

GUIDELINES FOR COMMUNICATION SCIENCE STUDENTS

1. Ensure that you are correctly registered. It is the students' responsibility to ensure that you are registered for the correct modules.
2. It's important that you do not lose your PROOF OF REGISTRATION
3. Editions to your registration will only be done within the first two weeks of registration.
4. Attend only the modules that appear on your proof of registration. Students are not allowed to attend lectures if they are not registered for a module.
5. If you have obtained a mark of 45% to 49% in your final score (assessments plus examinations), you are entitled to write the supplementary examinations.
6. You **may** be allowed to write supplementary examinations if you have been VERY sick during the examinations. You will be required to produce a medical certificate.
7. SUPPLEMENTARY EXAMINATIONS WILL BE WRITTEN **AT THE END OF EACH SEMESTER (NOT IN THE NEXT SEMESTER)**. Please do not leave campus soon after your examinations. Check that all your problems are sorted out before leaving campus. Dates for supplementary examinations will be posted on departmental notice boards.
8. Students will not be allowed to write two supplementary examinations. No matter what the reason is, you will only be given ONE SECOND CHANCE to rewrite an examination (only if you qualify to do so). If you wish to re-write after you have already written a supplementary examination, YOU WILL HAVE TO RE-REGISTER the module.
9. If you have missed a supplementary examination, you must re-register for it.
10. If you have been found guilty of copying you will be suspended from this institution (and other institutions) for a period of two years. We cannot do anything to minimise the sentence.
11. In order to pass a module you must submit all assignments timeously and write all tests and examinations. You must also attend AT LEAST 80% of the lectures. This is NOT A PART-TIME university.
12. The Department of Communication Science will NOT issue academic records.
13. The Department of Communication Science is NOT a printing centre. DO NOT bother the lecturing staff to do your printing.

FOR STUDENTS WHO ARE GOING ON EXPERIENTIAL LEARNING

14. Please ensure that you have a letter of request seeking permission from the employer to conduct work integrated learning (WIL) right at the beginning of the year. This is obtainable from Mrs Judy Dlamini (Room 607)
15. Ensure that you have the WIL study guide which is obtainable from the book shop
16. Ensure that you have read and understood the contents of the study guide
17. Submit your personal information form to Mrs Judy Dlamini before going on WIL
18. Ensure that the completed WIL study guide is submitted to Mrs Judy Dlamini before the end of the year or latest in mid January
19. Students on WIL will be visited by a lecturer around September / October of the year of the WIL – this is important for the marking and allocation of marks for WIL.