



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Faculty of
Health Sciences

Fakulteit Gesondheidswetenskappe
Lefapha la Disaense tša Maphelo

School of Healthcare Sciences
Skool vir
Gesondheidsorgwetenskappe

**INFODOC
2020**

BCUR IETA

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1. Introduction

Welcome to all 2020 students with an interest in specialisation in nursing science!

This information document has been compiled to make it easier to understand when you have class and when you have to write tests. It also contains the contact information of your lecturers, as well as other valuable information.

2. Contact information of staff involved in the BCur letA Programme

The Head of the Department still needs to be announced but the contact information will be as follows:

E-mail	Phone
nursing@medic.up.ac.za	Department of Nursing Science: 012 356 3178

Contact information administration staff

Personnel	Responsibilities	E-mail	Phone & Fax
Mrs M Venter	Departmental Secretary	nursing@medic.up.ac.za	Phone: 012 356 3178 Fax: 012 356 3166
To be confirmed	BCur letA: Departmental Administrator		Phone: 012 356 3168 Fax: 012 356 3166

Contact information academic staff

Personnel	Responsibilities	E-mail	Phone & Fax
Prof Ramadimetja Mogale	Programme Manager: B Cur letA (Non – Clinical); Community Nursing 1st year (GVP110, GVP120) Community Nursing 2nd year (GVP250, GVP260)	shirley.mogale@up.ac.za	Phone: 012 356 3156 Fax: 012 356 3166
Prof Carin Maree	Programme Manager BCur letA (Clinical); Clinical 3rd Year (KVG300, VPT360)	carin.maree@up.ac.za	Phone: 012 356 3164 Fax: 012 356 3166
Prof Tanya Heyns	Programme Manager: Postgraduate Programme; Emergency Nursing 2nd year (KVG250, KVG260, VPT260, VGK201)	tanya.heyns@up.ac.za	Phone: 012 356 3169 Fax: 012 356 3166
Prof Doriccah Peu	Community Nursing 3rd year (GVP300); Community Nursing 1st year Practica (GVP160) Applied Nursing Research - Clinical & Non-clinical 1st Semester (VNM100)	doriccah.peu@up.ac.za	Phone: 012 356 3159 Fax: 012 356 3166
Ms Oumiki Khumisi	Nursing Management 2nd year (VPB250, VPB260)	oumiki.khumisi@up.ac.za	Phone: 012 356 3176 Fax: 012 356 3166
Dr Celia Filmalter	BCur letA Clinical 1st Year (KVG110, KVG120, VPT160)	celia.filmalter@up.ac.za	Phone: 012 356 3170 Fax: 012 356 3166
Mrs Seugnette Rossouw	Nursing Dynamics (VDN110, VDN120)	seugnette.rossouw@up.ac.za	Phone: 012 356 3154 Fax: 012 356 3166

	Child Nursing 2nd Year (KVG250, KVG260, VPT260, VGK201)		
Prof Isabel Coetzee	Critical Care Nursing 2nd year (KVG250, KVG260, VPT260, VGK201)	isabel.coetzee@up.c.za	Phone: 012 356 3173 Fax: 012 356 3166
Dr Richard Rikhotso	Operating Theatre Nursing 2nd year (KVG250, KVG260, VPT260, VGK201)	richard.rikhotso@up.ac.za	Phone: 012 356 3155 Fax: 012 356 3166
Prof NC van Wyk	Applied Nursing Research - Clinical & Non-clinical 2nd Semester (VNM100)	neltjie.vanwyk@up.ac.za	Phone: 012 356 3165 Fax: 012 356 3166
Dr Ronell Leech	Nursing Management 1st year (VPB110, VPB120, VPB 160)	ronell.leech@up.ac.za	Phone: 012 356 3161 Fax: 012 356 3166
Dr Priscilla Jiyane	Nursing Management 3rd year (VPB300)	priscilla.jiyane@up.ac.za	Phone: 012 356 3175 Fax: 012 356 3166
Mr Mabitja Moeta	Nursing Education Theory 1st year (VOW110, VOW120)	mabitja.moeta@up.ac.za	Phone: 012 356 3150 Fax: 012 356 3166
Dr Miriam Moagi	Didactics of Nursing Education 1st year (DNE110, DNE120, DNE160)	Miriam.moagi@up.ac.za	Phone: 012 356 3151 Fax: 012 356 3166

Industrial and Organisational Psychology (BDO) is taught by lecturers from the Department of Human Resources Management, situated at the Hatfield campus. Their contact details are as follows:

Personnel	Responsibilities	E-mail	Phone & Fax
Ms Carol-Ann van den Berg	Administrator: Human Resources Management (Enquiries BDO110, 120, 219, 229, 319, 329)	Carol-ann.vanderBerg@up.ac.za	Phone: 012 420 4103 (Mornings only)

3. Contact information for Student Administration

Personnel	Responsibilities	E-mail	Phone
Mr Miya Thula	Student administration – BCur letA	miya.thula@up.ac.za	Phone: 012 356 3038

4. Contact information of Academic Information Services (Library) personnel

Personnel	Responsibilities	E-mail	Phone
Mr Sagren Naidoo	Academic Information Specialist responsible for Nursing Science	sagren.naidoo@up.ac.za	Phone: 012 356 3184

5. Contact information for student support

Personnel	Responsibilities	E-mail	Phone
Ms Lolo Mosia	Student support	lolo.mosia@up.ac.za (Preferred method of communication)	Phone: 012 356 3351

6. Contact information to obtain final marks

Entity	Responsibility	E-mail	Phone
MTN-support	Provide final marks (if all fees are paid)	-	083 123 1111

7. Organisational aspects

The BCur letA programme is a residential programme that requires class attendance throughout the academic year at the Prinshof Campus in Pretoria. The details of the contact classes are attached in the timetables in this document.

The courses are divided into two semesters (February to June and July to November). Most of the subjects are presented as semester subjects with examination in June and November. The year subjects' examination takes place in November.

The dates of attendance are provided in this document. Please ensure that you are not registered for subjects of which class attendance clashes, as failure to attend the required contact classes can result in being refused admission to examinations.

8. Subject choices

You are not allowed to register for the same subject on different year levels: the first year subjects should be passed to enrol for the second year, and the second year should be passed to continue with the third year. In the case of the clinical courses, ALL the clinical subjects of a particular should be passed before continuing to the next year (e.g. KVG110, KVG120 and VPT160 should be passed to continue to any of the second year modules).

Should it happen that you are registered for similar subjects of consecutive years simultaneously, the subject(s) that you are not allowed to be registered for, will be cancelled, irrespective of classes attended, test/assignments written, or fees paid for the subject(s).

Practica books of the first year (GVP160, VPB160 and DNE160) should be submitted prior to registration for second year subjects, unless there is a formal arrangement made with the respective lecturers.

You should consider the following when choosing subjects for a particular year:

- The required combination of subjects to comply with the South African Nursing Council (SANC) prerequisites for registration of a post basic diploma;
- Your ability to attend the required classes, while complying with your employer's requirements;
- Your ability and sufficient time available for mastering the content of each subject registered for (including considering personal responsibilities); and
- Having sufficient funds for each subject registered for.

PLEASE REFER TO ANNEXURE C FOR THE SUBJECT COMBINATIONS.

The class attendance dates provided in this document should be used as a guide in decision making. The registration of subjects is the responsibility of each individual student.

Please take note that **you are not allowed** to register for undergraduate (BCur letA) and postgraduate (MNur or Med.Spec. Postgraduate) subjects or modules **during the same academic year**. It is also **not allowed** to be registered at **two different tertiary institutions at the same time** and might lead to exclusion from both institutions.

9. Tuition fees

Tuition fees are calculated per subject / module (fee structure is attached as Annexure G).

Payment of all tuition fees should be done on time:

- The application cannot be processed if the **application fee** has not been paid.

- Without the **registration fees** paid in full, proof of registration will not be made available which is required to obtain a student card.
- The rest of the tuition fees should be paid to get access to results obtained after each exam (especially examination results), and to enable the Department of Nursing Science to process declarations for submission to SANC for additional qualifications to be registered when applicable).
- Access to Click-Up and marks will only be made available if tuition fees are up to date.

10. Assessment

Assessment of each subject is done by means of tests or assignments or a combination thereof. At least two assessments, which are compulsory, will be done per semester per subject. Optional assessment opportunities might be available at the discretion of the lecturer/s involved, which might form part of the calculation of the semester or year mark.

10.1 Assignments

You will be provided with the submission dates for the assignments in the studyguides / workbooks of the respective subject/s you are registered for. The writing of an assignment should be considered as an exercise in academic writing and is regarded as a scientific document. Therefore, the document must comply with specified standards, such as that it should be typed and that the Harvard referencing style should be used.

Details of the format of the assignments, as well as where or how it should be submitted will be communicated by the respective lecturers, e.g. if it should be submitted electronically, as paper copies, or in alternative formats. Hard copy assignments will only be kept for a period of three months, whereafter the unclaimed assignments will be destroyed. It is advisable to make and keep a copy of all assignments for yourself.

PLEASE REFER TO ANNEXURE A FOR DETAILS REGARDING WRITING OF ASSIGNMENTS, AND FOLLOW THE INSTRUCTIONS IN THE STUDYGUIDES FOR THE RESPECTIVE ASSIGNMENTS.

10.2 Tests

The test dates for the respective subjects are specified in the timetables in this document. If you cannot write the test due to illness or circumstances beyond your control, you have to **apply to write the special test** within 24 hours at Student Administration. The application for the special test needs to be accompanied by a letter from the doctor or an affidavit to explain the reason for missing the test. If you then cannot write the special test on the date of the special test, there will not be another opportunity.

10.3 Compilation of the semester mark / year mark

A semester or year mark is usually calculated as the average of the marks obtained from the tests and the assignments during the semester / year, unless indicated differently in a specific subject's studyguide. Lecturers will explain the process of calculating semester / year marks during a contact session.

10.4 Examinations and calculation of final mark

One three-hour paper (unless informed otherwise in the studyguide) will be written in every subject at the end of the semester for semester subjects and at the end of the year for the year subjects. An official letter containing the examination dates will be provided to you by the Student Administration Department, which can be used to arrange for leave at your workplace. The preliminary examination timetable is attached as Annexure D. Please keep in mind that there might be changes. If there is a

clash where your subjects are scheduled on the same date, you are requested to communicate it as soon as possible to Prof Carin Maree (carin.maree@up.ac.za).

Final marks obtained after examination will only be available if your tuition fees are settled in full as required at the particular time. Examination results will then be available on your UP Profile or Click-Up, or the following MTN number can be phoned: **083 123 1111**. Academic and administrative personnel of the Department of Nursing Science are not able to make the results available to students.

The contact number at Student Administration regarding administrative, financial or examination matters is **012 356 3038**.

10.5 Admission to examinations

There are two main examination opportunities per annum. In respect of first-semester modules, the first examination opportunity is in June and the second follows shortly thereafter in June/July. In respect of second-semester as well as year modules, the first examination opportunity is in October/November and the second examination opportunity in November/December.

In accordance with the amended stipulations of General Regulation G.10 (2) there is not a sub-minimum required for admission for examination, but you should have obtained marks for at least half of the assessment opportunities. In some of the subjects there might be additional requirements, such as an attendance requirement. The additional requirements will be specified in the respective studyguides.

Only two examination opportunities per module are allowed. If you fail a module at the second examination opportunity, the module must be repeated. A second examination opportunity in a module is granted in the following cases:

- If a student obtains a **final mark of less than 50%** in the relevant module at the first examination opportunity and thus fails.
- If a student **does not obtain 40% (sub-minimum) or more in the examination**, for the specific module, even if the final mark is more than 50%.
- If a student does not write the examination in a module at the first examination opportunity due to **illness or extraordinary circumstances**, in which case a student can apply for a special exam.

The final mark for a specific module is calculated as the average of the examination mark and the semester mark. An examination mark of at least 40% and a final mark of at least 50% are required to pass a module.

If a student fails a module at the first examination opportunity, the examination mark obtained in the relevant module at the second examination opportunity will be calculated as the final mark. The marks obtained with continuous evaluation during the course of the semester/year will then not be taken into calculation. If the student passes the module at the second examination opportunity, a maximum of 50% is awarded as a pass mark to the module in question. If a final mark is more than 50%, but the examination mark is less than 40% (sub-minimum), it will be considered as a failure mark.

If a student could not sit for the examination in a module at the first examination opportunity due to illness or extraordinary circumstances, the student can apply for a "special exam". In this case the continuous evaluation mark, together with the examination mark obtained in the module in question at the second examination opportunity, will be calculated in the final mark obtained in the module.

Finalists, who need **only one module to comply with degree requirements**, may apply for a special examination (chancellor's examination) in the relevant module.

G10 REQUIREMENTS FOR ADMISSION TO EXAMINATIONS, PROMOTIONS TO A SUBSEQUENT YEAR OF STUDY, PROMOTION IN A MODULE AS WELL AS ATTENDANCE MODULES

1. Satisfactory attendance, preparation and payment of tuition fees

- (a) A student is permitted to enter an examination or to be promoted in a module only if the lecturer of that module, in consultation with the head of department, certifies that the student has prepared himself or herself satisfactorily by due performance in his or her work and has fulfilled the attendance requirements.
- (b) A student may be refused admission to the examination, or promotion to a subsequent year of study, or promotion in a module if the prescribed tuition fees are not paid.
- (c) A student may be refused admission to the examination, or promotion to a subsequent year of study, or promotion in a module if he or she fails to fulfil the attendance requirements.
- (d) In exceptional circumstances where it is deemed appropriate, the Dean of a faculty may excuse a student from attending all or part of a module.

11. Remedial classes

Remedial classes will be conducted as communicated in this document or by the respective lecturers.

12. Practica modules

The practica modules Didactics of Nursing Education (DNE160), Community Nursing (GVP160), Nursing Management (VPB160) and Clinical Nursing Practica (VGK 201) must be completed and the practica books submitted by no later than the 30th November of the particular year. If you are unable to complete the practica during that year, you will be required to re-register for the practica in the following year with the associated financial implications, and will not be allowed to continue to the consecutive year of study.

Keep in mind that if you in any way falsify any information in the practica book/file, you make yourself and your accomplices guilty of fraud, which is a crime. This may lead to suspension from studying at the University of Pretoria.

13. Registration of an additional qualification with SANC

At **completion** of the course that leads to registration of an additional qualification at SANC you need to do the following:

- Complete the SANC form for application of registration of an additional qualification
- Pay the required fee at SANC (currently R350,00)
- Submit the following to the Department of Nursing Science's administrative officer or your lecturer:
 - Completed SANC application form
 - Copy of ID document
 - Proof of payment

A declaration signed by the necessary authoritative persons will then be prepared and submitted with the abovementioned documents to SANC for registration of the additional qualification. **If any fees are outstanding that you owe the university, the system will be blocked to retrieve an academic record, which implies that your documents cannot be submitted to SANC.**

14. Timetables

Abbreviations used for venues:

HWS N: HW Snyman North Building

HWS S: HW Snyman South Building

BMS: Basic Medical Sciences Building

1 Time tables

First year Nursing Dynamics – first semester (VDN 110)

DATE	TIME	VENUE
30 January	08:30-15:30	3-6 BMS
6 February	08:30-10:30	3-58 HWS N
20 February	08:30-10:30	3-58 HWS N
5 March	08:30-10:30	3-58 HWS N
Test: 9 March	09:00-11:00	2-2 Health Sciences/HWS
19 March	08:30-10:30	3-58 HWS N
2 April	08:30-10:30	3-58 HWS N
16 April	08:30-10:30	3-58 HWS N
Assignment: 20 April	Submission only - no class	
7 May	08:30-10:30	3-58 HWS N
Special test: 22 May (only if criteria are met)	09:00-11:00	4-27 Health Sciences/HWS
26 May – Remedial	08:00-10:00	3-65 HWS N
17 June – Remedial for re-examination	08:00-10:00	3-29 HWS N

First year Nursing Dynamics – second semester (VDN 120)

DATE	TIME	VENUE
9 July	08:30-15:30	3-6 BMS
16 July	08:30-10:30	3-58 HWS N
30 July	08:30-10:30	3-58 HWS N
13 August	08:30-10:30	3-58 HWS N
Test: 17 August	09:00-11:00	3-21 HWS N
27 August	08:30-10:30	3-58 HWS N
17 September	08:30-10:30	3-58 HWS N
Assignment: 21 September	Submission only - no class	
1 October	08:30-10:30	3-58 HWS N
15 October	08:30-10:30	3-58 HWS N
Special test: 23 October (only if criteria are met)	09:00-11:00	4-27 Health Sciences/HWS
27 October – Remedial	08:00-10:00	3-29 HWS N
16 November – Remedial for re-examination	08:00-10:00	3-29 HWS N

First year Nursing Education Theory – first semester (VOW 110)

DATE	TIME	VENUE
11 February	08:30-10:30	3-21 HWS N
25 February	08:30-10:30	3-21 HWS N
10 March	08:30-10:30	3-21 HWS N
Test: 9 March	09:00-11:00	3-60 HWS N
7 April	08:30-10:30	3-21 HWS N
21 April	08:30-10:30	3-21 HWS N
28 April	08:30-10:30	3-21 HWS N
Assignment: 4 May	Submission only - no class	
12 May	08:30-10:30	2-2 Health Sciences/HWS
Special test: 22 May (only if criteria are met)	09:00-11:00	2-2 Health Sciences/HWS
19 May – Remedial	13:00-15:00	3-21 HWS N
17 June – Remedial for re-examination	13:00-15:00	3-29 HWS N

First year Nursing Education Theory – second semester (VOW 120)

DATE	TIME	VENUE
21 July	08:30-10:30	3-21 HWS N
4 August	08:30-10:30	3-21 HWS N
18 August	08:30-10:30	3-21 HWS N
Test: 24 August	09:00-11:00	3-60 HWS N
8 September	08:30-10:30	3-21 HWS N
22 September	08:30-10:30	3-21 HWS N
Assignment: 28 September	Submission only - no class	
6 October	08:30-10:30	3-21 HWS N
20 October	08:30-10:30	3-21 HWS N
Special test: 22 October (only if criteria are met)	09:00-11:00	4-27 Health Sciences/HWS
27 October Remedial	13:00-15:00	3-21 HWS N
18 November – Remedial for re-examination	13:00-15:00	3-21 HWS N

First year Didactics of Nursing Education-first semester (DNE110)

DATE	TIME	VENUE
11 February	11:00-13:00	3-21 HWS N
25 February	11:00-13:00	3-21 HWS N
10 March	11:00-13:00	3-21 HWS N
Test: 6 April	09:00-11:00	3-60 HWS N
7 April	11:00-13:00	3-21 HWS N
21 April	11:00-13:00	3-21 HWS N
28 April	11:00-13:00	3-21 HWS N
Assignment: 11 May	Submission only - no class	
12 May	11:00-13:00	2-2 Health Sciences/HWS
Special test: 25 May (only if criteria are met)	09:00-11:00	4-27, Health Sciences / HWS
19 May – Remedial	15:00-17:00	3-21 HWS N
17 June – Remedial for re-	15:00-17:00	3-29 HWS N

examination		
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First year Didactics of Nursing Education – second semester (DNE120)

DATE	TIME	VENUE
21 July	11:00-13:00	3-21 HWS N
4 August	11:00-13:00	3-21 HWS N
18 August	11:00-13:00	3-21 HWS N
8 September	11:00-13:00	3-21 HWS N
Test: 14 September	09:00-11:00	3-60 HWS N
22 September	11:00-13:00	3-21 HWS N
Assignment: 5 October	Submission only - no class	
6 October	08:30-10:30	3-21 HWS N
20 October	11:00-13:00	3-21 HWS N
Special test: 23 October (only if criteria are met)	09:00-11:00	4-27 Health Sciences/HWS
27 October Remedial	15:00-17:00	3-21 HWS N
18 November – Remedial for re-examination	15:00-17:00	3-21 HWS N

First year Nursing Management – first semester (VPB 110)

DATE	TIME	VENUE
6 February	11:00-13:00	3-55 HWS N
20 February	11:00-13:00	3-55 HWS N
5 March	11:00-13:00	3-55 HWS N
19 March	11:00-13:00	3-55 HWS N
Test: 30 March	09:00-11:00	3-21 HWS N
2 April	11:00-13:00	3-63 HWS N
16 April	11:00-13:00	3-55 HWS N
7 May	11:00-13:00	3-55 HWS N
12 May (VPB 160)	08:30-16:00	3-63 HWS N
13 May (VPB 160)	08:30-16:00	3-63 HWS N
Special test: 22 May (only if criteria are met)	09:00-11:00	4-27 Health Sciences/HWS
26 May – Remedial	10:30-12:30	3-63 HWS N
18 June – Remedial for re-examination	10:30-12:30	3-63 HWS N

First year Nursing Management – second semester (VPB 120)

DATE	TIME	VENUE
16 July	11:00-13:00	3-55 HWS N
30 July	11:00-13:00	3-55 HWS N
13 August	11:00-13:00	3-55 HWS N
27 August	11:00-13:00	3-55 HWS N
Test: 7 September	09:00-11:00	3-21 HWS N
17 September	11:00-13:00	3-58 HWS N
1 October	11:00-13:00	3-58 HWS N
6 October (VPB 160)	08:30-16:00	3-65 HWS N
7 October (VPB 160)	08:30-16:00	3-65 HWS N
15 October	11:00-13:00	3-58 HWS N

Special test: 22 October (only if criteria are met)	09:00-11:00	4-27 Health Sciences/ HWS
27 October – Remedial	10:30-12:30	3-29 HWS N
18 November – Remedial for re-examination	10:30-12:30	3-29 HWS N

Second year Nursing Management – first semester (VPB 250)

DATE	TIME	VENUE
12 February	13:00-16:00	3-24 HWS N
26 February	13:00-16:00	3-24 HWS N
11 March	13:00-16:00	3-24 HWS N
Test: 6 April	09:00-11:00	3-23 HWS N
8 April	13:00-16:00	3-24 HWS N
22 April	13:00-16:00	3-24 HWS N
29 April	13:00-16:00	3-24 HWS N
Assignment: 11 May	Submission only - no class	
13 May	13:00-16:00	3-24 HWS N
Special test: 25 May (only if criteria are met)	09:00-11:00	4-27 Health Sciences/ HWS
27 May – Remedial	08:30-10:30	3-24 HWS N
17 June – Remedial for re- examination	08:00-10:00	3-25 HWS N

Second year Nursing Management – second semester (VPB 260)

DATE	TIME	VENUE
15 July	13:00-16:00	3-24 HWS N
29 July	13:00-16:00	3-24 HWS N
12 August	13:00-16:00	3-24 HWS N
2 September	13:00-16:00	3-24 HWS N
Test: 14 September	09:00-11:00	3-23, HWS N
16 September	13:00-16:00	3-24 HWS N
7 October	13:00-16:00	3-24 HWS N
Assignment: 12 October	Submission only - no class	
21 October	13:00-16:00	3-24 HWS N
Special test: 22 October (only if criteria are met)	09:00-11:00	4-27 Health Sciences/ HWS
28 October – Remedial	08:00-10:00	3-24 HWS N
17 November – Remedial for re-examination	08:00-10:00	3-29 HWS N

Third year Nursing Management – Whole year (VPB 300)

DATE	TIME	VENUE
5 February	14:00-16:30	3-21 HWS N
19 February	14:00-16:30	3-21 HWS N
4 March	14:00-16:30	3-21 HWS N
18 March	14:00-16:30	3-21 HWS N
Test: 30 March	09:00-11:00	3-60 HWS N

1 April	14:00-16:30	3-21 HWS N
15 April	14:00-16:30	3-21 HWS N
6 May	14:00-16:30	3-21 HWS N
Assignment: 18 May	Submission only - no class	
22 July	14:00-16:30	3-21 HWS N
5 August	14:00-16:30	3-21 HWS N
19 August	14:00-16:30	3-21 HWS N
Test: 7 September	09:00-11:00	3-60 HWS N
9 September	14:00-16:30	3-21 HWS N
30 September	14:00-16:30	3-21 HWS N
Assignment: 12 October	Submission only - no class	
14 October	14:00-16:30	3-21 HWS N
21 October	14:00-16:30	3-21 HWS N
Special test: 23 October (only if criteria are met)	09:00-11:00	4-27 Health Sciences/ HWS
26 October – Remedial	14:00-16:00	3-21 HWS N
17 November – Remedial for re-examination	14:00-16:00	3-29 HWS N

First year Industrial and Organisational Psychology – first semester (BDO110)

DATE	TIME	VENUE
6 February	13:30-16:30	3-55 HWS N
20 February	13:30-16:30	3-55 HWS N
5 March	13:30-16:30	3-55 HWS N
Test: 16 March	09:00-11:00	4-27 Health Sciences/ HWS
19 March	13:30-16:30	3-55 HWS N
2 April	13:30-16:30	3-55 HWS N
16 April	13:30-16:30	3-55 HWS N
7 May	13:30-16:30	3-55 HWS N
Test: 11 May	09:00-11:00	4-27 Health Sciences/ HWS
Special test: 25 May	09:00-11:00	4-27 Health Sciences/ HWS

First year Industrial and Organisational Psychology – second semester (BDO120)

DATE	TIME	VENUE
16 July	13:30-16:30	3-25 HWS N
30 July	13:30-16:30	3-25 HWS N
13 August	13:30-16:30	3-25 HWS N
Test: 24 August	09:00-11:00	4-27 Health Sciences/ HWS
27 August	13:30-16:30	3-25 HWS N
17 September	13:30-16:30	3-25 HWS N
1 October	13:30-16:30	3-25 HWS N
Test: 5 October	09:00-11:00	3-60 HWS N
15 October	13:30-16:30	3-25 HWS N
Special test: 16 October	09:00-11:00	3-21 HWS N

Second year Industrial and Organisational Psychology – first semester (BDO 219)

DATE	TIME	VENUE
12 February	08:30-12:30	3-21 HWS N
26 February	08:30-12:30	3-21 HWS N
11 March	08:30-12:30	3-21 HWS N
Test: 30 March	09:00-11:00	4-27 Health Sciences / HWS
8 April	08:30-12:30	3-21 HWS N
22 April	08:30-12:30	3-21 HWS N
29 April	08:30-12:30	3-21 HWS N
Test: 4 May	09:00-11:00	3-60 HWS N
13 May	08:30-10:30	3-21 HWS N
Special test: 22 May	08:30-10:30	3-24 HWS N

Second year Industrial and Organisational Psychology – second semester (BDO 229)

DATE	TIME	VENUE
15 July	08:30-12:30	3-21 HWS N
29 July	08:30-12:30	3-21 HWS N
12 August	08:30-12:30	3-21 HWS N
2 September	08:30-12:30	3-21 HWS N
Test: 7 September	09:00-11:00	4-27 Health Sciences/ HWS
16 September	08:30-12:30	3-21 HWS N
7 October	08:30-12:30	3-21 HWS N
Test: 19 October	09:00-11:00	3-23 HWS N
21 October	08:30-12:30	3-21 HWS N
Special test: 26 October	09:00-11:00	3-24 HWS N

Third year Industrial and Organisational Psychology – first semester (BDO 319)

DATE	TIME	VENUE
5 February	10:30-13:30	3-21 HWS N
19 February	10:30-13:30	3-21 HWS N
4 March	10:30-13:30	3-21 HWS N
Test: 16 March	09:00-11:00	4-27 Health Sciences/ HWS
18 March	10:30-13:30	3-21 HWS N
1 April	10:30-13:30	3-21 HWS N
15 April	10:30-13:30	3-21 HWS N
6 May	10:30-13:30	3-21 HWS N
Test: 11 May	09:00-11:00	4-27 Health Sciences/ HWS
Special test: 25 May	09:00-11:00	4-27 Health Sciences/ HWS

Third year Industrial and Organisational Psychology – second semester (BDO 329)

DATE	TIME	VENUE
22 July	10:30-13:30	3-21 HWS N
5 August	10:30-13:30	3-21 HWS N
19 August	10:30-13:30	3-21 HWS N
Test: 24 August	09:00-11:00	4-27 Health Sciences/ HWS

9 September	10:30-13:30	3-21 HWS N
30 September	10:30-13:30	3-21 HWS N
14 October	10:30-13:30	3-21 HWS N
Test: 16 October	09:00-11:00	3-23 HWS N
21 October	10:30-13:30	2-2 Health Sciences/ HWS
Special test: 22 October	09:00-11:00	3-60 HWS N

First year Community Nursing – first semester (GVP 110)

DATE	TIME	VENUE
11 February	13:30-15:30	3-25 HWS N
25 February	13:30-15:30	3-25 HWS N
10 March	13:30-15:30	3-25 HWS N
Test: 16 March	09:00-11:00	3-23 HWS N
7 April	13:30-15:30	3-25 HWS N
21 April	13:30-15:30	3-25 HWS N
28 April	13:30-15:30	3-25 HWS N
Assignment: 4 May	Submission only - no class	
12 May	13:30-15:30	3-25 HWS N
Special test: 25 May (only if criteria are met)	09:00-11:00	3-23 HWS N
19 May – Remedial	13:00-15:00	3-25 HWS N
17 June – Remedial for re-examination	13:00-15:00	3-25 HWS N

First year Community Nursing – second semester (GVP 120)

DATE	TIME	VENUE
21 July	13:30-15:30	3-29 HWS N
4 August	13:30-15:30	3-29 HWS N
18 August	13:30-15:30	3-55 HWS N
Test: 24 August	09:00-11:00	3-23 HWS N
8 September	13:30-15:30	3-29 HWS N
22 September	13:30-15:30	3-29 HWS N
Assignment: 28 September	Submission only - no class	
6 October	13:30-15:30	3-29 HWS N
20 October	13:30-15:30	3-29 HWS N
Special test: 23 October (only if criteria are met)	09:00-11:00	3-23 HWS N
27 October Remedial	13:00-15:00	3-29 HWS N
17 November – Remedial for re-examination	13:00-15:00	3-25 HWS N

Second year Community Nursing – first semester (GVP 250)

DATE	TIME	VENUE
12 February	09:00-12:30	3-24 HWS N
26 February	09:00-12:30	2-2 Health Sciences/HWS
11 March	09:00-12:30	3-24 HWS N
Test: 16 March	09:00-11:00	3-23 HWS N
8 April	09:00-12:30	3-24 HWS N
22 April	09:00-12:30	3-24 HWS N

29 April	09:00-12:30	3-24 HWS N
Assignment: 4 May	Submission only - no class	
13 May	09:00-12:30	3-24 HWS N
Special test: 25 May (only if criteria are met)	09:00-11:00	3-23 HWS N
27 May – Remedial	11:00-13:00	3-24 HWS N
18 June – Remedial for re-examination	11:00-13:00	4-31 HWS N

Second year Community Nursing – second semester (GVP 260)

DATE	TIME	VENUE
15 July	09:00-12:30	3-24 HWS N
29 July	09:00-12:30	3-24 HWS N
12 August	09:00-12:30	3-24 HWS N
Test: 24 August	09:00-11:00	3-23 HWS N
2 September	09:00-12:30	3-24 HWS N
16 September	09:00-12:30	3-24 HWS N
Assignment: 28 September	Submission only - no class	
7 October	09:00-12:30	3-24 HWS N
21 October	09:00-12:30	3-24 HWS N
Special test: 23 October (only if criteria are met)	09:00-11:00	3-23 HWS N
28 October – Remedial	11:00-13:00	3-24 HWS N
18 November – Remedial for re-examination	11:00-13:00	4-31 HWS N

Third year Community Nursing – Whole year (GVP 300)

DATE	TIME	VENUE
5 February	10:30-13:30	3-25 HWS N
19 February	10:30-13:30	3-25 HWS N
4 March	10:30-13:30	3-25 HWS N
Test: 16 March	09:00-11:00	3-21 HWS N
18 March	10:30-13:30	3-25 HWS N
1 April	10:30-13:30	3-25 HWS N
15 April	10:30-13:30	3-25 HWS N
Assignment: 4 May	Submission only - no class	
6 May	10:30-13:30	3-25 HWS N
22 July	10:30-13:30	3-25 HWS N
5 August	10:30-13:30	3-25 HWS N
19 August	10:30-13:30	3-65 HWS N
Test: 24 August	09:00-11:00	3-98 HWS S
9 September	10:30-13:30	3-25 HWS N
Assignment: 28 September	Submission only - no class	
30 September	10:30-13:30	3-25 HWS N
14 October	10:30-13:30	3-25 HWS N
21 October	10:30-13:30	3-25 HWS N
Special test: 22 October (only if criteria are met)	09:00-11:00	3-60 HWS N

26 October – Remedial	11:00-13:00	3-25 HWS N
18 November – Remedial for re-examination	11:00-13:00	3-25 HWS N

First Year Clinical Nursing Science (KVG 110) – First Semester (Clinical Nursing Science = Critical Care Nursing, Emergency Nursing, Child Nursing and Operating Theatre Nursing)

DATE	TIME	VENUE
6 February	11:00-16:00	3-58 HWS N
20 February	11:00-16:00	3-58 HWS N
5 March	11:00-16:00	3-58 HWS N
19 March (Test)	09:00-11:00	2-2 Health Sciences/HWS
2 April	11:00-16:00	3-58 HWS N
16 April (Test)	09:00-11:00	3-24 HWS N
7 May	11:00-16:00	3-58 HWS N
Special test: 22 May (only if criteria are met)	09:00-11:00	3-21 HWS N
26 May - Remedial	11:00-13:00	3-58 HWS N
17 June – Remedial for re-examination	11:00-13:00	3-58 HWS N

First Year Clinical Nursing Science (KVG 120) – Second Semester (Clinical Nursing Science = Critical Care Nursing, Emergency Nursing, Child Nursing and Operating Theatre Nursing)

DATE	TIME	VENUE
16 July	11:00-16:00	3-58 HWS N
30 July (Test)	09:00-11:00	3-24 HWS N
13 August	11:00-16:00	3-58 HWS N
27 August	11:00-16:00	3-58 HWS N
17 September (Test)	09:00-11:00	3-24 HWS N
1 October	11:00-16:00	3-63 HWS N
15 October	11:00-16:00	3-63 HWS N
Special test: 26 October (only if criteria are met)	09:00-11:00	3-21 HWS N
27 October – Remedial	11:00-13:00	3-58 HWS N
17 November – Remedial for re-examination	11:00-13:00	3-29 HWS N

First Year Clinical Nursing Science (VPT 160) – Whole Year (Clinical Nursing Science = Critical Care Nursing, Emergency Nursing, Child Nursing and Operating Theatre Nursing)

DATE	TIME	VENUE
13 February	08:30-13:30	3-58 HWS N
27 February	08:30-13:30	3-58 HWS N
12 March	08:30-13:30	3-58 HWS N
9 April (Test)	09:00-11:00	3-21 HWS N
23 April	08:30-13:30	3-58 HWS N
14 May	08:30-13:30	3-58 HWS N
21 May (Test)	09:00-11:00	3-21 HWS N
28 May	08:30-13:30	3-58 HWS N

23 July	08:30-13:30	3-58 HWS N
6 August	08:30-13:30	3-58 HWS N
20 August (Test)	09:00-11:00	3-21 HWS N
10 September	08:30-13:30	3-58 HWS N
8 October (Test)	09:00-11:00	3-21 HWS N
22 October	08:30-13:30	3-58 HWS N
Special test: 23 October (only if criteria are met)	09:00-11:00	3-29 HWS N
29 October – Remedial	13:00-15:00	3-58 HWS N
17 November – Remedial for re-examination	13:00-15:00	3-58 HWS N

Second Year Clinical Nursing Science (KVG 250, VPT 260 & VGK 201) - Critical Care Nursing, Emergency Nursing, Child Nursing and Operating Theatre Nursing- First Semester

Please note that Paediatric Nursing, Critical Care Nursing, Emergency Nursing, Operating Theatre Nursing and Child Nursing are all presented on a Tuesday at the same time, but in different venues. **Classes are scheduled until 15:30, of which afternoon sessions might be in Skills Laboratory or in clinical practice.**

DATE	EMERGENCY ±30 08:30-13:00	CRITICAL CARE ±70 08:30-13:00	OPERATING THEATRE ±30 08:30-15:30	CHILD NURSING ±15 08:30-15:30
4 February	3-63 HWS N	2-2 Health Sciences/HWS	1-4 HWS S	4-31 HWS N
11 February	3-63 HWS N	2-2 Health Sciences/HWS	1-4 HWS S	4-31 HWS N
18 February	3-63 HWS N	2-2 Health Sciences/HWS	1-4 HWS S	4-31 HWS N
25 February (Test VPT 260 from 08:30 – 10:30) Class from 11:00 – 13:00	Test: Room 3-60 HWS N Class: Room 3-63 HWS N	Test: Room 3-60 HWS N Class: Room 3-24 HWS N	Test: Room 3-60 HWS N Class: Room 1-4 HWS South until 15:30	Test: Room 3-60 HWS N Class: Room 4-31 HWS N until 15:30
3 March (Test KVG 250 from 09:00 – 12:00) No Class	Room 3-60 HWS N	Room 3-60 HWS N	Room 3-60 HWS N	Room 3-60 HWS N
10 March	3-63 HWS N	2-2 Health Sciences/HWS	1-4 HWS S	4-31 HWS N
17 March	3-63 HWS N	2-2 Health Sciences/HWS	1-4 HWS S	4-31 HWS N
31 March	3-63 HWS N	2-2 Health Sciences/HWS	1-4 HWS S	4-31 HWS N
7 April (Test VPT 260 from 08:30 – 10:30) Class from 11:00 – 13:00	Test: Room 3-60 HWS N Class: Room 3-63 HWS N	Test: Room 3-60 HWS N Class: Room 3-24 HWS N	Test: Room 3-60 HWS N Class: Room 1-4 HWS South until 15:30	Test: Room 3-60 HWS N Class: Room 4-31 HWS N until 15:30
14 April	3-29 HWS N	2-2 Health Sciences/HWS	1-4 HWS S	4-31 HWS N
21 April	3-63 HWS N	2-2 Health	1-4 HWS S	4-31 HWS N

		Sciences/HWS		
28 April (Test KVG 250 from 09:00 – 12:00) No Class	Room 3-60 HWS N	Room 3-60 HWS N	Room 3-60 HWS N	Room 3-60 HWS N
5 May	3-29 HWS N	2-2 Health Sciences/HWS	1-4 HWS S	4-31 HWS N
12 May	3-29 HWS N	3-98 HWS S	1-4 HWS S	4-31 HWS N
18 May (Special test only 08:00- 10:00 – no class) ± 20 students	3-24 HWS N	3-24 HWS N	3-24 HWS N	3-24 HWS N
19 May	3-29 HWS N	2-2 Health Sciences/HWS	1-4 HWS S	4-31 HWS N
26 May - Remedial	3-29 HWS N	2-2 Health Sciences/HWS	1-4 HWS S	4-31 HWS N
18 June – Remedial for re- examination (09:00-11:00)	3-29 HWS N	2-2 Health Sciences/HWS	1-4 HWS S	4-31 HWS N

Second Year Clinical Nursing Science (KVG 260, VPT 260 & VGK 201) - Critical Care Nursing, Emergency Nursing, Child Nursing and Operating Theatre Nursing- Second Semester

Please note that Paediatric Nursing, Neonatal Nursing, Critical Care Nursing, Emergency Nursing and Operating Theatre Nursing are all presented on a Tuesday at the same time, but in different venues. **Classes are scheduled until 15:30, of which afternoon sessions might be in Skills Laboratory or in clinical practice.**

DATE	EMERGENCY ±30 08:30-13:00	CRITICAL CARE ±70 08:30-13:00	OPERATING THEATRE ±30 08:30-15:30	CHILD NURSING ±15 08:30-15:30
14 July	3-29 HWS N	3-24 HWS N	1-4 HWS S	4-31 HWS N
21 July	3-29 HWS N	3-24 HWS N	1-4 HWS S	4-31 HWS N
28 July	3-29 HWS N	3-24 HWS N	1-4 HWS S	4-31 HWS N
4 August (Test VPT 260 from 08:30 – 10:30) Class from 11:00– 13:00	Test: Room 3-60 HWS N Class: Room 3-63 HWS N	Test: Room 3-60 HWS N Class: Room 3-24 HWS N	Test: Room 3-60 HWS N Class: Room 1-4 HWS S until 15:30	Test: Room 3-60 HWS N Class: Room 4-31 HWS N until 15:30
11 August (Test KVG 260 from 09:00 – 12:00) No Class	Room 3-60 HWS N	Room 3-60 HWS N	Room 3-60 HWS N	Room 3-60 HWS N
18 August	3-63 HWS N	3-24 HWS N	1-4 HWS S	4-31 HWS N
25 August	3-63 HWS N	3-24 HWS N	1-4 HWS S	4-31 HWS N
8 Sept	3-63 HWS N	3-24 HWS N	1-4 HWS S	4-31 HWS N
15 Sept	3-63 HWS N	3-24 HWS N	1-4 HWS S	4-31 HWS N
22 Sept (Test VPT 260 from	Test: Room 3-60 HWS N	Test: Room 3-60 HWS N	Test: Room 3-60 HWS N	Test: Room 3-60 HWS N

08:30 – 10:30) Class from 11:00 – 13:00	Class: Room 3-63 HWS N	Class: Room 3-24 HWS N	Class: Room 1-4 HWS S until 15:30	Class: Room 4-31 HWS N until 15:30
29 Sept (Test KVG 260 from 09:00 – 12:00) No Class	Room 3-60 HWS N	Room 3-60 HWS N	Room 3-60 HWS N	Room 3-60 HWS N
6 Oct	3-63 HWS N	3-24 HWS N	1-4 HWS S	4-31 HWS N
13 Oct	3-63 HWS N	3-24 HWS N	1-4 HWS S	4-31 HWS N
16 Oct (Special test only 08:00-10:00 – no class) ± 20 students	3-55 HWS N	3-55 HWS N	3-55 HWS N	3-55 HWS N
20 Oct	3-63 HWS N	3-24 HWS N	1-4 HWS S	4-31 HWS N
27 Oct – Remedial (08:30-13:00)	3-63 HWS N	3-24 HWS N	1-4 HWS S	4-31 HWS N
17 Nov – Remedial for re-examination (08:30-13:00)	3-63 HWS N	3-24 HWS N	1-4 HWS S	4-31 HWS N

Third Year Clinical Nursing Science (KVG 300 & VPT 360) – Whole Year (Clinical Nursing Science = Critical Care Nursing, Emergency Nursing, Child Nursing, Neonatal Nursing, Operating Theatre Nursing & Primary Health Care Nursing)

DATE	TIME	VENUE
7 February	10:30-15:30	3-63 HWS N
21 February	10:30-15:30	3-63 HWS N
6 March	10:30-15:30	3-63 HWS N
20 March	10:30-15:30	3-63 HWS N
3 April	10:30-15:30	3-63 HWS N
17 April	10:30-15:30	3-63 HWS N
8 May	10:30-15:30	3-63 HWS N
24 July	10:30-15:30	3-63 HWS N
7 August	10:30-15:30	3-63 HWS N
21 August	10:30-15:30	3-63 HWS N
11 September	10:30-15:30	3-63 HWS N
2 October	10:30-15:30	3-63 HWS N
16 October	10:30-15:30	3-63 HWS N
23 October	10:30-15:30	3-63 HWS N

Third year Applied Nursing Research for Clinical 3rd year students (students enrolled for KVG 300 & VPT 360) on alternative Fridays - Whole year (VNM 100)

DATE	TIME	VENUE
7 February	08:30-10:00	3-63 HWS N
21 February	08:30-10:00	3-63 HWS N
6 March	08:30-10:00	3-63 HWS N
20 March	08:30-10:00	3-63 HWS N
3 April	08:30-10:00	3-63 HWS N

Test: 6 April	09:00-11:00	4-27 Health Sciences/ HWS
17 April	08:30-10:00	3-63 HWS N
8 May	08:00-10:00	3-63 HWS N
24 July	08:30-10:00	3-63 HWS N
7 August	08:30-10:00	3-63 HWS N
21 August	08:30-10:00	3-63 HWS N
11 September	08:30-10:00	3-63 HWS N
Test: 14 September	09:00-11:00	Lecture Hall 4, Tswelopele
2 October	08:30-10:00	3-63 HWS N
16 October	08:30-10:00	3-63 HWS N
Special test: 19 October (only if criteria are met)	09:00-11:00	2-2 Health Sciences/ HWS
23 October	08:30-10:00	3-63 HWS N
26 October - Remedial	09:00-11:00	Same venue for both VNM 100 groups – total ± 120 students 2-2 Health Sciences/HWS
18 November - Remedial for re-examination	09:00-11:00	Same venue for both VNM 100 groups – total ± 20 students 3-25 HWS N

**Third year Applied Nursing Research for NON-Clinical 3rd year students on alternative
Wednesdays - Whole year (VNM 100)**

DATE	TIME	VENUE
5 February	08:30-10:00	2-2 Health Sciences/HWS
19 February	08:30-10:00	2-2 Health Sciences/HWS
4 March	08:30-10:00	2-2 Health Sciences/HWS
18 March	08:30-10:00	2-2 Health Sciences/HWS
1 April	08:30-10:00	2-2 Health Sciences/HWS
Test: 6 April	09:00-11:00	4-27 Health Sciences/HWS
15 April	08:30-10:00	2-2 Health Sciences/HWS
6 May	08:30-10:00	2-2 Health Sciences/HWS
22 July	08:30-10:00	2-2 Health Sciences/HWS
5 August	08:30-10:00	2-2 Health Sciences/HWS
19 August	08:30-10:00	2-2 Health Sciences/HWS
9 September	08:30-10:00	2-2 Health Sciences/HWS
Test: 14 September	09:00-11:00	Lecture Hall 4, Tswelopele
30 September	08:30-10:00	2-2 Health Sciences/HWS
14 October	08:30-10:00	2-2 Health Sciences/HWS
Special test: 19 October (only if criteria are met)	09:00-11:00	2-2 Health Sciences/ HWS
21 October	08:30-10:00	2-2 Health Sciences/HWS
26 October - Remedial	09:00-11:00	Same venue for both VNM 100 groups – total ± 120 students 2-2 Health Sciences/HWS
18 November - Remedial for re-examination	09:00-11:00	Same venue for both VNM 100 groups – total ± 20 students 3-25 HWS N

Dates for tests and special tests will be made available during contact session. The exam dates are the same than the others' scheduled dates (preliminary exam roster attached as Annexure D).

Good luck with your studies in 2020

15. ANNEXURE A: ASSIGNMENTS

You will be provided with the submission dates for the assignments in your workbooks of the subject/s you are registered for. The writing of an assignment should be considered as an exercise in academic writing, a scientific document and can be likened to writing a research report. Therefore, the document must comply with a specific standard. The information that follows serves as your guide to the criteria that will enable you to achieve the required standard. It is important that you follow these guidelines, irrespective of the program / subject that you are studying. The assignments will be assessed according to specific guidelines.

Preparation

You are expected to submit computer generated (typed) assignments. **Handwritten assignments will not be marked!**

Please adhere to the following:

- ✓ Font type: Arial, Calibri, Verdana or Tahoma
- ✓ Spacing: 1,5
- ✓ Font size: 11 or 12
- ✓ A completed cover page of the Department of Nursing Science (included as Annexure B) should be attached
- ✓ Pages should be stapled together in the left upper corner (do not put pages of assignments in a file containing separate plastic sleeves or in hard cover files)
- ✓ Use the Harvard referencing technique
- ✓ Assignments must be neat
- ✓ Assignments must be submitted on or before the deadline
- ✓ A declaration of originality must accompany the assignment (see Annexure F)

Assignments will not be marked in the following cases:

- x Without the prescribed front page
- x Without a signed Declaration of Honesty
- x If it is plagiarised (refer to extraction from Plagiarism Policy attached as Annexure E)

Submission of assignments

- Keep a copy of your assignments before you submit them should any unlikely incident happen.
- Assignments should be submitted as specified by the lecturer, which is commonly by means of Click-Up or hard copy. If hard copy is the preferred method, please deposit your assignments in the post boxes at the front of the lift on the 8th floor of the HW Snyman-North building, or where indicated by the lecturer. (Please take note that you should lift the cupboard top to be able to post the assignments.)
- **Do not** push assignments under lecturers' office doors or put assignments on lecturers' desks.
- NB! No faxed assignments will be accepted.
- **Assignments may only be e-mailed to lecturers if it is agreed as such with the lecturer, or if it is indicated as the method of submission.** If it is e-mailed, the subject / topic / name of the email should identify the assignment, your name and student number, e.g. "VDN 110 Assignment 1, P Mokwena, 11122233".

Marking of assignment may take more than two weeks due to the large numbers of students, and all students' assignments should be marked before given back to you. The lecturer will inform you about when you can expect your assignments back. Late assignments might receive a penalty of 5-10% deduction. Assignments received after two weeks of the deadline will receive a maximum of 50% if deserved. In some cases (as indicated in the studyguide), any late submission might obtain a maximum of 50%.

Criteria for the assessment of a written assignment

Logical layout

Related information and facts must be arranged in a logical manner. Facts must be integrated with each other logically, and the contents must be arranged in such a way that repetition or overlapping does not occur. A logical line of progression must be discernible from the introduction to the conclusion.

Comprehensiveness

All the main aspects, for example facts and figures discussed must be supported by research results. Authoritative sources on the topic must be consulted, and the report must reflect the main trends found in the literature.

Applicability

The information and research data quoted must illuminate the topic and must be applied effectively.

Recency

Recent literature such as articles in journals must be consulted in order to keep up to date with developments in the field and possible solutions to problems.

Correctness

Quotations, facts, theories, etc, must be correct in order to meet the requirements for a scientific document. Subject terminology must be used correctly.

Integration

The views of different authors and conflicting opinions and facts must be contrasted lucidly and effectively, so that a meaningful discussion and conclusions can result.

Depth and arrangement

The core of the problem must be penetrated, and motivated conclusions must be reached. **Mere facts found in sources must not be repeated.** A well-considered and processed representation of the information, combined with comments that indicate original and creative thought are required.

Insight

Information must be interpreted correctly and logical conclusions must be reached. Statements and research findings must be evaluated critically, and differences and similarities between theories, approaches and research results must be interpreted correctly.

Language use

Language use must be acceptable in terms of style, spelling and sentence construction. It remains the student's responsibility to have the language edited.

Headings and numbering system

For the purpose of structure and clarity of meaning it is important to follow a sound, logical heading and numbering system in the report. Remember that the pages must be numbered.

Literature references

The report must have a list of references or bibliography and literature references in the text. These must be complete and correct in the Harvard referencing style, as indicated on the UP library's web-site.

16. ANNEXURE B: COVER PAGE



Departement Verpleegkunde / Department of Nursing Sciences

Voorblad vir opdragte/ Cover page for assignment

Van en voorletters <i>Surname and initials</i>			
Studentenommer <i>Student number</i>		Telefoon nommer <i>Telephone number</i>	
E-pos adres / <i>E-mail address</i>			
		Vakkode <i>Subject code</i>	
Titel van opdrag <i>Title of assignment</i>		
Dosent / <i>Lecturer</i>			

Declaration of Honesty

I understand that this assignment contributes to the assessment of my competency on work done in the _____ *subject*

..... and co-determines my qualification for the degree B Cur letA / non degree purposes (delete which is not applicable).

I have not copied the work of any previous or current student registered for this subject.

I accept the rules of assessment of the University of Pretoria and the consequences of transgressing them.

I thus confirm that the attached assignment is my own work and any sources consulted are adequately acknowledged in the text and listed in the bibliography (list of references).

Signature of acceptance and confirmation by the learner

Date

17. ANNEXURE C: SUMMARY OF COURSES & SUBJECT COMBINATIONS

UNIVERSITY OF PRETORIA, DEPARTMENT OF NURSING SCIENCE

POST BASIC CLINICAL COURSES (CHILD, INTENSIVE CARE, EMERGENCY, OPERATING THEATRE NURSING)

COURSE	STUDY YEAR	REQUIREMENTS	SUBJECTS	COMMENTS
B.Cur letA (Clinical) with speciality in one of the following: ICU, Emergency, Theatre technique, Child nursing	1	<ul style="list-style-type: none"> ▪ Registration at the SANC as registered nurse (For Child Nursing also to be a registered midwife) ▪ At least one year experience in the field of speciality ▪ Being in a post in the field of speciality (permanently employed or an honorary post) ▪ Written consent from the employer, irrespective if a study contract is involved 	Clinical nursing theory (KVG 110 & 120)	<ul style="list-style-type: none"> ▪ These are core subjects, presented to all the 1st year students together ▪ Class attendance is once per week (currently every Thursday) during semester times ▪ Exams in June and Oct. / Nov. ▪ Student can apply for exemption if they have successfully completed another post-basic clinical course ▪ Subjects for non-clinical courses (management / education) cannot be taken in the same year
			Clinical nursing practica (VPT 160)	
			Nursing dynamics (VDN 110 & 120)	
	2	<ul style="list-style-type: none"> ▪ Successful completion of KVG 110 & 120 and VPT 160 ▪ Being in a post (permanently employed or in an honorary post) in a facility accredited for training of the particular speciality by SANC 	Clinical nursing theory (KVG 250 & 260)	<ul style="list-style-type: none"> ▪ Student groups split up in specialities ▪ Class attendance is once per week (currently every Tuesday) during semester times ▪ Exams take place in June and Oct. / Nov. ▪ Subjects for non-clinical courses cannot be taken in the same year ▪ Practica books should be submitted by the end of Nov 2020 ▪ Successful completion of the second year results in an additional qualification in the field of speciality at SANC
			Clinical nursing practica (VPT 260)	
			Nursing science practical work (VGK 201)	
	3	Successful completion of KVG 110, 120, 250 & 260, VPT 160 & 260 & VGK 201, and VDN 110 & 120	Clinical nursing theory (KVG 300)	<ul style="list-style-type: none"> ▪ Class attendance for KVG, VPT & VNM is alternative Fridays during semester times ▪ Class attendance for VPB is alternative Thursdays and for VOW alternative Tuesdays ▪ Exams take place in June and Oct. / Nov. ▪ To qualify for the additional qualification in Nursing Management at SANC, the following subjects should be done together with VPB 110 & 120: VPB 160, BDO 110 & 120 ▪ To qualify for the additional qualification in Nursing Education at SANC, the following subjects should be done together with VOW 110 & 120: DNE 110, 120 & 160
			Clinical nursing practica (VPT 360)	
			Research methodology (VNM 100)	
Nursing management (VPB 110 & 120) OR Nursing education (VOW 110 & 120)				

The availability of the clinical courses is subjected to the number of applications received for the particular speciality.

COMMUNITY NURSING

COURSE	STUDY YEAR	REQUIREMENTS	SUBJECTS	COMMENTS	
B.Cur letA (Community Nursing)	1	<ul style="list-style-type: none"> ▪ Registration at the SANC as registered nurse and midwife ▪ At least one year experience prior to enrolment for community nursing subjects ▪ At least two years' experience as registered nurse prior to enrolment for nursing management subjects 	Nursing dynamics (VDN 110 & 120)	<ul style="list-style-type: none"> ▪ Class attendance is alternative Tuesdays for GVP, and alternative Thursdays for VDN and VPB during semester times ▪ Exams take place in June and Oct. / Nov. ▪ Community practica entails 320 hours of which one week should be attended in June as arranged by the Department of Nursing Science (Practica book must be submitted before 30 November 2020) ▪ Management practica to be completed in own time (Practica Book A must be submitted on or before exam date in June 2020 and Book B on or before exam date in November 2020) ▪ Successful completion of these subjects translates to additional qualifications in Community Nursing and Nursing Management at SANC 	
			Community nursing (GVP 110 & 120) & practica (GVP 160)		
			Nursing management theory (VPB 110 & 120) & practica (VPB 160)		
	2	<ul style="list-style-type: none"> ▪ Successful completion of GVP 110 & 120 to continue with GVP 250 & 260 ▪ Successful completion of VPB 110 & 120 to continue with VPB 250 & 260 	Community nursing theory (GVP 250 & 260)		
			Nursing management theory (VPB 250 & 260)		
	3	<ul style="list-style-type: none"> ▪ Successful completion of GVP 250 & 260 to continue with GVP 300 ▪ Successful completion of VPB 250 & 260 to continue with VPB 300 ▪ At least two years' experience as registered nurse prior to enrolment for nursing education subjects 	Community nursing theory (GVP 300)		<ul style="list-style-type: none"> ▪ Class attendance is alternative Wednesdays during semester times ▪ Exams take place in Oct. / Nov. ▪ Nursing Education subjects (VOW & DNE) can be done in any academic year – class attendance is alternative Tuesdays (Practica book to be submitted by 30th November 2020)
			Nursing management theory (VPB 300)		
			Research methodology (VNM 100)		
			Nursing Education theory (VOW 110 & 120)		
			Didactics of Nursing Education (DNE 110 & 120) & practica (DNE 160)		

NURSING MANAGEMENT

COURSE	STUDY YEAR	REQUIREMENTS	SUBJECTS	COMMENTS
B.Cur letA (Nursing Management)	1	<ul style="list-style-type: none"> Registration at the SANC as registered nurse (for Community Nursing, also to be registered midwife) At least two years' experience as registered nurse prior to enrolment for nursing management or nursing education subjects At least one year experience prior to enrolment for community nursing subjects 	Nursing dynamics (VDN 110 & 120) Nursing management theory (VPB 110 & 120) and practica (VPB 160) Business and industrial psychology (BDO 110 & 120) OR Community nursing theory (GVP 110 & 120) and practica (GVP 160)	<ul style="list-style-type: none"> Class attendance is alternative Tuesdays for GVP or VOW/DNE, and alternative Thursdays for VDN and VPB during semester times Exams take place in June and Oct. / Nov. Management Practica Book A must be submitted on or before exam date in June 2020 and Book B on or before exam date in November 2020 Community practica entails 320 hours of which one week should be attended in June as arranged by the Department of Nursing Science (Practica book must be submitted before 30 November 2020) Successful completion of these subjects translates to the respective additional qualifications at SANC: * VDN & GVP - Community Nursing * VDN, VPB & BDO – Nursing Management
	2	<ul style="list-style-type: none"> Successful completion of VPB 110, 120 & 160 to continue with VPB 250 & 260 <p>And if GVP is a choice: Successful completion of GVP 110, 120 & 160 to continue with GVP 250 & 260</p>	Nursing management theory (VPB 250 & 260) Business and industrial psychology (BDO 219 & 229) OR Community nursing theory (GVP 250 & 260)	<ul style="list-style-type: none"> Class attendance is alternative Wednesdays during semester times Exams take place in June and Oct. / Nov.
	3	<ul style="list-style-type: none"> Successful completion of VPB 250 & 260 to continue with VPB 300 Successful completion of BDO 219 & 229 to continue with BDO 319 & 329 <p>OR GVP 250 & 260 to continue with GVP 300</p>	Nursing management theory (VPB 300) Plus Nursing education theory (VOW 110 & 120) Didactics of nursing education (DNE 110 & 120) and practica (DNE 160) Business and industrial psychology (BDO 319 & 329) OR Community nursing theory (GVP 300)	<ul style="list-style-type: none"> Class attendance is alternative Wednesdays during semester times for GVP, VPB and VNM, and on alternative Tuesdays for VOW Exams take place in Oct. / Nov. (BDO & VOW also exams in June)
			Research methodology (VNM 100)	

NURSING EDUCATION

COURSE	STUDY YEAR	REQUIREMENTS	SUBJECTS	COMMENTS
<p>BCur letA (Nursing Education) – the full degree is currently not available, but successful completion of the first year translates into an additional qualification in nursing education at SANC</p>	<p>1</p>	<ul style="list-style-type: none"> ▪ Registration at the SANC as registered nurse ▪ At least two years' experience as registered nurse 	<p>Nursing education theory (VOW 110 & 120)</p>	<ul style="list-style-type: none"> ▪ Enrol for BCur letA degree in Nursing Education, but complete only the indicated subjects ▪ Class attendance is alternative Tuesdays for VOW and DNE, and alternative Thursdays for VDN during semester times ▪ Exams take place in June and Oct. / Nov. ▪ Nursing education practica to be completed in own time (Practica book must be submitted before 30 November 2020)
			<p>Didactics of nursing education (DNE 110 & 120) and practica (DNE 160)</p>	
			<p>Nursing dynamics (VDN 110 & 120)</p>	

**ANNEXURE D: PRELIMINARY EXAM ROSTERS BCUR IETA & MCUR
PRELIMINARY EXAM ROSTER– JUNE 2020**

FIRST OPPORTUNITY (EXAM)											SECOND OPPORTUNITY (RE-EXAM)				
	29/5 F	1/6 M	2/6 T	3/6 W	4/6 T	5/6 F	8/6 M	9/6 T	10/6 W	15-19/6 REMEDIAL	22/6 M	23/6 T	24/6 W	25/6 T	26/6 F
BCUR (IETA)	VDN110 BDO319	BDO219	VOW110 KVG110	VPB110	GVP110	DNE110	VPB250	KVG250 GVP250	BDO110		VDN110 GVP250 BDO319	VOW110 KVG250 BDO219	VPB110 VPB250 KVG110	DNE110	GVP110 BDO110

Internal exam commission 1st opportunity: 8-12 June 2020

Internal exam commission 2nd opportunity: 13 July 2020

External exam commission: 17 July 2020

PRELIMINARY EXAM ROSTER – NOV 2020

FIRST EXAM OPPORTUNITY											SECOND OPPORTUNITY (RE-EXAM)				
	2/11 M	3/11 T	4/11 W	5/11 T	6/11 F	9/11 M	10/11 T	11/11 W	12/11 T	16-20/11 REMEDIAL	23/11 M	24/11 T	25/11 W	26/11 T	27/11 F
BCUR (IETA)	VDN120 BDO329	VNM100 BDO229	VOW120 KVG120	VPB120 GVP260	DNE120 VPT160	GVP120 KVG260 GVP300	VPB260 VPT360 VPB300	VPT260 BDO120	KVG300		VDN120 VNM100 GVP260	VOW120 KVG260 KVG300 GVP120 GVP300 BDO329	VPB120 VPB260 VPB300 KVG120	DNE120 VPT160 VPT260 VPT360 BDO229	BDO120 VGK201
	VGK201: AS SCHEDULED WITH STUDENTS														

Internal exam commission 1st opportunity: 9-13 November 2020

Internal exam commission 2nd opportunity: 1 December 2020

External exam commission: 6 December 2020

3rd Exam opportunity (Chancellor's exam): 20 January 2021 for students who have only ONE module outstanding to obtain degree.

18. ANNEXURE E: EXTRACTION FROM PLAGIARISM POLICY

(http://web.up.ac.za/sitefiles/file/44/1026/2407/2009-10-22_Plagiarism%2520Prevention%2520Policy.pdf)

Plagiarism



Students should act with integrity and take responsibility for the production and presentation of academic work. Guidance on recognised referencing techniques can be obtained from lecturers, the staff of the Library Services and the Library Services' webpage. (On the library home page, under 'Quick Links' on the right side of the web page, click on 'Plagiarism' for the necessary information).

It is important to note the following:

- (a) Irrespective of whether plagiarism occurred with or without the intent to plagiarise, it remains plagiarism.
- (b) Plagiarism is a form of misconduct for which a student may be disciplined in terms of the University's disciplinary code (when an assignment is submitted for assessment, plagiarism is the equivalent of cheating in an exam).
- (c) Plagiarism is also not dependent on the verbatim presentation of a specific number of words, as, under certain circumstances, the use of a single phrase or idea can be judged to constitute plagiarism. To ensure the University's academic integrity, students should avoid plagiarism

Definition

Plagiarism is a form of academic misconduct. It involves both appropriating someone else's work and passing it off as one's own work afterwards. The relevant sections of the Disciplinary Code: Students read as follows:

"1. DISCIPLINARY CODE: STUDENTS

1.1 DEFINITION OF MISCONDUCT

A student shall be guilty of misconduct and may be dealt with in terms of this code, if he or she ...

1.1.4.3 in University context infringes a person's copyright or any other intellectual property right, including but not limited to plagiarism;

1.1.4.4 in University context

d. plagiarises by stating, or implying, original authorship of someone else's written or creative work (words, images, ideas, opinions, discoveries, artwork, music, recordings, computer-generated work), and/or by incorporating such work or material, in whole or in

part, into his or her own work without properly acknowledging or citing the source; and such act is prejudicial or potentially prejudicial to the University, its reputation, its staff, guests, contractors or students.”

Plagiarism is the presentation of someone else’s work, words, images, ideas, opinions, discoveries, artwork, music, recordings or computer-generated work (including circuitry, computer programs or software, websites, the Internet or other electronic resources) whether published or not, as one’s own work, or alternatively appropriating the work, words, images, ideas, opinions, discoveries, artwork, music, recordings or computer-generated work (including circuitry, computer programs or software, websites, the Internet or other electronic resource) of others, without properly acknowledging the source, with or without the source’s permission. It is not a requirement for plagiarism that a person must have intended to deceive or to plagiarise. At the University it is simply assumed that where certain plagiarised elements are found in a text, the author intended them to be there, and that where paraphrasing is the issue, the author intended this as a disguise for more obvious plagiarism such as unattributed verbatim copying. The absence of intent might be a fact to take into consideration when a suitable penalty for plagiarism has to be decided on in a given situation.

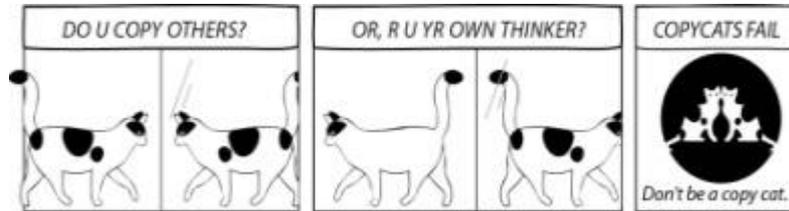
Examples of what should be avoided:

- _ direct copying without crediting the source.
- _ translating without crediting the source.
- _ paraphrasing someone else’s work without crediting the source.
- _ piecing together sections of the work of others into a new whole.
- _ knowingly allowing another student to copy one’s work.
- _ resubmitting one’s own or other’s previously graded work.
- _ collusion (unauthorised collaboration, presenting work as one’s own independent work, when it has been produced in whole or in part in collusion with other people).
- _ copying the work of other students with or without their knowledge and presenting it as your own.
- _ ghost-writing – you should not make use of ghost writers or professional agencies in the production of your work or submit material which has been written on your behalf.

Examples of what should be done:

- _ only hand in one’s own and original work.
- _ indicate precisely and accurately when you have used information provided by someone else, ie referencing must be done in accordance with a recognised system.
- _ indicate whether you have downloaded information from the Internet.

- _ never use someone else's electronic storage media, artwork, pictures or graphics as if it were your own.
- _ never allow other students to use or copy from your work and present it as their own.
- _ never copy the work of other students and present it as your own.



19. ANNEXURE F: DECLARATION OF ORIGINALITY

UNIVERSITY OF PRETORIA

The Department of Nursing Science places great emphasis upon integrity and ethical conduct in the preparation of all written work submitted for academic evaluation. While academic staff teach you about referencing techniques and how to avoid plagiarism, you too have a responsibility in this regard. If you are at any stage uncertain as to what is required, you should speak to your lecturer before any written work is submitted.

You are guilty of plagiarism if you copy something from another author's work (eg a book, an article or a website) without acknowledging the source and pass it off as your own. In effect you are stealing something that belongs to someone else. This is not only the case when you copy work word-for-word (verbatim), but also when you submit someone else's work in a slightly altered form (paraphrase) or use a line of argument without acknowledging it.

You are not allowed to use work previously produced by another student. You are also not allowed to let anybody copy your work with the intention of passing it off as his/her work.

Students who commit plagiarism will not be given any credit for plagiarised work. The matter may also be referred to the Disciplinary Committee (Students) for a ruling. Plagiarism is regarded as a serious contravention of the University's rules and can lead to expulsion from the University.

The declaration which follows must accompany all written work submitted while you are a student of the Department of Nursing Science. No written work will be accepted unless the declaration has been completed and attached.

Full names of student:

.....

Student number:

.....

Topic of work:

.....

Declaration

1. I understand what plagiarism is and am aware of the University's policy in this regard.
2. I declare that this (eg 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, Internet or any other source), this has been properly acknowledged and referenced in accordance with departmental requirements.
3. I have not used work previously produced by another student or any other person to hand in as my own.
4. I have not allowed, and will not allow, anyone to copy my work with the intention of passing it off as his or her own work.

SIGNATURE

20. ANNEXURE G: FEE STRUCTURE - 2019

Please take note that it is the 2019 fee structure and that the estimated fees for 2020 will be the below mentioned plus approximately 10%.

Fee Estimation (Subject to Change)



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Course/s		Tuition	Study Mat	Facility	Copyright & Library	
BDO110	Ind and org psychology 110	4,007.00	40.00	0.00	80.00	4,127.00
BDO120	Industr and org psychology	4,007.00	0.00	0.00	80.00	4,087.00
BDO219	Ind and org psychology 219	4,258.00	0.00	0.00	80.00	4,338.00
BDO229	Industr and org psychology	4,258.00	190.00	0.00	80.00	4,528.00
BDO319	Ind and org psychology 319	5,455.00	0.00	0.00	80.00	5,535.00
BDO329	Industr and org psychology	5,455.00	0.00	0.00	80.00	5,535.00
DNE110	Didactics of nursing ed 110	2,566.00	70.00	0.00	80.00	2,716.00
DNE120	Didact of nurs education 120	2,566.00	40.00	0.00	80.00	2,686.00
DNE160	Didact of nursing educat 160	1,845.00	40.00	0.00	80.00	1,965.00
GVP110	Community nursing science	2,566.00	70.00	0.00	80.00	2,716.00
GVP120	Community nursing science	2,566.00	70.00	0.00	80.00	2,716.00
GVP160	Community nursing science	2,461.00	110.00	0.00	80.00	2,651.00
GVP250	Community nursing science	3,026.00	40.00	0.00	80.00	3,146.00
GVP260	Community nursing science	3,026.00	40.00	0.00	80.00	3,146.00
GVP300	Community nursing science	3,753.00	70.00	0.00	80.00	3,903.00
KVG110	Clinical nursing science 110	2,461.00	70.00	0.00	80.00	2,611.00
KVG120	Clinical nursing science 120	2,461.00	70.00	0.00	80.00	2,611.00
KVG250	Clinical nursing science 250	4,024.00	70.00	0.00	80.00	4,174.00
KVG260	Clinical nursing science 260	3,026.00	70.00	0.00	80.00	3,176.00
KVG300	Clinical nursing sscience 300	5,255.00	70.00	0.00	80.00	5,405.00
VDN110	Nursing dynamics 110	2,591.00	40.00	0.00	80.00	2,711.00
VDN120	Nursing dynamics 120	2,591.00	40.00	0.00	80.00	2,711.00
VGK201	Nurs science pract work 201	2,118.00	40.00	0.00	80.00	2,238.00
VNM100	Nurs research methodology	4,921.00	70.00	0.00	80.00	5,071.00
VOW110	Nursing education theory 110	2,566.00	50.00	0.00	80.00	2,696.00
VOW120	Nursing education theory 120	2,566.00	40.00	0.00	80.00	2,686.00
VOW250	Nursing education 250	3,026.00	40.00	0.00	80.00	3,146.00
VOW260	Nursing education 260	3,026.00	40.00	0.00	80.00	3,146.00
VOW300	Nursing education 300	5,085.00	40.00	0.00	80.00	5,205.00
VPB110	Nursing management 110	2,591.00	40.00	0.00	80.00	2,711.00
VPB120	Nursing management 120	2,591.00	40.00	0.00	80.00	2,711.00
VPB160	Nursing management 160	2,461.00	40.00	0.00	80.00	2,581.00
VPB250	Nursing management 250	3,026.00	40.00	0.00	80.00	3,146.00
VPB260	Nursing management 260	3,026.00	40.00	0.00	80.00	3,146.00
VPB300	Nursing management 300	5,255.00	70.00	0.00	80.00	5,405.00
VPT160	Systems of nurs practice 160	2,461.00	40.00	0.00	80.00	2,581.00
VPT260	Systems of nurs practice 260	6,051.00	40.00	0.00	80.00	6,171.00
VPT360	Systems of nurs practice 360	5,255.00	40.00	0.00	80.00	5,375.00

Bank Account Details: ABSA Bank, Account Name: University of Pretoria,
Branch code: 632005, Account no: 2140000054 Swift Code: ABSAZAJJ (use Student number as reference)

University of Pretoria
Private Bag X20
Hatfield
0028

Tel: +27 (0)12 420 3111

www.up.ac.za