



VUT

Vaal University of Technology

Extended Programmes

Terms & Conditions

UNIT FOR PREPARATORY PROGRAMMES

Your world to a better future

1. GENERAL ADMISSION REQUIREMENTS AND PREREQUISITES

- A student needs to have Grade 12 or an equivalent qualification, as well as meet the minimum criteria as set out by the Vaal University of Technology's (VUT) Extended Programmes.
- Semester 1 is a prerequisite for Semester 2. If any subjects are failed in Semester 1 students cannot continue in Semester 2.
- Semester 2 is a prerequisite for continuing to the following year.
- If a student fails any subject in Semester 1 or Semester 2, s/he cannot continue and need to upgrade grade 12 at any recognised higher education institution.
- Extended Program students cannot change to another qualification during their Extended Programme first year.

2. COMMUNICATION

Pay attention to the notice boards as well as Blackboard (The University's virtual learning environment) on a daily basis

- The only way we can communicate with all students at the same time is on our notice boards and Blackboard.
- All information relevant to this programme will be published on them. It is, therefore, important that students read the notice boards and log on to Blackboard on a daily basis.
- Means of communication via Blackboard, cell phone (smart phone) or the VUT Library.
- Our designated notice boards are located outside of the following venues: **E110, G210, G301, G303, G309, and G311.**
- The following are examples of information that can be published on the notice boards:
 - o Exam timetables
 - o Tests and exam results
 - o General information such as venue, time and date changes, before or during exams.
- All other general information is published either on Blackboard or on the designated notice boards.
- Changes to your cell phone number must immediately be reported to room E110 in order to for a student to set all communication.
- The Unit for Preparatory Programme and its staff will not be held liable if a student was not aware of any changes pertaining to assignments, class tests or exam dates and times.
- It **stays the sole responsibility of the student to adhere to all communication taking place in the unit** via the two prescribed methods as mentioned.
- Students should consult the Academic Calendar for the following important dates:
 - o Closing dates for registration

- Publication of year marks
- Subject cancellations

3. STUDENT IDENTIFICATION

Identification Cards

- Issue of Cards
 - Students enrolling for the first time with the University shall be issued with an identification card. Students re-enrolling with the University will have their identification card validated as current for the period of their re-enrolment.
- Use of Cards
 - An identification card is a student's authority to access a range of University services and is compulsory during assessments. Students should be able to identify him/herself when writing tests and exams.

4. LATE COMING

- Students arriving late for lectures create undue disruption of the learning process.
- **TEN minutes after a lecture starts**, students will no longer be permitted into the lecture venue and they will **be recorded as absent**.
- **Missed lectures must be treated as a self-study session** on part of the student and it is the responsibility of the student to obtain all relevant information that was mentioned in class as well as be sure to catch up and complete the work that was missed.

5. ATTENDANCE / SICK NOTES

- A Student is required to **attend 70%** of his/her classes in order **to be eligible to write exams**.
- Non-attendance of classes will result in the university notifying the student's parents/guardian or person paying for their study fees.
- If any assessment is missed, or if an assignment is not submitted on the due date, no marks will be allocated, unless, the lecturer has received a doctor's certificate.
- Class tests and assignments missed may be rescheduled once. If class tests are then (after rescheduling) not written or assignments not handed in, a (0) zero result will register.
- **Rescheduling** class tests (submit proper paper work) and assignment dates is the **student's responsibility** and has to be consulted with the lecturers.
- When the 1st assignment date (deadline) is missed a 2nd deadline may be given to a student, but if the student miss the 2nd deadline a (0) result will be obtained.
- Assignments must be submitted during class times, unless, otherwise stipulated by the lecturer.

- Class test can be rescheduled with lecturers only if a doctor's certificate is submitted by the student.
- Note that even with the submission of a doctor's certificate, a mark still needs to be allocated to that assignment. This means that sick notes for tests and/or assignments merely gives a student the opportunity to arrange for a second opportunity with the lecturer and does not mean the test and/or assignment can be left out completely. **If no arrangement is made by the student, s/he will receive (0) zero for that specific task.**
- Notwithstanding the submission of a doctor's certificate:
 - o No later than 7 days after the exam was written, the student will be required to write the final exam or second opportunity in order to be considered for promotion.
 - o In other words, if a student missed the 1st opportunity due to a health problem, and handed in a sick note to their lecturer (no later than 7 days after the exam was written) they will have to write the 2nd opportunity paper(s).
 - o The student's results will not be capped, this means, however, that the student will only have the mere one opportunity to write the exam.
- If the student wrote the 1st opportunity exam and failed, it is compulsory for them to write the 2nd opportunity paper(s). **Should the student miss a rewrite (2nd opportunity) NO other exams will be written.**
- If a doctor's note is handed in for the 2nd opportunity that the student missed, the 1st opportunity's results will be taken into consideration.
- **There must be a written exam mark available for a student to pass the subject. A student cannot pass with only assignment and test marks (year mark) alone. Therefore, students must make sure to write all their exams. Failing to do so, may lead to failing the subject and as a result of failing just one subject the student will fail the module, meaning the student has to cancel their enrolment in the Extended Programme and enroll in another higher education institution for upgrading towards the mainstream minimum criteria.**
- **Friday afternoons are normally scheduled classes.** Students not in class will be recorded as absent and it will negatively affect their attendance percentage.

6. CANCELATIONS

- A student has 4 years to complete the qualification. **If a student cancels one or more of their subjects in the first extended year, they will not be able to continue.**
- You need to pass all the subjects within each of the 5 modules in order to commence to the formal programme subject registration.
- Should a student fail a subject, the student need to cancel the course at room E110.

7. YEAR MARK

- The **year mark for Semester 1 is 50%** or more per subject.

- The **year mark for Semester 2 is 60%** or more per subject.
- Year marks will be published on the notice boards and Blackboard, but are also available on the ITS system. Students need to log on to the VUTs ITS system to see their results.
- If the student does not meet this requirement s/he cannot write the exam of that specific subject.

8. FINAL RESULTS

- The **pass mark for Semester 1 is 50%**.
- Students who passed Semester 1 (all subjects), can register for Semester 2 in E110 (see year planner).
- The **pass mark for Semester 2 is 60%**.
- Students who passed Semester 2 (all subjects), can register for the following year.

9. PUBLICATION OF FINAL RESULTS

Final results for each semester will be published by the examination office and will be available on the ITS system at the end of each semester.

10. CLASS TESTS

The procedure for class test/s are as follows:

- **Class tests will be scheduled during lecture times.** If a student is absent, it is their responsibility to find out the date, time and venue for the scheduled class test. No excuses from students will be accepted.
- Should a student miss a class test due to health issues, they must immediately arrange with the lecturer to re-schedule the class test accordingly. Remember to hand in the sick note to the lecturer within 7 days of being absent, otherwise, the lecturer cannot assist you.
- **Rewrite of Class Test(s):**
 - o If a student missed the first due date of a scheduled class test and presented the lecturer with a sick note or any other acceptable documentation as the reason for having missed the class test, an extension or second due date will be set by the relevant lecturer. However, if this due date is missed again a (0) zero result will be obtained.
 - o If the extension or second due date are missed by the student, no additional opportunities will be awarded to the student to rewrite the class test(s) that were missed and a (0) zero result will be obtained by the student.

11. ASSIGNMENTS

The procedure for assignments are as follows:

- All assignments must be **handed to your lecturer in your lecture venue** at the time specified by your lecturer. **NO assignment may be handed in at any other time and / or venue.**
- You will be required to **sign** when you hand in your assignment, as **proof of submission**.

- No late submission of assignments is permitted. Late assignments will not be taken in by the lecturers, however, they will give you a new assignment and new due date. Failing to hand in the assignment will result in a (0) zero mark for the assignment. Remember every assessment counts towards the final mark.
- Should you miss an assignment due date to health issues hand in the sick note within 7 days, otherwise the lecturer cannot assist you.
- All assignments are individual assignments unless otherwise specified.
- Exact replicas of assignments are considered as copies and each recipient will receive zero (0) for the assignment, due to copyright infringement.
- Direct internet duplication, within an assignment, is considered plagiarism and that section will not be taken into consideration for assessment marks. Plagiarism is not tolerated, references should be given at all times and other people's work should be acknowledged.
- **Redo of assignment(s):**
 - o If a student missed the first due date of a scheduled assignment and presented the lecturer with a sick note or any other acceptable documentation as the reason for not submitting the assignment on time, an extension or second due date will be set by the relevant lecturer.
 - o If the extension or second due date are missed by the student, no additional opportunities will be awarded to the student to submit assignment(s) missed and a (0) zero result will be obtained.

12. GENERAL RULES

- Changes in rules
 - o The University may revise, rescind or add to its rules from time to time, and any such alteration, deletion or addition shall become binding upon the date of publication or upon such date as may be specified by the Senate, provided that no change in rules shall be interpreted so as to operate retrospectively to the prejudice of any currently registered student.