

FACULTY OF HUMANITIES



ORIENTATIONS INFORMATION FOR 1ST YEAR STUDENTS 2019

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1ST YEAR ORIENTATION PROGRAMME 2019

FACULTY OF HUMANITIES

Venue: E108, First Floor, Tataisong building (main-venue)

Time: 09:00 – 12:30

Please Note: Item No. 6 will be coordinated by the HOD/Departmental Manager of each department in different venues per department. The HoDs will lead the discussions and their programmes will be flexible to suit their presentations to students.

Programme Director: Mr. T. Williams, Faculty Administrator

- | | | | |
|---|---|--|---------------|
| 1. Opening by the Programme Director | - | Mr. T. Williams
Faculty Administrator | 09:30 – 09:40 |
| 2. Welcome Note by the Dean: Faculty of Humanities | - | Prof N. Feza
Dean | 09:40 – 10:00 |
| 3. Mentorship Programme activities | - | Mr. B. Molokwane
Teaching & Learning Coordinator | 10:00 – 10:10 |
| 4. Wellness of Students | - | Ms. M. Kenke
Psychologist | 10:10 – 10:20 |
| 5. Announcements by the Faculty Officer | - | Mr. K. Mokoena
Faculty Officer | 10:20 – 10:30 |
| 6. Programme Presentation by the Heads of Departments (HoDs): | | | |
| • Department of Communication Sciences | - | Dr BG Fredericks | 10:35 – 11:05 |
| <i>Venue: E108, First Floor, Tataisong building (remain in the venue)</i> | | | |
| • Department of Design & Studio Art | - | Prof FE Van Schalkwyk | 10:35 – 11:05 |
| <i>Venue: Art building hall</i> | | | |
| • Department of Language & Social Sciences Education | - | Mr. G.M Zwane | 10:35 – 11:05 |
| <i>Venue: E003, Ground Floor, Kopanong building</i> | | | |
| • Department of Maths, Science & Technology Education | - | Prof WN Setlالتها | 10:35 – 11:05 |
| <i>Venue: E004, Ground floor, Kopanong building</i> | | | |
| 7. Visit to the Library & Information Centre | - | Mr. A. Mkam
Librarian: FHUM | 11:05 – 12:00 |

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 2019 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 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 to enrol

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
- B.Tech: Language Practice
- Masters 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 DEAN AND HODS/DEPARTMENTAL MANAGERS

BLOEMFONTEIN CAMPUS:

DEAN



Prof N.N Feza

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



Dr. R.W Thabane

**HOD: DEPARTMENT OF
COMMUNICATION SCIENCES**



Dr. B.G Fredericks

**HOD: DEPARTMENT OF
DESIGN AND STUDIO ART**



Prof F.E Van Schalkwyk

**HOD: DEPARTMENT OF
MATHEMATICS, SCIENCE &
TECHNOLOGY EDUCATION**



Prof W.N Setlalentoa

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



Mr. G.M Zwane

**DEPARTMENTAL MANAGER:
POSTGRADUATE STUDIES
EDUCATION**



Dr. T. Matlho

WELKOM CAMPUS:

**HOD:
POSTGRADUATE STUDIES
EDUCATION**



Prof. G. Schlebusch

**DEPARTMENTAL
MANAGER:
COMMUNICATION
SCIENCES**



Dr. B. Badenhorst

**DEPARTMENTAL
MANAGER:
UNDERGRADUATE
STUDIES EDUCATION**



Dr. L.J Segalo

**DEPARTMENTAL
MANAGER: MSTE**



Dr. R. Bhagwande

FACULTY ADMINISTRATION UNIT

Faculty Administrator



Mr. T. Williams

Faculty Officer



Mr. K. Mokoena

**Teaching & Learning
Coordinator**

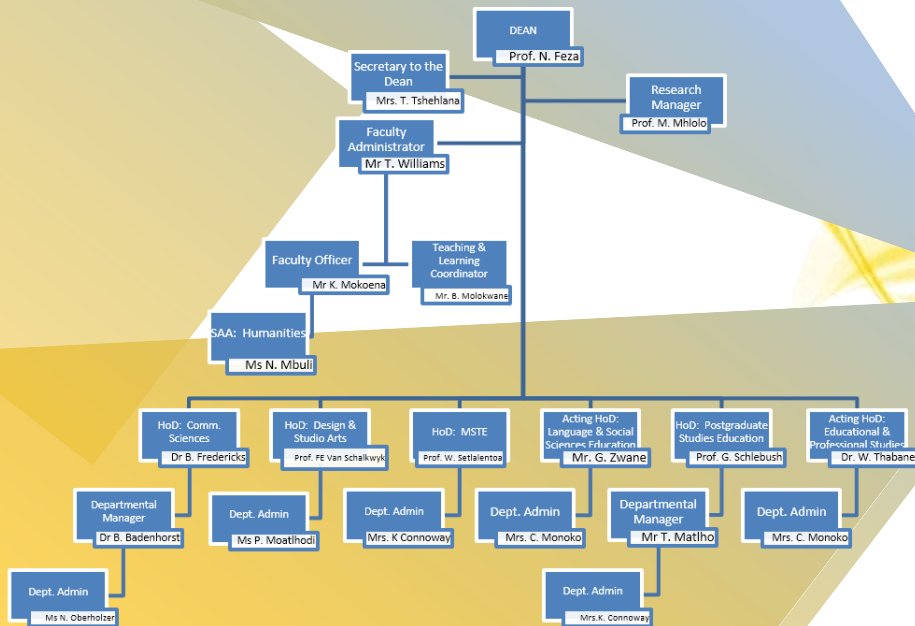


Mr. B.G Molokwane

FACULTY OF HUMANITIES: STRUCTURE

The Faculty of Humanities is one of four faculties at Central University of Technology. The Dean's office serves as the main unit of the faculty which includes the faculty administration unit consisting of the two Assistant Deans, the Faculty Administrator, the Faculty Officer and the Teaching & Learning Coordinator. In addition to this, the faculty consists of six departments which are headed by different HoDs and Departmental Managers with their Departmental Administrators per department.

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



Our Faculty Colour is **“Yellow”**

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](#)

1ST YEAR

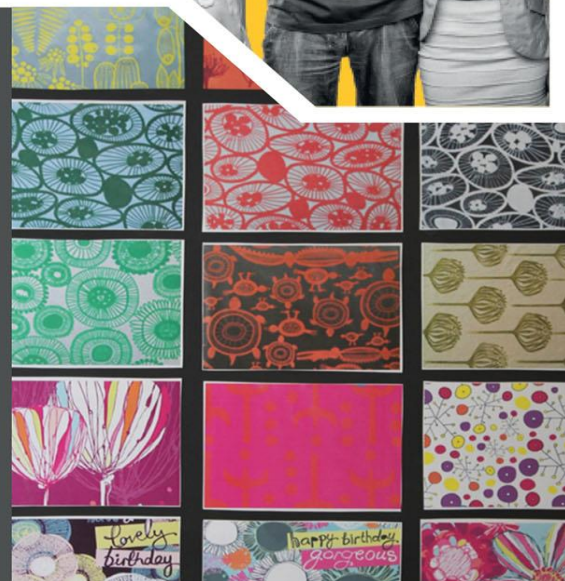
practical subjects



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.



DESIGN & STUDIO ART STUDENTS WIN THE 2018 PHATSHOANE HENNEY NEW BREED ART COMPETITION



On 09 November 2018, Prof. Henk de Jager, the CUT Vice-Chancellor & Principal, shared the good news about three students from the Department of Design & Studio Art. The VC's communiqué read as follows: "The students were victorious in the 2018 Phatshoane Henney New Breed Art Competition. This visual art completion was presented by the Phatshoane Henney Attorneys (PHA) in association with the Oliwenhuis Art Musium. The aim was to uncover emerging Free

State talent and provide a strong platform for artists to showcase their talent, whilst benefiting from the competition's prizes and the national exposure provided by the competition.

Mr Sam Moleko, Director at PHA, remarked that *"the 2018 Art Competition has attracted over 130 high-quality artworks as entries in this year's competition. Entries have been received from all over the province, including a large number from educational institutions such as the University of the Free State, the Central University of Technology, and Motheo TVET College. A total of 54 artworks were selected and showcased at the Oliwenhuis Art Museum"*.

CUT students scooped four of the five awards at the awards function held last night. What an exceptional achievement! CUT's winners are:

- ❖ **Mr Nkululeko Nkebe** (third-year student) – **overall winner**;
- ❖ **Ms Katlego Mogoera** (first-year student) – **runner-up, and Public Choice Award winner**;
- ❖ **Mr Xola Sello** (fourth-year student) – **Merit Award**.

These achievements of our students are just another clear demonstration that CUT is on the rise, and that we are clearly focused on our endeavours to *"reimagine CUT as a transformative, transformational, entrepreneurial, and engaged university and 'model' university of technology in Africa"*.

Pictured: *The winners with Mr Sam Moleko of PHA, and the VC and his spouse, Dr Miemsie de Jager*

To find out more about the various art competitions, please contact your HoD or relevant lecturers.

DEPARTMENT OF COMMUNICATION SCIENCES

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

These multi-faceted and challenging qualifications are offered by the Department of Communication Sciences in the Faculty of Humanities. Both are outcomes-based qualifications 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.



Students at Thomas More University, Belgium for the Student Exchange Programme



Dept. Comm. Sciences Community Journalism Project

Did You Know?

The ETV's Sunrise news anchor, Mr. Neo Monyetsane, studied Language Practice & Media Studies at Central University of Technology in the Department of Communication Sciences.



MEET THE MOST VERSATILE STUDENT AWARD RECIPIENT 2018: NETI RAMATLAMA



Ms Ramatlama is a graduate for a National Diploma in Language Practice and enrolled for a B. Tech Language Practice Degree in 2010 at the Central University of Technology, Free State. Neti 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 is 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.





TEACHER EDUCATION

“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:

- Mathematics
- Natural Sciences
- Computer Science
- Technology
- Languages
- Economics & Management Sciences



The programmes consist of **36 weeks** teaching practice period in which students are expected to complete for the duration of the course.

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)**

BONIWE LIDIDI – AN EPITOME OF BRILLIANCE AND TRANSFORMATION IN TEACHER EDUCATION!



Boniwe completed grade 12 at Kopanong Secondary School, Bloemfontein in 2014 and held a position of the Head Girl. Her love and passion for leadership began at this stage. After enrolling for B. Ed (SP & FET) Teaching: Natural Science, she joined the Brilliance Extra Classes (BEC) student organisation. In 2018 she served as the Treasurer for the BEC student organisation. Her hard work and commitment to this outstanding organisation stems from its aim of Delivering Education Prospects to unprivileged public schools at the township. Her passion is to see young children succeed in their studies.

As part of the Edu-tech start-up company, Boniwe served as an ambassador and advisor to the company. Edu-tech developed a *Sgela Mobile App*, which aims to transform education delivery using the power of technology in Africa.

For over two (2) years as part of the team that is transforming the education of the black child, Boniwe helped many learners in schools by offering Extra Classes, secondly by empowering young girls who are in the Representative Counsel of Learners (RCL) at the schools where they are tutoring to develop their leadership skills as they have embarked on becoming future leaders. Boniwe was involved in hosting *Girls in Leadership* workshops, underpinned by the pursuit of making a giant impact in the society as girls. Furthermore, she co-ordinated the *Substance Abuse awareness project*, which aimed at helping learners realise the consequences of drug and alcohol abuse. Boniwe received an award as the Best 2017 3rd Year student in B. Ed (SP & FET) Teaching: Natural Sciences during the Faculty of Humanities Annual Prize-giving award ceremony. An academic achievement which is acquired through dedication and commitment in students' academic activities.

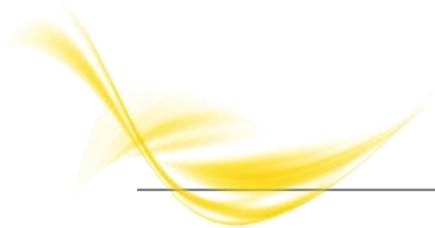
Boniwe leads by example and is an epitome of brilliance and transformation in Teacher Education.

Boniwe is available on the following contact details:

Facebook: Boniwe Boitumelo Lididi

Email: boniwelididi@gmail.com

ORIENTATIONS 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, FS, 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.

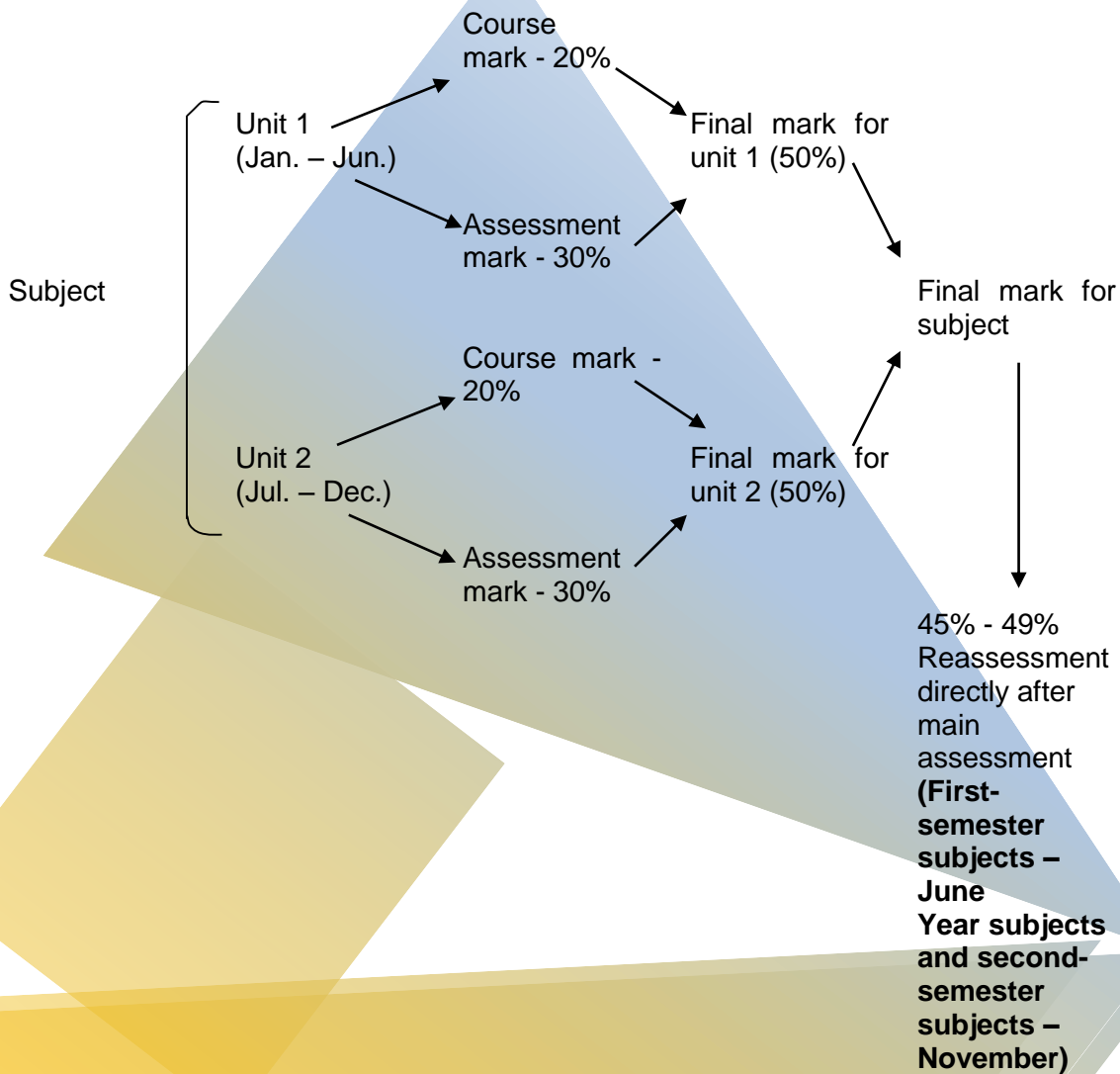
Your Rights

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.

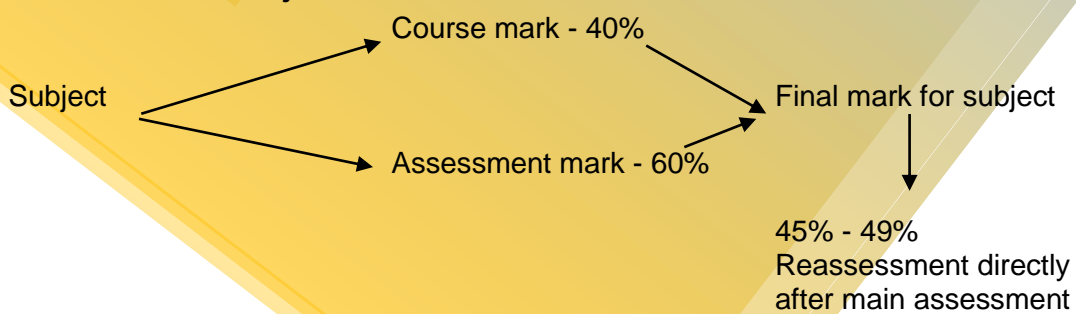
Note that if you pass a course, you are not permitted to repeat it to obtain a better grade.

STUDENT 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.

CONTACT PERSONNEL WITHIN 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. Moatlhodi

Tel: 051-507-3184

Dept. Language & Social Sciences Education: Ms. C. Monoko

Tel: 051-507-3348

Dept. Professional & Educational Studies: Ms. C. Monoko

Tel: 051-507-3348

Dept. Mathematics, Science & Technology Education: Mrs. K. Connaway

Dept. Postgraduate Studies Education: Mrs. K. Connaway

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. Mathematics, Science & Technology Education: Ms. K.J Motaung

Tel: 057-910-3618

Dept. Postgraduate Studies Education: Ms. K.J Motaung

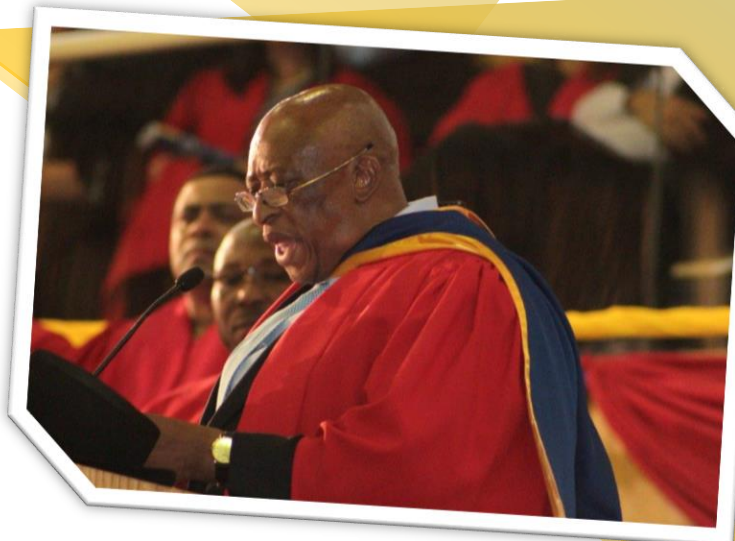
Tel: 057-910-3618



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-



IMPORTANT DATES

Wednesday, 16 January 2019

REGISTRATION OF ALL FIRST-YEAR STUDENTS

Venues: Boet Troskie Hall (Bloemfontein Campus)
Student Admin Block (Welkom Campus)

Time: **08:00 – 16:30**

Programmes:

- B.Ed Senior Phase & FET (Different Programmes)
- Diploma: Language Practice & Media Studies
- Diploma in Design & Studio Art
- PGCE & B. Ed (Honours) (First Time Enrolment at CUT)

Thursday, 17 January 2019

ACADEMIC INDUCTION FOR ALL FIRST YEAR STUDENTS

Venue: Tataisong Building, E108

Time: **09:00 – 11:30**

N.B: Academic induction is compulsory to all first year students. This session will give students more information about their faculty, departments, learning programmes, and first-year students will have an opportunity to interact with their departmental HoDs.

Please make sure you have added your name on the attendance list during your registrations.

Monday, 21 January 2019

REGISTRATION OF ALL SENIOR STUDENTS

Venues: Boet Troskie Hall (Bloemfontein Campus)
Student Admin Block (Welkom Campus)

Time: **08:00 – 16:30**

Programmes:

Department of Communication Sciences:

- Diploma: Language Practice & Media Studies
- Advanced Diplomas

Department of Design & Studio Art:

- Diploma in Design & Studio Art
- Advanced Diplomas

Department of Language and Social Science: Education

- B.Ed (SP & FET Teaching): Languages
- B.Ed (SP & FET Teaching): Economics and Management Sciences

Department of Mathematics, Science and Technology: Education

- B Ed SP & FET: Mathematics
- B Ed SP & FET: Natural Sciences
- B Ed SP & FET: Computer Science
- B Ed SP & FET: Technology

Department of Postgraduate Studies Education

- Postgraduate Certificate in Education (Returning Students)
- Bachelor of Education (Hons): Educational Management

Monday, 28 January 2019 – Friday, 01 February 2019

GENERAL ORIENTATIONS FOR ALL FIRST YEAR STUDENTS

Venue: Boet Troskie Hall

Time: 09:00 – 15:00

Wednesday, 30 January 2019

OFFICIAL OPENING DAY – WELKOM CAMPUS

Friday, 01 February 2019

OFFICIAL OPENING DAY – BLOEMFONTEIN CAMPUS

Monday, 04 February 2019

FIRST DAY OF LECTURES

Please note that class attendance is compulsory.

Thursday, 24 January 2019 – Friday, 01 March 2019

Last day for addition and cancellation of subjects **(Course Control Week)**.

NB: No subject additions will be allowed after the registration period has been concluded.

Faculty of Humanities: Building Names



Kopanong Building
(Education)



Tataisong Building
(Education)



Humanitas Building
(Communication Sciences & Education)



Art Building
(Design & Studio Art)

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 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.

If you have access to the following social media platforms, please tick the box below and indicate your handles:

Social
Media:

☐☐☐

Please
tick:

Type in
your
handle:

FIRST SEMESTER:	NEW STUDENTS				SENIOR STUDENTS			
	HEALTH & ENVIRONMENTAL SCIENCES	MANAGEMENT SCIENCES	HUMANITIES	ENGINEERING & INFORMATION TECHNOLOGY	HEALTH & ENVIRONMENTAL SCIENCES	HUMANITIES	ENGINEERING & INFORMATION TECHNOLOGY	MANAGEMENT SCIENCES
FIRST QUARTER	STARTS 03-Jan-19	03-Jan-19	03-Jan-19	03-Jan-19	03-Jan-19	03-Jan-19	03-Jan-19	03-Jan-19
APPLICATIONS FOR 2019 CLOSE	END 30-Mar-19	30-Mar-19	30-Mar-19	30-Mar-19	30-Mar-19	30-Mar-19	30-Mar-19	30-Mar-19
LATE APPLICATIONS FOR 2019 CLOSE	27-Sep-18	27-Sep-18	27-Sep-18	27-Sep-18	27-Sep-18	27-Sep-18	27-Sep-18	27-Sep-18
REVIEW OF APPLICATION STATUSES OF NEW APPLICANTS	04-Jan-19	04-Jan-19	04-Jan-19	04-Jan-19	04-Jan-19	04-Jan-19	04-Jan-19	04-Jan-19
WALK-IN ADMINISTRATION	09-Jan-19	09-Jan-19	09-Jan-19	09-Jan-19	09-Jan-19	09-Jan-19	09-Jan-19	09-Jan-19
REGISTRATION: BLOEMFONTEIN AND WELKOM CAMPUSES	ENDS 10-Jan-19	10-Jan-19	10-Jan-19	10-Jan-19	10-Jan-19	10-Jan-19	10-Jan-19	10-Jan-19
REGISTRATION: FIRST-TIME ENTRY POSTGRADUATE (MASTERS & DOCTORAL) STUDENTS	STARTS 14-Jan-19	15-Jan-19	16-Jan-19	17-Jan-19	18-Jan-19	21-Jan-19	22-Jan-19	23-Jan-19
LATE REGISTRATION FOR ALL STUDENTS AT ALL CAMPUSES	ENDS 24-Jan-19	24-Jan-19	24-Jan-19	24-Jan-19	21-Aug-19	21-Aug-19	21-Aug-19	21-Aug-19
REGISTRATION: POSTGRADUATE CONTINUATION (MASTERS & DOCTORAL) STUDENTS	STARTS 09-Feb-19	09-Feb-19	09-Feb-19	09-Feb-19	24-Jan-19	24-Jan-19	24-Jan-19	24-Jan-19
Orientation Week for all first-year students, per faculty	ENDS 15-Jan-19	15-Jan-19	17-Jan-19	18-Jan-19	28-Feb-19	28-Feb-19	28-Feb-19	28-Feb-19
SPECIAL ASSESSMENT	STARTS 18-Jan-19	18-Jan-19	18-Jan-19	18-Jan-19	14-Jan-19	14-Jan-19	14-Jan-19	14-Jan-19
GENERAL orientation for all first-year students (Bloemfontein and Welkom campuses)	ENDS 28-Jan-19	28-Jan-19	28-Jan-19	28-Jan-19	18-Jan-19	18-Jan-19	18-Jan-19	18-Jan-19
WELCOME: FIRST-YEAR AND SENIOR STUDENTS & OFFICIAL OPENING: WELKOM CAMPUS	STARTS 01-Feb-19	01-Feb-19	01-Feb-19	01-Feb-19	28-Feb-19	28-Feb-19	28-Feb-19	28-Feb-19
WELCOME: FIRST-YEAR AND SENIOR STUDENTS & OFFICIAL OPENING: BLOEMFONTEIN CAMPUS	ENDS 01-Feb-19	01-Feb-19	01-Feb-19	01-Feb-19	01-Feb-19	01-Feb-19	01-Feb-19	01-Feb-19
SUBJECT ADDITIONS, SUBJECT TERMINATION & COURSE CHANGES	START 01-Mar-19	01-Mar-19	01-Mar-19	01-Mar-19	01-Mar-19	01-Mar-19	01-Mar-19	01-Mar-19
CLASSES START FOR FIRST QUARTER	END 04-Feb-19	04-Feb-19	04-Feb-19	04-Feb-19	04-Feb-19	04-Feb-19	04-Feb-19	04-Feb-19
MARCH HOLIDAY	STARTS 29-Mar-19	29-Mar-19	29-Mar-19	29-Mar-19	29-Mar-19	29-Mar-19	29-Mar-19	29-Mar-19
CLASSES START FOR SECOND QUARTER	ENDS 01-Apr-19	01-Apr-19	01-Apr-19	01-Apr-19	01-Apr-19	01-Apr-19	01-Apr-19	01-Apr-19
SECOND QUARTER	STARTS 01-Apr-19	01-Apr-19	01-Apr-19	01-Apr-19	01-Apr-19	01-Apr-19	01-Apr-19	01-Apr-19
DAYS OF PREPARATION FOR ASSESSMENT OF SEMESTER SUBJECTS	ENDS 21-Jun-19	21-Jun-19	21-Jun-19	21-Jun-19	21-Jun-19	21-Jun-19	21-Jun-19	21-Jun-19
MID-YEAR ASSESSMENTS	START 24-May-19	24-May-19	24-May-19	24-May-19	24-May-19	24-May-19	24-May-19	24-May-19
SUBMISSION OF MARK SHEETS TO THE ASSESSMENT AND GRADUATION UNIT: MAIN ASSESSMENT	END 14-Jun-19	14-Jun-19	14-Jun-19	14-Jun-19	14-Jun-19	14-Jun-19	14-Jun-19	14-Jun-19
SICKNESS/SPECIAL ASSESSMENT & REASSESSMENT	START 21-Jun-19	21-Jun-19	21-Jun-19	21-Jun-19	21-Jun-19	21-Jun-19	21-Jun-19	21-Jun-19
SUBMISSION OF MARK SHEETS TO THE ASSESSMENT AND GRADUATION UNIT:	END 05-Jul-19	05-Jul-19	05-Jul-19	05-Jul-19	05-Jul-19	05-Jul-19	05-Jul-19	05-Jul-19
JUNE HOLIDAY STARTS	START 24-Jun-19	24-Jun-19	24-Jun-19	24-Jun-19	24-Jun-19	24-Jun-19	24-Jun-19	24-Jun-19
SECOND SEMESTER:	NEW STUDENTS				SENIOR STUDENTS			
	HEALTH & ENVIRONMENTAL SCIENCES	MANAGEMENT SCIENCES	HUMANITIES	ENGINEERING & INFORMATION TECHNOLOGY	HEALTH & ENVIRONMENTAL SCIENCES	HUMANITIES	ENGINEERING & INFORMATION TECHNOLOGY	MANAGEMENT SCIENCES
THIRD QUARTER	STARTS 15-Jul-19	15-Jul-19	15-Jul-19	15-Jul-19	15-Jul-19	15-Jul-19	15-Jul-19	15-Jul-19
LATE APPLICATIONS CLOSE	END 20-Sep-19	20-Sep-19	20-Sep-19	20-Sep-19	20-Sep-19	20-Sep-19	20-Sep-19	20-Sep-19
REGISTRATION	STARTS 28-Jun-19	28-Jun-19	28-Jun-19	28-Jun-19	28-Jun-19	28-Jun-19	28-Jun-19	28-Jun-19
LATE REGISTRATION: SECOND SEMESTER	ENDS 09-Jul-19	10-Jul-19	11-Jul-19	12-Jul-19	09-Jul-19	11-Jul-19	12-Jul-19	10-Jul-19
SPECIAL ASSESSMENT	START 09-Jul-19	10-Jul-19	11-Jul-19	12-Jul-19	09-Jul-19	11-Jul-19	12-Jul-19	10-Jul-19
SUBJECT ADDITION, SUBJECT TERMINATION & COURSE CHANGES	END 22-Jul-19	22-Jul-19	22-Jul-19	22-Jul-19	22-Jul-19	22-Jul-19	22-Jul-19	22-Jul-19
SEPTEMBER HOLIDAY STARTS	START 22-Jul-19	22-Jul-19	22-Jul-19	22-Jul-19	22-Jul-19	22-Jul-19	22-Jul-19	22-Jul-19
CLASSES START FOR FOURTH QUARTER	END 15-Jul-19	15-Jul-19	15-Jul-19	15-Jul-19	15-Jul-19	15-Jul-19	15-Jul-19	15-Jul-19
FOURTH QUARTER	STARTS 08-Aug-19	08-Aug-19	08-Aug-19	08-Aug-19	08-Aug-19	08-Aug-19	08-Aug-19	08-Aug-19
DAYS OF PREPARATION FOR ASSESSMENT OF YEAR SUBJECTS	END 23-Sep-19	23-Sep-19	23-Sep-19	23-Sep-19	23-Sep-19	23-Sep-19	23-Sep-19	23-Sep-19
DAYS OF PREPARATION FOR ASSESSMENT OF SEMESTER SUBJECTS	START 24-Oct-19	24-Oct-19	24-Oct-19	24-Oct-19	24-Oct-19	24-Oct-19	24-Oct-19	24-Oct-19
ASSESSMENT	END 25-Oct-19	25-Oct-19	25-Oct-19	25-Oct-19	25-Oct-19	25-Oct-19	25-Oct-19	25-Oct-19
SUBMISSION OF MARK SHEETS TO THE ASSESSMENT AND GRADUATION UNIT: MAIN ASSESSMENT	START 28-Oct-19	28-Oct-19	28-Oct-19	28-Oct-19	28-Oct-19	28-Oct-19	28-Oct-19	28-Oct-19
SICKNESS/SPECIAL ASSESSMENT & REASSESSMENT	END 15-Nov-19	15-Nov-19	15-Nov-19	15-Nov-19	15-Nov-19	15-Nov-19	15-Nov-19	15-Nov-19
SUBMISSION OF MARK SHEETS TO THE ASSESSMENT AND GRADUATION UNIT: REASSESSMENT	START 29-Nov-19	29-Nov-19	29-Nov-19	29-Nov-19	29-Nov-19	29-Nov-19	29-Nov-19	29-Nov-19
DECEMBER HOLIDAY STARTS	END 18-Nov-19	18-Nov-19	18-Nov-19	18-Nov-19	18-Nov-19	18-Nov-19	18-Nov-19	18-Nov-19
	START 29-Nov-19	29-Nov-19	29-Nov-19	29-Nov-19	29-Nov-19	29-Nov-19	29-Nov-19	29-Nov-19
	END 04-Dec-19	04-Dec-19	04-Dec-19	04-Dec-19	04-Dec-19	04-Dec-19	04-Dec-19	04-Dec-19
	START 17-Dec-19	17-Dec-19	17-Dec-19	17-Dec-19	17-Dec-19	17-Dec-19	17-Dec-19	17-Dec-19

Faculty of	Department of	Department of	Department of	Department of	Department of	Department of	Department of	Department of
Management Sciences	Department of Business Management (Marketing and Human Resources)	Department of Business Support Studies (Business Administration, Office Management, Accounting, Cost and Management Accounting, and Financial Information Systems)	Department of Accounting and Auditing (Accounting, Internal Auditing, Cost and Management Accounting, and Financial Information Systems)	Department of Engineering and Information Technology	Department of Engineering and Information Technology	Department of Engineering and Information Technology	Department of Engineering and Information Technology	Department of Engineering and Information Technology
Engineering and Information Technology	Department of Engineering and Information Technology	Department of Engineering and Information Technology	Department of Engineering and Information Technology	Department of Engineering and Information Technology	Department of Engineering and Information Technology	Department of Engineering and Information Technology	Department of Engineering and Information Technology	Department of Engineering and Information Technology
Health and Environmental Sciences	Department of Health Sciences	Department of Health Sciences	Department of Health Sciences	Department of Health Sciences	Department of Health Sciences	Department of Health Sciences	Department of Health Sciences	Department of Health Sciences
Humanities	Department of Communication Sciences	Department of Design and Studio ART	Department of Educational and Professional Studies	Department of Educational and Professional Studies	Department of Educational and Professional Studies	Department of Educational and Professional Studies	Department of Educational and Professional Studies	Department of Educational and Professional Studies



Compiled by:

Karabo Mokoena

Faculty Officer: Humanities