Academic Record
- In drop down at Language of Report, choose your language
- Click on Submit
- Use your ID number as password

8. FINANCIAL PROCEDURES

NB: Only applicable to LSC's who signed the Service Level Agreement with the NWU

8.1 Payment of class fees

- The minimum payable amount with registration is R 5 200.00. It includes the registration fee of R 2 220.00. Students will receive monthly accounts for the outstanding class fees. (International students must pay the full amount.)
- Class fees must be fully paid by 15 October.
- Payment may be done by 9 instalments (February to 15 October).
- From 31 March, 15.5% interest is payable on overdue instalments.
- If the account is fully paid by 31 March, the student gets 2.5% discount on his/her class fees.

- Students whose accounts are not fully paid, will not be allowed to register the next year.

8.2 Banking details

Please remind the students that **all payments** must be done into one of the **NWU accounts**.

The account name is “**NWU STUDENT**”.

The **reference** of the payment is the student’s **NWU student number**.

	BRANCH CODE	ACCOUNT NUMBER
ABSA	632 005	4070099350
FNB	240 438	62161907335
NEDBANK	171 338	1713378531
STANDARD BANK	052 838	330384465

8.3 Invoice from LSC for service delivered

Petria will send at the end of each semester a summary of all payments done by students with an indication of the amount to be invoiced. The LSC then sends a tax invoice made out to North-West University (VAT number 4500209301). The invoice should be itemised. Finance will verify the invoice and the payment will be done by the Faculty of Theology as soon as possible.

9. COMMUNICATION CHANNELS

Please bring it under the attention of the students and the facilitators that they may not contact Sylvia or Petria directly, but that they should rather work through our contact persons at each LSC. All enquiries regarding a student’s application, registration, marks, student request forms, etc., must be done by our contact persons at each LSC. Otherwise, there is a duplication of communication and our contact persons are not in control and aware of each of the students’ situations. To ensure better communication, **please always include the surname and the NWU student number in the subject of the email**, e.g. Enquiry about exam marks Ngcobo (#12300124). It makes responding on queries much easier.

I have created an eFundi site for communication with our students at LSC’s. It is called **Comm Theology LSC**. It is the same communication that I also send to our contact persons at the LSC’s, e.g. a change in a lecturer or a specific date or a request to partake in an online questionnaire, etc. Please encourage our students to every now and then visit the eFundi site to take note of announcements.

10. PREREQUISITES FOR MODULES

From 2023, distance students will have to comply with the same prerequisites as contact students. The prerequisite for each module follows in brackets. If a student has not passed the module(s) in brackets, the student may not register for the module. If a student is already registered for a module, but he/she did not pass the prerequisite, it is the student’s responsibility to deregister the module before the due date of add and drops, otherwise the student will have to pay for the module.

10.1 BTh in Christian Ministry

- ALDE122 (ALDE111)
- OTES122 (OTES112)
- PAST213 (PAST121 or PAST122)
- HERM311 (NTES112 & OTES112)
- MISS311 (MISS211)
- MISS321 (MISS211)

10.2 BDiv

- ALDE122 (ALDE111)
- LATN122 (LATN112)
- OTES213 (OTES112)
- GRKS122 (GRKS112)
- SEMT122 (SEMT112)
- DOGM312 (TEOL112)
- GRKS211 (GRKS122)
- HERM311 (NTES112 & OTES112)
- SEMT211 (SEMT122)
- DOGM322 (TEOL112)
- GRKS221 (GRKS211)
- HOML322 (HOML221)
- OPON321 (NTES212 & OTES212/3)
- SEMT221 (SEMT211)
- HERM411 (HERM311)
- HOML411 (HOML322)
- NTES412 (NTES212, GRKS221 & SEMT221)
- OTES412 (HERM311 & SEMT221)
- NTES422 (NTES412)
- OTES422 (OTES412)
- TNAV472 (65% in TNAV471)

10.3 BTh Hons

- TEOL671 (65% in TNAV611)
- NTES623 (NTES613)
- OTES623 (OTES613)
- TEOL671 in New Testament (GRKS172)
- TEOL671 in Old Testament (SEMT272)

11. 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, HOML221, KDSG311, HERM311, LITK322, DOGM612, HOMV621 and LITK621. These modules have a Section A (Reformed) and a Section B (Pentecostal). In the 3rd year of the BTh in Christian Ministry, Pentecostal students select DOGM323 and students from a reformed background select DOGM321.

On the eFundi sites (cf. 17) of these modules, students must watch out for the Section A (Reformed) and the Section B (Pentecostal) study material, videos and assignments. In the exam paper of these paradigm specific modules, there will also be a Section A (Reformed) and a Section B (Pentecostal) (only applicable to modules using formative/summative assessment).

12. BTH IN CHRISTIAN MINISTRY

Please remember that GRKS172 (1st year) and SEMT272 (2nd year) are year modules.

13. BDIV

The BDiv qualification is only presented from the reformed perspective and is aimed at students who want to become ministers in the reformed churches. One of the big focuses of this programme is the languages, namely Latin, Greek and Hebrew. Please note that TNAV471 will be completed by the middle of April and TNAV472 will start immediately and continue until the end of the year. Students must thus register for TNAV472 at the beginning of the 1st semester. Please note that a percentage of 65% in TNAV471 is a prerequisite for TNAV472. It is also important to remember that 65% in the last year of BDiv is a prerequisite for admission to MDiv. If a student wants to become a minister in the RCSA (GKSA), please contact Mrs Lieze Coetzer at the Theological School of the RCSA (lieze.coetzer@nwu.ac.za or 018 299 1846).

14. BTH HONS AND MTH STUDIES

Please note that TNAV611 will be completed by the middle of April and TEOL671 will start immediately and continue until the end of the year. Students must thus register for TEOL671 at the beginning of the 1st semester. Please note that a percentage of 65% in TNAV611 is a prerequisite for TEOL671. It is also important to note that a percentage of 65% in BTh Hons is necessary for admission to MTh. All enquiries regarding MTh studies should be addressed to Mrs Antoinett Moerdyk (Antoinett.Moerdyk@nwu.ac.za or 018 299 1847).

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

All the BTh, BDiv, B-Status and BTh Hons modules will be presented as online self-directed eFundi modules. This means that students work on their own according to the programme provided by the lecturer. Students communicate with the lecturers via eFundi and submit their assignments on eFundi (**not** via emails to the lecturers). The eFundi sites are 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 videos on eFundi are “downloadable”. The academic literacy modules, **ALDE111 & 122**, and the **BTh Hons modules** will only be presented in **English** and no interpreting will occur. It is however important to note that assignments and examinations can be written 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.

16. INTERNET / WI-FI ACCESS

As stated in the Introduction (cf. 1), it is imperative that students have access to a computer and good internet (<http://distance.nwu.ac.za/Theology> and look under Downloads, click on Laptop Specifications for Students 2021+). At the LSC’s, students will have access to WiFi, but at home they may face challenges. There are UDL Learning Support Centres distributed throughout South Africa where NWU students may access WiFi free of charge. These centres are usually open on weekdays in the afternoon and Saturdays from 08:00-16:00. If students want to make use of these facilities, they must just go to the centre closest to them and confirm the opening times of the particular centre. The **provisional** UDL Learning Support Centres for 2023 are:

Bisho: Bisho L/H.P School, No. 2 Kauta Drive, BISHO

Bushbuckridge: Former Mapulaneng College of Education, BUSHBUCKRIDGE (R533 Graskop Road)

De Aar: De Aar FET Campus, Van Riebeeck Road, DE AAR

Durban: African Institute, 230 Musgrave Road, Musgrave, Berea, DURBAN (Use the St Thomas Road entrance)

Empangeni: 50 Tanner Street, EMPANGENI

Ermelo: Ligbron Academy of Technology, 11 Voortrekker Street, ERMELO

Kimberley: Hoërskool Noord-Kaap, Hayston Road, New Park, KIMBERLEY

Kuruman: Kuruman Campus, C/O Roos and Voortrekker Street, KURUMAN

Mahikeng: NWU, Mafikeng Campus, New Sciences Education Building A9, Room G02, MMABATHO

Mthatha: Khanyisa High School, Behind Shell Ultra City, East London Road (N2), Payne location, MTHATHA

Parow: Laerskool Parow-Wes, Ryan Street, PAROW

Pietermaritzburg: ML Sultan Secondary School, 8 Chota Motala Road, PIETERMARITZBURG

Polokwane: Pietersburg English Medium Primary School (PEMPS), 45 Grobler Street, POLOKWANE

Potchefstroom: NWU, Building B11A, Potchefstroom Campus

Port Elizabeth: Hoërskool Cillie, C/O Kempston and Uitenhage Road, Sydenham, PORT ELIZABETH

Pretoria: 116 Doreen Street, Colbyn, PRETORIA

Rustenburg: Royal Bafokeng Institute (RBI), Entrance 10, Royal Bafokeng Stadium, PHOKENG

Upington: Upington College, 1 Steve Naude Street, UPINGTON

Vanderbijlpark: NWU, Building 9A, Hendrik van Eck Blvd, VANDERBIJLPARK

Vryburg: Hoërskool Vryburg, Mc Kay Str, VRYBURG

Welkom: St. Helena Primêre Skool, Unicorweg 14, WELKOM

Witrivier: Laerskool Witrivier, Syd Cornwall Street, WITRIVIER

Windhoek: Windhoek Namibia Old Power Station Complex, Shop 24

17. STUDY MATERIAL AND eFUNDI

17.1 Study guides on eFundi

The Faculty of Theology decided to replace all paper study guides with electronic study guides, available at <http://efundi.nwu.ac.za/portal/>

Login on eFundi using the NWU number as the USERNAME and the ID number (SA citizens) or Passport number (foreigners) as the PASSWORD. For SA citizens, the initial password is the ID number@Nwu (e.g. 8106010982082@Nwu). For non-SA citizen, it is the Passport number@Nwu (e.g. AB123456@Nwu). If students do not have access to eFundi, they must please contact the UDL 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 should be linked to their modules. To know whether you are link to the eFundi site, go to "Home" on the left. Next to "Home", at the top, there are different tabs. Those are the linked modules. If a specific module does not appear there, click on "Sites" at the top right, next to your name. Go to Year 2023 and the modules to which you are linked appear there. A student can mark a module with a star, click on Preferences and the module will appear next to "Home" in the favourites bar.

If a facilitator is not linked to a specific module, please contact the lecturer of the module and ask him/her to be linked to the eFundi site of the module. Please provide the NWU number in the correspondence. 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).

17.2 Email notifications from eFundi (NWU Microsoft Outlook)

A decision was taken at the beginning of 2023 that e-mail communication to students via eFundi will no longer go to students' personal email addresses. Students will thus no longer received eFundi notifications on their personal email addresses, for example pukkie61@gmail.com

Email notifications from eFundi go only to students' NWU Microsoft Outlook email accounts, namely studentnr@mynwu.ac.za (for example 12345678@mynwu.ac.za)

For more information on how to access their NWU Microsoft Outlook email accounts, students can go to <https://services.nwu.ac.za/information-technology/student-email>

Alternatively, students can access their NWU Microsoft Outlook email in their browser. Here follows a step-by-step guide on how to access their emails online:

Accessing NWU MS Outlook email – Browser

For your duration of studies at the NWU you will have access to a NWU MS Outlook email address (studentnumber@mynwu.ac.za e.g., 12345678@mynwu.ac.za). There are two methods in which you can gain access to this email address:

1. Through the Outlook App
2. Through a web browser

In this guide you will be shown the second option: Access via Web Browser.

For more information about the MS Application and about this email address please consult the information given to you by IT, linked below:

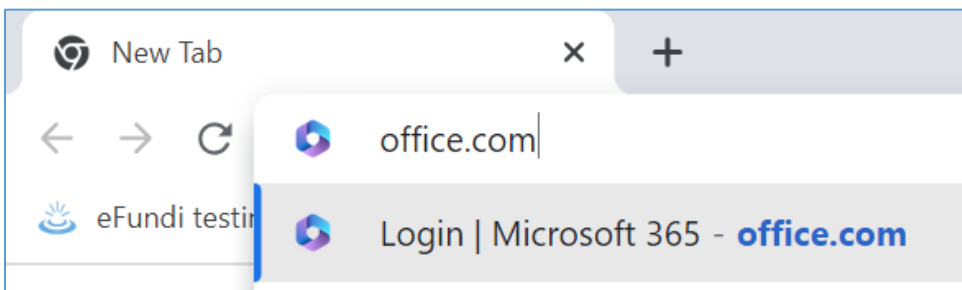
- [Student email](#)
- [Microsoft 365](#)

1 Steps to accessing MS Outlook: via Browser

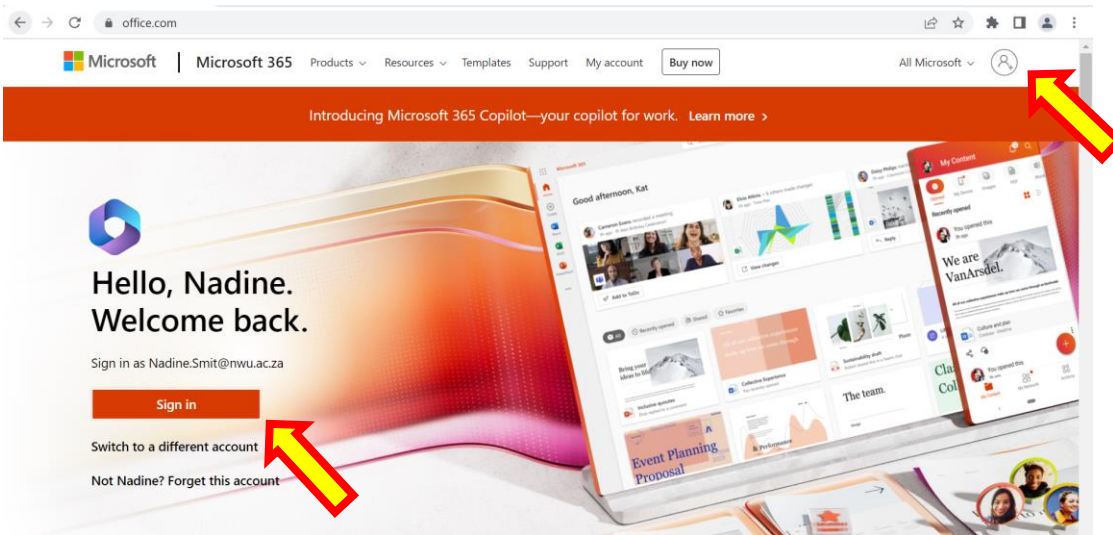
Step 1 – Access a Web Browser*

*In this tutorial we make use of Chrome, but any browser should work just as well.

Step 2 – In the search bar at the very top type in: Office.com

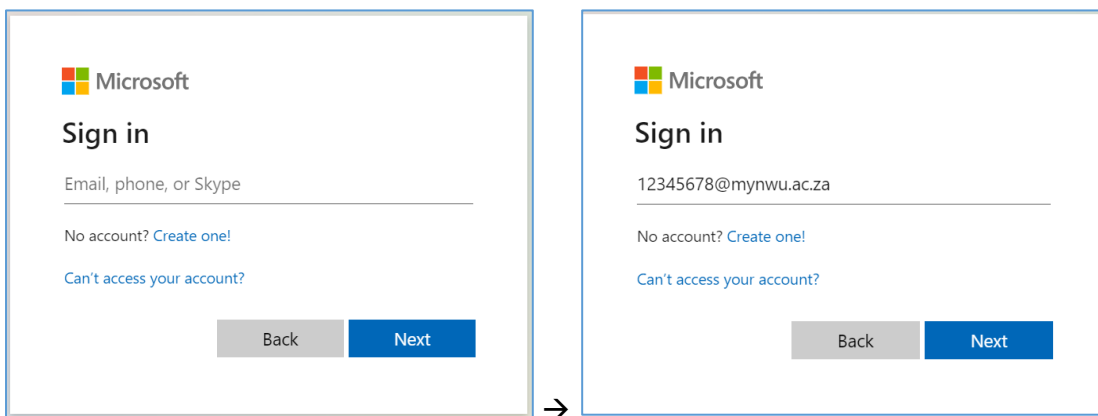


Step 3 – In the loaded page look for the Sign In button, and click to Sign In

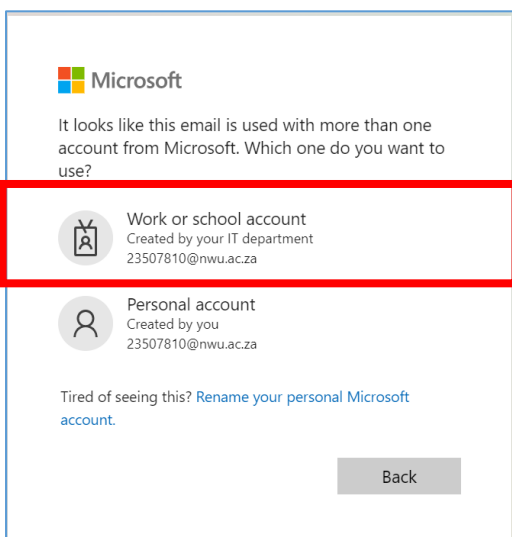


Step 4 – In the loaded page provide your email address:

Email: studentnumber@mynwu.ac.za e.g. 12345678@mynwu.ac.za



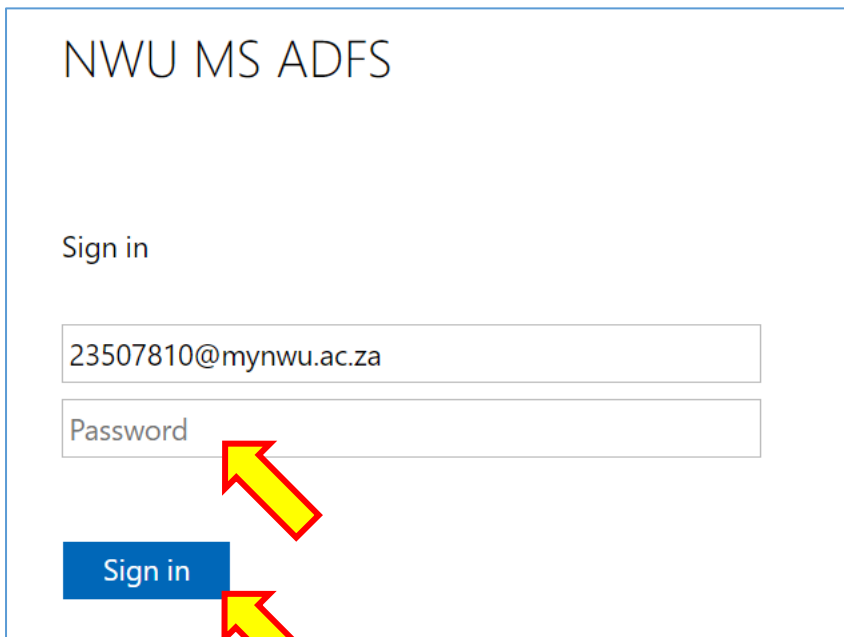
Step 5.1 – When asked between Work/School and Personal account, choose **Work/School account**



Step 5.2 – When asked between NWU Single Sign-on and Active directory, choose **Active directory**

Step 6 – Provide your password: The same as eFundi**

**If your eFundi password changes, so does this one.



NWU MS ADFS

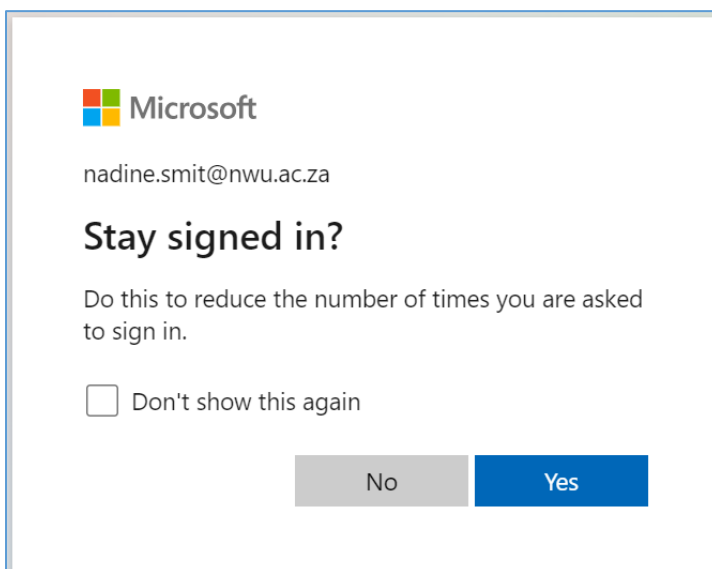
Sign in


23507810@mynwu.ac.za

Password

Sign in

Step 7 – Choose to stay signed in. This is up to you.



 Microsoft

nadine.smit@nwu.ac.za

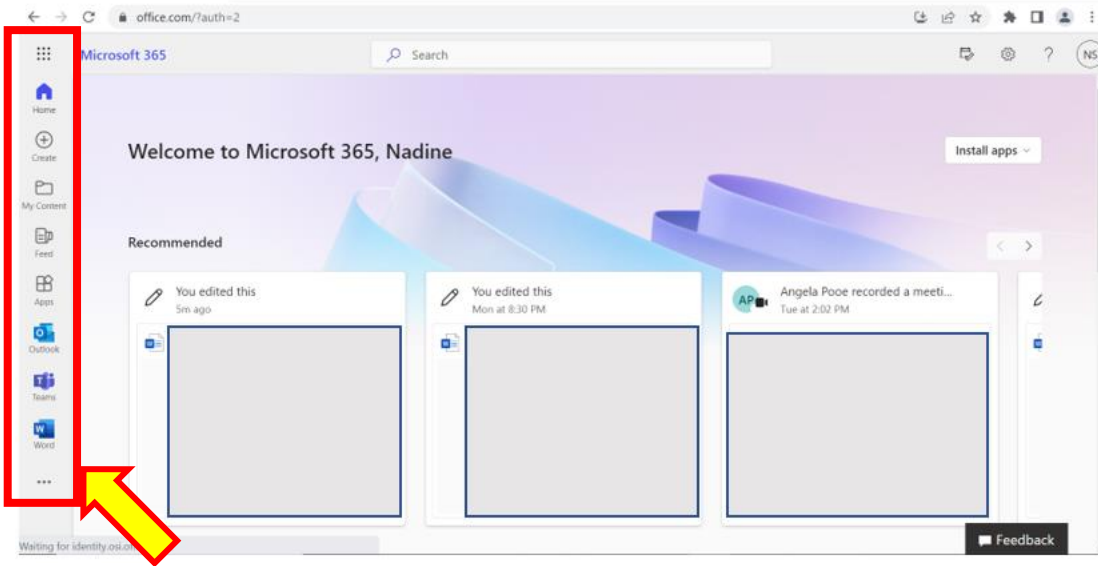
Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

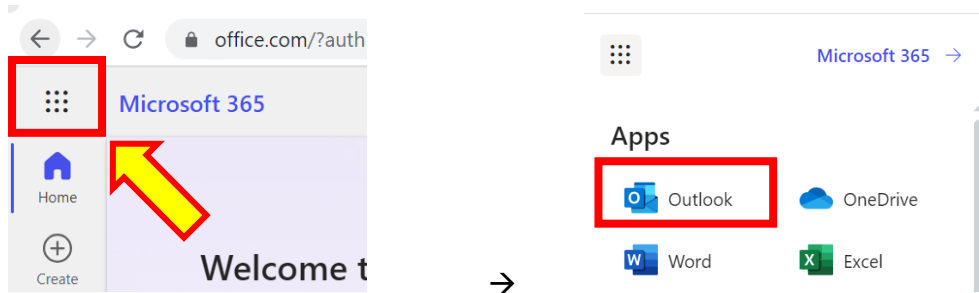
No Yes

Step 8 – Once the screen is loaded you have access to your NWU MS 365 account with access to all the relevant Apps e.g., Outlook; OneDrive; Word; Excel; etc.



To access Outlook:

Step 9 – Click on the icon at the top left corner with the nine dots. This should open a tray with all the relevant apps you have access to. Outlook is one of them.

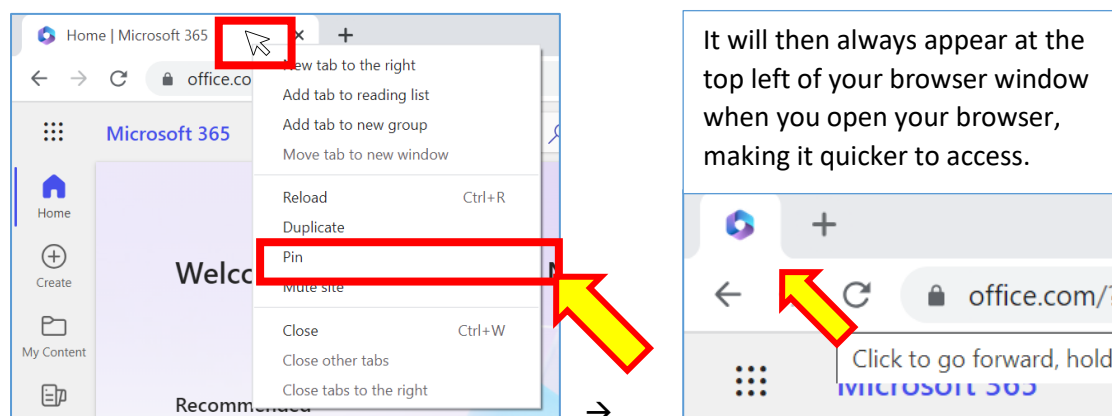


Tip: Once you have opened Outlook, bookmark or pin the tab to have ready and easy access whenever you open your browser. See below the steps to pin a tab:

Step 1 – With the tab open hover your mouse over the top banner

Step 2 – Right-click on the banner

Step 3 – Click on Pin tab / Pin



17.3 Textbooks 2nd semester 2023

It is the responsibility of the student to buy the necessary books. **What follows is a provisional list. The latest information on the necessary textbooks will be provided on the eFundi sites of the respective modules.** Some of the prescribed books (**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 <http://ptpboeke.co.za/shop/> or 018 297 3986).

Other bookshops:

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

Protea (<https://proteabooks.com/index.php/locate-us/>)

Van Schaik (<https://www.vanschaik.com/page/contact-us/>)

TEXTBOOKS: BTH

ALDE122	All the material will be provided.
DOGM221	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) Available as e-book at library (https://libguides.nwu.ac.za/theology-guide/books)
DOGM221 AFM	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) Available as e-book at library (https://libguides.nwu.ac.za/theology-guide/books)
DOGM321	Kerr, H.J., ed. 1989. Calvin's Inst. A New compend. Louisville: Westminster / John Knox. (ISBN 0-664-25080-7) (English) Duvenage, A. Die Institusie van Calvyn. Potchefstroom: PTP . (ISBN 978-0-86955-183-7) (Afrikaans)
DOGM323	AFM Specific Study Units – Readers and Material on the eFundi site.
ETIE121	De Bruyn, P.J. 2013. Die Tien Gebooie. Potchefstroom: PTP https://ptpboeke.co.za/product/die-tien-gebooie/ De Bruyn, P.J. 2013. The Ten Commandments. Potchefstroom: PTP https://ptpboeke.co.za/product/the-ten-commandments/
HOML222	No books necessary. All the material necessary is provided in the eFundi site
HOML222 AFM	No books necessary. All the material necessary is provided in the eFundi site
KDSG121	Paas, S. 2016. Christianity in Eurafrica: a history of the church in Europe and Africa. Wellington: CLF. (ISBN 978-1-86804-350-7) (https://clf.co.za/product/christianity-in-eurafrica/)
KDSG321	Cairns, E.E. 1996. Christianity through the centuries. A History of the Christian Church. Zondervan: Grand Rapids. Dayton, DW. 1987/1991. Theological roots of Pentecostalism. Hendrickson Publishers.
LITK322	No books necessary. All the material necessary is provided in the eFundi site
LITK322 AFM	No books necessary. All the material necessary is provided in the eFundi site
MISS221	Hendriks, H.J. 2004. Studying congregations in Africa. Lux Verbi. (available free of charge at https://libportal.netact.org.za/sites/default/files/Studying_Congregations_in_Africa_English.pdf) Nürnberg, K. 2007. Making ends meet: personal money management in a Christian perspective. Cluster.
MISS321	No books necessary. All the material necessary is provided in the eFundi site.
NTES123	Die Bybel In Praktyk 1993. Vereeniging, Christelike Uitgewersmaatskappy. OR LIFE APPLICATION BIBLE (NEW INTERNATIONAL VERSION) 1991. Wheaton, Illinois : Tyndale House Publishers De Klerk, BJ & Van Rensburg, FJ. 2015. Conceiving a sermon. Potchefstroom: PTP . ISBN: 9780869552285 (Te koop by Administratiewe Buro 018 297 3986) OR

	<p>De Klerk, BJ & Van Rensburg, FJ. 2015. Preekgeboorte. Potchefstroom: PTP. ISBN: 9780869552285 (Te koop by Administratiewe Buro 018 297 3986)</p> <p>Stuart, D. 2009. Old Testament Exegesis: A Handbook for Students and Pastors. Fourth Edition. Louisville: Westminster John Knox.</p> <p><u>Recommended:</u> Fee, G.D. 2002. New Testament Exegesis: A Handbook for Students and Pastors. Third Edition. Louisville: Westminster John Knox.</p>
NTES222	<p>No books necessary. All the material necessary is provided in the eFundi site.</p> <p><u>Recommended</u> Genade, A.A. The Letter to Titus: Sound leadership. Sound Lessons. Sound Lives(ebook) available from Amazon with this link: https://amzn.to/3tfcMiw</p>
NTES323	No books necessary. All the material necessary is provided in the eFundi site.
OTES122	<p>Hill, A.E. & Walton, J.H. 2009. A survey of the Old Testament. 3rd ed. Grand Rapids, MI: Zondervan.</p> <p><u>Recommended</u> Longman, T. III & Dillard, R.B. 2006. An introduction to the Old Testament. Grand Rapids, MI: Zondervan.</p>
OTES222	No books necessary. All the material necessary is provided in the eFundi site or an e-book will be available on the library site.
OTES323	<p>Hill, A.E. & Walton, J.H. 2009. A survey of the Old Testament. 3rd ed. Grand Rapids, MI: Zondervan.</p> <p>Kaiser, W.C. & Silva, M. 2007. Introduction to biblical hermeneutics: the search for meaning. Grand Rapids, MI: Zondervan. (ISBN 0-310-27951-8)</p> <p>LIFE APPLICATION BIBLE. (New International Version) 1991. Wheaton, Illinois: Tyndale House Publishers.</p>
PAST121	No books necessary. All the material necessary is provided in the eFundi site.
PAST321	No books necessary. All the material necessary is provided in the eFundi site.
PAST323	No books necessary. All the material necessary is provided in the eFundi site.
WVWR221	<p>The universe next door – James Sire (Available for free on internet)</p> <p>Search: “the universe next door pdf”</p> <p>https://www.pdfdrive.com/the-universe-next-door-a-basic-worldview-catalog-5th-edition-e175275619.html</p> <p>https://www.pinterest.ca/pin/598486237965603493/</p> <p>https://sites.google.com/site/sapriullbooks/pdf-the-universe-next-door-a-basic-worldview-catalog-5th-edition-full-download-pdf-by-james-w-sire</p> <p>https://www.semanticscholar.org/paper/The-universe-next-door-%3A-a-basic-world-view-catalog-Sire/f861ca1d19300fc31a7c97174b5505b835e5512c</p> <p>https://oiipdf.com/the-universe-next-door-a-basic-worldview-catalog-5th-edition</p>

TEXTBOOKS: BDIV

ALDE122	All the material will be provided.
DOGM322	<p>Van Genderen, J. & Velema, W.H. 1992. Beknopte Gereformeerde Dogmatiek. Kampen: Kok. (Hollandse boek)</p> <p>Van Genderen, J. & Velema, W.H. 2008. Concise Reformed Dogmatics. Phillipsburg, NJ: P&R (English version)</p> <p>Berkhof, L. 1969. Systematic theology. London: Banner of Truth. (available electronically)</p>
ETIE121	<p>De Bruyn, P.J. 2013. Die Tien Gebooe. Potchefstroom: PTP https://ptpboeke.co.za/product/die-tien-gebooe/</p> <p>De Bruyn, P.J. 2013. The Ten Commandments. Potchefstroom: PTP</p>

	https://ptpboeke.co.za/product/the-ten-commandments/
GRKS122	Croy, N.C. A Primer of Biblical Greek. An introductory Grammar focused on the Greek Bible (Old and New Testaments) Recommended: Greek Bible with Dictionary. 1993 (fourth edition). United Bible Societies. Recommended: Liddell & Scott. 1983. A Lexicon abridged from Liddell and Scott's Greek English Lexicon. Oxford: Clarendon Press.
GRKS221	Greek Bible with Dictionary. 1993 (fourth edition). United Bible Societies.
HOML221	No books necessary. All the material necessary is provided in the eFundi site.
HOML322	No books necessary. All the material necessary is provided in the eFundi site.
KDSG121	Paas, S. 2016. Christianity in Eurafrica: a history of the church in Europe and Africa. Wellington: CLF. (ISBN 978-1-86804-350-7) (https://www.clf.co.za/all-books/product/548-christianity-in-eurafrica-a-history-of-the-church-in-europe-and-africa)
KDSG421	No books necessary. All the material necessary is provided in the eFundi site.
LATN122	Balme, M. & Morwood, J. Oxford Latin Course, Part 3. (available on takealot.com)
MISS222	No books necessary. All the material necessary is provided in the eFundi site.
MISS421	No books necessary. All the material necessary is provided in the eFundi site.
NTES422	<u>Compulsory Sources:</u> Carson, D.A., & Moo, D.J. 2005. An Introduction to the New Testament, Chapters 2–5, Grand Rapids, Zondervan. Van der Walt, T. 2009. Between Pentecost and Consummation; a guide to the second half or the New Testament for dedicated students of the Bible, Potchefstroom, PTP . The rest of the reading material is available under "Resources" on eFundi. <u>Reference sources for Exegesis:</u> Aland, K. <i>et.al.</i> (Red/Ed). 1993 (Fourth revised edition), The Greek New Testament, Stuttgart: United Bible Societies. Theological Dictionaries Applicable Bible Commentaries
OPON321	No books necessary. All the material necessary is provided in the eFundi site or an e-book will be available on the library site.
OTES422	No books necessary. All the material necessary is provided in the eFundi site.
PAST122	No books necessary. All the material necessary is provided in the eFundi site.
SEMT122	Holladay, WL. 1998. A concise Hebrew and Aramaic lexicon of the Old Testament. Grand Rapids, Michigan: Eerdmans.
SEMT221	Holladay, WL. 1998. A concise Hebrew and Aramaic lexicon of the Old Testament. Grand Rapids, Michigan: Eerdmans. Van der Merwe, CHJ, & Naudé, JA. 2017. A Biblical Hebrew Reference Grammar. 2nd Edition. London: Bloomsbury Publishing. (ISBN 9780567663337, also referred to as BHRG)
WVWR221	The universe next door – James Sire (Available for free on internet) Search: "the universe next door pdf" https://www.pdfdrive.com/the-universe-next-door-a-basic-worldview-catalog-5th-edition-e175275619.html https://www.pinterest.ca/pin/598486237965603493/ https://sites.google.com/site/sapriullbooks/pdf-the-universe-next-door-a-basic-worldview-catalog-5th-edition-full-download-pdf-by-james-w-sire https://www.semanticscholar.org/paper/The-universe-next-door-%3A-a-basic-world-view-catalog-Sire/f861ca1d19300fc31a7c97174b5505b835e5512c https://oiipdf.com/the-universe-next-door-a-basic-worldview-catalog-5th-edition

TEXTBOOKS: BTh HONS

HOMV621	No books necessary. All the material necessary is provided in the eFundi site.
HOMV621 AFM	No books necessary. All the material necessary is provided in the eFundi site.
KJGB621	No books necessary. All the material necessary is provided in the eFundi site.
LITK621	No books necessary. All the material necessary is provided in the eFundi site.
LITK621 AFM	No books necessary. All the material necessary is provided in the eFundi site.
NTES623	Van Der Walt, T. 2006. Die Messias het gekom. 'n Gids in die Evangelies vir die toegewyde Bybelstudent. Potchefstroom: PTP . ISBN: 9780869551714 (Te koop by Administratiewe Buro 018 297 3986) OR Van Der Walt, T. 2007. The Messiah has come. A Guide in the Gospels for serious students of the Bible. Potchefstroom: PTP . ISBN: 0620354488 (For sale at Administratiewe Buro 018 297 3986)
OTES624	No books necessary. All the material necessary is provided in the eFundi site.

18. 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 and in the Procedure Document, the facilitators get the names of the lecturers. Before or at the beginning of the 1st and 2nd semesters, the lecturers will schedule a virtual meeting with the facilitators of each module in the semester.

18.1 Role of NWU Lecturer

- The aim of the virtual meeting between the lecturer and the facilitators is to get to know each other so that there can be good communication and an open working relationship between the lecturer and the facilitators.
- The lecturer must ensure that all the facilitators have access to the eFundi site.
- The lecturer is the module owner and is responsible for the online self-directed learning eFundi site.
- On the eFundi site, the NWU lecturer provides an orientation video to guide the facilitators and the students in how to navigate in the eFundi site.
- The lecturer provides information on the study material
- The lecturer explains the assessment plan, whether is it continuous assessment or formative/summative assessment and the detail.
- The lecturer sets out the schedule for the assignments and assessments.
- At each study unit, the lecturer provides discussion topics that facilitators can use during their facilitation sessions. These topics can also be discussed by distance students in the forum.
- The lecturer is responsible for the marking of the assignments/assessments (students submit their assignments electronically on eFundi) and to give timeous feedback (two weeks after the submission date).
- If the module makes use of formative/summative assessment (there will be a sit-down exam at one of the exam centres), the lecturer is responsible for the setting and marking of the answer scripts. Remember that the 2nd exam opportunity is 6 months later.
- In the case of a module with formative/summative assessment, the lecturer should give clear information on the eFundi site 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.
- At all times, it is the responsibility of the lecturer to respond timeously to emails.

18.2 Role of Facilitators

- Facilitators should ensure that they and the students at the LSC's have access to eFundi.
- The facilitators serve as a bridge between the lecturer and the students and this can only happen if the facilitators 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
- Facilitators can guide the students with their academic planning so that they submit their assignments in time.
- Facilitators should assist students if they struggle to access the assessments and to submit their assignments on eFundi.
- The facilitators meet regularly with the students at the LSC's to provide additional learning support, *inter alia* by discussion the topics the lecturer provide.

18.3 Contact details of the lecturers of BTh in Christian Ministry (2nd semester)

BTH I	LECTURER	EMAIL ADDRESS	TELEPHONE
ALDE122	Dr Kristien Andrianatos	distance@nwulettere.co.za	
ETIE121	Prof Henk Stoker	Henk.Stoker@nwu.ac.za	018 299 1596
GRKS172	Prof Philip du Toit	Philip.DuToit@nwu.ac.za	018 389 2824
KDSG121	Dr Francois Muller	Muller.Francois@nwu.ac.za	018 285 2350
NTES123	Prof Philip du Toit	Philip.DuToit@nwu.ac.za	018 389 2824
OTES122	Dr Zukile Ngqesa	Zukile.Ngqeza@nwu.ac.za	068 281 0794
PAST121	Prof Amanda du Plessis	Amanda.DuPlessis@nwu.ac.za	018 299 1600

BTH II	LECTURER	EMAIL ADDRESS	TELEPHONE
DOGM221 (AFM)	Prof Manitza Kotze AFM: Dr Kobus de Beer	29576350@nwu.ac.za kobus@deoprisma.co.za	018 299 4081 084 500 4073
HOML222 (AFM)	Prof Alfred Brunsdon AFM: Dr Peter Mhlabane	Alfred.Brunsdon@nwu.ac.za mbokwane@gmail.com	082 583 7018 071 894 7256
MISS221	Dr Christopher Magezi	24794376@nwu.ac.za	079 837 0389
NTES222	Dr Aldred Genade	Aldred.Genade@nwu.ac.za	018 299 1605
OTES222	Mrs Sheurl Davis-Esterhuizen	24228583@nwu.ac.za	076 889 9168
SEMT272	Ms Retha Kruger	mjrethakruger@gmail.com	082 708 1352
WVWR221	Prof Henk Stoker	Henk.Stoker@nwu.ac.za	018 299 1596

BTH III	LECTURER	EMAIL ADDRESS	TELEPHONE
DOGM321	Dr Sarel van der Walt	Sarel.VanDerWalt@nwu.ac.za	018 299 1601
DOGM323	Dr Kobus de Beer (Dr Sarel van der Walt)	kobus@deoprisma.co.za (Sarel.VanDerWalt@nwu.ac.za)	084 500 4073 (018 299 1601)
KDSG321	Past Thabang Mofokeng	Thabang.Mofokeng@nwu.ac.za	018 299 2245
LITK322	Prof Fazel Freeks	Fazel.Freeks@nwu.ac.za	018 299 4225

(AFM)	AFM: Dr Johan Serfontein	serfonteinjohan@gmail.com	073 522 0794
MISS321	Dr Aaron Muswubi	muswubi@gmail.com	018 299 1909
NTES323	Prof Risimati Hobyane	Risimati.Hobyane@nwu.ac.za	018 299 1531
OTES323	Mrs Sheurl Davis-Esterhuizen	24228583@nwu.ac.za	076 889 9168
PAST321	Prof Amanda du Plessis	Amanda.DuPlessis@nwu.ac.za	018 299 1600
PAST323	Prof Marius Nel	Marius.Nel@nwu.ac.za	018 299 1591

18.4 Contact details of the lecturers of BDiv (2nd semester)

BDiv I	LECTURER	EMAIL ADDRESS	TELEPHONE
ALDE122	Dr Kristien Andrianatos	distance@nwulettere.co.za	
ETIE121	Prof Henk Stoker	Henk.Stoker@nwu.ac.za	018 299 1596
KDSG121	Dr Francois Muller	Muller.Francois@nwu.ac.za	018 285 2350
LATN122	Dr Lynton Boshoff	40649148@nwu.ac.za	018 299 1604
PAST122	Prof Amanda du Plessis	Amanda.DuPlessis@nwu.ac.za	018 299 1600

BDiv II	LECTURER	EMAIL ADDRESS	TELEPHONE
GRKS122	Ms Carli Rautenbach	carli.rautenbach@nwu.ac.za	082 314 8889
HOML221	Prof Ferdi Kruger	Ferdi.Kruger@nwu.ac.za	018 299 1592
MISS222	Dr Naas Ferreira	Naas.Ferreira@nwu.ac.za	018 299 1848
SEMT122	Dr Godwin Mushayabasa	Godwin.Mushayabasa@nwu.ac.za	072 844 6754
WVWR221	Prof Henk Stoker	Henk.Stoker@nwu.ac.za	018 299 1596

BDiv III	LECTURER	EMAIL ADDRESS	TELEPHONE
DOGM322	Dr Sarel van der Walt	Sarel.VanDerWalt@nwu.ac.za	018 299 1601
GRKS221	Prof Risimati Hobyane	Risimati.Hobyane@nwu.ac.za	018 299 1531
HOML322	Prof Ferdi Kruger	Ferdi.kruger@nwu.ac.za	018 299 1592
OPON321	Dr Chris van der Walt	chris.vanderwalt@nwu.ac.za	018 299 1027
SEMT221	Ms Lize Wepener	lizewepener97@gmail.com	076 055 6685

BDiv IV	LECTURER	EMAIL ADDRESS	TELEPHONE
KDSG421	Dr Francois Muller	Muller.Francois@nwu.ac.za	018 285 2350
MISS421	Dr Naas Ferreira	Naas.Ferreira@nwu.ac.za	018 299 1848
NTES422	Prof Francois Viljoen	Viljoen.Francois@nwu.ac.za	018 299 1842
OTES422	Dr Chris van der Walt	chris.vanderwalt@nwu.ac.za	018 299 1027
TNAV472	Prof Nico Vorster	Nico.Vorster@nwu.ac.za	018 299 1023

18.5 Contact details of the lecturers of BTh Hons (2nd semester)

BTH HONS	LECTURER	EMAIL ADDRESS	TELEPHONE
HOMV621 (AFM)	Prof Alfred Brunsdon	Alfred.Brunsdon@nwu.ac.za	082 583 7018
	AFM: Dr Kobus de Beer	kobus@deoprisma.co.za	084 500 4073
KJGB621	Dr Rudy Denton	Rudy.Denton@nwu.ac.za	082 459 9710
LITK621 (AFM)	Prof Fazel Freeks	Fazel.Freeks@nwu.ac.za	018 299 4225
	AFM: Dr Kobus de Beer	kobus@deoprisma.co.za	084 500 4073
NTES623	Prof Philip du Toit	Philip.DuToit@nwu.ac.za	018 389 2824
OTES624	Prof Jaco Gericke	21609268@nwu.ac.za	016 910 3399
TEOL671	Prof Nico Vorster	Nico.Vorster@nwu.ac.za	018 299 1023

19. PANTHEOL 2023

The date for the meeting was 9 & 10 March 2023. It was presented online. We provided the links of all the sessions to our facilitators for future reference.

20. DATE OF COMMENCEMENT 2nd SEMESTER 2023

Classes start on **17 July 2023**. Please go to the eFundi sites of the registered modules and watch the orientation videos. **Do not hesitate to contact the lecturer if anything is unclear.**

21. MODULES WITH FORMATIVE/SUMMATIVE ASSESSMENT

The following modules make use of formative/summative assessment. That means that there will be an exam at the end of the semester:

	1 st semester	2 nd semester
BTh I	ALDE111	ALDE122
	OTES112	ETIE121
		KDSG121
		PAST121
BTh II	DOGM211	DOGM221
	MISS211	OTES222
BTh III	HERM311	DOGM321
		DOGM323
		KDSG321
		OTES323
BDiv I	ALDE111	ALDE122
	AFPR111	ETIE121
	ENLS112	KDSG121
	LATN112	LATN122
	OTES112	PAST122

BDiv II	GRKS112	GRKS122
	OTES213	
	SEMT112	SEMT122
BDiv III	APOL311	GRKS221 (2 papers)
	HERM311	OPON321
BDiv IV	HERM411	
BTh Hons	DOGM612	
	NTES613	

The rest of the modules make use of continuous assessment.

22. PARTICIPATION MARKS (NOT APPLICABLE TO MODULES WITH CONTINUOUS ASSESSMENT)

The students submit their assignments on eFundi on the module specific eFundi site and it is being marked electronically.

Students can access their participation marks electronically (cf. 7.4).

On p 40-43 of the Calendar 2023 of the Faculty of Theology, the subminimum of the participation mark and the examination mark of all the modules are given. A student needs to have a participation mark of 40 or 45% to write exam. If a student's participation mark is less than the required participation mark, he/she needs to register the next year again for the module.

23. EXAMINATION CENTRES (only applicable to modules with formative/summative assessment)

NWU students write their exams at NWU exam centres which are distributed nationally. If a student wants to change his/her exam centre, it needs to be done before **1 April** for the **1st semester** and before **1 September** for the **2nd semester**. All requests should be send to Sylvia (32249683@nwu.ac.za) on a student request form.

EASTERN CAPE: Bizana, Cradock, East London, Elliot, Graaff-Reinet, Grahamstown, Idutywa, Joubertina, King William's Town, Lusikisiki, Mount Frere, Mthatha, Port Elizabeth, Queenstown

FREE STATE: Bethlehem, Bloemfontein, Harrismith, Ladybrand, Welkom, Zastron

GAUTENG: Alberton, Brixton, Mabopane, Pretoria, Randfontein, Springs, Vanderbijlpark Campus

KWA-ZULU NATAL: Durban, Empangeni, Eshowe, Estcourt, Greytown, Ingwavuma, Jozini, Kokstad, Ladysmith, Matatiele. Mkuze, Newcastle, Pietermaritzburg, Pongola, Port Shepstone, Stanger, Ulundi, Vryheid

LIMPOPO: Giyani, Groblersdal, Jane Furse, Lephalale, Makhado, Modimole, Phalaborwa, Polokwane, Thabazimbi, Thohoyandou, Tzaneen

MPUMALANGA: Bushbuckridge, Elukwatini, eMkhondo (Piet Retief), Ermelo, Graskop, Groblersdal, Kamaqhekeza, Kamhushwa, Kinross, Lydenburg, Middelburg, Nelspruit

NORTH-WEST: Delareyville, Klerksdorp, Lichtenburg, Mahikeng Campus, Potchefstroom Campus, Rustenburg, Vryburg, Zeerust

NORTHERN CAPE: Calvinia, Colesberg, De Aar, Hopetown, Kathu, Kimberley, Kuruman, Springbok, Upington

WESTERN CAPE: George, Oudtshoorn, Parow, Vredenburg, Vredendal, Worcester

NAMIBIA: Gobabis, Keetmanshoop, Ondangwa, Ongwediva, Opuwo, Otjiwarongo, Rundu, Walvis Bay, Windhoek

24. WHAT TO BRING ALONG TO EXAM CENTRE

Students must download their personal exam timetable (cf. 7.5). They must bring it, together with their ID and what ever is necessary during the exam (cf. 25).

25. RESOURCES PERMISSIBLE DURING THE EXAMS

At the top right-hand corner of the exam paper, the examiner will 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. If the NWU lecturer does not indicate this in the study guide or speak about it during the exam preparation session, facilitators are welcome to ask the module-owner about it so that students can 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.

26. EXAM TIMETABLE (NOT APPLICABLE TO MODULES WITH CONTINUOUS ASSESSMENT)

26.1 BTh 2023

ALDE111	09:00	30 October 2023
ALDE122	14:00	30 October 2023
DOGM221	14:00	1 November 2023
ETIE121	09:00	2 November 2023
OTES222	14:00	6 November 2023
DOGM211	09:00	8 November 2023
KDSG321	09:00	9 November 2023
PAST121	09:00	10 November 2023
DOGM321	09:00	13 November 2023
DOGM323	09:00	13 November 2023
OTES112	09:00	14 November 2023
MISS211	14:00	14 November 2023
KDSG121	09:00	16 November 2023
HERM311	14:00	17 November 2023
OTES323	09:00	21 November 2023

26.2 BDiv 2023

ALDE111	09:00	30 October 2023
ALDE122	14:00	30 October 2023
APOL311	14:00	31 October 2023
GRKS112	09:00	1 November 2023
ETIE121	09:00	2 November 2023
HERM411	09:00	2 November 2023
AFPR111	09:00	3 November 2023
ENLS112	14:00	3 November 2023
OTES213	09:00	3 November 2023
GRKS122	09:00	6 November 2023
GRKS221v1	09:00	7 November 2023
GRKS221v2	14:00	7 November 2023
LATN112	09:00	8 November 2023
SEMT112	09:00	9 November 2023
PAST122	09:00	10 November 2023
OPON321	09:00	13 November 2023
OTES112	09:00	14 November 2023
SEMT122	09:00	15 November 2023
KDSG121	09:00	16 November 2023
HERM311	14:00	17 November 2023
LATN122	14:00	20 November 2023

26.3 BTh Hons 2023

DOGM612	09:00	1 November 2023
NTES613	09:00	14 November 2023

27. WARNING AGAINST PLAGIARISM

Lecturers sometimes suspect academic irregularities. It happens when students do not do proper referencing. If a source is used, the source must be referenced. It may also happen when students are studying together, and their answers look very similar. 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 can 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.

28. EXAM RESULTS

The final assessment results will only be available once the Exam Commission approved the results. For the **1st semester** it will be **31 July 2023** and for the **2nd semester** it will be **15 December 2023**. The students can access their results electronically (cf. 7.7).

The following table may help to better understand the exam results' statement:

PART. MARK	EXAM MARK	MODULE MARK	REMARK - EXPLANATION
			No participation: Student registered, but did not submit assignments for PM
6			Did not qualify: Student has a participation mark less than 40 or 45%
70			2nd Op. granted: Student has a valid participation mark, but did not write the exam
70	30		2nd Op. granted: Student has a valid participation mark, but failed the exam
50			Did not write: Student has a valid participation mark, but did not write the exam.
40	45	43	Failed: Student must get at least 50% for the module in order to pass
81	38	60	Failed Ex. Sub. min.: Student must get at least 45% in the exam
70	65	68	Passed: Student passed with 50% - 74%
74	82	78	Distinction: Student passed with 75% or more

The implication of the results:

No participation: The student needs to register again for the module the next year.

Did not qualify: The student needs to register again for the module the next year.

2nd Op. granted: The student must write the 2nd opportunity during the next exam (6 months later)

Did not write: The student must write the 2nd opportunity during the next exam (6 months later)

Failed Ex. Sub. min.: The student must write the 2nd opportunity during the next exam (6 months later)

With **continuous assessment**, the same mark will appear as the participation mark, exam mark and module mark.

29. APPLICATION FOR RE-MARKING (NOT APPLICABLE TO CONTINUOUS ASSESSMENT)

All applications for a re-mark need to adhere to the following requirements:

- Application for re-marking must reach the NWU by **30 August 2023** for **1st semester exam** and **15 January 2024** for **2nd semester exam**
- Application and proof of payment must be sent to Dr Theron (Petria.Theron@nwu.ac.za)
- R 250.00 per answer script (see account details below)

- A student must have an **exam mark of at least 40%** and a **module mark of at least 45%**

Surname & Initials of student	
Student number	
Student E-mail address	
Module code	

Account details:

North-West University

Absa Bank

Branch code: 632005

Account number: [670642313](#)

Reference: UDL and student number

30. SECOND EXAM OPPORTUNITY (NOT APPLICABLE TO CONTINUOUS ASSESSMENT)

Students need to pay R270.00 for each 2nd exam opportunity. It will automatically be added to the student's account. When a student fails the 2nd exam opportunity, he/she must register the next year again for the module and earn a new participation mark. The new Academic Rules of the NWU state that the 2nd opportunity must be written during the next exam opportunity (in other words 6 months later), otherwise the student will forfeit the participation mark and must register again for the module to earn a new participation mark.

- **First semester modules:** during the November exam
- **Second semester modules:** during the June exam of the next year

31. THIRD EXAM OPPORTUNITY

When a student, after the final exam, needs only one module to graduate, he/she can apply for the 3rd exam opportunity. If the module used formative/summative assessment, the student had to have a participation mark of at least 40%. If the module used continuous assessment, the student had to have a module mark of at least 40%. It is important to note that the student needs to come to Potchefstroom for the 3rd exam opportunity if the module made use of formative/summative assessment. If continuous assessment was used, the 3rd opportunity will be done online. The student must complete the **appropriate application form** which will be sent to the student by the academic manager. The date for the 3rd exam opportunity will be communicated clearly. If a student cannot come to Potchefstroom to write the sit-down exam here, he/she may write the exam during the next exam opportunity 6 months later.

32. GRADUATION

Students should personally (no 3rd person's intervention allowed) address all enquiries regarding graduation or graduation certificates to: NWU-Grad@nwu.ac.za or 018 299 2623

33. UNSATISFACTORY ACADEMIC PROGRESS AND TERMINATION OF STUDIES

According to Rule A.1.15.2 of the Academic Rules of the NWU, a student receives a warning if his/her academic performance is unsatisfactory.

According to Rule A.1.18.1.3, a student's studies may be terminated after a second warning or if the maximum time allowed for the completion of a degree has passed.

34. CONTACT PERSONS

The following staff members are responsible for the following sections at the UDL:

Section	Staff member	Telephone	Email address
CALL CENTRE		018 285 5900	DistancePotch@nwu.ac.za
Academic Manager	Dr Petria Theron	018 285 2036	petria.theron@nwu.ac.za
Application & Registration	Ms Sylvia Selebatso	018 299 2153	32249683@nwu.ac.za
Exam Centres & Examinations	Mrs Elize van der Merwe	018 299 1519	Elize.VanDerMerwe@nwu.ac.za