FACULTY OF HUMANITIES

ORIENTATION INFORMATION
FOR
FIRST-YEAR STUDENTS
2020
Table of Contents

Editor’s Note........................................................................................................................................... 4
WELCOME NOTE BY THE DEAN ........................................................................................................... 5
THE MANAGEMENT TEAM: FACULTY OF HUMANITIES ................................................................. 8
FACULTY ADMINISTRATION UNIT ....................................................................................................... 10
TEACHING & LEARNING COORDINATOR ......................................................................................... 10
FACULTY OF HUMANITIES: STRUCTURE ............................................................................................. 11
Our Faculty and its colour ....................................................................................................................... 11
DEPARTMENT OF DESIGN & STUDIO ART ......................................................................................... 12
DESIGN & STUDIO ART STUDENT WINS THE 2019 NEW BREED ART COMPETITION: NEO THEKU’S ARTICLE .................................................................................................................. 14
DEPARTMENT OF COMMUNICATION SCIENCES ................................................................................. 14
MEET THE LEGEND IN THE MAKING: MAKI “#RETLOBADILENGENDE” MOLAPO .................. 16
NETI RAMATLAMA SCOOPS THE MOST VERSATILE STUDENT AWARD …CONSECUTIVELY!!! .............................................................................................................................. 16
THE SCHOOL OF TEACHER EDUCATION ............................................................................................. 18
THE SOUTH AFRICAN COUNCIL FOR EDUCATORS (SACE) ........................................................... 19
ORIENTATION INFORMATION ............................................................................................................. 20
  Attitude ............................................................................................................................................. 21
  Seeking Help .................................................................................................................................. 21
  Attendance of Lectures .................................................................................................................... 21
  Study Hints .................................................................................................................................... 21
  Coursework and Reports – Submission Penalties ........................................................................... 22
  Course work .................................................................................................................................... 22
  Assignments ................................................................................................................................... 22
  Exclusion from Assessment/Examination ......................................................................................... 23
  Academic Exclusion/Academic review of student progress ............................................................. 23
  Your Rights .................................................................................................................................... 23
ASSESSMENT MODEL ............................................................................................................................. 24
Notice of Assessment/Examinations/Evaluations ................................................................................... 25
Plagiarism and related forms of cheating ........................................................................................................25
Grievance Procedure ........................................................................................................................................25
The Centre for Counselling, Second Floor, Lapeng Student Centre: ..............................................................26
Practical Work Experience/Work-Integrated Learning/Service Learning .........................................................26
Termination of Course and Change of Instructional Programme ........................................................................26
Application for Subject Recognition ................................................................................................................26
Application for Testimonials .............................................................................................................................27
Library and Information Services (LIS) ...............................................................................................................27
Student Card ......................................................................................................................................................27
Course Control Week ..........................................................................................................................................27
Subject Changes ................................................................................................................................................27
Apparel and rules of Conduct ............................................................................................................................27
Vote of Thanks ..................................................................................................................................................27
CONTACT PERSONNEL IN THE FACULTY OF HUMANITIES .................................................................28
IMPORTANT DATES ..........................................................................................................................................30
Faculty of Humanities: Building Names ...........................................................................................................30
SOCIAL MEDIA ................................................................................................................................................32
CUT ACADEMIC CALENDAR 2020 ..................................................................................................................33
Editor’s Note

The fresh year begins with fresh ideas, experiences and opportunities. Welcome to the Central University of Technology, Free State and congratulations for making the right choice by joining the Faculty of Humanities. This publication will be your number one guide on what you need to know about our faculty and the institutional rules and regulations.

The path through your profession begins now. This is the reason sections of this booklet will inform you about the outstanding achievements of our students to inspire and motivate you. Your involvement and contribution to the institutional activities are highly recommended as a first-year student. Your dedication into your academic activities will be recognized and rewarded one-way or the other.

Take advantage of the support offered to you by the institution through the Wellness Centre which offers Counselling, Social & Academic Support Services free of charge. Be part of the Student Mentorship programme where you will be allocated senior students who will guide you through your first-year of study.

Always remember your purpose and work hard to achieve your goals.

Enjoy the publication, but most importantly, enjoy your first-year experience with us!

Sincerely,

Karabo Mokoena

Faculty Officer: Faculty of Humanities
WELCOME NOTE BY THE DEAN

DEAN: FACULTY OF HUMANITIES
Prof Nosisi Nellie Feza

It is a singular honour for me, as the Dean of the Faculty of Humanities, to welcome you to the Central University of Technology, Free State, as a new cohort of 2020 first year students. In my words of welcome, I wish to give you a summary of what the Faculty of Humanities entails of.

The Faculty of Humanities consists of six departments, namely the Department of Communication Sciences; Department of Design and Studio Art; Department of Mathematics, Science and Technology Education; Department of Language and Social Sciences Education; Department of Educational and Professional Studies, Department of Post Graduate Studies: Education. The Faculty of Humanities offers a variety of qualifications, ranging from Diplomas to Doctoral degrees.

The Diploma is a three-year, full-time, career-oriented qualification. After obtaining the Diploma qualification, a student may continue with a fourth year of study to obtain the Advanced Diploma and Post Graduate Diploma before proceeding with Masters and Doctorate studies.

For Teacher Education, the initial qualification is the four-year Bachelor of Education in Senior Phase and FET Teaching Degree, i.e. B Ed (SP & FET Teaching) followed by the B Ed (Honours) Degree programme, which can be completed within one year on a
full-time basis or within two years on a part-time basis. Students also have the opportunity of enrolling for the Master of Education (M Ed) and Doctor of Education (D Ed) programmes. The one-year full-time or two-years part-time Postgraduate Certificate in Education (PGCE) programme is also offered in Teacher Education.

The following is a comprehensive list of qualifications and specialisation programmes offered by different Departments in the Faculty of Humanities:

**Department of Mathematics, Science and Technology Education**
- B Ed (SP & FET Teaching): Computer Sciences
- B Ed (SP & FET Teaching): Natural Sciences
- B Ed (SP & FET Teaching): Technology
- B Ed (SP & FET Teaching): Mathematics

**Department of Language & Social Sciences Education**
- B Ed (SP & FET Teaching): Languages
- B Ed (SP & FET Teaching): Economic and Management Science

**Department of Post Graduate Studies: Education**
- Post Graduate Certificate in Education (PGCE)
- B Ed (Hons): Educational Management
- M Ed (Research)
- D Ed (Research)

**Department of Communication Sciences**
- Diploma: Language Practice and Media Studies
- Advanced Diploma: Language Practice & Media Studies
- Master of Communication in Language Practice
- Doctor of Communication in Language Practice

**Department of Design and Studio Art**
- Extended Curriculum Programme: Design & Studio Art
- Diploma: Design & Studio Art
- Advanced Diploma in Design Technology.
- M Tech: Design

The majority of programmes have work integrated learning (WIL), which exposes students to the worlds of work while they are still pursuing their studies. This enhances their opportunities to secure employment. In closing, I would like to congratulate you for making
it this far in your academic endeavours and urge you to take this opportunity with both hands. I must however, warn you that you can only achieve success in your studies if you are committed to your work right from the start. Ensure that you attend classes regularly and consult your Lecturers immediately, in case you experience problems with your work.

I thank you

Prof Nosisi Nellie Feza
THE MANAGEMENT TEAM: FACULTY OF HUMANITIES
BLOEMFONTEIN CAMPUS:

DEAN
Prof Nosisi Feza
PhD (SUNY)
E-mail: nfeza@cut.ac.za

HOD: DEPARTMENT OF EDUCATIONAL AND PROFESSIONAL STUDIES
Dr. Ratokelo Thabane
PhD (CUT)
E-mail: rthabane@cut.ac.za

HOD: DEPARTMENT OF COMMUNICATION SCIENCES
Dr. Brenton Fredericks
D. Tech (CUT)
E-mail: bfreder@cut.ac.za

HOD: DEPARTMENT OF DESIGN AND STUDIO ART
Vacant

HOD: DEPARTMENT OF MATHEMATICS, SCIENCE & TECHNOLOGY EDUCATION
Prof Wendy Setlalentoa
PhD (CUT)
E-mail: wsetlale@cut.ac.za

ACTING HOD: DEPARTMENT OF LANGUAGE AND SOCIAL SCIENCES EDUCATION
Dr. Matthew Kimanzi
PhD (KZN)
E-mail: mkmanzi@cut.ac.za

DEPARTMENTAL MANAGER: POSTGRADUATE STUDIES EDUCATION
Dr. Tebogo Matlho
PhD (UFS)
E-mail: imatlho@cut.ac.za
WELKOM CAMPUS:

HOD: POSTGRADUATE STUDIES EDUCATION

Prof. Gawie Schlebusch
PhD (Vista)

E-mail: gschlebu@cut.ac.za

DEPARTMENTAL MANAGER: COMMUNICATION SCIENCES

Dr. Berend. Badenhorst
D.Litt et Phil (RAU)

E-mail: bbadenho@cut.ac.za

DEPARTMENTAL MANAGER: LANGUAGE & SOCIAL SCIENCES/EDUCATIONAL & PROFESSIONAL STUDIES

Dr. Alfred Modise
D. Ed (CUT)

E-mail: mamodise@cut.ac.za

DEPARTMENTAL MANAGER: MATHEMATICS, SCIENCE & TECHNOLOGY EDUCATION

Dr. Ritu Bhagwandeen
PhD (Jabalpur)

E-mail: rgupta@cut.ac.za

ASSISTANT DEANS

ASSISTANT DEAN: RESEARCH, INNOVATION & ENGAGEMENT

Prof Mike Mhlolo
PhD (Wits)

E-mail: mmhlolo@cut.ac.za

ASSISTANT DEAN: TEACHING & LEARNING

Dr. Ratokelo Thabane
PhD (CUT)

E-mail: rthabane@cut.ac.za
FACULTY ADMINISTRATION UNIT

FACULTY ADMINISTRATOR
Mr. T. Williams
M.A (UFS)
E-mail: twilliams@cut.ac.za

FACULTY OFFICER
Mr. K. Mokoena
B. Ed: Honours (CUT)
E-mail: kmokoena@cut.ac.za

TEACHING & LEARNING COORDINATOR
Mr. B.G Molokwane
M.A (UFS)
E-mail: bmolokwane@cut.ac.za
FACULTY OF HUMANITIES: STRUCTURE

The Faculty of Humanities is one of four faculties at Central University of Technology. The Office of the Dean office serves as the main unit of the faculty which includes the Faculty Administration Unit consisting of the Dean, the Secretary to the Dean, Assistant Dean: Teaching & Learning, Assistant Dean: Research, Innovation & Engagement, the Faculty Administrator, the Faculty Officer and the Senior Administrative Assistant.

In addition to this, the faculty consists of six departments which are headed by different Heads of Departments and Departmental Managers with their Departmental Administrators per department.

As a first-year student, you have enrolled into a Diploma or Bachelor’s degree, which are undergraduate courses. Postgraduate courses (Advanced Diplomas, Postgraduate Certificate, Master’s degrees, and Doctoral Degrees) are available upon completion of an undergraduate course. The Faculty have one Extended Curriculum Programme (ECP) which is offered by the Department of Design & Studio Art.

Our Faculty and its colour

“Yellow gives us light to see into the future, and the joy we feel as we embrace it.”
DEPARTMENT OF DESIGN & STUDIO ART

A HOME FOR CREATIVES AT THE CUT!

A unique learning experience with the accredited Diploma in Design and Studio Art. This diploma exposes students to Metal Fabrication, Communication Design, Textile and Styling, Visual Art and Digital Imaging in their first year of study. This technologically advanced diploma then offers students the ability to choose one of these subjects as a major in their second year of study while still being exposed to all the others.

The studios and buildings are a place where creative’s can feel at home and students are even allowed to decorate and design their own studio environment (with their choice of paint, coffee, cushions, etc.) in their third year of study.

The Department of Design and Studio Art is where creative’s are born!

Extended Curriculum Programme (ECP) in Art and Design

This course has been designed for applicants who could not qualify into the main programmes in Fine Art, Graphic Design, Fashion and Clothing. This programme will impart the necessary experience and skills to students for the subsequent year of study in the different art and design courses. Students will be given the opportunity to build up an impressive portfolio in a variety of mediums and techniques.

Students who pass the first year of this course will proceed to their second year in a different field of study, namely Fine Art, Graphic Design, Fashion or Clothing. The duration of the course is four years and successful students will receive a national diploma in their specific field at the end of the fourth year.

Download the study guide for the programme
2-D and 3-D DESIGN (DDS5001)
NQF LEVEL 5 (Credits: 30)

OUTCOMES: Develop fundamental knowledge and skills to explore the inherent qualities of materials. Master appropriate technologies and their use to achieve imaginative expressive two- and three-dimensional form, based on both perceptual and conceptual principles. Explore the potential of various media, techniques and relevant technologies applicable to two- and three-dimensional design. Apply basic project research skills. Communicate effectively by using language skills.

DESCRIPTION: The 2D and 3D design subject consists out of two sections:
THEORY 15%: The introduction and study of concepts in design will take place through lectures, discussions and readings in the theory class. Students will observe a short presentation once a week on the terminology; 2D and 3D design elements and principles, sources of design inspiration and the design process. Discussions and references will follow concerning each section throughout the course.
STUDIO PROJECTS 85%: Art works will be made in the respective studios by means of specific techniques and appropriate materials in the different fields of fine arts, graphic design, interior, fashion and jewellery design. Students will do 6 projects throughout the year, each exploring different elements and principles of 2D and 3D design. Students will be introduced to studio practice through intensive conceptual, visual and material investigations. Through direct lecturer instruction, twice a week (5 periods respectively), emphasis will be placed on the production of art pieces. In these classes students will also understand that art making is an ongoing process that uses informed and critical decision making to determine outcomes to problems.

2-D and 3-D DESIGN TECHNIQUES (Studio Projects):

SPECIFIC OUTCOMES: The exploration and manipulation of the expressive potential of various media, techniques and relevant technologies applicable to two- and three-dimensional design for communication as well as project research skills.

DESCRIPTION: The 2D and 3D design module consists out of two sections: Firstly, the introduction and study of concepts in design terminology, 2D and 3D design elements and principles, sources of design inspiration and the design process. Secondly, the creation of art pieces in the respective studios by means of specific techniques and appropriate materials in the different fields of communication design, visual art, textile and styling, metal fabrication and digital imaging. Students are introduced to studio practice through intensive conceptual, visual and material investigations.

THEORY OF 2-D AND 3-D DESIGN BASICS:

SPECIFIC OUTCOMES: An introduction into the expressive potential of two- and three-dimensional design to enable the student to define the principles of design and apply them in the 2-D and 3-D techniques section of this subject.

DESCRIPTION: The exploration of basic principles and their application in the 2D and 3D studio projects.
In speaking to the growing threat of mental health issues, depression and suicide among our country’s youth, the judges of the New Breed Art Competition 2019 were in full agreement from the outset that this year’s winning work is Neo Theku’s compelling photographic work, entitled “Suicide mask.”

“The work asks the viewer to understand the darkness that many of our young people are forced to deal with, often without support or understanding,” said Zane Moleko, competition spokesperson, at the official awards ceremony at Glebehaus Art Museum. He echoed the judges’ sentiments by further remarking that through the use of powerful imagery and precise presentation, Theku’s thought-provoking work immediately demands attention, drawing the viewer in to reflect on this highly contemporary issue.

Overcome with emotion when announced as the overall winner of this year’s competition, Theku, a third-year student at the Central University of Technology, was awarded R50,000 in prize money.

The Runner-Up Award and R20,000 in prize money went to Kay Fonne, who holds an Honours Degree in Fine Arts from the University of the Free State, for her technically and conceptually strong charcoal drawing entitled “Grapey.” This well-executed work addresses the highly relevant topics of water scarcity, drought and food security in a South African context.

The first of two R10,000 Merit Awards, with which the judges had a bit more leeway to identify emerging talent that can be nurtured and mentored to unlock potential and promise, went to Mine Kwelehando, who has a Master’s Degree in Fine Arts from the University of the Free State.
DEPARTMENT OF COMMUNICATION SCIENCES

“I can rock in my language – and in other languages too!”

- Diploma in Language Practice & Media Studies
- Advanced Diploma in Language Practice
- Advanced Diploma in Media Studies

These multi-faceted and challenging qualifications are offered by the Department of Communication Sciences in the Faculty of Humanities. These outcomes-based qualifications are aimed at opening doors to the media world and explore aspects such as video techniques, writing skills, translation, computer usage, public speaking and intercultural relationships, with translation being one of the major subjects.

The programme has international links through a student exchange agreement with universities abroad.
MEET THE LEGEND IN THE MAKING: MAKI “#RETOBADILEGENDE” MOLAPO
Broadcaster | Language Practitioner | Corporate MC | Writer | V/O Artist |

Popularly known by the “#ReTloBaDilegende” hashtag, Maki Molapo, is an alumni of the Central University of Technology, Free State. She completed her Diploma in Language Practice in the Department of Communication Sciences. Maki declared that this is where her career started and indicated that something “godly orchestrated” while she was studying Language Practice & Media Studies. During the course of her studies, Maki completely fell in love with radio and joined the CUT FM team as a broadcaster and a presenter for the breakfast show called the “BOZZA CUT OF BREAKFAST”.

The Faculty of Humanities prides itself with a person of her character because she displays what the CUT Graduate Attributes are all about.

In 2017 Maki received the “Most Versatile Student Award” during the Faculty of Humanities Annual Awards Ceremony. An award that recognises students who are going an extra-mile by being involved in several student activities, contributing in the institutional activities and their eloquence in public speaking. After the completion of her studies, Maki joined the Radio 702 as a broadcaster and news anchor. This proves beyond reasonable doubt that Maki Molapo is indeed a legend in the making, hence we all smile from ear-to-ear when she declares #ReTloBaDiLegende”.

Above: Maki Molapo during the CUT FM breakfast show. Right: Maki Molapo during her recent Radio 702 broadcasting career.
NETI RAMATLAMA SCOOPS THE MOST VERSATILE STUDENT AWARD …CONSECUTIVELY!!!

Neti “Mantsopa” Ramatlama is a postgraduate student who completed both her National Diploma and B. Tech Language Practice qualifications in the Department of Communication Sciences, at the Central University of Technology, Free State. She has always been fascinated by communication, particularly in the field of media. As a result, she worked as a reporter for the campus paper, CUT Speculum Journal for the year 2015 and later worked as a news journalist in 2016 for the campus radio station, CUTFM, this gave her experience in journalism and content production. She has also worked for On Point Magazine as a life style writer, this was to ensure that she diversified herself as a writer and story teller. Her interest in journalism has always been accompanied by her love for debate. Neti joined the CUT Debate Society from her first year of study, making it to the Semi-finals in her first national tournament at the Southern African Debate National Championship held in Botswana. She went on to become the first female president for the CUT Debate Society in 2016.

Neti is a social activist and spends her time in participating in activities and organizations that are aimed at creating a safe and inclusive space for people of all genders and all those that are marginalized. She has always been more of a creative than an academic and in 2015, together with a group of amazing young women, she co-founded and became the first president for an organization called OddZ Creatives at the CUT campus, it for uses on developing a vibrant student life through art and creativity. This organization hosts events in and around campus. OddZ Creatives served as a catalyst for her creative side and in 2017, together with a fellow B. Tech Language Practice graduate named Esona Poyo, Ramatlama co-founded HeArt Magazine. Which is a company and publication that places the microscope on the Free State Art space. Heart Magazine is a digital online magazine which gives the founders and other students a fresh perspective into journalism and experiential training. Neti believes that humans are multifaceted and it is important that all aspects of our being are equally developed. A great academic is one who is socially aware, responsible and makes space for their mental wellbeing, through creativity or anything else. She stands for self-expression and awareness. As much as she speaks her mind off with intellect, her dedication and contribution to the institution speaks volumes. Neti was awarded the “Most Versatile Student Award” during the FHUM Awards Ceremony in 2019 and 2018 consecutively!
“Real heroes don't wear capes…they teach.”

The School of Teacher Education offers a 4 year Bachelor of Education in Senior Phase and Further Education Teaching degree, with different fields of specializations.

**B. Ed: (SP & FET) Teaching:**
- Computer Science
- Economics & Management Sciences
- Languages
- Mathematics
- Natural Sciences
- Technology

Each programme consist of practical teaching where students are expected to complete a specific period in schools to conduct their Work-Integrated Learning (WIL). This is done from the first-year until the final-year of study.

**Postgraduate Studies Education:**
- **Postgraduate Studies Certificate (PGCE)**
  For postgraduate students holding a bachelor’s degree or at least a three-year diploma at NQF level 6. Such degree/diploma must include at least two school-related subjects at second-year level.
  - B. Ed: Honours
  - Master of Education (M. Ed)
  - Doctor of Education (D. Ed)
THE SOUTH AFRICAN COUNCIL FOR EDUCATORS (SACE)

On May 2015, the South African Council for Educators (SACE) opened its provincial office in Bloemfontein in order to bring service to the intended beneficiaries, teachers and those that are pursuing the career of teaching. It is for this reason that SACE forged a strong working relation with the Central University of Technology, Free State as part of preparing student teachers for the professional expectations of the profession. In 2019, the SACE and the Central University of Technology, Free State signed the Memorandum of Understanding (MoU).

What teacher education students should know about SACE:

1) Registration
Registration of educators is part of the SACE mandate in terms of Section 21 of the SACE Act, 2000. In short, no educators should be employed before they are registered with SACE. As a first-year teacher education student, you need to ensure that you have been provisionally registered with the council so that you may receive your full registration certificate when you complete your qualification. You will receive the step-by-step guidelines on how to register for your SACE certificate, which is your license to your profession.

2) Continuous Professional Teacher Development
The Continuous Professional Teacher Development (CPTD), is a three-year cycle program for Principals, Deputy Principals, HODs and PL1 Educators. Professionalism in education therefore means lifelong learning, simply put those who learn must teach and those who teach must learn. SACE has developed the CPTD system that helps educators to take part in their professional development. SACE will demonstrate to student teachers how the process work so that they are not found wanting when it is their turn to participate in the program.

3) Ethics
The culture of learning and teaching requires that the education environment takes place within a disciplined environment. SACE has therefore adopted a code of ethics that educators must observe. Whilst SACE does enforce its disciplinary code, the council also believe in making educators aware of the code in good time in order to prepare them for the world of work. Student teachers should abide by the SACE code of conduct during their practical teaching.

4) Educator Professional Assistance
This considers educators wellness and advice on their conditions of service and collateral matters. You will be invited to the SACE sessions and activities on campus. You should not miss these important sessions and activities.

Please visit the SACE official website for more information: www.sace.org.za

Physical Address: 33 Reid Street, Suite 2 & 4 Westdene, Bloemfontein, 9301
Tel: 012 663 9517
E-mail: info@sace.org.za
Office Hours: Mon - Fri (08:00 - 16:30)
You have now entered the Faculty of Humanities and starting the first year of exciting and varied three/four years that will lead to the obtaining of your diploma/B Ed, and eventually for those who pursue their studies, their Advanced Diploma, PGCE, Masters and Doctoral degrees.

You will encounter a series of interesting courses and lectures. The different subjects will sometimes comprise of lectures, and/or tutorials and/or practical work. Some however will also include films, videos site visits, etc.

Lectures and tutorials provide a great opportunity to acquire information and test your knowledge. You should as soon as possible develop the habit of learning new material, doing assignments, practicals and the required reading when new information is presented. Your first year is the ideal time to develop good time management skills, which will serve you well throughout your career. Don't leave all your revision until swot vacation – ask your lecturers to clarify points if you don't understand as soon as you can.

Attitude

A major difference between the level of enjoyment and success you obtain from the programme will be your ‘attitude’. Choose to be involved, to attend classes, to focus, to study and work very hard; turn your studies into a journey of discovery of discovery and give it everything you have.

Seeking Help

If you have a problem this in interfering with your studies, seek advice or help as early as possible. If the problem is of a more general nature talk to one of the technical assistants or your academic advisor. If you cannot resolve your problem in this way, you may see the Head of Department or make an appointment with the student counseling service, if the problem is non-academic in nature.

It is usually to correct problems as they arise – act sooner rather than later.

Attendance of Lectures

Attendance of lectures is compulsory and attendance of classes is monitored through attendance registers. Students are not expected to persistently fail to attend lectures, fail to write class tests or in any way fail to fulfill obligations related to their studies.

Students should be on time when classes commence. Only in exceptional cases will permission be granted for students to leave classes earlier. If a student is unable to attend a class for instance, on account of illness, a visit to an employer, etc. he or she should, whenever possible, inform the lecturer concerned of Head of Department in advance.

Study Hints

Problems can arise if you fail to attend lectures on a regular basis. It is important that you keep up to date with your studies; it is hard to catch up once you have a fall behind. Problems may also arise if you do not have the right approach to your studies. In the earlier stages of your programme, you should transform from the high school way of doing things to the Higher Education and Training’s way of studying.
At high school, the teacher takes a lot of responsibility for your learning and “spoon feeds” you to a large extent. At the Central University of Technology, Free, you are responsible for your learning and we try to avoid too much “spoon feeding”. At high school, much of your learning may be described as “surface learning” where you try to pick out what is important in a course, then memorise it and regurgitate it in an exam after which you forget it. This type of learning is not adequate for study at a University of Technology where you need to develop problem solving skills and you need to be able to reach a personal understanding of material so that you can examine the validity of concepts rather than just accepting them.

You need to actively involve yourself in the material you are learning, ask questions in class, keep up to date with assignments (do not leave everything until the last minute), read beyond the course notes and make links between the material in one course and that of others. It is important to do all the assignments either by yourself or as part of a group, but not by copying someone else’s work. Copying someone else’s work and handing it in as your own work is not only unethical, it is very short sighted and damaging to your personal development.

To be successful in your career, you need to use the programme as a means of teaching yourself how to learn, how to find information and grasp its meaning quickly and accurately and then use it to solve problems. If you do not develop these skills while in the learning phase you will most likely be ineffective in your specific career. It is important to realise that your future employers will value your ability to solve problems and be innovative as much as or more than they value your degree certificate.

You need to realise that it is crucial to use your time at the institution to develop in this area by practicing these skills at every opportunity (for example, when given sample problems to solve or assignments to complete).

**Coursework and Reports – Submission Penalties**

Work required for assessment for each course will be in one of three general forms:

**Course work**

Weekly problems, tutorials, etc. handed in at the lecture (to the lecturer) will be classed as coursework. For coursework, the lecturer will be responsible for setting, collecting and marking, and if applicable penalties for late submission (outlined below) will apply.

**Assignments**

Work requiring longer preparation time (e.g. due in two weeks) such as essays, laboratory reports, set assignments, etc., will be regarded as assignments.

Those marking your assignments will endeavour to return it to you within two (2) weeks or the specified time set after the due date. However, when marking has been completed, marks will be posted on the notice board. These should be checked by students for possible errors or omissions.

The submission dates for assignments and reports will be strictly adhered to for each course. **Under no circumstances will late submissions of assignments and report be tolerated.**

Subject codes and year marks
Always check and make sure when you enroll and register that you fill in the right subject codes of subjects/courses you are going to pursue. Students missing classes, tests, assignments or examinations due to death, illness or any valid reason are expected to produce evidence in the form of either a death, medical certificate, or any other formal evidence, failing which they will fail the course.

**Exclusion from Assessment/Examination**

We regard assignments as a very important part of the assessment process. Although no set minimum mark is required for entrance to the examination, students will be precluded from sitting for examination in a particular course if all the coursework and assignments have not been submitted. If this is the case, students so affected will be required to repeat the course when it is next offered. Students however should note that a final average mark of 50% is needed to obtain a pass mark for the course/subject.

CUT recognises the following categories of student assessment:

i) **Formative assessment**: Formative assessment is a process consisting of a variety of assessment opportunities (such as written tests, assignments and presentations) scheduled on an ongoing basis and structured as part of teaching and learning during the course or module. The assessment is graded by means of an appropriate assessment tool such as a rubric or memorandum, culminating in a formative assessment mark captured on the ITS system. The student receives feedback on the assessment towards the achievement of intended learning outcomes. The formative assessment schedule is approved by the faculty board and published in the student’s learning guide.

ii) **Summative assessment**: This assessment is conducted on all the set learning outcomes of a course/module and is administered by the Assessment and Graduation Unit during June and November each year under the jurisdiction of Senate.

iii) **Course/module assessment**: This consists of continuous assessments conducted during the course/module and a summative assessment conducted on conclusion of the course/module or predefined parts thereof.

**Academic Exclusion/Academic review of student progress**

If a first-year student fails all his/her subjects and/or terminate their studies after course verification day, the student’s enrolment will be restricted. In some cases, the student may be precluded from the programme altogether.

Senior students who failed 50% of credits for subjects enrolled for in two consecutive attempts and/or cancelled some or all courses/modules after registration control day.

**Your Rights**

If you believe that you have been awarded an incorrect mark for any work done, you must see the lecturer in charge of the course. If you are unsatisfied with the response of the lecturer, you may write a letter to the Head of Department requesting that your paper be remarked by another staff member. In this case the new mark will apply, whether it is lower or higher than the original. Note that if you pass a course, you are not permitted to repeat it to obtain a better grade.
ASSESSMENT MODEL

1. Year subjects

   Subject
   - Unit 1 (Jan. – Jun.)
     Course mark - 20%
     Assessment mark - 30%
     Final mark for unit 1 (50%)
   - Unit 2 (Jul. – Dec.)
     Course mark - 20%
     Assessment mark - 30%
     Final mark for unit 2 (50%)

   Final mark for course mark - 20%
   Final mark for subject mark - 30%

   45% - 49%
   Reassessment directly after main assessment
   (First-semester subjects – June
   Year subjects and second-semester subjects – November)

2. Semester subjects

   Subject
   - Course mark - 40%
   - Assessment mark - 60%

   Final mark for subject

   45% - 49%
   Reassessment directly after main assessment
**Notice of Assessment/Examinations/Evaluations**

Evaluation timetables are not mailed to students. It is the duty of every student to ensure that he/she is fully aware of dates, times and venues of evaluations. The Central University of Technology accepts no responsibility/liability for any damages, now or in the future, of whatever nature, resulting from or related in any manner to a student’s failure to attend an evaluation.

The results and evaluation timetables for the various evaluation opportunities are available as follows:

- Results are mailed to each student.
- Internet: [www.cut.ac.za](http://www.cut.ac.za) (and go to exams/assessment portal).

**It is the responsibility of each student to acquaint him/herself with the final results.**

Please note that it is sometimes necessary to divide large class groups into smaller groups during assessment/evaluations. Check the individual evaluation timetables on the central notice boards for information on the venue in which you must undertake your evaluation.

No cellular phones are permitted in the venues. The Central University of Technology, Free State accepts no responsibility/liability for any loss of, or damage to, personal property in evaluation venues.

**Plagiarism and related forms of cheating**

From time to time work which is not original is presented by students as part of their coursework. This represents a lack of professional attitude and lack of ethics. It will not be tolerated by the Faculty of Humanities (or within the wider CUT community in general). Students found guilty of the above-mentioned offences will be summoned to a disciplinary hearing and if found guilty, may be expelled.

**Grievance Procedure**

For general problems regarding courses and any other advice, please consult the Faculty Administrator.

If you have an academic problem with one of the courses you are taking, you should first consult the lecturer teaching the component that you are having trouble with. If that doesn’t satisfy you, you should consult with the subject head/Programme Head or the HoD.

Your final option is to make an appointment with the Faculty Administrator and finally the Dean of the faculty if you are still not happy.

Students must follow the following procedures if they want to submit a grievance:

Step 1: Try to resolve the grievance in collaboration with the lecturer.

Step 2: If the grievance cannot be resolved in collaboration with the relevant lecturer, the **Grievance Form (LS52)**, which is available from the departmental secretary, must be completed. The Faculty Administrator will provide the relevant Head of Department with the grievance form.

**NB:** Only **written** grievances will be processed.
If you have a general problem with your course or need course advice, please consult the Faculty Administrator.

If you have a personal problem or conflict with one of your lecturers or another student, then your first report of call is the Head of Department. Depending on the nature of the problem, he/she may resolve it for you, he may ask that you see the Dean of the Faculty or he may suggest that you see a student counselor.

If you wish to consult with a student counselor, they can be found at:

**The Centre for Counselling, Second Floor, Lapeng Student Centre:**
**Telephone:** (051) 507-3156 / (0510 507-3154
Professional counselors are available to assist and help you explore options towards resolving your difficulties. The service is confidential and free for all students.

If you have any other type of personal problem, it is best to make an appointment with the student counseling service. Academic Staff are not qualified to offer help in this area.

**Practical Work Experience/Work-Integrated Learning/Service Learning (Only applicable in certain programmes)**

Service Learning is an integral part of other programmes in certain fields of study in the Faculty of Humanities and it is rated highly.

It enables you to appreciate the nature of the work environment and the view of a range of employees – their attitudes towards work and working conditions, unions, employees and management.

You will be able to learn about the company, its organisational structure and operation, to appreciate the responsibilities or employees at various levels, and be exposed to a far greater diversity and real working conditions than we can provide at the Institution.

Reports submitted to the Faculty of Humanities for acceptance of work experience must be typed. These reports should be recorded as prescribed, in the logbook that is available from the secretaries of the individual departments.

**Termination of Course and Change of Instructional Programme**

If a student decides to terminate a course the Head of Department concerned must be informed and the prescribed forms must be completed.

No student is allowed to change from full-time classes and vice versa without the permission of the Head of Department. Such a change can also not be made after the end of the third term. No changes will be accepted after this date.

**Application for Subject Recognition**

The student must apply in writing on form LS123 at the Assessment/Examination Section. The application must be accompanied by a certified copy of the syllabus that was studied by the student, as well as an original study record and certificate of conduct. **Please note that a set fee is payable with your application.**
Application for Testimonials
The student must complete the application form for the issuing of a testimonial, which is available from the departmental secretaries, correctly and comprehensively.

The student must further attach a certified copy of his/her result advice that can be obtained from the Assessment/Examination Section.

The testimonial form and result advice must then be handed in to the lecturer. Three (3) working days must be allowed for the typing of the testimonial.

Library and Information Services (LIS)
Students should utilise the Library and Information Centre to the fullest, in order to prepare for classes, as well as to obtain further reading matter and sources for research.

Student Card
All students should at all times be in possession of their student cards. Access to the institutions premises, classes, and assessments/examinations venues, parking area, residences, cafeteria, library and dining-hall may be refused if a student fails to produce a valid student card.

Course Control Week
It is your responsibility as a student to ensure that you are correctly registered. A course control week which is specifically scheduled for the above-mentioned action commences on the last week of February. Consult the notice boards for further information in this regard.

Subject Changes
This issue must be restricted to the minimum – you must therefore please ensure that you register correctly for your subjects on enrolment day.

Apparel and rules of Conduct
The Institution is insistent upon the neatness of students in as far as apparel in classes, residences and elsewhere on the campus are concerned. It is left to the discretion of the lecturers and Student Council members to see to it that students are dressed neatly, according to the prescribed rules.

Conduct of students should at all times be appropriate for a higher education centre. No food and refreshments will be allowed in classrooms. Smoking in the classrooms, the atrium and passages are strictly prohibited.

Vote of Thanks
On behalf of the Faculty of Humanities we want to convey our sincerest gratitude to all students who are now part of the Faculty. We thank you once more for choosing to study at CUT, we assure you that you will tune into thinking beyond and cut across in climbing the ladder of success to reach your altitude. An adage holds truth that says; your attitude determines your altitude. You are now a CUT above the rest!

-oOOo-
CONTACT PERSONNEL IN THE FACULTY OF HUMANITIES

Bloemfontein Campus:
Secretary of the Dean: Mrs. T. Tshehlana Tel: 051-507-3362
Faculty Administrator: Mr. Titus Williams Tel: 051-507-3328
Faculty Officer: Mr. K. Mokoena Tel: 051-507-4016
Senior Admin. Assistant: Office of the Dean: Ms. N. Mbuli Tel: 051-507-3342
Dept. Communication Sciences: Ms. N. Oberholzer Tel: 051-507-3327
Dept. Design & Studio Art: Ms. P. Moathlodi Tel: 051-507-3184
Dept. Language & Social Sciences Education: Ms. C. Monoko Tel: 051-507-3348
Dept. Mathematics, Science & Technology Education: Mrs. K. Connoway
Dept. Postgraduate Studies Education: Mrs. K. Connoway Tel: 051-507-3371

Welkom Campus:
Dept. Communication Sciences: Ms. M.S Raputsoane Tel: 057-910-3751
Dept. Language & Social Sciences Education: Ms. K.J Motaung Tel: 057-910-3618
Dept. Educational & Professional Studies: Ms. K.J Motaung Tel: 057-910-3618
Dept. Postgraduate Studies Education: Ms. K.J Motaung Tel: 057-910-3618
## IMPORTANT DATES

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>ACTIVITY</th>
<th>PROGRAMME OF STUDY</th>
<th>VENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>06 – 10 JAN- 2020</td>
<td>08:00- 16:30</td>
<td>Review of Application Statuses of New Applicants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 – JAN- 2020</td>
<td>08:00- 16:30</td>
<td>Registration: All 1st Year Students</td>
<td>B.Ed Senior Phase &amp; FET (Different Programmes) Diploma: Language Practice &amp; Media Studies Diploma in Design &amp; Studio Art PGCE &amp; B. Ed (Honours) (First Time Enrolment at CUT)</td>
<td>Boet Troskie Hall (Bloemfontein Campus) Student Admin Block (Welkom Campus)</td>
</tr>
<tr>
<td>16 – JAN- 2020</td>
<td>08:00- 16:30</td>
<td>Orientation/Induction: All Registered 1st Year Students in the Faculty of Humanities</td>
<td>All 1st Year Students</td>
<td>Boet Troskie, Basement Hall (Main-Venue) Bloemfontein Campus Welkom Campus to be confirmed</td>
</tr>
<tr>
<td>20 – JAN- 2020</td>
<td>08:00- 16:30</td>
<td>Registration: All Senior Students</td>
<td>B.Ed Senior Phase &amp; FET (Different Programmes) Diploma: Language Practice &amp; Media Studies Diploma in Design &amp; Studio Art PGCE &amp; B. Ed (Honours) (First Time Enrolment at CUT)</td>
<td>Boet Troskie Hall (Bloemfontein Campus) Student Admin Block (Welkom Campus)</td>
</tr>
<tr>
<td>27 – 31 JAN- 2020</td>
<td>08:00- 16:30</td>
<td>General orientation of ALL first-year students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31 – JAN- 2020</td>
<td></td>
<td>OFFICIAL OPENING DAY – WELKOM CAMPUS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31 – JAN- 2020</td>
<td></td>
<td>OFFICIAL OPENING DAY – BLOEMFONTEIN CAMPUS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03 – FEB- 2020</td>
<td>08:00- 16:30</td>
<td>FIRST DAY OF LECTURES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28 – FEB- 2020</td>
<td>08:00- 16:30</td>
<td>Last day for addition and cancellation of subjects (Course Control Week)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Faculty of Humanities: Building Names

Kopanong Building  
_Education_

Tataisong Building  
_Education_

Humanitas Building  
_Communication Sciences & Education_

Artis Building  
_Design & Studio Art_
Fast, dynamic and ever-evolving, the digital era has transformed the way we communicate unlike any era before. With smartphones, tablets, and other digital gadgets, we’re now able to “plug in” virtually whenever we desire. And commonly, it’s social media that we’re plugging into—specifically, there’s a whopping 2.5 billion of us plugging in daily.

We encourage our students to keep in touch with the university official social media platforms to get updates on institutional activities. Please take note that it is your responsibility to ensure that you understand the **CUT Policy on Social Media** before posting into these platforms.

**Facebook:** Central University of Technology, Free State

**LinkedIn:** Central University of Technology, Free State

**Twitter:** @cutfsonline

**YouTube:** CUTFreeState

**Faculty of Humanities Facebook page:** CUT, Faculty of Humanities
## CUT ACADEMIC CALENDAR 2020

(Please zoom in to increase the visibility of the table below)

### FIRST SEMESTER:

<table>
<thead>
<tr>
<th>New Students</th>
<th>Senior Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 2</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 3</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 4</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 5</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 6</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 7</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 8</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 9</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 10</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 11</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 12</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 13</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 14</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 15</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 16</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 17</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 18</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 19</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 20</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 21</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 22</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 23</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 24</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 25</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 26</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 27</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 28</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 29</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 30</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 31</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 32</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 33</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 34</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 35</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 36</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 37</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 38</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 39</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 40</strong></td>
<td></td>
</tr>
</tbody>
</table>

### SECOND SEMESTER:

<table>
<thead>
<tr>
<th>New Students</th>
<th>Senior Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 2</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 3</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 4</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 5</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 6</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 7</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 8</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 9</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 10</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 11</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 12</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 13</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 14</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 15</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 16</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 17</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 18</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 19</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 20</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 21</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 22</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 23</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 24</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 25</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 26</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 27</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 28</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 29</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 30</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 31</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 32</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 33</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 34</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 35</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 36</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 37</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 38</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Week 39</strong></td>
<td></td>
</tr>
</tbody>
</table>