

Faculty of Economic and Management Sciences

Fakulteit Ekonomiese en Bestuurswetenskappe Lefapha la Disaense tša Ekonomi le Taolo



Study Guide Department of Economics

Microeconomics Honours MIE 780



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1 Introduction

1.1 Welcome

Welcome to MIE 780. I hope this semester will be one in which you learn a lot, and find that microeconomics will be more useful to you than you had expected. The concepts you learn in this course will help you in understanding discussions of microeconomics, and microeconomics jargon. You will also start to notice the many ways in which these concepts apply in the working world and in the interpersonal world around you.

Your lecturer is a behavioural/experimental economist. Since this is my area of research interest, I will sometimes use experimental/behavioural applications in the course. I hope these will be interesting to you. Experimental economics has seen a number of recent Nobel prize awards, giving an idea of the importance of this area in economics: the 2019 Nobel prize for economics was awarded to 3 economists (Banerjee, Duflo and Kremer) who use experiments in development economics; and the 2017 award went to Thaler, the "father of behavioural economics". Kahneman (a psychologist) won the 2002 Economics nobel prize for his work on Prospect Theory, which we will also look at in the course.

1.2 Educational approach

The aim of the course is to give students the tools they need for real-world applications of microeconomics. Such application requires a solid theoretical base. Our focus will therefore be on establishing the basics from theory, and then looking at how this matters through a range of applications. To pass the course, you will need to demonstrate that you understand and can apply the theory and tools taught in the course.

I strongly encourage class participation: asking questions and sharing ideas leads to the kind of discussions through which we will all enhance our learning. If you need additional explanation of something in the lecture, there will almost always be other students with similar needs who haven't voiced them. So please always feel free to ask me to repeat or clarify where something does not make sense to you.

At this stage we are hoping to be teaching in class, probably supplemented by some video lectures that you can watch in your own time so that we can use our class time to answer questions, have group presentations and enjoy some more in-depth discussion. Of course, this is subject to change depending on the lockdown situation.

1.3 Responsibilities of the student

Class attendance is important for this course: you will likely find yourself very lost without the practical examples discussed in class. You can make the most of the class time by making sure you read the prescribed material (papers and text book chapters) so that we can use the class time to enhance your understanding, rather than to repeat material already presented in the book/papers. We'll be using Turning Point software this year, which will also (as an aside) track class attendance. I encourage you to make use of my consulting hours early on in the course if there are areas with which you are struggling: mastering issues early on will allow you to continue with the course with confidence, rather than leaving you with knowledge gaps which could cause you problems later on.

Details on the required reading for each lecture are below. Note: bold readings will be done as group presentations in class.

Week	Contact session date	Unit / Theme	Chapters/readings covered in class
1	3 Mar	Rationality, preferences and behaviour	Chapter 3 in Bowles, S. (2009). <i>Microeconomics:</i> <i>behavior, institutions, and evolution</i> . Princeton University Press. Van Bavel, J. J., Baicker, K., Boggio, P. S., Capraro, V., Cichocka, Cikara, M., & Willer, R. (2020). Using social and behavioural science to support COVID-19 pandemic response. <i>Nature</i> <i>Human Behaviour</i> , 4(5), 460-471. Tversky, A., & Kahneman, D. (1974). Judgment under uncertainty: Heuristics and biases. <i>Science</i> , <i>185</i> , 1124-1131.
2	10 Mar	Constrained optimisation	N&S: 2 PRESENT (1): Gneezy, U., Gravert, C., Saccardo, S., & Tausch, (2017). A must lie situation - avoiding giving negative feed- back. <i>Games and Economic Behavior</i> , 102, 445-454.
3	17 Mar	Optimisation: utility maximisation, budget constraints and demand	 N&S: 3-5 PRESENT (2): Ifcher, J., & Zarghamee, H. (2011). Happiness and time preference: The effect of positive affect in a random-assignment experiment. <i>American Economic Review</i>, 101(7), 3109-29. Anderton, C. H., & Carter, J. R. (2006). Applying intermediate microeconomics to terrorism. <i>The Journal of Economic Education</i>, 37(4), 442-458.
4	24 Mar	Utility maximisation continued; DMUU	N&S: 5-7 PRESENT (3): Egebark, J., & Ekström, M. (2018). Liking what others "Like": using Facebook to identify determinants of conformity. <i>Experimental Economics</i> , 21(4), 793-814.
5	31 Mar	Decision making under uncertainty	 PRESENT (4): Pope, D. G., & Schweitzer, M. E. (2011). Is Tiger Woods loss averse? Persistent bias in the face of experience, competition, and high stakes. <i>American Economic Review</i>, 101(1), 129-57. Diecidue, E., & Wakker, P. P. (2001). On the intuition of rank-dependent utility. <i>Journal of Risk and Uncertainty</i>, 23(3), 281-298. Tversky, A., & Kahneman, D. (1992). Advances in prospect theory: Cumulative representation of uncertainty. <i>Journal of Risk and uncertainty</i>, 5(4), 297-323. Wu, G., & Gonzalez, R. (1996). Curvature of the probability weighting function. <i>Management science</i>, 42(12), 1676-1690. http://behavioralscientist.org/try-to-resist-misinterpreting-themarshmallow-test/ https://www.economist.com/finance-and-economics/2018/12/08/the-moral-assumptions-embedded-in-economics/2018/12/08/the-moral-assumptions-embedded-in-economics/2018/12/08/the-moral-assumptions-embedded-in-economic-models-of-climate-change (depending on time: Section 3 in: Kremer, M., Rao, G. & Schilbach (2019) Behavioral Development Economics in <i>The Handbook of Behavioral Economics</i>, (there's also a podcast interview on

			this:https://player.fm/series/four-questions/behavioural-	
			development-economics-dr-gautam-rao)	
			PRESENT (5) Milkman, K. L., Rogers, T., & Bazerman, M. H.	
			(2010). I'll have the ice cream soon and the vegetables later: A	
			study of online grocery purchases and order lead time.	
			Marketing Letters, 21(1), 17-35.	
			N&S: 8	
		Charles and	Varian: 28/29 (part of this was covered in EKN 244)	
6	7 Apr	Strategy and	Anderton, C. H., & Carter, J. R. (2006). Applying intermediate	
		game theory	microeconomics to terrorism. The Journal of Economic	
			Education, 37(4), 442-458.	
			https://www.economist.com/game-	
			theory/2015/02/02/defending-the-indefensible	
			https://behavioralscientist.org/online-dating-like-a-game-	
			theorist/	
		SEMESTER		
7	14 Apr	TEST		
			N&S: 8	
		Asymmetric	PRESENT (6): Akerlof, G. A. (1970). The market for "lemons":	
8	21 Apr	Apr Information	Quality uncertainty and the market mechanism. <i>Quarterly</i>	
		and Bayesian	Journal of Economics 84(3): 488-500.	
		games		
28 April:	UP follows I	Monday timetable	e, so no MIE 780 class	
			Text book reading tbc	
٩	5 May	Bargaining	PRESENT (7): Backus, M. et al. Sequential Bargaining in the	
5	Siviay	Durganing	Field. NBER Working Paper:	
			http://www.nber.org/papers/w24306	
10-14 M	lay: UP reces	s, so no MIE class	on 12 May	
			N&S: 9-11	
			PRESENT (8): Cook, C., Diamond, R., Hall, J., List, J. A., & Oyer,	
			P. (2018). The gender earnings gap in the gig economy: Evid-	
10	19 May	19 May	Firm	ence from over a million rideshare drivers (No. w24732).
	,	optimisation	National Bureau of Economic Research.	
			Listen: Freakonomics radio on open offices and productivity:	
			http://freakonomics.com/podcast/open-offices/	
			N&S: 12-13	
			For next week's tonic	
11	26 May	Equilibrium	PRESENT (9): Gravert C & Kurz V (2019) Nudging à la	
	,	analysis	carte: a field experiment on climate-friendly	
			food choice. Behavioural Public Policy, 1-18.	
			PRESENT (10): Klege, R., Visser, M., Datta, S., & Darling, M.	
		Missing	(2018). The Power of Nudging: Using Feedback, Competition	
10	2 1000	markets, the	and Responsibility Assignment to Save Electricity in a	
12	2 June	environment	Non-Residential Setting.	
		and nudges	https://www.economist.com/leaders/2018/12/01/why-is-	
			climate-change-so-hard-to-tackle	

2 Administrative information

Communication of details about assignments, any changes to planned dates and anything else you need to know related to MIE 780 will take place via announcements on ClickUP. Since class attendance and timely watching of video lectures is expected, any dates or other details communicated in (inperson or online/video) class will be deemed to have been heard by all students. Therefore, if you miss a class, it is your responsibility to check in with your fellow students (or with your lecturer) to see whether you have missed anything.

2.1 Contact details

	Name	Building and room number	Telephone number	Email address	Consulting hours
Module coordinator/lecturer	Dr Nicky Nicholls	Tukkiewerf 1-12.1	0124204505	Nicky.nicholls@up.ac.za	Weds 10-12
Departmental administrator	Ms Sonja Laing	Tukkiewerf 1-12	0124203453	Sonja.laing@up.ac.za	By appointment
Faculty Student Advisor*	Please see	page 15			



Your Faculty Student Advisor can advise you on goal-setting, adjustment to university life, time management, study methods, stress management and career exploration. Book an individual consultation or attend a workshop. For other support services see Section 5.

2.2 Timetable

Contact session	Day	Periods	Time	Venue
Lectures	Wednesday	evening	4:30 – 7pm	IT building: 4.4

2.3 Study material and purchases

Main text book:

• Nicholson, W. and Snyder, C. Microeconomic Theory: Basic Principles and Extensions. (10th edition onwards)

This will be supplemented with journal articles, articles from the press and selected chapters and inputs as detailed in section 1.3.

I encourage you to read outside of the prescribed material too. The Economist (www.economist.com) has interesting and relevant articles in both micro- and macroeconomics: you can read a few articles per week on their website without subscribing.

MIE 780 will include a look at some interesting ideas in the growing field of behavioural economics. Here you can find some fun light reading, including books by 2 Economics Nobel Prize winners: Daniel Kahneman and Richard Thaler: try Sunstein and Thaler's "Nudge" or Thaler's "Misbehaving: The Making of Behavioural Economics". Kahneman's "Thinking, Fast and Slow" and Dan Ariely's "Predictably Irrational" are also good reads. Most of these books include references to the actual journal papers that are discussed in the books, so you can go one step further and read the academic papers too after you've enjoyed the easy-reading version in the books. You might also be interested in in refreshing your memory on your second year work in EKN224 and EKN244 by reading relevant chapters from the CORE text book, Perloff's Microeconomics with Calculus and/or De Villiers & Frank's Microeconomics and Behaviour.

2.4 Programme/Departmental/Module rules, requirements and guidelines

Please note that all EMS (<u>https://www.up.ac.za/yearbooks/2020/EMS-faculty/rules/Faculty%20Rules</u>) and university rules apply to this module. Any form of cheating (including cheating on clicker/phone based quizzes in class) will be treated seriously according to university rules. Please note that you will need a 40% year mark to qualify for the exam.

2.5 Grievance procedures

2.5.1 Postgraduate students

- All issues should be reported in writing, providing details of the complaint or issue.

- Postgraduate students who experience a difficulty or wish to raise a concern or take up an issue whilst studying at the University of Pretoria, should do so in accordance with the following processes:

- (a) Most issues or complaints can be resolved between the student and the supervisor or course co-ordinator without further escalation. Where the issues or complaints raised are not of a purely academic nature, the supervisor or course co-ordinator should assist the student as far as possible by directing the student to the relevant department/division/unit within the University that can render the appropriate assistance.
- (b) As a first line of action, a postgraduate student should approach his or her supervisor (in the case of Research Master's or Doctoral students), or the course co-ordinator (in the case of Honours and Coursework Master's students). The supervisor or course coordinator is best placed to deal with any personal or study related problem that the student may encounter. The supervisor or course co-ordinator will be able to discuss issues of funding, the study project and also, to direct the student to appropriate personal support services where necessary. (c) In instances where the problem relates to the supervision of the student or the conduct of the supervisor or course co-ordinator, the matter should be escalated to the Head of Department/School/Centre who will attempt to resolve the problem.
- (d) In the event that intervention at the Head of Department/School/Centre level is unsuccessful, the matter may be escalated to the Deputy Dean: Research and Postgraduate Studies or, in the absence of such a Deputy Dean, to the Chair of the Research Committee of the Faculty. (e) If the matter still remains unresolved, it may be escalated to the Dean of the Faculty.
- (f) In the event that a postgraduate matter has not been resolved at Faculty level, the student may refer the matter to the Vice-Principal: Research and Postgraduate Education, who will attempt to resolve the matter.
- (g) Only after all of the above steps have been followed and the matter remains unresolved, the matter may be escalated to the Vice-Chancellor and Principal, whose decision will be final.

2.6 Communication with students

<u>All emails</u> from the EMS Faculty and University of Pretoria will be sent to you at your **UP email address**. It is assumed that any emails sent to this UP email address, will be read by yourself.

You are strongly advised to check this email address **at least twice a day** and EMS proposes that you do this during the course of the **morning** and again before the **close of business**.

<u>Announcements</u> relating specifically to MIE 780 will be posted on ClickUP. While every effort may be made to communicate with you through other available channels, you are deemed to have read any announcements posted on ClickUP.

It is also strongly advised that you check ClickUP **at least twice a day** and EMS proposes that you do this during the course of the **morning** and again before the **close of business**.

3 Module information

3.1 Purpose of the module

The purpose of the module is to further students' understanding of principles of microeconomics, including optimisation decisions by consumers and firms, basic game theory and equilibrium analysis. Through understanding microeconomic theory and its applications, students will be better prepared to undertake economic research and to make use of microeconomic techniques in the workplace.

3.2 Module outcomes

At the end of the module, students should be able to understand and apply microeconomic theory to offer solutions to real world problems.

3.3 Articulation with other modules in the programme

This module builds on the intermediate microeconomics modules covered in undergraduate economics (at UP, this builds specifically on the EKN 224 and EKN 244 undergraduate modules). Strong performance on these undergraduate modules is therefore a prerequisite. An understanding of calculus is also required: this module assumes a mastery of first year calculus. Mastery of statistics and econometrics is required to better understand the applications provided in published microeconomic research. Undergraduate statistics is therefore also a prerequisite for the course. The EKN 713/4 module will also interact with this module as students' mastery of econometric techniques is broadened, increasing students' ability to interpret microeconomic research results.

The published microeconomic research which students will engage with in this module will expose students to examples of experimental and theoretical work applying microeconomic principles. This will help to prepare students for the research project that they undertake in the honours course. Finally, microeconomic analysis often underpins macroeconomic analysis by informing the underlying assumptions made in macroeconomic analysis. In this way, some linkage with MEK 780 will also be seen.

3.4 Learning presumed to be in place

Students should have a good mastery of intermediate microeconomics concepts. Students should have a good understanding of basic calculus, particularly differentiation and integration techniques, as well as Lagrangian optimisation. These will be briefly revised at the start of the course. Students are also assumed to be able to understand and interpret econometric results in academic papers.

3.5 Credit map and notional hours

The number of credits allocated to a module give an indication of the volume of learning required for the completion of that module and is based on the concept of notional hours. Given that this module carries a weighting of 15 credits, it follows that you should spend an average of 10x15 hours of study in total on the module (1 credit = 10 notional hours). This includes time for lectures, assignments, projects, tests and exams. This means that you should spend approximately 150 hours/14 weeks = ~11 hours per week.

Class contact sessions	clickUP, reading	Problem sets	Assessment (including assignments)	Independent work
40 hours	60 hours	10 hours	20 hours	20 hours

3.6 Units

The units covered in this course, together with the materials and resources associated with each unit, are set out in detail in Section 1.3. Section 4.1 details assessment opportunities for each part of the course.

4 Assessment

4.1 Assessment plan

	Assessment type	Assessment task	About	Due date	Weight
1	Class quizzos	Spot quizzes in 50% of	Content of previous	various	10
	Class quizzes	classes	lecture	various	10
2	Problem sets	Click! IP problem sets	Content of previous	various	20
	FIODIEIII SELS	Clickor problem sets	lectures	various	20
5	Somostor Tost	During class time	All material covered to	14 April	50
	Semester rest	During class time	date	14 Артп	50
9	Group	In class	Assigned journal paper	Dates vary	20
	presentation		Assigned Journal paper	by paper	20
					Must add up to
					100

Note: the above is for the semester mark. The semester mark will count for 60% of your overall grade, with the exam counting for the other 40%. Remember that you need 40% semester mark to be allowed to write the exam; and you need 50% overall to pass the course.

The weighting of the tests and other items forming part of the semester/year mark calculation may be altered by the Head of Department at his/her discretion in consultation with the module lecturers.

4.2 Assessment criteria

Class quizzes and problem sets have objectively correct answers. In some cases, partial grades are awarded for using the correct approach, even if the final correct answer is not reached.

Detailed rubrics for the group presentation and article assignment are included below: **Group presentation:**

	0-20%	20-50%	50-70%	70%+
Research question	Incorrect/ not discussed	Vaguely included but not clear	Included and clear	Well explained and accurate
Why does the research question matter?	Not discussed or discussion not relevant	Vague; little insight into importance	Discussed with some good explanation of importance	Insightful and engages well with relevance of research
How was the research question investigated?	Methodology not discussed/ portrayed inaccurately	Some discussion but not clearly explained. OR lots of direct quoting suggests not well understood.	Good explanation of methodology: easy to follow	Clear, insightful description: listener could easily understand and recap
Main findings	Inaccurate or not discussed	Some discussion but not clearly explained. OR lots of direct quoting suggests not well understood.	Good explanation of main results: easy to follow	Clear, insightful description: listener could easily understand and recap
How does this link to the course?	Incorrect/ not discussed	Vaguely included but not clear	Included and clear	Well explained and accurate
How could you update this research to make it more relevant to our context?	Not discussed or not relevant	Some discussion, but didn't really engage with the question	Some good ideas	Excellent, workable suggestions offered

4.3 Assessment policy

The grade weightings detailed in 4.1 are for the semester mark.

The semester mark will count for 60% of your overall grade, with the exam counting for the other 40%. Remember that you need a minimum of 40% semester mark to be allowed to write the exam; and you need a minimum grade of 50% overall to pass the course.

Problem sets submitted late will be penalized by 5% per day late. However, if these are submitted after the correct answers have been provided, they will receive zero.

If you are absent from class during any in-class assessment, you will receive zero unless you provide a formal excuse, in line with the procedures detailed in 4.6 (it is your responsibility to familiarise yourself with what constitutes an acceptable excuse before making the decision to be absent).

For the group presentation, if your group is not ready to present on the date assigned to you (per this course outline), you will receive zero. It is the responsibility of the group to ensure that all members contribute to the presentation. Should all members confirm that an individual did not contribute, the non-contributing individual will receive zero for this assignment. Group assignments will be discussed in the first class. If you have joined the course late, please contact your lecturer urgently so that I can assign you to a group.

- 1. Should a student miss a test for a legitimate reason (as defined in the faculty guidelines), the exam for the relevant module will be reweighted to account for this.
- 2. Should a student miss an exam for a legitimate reason, a sick exam will be scheduled exactly three days after the original exam, and the form of that exam, e.g., oral exam, is up to the discretion of the lecturer. No other sick exam times will be scheduled.
- 3. A student cannot complete the module without an exam mark.
- 4. Notifications, regarding illness or missing tests.1

a. Notification must be at least three days before the test/exam, in the case of work related absences, in order for us to assess whether or not alternative arrangements can be made.

b. For an illness or other reason (again, see faculty guidelines), notice must be submitted the day of the test/exam. However, documentation must be submitted according to the faculty guidelines, which is within three days of the test/exam. Failure to do so, will result in a zero for the missed test/exam.

The honours degree is a one year program. According to faculty guidelines, students are not allowed to take a module more than once. For that reason:

- 1. Students who fail no more than ONE module in the honours course, and achieve a subminimum grade of 30% for the failed module, will have the opportunity to write a chancellor's exam on that module in early 2022. If this exam is passed, the student will be given 50% for the relevant module.
- 2. Students who fail more than one module or fail the chancellor's exam (do not gain access to that exam) will be de-registered from the program, and will need to appeal to the department to be allowed to re-register for the degree program in 2022

Given the realities of the program, we would like to make two suggestions to the students.

- 1. Keep up with the material and continually do the work that is asked of you.
- 2. If you find yourself not being able to manage, be honest. Seek help, immediately

4.4 Plagiarism

Plagiarism is a serious form of academic misconduct. It involves both appropriating someone else's work and passing it off as one's own 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 own original work. Indicate precisely and accurately when you have used information provided by someone else. Referencing must be done in accordance with a recognised system. Indicate whether you have downloaded information from the Internet. For more details, visit the library's website: http://www.library.up.ac.za/plagiarism/index.htm.

4.5 Resubmission of test/assignment scripts

If there are any queries regarding the marks awarded to a script, the full script (all the answer books), together with the prescribed form (see Annexure 1) must be submitted to the lecturer or designated person (provide name and place of submission) concerned within three working days of the scripts being returned to the student during lectures. No late submissions will be considered under any circumstances and this is not negotiable.

Examples of the application of the three working day rule (to illustrate the principle), are as follows:

When returned to learner By when to be submitted for re-mark
--

Test/assignment returned on Monday	15:30 on Thursday
Test/assignment returned on Tuesday	15:30 on Friday
Test/assignment returned on Thursday	15:30 on Tuesday of following week

If a public holiday should fall on a day following the return of the test/assignment, then this rule would work as follows:

When returned to learner	By when to be submitted for re-mark
Test/assignment returned on Monday and	15:30 on Friday
public holiday falls on the	
Tuesday/Wednesday/Thursday	
Test/assignment returned on Tuesday and	15:30 on Monday
public holiday falls on	
Wednesday/Thursday/Friday	
Test/assignment returned on Thursday and	15:30 on Wednesday of following week
public holiday falls on Friday or	
Monday/Tuesday of following week	

Tests submitted for re-evaluation will be considered in their entirety and students must therefore also check their papers as a whole, before enquiring about their marks as compensating marks may be lost and gained. The detailed mark memorandum must be used for this purpose. The lecturers and academic assistants will not discuss the marking of your test with you prior to your handing the test in for re-mark.

In compliance with the EMS Conduct rules, we expect of you that you will comply with the following procedure: The prescribed form (refer ANNEXURE 1 below) must be properly completed in all respects. If this is not done, the application for re-submission will be invalid and will not be considered. We will not contact you to correct this so that the remark can be done – this is your responsibility and is not negotiable. The two persons signing this form as confirmation that the query is valid must ensure that they have properly applied their minds to the issues raised and not sign the form blindly, as they will be held responsible, together with the person that has completed the form, for any invalid queries. Any invalid queries will be dealt with in a firm manner. Refer Annexure 1 below for the penalty related to this.

ANNEXURE 1

	DEP	PARTMENT OF EC	ONO	VIICS	
	RE	E-SUBMISSION O	F SCRI	IPT	
Form	must be properly c	ompleted in ALL	respe	cts BEFORE it is	handed in
Subject: Microeco	nomics honours (MI	E 780)		Description an	d Date of test:
Initials and surnan	ne:			Student no:	
I hereby request th	nat my MIE 780 answ	ver scripts be re-e	valua	ted:	
Question number	Adding problem (indicate Yes/No)	My total	O [.] (ind	ther queries licate Yes/No)	Total mark for the question (after consideration by the markers)
TOTAL					
 I hereby declare the following: I am aware that my paper will be considered in its entirety. My complete script with all of its questions, are attached. The question number, the total mark per question awarded before reconsideration, as well as my own adding-up per question (only if applicable) is correctly filled in above. Queries are not just marked with an asterisk or a question mark, but the query is clearly stated in sentence format in pencil only and the pencilled-in information is highlighted. My answer paper has also been scrutinized by the following two fellow students currently registered for MIE 780, and they agree with the queries raised. Should the queries raised be invalid according to the relevant staff member(s), the 2 verifiers and I will be penalized by the deduction of 2 percentage points. 					
Signature	Signature Date				
Initials and surn verifiers (to be printed): 1. 2.	ame of Student clearly	no.:		Signature:	

4.6 Excuses / Apologies

Only written excuses on the prescribed form (see Annexure 2) will be accepted. Students are requested to be reasonable when offering an excuse, as unreasonable behaviour will be severely dealt with.

In those situations where a certificate from a medical practitioner is the supporting documentation that is submitted with the prescribed form, the following **important matters** are drawn to your attention:

- Only original certificates from medical practitioners will be accepted.
- The certificate from the medical practitioner must be dated on or before the date of the test. Certificates dated after this date will not be accepted.
- The certificate must clearly specify the period for which you are booked off and must clearly indicate that you have been booked off.
- Any certificate from a medical practitioner stating "I have been informed that...." will not be accepted or considered.
- The validity of the certificate from the medical practitioner will be verified directly with that practitioner.

In those situations where a certificate from a medical practitioner is not the supporting documentation, a letter together with other original, suitable and verifiable documentation must be attached to the prescribed form. Other circumstances will be considered only in exceptional cases following consultation by the Head of Department: Economics with the lecturer concerned.

In terms of University regulations, excuses must be submitted within **three (3) working days** after the date of the test concerned. The prescribed form and the supporting documentation must be submitted at the One-Stop Service in the Department of Economics (Tukkiewerf reception) within three (3) working days **(which includes the university recess period)** of the test date. Should the One-Stop Service not be manned, you must ensure that the prescribed form and the appropriate supporting documentation are handed in at the office of the Head of Department: Tukkiewerf 1-10.1 within the said three (3) working days. When the prescribed form and supporting documentation are handed in, **you must ensure** that you receive an acknowledgement of receipt of the said documents and ensure that this receipt clearly indicates to whom the documentation was handed.

Students submitting the supporting documentation without the completed prescribed form or the prescribed form without the supporting documentation, disqualify themselves immediately with regard to the excuse. It is **your responsibility** to ensure that procedures are followed.

ANNEXURE 2

DEPARTMENT OF ECONOMICS		
APPLICATION TO BE EXCUSED		
Form must be properly completed in ALL respects	before it is handed in	
Subject: Microeconomics Honours (MIE 780)		
Initials and surname:	Student no:	
I hereby request that I be excused from the following academic co	ommitment:	
Year test no.:	Date:	
I have submitted excuses to date.		
The original of my medical certificate or other supporting documentation in support of my application to be excused is attached.		
I confirm that I have read and understood the matters relating to the submission of excuses/apologies as contained in the Learner's Guide under 4.6.		
I declare that this is a bona fide application and that the certificate and/or letter attached is true.		
Signature Date		

If you cannot use a photocopy of this example, you may write a letter that contains the same information.

5 Support services

Please note that details on the EMS Student Support Services are provided in 5.4 and 5.5 below.

For UP support, please download a QR code reader on your cellular phone. To download a QR code reader open your mobile app store (App Store, Google Play or Windows Marketplace) and search for QR code readers.

5.1 Safety in the evening and emergencies

- For any safety or emergency related matters, eg if you need a security officer to accompany you from your residence to campus, phone the Operational Management Centre (details at the back of your student card).
- The 24-hour, multi-disciplinary UP Crisis Line offers professional and confidential support to victims of crime in times of trauma. For assistance and immediate action, phone the UP Crisis Line on: 0800 00 64 28.

• Hatfield residence students: From 18:00 till 06:00 security officers are available to escort you (on foot) to and from your residence or campus anywhere east of the Hatfield Campus through to the Hillcrest Campus.

5.2 E-learning support

- Report a problem you experience to the Student Help Desk on your campus.
- Visit the open labs in the Informatorium Building or IT labs on your campus to report problems at the offices of the Student Help Desk.
- Approach the assistants at the help desks—campus specific (for example: adjacent to the Student Computer Laboratories in IT Building, NW2, CBT or Aldoel Building IT labs, etc).
- Call 012 420 3837.
- Email <u>studenthelp@up.ac.za</u>

5.3 Other support services:

	••		
FLY@UP: The Finish Line is Yours	 Think carefully before dropping modules (after the closing date for amendments or cancellation of modules). Make responsible choices with your time and work consistently. Aim for a good semester mark. Don't rely on the examination to pass. 	<u>www.up.ac.za/fly@up</u> email: <u>fly@up.ac.za</u>	
Disability Unit	 Academic support for students with learning disabilities: Assistive technological services Facilitation of test and examination accommodations Test and exam concession applications Accessible study venues and a computer lab Referrals for recommended textbooks in electronic format 	https://www.up.ac.za/disability- unit 012 420 2064 email: du@up.ac.za	
Student Counselling Unit	Provides counselling and therapeutic support to students	012 420 2333	
Student Health Services	Promotes and assists students with health and wellness	012 420 5233 012 420 3423	

The Careers Office	Provides support for UP students and graduates as they prepare for their careers	<u>careerservices@up.ac.za</u> 012 420 2315	
Department of Security Services	24-hour Operational Management Centre 24-hour Operational Manager Crisis Line	012 420-2310 012 420-2760 083 654 0476 0800 006 428	
Department of Student Affairs	Enquiries concerning studies, accommodation, food, funds, social activities and personal problems	012 420 2371/4001 Roosmaryn Building, Hatfield campus	
Centre for Sexualities, AIDS and Gender	Identifies and provides training of student peer counsellors	012 420 4391	
Fees and funding	http://www.up.ac.za/enquiry www.up.ac.za/fees-and-funding	012 420 3111	
IT Helpdesk	For student IT related queries	012 420 3051 studenthelp@up.ac.za	

5.4 EMS student support by Faculty Student Advisors *

Mondays to Fridays, 07h30 to 16h00

The services offered by the Faculty Student Advisors (FSAs) include individual consultation and/or group workshops dealing with:

Adju	ustment to university life	
Aca prep	demic support - Goal setting & motivation, Time Management, Study methods, Test/Exam paration, Stress management	
Care	eer exploration	
UPC) 107 module queries – For 1 st year students only	
EMS Y2 Plus queries – For 2 nd & 3 rd year students only		
Oth	er services:	
	Phafoga early warning system – For 1 st years	
	Mamelodi / Hatfield student orientation – For 2^{nd} years completing their first year in Mamelodi in the immediately preceding year	
	First generation mentorship – For 1 st years	

Please either phone 012 420 6992 for an appointment or visit the counter in Room 1-13 in the EMS Faculty Administration (at EMS Building Entrance 1) to make an appointment.

FSAs at your service		
Mr Danny Ramollo	Ms Zinhle Sibiya	Mr Nhlanhla Maphetu
EMS Administration Building,	EMS Administration	EMS Administration Building,
Room 1-13.1	Building, Room 1-13.2	Room 1-13
E-mail:	E-mail:	E-mail:
danny.ramollo@up.ac.za	zinhle.sibiya@up.ac.za	nhlanhla.maphetu@up.ac.za
Tel: (012) 420 6743	Tel: (012) 420 3322	Tel: (012) 420 6992

*Services are free of charge to all EMS registered students

5.5 Alphabetical list of degrees/diplomas/fields of study and faculty administrators responsible for those degrees

BAdmin

BAdmin (undergraduate & honours) (SPMA)	Ms Bahula	Room 1-12.6
	012 420 5279	nellie.bahula@up.ac.za
BAdmin: Option Public Administration (SPMA)	Ms Bahula	Room 1-12.6
	012 420 5279	nellie.bahula@up.ac.za
BCom		
Accounting Sciences (undergraduate & postgrad	duate diploma/C	TA)
	Ms Badugela	Room 1-5.8
	012 420 2289	fhumulani.badugela@up.ac.za
Agribusiness Management (undergraduate & ho	onours)	
	Ms Marakalala	Room 1-12.2
	012 420 3336	mary.marakalala@up.ac.za
Business Management (undergraduate & honou	ırs)	
	Mr Ngobeni	Room 1-12.1
	012 420 5394	johannes.ngobeni@up.ac.za
Commerce Special (undergraduate)	Ms Erasmus	Room 1-5.1
	012 420 3062	<u>alta.erasmus@up.ac.za</u>
Communication Management (undergraduate &	& honours)	
	Ms Nel	Room 1-13.3
	012 420 3498	estelle.nel@up.ac.za
Digital Innovation (postgraduate diploma)	Ms Krappie	Room 1-5.3
	012 420 5387	lerato.krappie@up.ac.za
Economics (undergraduate & honours)	Ms Marakalala	Room 1-12.2
	012 420 3336	mary.marakalala@up.ac.za
Econometrics (undergraduate & honours)	Ms Marakalala	Room 1-12.2
	012 420 3336	mary.marakalala@up.ac.za
Entrepreneurship (postgraduate diploma)	Mr Ngobeni	Room 1-12.1
	012 420 5394	johannes.ngobeni@up.ac.za
Financial Sciences (undergraduate & honours)	Ms Matabane	Room 1-5.1
	012 420 3064	khomotso.matabane@up.ac.za
General /Own Choice (undergraduate)	Mr Dire	Room 1-12.7
	012 420 5278	ignatious.dire@up.ac.za
Human Resource Management (undergraduate	& honours)	
	Ms Qokose	Room 1-12.3
	012 420 3328	<u>sibabalwe.qokose@up.ac.za</u>
Informatics (undergraduate, honours)	Ms Krappie	Room 1-5.3
	012 420 5387	lerato.krappie@up.ac.za
Integrated Reporting (postgraduate diploma)	Mr Ngobeni	Room 1-12.1
	012 420 5394	johannes.ngobeni@up.ac.za

Internal Auditing (honours)	Ms Steenkamp	Room 1-5.4
	012 420 3347	ronel.steenkamp@up.ac.za
International students EMS	Ms Qokose	Room 1-12.3
	012 420 3328	<u>sibabalwe.qokose@up.ac.za</u>
International students EMS (Coordinator)	ТВА	Room 1-5.3
	012 420 3325	<u>karin.fortune@up.ac.za</u>
Investigative & Forensic Accounting (postgradua	ate diploma)	
	Ms Steenkamp	Room 1-5.4
	012 420 3347	ronel.steenkamp@up.ac.za
Investment Management (undergraduate & hor	nours)	
	Ms Steenkamp	Room 1-5.4
	012 420 3347	ronel.steenkamp@up.ac.za
Law (BCom) (undergraduate)	Ms Steenkamp	Room 1-5.4
	012 420 3347	ronel.steenkamp@up.ac.za
Mamelodi BCom Extended programme	Ms Matabane	Room 1-5.1
	0124203063	khomotso.matabane@up.ac.za
Marketing Management (undergraduate & hone	ours)	
	Mr Ngobeni	Room 1-12.1
	Mr Ngobeni 012 420 5394	Room 1-12.1 johannes.ngobeni@up.ac.za
Own Choice / General (undergraduate)	Mr Ngobeni 012 420 5394 Mr Dire	Room 1-12.1 johannes.ngobeni@up.ac.za Room 1-12.7
Own Choice / General (undergraduate)	Mr Ngobeni 012 420 5394 Mr Dire 012 420 5278	Room 1-12.1 johannes.ngobeni@up.ac.za Room 1-12.7 ignatious.dire@up.ac.za
Own Choice / General (undergraduate) Responsible Leadership	Mr Ngobeni 012 420 5394 Mr Dire 012 420 5278 Ms Mjwara	Room 1-12.1 johannes.ngobeni@up.ac.za Room 1-12.7 ignatious.dire@up.ac.za Room 1-1.5 (Foyer)
Own Choice / General (undergraduate) Responsible Leadership	Mr Ngobeni 012 420 5394 Mr Dire 012 420 5278 Ms Mjwara 012 420 3643	Room 1-12.1 johannes.ngobeni@up.ac.za Room 1-12.7 ignatious.dire@up.ac.za Room 1-1.5 (Foyer) zethu.mjwara@up.ac.za
Own Choice / General (undergraduate) Responsible Leadership Statistics (undergraduate & honours)	Mr Ngobeni 012 420 5394 Mr Dire 012 420 5278 Ms Mjwara 012 420 3643 Ms Marakalala	Room 1-12.1 johannes.ngobeni@up.ac.za Room 1-12.7 ignatious.dire@up.ac.za Room 1-1.5 (Foyer) zethu.mjwara@up.ac.za Room 1-12.2
Own Choice / General (undergraduate) Responsible Leadership Statistics (undergraduate & honours)	Mr Ngobeni 012 420 5394 Mr Dire 012 420 5278 Ms Mjwara 012 420 3643 Ms Marakalala 012 420 3336	Room 1-12.1 johannes.ngobeni@up.ac.za Room 1-12.7 ignatious.dire@up.ac.za Room 1-1.5 (Foyer) zethu.mjwara@up.ac.za Room 1-12.2 mary.marakalala@up.ac.za
Own Choice / General (undergraduate) Responsible Leadership Statistics (undergraduate & honours) Strategic Management	Mr Ngobeni 012 420 5394 Mr Dire 012 420 5278 Ms Mjwara 012 420 3643 Ms Marakalala 012 420 3336 Ms Mjwara	Room 1-12.1 johannes.ngobeni@up.ac.za Room 1-12.7 ignatious.dire@up.ac.za Room 1-1.5 (Foyer) zethu.mjwara@up.ac.za Room 1-12.2 mary.marakalala@up.ac.za Room 1-1.5 (Foyer)
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Own Choice / General (undergraduate) Responsible Leadership Statistics (undergraduate & honours) Strategic Management Supply Chain Management (undergraduate & ho	Mr Ngobeni 012 420 5394 Mr Dire 012 420 5278 Ms Mjwara 012 420 3643 Ms Marakalala 012 420 3336 Ms Mjwara 012 420 3643	Room 1-12.1 johannes.ngobeni@up.ac.za Room 1-12.7 ignatious.dire@up.ac.za Room 1-1.5 (Foyer) zethu.mjwara@up.ac.za Room 1-12.2 mary.marakalala@up.ac.za Room 1-1.5 (Foyer) zethu.mjwara@up.ac.za
Own Choice / General (undergraduate) Responsible Leadership Statistics (undergraduate & honours) Strategic Management Supply Chain Management (undergraduate & ho	Mr Ngobeni 012 420 5394 Mr Dire 012 420 5278 Ms Mjwara 012 420 3643 Ms Marakalala 012 420 3336 Ms Mjwara 012 420 3643 Onours) Mr Ngobeni	Room 1-12.1 johannes.ngobeni@up.ac.za Room 1-12.7 ignatious.dire@up.ac.za Room 1-1.5 (Foyer) zethu.mjwara@up.ac.za Room 1-12.2 mary.marakalala@up.ac.za Room 1-1.5 (Foyer) zethu.mjwara@up.ac.za Room 1-12.1
Own Choice / General (undergraduate) Responsible Leadership Statistics (undergraduate & honours) Strategic Management Supply Chain Management (undergraduate & ho	Mr Ngobeni 012 420 5394 Mr Dire 012 420 5278 Ms Mjwara 012 420 3643 Ms Marakalala 012 420 3336 Ms Mjwara 012 420 3643 D12 420 3643 Mr Ngobeni 012 420 5394	Room 1-12.1 johannes.ngobeni@up.ac.za Room 1-12.7 ignatious.dire@up.ac.za Room 1-1.5 (Foyer) zethu.mjwara@up.ac.za Room 1-12.2 mary.marakalala@up.ac.za Room 1-1.5 (Foyer) zethu.mjwara@up.ac.za Room 1-12.1 johannes.ngobeni@up.ac.za
Own Choice / General (undergraduate) Responsible Leadership Statistics (undergraduate & honours) Strategic Management Supply Chain Management (undergraduate & ho Taxation (honours)	Mr Ngobeni 012 420 5394 Mr Dire 012 420 5278 Ms Mjwara 012 420 3643 Ms Marakalala 012 420 3336 Ms Mjwara 012 420 3643 Dnours) Mr Ngobeni 012 420 5394 Ms Steenkamp	Room 1-12.1 johannes.ngobeni@up.ac.za Room 1-12.7 ignatious.dire@up.ac.za Room 1-1.5 (Foyer) zethu.mjwara@up.ac.za Room 1-12.2 mary.marakalala@up.ac.za Room 1-1.5 (Foyer) zethu.mjwara@up.ac.za Room 1-12.1 johannes.ngobeni@up.ac.za Room 1-5.4
Own Choice / General (undergraduate) Responsible Leadership Statistics (undergraduate & honours) Strategic Management Supply Chain Management (undergraduate & ho Taxation (honours)	Mr Ngobeni 012 420 5394 Mr Dire 012 420 5278 Ms Mjwara 012 420 3643 Ms Marakalala 012 420 3336 Ms Mjwara 012 420 3643 Mr Ngobeni 012 420 5394 Ms Steenkamp 012 420 3347	Room 1-12.1 johannes.ngobeni@up.ac.za Room 1-12.7 ignatious.dire@up.ac.za Room 1-1.5 (Foyer) zethu.mjwara@up.ac.za Room 1-12.2 mary.marakalala@up.ac.za Room 1-1.5 (Foyer) zethu.mjwara@up.ac.za Room 1-12.1 johannes.ngobeni@up.ac.za Room 1-5.4 ronel.steenkamp@up.ac.za
Own Choice / General (undergraduate) Responsible Leadership Statistics (undergraduate & honours) Strategic Management Supply Chain Management (undergraduate & ho Taxation (honours) Tourism Management (postgraduate)	Mr Ngobeni 012 420 5394 Mr Dire 012 420 5278 Ms Mjwara 012 420 3643 Ms Marakalala 012 420 3336 Ms Mjwara 012 420 3643 mours) Mr Ngobeni 012 420 5394 Ms Steenkamp 012 420 3347 Ms Matabane	Room 1-12.1 johannes.ngobeni@up.ac.za Room 1-12.7 ignatious.dire@up.ac.za Room 1-1.5 (Foyer) zethu.mjwara@up.ac.za Room 1-12.2 mary.marakalala@up.ac.za Room 1-1.5 (Foyer) zethu.mjwara@up.ac.za Room 1-12.1 johannes.ngobeni@up.ac.za Room 1-5.4 ronel.steenkamp@up.ac.za Room 1-5.1

6. Other matters

Study hints

- a. Never "spot". Unfortunately, "Murphy's Law" most often applies here and the lecturer tests the work that you have not spotted! You need to always maximise your mark-scoring ability and spotting does not enable you to do this.
- b. You can only pass MIE 780 if you <u>understand</u> the issues, concepts and principles. The workload is just far too great to commit everything to memory.
- c. In MIE 780, the lecturer explains and teaches you the basic principles and concepts but in a test, your insight (understanding) is tested. The lecturers cannot give you examples of all possible scenarios as these are endless. It is thus important that you understand the principles in order to be able to apply them to any given situation. You cannot memorise scenarios either! It may take longer initially to understand the principles but in the long-term you will save yourself a lot of time and frustration and will always have that understanding once gained, it cannot be taken away from you!
- d. Do not do your homework questions by applying the "Oh yes!" method, that is look at the question and then at the answer and saying "Oh yes!". You do not receive the suggested solutions together with tests, so it is impossible to do that in a test situation. You must work through the questions in detail as you would under test conditions this means that you must work under time pressure and should not look at the answer to prompt you, until you have completed the answer. You need to make sure that you become "test fit" and doing the majority of your homework questions under test conditions helps you to become "test fit" and also train yourself to be able to concentrate for the duration of your longest test. If you need to calculate and amount and cannot, assume an amount and carry on with the rest of the answer. Only once you have completed your answer, should you look at the suggested solution. Your answer does not need to look exactly the same as the suggested solution it is after all a "suggested" solution.
- e. It does not help to work out solutions to all the questions if you do not understand the principles. You should rather make sure that you understand the principles first and that you know what you should memorize such as disclosure requirements for accounting, before you do the questions so that you can then confirm your understanding by applying these to answering the questions.
- f. Stay up to date!!! Do your homework questions immediately and timeously and see the lecturer/tutor immediately if you have a problem. You will receive a significant amount of homework to do during the semester/year. If you leave this until you are about to write a test, it will not be possible to work through homework questions. Once you have done a question, jot down the principles illustrated in the question as well as the catches and things you got wrong at the top of your completed answer sheet in a different colour pen. This is for future reference and for you to quickly check if you still know the principles/catches/weak spots contained in the question again, if not look again. If you do your homework regularly, the amount of work you need to do before a test will be reduced and you will be able to focus on topics that you are less comfortable with. In this way, you will be able to revise effectively and efficiently.
- g. Make sure that you know and understand the following for each topic

- Theory (including the mathematical representations)
- Intuition behind the theory (what does the theory actually mean?)
- Where is this usually applied in microeconomics?

7. Rules of conduct for EMS students

Students in the EMS Faculty are likely move into the business world once they have completed their studies at the University of Pretoria. As part of delivering well-rounded students to the job market, it is important that UP students refine certain attributes that are deemed to be part of the make-up of any successful business person. Where feasible, a number of these attributes need to be inculcated by staff members in the departments in the EMS Faculty, by consistently applying the same administrative and other rules when dealing with students. As these rules of conduct are deemed to form part of leaners' guides even though they may be handed out separately, it is assumed that all students are aware of these and ignorance will thus not be accepted as an excuse.

CON	NDUCT RULES (GA = Graduate attribute expected of students in the EMS Faculty per S4691/17)
1.	Professional conduct and manners are expected when interacting with your lecturers in person, by e-mail or by telephone. GA: Communicate constructively and sensitively with a range of people and communities in diverse social, cultural, geographical and workplace contexts using appropriate language (oral, written and listening) as well as other skills
2.	Professional conduct and ethical conduct are expected when liaising with outside stakeholders related to your academic programme. GA: Have a sense of social responsibility, respect human rights and dignity and exhibit informed awareness and behave professionally, ethically and with integrity
3.	Please respect the consulting hours of lecturers and the time of your fellow students when consulting with lecturers on a one-on-one basis or in class. <i>GA: Demonstrate inter-personal skills by working collaboratively and co-operatively in several contexts and function autonomously / independently and confidently as individuals demonstrating initiative in overcoming life and work challenges and take responsibility for their own decisions and development</i>
4.	All correspondence (e-mail or otherwise) with the HODs and lecturers, must be done in an appropriate format and tone. If not, the correspondence will be returned unanswered marked "format" or "tone". Queries will thus not be attended to, unless the format and/or tone of the correspondence are at an acceptable professional standard. For examples of the appropriate format, refer to the formats of correspondence included in this document. <i>GA: Communicate constructively and sensitively with a range of people and communities in diverse social, cultural, geographical and workplace contexts using appropriate language (oral, written and listening) as well as other skills</i>
5.	Students shall not be late for class, unless there is a valid reason for their being late. Being late for a lecture indicates a lack of respect for the lecturer and fellow students. In addition, students who have to leave a lecture period before the end of the lecture should advise the relevant lecturer before the lecture commences that they will be leaving early. GA: Function autonomously / independently and confidently as individuals demonstrating initiative in overcoming life and work challenges and take responsibility for their own decisions and development
6.	Students' cell phones should be switched off and out of sight during lectures and tutor sessions, unless these are used as part of the blended learning interventions. GA: Have a sense of social responsibility, respect human rights and dignity and exhibit informed awareness and behave

professionally, ethically and with integrity and interact constructively and create opportunities for shared learning

- 7. Students are discouraged from misusing the procedures associated with **sick notes**. Nevertheless, when appropriate, they are expected to hand in a sick note application form together with the required supporting documentation AT EACH DEPARTMENT. The associated application form must be filled out in its entirety and if not, sick notes will not be accepted and a zero mark will be awarded for the relevant test or assignment. *GA: Have a sense of social responsibility , respect human rights and dignity and exhibit informed awareness and behave professionally, ethically and with integrity*
- 8. Sick note application forms and associated documentation must be handed in within <u>three</u> working days from the date of the test that was missed. Public holidays, Saturdays, Sundays and official university recess days during a semester are <u>not</u> counted as working days. Late submissions will not be accepted and a zero mark will be awarded for the relevant test. GA: Function autonomously / independently and confidently as individuals demonstrating initiative in overcoming life and work challenges and take responsibility for their own decisions and development
- 9. To counter unethical behaviour, sick notes received will be validated by confirming their validity with the issuing medical practitioner. If students are identified as having submitted fraudulent sick notes, they will be handed over to the university authorities for disciplinary action and this could lead to expulsion. *GA: Have a sense of social responsibility , respect human rights and dignity and exhibit informed awareness and behave professionally, ethically and with integrity*
- 10. Students are expected to consider the resubmission of tests for additional marks carefully and are expected to fill out the associated forms in their entirety and hand these in, accompanied by the relevant test. Questions/answer books will be **remarked in their entirety** when handed in and students could consequently lose marks previously awarded, when the entire question/answer book is remarked. **GA:** Function autonomously / independently and confidently as individuals demonstrating initiative in overcoming life and work challenges and take responsibility for their own decisions and development
- 11. Fraudulent amendments to tests and examinations will not be tolerated and students guilty of this will be handed over to the university authorities for disciplinary action and this could lead to expulsion or suspension of credits for a specific module. *GA:* Function autonomously / independently and confidently as individuals demonstrating initiative in overcoming life and work challenges and take responsibility for their own decisions and development **and** have a sense of social responsibility, respect human rights and dignity and exhibit informed awareness and behave professionally, ethically and with integrity
- 12. All tests handed in for remarking must be handed in within <u>three working days</u> of the date on which the tests were handed back in class and must be accompanied by the associated form. Public holidays, Saturdays, Sundays and official university recess days during a semester are <u>not</u> counted as working days. Applications for a remark will not be considered if handed in after the deadline specified by the lecturers. *GA: :* Function autonomously / independently and confidently as individuals demonstrating initiative in overcoming life and work challenges and take responsibility for their own decisions and development
- 13. All assignments must be handed in on time. If not, assignments will not be marked and students will receive a zero mark for assignments that were handed in late. **GA:** *: Function autonomously / independently and confidently as individuals demonstrating initiative in overcoming life and work challenges and take responsibility for their own decisions and development*