

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. Mr Cebekhulu or Mr Ngubane is available to assist students with registration issues.
6. 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. Examination section will inform you of this. If you are not informed timeously, direct your query to Mr Vezi (examination section)
7. You **may** be allowed to write aegrotat examinations if you have been VERY sick during the examinations. You will be required to produce a medical certificate.
8. YOU ARE REQUIRED TO APPLY IN WRITING FOR ENTRY INTO THE AEGROTAT OR SPECIAL EXAMINATION.
9. 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.
10. 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.
11. If you have missed a supplementary examination, you must re-register for it.
12. 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.
13. 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.
14. The Department of Communication Science will NOT issue academic records.
15. The Department of Communication Science is NOT a printing center. DO NOT bother the lecturing staff to do your printing.

FOR STUDENTS WHO ARE GOING ON EXPERIENTIAL LEARNING

16. 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)
17. Ensure that you have the WIL study guide which is obtainable from the book shop
18. Ensure that you have read and understood the contents of the study guide
19. Submit your personal information form to Ms Judy Ngubane before going on WIL
20. Ensure that the completed WIL study guide is submitted to Mrs Judy Dlamini before the end of the year or latest in mid-January
21. 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.

University of Zululand



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).

Ensure that the completed WIL study guide is submitted to Ms Judy Ngubane before the end of the year or latest in mid-January

You may use this form to send us your details or you may:

- Email the following details to : Ms Judy Ngubane ngubanej@unizulu.ac.za
- Fax: 035 902 6082 Attention to: Ms Judy Ngubane - Communication Science

PERSONAL DETAILS

Name: _____

Surname: _____

Student Number: _____

Home Number: _____

Cell Number: _____

WORK DETAILS

Company Name: _____

Town and City of Company: _____

Physical address of Company: _____

Manager's Name: _____

Manager's Phone Number: _____

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.