

University of Zululand

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 don't 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 must be checked from examination section.
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 the module.
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.

University of Zululand



**UNIVERSITY OF
ZULULAND**

Work Integrated Learning

Faculty of Arts

Department of Communication Science

Diploma: Public Relations Management

(ACOM 332)

1. 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 Ms Ngubane.
2. Ensure that you have the WIL study guide which is obtainable from the bookshop.
3. Ensure that you have read and understood the contents of the study guide.
4. Submit your personal and work information form to Ms Ngubane before going on WIL
 - You may also email your Work Detail Form to: Ms Ngubane: ngubanej@unizulu.ac.za or Fax: 035 902 6026/7
5. Ensure that the completed WIL study guide is submitted to Ms Ngubane at Richards bay campus ONLY.
6. Students on WIL will be visited by a lecturer.

Please note that the form below must be filled in and returned to the department as soon as you find employment.



UNIVERSITY OF
ZULULAND
RESTRUCTURED FOR RELEVANCE

Department of Communication Science DIPLOMA IN PUBLIC RELATIONS MANAGEMENT **3RD YEAR STUDENTS ONLY**

NOTICE TO STUDENTS: EXPERIENTIAL LEARNING DETAILS

It is compulsory to notify the Department of Communication Science about your contact details during your Work Integrated Learning (WIL). Please ensure that you submit your completed Work Integrated Learning study guide (ACOM332) by end of 2nd semester. Latest will be the last week of November 2016. Submit the guide to Ms Ngubane at Richards Bay campus.

You may use this form to send us your details or you may email the following details to Ms Ngubane: ngubanej@unizulu.ac.za or Fax: 035 902 6026/7

PERSONAL DETAILS

Name: _____

Surname: _____

Student Number: _____

Home Number: _____

Cell Number: _____

Email Address: _____

WORK DETAILS

Name of Company: _____

Town and City of Company: _____

Physical address of Company: _____

Manager's Name: _____

Manager's Phone Number: _____

Manager's Email: _____

Note: You need to submit a new form every time you change jobs or whenever your contact details change. University staff may visit your place of employment during your time of experiential learning.