



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA



## Faculty of Engineering, Built Environment and Information Technology

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## Fakulteit Ingenieurswese, Bou-omgewing en Inligtingtegnologie

School of Information Technology  
Skool vir Inligtingtegnologie

Department of Informatics  
Departement Informatika

**Departmental Brochure 2017**  
**Departementele Brosjyre 2017**

Last Revision: 14 December 2016

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## WELCOME

A warm welcome to you as a student in the Department of Informatics! We hope you are going to enjoy your studies this year!

Informatics studies the application and use of the computer and information systems within the organization. Our students' strength lies in their broad background of the economic and management sciences, which implies that the world of business is nothing sinister to them. The use of information technology by organizations is growing exponentially and new, more complex and challenging applications are explored and developed on a daily basis. It has the benefit that, in addition to the work of an informatics specialist being extremely interesting, there will only be a very small chance that the qualified informatician will ever be without work.

South Africa is an advanced user of information technology, and work opportunities for graduates have never been problematic. The work world and environment that we prepare you for through the degree module in Informatics, is international and a substantial number of our students are successful when they, in the process of expanding their professional skills, seek temporary employment overseas. We also take great care to ensure that our curriculum is in line with the curricula of overseas universities and we take part in and participate in overseas conferences where educational approaches and curricula are presented and discussed. Our degree is one of only seven outside America that is internationally accredited by ABET (see [www.abet.org](http://www.abet.org)).



The basic premises of the Department (see paragraph A.2: The teaching approach of the Department of Informatics) state the 12 departure points of this Department. These represent our undertaking to you. On your part we expect dedication and an understanding of the seriousness of your studies (but we have all been students and accept that there must be time for your studies as well as a time to play and relax). My best wishes to you: May you find pleasure in gaining this knowledge!

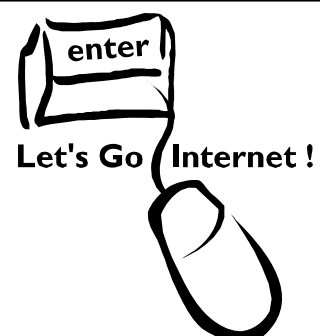
Prof Carina de Villiers  
Head: Department of Informatics

Visit our departmental web page regularly to information ... all that you need to know about your Informatics modules.

<http://informatics.up.ac.za/>

Students must visit the UP portal for module notes and announcements at least twice a week.

<http://www.up.ac.za>



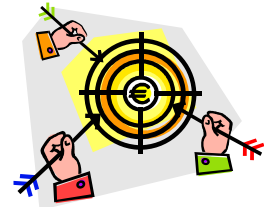
## GENERAL

This brochure contains general information that is applicable to all modules in the Department of Informatics. It is very important that you *read this brochure thoroughly* and that you consult it during the year if you have any questions or problems. In addition to this brochure, you will also receive a study guide on the web (ClickUP) for the specific modules that you have registered for.

### Section A: Approach, purpose and structure

#### A.1 Description of the Informatics discipline

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Modern organizations cannot function without information and the technology with which they gather, store, compute and make available the information. The successful application of technology is, however, more than just writing computer programs. Computer programs are important, but an understanding of the business within which the organization functions and an understanding of the use of information and information technology to support the objectives of the organization, are far more important. This can clearly be seen in the description of the discipline:

*Informatics is a multi-disciplinary subject, where information, information systems, and the integration thereof into the organization, are studied for the benefit of the entire system (individual, organization and community).*

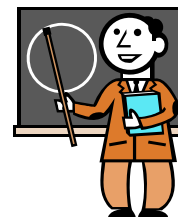
The informatician is therefore, in the first instance, a businessperson and, in the second instance, a technologist. As a systems analyst, the informatician will know the organization where he/she works, because information systems that are designed and implemented are very often the core of the business processes and activities. As an end user supporter, the informatician will act as technology consultant and facilitator, and in those capacities will play an important liaison role in the organization. As a manager of information systems, the informatician will be responsible for the strategic application of information systems and Information technology, for example to help the organization to exploit new markets using technology. In all of these different roles, the informatician needs to have exceptional people skills, apart from the technological skills, because he/she will frequently be confronted with moral and ethical issues surrounding the application of technology (for example the invasion of privacy).

Informaticians can also, if that is where their interests lie, choose to exchange roles and concentrate on technology as such. To prepare students for this, the second and third year focus on network management and database design and administration. However, the main focus will still be people and the organization, rather than technology itself.

The study of Informatics can also prepare students to be skilled and knowledgeable users of information technology. This will be the case if a student typically does only part of the undergraduate Informatics syllabus, majoring in Accounting or Marketing or any other subject. Because information technology plays an important role in any organization, no accountant, marketer or any other occupation, can be without knowledge on the use of information technology in his/her specific subject.

## **A.2 The teaching approach of the Department of Informatics**

This department feels that it is important to comply with the declared policy of the University, namely to ensure that education centres on the student. The aim is to enable students to study increasingly independently, as they progress with their studies. The responsibility of the lecturers is to **facilitate learning**, rather than transfer knowledge. This vision is realized in our approach in the following manner:



- The lecturers *create* learning opportunities that the students *can utilize*.
- The lecturers *create* assessment opportunities that the students *must utilize*.

The student is actively involved in the learning process and therefore ought to

- Think and form an own opinion;
- Communicate and voice this opinion;
- Take action - that is, refine and adapt this opinion according to input received by him/her;
- Be personally responsible for acquiring own knowledge since recent research indicates that the more involved the student becomes in his/her studies, the more and the quicker he/she will learn;
- Learn how to think critically, solve problems and work in teams.

We accept that students:

- Are a selected, *intelligent group of people*.
- Can *read*, and that classes should not be a repetition of what is written in the textbook.
- Have *opinions* on topics discussed during lectures. We are interested in hearing those opinions, especially because we, as lecturers, do not have all the answers.
- May *differ* from us, and may know more about certain topics than we do.
- Would like to be *personally responsible* for developing their own knowledge.



The Department does lecturer evaluations each semester. You will therefore get an opportunity to express your views on a particular subject and lecturer. We consider these evaluations of the utmost importance and feedback will be given to the class representatives and the Chairperson of the School of Information Technology.

**The basic points of departure of the Department of Informatics can be summarized as follows:**

1. We see Informatics as an interdisciplinary subject area where information, information systems and the integration thereof into the organization are studied to the benefit of the entire system (individual, society and organization).
2. Our specialist teaching programme form students into professional Informaticians who are ready for the working world and can function in the global and multinational context of today's information dependent organizations.
3. Our curriculum is focused on three basic, important abilities: The ability to think independently, the ability to integrate relevant details and knowledge, and the ability to act as a knowledgeable partner

to clients from outside the computer domain.

4. Our curriculum strikes a balance between factual knowledge that can be taught and knowledge that is meant to make action possible that can only be learnt in practice.
5. We follow a student-centred approach, and expect from our students to be independent and lifelong learners. Lecturers do not act only as presenters and distributors of teaching services, but also as mentors and facilitators of the learning process.
6. We respect the individuality of our students - not only on a personal level, but also in connection with their background and working abilities, and we undertake to give advice to them personally in accordance with their special needs.
7. Our teaching is focused on introducing students to a dynamic science for a dynamic market. To ensure the confidence of all stakeholders in our curriculum, we regularly undertake surveys using employers of our graduated students and alumni to determine whether our curriculum still complies with the requirements of the working world. Although we are sensitive to the requirements of the outside world, we still have the academic right to follow a long-term vision in the compilation of our curriculum.
8. We set an example to our students and instill in them a respect for the ethical and moral consequences of their behaviour in the computer and information world.
9. Our teaching aims to prepare students following the entire teaching programme for a career as systems analyst/designer and expert supporter of end users. We expect from students who do not follow the entire programme, to function as end users and we adjust our teaching accordingly.
10. We measure our standards against those of world-class departments.
11. We believe that information systems are developed for people by people.
12. We do not see technology as an end in itself. At the same time we adhere to the principle that appropriate technology can increase the quality of work and living.

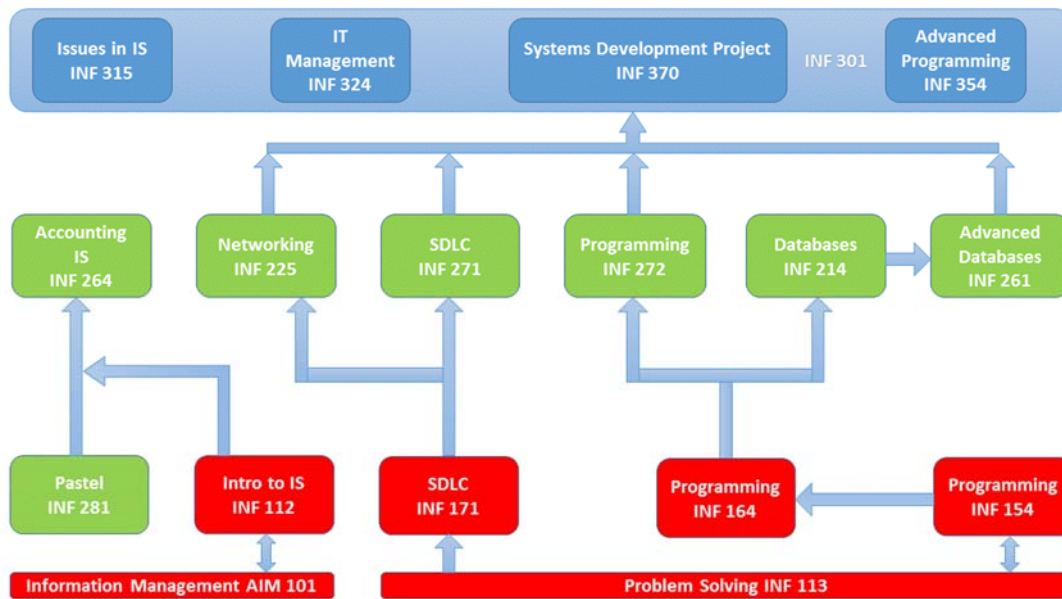
### ***A.3 The structure of the undergraduate program***

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The subject Informatics is spread over three years on the undergraduate level. During this period 15 modules of 14 or 28 weeks are completed. INF 113/171/154/164, INF271/272, INF301 (a combination of previous codes INF315, INF 324, INF 354 and INF 370), constitute the specialist stream taken by students with Informatics as their main subject. This stream concentrates on problem solving, technical analysis, design and the construction of systems. The aim is to develop expert system builders.

Informatics 112, 113, 214, 261 and 225 are the modules that focus on databases and systems architecture. Many BCom students choose these modules to prepare themselves better for today's working environment. Informatics 264 is a module taken by BCom (Accounting) students.

The following is a short summary of what each Informatics module offers you:



SDLC = Systems Development Life Cycle

At first year level:

**INF112, AIM101**

This module concerns the role, application and impact of information technology and information systems on society and organizations. The most important tools found in an information technology environment, including hardware, telecommunications and software, are addressed. Consequently information technology is discussed as a tool for the design of solutions in organizations and society, after which, application software and end-user computing are addressed. This includes themes such as personal productivity tools, word processing, spreadsheets and databases. The student is also given practical exposure through the AIM101 module to computer packages that link up with the theoretical themes.

**INF 113/171/154/164**

This module focuses on problem solving as an integral part of general systems learning. Students are encouraged to use tools that develop their creativity. We distinguish between hard and soft problems within a system, and we teach our students soft systems methodology, as well as the traditional approach to systems analysis. Different information systems development tools and techniques are studied to purposefully address and solve problems experienced in **information systems**. When a student has completed this module, he/she should be able to apply systems analysis techniques to problem situations and develop a workable solution for all the components of the problem. An introduction to programming is given using the programming language C#.

At second year level:

**INF214/261/225**

Two themes are dealt with in this module, namely database management systems and systems

architecture. This will enable the student to understand how data ought to be managed as a company resource by means of a database. These modules contains a theoretical and practical component

### **INF264**

This module concentrates on the role of information systems in the organization, as well as the emergence of financial information systems. Only practical applications are done in this module and they are oriented towards accounting. It is presented to all BCom (Acc) students.

### **INF271/272**

In this module, we concentrate on information systems analysis and information systems design. It is largely an extension and expansion of INF171/154/164. Much attention is paid to practical information systems technology methodologies. As part of this module we present programming skills in fourth generation languages.

**At third year level:**

**INF301 consists of:**

### **INF315**

The module covers current trends that are relevant to the application of information systems within a business environment.

### **INF324**

This module covers various aspects relevant to information systems in organizations, including social and ethical responsibilities, the role of the Informatician, IT end-user relationships and IT management.

### **INF370**

An extensive project is completed through which the student in a small group gets the opportunity to develop and implement an information system, thus completing the full system development life cycle.

### **INF354**

Advanced programming principles are established.



## **A.4 The nature and structure of the lectures**

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### **A.4.1 Theory**

The format of the lectures will be based on the student centred model. Lectures will not concentrate on merely transferring knowledge in a *one-way* fashion. Rather, *amongst other things*, the lecture time will be used to:

- Create a complete view and framework that the student can use to structure the material of the study unit;
- Integrate the different study units by means of horizontal learning objectives;
- Highlight and discuss various issues;
- Provide insight by investigating certain issues in more detail, and
- Interactively deal with problems that students may have with the study material.

The lectures will be interactively presented, and **students** are expected to be **prepared** for classes. Thus, the lectures are learning opportunities created by the lecturer for the student.

After the completion of each study unit theme, an opportunity for discussion questions will be given. Students will be expected to take part when these questions are discussed. Where applicable, a topic with practical examples will be deliberated and applied.

### **A.4.2 Practical**

Practical work for the AIM modules is presented at the IT Labs on the campus. Other practical work is done in the Informatorium (microcomputer laboratory). This laboratory is situated on the ground level of the Information Technology building. It can be used from Monday to Saturday 07:30 - 21:00. Experience has shown that students master the practical module much faster if they use the computer packages themselves. You are thus encouraged to thoroughly practice and familiarize yourself in your own time with what you have learnt in class.

Initially the students will be familiarized with the whole environment in which their training package will be presented. The purpose of this is to provide the student with the necessary knowledge to allow him/her to function independently. This aims to ensure that he or she can operate efficiently in a self-learning environment. This environment includes, amongst others, the microcomputer, menus, network, log in procedures, passwords, booking system, test package, tutorial packages, et cetera. The practical work will be aligned with the topics discussed during the theory lectures.



## Section B: Administrative procedures

### B.1 Introduction

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Section B of your information brochure provides you with answers to the typical *When*, *Where*, *Who* and *What* questions with regard to the functioning of the department. Information concerning the department, student structures and the handling of general problems, are included in this section.



### B.2 Department

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#### B.2.1 Location of the Department of Informatics

The department is on the fifth floor of the Information Technology building (IT). The Help desk at the entrance to the department will be able to help and direct you. They operate from 08:00 – 15:30, Monday to Friday.

#### B.2.2 Departmental structure

It is important that you approach your lecturer if you have any uncertainties regarding any aspect of the module. If you are not satisfied, you can contact the module coordinator *for your module*. He/she will refer the case, if necessary, to the Head of Department. You can contact the head of the department directly by making an appointment at the departmental secretary, Ms. C Pieterse-Mahlangu, in the IT building at room 5-78 or telephonically at 420-3798.

Students with serious learning problems can telephonically contact Student Counseling and Learning Development at 420-2333 in the Student Service Bureau building at room 2-17. Please let your lecturer know, if necessary, so that they can provide you with the necessary support. This situation is handled in strict confidence.

#### B.2.3 Departmental enquiries

The departmental *secretary*, *Ms C Pieterse-Mahlangu*, may be contacted at:

Office: IT building, room 5-78  
Tel.: 420-3798  
Fax: 362-5287  
E-mail: [cathy.pieterse@up.ac.za](mailto:cathy.pieterse@up.ac.za)  
Hours: 08:00 to 16:00

The person responsible for *processing student marks*, *Mrs. A Daling*, may be contacted at:

Office: IT building, room 5-88  
Tel.: 420-3369  
E-mail: [annine.daling@up.ac.za](mailto:annine.daling@up.ac.za)  
Hours: 08:00 to 13:00

The person responsible for *postgraduate students*, Mrs. R van der Merwe, may be contacted at:

Office: IT building, room 5-78  
Tel.: 420-6321  
Fax: 362-5287  
E-mail: rhona.vandermerwe@up.ac.za  
Hours: 08:00 to 16:00

## **B.3 Student structures**

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### **B.3.1 Role and tasks of class representatives**

A group according to a method decided by the group must choose class representatives. Those chosen to be class representatives must take responsibility for tasks that include the following:



- Continual informal discussions with fellow students to determine if there are any problems regarding the study material, module or lecturer.
- Formally talk to the class once a month with the same purpose (the lecturer will provide time).
- Form a balanced and impartial collective opinion of a certain problem that represents the average opinion(s) of fellow students, and not necessarily his/her own.
- Continual interaction with the lecturer to convey said opinions of fellow students to the lecturer.
- A formal meeting with the lecturer, at least once a month, to convey the opinion(s) of fellow students to the lecturer.
- Convey feedback from the discussion with the lecturer to the class.
- A formal meeting at least once a semester with the head of department, to give and receive feedback regarding certain cases. The list of these cases will be available to the class representatives beforehand.
- The conveyance of the feedback from the meeting with the head of department to the class.
- The supplying and coordination of study material to students where necessary.
- Maintain a record of important announcements so that students, who cannot attend class on a certain day, can obtain the information from the class representative.
- Support the lecturer in organizing social gatherings between lecturers and students.

**The class representative plays an important role and must be chosen with care.**

### **B.3.2 Role and task of tutors**

The departmental tutors have an office in the IT building, level 5 at the help desk. They are there to help you - make use of them!

- The tutor system serves to advance the academic development of all students and to promote the successful performance and adjustment of students, thereby lessening the drop out rates.
- This tutor system is not an isolated support system, but rather requires input from student, lecturer and tutor.

- This tutor system is not a replacement of the existing academic system. It is a part of the wider structure that is focused on the academic support of the student.
- The tutor system is focused on the student centred learning model, with specific emphasis on problem solving.
- Any student with a need for academic assistance may go and see tutors on own initiative at any time during their consulting hours.
- Numerous criteria are used to identify students needing tutoring, and these will differ from module to module. The following are *some* criteria used:
  - Results of assignments, class tests and module tests;
  - Students with language barriers;
  - Students simultaneously taking two Informatics modules on two different year levels;
  - Students that require more background knowledge of the module and/or subject area;
  - Students repeating the module;
  - Students who will possibly gain a distinction in the subject.

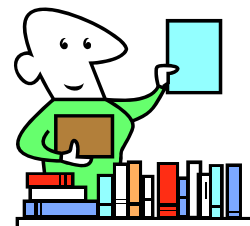
## **B.4 Use of the library**

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The office of the subject librarian for Informatics is on the fifth level of the Library. She/he can help you in your search for sources and references. But, you have to make sure that you have done a thorough search on your own, before consulting her/him.

The books on Informatics are spread over a number of classes or Dewey numbers. The most important being the following:

- 658.4 Management
- 025.X Library and Information Science
- 004.X Computer Science
- 303.X Social aspects of computers



The following journals are important for Informatics:

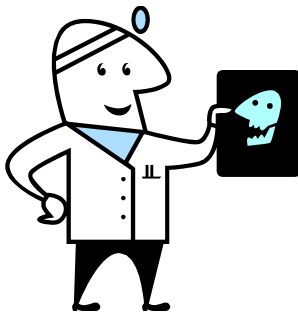
- MIS Quarterly
- ACM Transactions on Information Systems
- ACM Transactions on Database Systems
- Journal of Management Information Systems
- Harvard Business Review
- Communications of the ACM
- Sloan Management Review
- Decision Support Systems
- Long Range Planning
- Accounting, Management and Information Technology
- Byte
- Data Base
- Datamation
- Data Communications
- PC Magazine
- The Information Society
- Information Systems

- Journal of Information Technology
- IEEE Network
- IEEE Transactions on Software Engineering
- IEEE Transactions on Data and Knowledge Engineering
- The South African Computer Journal / SA Rekenaartydskrif
- Computing SA (paper)
- Computer Week (paper)
- Journal of Information Management
- Communicare

The journals can be found on levels 2, 5 and 6.

### ***B.5 Application for exemption from academic commitments***

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If you are absent from any semester test you must apply for exemption within THREE working days after the date of the test. This application should be handed to the secretary *personally*. Apologies that were not handed to the secretary in person will *not be valid*. Apologies are only accepted for semester tests. No apologies will be accepted for class tests or assignments or practicals - you forfeit the marks.

*The application form is available from the help desk or departmental secretary.*

#### **IMPORTANT:**

The following are valid excuses from academic commitments:

- Illness, for which a valid medical certificate is needed as proof. The following must be specified by the doctor on the certificate:
  - The patient has been examined by him/her (not the patient has informed him/her)
  - The nature of the illness
  - Period of absence
  - Signature and date
- Death/funeral of a member of your family, for which a valid funeral letter or death certificate is required.

#### **WARNING:**

If we have any suspicion that a student uses this exemption because he/she has not prepared sufficiently for the specific academic commitment, we will institute disciplinary action against the student.

## **B.6 Mark enquiries**

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Marks of the department are processed centrally. Mark enquiries can be made to Mrs. A Daling, IT Building 5-88. Marks are displayed regularly on ClickUP. It is **your responsibility to check your marks and report any errors to your module coordinator.**



**NB:** These enquiries must not be left until the end of the module. Marks must be corrected within 14 days after the results have been displayed on ClickUP. No alterations will be made to your marks after this date.

## **B.7 Handling of assignments**

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You must keep a hard and electronic copy of all assignments that you submit in case it went missing.

## **B.8 PLAGIARISM**

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The Merriam Webster dictionary defines plagiarism as:

...to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source

...to commit literary theft: present as new and original an idea or product derived from an existing source

<http://www.m-w.com/> [Accessed 03 September 2002]

The Encyclopædia Britannica defines plagiarism as:

...the act of taking the writings of another person and passing them off as one's own.

...the fraudulence is closely related to forgery and piracy—practices generally in violation of copyright laws.

"plagiarism" Encyclopædia Britannica <http://www.britannica.com/eb/article?eu=61807> [Accessed September 3, 2002].

- Plagiarism is illegal and you can be expelled from the university if you plagiarise.
- With all information available on the World Wide Web, it is probably very tempting to cut and paste parts of articles for assignments and so on, but remember that this is illegal and that the lecturers can find the sites very easily themselves.

### **How to avoid plagiarism:**

There are a number of sites on the World Wide Web that deal with issues around plagiarism:

- Plagiarism: What It is and How to Recognize and Avoid it

<http://www.indiana.edu/~wts/wts/plagiarism.html>

- Avoiding Plagiarism <http://sja.ucdavis.edu/avoid.htm#mexamples>

**You may use material written by other people, but then the thing to do is to cite the material:**

Guide to Citation Style Guides

<http://bailiwick.lib.uiowa.edu/journalism/cite.html>

CITATION STYLES, PLAGIARISM & STYLE MANUALS

<http://www.lib.berkeley.edu/TeachingLib/Guides/Citations.html>

**Harvard Style:**

Harvard Referencing

<http://lisweb.curtin.edu.au/guides/handouts/harvard.html>

References/Bibliography HARVARD STYLE

<http://www.library.uq.edu.au/training/citation/harvard.html>

UNIVERSITY OF PRETORIA  
AVOIDING PLAGIARISM: A GUIDE FOR STUDENTS

**What is plagiarism?**

You commit plagiarism when in any written work you use another person's words, ideas or opinions without acknowledging them as being from that other person. You do this when you copy the work word-by-word (verbatim); or submit someone else's work in a slightly altered form (such as changing a word with one meaning to another word with the same meaning); and you do not acknowledge the borrowing in a way that shows from whom or where you took the words, ideas or reasoning.

You must provide references whenever you quote (use the exact words), paraphrase (use the ideas of another person, in your own words) or summarise (use the main points of another's opinions, theories or data).

It does not matter how much of the other person's work you use (whether it is one sentence or a whole paragraph), or whether you do it unintentionally or on purpose. If you present the work as your own without acknowledging that person, you are committing theft. Because of this, plagiarism is regarded as a very serious contravention of the University's rules which can lead to expulsion from the University.

Even if another student gives you permission to use one of his or her past assignments or other research to hand in as your own, you are not allowed to do it. It is another form of plagiarism. You are also not allowed to let anybody copy your work with the intention of passing it off as his/her work.

While academic staff must teach you about systems of referencing, and how to avoid plagiarism, you too need to take responsibility for your own academic career. Speak to your lecturer if you are at any stage uncertain as to what is required.

Information brochures on this topic are also available at the Library and on the UP web site.

## ***B.9 General problems and questions***

### **B.9.1 Homework**

#### **May I hand in my assignments late?**

##### In the case of illness

No late assignments will be accepted.



##### Practical assignments

Depending on your module, practical assignments must be completed in the practical period or in your own time. No late assignments will therefore be accepted except if the lecturer had announced in class that the assignments have to be handed in after the period.

##### Other assignments

Assignments received after the date of submission will not be accepted.

#### **May I work together with other students when it comes to homework and other assignments?**



You may only work together with other students if the assignment specifies that the work must be done in a group. Some assignments must be done in groups and you have to comply with the rules for the particular module.

#### **What type of proof must I keep with regard to assignments submitted?**

A copy of all assignments must be kept. All marked answer sheets and assignments must be kept in a safe place. In the case of practical work, the file on which the work was done must not be deleted and also be stored on diskette/CD/flash disk. No adjustment to marks will be made without the original assignment/test paper or a copy of the assignment.

#### **Where do I search for assignments that were not returned to me?**

Answer sheets and marked assignments may be returned to you in class and the unclaimed ones or those not returned in class are placed in the post boxes at the help desk on level 5 for two weeks.

#### **Where are assignments handed in?**

Details of the date, time and place will be announced when the assignment is due. There are post boxes for assignments on level 5 at the stair hall.

### **B.9.2 Cancellation**

#### **How do I cancel my module?**

A letter is available from administration in which the university is formally informed about the cancellation of your module. See the information under the heading "Termination of registration" in the General Rules and Regulations: 2017.

**Whom must I notify if I cancel a module?**

Administration and your lecturer.

**Can I change my degree module?**

Yes. Contact administration.

**B.9.3 Marks**

**May I enquire about marks?**



Yes. You have two weeks to check your marks from the date that it is made available. See paragraph B.6.

**Where do I enquire about marks?**

If there are any mistakes (incorrect marking, incorrect adding of marks, et cetera) concerning your assignment or other work, you must contact your module coordinator. He / she will make the necessary adjustments. Remember to bring the relevant assignment with you.

If you only want to know what marks are available to you, consult MyGrades or the link Acquired marks in ClickUP. You can also enquire at Mrs. A Daling, IT Building, and room 5-88. She can only make adjustments to your marks if it is authorized by your module coordinator.

**How long is the period of time I have to enquire about marks?**

Two weeks after the marks were published. If you do not have your mark adjusted in this period, the mark will remain unchanged.

**Is there an existing procedure to adjust marks that were added up incorrectly?**

Contact your module coordinator. If there is an error, the module coordinator will make the necessary adjustments. Remember to bring the assignment concerned with you.

**When are marks made available after the marking of tests and assignments?**

Normally within two weeks from the day of assessment.

**Are achievers promoted in the module?**

There are no promotions in Informatics.





### Where are results published?

Marks (module and class tests) are published regularly on ClickUP - please check regularly. **NO EXAMINATION RESULTS MAY BE GIVEN TO STUDENTS BY THE DEPARTMENT.**

## B.9.4 Tests

### Is it worthwhile to write an aegrotat test?

Aegrotat tests (if you have missed writing a test due to illness) normally cover more study material than the normal tests and, therefore, disrupt your study schedule. Avoid writing these tests if possible. These may also be oral tests. **ALSO READ PARAGRAPH B.5.**

### When do I write tests and exams?

In the study guide for the specific module, the dates for tests and exams will be indicated. You can also consult the University Calendar. It is your own responsibility to determine when tests and aegrotat tests are written.

### Is a supplementary exam automatically awarded?

It is a university regulation that supplementary examinations are not granted automatically. Supplementary examinations can be considered when students have a final mark between 40% and 49% and have obtained the required sub minimum for the theory and practical components of the module. No student who has not obtained the sub minimum of 40% in the examination will be granted a supplementary examination.

### Are there any tips for the test?

The contents of test and exam papers are usually discussed in general in class before the test or exam. No tips are given before the test or exam. The previous year's examination papers are available in the library.

### How do I handle clashes on my test timetable?

The Department of Informatics keeps to the official test timetable. If other departments move their tests so that a clash occurs, you have to bring it to their attention. Clashes must be reported at the beginning of the module or at least **seven days before the test or exam.**

## B.9.5 Financing

### Where do I get information concerning bursaries and loans?

At the Student Service Centre.



## B.9.6 Practical

### **Do I need my own computer for Informatics?**

No, you don't. There are sufficient computers available in the Informatorium, especially in the evenings and on weekends.

### **If I want to purchase my own computer, what is the basic configuration that I need?**

The minimum configuration of a computer with a 2 Gb RAM memory and 500 gigabytes hard disk, is currently considered as an entry computer.

### **Where can I enquire about problems with my network password?**

Ask the LAN-administrator in the Informatorium.

### **Where is the Informatorium?**

The Informatorium is on the ground level of the IT building. The entrance is on the Lynnwood Road side of the building.

### **How do I register for practical?**

You register separately for each module. Information will appear in your study guide for the module or on the notice boards or on ClickUP.

### **Where and when will my practical examination marks be displayed?**

Practical examination marks form part of your final examination mark and are released by administration.

## B.9.7 Personal

### **Where can I apply for assistance with personal problems?**

Your lecturer is available to assist you and, if necessary, refer you to the correct specialist service at the university. Call 420-2333 for the Student Counseling Service or contact the SRC, which also has professional help available, at 362-6790.

## B.9.8 Language

### **May I, as an Afrikaans student, attend English lectures or English students attend Afrikaans lectures?**

Only if you do it from the beginning of the semester. If you want to transfer to another class during the year, you have to arrange it with the module coordinator. No transfers are allowed for the practical classes.

### B.9.9 Illness

Is there a fixed format for my aegrotat letters?

See paragraph B.5.



Where do I submit my aegrotat letters?

At the secretary or help desk, except for examinations - submit your medical certificates to the Faculty administration.

### B.9.10 Contact with lecturers and the department

When can I consult with my lecturer?

Consulting hours are available on ClickUP, the help desk and appear at the entrance to the department or you can make an appointment.

What complaint procedure exists in the department?

See paragraph B.2.2.

Where can I apply for assistance with study problems?

See paragraph B.2.2.

Where are information and notices for students published?

All notices are pinned up on the notice board on level 5 and are also announced in class and on ClickUP.

### B.9.11 Study material

Which textbooks do I need?

See the study guide for the module.

May I photocopy my textbook?



Textbooks may under no circumstances be photocopied. It is a criminal offence under the copyright law.

Telematic students?

There is no telematic option for studying Informatics. Only full-time students attending class on campus

are allowed into the degree.

## Section C: Assessment

This section concerns the methods, venues and times of assessment as well as the allocation of marks, problems that arise around assessment and prizes for particular achievements.

### IMPORTANT!!

Informatics 214/261/225 consist of two components, namely theory and practical. You must obtain the sub minimum, as indicated in your course study guide, for both the components in order to pass the course. If you do not obtain the sub minimum for one of these components, you have to redo the entire course. This rule is applicable for both module marks and examination marks.

### C.1 Introduction

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Assessment is an important component of the student-centred model. In this model, regular opportunities should be created for students to assess themselves. This involves more than just passing tests and exams. It involves constant work in order to maintain a sustained level of learning - **with insight**. **Assessment is therefore performed on a regular basis.**

### C.2 Assessment

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#### C.2.1 Methods of assessment

The following methods of assessment are used in the modules:

- \* Theoretical module test(s)
- \* Theoretical class tests
- \* Several theoretical assignments
- \* Practical module test(s)
- \* Practical class tests
- \* Several practical class assignments
- \* Practical assignments
- \* Practical examination
- \* Theory examination
- \* Case studies
- \* Projects
- \* Papers

#### C.2.2 Class Attendance

**Class attendance is compulsory.** Students not attending classes satisfactorily will not under any circumstances receive favourable consideration if their marks do not justify admission to the exam, supplementary examination and so forth. From time to time class tests, group work, case studies, et cetera will be done in class as part of the assessment. This will not always be announced beforehand. No excuses will be accepted if you missed one of these opportunities and you will receive no marks for them.

*Experience shows that the pass rate of students who do not attend classes tends to be very POOR.*

### C.2.3 Guidelines to preparation for assessment

#### C.2.3.1 Preparation for theory

You must prepare by systematically working through and mastering the learning objectives as described in the study guide for your module. If you experience a problem in achieving these objectives, discuss it with your lecturer. To be able to answer insight and application questions, you must also be able to interpret the content as part of a whole. It therefore goes without saying that class attendance is important.

#### C.2.3.2 Preparation for practical

The practical portion of the module is based on ability as well as theory. Proficiency is only learned by **practice**, and therefore you must practice often. In this part of the module, we expect the student to teach himself / herself a large portion of the knowledge that must be mastered. We cannot practice for you; you must do it yourself. The lecturer will only act as facilitator in creating learning opportunities.

#### C.2.4 Feedback on assessment

Feedback regarding written assessments will be given to you within approximately TWO WEEKS. Ensure that you learn from your mistakes.

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## Section D: Study guidelines



### ***D.1 Study material***

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In most modules, there are only ENGLISH textbooks available. The department will make additional study material, where necessary. Notes not provided by your lecturer, are not recommended.

#### **Prescribed books**

See ClickUP pages for your module.

## **D.2 Definition of terms**

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### Terms that test your knowledge

- Describe : To indicate how some process flows or how a topic is portrayed *without own comment or insight*. Also: give an overview.
- Define : To produce a *pointed description* of a *term or concept*.
- Illustrate : To make a diagrammatic representation of a subject. Also: draw and complete, sketch.
- List : To produce from *memory* a brief version of *facts or main ideas*. Also: name.

### Terms that test your insight

- Argue/  
Justify : To show the *essence* of the issue by highlighting the core ideas, and to support this with facts that do not necessarily relate to the given issue.
- Integrate : To clearly show how the different *principal thoughts relate and agree to each other*.
- Interpret : To *comment* on *available facts* with the aid of *examples* which indicate a *personal interpretation*.
- Contrast : To explain the *differences and similarities between different terms and concepts*.
- Paraphrase : To explain a *term or concept* in your *own words*.
- Differentiate : To explain the *differences between subjects*.
- Explain : To present a *subject* with your *own interpretation*.

### Terms that test application

- Apply : To *use key thoughts and facts* in *new situations*.
- Identify : To *recognize* and write down required items or elements from a given problem statement.