BIS Honours Information Brochure

Faculty of Engineering, Built Environment and Information Technology

Fakulteit Ingenieurswese, Bou-omgewing en Inligtingtegnologie / Lefapha la Boetšenere, Tikologo ya Kago le Theknolotši ya Tshedimošo

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Department of Information Science

BIS Hons (Information Science)

Information Brochure
2025

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1 Introduction

1.1 Welcome

A sincere welcome is extended to all students who have registered for the Information Science Honours degree in the Department of Information Science. We trust that you will be successful in your studies this year and look forward to supporting you on this journey.

The Honours modules offered by the department are aimed at stimulating your personal subject interest and speciality. We therefore encourage you to use this opportunity to read both the prescribed literature and to find and read other literature available in your subject interest, firstly, to develop your research capacity and skills and to be able to participate in class discussions that form an integral part of the various courses intended to further your abilities. You will also have the opportunity of individual meetings and discussions with your lecturers. We believe that after this degree, you will be equipped with the competencies that you need to ensure a successful future career in the area of Information Science: in practice, as researcher and as practitioner researcher.

1.2 Educational approach

This programme will be conducted using partial hybrid learning. All weekday lectures (Monday-Friday) and assessments for 2025 will be online. All Saturday workshops will be on campus and offered as a hybrid option to accommodate those working and those living outside Gauteng Province. We have found that specifically the teaching and learning of Research Methodology show greater progression in conceptualisation of concepts and research design when conducted as in-person workshops. It is highly recommended for students to attend in person, however, recordings will be made available for those unable to travel on the scheduled Workshop days and live online and recorded sessions will be moderated by a lecturer assistant.

1.3 Learning in the programme

The Honours modules aim to provide you with the opportunity to develop critical thinking skills, whilst at the same time bridging the gap between undergraduate and postgraduate study. The focus is not only on gaining subject knowledge, but also on research techniques. In this way a sound basis is developed for further studies on Masters and Doctoral levels.

1.4 Restrictions and expectations on the use of generative AI

There are many artificial Intelligence (AI) tools available such as ChatGPT, Co-Pilot etc. that can assist with creative work such as writing. Your lecturer will pertinently inform you when you may use such tools. Unless directly instructed to do so please refrain from using AI to generate text or to paraphrase your academic writing. You are enrolled in a programme where you are still developing the skill to learn how to write critically and academically and can only hone such skills development when you personally write your work.

Therefore consider that all work should be your own and AI use is prohibited altogether in assignments requiring students to rely solely on their knowledge to write and paraphrase cited resources themselves.

AI is prohibited unless your lecturer pertinently instructs you to make use of AI in one of the following ways:

- Limited use: The lecturer may allow limited use of generative AI for specific purposes. For instance, students can use it for clarifying concepts, generating ideas, or seeking initial guidance. However, generative AI might be restricted when solving problems, writing essays, or completing substantial portions of an assignment.

- Citation requirements: If students are permitted to use generative AI, students are

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required to cite the source of information generated by the model. This ensures students provide proper attribution and distinguish their original work from the model-generated content.

- Collaboration guidelines: If collaboration is allowed, the lecturer might specify how students can work together and the limitations of seeking help from external sources, including generative AI.

- Transparency: The lecturer can ask students to use generative AI transparently. For example, students might be required to include a statement in their assignments indicating if and how they used language models while completing their work.

- Procedural instructions: The lecturer may provide specific instructions on how to use generative AI, such as time limits, particular prompts or questions that can be asked, or guidelines on the types of responses that are acceptable.

- Compulsory: Requiring students to submit a generative AI version of the assignment, including the prompts, and their reflection/critique on the generative AI version based on the course material provided and their final assignment in track changes.

1.5   Statement on Plagiarism and Academic Misconduct

(https://www.up.ac.za/students/article/2745913/what-is-plagiarism)

Plagiarism is a serious form of academic misconduct. It involves both appropriating someone else's work and passing it off as one's work afterwards. Thus, you commit plagiarism when you present someone else's written or creative work (words, images, ideas, opinions, discoveries, artwork, music, recordings, computer-generated work, etc.) as your own. Only hand in your original work. Indicate precisely and accurately when you have used information provided by someone else. Referencing must be done following a recognised system. Indicate whether you have downloaded information from the Internet or if and for what purpose you used AI services such as ChatGPT. Familiarise yourself with the UP policy on plagiarism: https://www.up.ac.za/media/shared/1/ZP_Files/s5106-19-plagiarism-prevention-policy.zp181077.pdf

AI-generated or paraphrased work will be deemed as fraudulent when used without specific instruction from the lecturer in cases where it should be used. When instructed to be used generative AI should be acknowledged and cited like any other source. Presenting AI work as one's own is fraudulent since it is not your original work. The University of Pretoria's plagiarism declaration states, "I declare that this essay, report, project, assignment, dissertation, thesis, etc. is my own original work. Where other people's work has been used (either from a printed source, the internet or any other source), this has been properly acknowledged and referenced in accordance with the requirements as stated in the University's plagiarism prevention policy."

Students have to reference or acknowledge the use of generative AI. An example of Acknowledgement is: "The creation, enrichment, and editing of this article for enhanced clarity was facilitated by the use of ChatGPT". For content generated by the AI tool, provide a citation that includes the name of the AI, the version (if applicable), the organisation that created it (OpenAI for ChatGPT), and the date of access. It's also a good practice to mention that the content was AI-generated. For example, ChatGPT-3, OpenAI. (2023). AI-generated content accessed on [date].

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2 Administrative information

Please check our departmental website regularly for information about who we are, what we are doing and new initiatives: www.up.ac.za/information-science*.*

Note: If you require one-on-one contact with any of the following personnel, please consult via email, or make an appointment for a virtual/in-person meeting.

2.1 Contact details

Responsibility	Name	E-mail
Head of Department	Prof Marlene Holmner	marlene.holmner@up.ac.za
Secretary	Nthabiseng Ramosoeu	nthabiseng.ramosoeu@up.ac.za
Programme coordinator	Prof Martie Mearns	martie.mearns@up.ac.za
Responsibility	**Module coordinator**	**E-mail**
INY 711	Prof Martie Mearns	martie.mearns@up.ac.za
INY 713	Dr Paul Laughton (with internal and external lecturers)	paul.laughton@up.ac.za
INY 714	Ms Anika Meyer (with internal and external lecturers)	anika.meyer@up.ac.za
INY 715	Prof Marlene Holmner	marlene.holmner@up.ac.za
INY 716	Ms Anika Meyer (with internal and external lecturers)	anika.meyer@up.ac.za
INY 717	Dr Louise Patterton (external lecturer)	lpatterton@csir.co.za
INY 722	Ms Retha Prinsloo (external lecturer)	retha.prinsloo@gmail.com
INY 734	Prof Martie Mearns Ms Anika Meyer (from May onwards)	martie.mearns@up.ac.za anika.meyer@up.ac.za
INY 726	Mr Tumelo Maungwa	tumelo.sebata@up.ac.za
INY 727	Prof Martie Mearns	martie.mearns@up.ac.za
INY 730	Dr Brenda Van Wyk	brenda.vanwyk@up.ac.za

UP library contact person for Department of Information Science
Please get in touch with **Ms Bulelwa Mandubu** if you have any problems with using the UP library or the products to which the library subscribes such as databases. It is not her duty to do the searches for you, but she can advise you on how to go about searching and assist you with issues you may experience. Her contact details:

Ms Bulelwa Mandubu
Merensky Library, Level 5, Room 5-35
Tel: +27 (0)12 420 4922/2266
Email: bulelwa.mandubu@up.ac.za

2.2 Study material and purchases

Each study guide will stipulate the compulsory prescribed material/reading to be purchased, and supplementary material/reading available through ClickUP.

3 Details on the course

3.1 Departmental Policies

All departments are bound by general regulations concerning matters such as lecture timetables, examinations and so forth. It is important to emphasise that the aspects highlighted below in no way replace, amend or invalidate other applicable regulations of the University of Pretoria.

3.2 Class attendance and participation in discussions

All weekday lectures are online only. Research Methodology [INY 711] provides hybrid learning opportunities through in-person workshops on campus on specific Saturdays with online support for students who are based out of town and cannot attend in-person. Students are **expected to attend all scheduled meetings** for the Honours modules. There is usually a direct correlation between regular attendance and student performance. Students who do not attend lectures penalise themselves. To prevent this, attendance is monitored regularly and students who are absent from meetings without making prior arrangements with the lecturer may be penalised especially if there are virtual-in-class assessments. We will also adhere to general University guidelines that may be set in this regard.

3.3 Internet and ClickUP

Students must have access to the Internet and e-mail facilities, as correspondence and notices, as well as assignments, etc. will take place via e-mail, ClickUP or other web-based tools/resources. To access module content via ClickUP you need to be registered for the module. If you are not familiar with the use of ClickUP please contact the course coordinator so that we can provide you with explanatory notes.

3.4 Consulting hours

The importance of students making use of the opportunity to discuss study problems with lecturers cannot be over-emphasised. Please consult via email, or make an appointment for a virtual /in-person meeting.

3.5 Lectures and discussions

Eight meetings of two and a half hours each per module have been scheduled for every semester. The module coordinators will provide you with the subjects and topics for discussion at the beginning of each individual module. Research Methodology [INY 711] as mentioned will be conducted as a hybrid module as follows; The first lecture will be an introduction class which will take place on Monday the 3rd of February in the evening at 17:30 - 20:00. From then onwards, a total of 4 workshops will take place on Hatfield campus, in-person at 8:30 - 14:00 in **IT2-27.** Please see the timetable for these workshop dates.

3.6 Assignments

Assignments are regarded as a very important part of the teaching programme, because this affords students the opportunity to do research independently. Students may be expected to complete short assignments covering relevant topics during the course of the semester in the various modules. **All assignments must be submitted on the date specified.** Marks can be deducted for late submissions and **it may happen that assignments that are more than two weeks late are not marked**. Although not applying to all assignment types, it is a requirement that you submit all essay type assignments electronically so that it can be run against plagiarism and AI detection software, Turnitin. (The module coordinator/lecturer will inform you about the requirements to submit against Turnitin.) **All research reports for Module INY 734 must also be submitted to Turnitin**.

3.7   Research Report

A research report on an approved topic chosen from one of the modules you are taking must be completed by the end of this year (full-time students), or the end of your second study year (part-time students), whichever is applicable. An electronic copy of the report must be submitted. More detail is provided in the guide for module INY 734. The research report is a very important component of your honours studies; it counts twice the credits of other modules and requires your full attention.

Plagiarism and AI usage when doing assignments or writing the research report has been discussed in Section 1.4 and 1.5 of this Information Brochure. Familiarise yourself with these sections and take note:
Quoting or using sources without giving credit to the original authors constitute an act of PLAGIARISM. Steps will be taken against students found guilty of such misconduct; they could be suspended from the module / honours programme, and there might even be further disciplinary action. For every assignment that is handed in and for the research report, students will be expected to sign a declaration stating that the contents of the assignment/report are his/her own work and that recognition has been given to all sources consulted which includes the use of AI as well. This form is available on ClickUP.

3.8   Assessment

Students have to obtain a **semester mark** of at least **40%** in each individual module to be admitted to the examination. Students have to obtain a **final mark** of at least **50%** in each individual module to pass the examination in that module.

Students could be refused admission to examinations on the grounds of poor **virtual class attendance** and/or failure to obtain the minimum semester mark of **40%** as set by the Department. **Please take note**; **We do not have supplementary examinations in Honours.** In exceptional cases it might be allowed with special permission. Students who are, for some reason or another, not able to write the examination in a specific module on the appointed day, must therefore immediately contact the module coordinator <u>and </u>the Head of the Department, to check if other arrangements might be made for a special examination. Proof of reason for absence such as a valid medical certificate has to be handed to the module coordinator.

Examinations for **first semester** modules are in **July**, and for the **second semester** in **November/December**.
If you wish to continue with Masters' study please check the minimum required average mark for your honours modules. You can find detail at: <u>http://www.up.ac.za/information-science/article/1913990/mis-research</u>**.** For **each individual** module: Semester mark 50% + Examination mark 50% = Final mark 100%**.** For the **final mark** for the honours degree: The six semester modules carry equal weights (6 x 1/8) in the calculation of the final mark. **The research report which is a year course carries a weight of 2/8**.

The BIS Hons Information Science degree is awarded with distinction to a candidate who obtains a weighted average of at least 75% in all the prescribed modules and did not fail any module.

3.9   Duration of the course

Students can either complete their studies within one or two years. We strongly advise against full-time study and full-time work.

One year full-time study
All modules have to be completed within one academic year. Your Research Report, INY 734, also has to be completed by the end of that year of your registration.

Two years part-time study

The modules can be taken over two years. The Research Methodology, INY 711, has to be completed in the first year of study and the Research Report [INY 734] only in the second year. You can, however, also complete the report in your first year of study. For two years part-time studies we suggest the following:

Year	Semester 1	Semester 2
First year of study	INY 711 INY 713	INY 714 Elective
Second year of study	INY 734 Elective	INY 734 Elective

DETAIL ON THE MODULES, COORDINATORS, CREDITS AND SEMESTER IN WHICH THEY ARE PRESENTED BIS(HONS) with specialisation in INFORMATION SCIENCE (Code 12240003)

Package organiser:

Prof Martie Mearns, IT 6-54 , Tel: +27 12 420 2833, email: martie.mearns@up.ac.za

Admission requirements:

- BIS specialising in Information Science, Information and Knowledge Management, Library Science or an equivalent degree.
- A minimum average of 60% in the undergraduate studies.

Fundamental modules (45 credits)
These are the modules you have to take

Code		Description	Credits	Semester
INY 711	Research methodology	Research methodology and the application thereof to resolve research problems and to create new knowledge, is a valued advantage to any student. The module is compiled with the following objectives in mind: to instruct students in the basic principles of research and to avail them the opportunity to execute research projects in a professional manner. Students are guided from the selection of a problem to the presentation of a complete research report with practical suggestions based on a solid theoretical framework.	15	1
INY 734	Research report	*Closed module (can only be taken by students registered for the degree, i.e. Hons degree in Information Science*)	30	Year

Core modules (30 credits)

Code		Description	Credits	Semester
INY 713	Information and knowledge management (I)	This module consists of two main sections. A theoretical framework of information and knowledge management will be addressed in section one. Section two covers the enablers of information and knowledge management. These include: leadership, corporate culture, organisational learning, strategy, laws and policies, measurement and information technology.	15	1
INY 714	Information behaviour, retrieval and organisation	In any context, understanding of information behaviour (i.e. information activities such as information seeking, retrieval, sharing and avoidance) is essential in the design and evaluation of information retrieval and organisation systems. This includes individual and collaborative information behaviour. Traditional and contemporary theories, models and practices of information behaviour, information retrieval and information organisation are considered in a variety of contexts reflecting contemporary interest.	15	2

Elective modules (45 credits)

Select **any three modules** of the following in collaboration with the package organiser. (A maximum of two modules may also be selected from the other departments in the School of IT.)

Semester 1

Code		Description	Credits	Semester
INY 717	Data management	The prevalence of data in almost all aspects of today's knowledge economy requires that graduates develop specific advanced competencies and skills related to the management of data and research data. The Fourth Industrial Revolution requires well managed data of reliable quality. This module addresses topics such as big data and long tail data, data life cycles, FAIR data, data curation, data quality, data visualisation, international data management standards, legal implications, citizen science, and other related issues. The re-use of data for knowledge creation, data citation as well as the storage and long-term preservation of data and research content in repositories, will also be addressed.	15	1
INY 722	Fourth industrial revolution	This module evaluates the evolution of previous industrial revolutions to the fourth industrial revolution. It compares and critiques the fourth industrial revolution in the light of concepts of the information and knowledge societies, and examines relevant themes in the literature. It also discusses the implications for knowledge workers.	15	1
INY 726	Competitive intelligence (I)	This module focuses on the theory and practice of Competitive Intelligence (CI) as a strategic tool in the workplace by examining competitive intelligence as a product, process and organisation.	15	1
INY 730	Information Communication	Informed by the participatory approach to communication this module reflects in depth on methods for the effective communication of	15	1

| | | information. In order to achieve this, the nature of information within the context of Information Science will be investigated. Thereafter, communication media will be identified and discussed and students will learn how to create a target audience profile to determine the appropriate media and content for the dissemination of information. Information and communication technologies (ICTs) and the communication of information will be investigated along with multiliteracy and media literacy. The communication of information will form a central focus of this module. Therefore, the role of traditional, interpersonal, as well as modern media will be addressed. The processes of creating meaningful and effective messages for the communication of information as well as intercultural communication will also be undertaken. | | |

Semester 2

Code		Description	Credits	Semester
INY 715	Information ethics	This module focuses on the main moral ethical issues pertaining to information and ICT, globalisation, privacy and knowledge flow. It covers amongst others the following fields: information and computer ethics; cyber warfare and terrorism; information philosophy; information security; privacy and the right to information; digital identity management; cyber law; e-waste; globalisation and the impact on society.	15	2
INY 716	Information and knowledge management (II) **(Prerequisite: INY 713)**	This module offers students the opportunity to become conversant with various knowledge management programmes as well as the development, implementation and evaluation of knowledge management strategies. It introduces students to traditional and advanced knowledge management models and frameworks, a selection of knowledge management theories, knowledge management's resiliency management role, and trending issues in the field of knowledge management.	15	2
INY 727	Competitive intelligence (II) **(Prerequisite: INY 726)**	The module focuses specifically on the theory and practice of (competitive) Intelligence Analysis and a variety of aspects and techniques from related disciplines which apply to intelligence analysis. The module exposes students to new (intellectually challenging) and useful methods for conducting intelligence analysis as embedded in relevant theory and practices.	15	2

4 Timetable 2025

Virtual lectures are scheduled from 17:30 to 20:00 on weekday evenings.
Workshops are scheduled from 8:30 to 14:00 on specified Saturdays in **IT2-27.**

<u>**Honours orientation meeting:**</u>
Information Science – 3 February 2024, 17:30-20:00 (ClickUp):
https://eu.bbcollab.com/guest/04fc970b668f43ae903480fc9cc4449e

This orientation meeting is for all new Hons students whether you are registered for INY711 or not. Please use the guest link to access the course if you are not registered for INY711. All INY711 students need to remain in the lecture for the duration of the time.

We recommend you print this Honours Calendar and place it in your work space to serve as a reminder of the important dates for the year.

FEBRUARY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 INY 711 (1) INTRODUCTION LECTURE: ONLINE	4	5	6 INY 717 (1)	7	8
9	10 INY 713 (1)	11 INY 730 (1)	12 INY 722 (1)	13 INY 726 (1)	14	15
16	17	18	19	20 INY 717 (2)	21	22 INY 711 (2) RESEARCH METHOLODOGY WORKSHOP: ON CAMPUS [HYBRID]
23	24 INY 713 (2)	25 INY 730 (2)	26 INY 722 (2)	27 INY 726 (2)	28	

MARCH 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6 INY 717 (3)	7 INY 734 Deliverable 1 due	8
9	10 INY 713 (3)	11 INY 730 (3)	12 INY 722 (3)	13 INY 726 (3)	14	15 INY 711 (3) RESEARCH METHOLODOGY WORKSHOP: ON CAMPUS [HYBRID]
16	17	18	19 INY 726 (4)	20 INY 717 (4)	21 PUBLIC HOLIDAY	22
23	24 INY 713 (4)	25 INY 730 (4)	26 INY 722 (4)	27 INY 726 (5)	28	29
30	31					

APRIL 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3 INY 717 (5)	4	5 INY 711 (4) RESEARCH METHOLODOGY WORKSHOP: ON CAMPUS [HYBRID]
6	7 INY 713 (5)	8 INY 730 (5)	9 INY 722 (5)	10 INY 717 (6)	11	12 RECESS ✗
13 ✗	14 ✗	15 ✗	16 ✗	17 ✗	18 PUBLIC HOLIDAY	19 ✗
20 ✗	21 PUBLIC HOLIDAY	22 INY 713 (6)	23 INY 722 (6)	24 INY 726 (6)	25 INY 734 Deliverable 2 due	26
27 PUBLIC HOLIDAY	28 PUBLIC HOLIDAY	29 INL 730 (6)	30			

MAY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 PUBLIC HOLIDAY	2	3
4	5 INY 713 (7)	6 INL 730 (7)	7 INY 722 (7)	8 INY 717 (7)	9	10 INY 711 (5) RESEARCH METHOLODOGY WORKSHOP: ON CAMPUS [HYBRID]
11	12	13	14	15 INY 726 (7)	16	17
18	19 INY 713 (8)	20 INL 730 (8)	21 INY 722 (8)	22 INY 717 (8)	23 INY 734 Deliverable 3 due	24
25	26	27	28	29 INY 726 (8)	30 EXAM PREP DAY	31

JUNE 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 EXAM INY 711	3	4 EXAM INY 717	5	6 EXAM INY 713	7
8	9 EXAM INY 730	10	11 EXAM INY 726	12	13 EXAM INY 722	14
15	16 PUBLIC HOLIDAY	17	18	19	20 RECESS ✗	21 ✗
22 ✗	23 ✗	24 ✗	25 ✗	26 ✗	27 ✗	28 ✗
29 ✗	30 ✗					

JULY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 RECESS ✗	2 ✗	3 ✗	4 ✗	5 ✗
6 ✗	7 ✗	8 ✗	9 ✗	10 ✗	11 ✗	12 ✗
13 ✗	14 ✗	15 ✗	16 ✗	17 ✗	18 ✗	19 ✗
20 ✗	21 INY 727 (1)	22 INY 715 (1)	23	24	25	26
27	28	29	30 INY 714 (1)	31 INY 716 (1)		

AUGUST 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 INY 727 (2)	5 INY 715 (2)	6	7	8	9 PUBLIC HOLIDAY
10	11	12	13 INY 714 (2)	14 INY 716 (2)	15	16
17	18 INY 727 (3)	19 INY 715 (3)	20	21	22	23
24	25	26	27 INY 714 (3)	28 INY 716 (3)	29 INY 734 Deliverable 4 due	30
31						

SEPTEMBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 INY 727 (4)	2 INY 715 (4)	3	4 INY 716 (4)	5	6
7	8	9	10 INY 714 (4)	11 RECESS ✗	12 ✗	13 ✗
14 ✗	15 ✗	16 ✗	17 ✗	18 ✗	19 ✗	20 ✗
21 ✗	22 INY 727 (5)	23 INY 715 (5)	24 PUBLIC HOLIDAY	25 INY 714 (5)	26 INY 734 Deliverable 5 due	27
28	29	30				

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OCTOBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 INY 714 (6)	2 INY 716 (5)	3	4
5	6 INY 727 (6)	7 INY 715 (6)	8	9	10	11
12	13	14	15 INY 714 (7)	16 INY 716 (6)	17	18
19	20 INY 727 (7)	21 INY 715 (7)	22	23	24 INY 734 Final report due	25
26	27	28	29 INY 714 (8)	30 INY 716 (7)	31	

NOVEMBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 NY 727 (8)	4 INY 715 (8)	5	6 INY 716 (8)	7 EXAM PREP DAY	8
9	10 INY 714 EXAM	11	12 INY 727 EXAM	13	14	15
16	17 INY 715 EXAM	18	19 INY 716 EXAM	20	21	22
23	24	25	26	27 RECESS ✗	28 ✗	29 ✗
30 ✗						