

DEPARTMENTAL **Guidelines for students**

FACULTY OF HUMANITIES
Department of Ancient and Modern
Languages and Cultures 2024



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
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1 Introduction

Welcome. Here you will find the general regulations, statements and procedures applicable to all modules in the Department of Ancient and Modern Languages and Cultures. For information on a specific module, please consult your module-specific Study Guide available on your ClickUp module.

2 Departmental staff contact details

2.1 Contact details of HoD

	Name	Building and room number	Telephone number	Email address
Interim HoD	Prof. Stephan Mühr	HB 22-14	012 420 2419	stephan.muehr@up.ac.za
Departmental administrator	Mrs Agnes Besigye	HB 22-13	012 420 3658	agnes.nkuna@up.ac.za

2.2 Contact details of subject co-ordinators

	Name	Office number	Telephone number	Email address
French	Dr Anna-Marie De Beer	HB 22-10	012 420 3661	annamarie.debeer@up.ac.za
German	Dr Meja Ikobwa	HB 22-11	012 420 2958	meja.ikobwa@up.ac.za
Portuguese	Ms Carla de Abreu	HB 22-16	012 420 4758	carla.deabreu@up.ac.za
Spanish	Dr Luis Andrés Lancho Perea	HB 22-29	012 420 5312	luis.lanchoperea@up.ac.za
Hebrew	Dr Jo-Marí Schäder	HB 22-24	012 420 2427	jo-mari.schader@up.ac.za
Latin/MTL	Dr Koos Kritzinger	HB 22-26	012 420 2280	koos.kritzinger@up.ac.za
Greek	Dr Sonja Gammage	HB 22-28	012 420 6444	sonja.gammage@up.ac.za
AKG (ANE/Egypt)	Dr Jo-Marí Schäder	HB 22-24	012 420 2427	jo-mari.schader@up.ac.za
AKG (Greece & Rome)	Dr Susan Haskins	HB 22-23	012 420 2954	susan.haskins@up.ac.za

2.3 Contact details of other useful contacts

Subject librarian	Ms Adrienne Warricker	https://library.up.ac.za/sb.php?subject_id=206710
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3 Student Responsibilities

At the University of Pretoria, we are serious about learning and about our students' success. UP's teaching and learning model requires you to **prepare** before your classes, **engage** during the scheduled class time and **consolidate** what you have learned after class. Your lecturers will give guidance on what is expected in each module. Learning The UP Way allows you to take control of your own learning and prepare for the future world of work.



3.1 Learning guidelines

To **prepare before class**, consult your study guide and the clickUP learning management system. You can access coursework material in clickUP via a computer or you can use the Blackboard App to view it offline. **Before each scheduled online class, there may be assessment tasks/activities** to complete. Completing these will give you the opportunity to get feedback on your progress and prevent you from falling behind.

Once you have prepared, it is time to **engage during your scheduled class time**. At this point, you will have the opportunity to ask questions and participate in discussions. Many lecturers use the Clicker App in large classes to give you an opportunity to actively participate in the class. In the case of a virtual class, your lecturer will schedule a Blackboard Collaborate session in clickUP. You can also participate in virtual classes by using the 'raise hand' or chat tools to ask questions. Some lecturers may provide opportunities for you to participate in a clickUP discussion forum.

After preparing for your class and engaging during class, the all-important act of **consolidating** what you have learned begins. This will give you the opportunity to revise, apply and better retain the knowledge you gained so far. In some cases, your lecturer will make a recording of the class available for re-watching. Some lecturers will even help you to consolidate your knowledge by giving you an assignment to complete or a test to write. Watch out for important communication from your lecturer via clickUP announcements and/ or calendar entries.

When you need help, please let us help you! Tell your lecturers as soon as possible, should you have any difficulties with your academic work, so that they can help you while there is still time to do so. Many modules have tutors to support you and you can also visit your [Academic Success Coach](#) for academic support. Be sure not to miss out on this great form of academic support! Let us help you! See the last section for all the UP Support services. As a UP student, you are a product of The UP Way and you can complete your degree in minimum time. You can adapt quickly, you're self-sufficient and resilient and can succeed despite the odds.

3.2 Department learning guidelines

The Department of Ancient and Modern Languages and Cultures subscribes to the learning guidelines above. Teaching and learning presupposes that in addition to the responsibilities of the lecturers and tutors to teach and guide, it is also the responsibility of the student to take control of their own learning. In this Department students are expected to prepare for class beforehand, to engage, and to consolidate learning, within modules and across levels, by keeping their own notes.

Students are also expected to attend/engage in all required contact sessions and activities (minimum of 80% attendance/engagement). This is particularly important in a language learning situation where continuous practice is a prerequisite to success. If you do miss a lecture, it is your (not your lecturer's) responsibility to find out what you missed and to catch up before the next lecture.

While lecturers will make every effort to accommodate students with special needs, it is the student's responsibility to inform the lecturer in writing as soon as possible of any special needs in order to ensure effective communication in this regard.

3.3 General rules/guidelines of academic conduct

- UP General Academic Regulations (select the year): [link](#)
- Faculty Regulations (select the year):
 - Faculty of Humanities: [link](#)
 - Faculty of Theology and Religion: [link](#)

Please take particular note of the following general rules and guidelines within this Department.

Students taking degrees from outside Faculties

Students taking degrees outside the Faculty of Humanities must familiarise themselves with the rules set by their Faculty as well as that of the Humanities Faculty.

Official requirements for admission to examinations and class attendance

Regarding the requirements for admission to examinations and attendance modules the University of Pretoria's general rules and regulations can be found at this link under 6d.

Departmental policy regarding the completeness of students' marks: the responsibility of students and members of the staff

Every student is responsible for ascertaining that a complete record of marks, representative of all the instances of assessment, is compiled for him or her. Please keep all tests, class tests, and assignments which have been marked and handed back to you. This should settle the matter if your record differs from that of the lecturer. You have to collect your own test. The lecturer cannot be held responsible if you do not collect your assessment.

Official Policy regarding aegrotats (sick exams)

Students who did not write the main examination on the scheduled day may apply for a special examination (or an aegrotat) at the Student Administration office. Lecturers are not allowed to grant students access to such examinations and have no part in the application process. Applications for these must be made online with a valid medical certificate and/ or supporting documentation/ affidavits not later than three working days after writing the main examination. A medical certificate will not be accepted where it states that students appeared ill or declared themselves unfit to write the examination. The doctor must be consulted on or before the date on which the examination was scheduled. A medical certificate will not be accepted if it does not contain the physical address and telephone number of the doctor/ medical practice as well as the practice number. In cases where a reason other than sickness is given, student(s) must submit an affidavit that reflects the reason for his/her absence from the examination. It is the responsibility of students to ascertain whether their requests have been successful or not. Students who have been granted permission to write an extraordinary examination or an aegrotat and who then fail to write the examination will not qualify for any further extraordinary or aegrotat examinations.

Click here for instructions on how to apply for an aegrotat online.

https://www.up.ac.za/media/shared/5/ZP_Files/2021/submitting-an-excuse-for-the-exam-.zp212442.pdf

3.4 Grievance procedures

All issues should be reported in writing, providing details of the complaint or issue. First, consult the lecturer concerned about the complaint or issue. If the matter is, however, not resolved, you should

consult the class representative (the primary function of the class representative is to serve as a two-way communication channel between the class and the lecturer.) If the matter remains unresolved you should consult the module coordinator in the case of large module classes with multiple lecturers. Where the coordinator is unable to or fails to resolve the matter, you should consult the Head of the Department. Should the matter remain unresolved, you may approach the Dean of the Faculty. Please do not contact the Dean or the rector if these channels have not been first explored.

3.5 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 by referencing them. 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: <https://www.library.up.ac.za/plagiarism>

3.6 Using Generative Artificial Intelligence (AI)

While Generative Artificial Intelligence (AI), such as Google's BARD, Microsoft's BING, and OpenAI's ChatGPT, harbours tremendous potential to enhance our productivity and learning processes, it's crucial to be aware of the inherent risks. When using generative AI like ChatGPT, it is essential to adhere to certain guiding principles to ensure that the technology is used both effectively and ethically. The following guiding principles should be considered:

- Understand AI capabilities and limitations: Gain a solid understanding of generative AI's strengths and weaknesses to utilise it effectively for learning.
- Use as a supplementary tool: Treat generative AI as an aid to expand your knowledge, enhance your critical thinking, and assist with generating ideas rather than as a replacement for thorough research and academic rigour.
- Cite sources properly: When using information from generative AI in academic work, ensure proper citation and attribution to avoid plagiarism.
- Fact-check and verify the information: Verify the accuracy of the information provided by generative AI using credible sources, as the AI may not always provide the most up-to-date or accurate information.
- Consider ethical implications: Be aware of biases in the AI and work to mitigate them. Use AI responsibly, avoiding generating harmful, offensive, or misleading content.
- Ensuring Data Privacy and Confidentiality: Always use anonymised, non-identifiable data for training purposes and be aware of data privacy regulations. Some generative AI technologies, like ChatGPT, allow users to apply the appropriate settings to prevent ChatGPT from utilising or learning from your interactions involving personal, sensitive, or confidential information.

In the era of high-tech tools like artificial intelligence and generative AI, you must be careful and clear to ensure your work maintains its academic integrity. Generative AI, such as ChatGPT, should be acknowledged and cited like any other source. Presenting generative AI work as one's own is (although not "plagiarism" as such) fraudulent since it is not original work. You have to reference or acknowledge the use of generative AI. An example of Acknowledgement is: "The creation, enrichment, and editing of this article for enhanced clarity was facilitated by the use of ChatGPT". For content generated by the AI, provide a citation that includes the name of the AI, the version (if applicable), the organisation that created it (OpenAI for ChatGPT), and the date of access. It's also a good practice to mention that the content was AI-generated. For example, ChatGPT-3, OpenAI. (2023). AI-generated content accessed on [date].

If you are unsure about whether or how you are permitted to use generative AI tools like ChatGPT, Google BARD, or Microsoft BING for your assignments or assessments, consult your study guide or ask your lecturer. Failing to adhere to these guidelines would be considered academic dishonesty.

3.7 Declaration of Originality

You must hand in this form, properly filled out, for all assessments. Your lecturer will give exact instructions as to how they want this form.

DECLARATION OF ORIGINALITY
UNIVERSITY OF PRETORIA

The Department of Ancient and Modern Languages and Cultures places great emphasis upon integrity and ethical conduct in the preparation of all written work submitted for academic evaluation.

Academics teach you about referencing techniques and how to avoid plagiarism; it is your responsibility to act on this knowledge. 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 (e.g. 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.

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 Ancient and Modern Languages and Cultures. 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 (e.g. essay, report, project, assignment, dissertation, thesis, etc) is my own original work. Where other people's work or AI generated 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.

SIGNATURE

DATE

4 Information on Student Feedback on Teaching Survey

The University of Pretoria is committed to the improvement of teaching and learning through dedicated support to lecturers and students. Students are important participants in improving the teaching practices of lecturers, and as such, your feedback on the SFTS is of value to the lecturer. EvaluationKIT enables students to provide feedback on the SFTS through a single sign-on in clickUP; anywhere and from any device, including phones. The purpose of the evaluation of teaching is to assist lecturers in continuously improving their teaching, learning and assessment practices and the general quality of the modules they teach. Student feedback on the general quality of teaching and learning is regarded as one of the ways in which these practices can improve. We ask you to participate in the Student Feedback on Teaching Surveys that appear for your module/s in this Department.

5 Faculty Student body representation: House Humanities

House Humanities is student-led structure of the University of Pretoria. As a faculty house, we strive to empower student life through academic support, internal and external culture, sports, transformation and community engagement. Thus, by hosting events, workshops, socials and exhibitions, we aspire to create a space where all students feel welcomed, supported and valued. Through the use of transparency, integrity and initiative, we aim to be proactive in progressively transforming student life.

This structure consists of:

Executive Committee (EC)
Sub Committee
Sub Houses

EC Office Number: HB 9-33

Linktree: <http://linktr.ee/househumanitiesup>

6 Statement on Anti-Discrimination

The University of Pretoria is committed to building an inclusive, affirming and transformed institutional culture, curriculum and campus life. It rejects and condemns racism, sexism, homophobia, transphobia, xenophobia, ethnic chauvinism, religious intolerance, unfair discrimination, hate speech, sexual harassment, gender-based violence and retaliation, and all other forms of discrimination. The University has committed itself to the eradication of these practices, and in 2019 adopted an Anti-Discrimination Policy, in order to realise procedural and substantive equality in all respects. As the lecturers and presenters in this Department, we acknowledge the extreme harm that racism, sexism, xenophobia and other forms of discrimination have inflicted and continue to inflict on our society and communities. We commit to ensuring that there is an open dialogue between ourselves and all the students in this Department on curriculum content and teaching methods which may be interpreted as discriminatory or exclusive. We undertake to ensure that any such concerns are raised without fear of intimidation or recrimination. Moreover, we resolve to continuously improve the teaching of the courses in this Department in a way that allows the inclusion of all the students enrolled for any course, building their self-confidence and self-efficacy, and supporting the ultimate goal of substantive equality for all persons. Our choices about curriculum content and pedagogy (what and how we teach) are also about what kind of society we wish to build. In this declaration of intent, we resolve to be part of and give substance to the University's anti-discrimination and transformation endeavours.

7 Support services: Let us help you!

The purpose of this section is to explain the role and functions of those who, in addition to the lecturer and Head of Department (HoD), are there to provide students with academic and related administrative support.

Class representatives

The primary function of the Class Representative is to serve as a two-way communication channel between the class and the department on all matters related to the academic administration of the course. Class representatives meet with the HoD once a quarter, and with the *Dean of the Humanities Faculty* and/or *Vice-Principal: Academic* at least once a semester. Class representatives may also contact the lecturer to report on any issue(s) regarding the teaching of the course. Class representatives will create a gmail account that students can write to and which will be conveyed via ClickUP.

UP SUPPORT NETWORKS

The [UP Support Networks](#) include the Disability Unit, Student Counselling Unit, Student Health Services, The Careers Office, Department of Security Services, Department of Student Affairs, Centre for Sexualities, AIDS and Gender, Fees and funding, Library, IT Helpdesk, etc. For more information, [click here](#). If you need more information regarding Student Life, visit the [website](#). The University's academic support services links are listed in Bb Assist in clickUP. For queries, e.g. related to study programs, or access to applications, contact the Service Centre at:

- Enquiries: Tel: +27 (0)12 420 3111
- Email: ssc@up.ac.za

Academic Success Coaches

- Your Academic Success Coach 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 (www.up.ac.za/advising).
- For more information on Academic Success Coaches, use this link: <https://www.up.ac.za/teaching-and-learning/article/2494904/faculty-student-advisors-fsas>
- For the exact contact details of the Academic Success Coaches for Humanities, use this link: <https://docs.google.com/document/d/e/2PACX-1vRmeHYP225vg-mtIGv1xL7MojbCvCQjpNDgpxo5rk82-CrrxyHjgEiSbvf0K8hwrnI4Qrg8nvLZ5aoy/pub>

clickUP Support

- How to access and use clickUP: https://clickup.up.ac.za/bbcswebdav/xid-70961312_1 or Inside clickUP, click on the Institution page click on clickUP Online Self-Paced Student Orientation Course, click on Submit & OK.
- Student selfhelp clickUP help site: <https://eduvation.up.ac.za/students/>

Student Laptop Support

- This service offers technical, as well as software support for any student who makes use of a personal computing device to manage their studies. The Student Laptop support centre is situated at the Student Centre on Hatfield Campus.

Microsoft Office 365

- [Installation Guide](#)

- Please note that the username ends with "@up.ac.za" and not "@tuks.co.za"

IT Helpdesk for assistance on IT-related issues

- Student Computing Services and the various IT facilities available to students, please visit the [website](#) or visit the on-site helpdesks located at each of the on-campus IT Labs.
- Contact the IT Helpdesk at +27 12 420 3051
- After-hours emergency IT support procedure: Phone +27 12 420 2310 - Ask for IT assistance.
- 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.).
- Email studenthelp@up.ac.za

Library

The Department of Library Services (DLS) consists of various campus libraries. These Libraries supply a comprehensive digital and in-person information service to students. Please visit our [website](#) to view all available digital services. More information on the library's services (facilities, teaching and learning services and research support) can be accessed through the website under the "services" drop-down. For more information, please contact us:

- [Librarian services](#)
- [Chat with a Librarian](#)
- WhatsApp: 066 5091285
- Email: library.enquiries@up.ac.za
- Website: library.up.ac.za/home

Disability Unit

The unit provides the following 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

Website: <https://www.up.ac.za/disability-unit>

Contact details: 012 420 2064 or du@up.ac.za

The University of Pretoria gladly accommodates students with special needs (handicaps, illnesses, special circumstances). It is done without compromising the academic standard. Contact your lecturer OR subject head, if this is applicable in your case, since it remains the responsibility of a student to inform the lecturer timeously in writing of any special needs or circumstances.

Student Support THE UP WAY

Student Counselling Unit

Provides counselling, therapeutic support and career counselling to students.

012 420 2333

Email: studentcounselling@up.ac.za

UP Careline

Offers 24-hour telephonic counselling and referrals to traumatised staff and students.

0800 747 747

Academic Success Coaches

Offer workshops and academic support on goal setting, time management, study methods, test and examination preparation etc. and general faculty specific academic advice.

Student Health Services

Promote and assist students with health and wellness.

012 420 5233/3423

https://www.up.ac.za/advising	
Department of Library Services www.library.up.ac.za Whatsapp: 066 509 1285 E-mail: library.enquiries@up.ac.za	Fees and Funding www.up.ac.za/fees-and-funding
Disability Unit <i>Provides specialised services to students with physical or learning disabilities.</i> 012 420 2064 Room-14 Old Chemistry Building, Hatfield campus	Department of Student Affairs <i>Organises projects, programmes, student structures and events for your holistic development throughout your study career at UP.</i> 012 420 6555 Student Affairs Building, Hatfield campus
Green Route <i>Security Officers are available 18:00-06:00 to escort you (on foot) anywhere east of the Hatfield campus through to the Hillcrest campus. Departure point: Capitec ATM next to the Merensky Library.</i> 012 420-2310 / 012 420-2760 / 083 654 0476	Department of Security Services <i>Contact details available on the back of your student card.</i> https://www.up.ac.za/departments-of-security-services 0800 0064 28 (UP Crisis Service)
Centre for Sexualities, AIDS and Gender <i>We engage in critique, advocacy, research, and programmatic work to challenge the status quo around sexualities, gender, and HIV in the interests of social justice and a more equal society.</i> 012 420 4391	The Transformation Office <i>All incidents of discrimination, sexual harassment, sexual assault and gender-based violence can be reported directly to the office.</i> https://www.up.ac.za/transformation
Student Computing Services <i>IT and device support for students</i> Visit your nearest computer facility	Tukssport <i>Whether you are a complete beginner looking to try something new or an elite athlete with a record of high achievement, membership is OPEN to all students.</i> https://www.up.ac.za/tukssport
The Careers Office <i>Provides support for UP students and graduates as they prepare for their careers.</i> careerservices@up.ac.za 012 420 2315	