

# DEPARTMENTAL **Guidelines for students**

FACULTY OF HUMANITIES  
Department of Ancient and Modern  
Languages and Cultures 2023



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA 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 Kritzing	HB 22-26	012 420 2280	koos.kritzing@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	<a href="https://library.up.ac.za/sb.php?subject_id=206710">https://library.up.ac.za/sb.php?subject_id=206710</a>
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## 3 Student Responsibilities

### 3.1 UP learning guidelines

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.





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 [Faculty Student Advisor \(FSA\)](#) 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://drive.google.com/file/d/1mytW\\_ohBTfG-DwI7wJ3X\\_ddVSBearQNN/view](https://drive.google.com/file/d/1mytW_ohBTfG-DwI7wJ3X_ddVSBearQNN/view)

### 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 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 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. The choices that we make about curriculum content and pedagogy (what and how we teach) are also choices 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!

### 7.1 Academic support services

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](mailto:ssc@up.ac.za)

#### Faculty Student Advisors (FSAs)

- Your Faculty Student Advisor (FSA) 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](http://www.up.ac.za/advising)).
- For more information on FSAs, use this link:  
<https://www.up.ac.za/teaching-and-learning/article/2494904/faculty-student-advisors-fsas>
- For the exact contact details of the FSAs for Humanities, use this link:  
<https://docs.google.com/document/d/e/2PACX-1vRmeHYP225vg-mtIGv1xL7MojbCvCQjpNDgpxo5rk82-CrrxyHjgEiSbvf0K8hwrnl4Qrg8nvLZ5aoy/pub>

#### clickUP Support

- How to access and use clickUP: [https://clickup.up.ac.za/bbcswebdav/xid-70961312\\_1](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](mailto:studenthelp@up.ac.za)

#### Library

The Department of Library Services (DLS) consists of various libraries located on different campuses. 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 also 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](mailto:library.enquiries@up.ac.za)
- Website: [library.up.ac.za/home](http://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](mailto: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.

## 7.2 Other support services

### 7.2.1 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.

- **Green Route** (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. The departure point is at the ABSA ATM next to the Merensky Library. Phone the Operational Management Centre if you need a Security Officer to accompany you from your residence to campus.

### 7.2.2 Other support services:

<b>FLY@UP: The Finish Line is Yours</b>	<ul style="list-style-type: none"> <li>● Think carefully before dropping modules (after the closing date for amendments or cancellation of modules).</li> <li>● Make responsible choices with your time and work consistently.</li> <li>● Aim for a good semester mark. Don't rely on the examination to pass.</li> </ul>	<a href="http://www.up.ac.za/fly@up">www.up.ac.za/fly@up</a>  email: <a href="mailto:fly@up.ac.za">fly@up.ac.za</a>
<b>Student Counselling Unit</b>	Provides counselling and therapeutic support to students.	012 420 2333 <a href="https://www.up.ac.za/student-counselling">https://www.up.ac.za/student-counselling</a>
<b>Student Health Services</b>	Promotes and assists students with health and wellness.	012 420 5233 012 420 3423 <a href="https://www.up.ac.za/student-health-services">https://www.up.ac.za/student-health-services</a>
<b>The Careers Office</b>	Provides support for UP students and graduates as they prepare for their careers.	<a href="mailto:careerservices@up.ac.za">careerservices@up.ac.za</a> 012 420 2315 <a href="https://www.up.ac.za/career-services">https://www.up.ac.za/career-services</a>
<b>Department of Security Services</b>	24-hour Operational Management Centre  24-hour Operational Manager cell <b>Crisis Line</b>	012 420-2310 012 420-2760  083 654 0476 <b>0800 006 428</b> <a href="https://www.up.ac.za/department-of-security-services">https://www.up.ac.za/department-of-security-services</a>
<b>Department of Student Affairs</b>	Enquiries concerning studies, accommodation, food, funds, social activities and personal problems.	012 420 2371/4001 Roosmaryn Building, Hatfield campus <a href="https://www.up.ac.za/student-affairs">https://www.up.ac.za/student-affairs</a>
<b>Centre for Sexualities, AIDS and Gender</b>	Identifies and provides training of student peer counsellors.	012 420 4391  <a href="http://www.csagup.org">www.csagup.org</a>

<b>Fees and funding</b>	<a href="http://www.up.ac.za/enquiry">http://www.up.ac.za/enquiry</a> <a href="http://www.up.ac.za/fees-and-funding">www.up.ac.za/fees-and-funding</a>	012 420 3111  <a href="https://www.up.ac.za/fees-and-funding">https://www.up.ac.za/fees-and-funding</a>
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