

FACULTY OF HUMANITIES



ORIENTATION INFORMATION FOR FIRST-YEAR STUDENTS 2022

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Designed, edited and published by Mr Karabo Mokoena
Co-designed by the Department of Design & Studio Art

The editor used the Central University of Technology, Free State Calendar 2021, as a guiding document when compiling this publication. The rules and regulations contained in this publication belong solely to the Central University of Technology, Free State and not the editor.

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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



Prof Wendy Setlalentoa **Dean: Faculty of Humanities**

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 2022 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) as well as the newly introduced **Bachelor of Education in Foundation Phase**, 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 by the Department of Postgraduate Studies: Education.

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 Educational & Professional Studies

- B Ed Foundation Phase Teaching

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.

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 Wendy Setlalentoa

CUT MAP

CUT is the foremost higher education institution in the heartland of South Africa. The university has two campuses – one in Bloemfontein, the judicial capital of South Africa, and one in Welkom, in the heart of the Free State goldfields. The two campuses offer education opportunities in a number of technological fields, including science, technology, engineering and mathematics (STEM); management sciences; humanities; and education.

BLOEMFONTEIN CAMPUS MAP



BLOEMFONTEIN CAMPUS BUILDINGS

- | | |
|--|---|
| <ul style="list-style-type: none"> Faculty of Engineering and Information Technology Faculty of Health and Environmental Sciences Faculty of Management Sciences Faculty of Humanities | <ul style="list-style-type: none"> General Residences |
|--|---|
-
- | | |
|--|---|
| <ul style="list-style-type: none"> 10 ZR Mahabane Building 11 Japie van Lill Auditorium 12 Faculty of Engineering, Built-Environment & Information Technology 13 Engineering Technology Building 14 BHP Billiton Lecture Block 15 Residence: Loggies 20 Ya Rona Building 28 Exchange House 30 Netball / Mini Hockey Astro Cricket / Soccer Clubhouse / Volleyball 31 Orion Office Complex 35 CUT Pavilion 50 Main Hall 51 Emergency Medical Care 52 Dirk Coetzee Building (Faculty of Health & Environmental Sciences) 53 Prosperitas Auditorium 54 School of Tourism, Hospitality & Sport 55 Residence: Welgemoed 56 Medical Clinic 58 Boet Troskie Hall 59 Ellen Kuzwayo Building 60 Maintenance / Central Deliveries 61 Vehicle Park 62 Community Engagement / International Offices | <ul style="list-style-type: none"> 75 Gym Hall / Idea Generator 76 Bethuel Setai Library and Information Services Building 77 Centre for e-Learning & Educational Technology 78 Petrus Molemela Building 80 Humanitas Office Complex 81 Artec Hall 82 Lapeng Student Centre Wellness Centre 83 Filling Station & ABSA ATM 84 Artis 85 Amoenitas 87 Residence: Eendrag 88 Kamela Annex (Jewellery School) 89 Residence: Technikon 90 Dental Assisting & Maxillofacial Laboratories 93 Tennis / Basketball 94 Student Academic Support Centre 95 Tataisong Building 96 Kopanong Building 97 Residence: Graduandi House 100 Science Park 18 Estates and Infrastructure Offices 19 SAMTI Incubator Workshop |
|--|---|
-
- | |
|--|
| <ul style="list-style-type: none"> Cafeteria / ATM Noticeboards Vending Gazebos Campus Doctor / Clinic Protection Services: Charge Office |
|--|

CUT's Welkom campus is situated 160km northeast of Bloemfontein, and is in the hub of the Free State gold fields with several gold mines a thriving industry in South Africa.

The university is aware of the fact that not everyone has the privilege to study at the main campus on a full-time basis. Therefore, selected learning programmes are offered at CUT's Welkom Campus.

WELKOM CAMPUS MAP



WELKOM CAMPUS BUILDINGS

- 1. Parking Area
 - 2. General Administration, Finance, Student Enquiries
 - 3. Assessment & Graduations Unit (Block M); Student Accounts, Bursaries & Loans
 - 4. Estates and Infrastructure
(Building Maintenance, Vehicle Bookings, Postal Services, Key Maintenance, Cleaning Services)
 - 5. Clement Tsehoane Keto Library & Information Services
(Open Computer Laboratory)
 - 6. Sports Fields
(Tennis / Netball / Basketball / Cricket / Soccer)
 - 7. Soccer Training Field
 - 8. Vehicle Park (CUT Vehicles)
 - 10. Thutong Building
 - 11. Lemmy Mule Building (Alwyn Louw Auditorium)
 - 12. Mangaliso Robert Sobukwe Building
 - 13. New Residence
 - A. Hugh Africa Building
 - B. Lecture Block
 - C. Lecture Block
 - D. Hall / Registration Venue
 - E. Lecture Block
 - F. SRC Offices & Protection Services Operational Office
 - G. Academic Offices
 - H. Academic Offices
 - I. Computer Laboratories
 - J. Academic Offices / Media Laboratory
 - K. Academic Offices
 - L. Office Block and Training Centre
 - M. Medical Clinic; Van Schaik Bookshop
- Cafeteria
 - Toilet Facilities
 - Protection Services: Operational
 - Assessment Noticeboards
 - Taxi Rank

**THE FACULTY OF HUMANITIES MANAGEMENT TEAM
BLOEMFONTEIN CAMPUS:**

**HOD: DEPARTMENT OF
EDUCATIONAL AND PROFESSIONAL
STUDIES**



Dr. Ratokelo Thabane

E-mail: rthabane@cut.ac.za

**HOD: DEPARTMENT OF
COMMUNICATION SCIENCES**



Dr. Brenton Fredericks

E-mail: bfreder@cut.ac.za

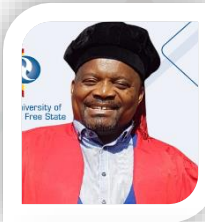
**HOD: DEPARTMENT OF DESIGN
AND STUDIO ART (ACTING)**



Mrs. Michelle Barnard

E-mail: mrowe@cut.ac.za

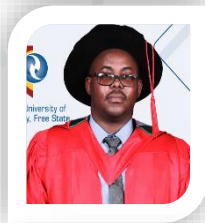
**HOD: DEPARTMENT OF
MATHEMATICS, SCIENCE &
TECHNOLOGY EDUCATION (ACTING)**



Dr. Lukanda Kalobo

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**HOD: DEPARTMENT OF LANGUAGE
AND SOCIAL SCIENCES EDUCATION**



Dr. Matthew Kimanzi

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**DEPARTMENTAL MANAGER:
POSTGRADUATE STUDIES
EDUCATION**



Dr. Tebogo Matlho

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WELKOM CAMPUS:

**HOD: POSTGRADUATE STUDIES
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COMMUNICATION SCIENCES**



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**DEPARTMENTAL MANAGER:
LANGUAGE & SOCIAL SCIENCES
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STUDIES (ACTING)**



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TECHNOLOGY EDUCATION**



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ASSISTANT DEANS

**ASSISTANT DEAN:
RESEARCH, INNOVATION &
ENGAGEMENT**



Dr. Alfred Modise

E-mail: mamodise@cut.ac.za

**ASSISTANT DEAN:
TEACHING & LEARNING**

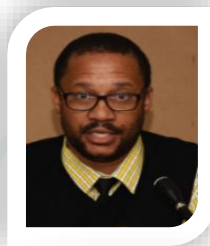


Dr. Luzaan Schlebusch

E-mail: lschlebu@cut.ac.za

FACULTY ADMINISTRATION UNIT

**FACULTY ADMINISTRATOR:
HUMANITIES**



Dr. Titus Williams

E-mail: twilliams@cut.ac.za

**FACULTY OFFICER:
HUMANITIES**



Mr. Karabo Mokoena

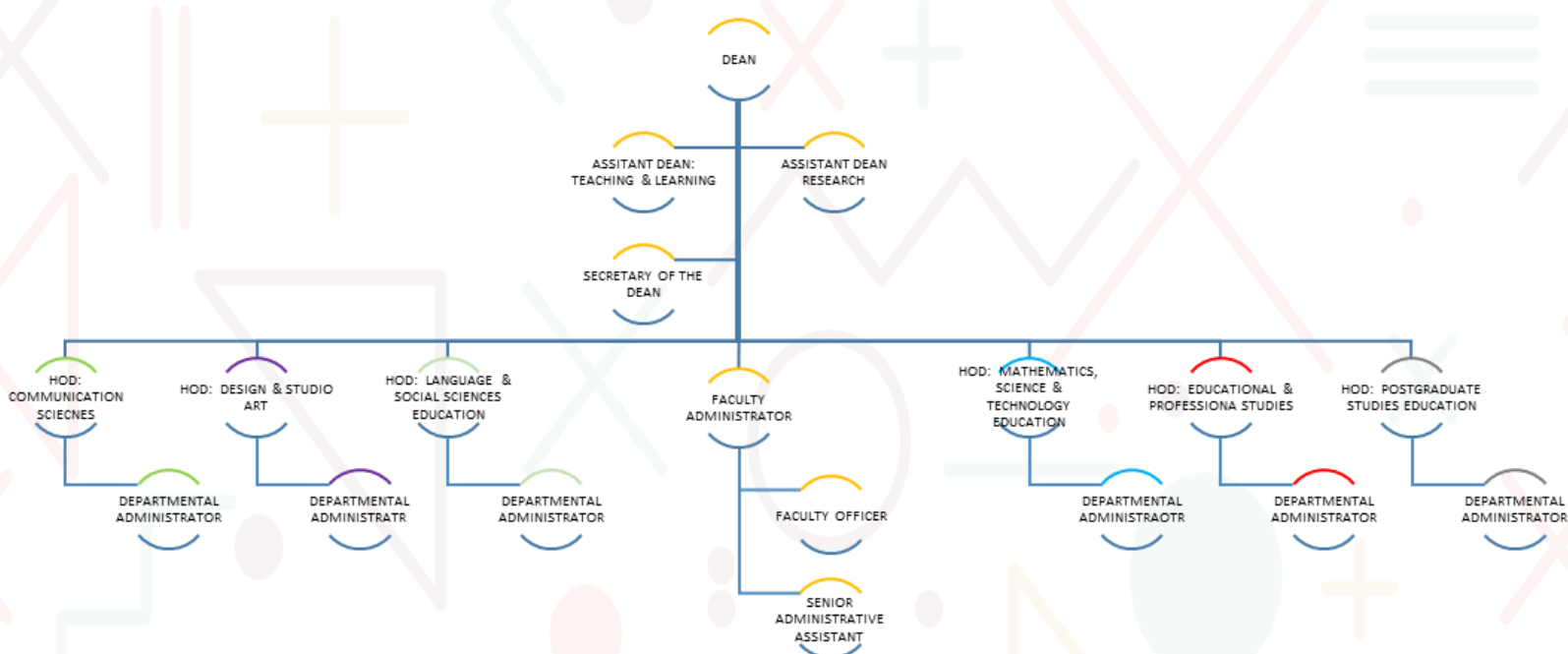
E-mail: kmokoena@cut.ac.za

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 creatives 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 creatives 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](#)

1ST YEAR

practical subjects



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 10%: 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 90%: 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.



BAITUMETSE MOLOABI, CONTINUES THE WINNING CULTURE IN THE DEPARTMENT OF DESIGN & STUDIO ART

Edited by Karabo Mokoena



Baitumetse Moloabi, a zealous visual artist who recently obtained a Diploma in Design and Studio Art participated in the annual Phatshoane Henney Attorneys' New Breed Art Competition 2021 and because of her creative and innovative work, was selected as the overall winner for the competition. It is not a surprise that the Department of Design & Studio Art produces high quality artists, creatives and innovators who put "art within their hearts" and who are participating in local, national as well as international exhibitions to display their talent and artistry.

From her artistic profile she has indicated that *"My area of interest and what I look to investigate through my art is how we learn, how we assume roles through labels that we assign to ourselves and those that society assigns to us, identities, gender, sex, sexuality and other related topics. I*

find it taboo how sex education is approached by society and make art that attempt to start a conversation around that."

Her full story on the exhibition that made her an overall winner can be found on the link below:

<https://www.newbreedart.co.za/Winners.aspx>

Image source: <https://www.newbreedart.co.za/Winners.aspx>

DEPARTMENT OF COMMUNICATION SCIENCES



- 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.

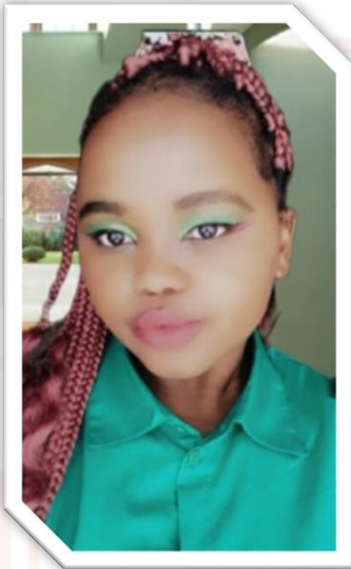
The programme has international links through a student exchange agreement with universities abroad.



Dept. Comm. Sciences
Community Journalism Project

TUMELO MASIENYANE HAS A PASSION FOR LANGUAGES AND SHE DISPLAYS IN VARIOUS STUDENT ORGANISATIONS SHE IS INVOLVED IN

Edited by Karabo Mokoena



Tumelo Masienyane is a third-year student under the Department of Communication Sciences. Tumelo has a strong appreciation and passion for languages which has subsequently led her towards a pursuing a Diploma in Language Practice and Media studies. She believes that Africans, particularly young Africans, should engage in innovative ways in which African languages can be further developed and preserved for future generations. On average 1, 100 words are added to the English dictionary per annum, and this is achieved through interactions and the shared objective to make the English language accessible to everyone and to ensure that the language does not simply fade away due to lack of relevant terminology and definitions. Tumelo hopes to be one of many Africans who are actively working to preserve various African languages through the revision of old phrases and terms as well as the introduction of new and relevant words which can be used in the modern world.

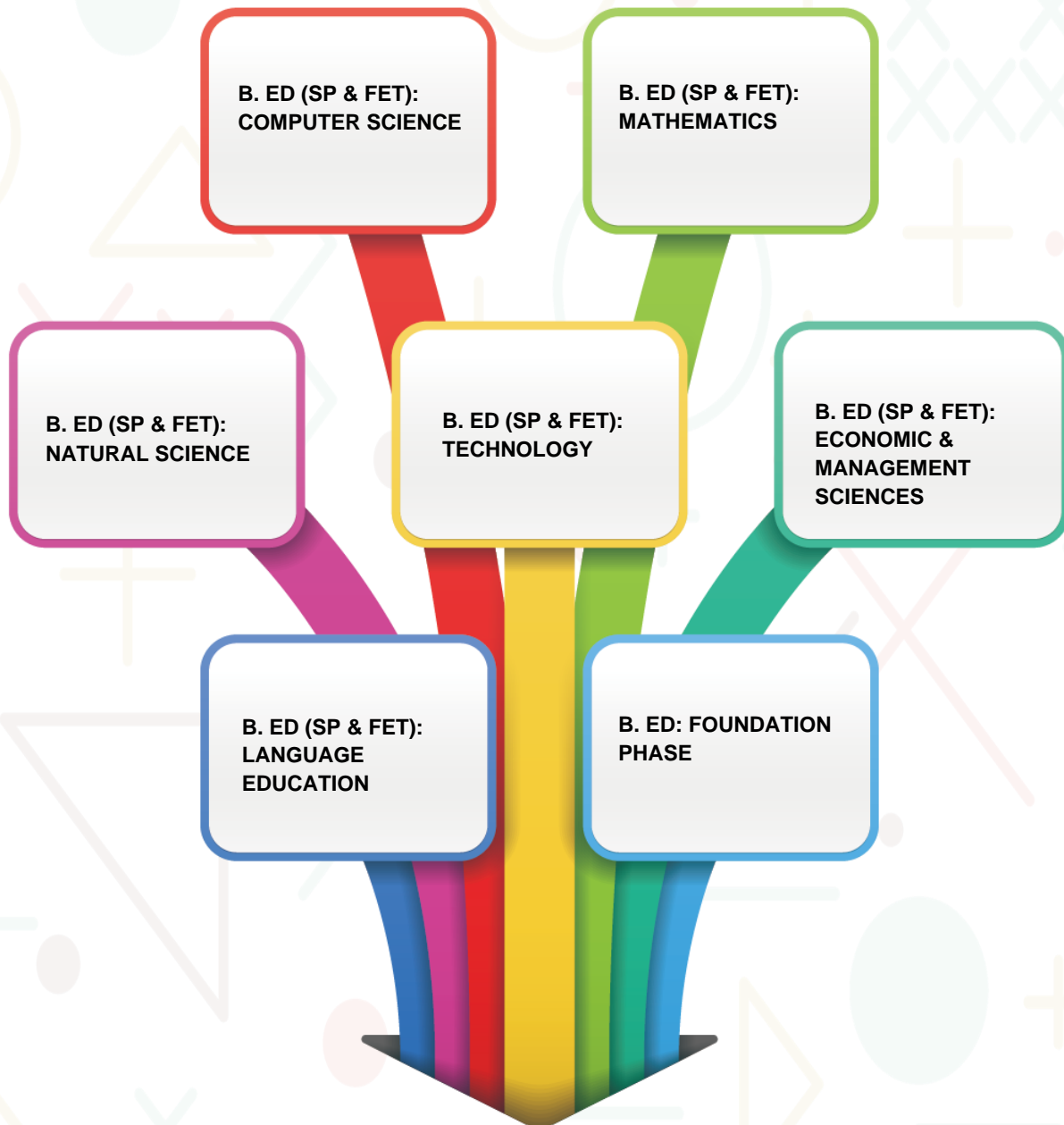
She intends to enrol for an Advanced Diploma with a focus on Translation Practice after completing her Diploma.

Tumelo has dabbled in a few organisations and leadership positions during her time at the Central University of Technology, Free State. One of the programs that have greatly influenced the person and leader she has become is the **First-Years Leadership Program** that is facilitated by Student Life Unit annually. From this program she acquired life and leadership skills which she implements in both her personal life and organisations. She is the former Secretary for the First-Years committee at Mannheim Ladies Residence, this is a sub-committee to the house committee that is solely focused on the general wellbeing of first year students.

She is currently a Wellness worker at the Wellness centre. Accompanying her passion for language is the love of reading and writing both of which she conveys through her contribution to the campus magazine **Shift**. One of the campus programs that she has found to be a wealth of knowledge is the Peer Mentorship program of which she is a former Mentee and a current mentor for the year 2022.

TEACHER EDUCATION TRAINING

"Real heroes don't wear capes...they teach."



Each learning 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.



MOLEBATSI NKOTOANE: EDUCATIONALIST, RESEARCHER, LITERACY ACTIVIST, AND AN ASPIRING COACH!

Edited by Karabo Mokoena

Mr Molebatsi Nkotoane is a CUT graduate who is currently employed by the Free state Department of Education at Grassland Secondary School in Bloemfontein as an educator and Librarian. He completed a Postgraduate Certificate in Education and currently pursuing a Bachelor of Education Honours degree in the Faculty of Humanities. He is also an aspiring Coach.

He served the institution as a CUT Reading Club chairperson, a member of the CUT Debate Society and as an assistant in the Reading Development Office. Currently, he serves in the CUT Alumni Association as a mentor to the organization. Mr Nkotoane is an educationalist, a researcher, a literacy activist, and a coach who is of belief that an incomparable transformation requires selflessness and dedication with which the most superlative way to transform the lives is through reading.

He used the knowledge he gained from the reading lab and reading club to develop himself in his career. He has been involved in co-curricular activities upon his arrival at Grassland Secondary School in the year 2020. One of his career milestones was hosting book drives that saw him establish a school library in the year 2020.

Upon the inception of the library, he established learners' reading club which he believes is an important structure that helps nourish learners' intellectual capabilities.

Mr Nkotoane is a member of Literacy Association of South Africa (LITASA) conference where he published an article titled "Literacy approaches for enhancing holistic learner development".

In addition to his passion for literacy, he is coaching chess and debating team at the school where he is currently teaching.



CUT CENTRE FOR E-LEARNING AND EDUCATIONAL TECHNOLOGY




- How to login to eThuto (Blackboard Learning) click [here](#) to access a step-by-step guideline
- Write Test (online) click [here](#) to access a step-by-step guideline
- Assignment (online) click [here](#) to access a step-by-step guideline
- ConnectYard click [here](#) to access a step-by-step guideline

eThuto Helpdesk

Mrs O. Pearl Tsumake-Kabuya
E-learning Support Officer

Tel: +27 0(51) 507 3186 | E-mail: ethuto@cut.ac.za

Centre for e-Learning and Educational Technology Building, Room 4

Click on the link below to view the CUT eLearning and Educational Technology  playlists:



CUT eLearning
and Educational
Technology

SUBSCRIBE

CUT PEER MENTORSHIP PROGRAM



MR. BOITUMELO MOLOKWANE
TEACHING & LEARNING
COORDINATOR: HUMANITIES

Phone: 051-507-4117

E-mail: bmolokwane@cut.ac.za

The aim of the programme is to provide CUT students with a supportive environment that will motivate and assist them to develop to their maximum personal and academic potential. Mentoring has been found to increase students' academic success, social skills, self-efficacy, and the ability to refine their professional dispositions.

Our CUT mentorship programme provides a framework for positive interaction between students, mentors and lecturing staff. More importantly, trained mentors provide leadership and support to students during mentoring sessions. These sessions are designed to help connect learners, provide them with information on campus resources, give them a sense of belonging and open possibilities of connectedness to the world.

Support granted to first year students:

- Referrals to Wellness Support Centre
- Writing Centre
- Supplemental Instruction (S.I)
- Developing CUT Graduate Attributes



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 services 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)

CUT CENTRE FOR WELLNESS



The Centre is responsible for providing a number of comprehensive services, namely: health and psychological counselling services, academic support, reading development, social work services, chaplaincy services, and the selection of prospective students. Psychological and Social Services can be found on the second floor of the Lapeng Student Centre, while the Medical Centre is situated alongside the Welgemoed residence.

Services to Enrolled Students

Are your personal problems weighing you down? Are you depressed? Do you lack self-confidence? Are you involved in unhealthy relationships or experiencing domestic problems?

The Wellness Centre will address these personal issues, as well as all stumbling blocks hindering your progress towards achieving academic success at CUT, through individual and/or group counselling sessions. The Centre offers a wide range of life skills programmes, including stress management, assertiveness training and motivation. The Wellness Centre is specifically there for you as a student.

The services (as listed below) are provided by registered psychologists and all information is strictly confidential. If you have any form of personal crisis, we are here to help you and you are welcome to visit us. Services are offered free of charge on an appointment basis to all enrolled students.

SERVICES OFFERED

Course information	Adjustment problems
Change of course	Relationship/Family problems
Study guidance	Personal/Emotional problems
Academic assistance	Dealing with trauma (rape, loss of a loved one, etc.)
Reading development	Depression
Wellness programmes	Alcohol and drug abuse

All services are confidential and are available free of charge to CUT students on an appointment basis.

For appointments or inquiries contact: wellness@cut.ac.za
Bloemfontein +27 (0)51 507 3154 | [Welkom](#) +27(0)51 910 3569.



ORIENTATION INFORMATION



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 of 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 question 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.

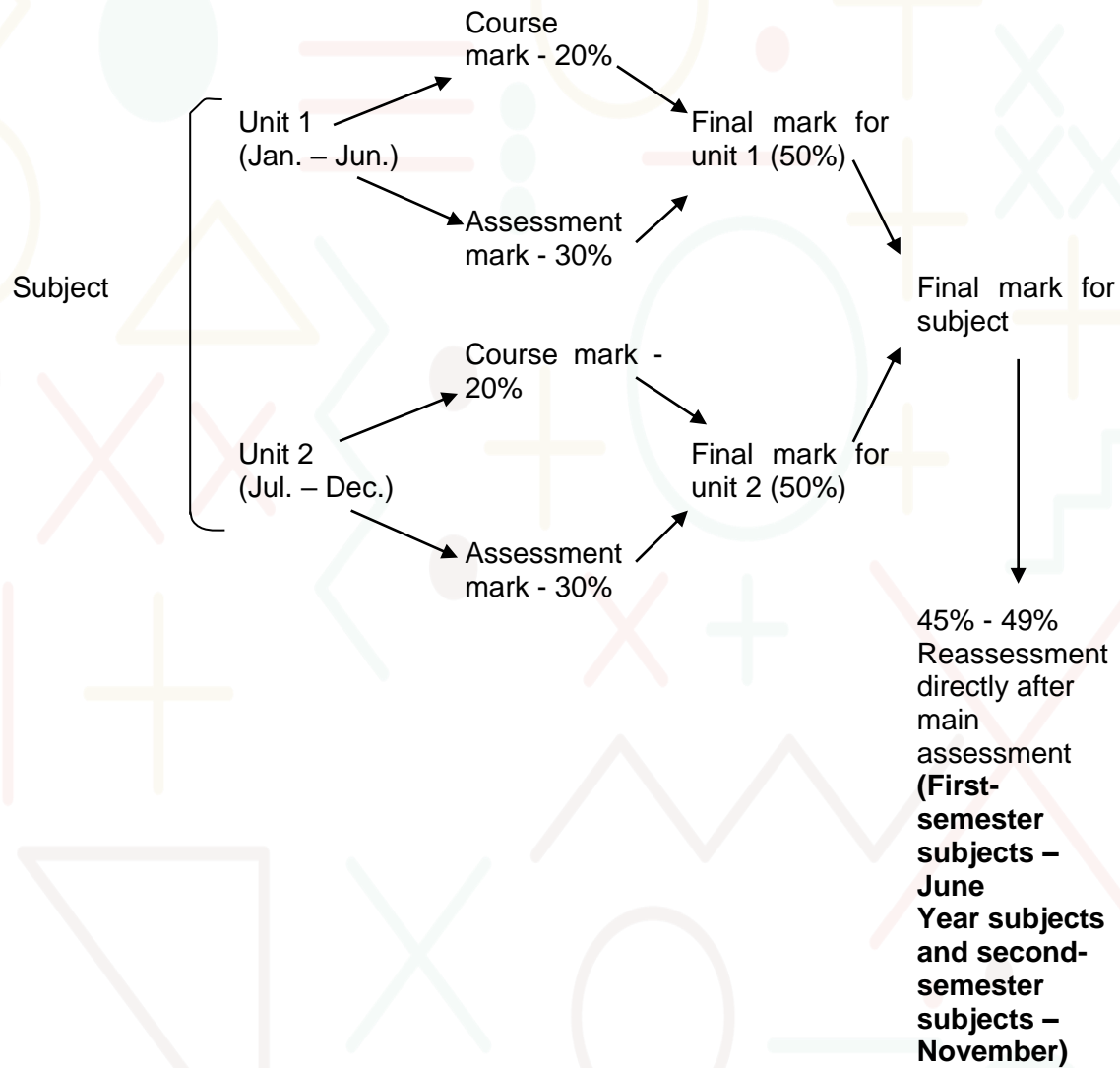
Senior students who failed 50% of credits for subjects enrolled for in two consecutive attempts and/or cancelled some or all courses/modules after registration control day.

Your Rights

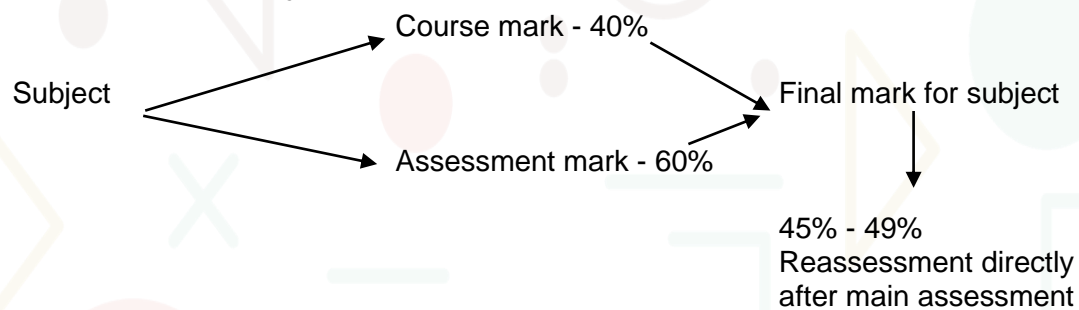
If you believe that you have been awarded an incorrect mark for any work done, you must see the lecturer in charge of the course. If you are unsatisfied with the response of the lecturer, you may write a letter to the Head of Department requesting that your paper be remarked by another staff member. 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



2. Semester subjects



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.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 of 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!

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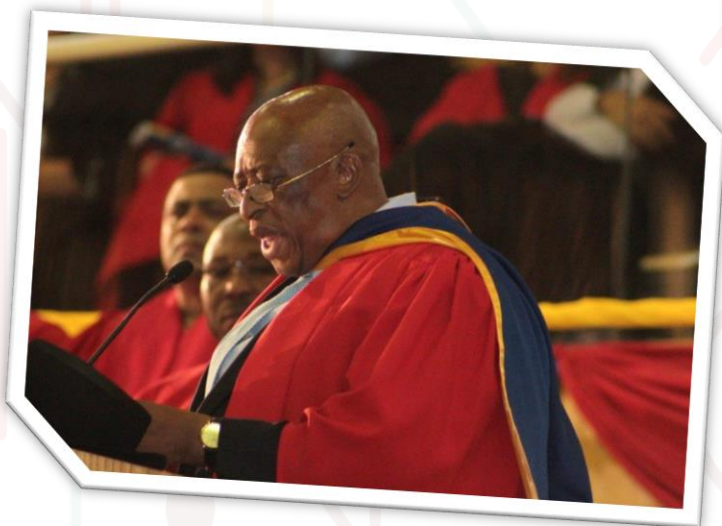
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Faculty of Humanities: Building Names

These are the buildings where academic activities will be taking place.

BLOEMFONTEIN CAMPUS



KOPANONG BUILDING



TATAISONG BUILDING



HUMANITAS BUILDING



ARTIS BUILDING

WELKOM CAMPUS



HUGH AFRICA BUILDING



**CLEMENT TSEHLOANE KETO
LIBRARY & INFORMATION SERVICES**



THUTONG BUILDING

SOCIAL MEDIA



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 is social media that we are plugging into, specifically, there is 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.

Useful links:

Facebook: CUT official Facebook page will give you updates on the latest university developments.
[Central University of Technology, Free State](#)

LinkedIn: CUT official LinkedIn page will give you updates on the latest university developments.
[Central University of Technology, Free State](#)

Twitter: CUT official Twitter page will give you updates on the latest university developments.
[@cutfsonline](#)

YouTube: CUT official YouTube page will give you updates on the latest university developments.
[CUTFreeState](#)

Faculty of Humanities Facebook page: the FHUM Facebook page will give you updates on the latest Faculty developments.
[CUT, Faculty of Humanities](#)





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