



**Nelson Mandela
Metropolitan
University**

for tomorrow

**UNDERGRADUATE CERTIFICATE
COURSE
GIS**

COURSE GUIDELINES

2007

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SUMMARY

The GIS Undergraduate Certificate Course is a distance learning study programme that is designed to provide GIS education for individuals who are unable to attend full-time educational courses because of their responsibilities. The programme is primarily aimed at beginners or those wishing to refresh their skills. The programme will take the student from the introduction to the principles of GIS and analysis of the types, sources and storage of spatial data through to the practical implications of GIS and design of a commercial or industrial solution using the techniques learned.

The original concept for the programme was conceived at Kingston University in London together with The GeoInformation Group, one of Europe's leading providers of high-resolution aerial photography and satellite imagery products and services. This partnership was considered necessary to provide the broad skills and knowledge essential to deliver a comprehensive course.

The Undergraduate Certificate course will take a maximum period of twelve months (1 year of registration) to complete and is designed to provide students with both an academic and practical appreciation of GIS technology. Students are encouraged to link theory and practice with experiences from their work environment.

Students who successfully complete the Undergraduate Certificate course may (upon review) be allowed to register for the UNIGIS programme.

1 INTRODUCTION

1.1 The Use and Importance of Geographical Information Systems

Geographical Information Systems (GIS) represent one of the most rapidly expanding areas of information technology. GIS has been developed over many years and, indeed, the methodology and philosophy of mapping and spatial analysis now embodied in GIS are a traditional core of the geographical sciences. In the last ten years, however, advances in computing technology have made possible a series of significant developments in the functionality of GIS that has opened up major areas of potential applications. The growth of GIS is predicted to continue strongly in the next decade. GIS are already used by governmental and non-governmental organisations involved in land management, planning, environmental monitoring and any sort of land-related work. In the commercial and industrial sectors GIS are used in surveying professions, property management, investment forecasting, market analysis and all areas where mappable data are available and map analysis is useful. There is a major development of GIS in education from national curriculum level upwards.

The demand for the use of GIS is likely to increase in the foreseeable future for a number of reasons:

- the increasing importance of public presentation of data;
- the changing statutory requirements for impact assessments and environmental statements;
- the continued expansion in data collection and the continued growth of computer literacy;
- the trend to incorporate data and exchangeable data which require common referencing systems and
- recognition of the utility of spatial analysis in new areas of application.

The growth of a technology capable of capturing, storing, processing and displaying large amounts of data in map form has led to a massive expansion in the use and application of mapped data, and GIS is seen increasingly as an essential tool in many areas of government and business.

1.2 The Need for GIS Education and Awareness

There is a major shortage of skilled and knowledgeable personnel in all fields of GIS. There are currently four options to obtain training and qualification in GIS:

- vendor training;
- courses by higher education institutions;
- in-house training and
- training under the auspices of professional bodies.

In-house GIS training is offered by a number of private sector consultancy agencies, but such training is somewhat limited. A succession of awareness courses and preliminary publicity for GIS courses, including a possible distance-learning Postgraduate Diploma, has produced very strong market reaction. The major requirement identified for GIS training is from staff who are currently in Information Technology (IT) or other professional posts and who need to develop GIS skills either as part of staff reorganisation, or for other career advancement purposes. Whereas existing GIS courses might expect primarily to attract recent graduates, the present course intends to satisfy demand for training mid-career professionals wishing to gain new skills.

1.3 The Case for a Distance Learning Programme

The skills shortage in GIS in government and commercial sectors can be met by hiring new staff or by retraining. The latter route is potentially the larger. Potential GIS staff are shown to be those who already have experience in IT, or who are involved in planning or project management. Many institutions in both public and private sectors have given responsibility for GIS to staff with no knowledge or experience, but who are in posts that are in contracting areas. Such personnel need GIS training but are unable to attend full-time education because of their responsibilities. A further group is those who wish to enter the GIS field. This group also finds it difficult to enter full-time education because of the financial burden of leaving a job.

Adopting GIS within an organisation has implications in terms of key personnel, data management, information flow and policy. Changes in these areas produce new positions within organisations rather than expansion. Distance-learning in-service training will provide opportunities for people to enter the GIS field within their existing organisation, as well as to increase job mobility.

For some students a full academic qualification, such as an MSc, is inappropriate, and the time to obtain such a qualification by part-time methods would be prohibitively long. Training through a part-time programme can satisfy professional needs and can be achievable in a realistic time frame for career development.

1.4 Towards “Good GIS Design”

The Undergraduate Course in Geographical Information Systems is aimed at professional development by in-service training and as such focuses on practical knowledge and skills in the design and implementation of GIS in real situations. The course is designed to cover the necessary technical material for all major aspects of design. Emphasis of the course will be to control all these components together in the creation of effective GIS.

1.5 GIS Philosophy, Aims and Learning Strategies

The programmes in Geographical Information Systems are designed to be free standing courses presented to professional standards. They will satisfy the requirements of a wide range of employers for in-service training. They will also satisfy the needs of individuals for professional development to increase job mobility and career prospects.

Aims of the Undergraduate Certificate Course

The Undergraduate Certificate Course will provide students with the knowledge and skills necessary to:

- develop practical skills using commercial software;
- understand the issues concerning sources, management and analysis of spatial data and
- design commercial or industrial solutions

Learning Strategies

The GIS programmes are organised to achieve the stated aims through a range of learning strategies that predominantly are conducted at a distance. A range of learning strategies is employed with an emphasis on student centred learning. These include study notes, continuous and periodic self-assessed exercises, tutor assessed work, contact with tutors through tutorials and email, workshops and access to current academic literature.

Material

The material will contain course notes supported by directed reading and references to develop independent learning skills. **Students will be encouraged to research topics beyond the scope of any prescribed references** but the notes provide all necessary material for the course. Written and computer-based exercises will be an integral part of the material providing an opportunity for the student to assess his/her progress. Completed exercises will be sent to the NMMU UNIGIS Unit as hard copy and will be returned to students with comments. Internal as well as external supervisors of collaborating institutions will judge the exercises. If submitted work is unsatisfactory then a student will be referred to the Course Manager who will judge if the student should be required to submit alternative work or submit a second attempt at the set work. Students will be warned of unsatisfactory progress and given written advice by the Course Manager for remedial action.

Help

Email will be used throughout the course to enable students to discuss difficulties and to provide feedback to students on their progress through the programme.

Access to Current Academic Literature

The registered student status will make it possible to receive access to the academic libraries of the NMMU. These libraries include several disciplines related to GIS like Geography and Planning, Economics and Earth Sciences.

1.6 Course Handbook and Guidelines

This course handbook offers guidelines that deal with the practical aspects of the GIS distance learning programmes at the NMMU UNIGIS Unit. It contains the responsibilities of both the NMMU UNIGIS Unit and the registered students. Furthermore, this handbook contains important regulations necessary to handle students, the logistics of course materials, the assessment and examination of exercises, the organisation of workshops and all other associated activities.

This handbook is organised as follows:

- Introduction to the UNIGIS Course Board as well as the NMMU UNIGIS Unit.
- Contents of the Undergraduate Certificate Course.
- The timetable.
- An outline of the regulations regarding assessment and examination.
- Course materials - notes, software and hardware.
- Additional facilities available to students.
- Different channels of communication available during the distance learning programme.

2 UNIGIS ORGANISATION

2.1 The Nelson Mandela Metropolitan University UNIGIS Unit

Each UNIGIS institution has its own course committee to monitor the operation of the organisation as it affects that institution. The course committee shall be responsible for the day-to-day operation of the course and carrying out monitoring and evaluation procedures within the framework set by the International Course Board. The NMMU UNIGIS Unit consists of a Management and Educational Course Board.

The constitution of the Management Course Board of the NMMU is as follows:

1. Prof. E. Du Preez, Interim DVC (Information, Planning and Quality)
2. Dr. D. Pottas, Head of Department Applied Informatics
3. Ms A. Olivier, Head Spatial Technologies Unit

The Educational Course Board comprises of:

1. Prof. E. Du Preez, Interim DVC (Information, Planning and Quality)
2. Dr. D. Pottas, Head of Department Applied Informatics
3. Ms A. Olivier, Head Spatial Technologies Unit
4. Prof. R. Von Solms, Head of Department IT
5. Mr W. Olivier, Facilities Manager

Furthermore, various speakers from government and private organisations will be invited as guest speakers at UNIGIS workshops and meetings.

Legal responsibility of the UNIGIS Unit at the NMMU is carried by the above-mentioned Management Course Board.

3 COURSE CONTENTS AND TIMETABLE

3.1 Structure of the Undergraduate Certificate Course

The current Undergraduate Certificate course comprises three compulsory modules.

Each module will last for an average of four months.

Modules are progressive and, although self-contained in terms of academic content, will use material developed in earlier parts of the course. The modules are as follows:

1. Introduction to GIS Basics
2. Practical GIS Concepts
3. Management and GIS

Appendix I gives a detailed overview of the contents of all modules.

The course progresses from module to module in numbered sequence. Each module is compulsory. Assessment of the submitted work will strictly follow the numbered sequence of the modules. In calculating a final grade the course assessment is weighted according to the nature of the different elements and the demands they make upon candidates.

3.2 Timetable

At the end of each module there is a deadline at which all assignments are expected to have been submitted.

Progression

All elements of the Undergraduate Certificate course are compulsory. If submitted work is unsatisfactory, a student will, at the discretion of the examiner and course manager, be asked to submit alternative remedial work or resubmit the set work. It is expected that any such reassessments will normally be completed within a period set by the NMMU UNIGIS Unit. **If a student fails to submit required assessments, or reassessments, within the required period without having obtained a prior extension, or if reassessments are of an inadequate standard, the student will be recorded as having failed the module.**

The NMMU UNIGIS Unit will monitor the progress of all students on the courses and is available to assist students with study and performance related problems. To monitor progression, the Unit will send reminders in case the assessment exercises have not been received after the deadline of the module.

Irregular or unsatisfactory behaviour in respect of cheating or plagiarism by a student may lead to his/her disqualification and will render him/her subject to disciplinary measures in terms of the Technikon Disciplinary Code.

The NMMU policy manual on copyright (1998, p.12) states that "plagiarism is an example of academic misconduct and could also lay the basis for a civil claim". Although any cases where students have plagiarized material will be dealt with individually, the minimum action for a first offence will be the awarding of zero for the assignment or essay concerned.

A second offence could potentially lead to expulsion from the University.

Reference: Port Elizabeth Technikon. (1998). *Copyright policy and guidelines*.

Submission of Assignments

Tutor assessed assignments must be sent to the NMMU UNIGIS Unit before the associated **deadline**. Each candidate will be required to submit **two** typed bound copies (A4 size) of his/her exercises in the **English** language. The NMMU UNIGIS Unit will send a confirmation of receipt for each tutor assessed assignment to the student. A standard assessment form will be used to record examiners' comments, and a copy of this form will be kept in the central filing system of the NMMU UNIGIS Unit. Students will be able to discuss returned assignments directly with the examiners.

4 ASSESSMENT, EXAMINATION AND REGULATIONS

4.1 Assessment of the Undergraduate Certificate Course

Undergraduate Certificate Module Assessment

Modules will be assessed by the internal examiners, in consultation with the external examiners, on the basis of the exercises submitted for assessment. These assessed exercises will constitute the primary means of examination of the Undergraduate Certificate course. There are no conventional written examinations.

The guidelines for assessment are:

1. Good structure and organisation versus poor structure and organisation;
2. Analytical approach versus descriptive approach;
3. Critical treatment of subject versus uncritical treatment of the subject;
4. Originality versus lack of originality;
5. Balanced approach versus biased approach;
6. Coherent conclusion versus weak conclusion;
7. Good visual presentation versus poor visual presentation;
8. Adequate use of sources versus inadequate use of sources;
9. Correct referencing versus incorrect referencing and
10. Good style and grammar versus bad style and grammar.

Assessment is based on the **United Kingdom assessment method**. Each of the above-mentioned criteria will be assessed according to the ABCDF-marking method (see table below).

Grade Letter Interpretation

| | |
|---|--------------------------|
| A | Distinction |
| B | Good Pass (MSc standard) |
| C | Average Pass |
| D | Satisfactory |
| F | Fail |

Samples of exercises of students registered at the NMMU UNIGIS Unit will be sent for moderation to fellow universities to monitor the assessment consistency. If available, reflections of lecturers on module assessments will be available after module assessment.

Certificate Module Reassessment

Candidates who fail to achieve a D (Satisfactory) within an assignment may be required to resubmit the course work element and/or submit additional assignments as prescribed by the examiner(s). Reassessed assignments will have to be submitted within the same registration period as the failed module. **The maximum mark awarded in reassessment will be a D.**

Certificate Viva Voce

When it is considered by the board of examiners that it would be in a candidate's best interest, a candidate may be invited to attend an oral examination. The candidate has the right to decline to attend without prejudice.

Award of Undergraduate Certificate

In order to be awarded an Undergraduate Certificate in GIS candidates must satisfy the examiners by their overall performance in the 3 modules. Specifically, candidates must achieve the sub minimum of a D in each of the modules.

The examination boards have the right to moderate results.

Candidates who achieve a profile reflecting high standards across the course as a whole and who achieve an aggregate mark of an A will be considered for the award of a Undergraduate Certificate with Distinction.

4.2 Examination Regulations

An Academic Standards Committee exists under the authority of the NMMU Academic Board. The ASC shall in accordance with all specified herein, be responsible for all matters relating to the assessment and examination of students on the GIS courses.

Exclusion of Students and Appeals

The Board of examiners may recommend the exclusion from the course of any student whose work is considered unsatisfactory. Any student for whom such a recommendation is made shall have a right of appeal in accordance with the procedure specified in the Regulations of the NMMU. The Academic Standards Committee (ASC) of the NMMU may require the Examiners to reconsider their decisions in such instances where a candidate requests such reconsideration and establishes to the satisfaction of the ASC that his or her performance in examinations or other forms of assessment was adversely affected by illness or other factors which he or she was unable, or for valid reasons unwilling to divulge before the appropriate examiner reached their decision. The candidate's request must be supported by medical certificates or other documentary evidence acceptable to the Faculty Committee.

5 COURSE MATERIALS

5.1 Material

The materials contain **course notes** and associated **resources**. Each module starts with an overview of the aims, goals, setting and contents of the module.

In each module two types of exercises are included:

1. Continuous self-assessed exercises;
2. Tutor-assessed assignments.

Written and computer based continuous “self-assessed” assignments will be an integral part of study packs providing an opportunity for the student to assess his/her progress. For each module “tutor-assessed” work will be set. These will be largely project based, encouraging independent research and practical work. Completed “tutor-assessed” assignments will be sent to the NMMU UNIGIS Unit as hard copy (two copies) and will be returned to students with comments.

Quality Control of Material

For the course to be successful, it is essential that the material be of a consistently high quality. Students will be encouraged to comment upon the strength and weaknesses of modules and to offer opinions about the course in discussion with staff. Student responses will be retained and used for module and course review purposes.

5.2 Course Software

A good working knowledge of MS Office, Internet, Email etc. is expected.

The practical module makes use of the ESRI Virtual Campus. ESRI software needed to complete this module can be downloaded from the ESRI site or in some cases provided by the NMMU UNIGIS Unit.

Hardware Requirements

Students are expected to have access to an IBM compatible PC as parts of the distance learning Postgraduate Diploma can only be completed using such a PC.

Email and reliable Internet access is a pre-requisite.

6 FACILITIES

6.1 Libraries at the Nelson Mandela Metropolitan University

The NMMU has a library that offers extensive literature and study materials covering the spatial related sciences. A wide variety of GIS books are available.

Students registered for the Undergraduate Certificate course with the NMMU UNIGIS Unit will enjoy free access to the library. Your student registration card, available from the UNIGIS office, is also your library access card. You have to register with the library by presenting your student card at the library information desk. Arrangements can be made with libraries throughout the country.

6.2 Journals and Magazines

Although the UNIGIS network frequently updates course materials, it is advised to keep up with the GIS field through journals and magazines. Publishers like Taylor and Francis, Springer, Longman GeoInformation, GIS World, Kluwer Academic Publishers and ESRI publications offer a wide variety of publications. An increasing number of GIS journals are available. Among them are scientific journals and magazines.

7 COMMUNICATION

7.1 Communication with Students

Since the distance learning mode of the course is susceptible to the breakdown of communication, contact to and from students will be important, for informal tutoring, for technical help and for encouragement. The point of contact for help will be the NMMU UNIGIS Unit. A fax help line has been established at the NMMU, to deal with student calls both during and outside normal working

hours. All calls will be logged and the records of queries will be used to aid the course. Furthermore there is an email help facility as well. Both lines are open day and night.

Fax **+27 (41) 5043313**
Email **unigis@nmmu.ac.za**

The daytime fax is available to students and students are encouraged to visit the NMMU to discuss course issues with the staff or to visit the library at the NMMU.

To stimulate communication between students, each student is asked if his/her name and address may be published on the list of Certificate Course participants. This list will be distributed between your fellow students and member organisations.

7.2 Email Discussion List

As soon as you are registered, you are added to a discussion list at the NMMU. The purpose of this list is to give all the students the opportunity to discuss GIS related topics with other students.

8 FINANCIAL ISSUES

8.1 Financial Issues

The fees do not include hardware, software, accommodation, subsistence or transport to the workshops.

Fees for the Undergraduate Certificate course are as follows:

- | | |
|----------------|-------------------|
| 1. Course Fees | R 9 480.00 |
|----------------|-------------------|

Please consult Appendix 2 for details on enrolment and administration fees.

A tuition deposit for all courses is applicable as follows:

- | | |
|---|-----------------|
| 1. Tuition Deposit | R2900.00 |
| 2. International Students have to pay the full course fee upfront before registration may take place. | |

The tuition deposit is an advance payment towards subject fees and is payable after the UNIGIS Unit has confirmed that the student is provisionally accepted. The tuition deposit is payable before registration and is reflected as a payment on the account statement.

Please note fees are renewed annually.

8.1.1 Liability

Upon registration students accept responsibility for all fees payable for the full academic period. Students are responsible for payment of fees owing for each subject that they have registered for.

8.2 Fees Payable in the Event of a Cancellation of Registration
ONLY WRITTEN CANCELLATION WILL BE ACCEPTED. SHOULD CANCELLATION BE DONE IN THE CORRECT MANNER, THE FEES WILL BE ADJUSTED AS FOLLOWS:

100% Credit - When cancelling within the first month of Registration

50% Credit - When cancelling within the second month of Registration

No Credit thereafter.

A cancellation fee of R200.00 is payable in all cases.

8.3 Definitive Document

Where documents, procedures and/or guidelines are in conflict, the Definitive Document will be the authoritative version. This course handbook is an abstract of the Definitive Document.

APPENDIX I

DETAILED UNDERGRADUATE CERTIFICATE MODULE OVERVIEW

Module Number: KING01

Module Title: Introduction to GIS

Module Tutor: Ann Olivier

Status: Compulsory

Module Aims

1. To introduce the basic principles of spatial data and GIS
2. To examine the different types and sources of spatial data commonly used in a GIS
3. To introduce how spatial data is held in a GIS using a raster data model
4. To complete the description of spatial data structures used in GIS
5. To investigate methods of recording and assessing the quality of spatial data
6. To investigate the role of databases in GIS
7. To investigate methods of GIS analysis
8. To examine a selection of GIS applications

Learning Outcomes

On completion of the module the students should be able to:

1. provide a definition and brief description of the historical developments of GIS
2. describe the main components required to run a successful GIS
3. describe the characteristics of spatial data
4. give examples of spatial data sources
5. describe the main components of spatial data: points, lines, areas and surfaces
6. give examples of the two common data models used in a GIS
7. provide a definition of topology
8. evaluate object oriented data structures
9. summarise the characteristics of data structures using the third dimension
10. describe a number of issues relating to data quality
11. explain the need for metadata and standards
12. demonstrate the importance of data accuracy
13. give examples of basic GIS databases
14. describe the functionality and importance of GIS databases
15. describe the functionality and importance associated with GIS analysis
16. evaluate the advantages of GIS for your own organisation

Module Number: KING02

Module Title: Practical GIS Concepts

Module Author: ESRI Virtual Campus Course

Module Tutor: ESRI

Status: Compulsory

Module Aims

1. To put into practice the concepts and ideas learnt in module 1.

Outline Syllabus

Students may choose one of the following courses:

1. ArcGIS and Extensions

Basics of the Geodatabase Model

Creating and Editing Geodatabase Features (for ArcEditor and ArcInfo)

Creating and Editing Linearly Referenced Features (for ArcEditor and ArcInfo)

Creating, Editing and Managing Geodatabases for ArcGIS 8.2

Getting started with surface analysis using ArcGIS Spatial Analyst

Introduction to Geodatabases for ArcGIS 8.3

Learning ArcGIS8, Part I

Learning ArcGIS8, Part II

Learning ArcGIS 3D Analyst

Learning ArcGIS Spatial Analyst

2. ArcView 3.x and Extension

Introduction to ArcView 3.x

Introduction to ArcView 3D Analyst

Introduction to ArcView Business Analyst

Introduction to ArcView Network Analyst

Introduction to ArcView Spatial Analyst

Programming with Avenue

Introduction to Visual Basic 6

Module Number: KING03

Module Title: Management and GIS

Module Tutor: Ann Olivier

Status: Compulsory

Module Aims

1. To introduce some of the many GIS applications available today
2. To introduce some of the implications of using spatial data/information
3. To introduce technological developments that have enhanced the use of GIS
4. To investigate GIS resources on local and global networks
5. To examine a number of models currently used
6. To examine the role and application of 3-dimensional data in geographical analysis
7. To examine the role of spatial statistics and how they relate to GIS techniques
8. To examine the development of remote sensing

Learning Outcomes

On completion of the module the students should be able to:

1. give examples of some current GIS applications
2. give examples of who is responsible for information held in a GIS
3. identify visualisation techniques and their role in the communication of information and ideas
4. understand the role and potential for multimedia in GIS
5. demonstrate how GIS can be used in networks
6. describe a variety of protocols and emulations
7. demonstrate how real world problems can be solved using modelling techniques
8. understand the basic principles concerning the analysis of 3-dimensional data
9. understand the difference between 2.5D and 3D representation and analysis
10. give examples of how GIS can incorporate spatial statistical techniques
11. evaluate a number of spatial statistical techniques
12. outline the principles of remote sensing including data acquisition
13. describe the integration of remote sensing with GIS

APPENDIX 2

DETAILED UNDERGRADUATE CERTIFICATE FINANCIAL DETAILS

2007 FINANCE GUIDE (EXTRACTS FOR GIS STUDENTS)

5. FEES PAYABLE

5.1 Application fees

An application will not be processed before the following applicable fees have been paid. Application fees are not refundable under any circumstances. Application fees are not applicable to NMMU students who continue their studies without interruption.

APPLICATION FEES PAYABLE FOR 2007

| Registration | Students | Dates | Amount payable |
|--------------|---------------|----------------------------------|----------------|
| January 2007 | New students | Until 01/08/2006 | R 120 |
| | New students | From 02/08/2006 until 15/12/2006 | R 180 |
| | New students | After 15/12/2006 | R 340 |
| | International | N/A | R 480 |
| | M & D levels | N/A | R 120 |

APPLICATION FEES PAYABLE FOR 2008

| Registration | Students | Dates | Amount payable |
|--------------|---------------|----------------------------------|----------------|
| January 2008 | New students | Until 01/08/2007 | R 130 |
| | New students | From 02/08/2007 until 15/12/2007 | R 190 |
| | New students | After 15/12/2007 | R 360 |
| | International | N/A | R 480 |
| | M & D levels | N/A | R 130 |

5.2 Enrolment fees

Enrolment fees of R240 shall be debited to students' accounts and are payable every year. Enrolment fees are not refundable under any circumstances. A student remains liable for the enrolment fee in the event of a cancellation.

5.3 Initial upfront payments

The initial upfront payment is the first advance payment towards tuition fees. Post-dated cheques in respect of initial upfront payments are not accepted. Cheque payments other than bank guaranteed cheques could be subject to a 21-day clearance period before access to registration can be permitted.

Should a student wish to register for modules costing less than the required initial upfront payment, the cost of the modules as well as the enrolment fee are payable in full before registration.

Students registering for in-service/practical training modules need to pay the full cost thereof as well as the enrolment fee in advance.

International students are required to pay all fees in full prior to registration.

5.4 Initial upfront payment exemptions

The following students are exempt from paying the required initial upfront payments, provided that previous debt is fully settled before registration:

- § Sponsored students. A letter of authority confirming the sponsorship amount is required prior to registration and is subject to the approval of the NMMU. The sponsor's commitment must be specified in the confirmation letter. The amount should exceed the applicable initial upfront payment required. If the amount is less than the required initial upfront payment the student will be expected to make up the difference before registration.

- § Financial Aid successful candidates.
- § Exchange students.
- § Students with approved staff subsidy.
- § Students qualifying for grants / bursaries where the NMMU is the fund administrator. Prior to registration, written confirmation of grant or bursary is required from the faculty/department concerned. The amount should exceed the applicable initial upfront payment required. If the amount is less than the required initial upfront payment the student will be expected to make up the difference before registration.

INITIAL UPFRONT PAYMENTS PAYABLE BEFORE REGISTRATION

| | |
|---|---------|
| <u>SUMMERSTRAND SOUTH CAMPUS</u> | |
| Full time students | R 4 100 |
| Part time students | R 2 400 |
| Distance, SMATE & Choral Conducting | R 2 400 |
| <u>VISTA CAMPUS</u> | |
| Full time students | R 4 100 |
| Part time students | R 2 400 |
| Full time & Part time students (Vista pipeline) | R 1 400 |
| <u>SUMMERSTRAND NORTH, 2nd AVENUE & GEORGE CAMPUSES</u> | |
| Full time students | R 2 900 |
| Part time students | R 1 800 |
| International students are required to pay all fees in full prior to registration. | |

6. LATE REGISTRATION FEES

Students are requested to enrol on the published registration dates. Registration after this date will result in a late registration fee.

Students, who attend classes without being registered for the module, will be liable for a late registration fee per module upon registering for it. Furthermore the student will be required to pay the cost of the module(s) plus registration fees in full before such registration will be processed.

Students, who amend their registrations after the closing dates, will be liable for a late registration fee per module before amendment.

It is the responsibility of students to validate their accounts for registration processing errors or omitted modules and to inform the Faculty Officer immediately. International students must inform the International Office of such errors.

A late registration fee also applies to students who misdirected themselves in respect of their course of study and who change to a different qualification after the deadline date for course amendments. No reduction in tuition fees is granted to students who are allowed to register late for a module(s).

A student remains liable for the late registration fee in the event of a cancellation.

The NMMU cannot guarantee the delivery of registration documentation by the National Postal Service therefore students should ascertain the date and time of the next registration before leaving for the recess. Late registration fees raised will not be reversed on the grounds of not having received registration information sent by the NMMU.

2007 LATE REGISTRATION LIABILITY

| Registration | Programs | Start date | End date | Payable |
|--------------|--------------|--------------|----------|---------------|
| January | All students | 05 Feb | 02 Mar | R 310 |
| July | | 03 Mar | 31 Dec | R180 / module |
| | | 20 Jul | 03 Aug | R 310 |
| | | 04 Aug | 31 Dec | R180 / module |
| Trimester 1 | All students | 05 Feb | 31 Dec | R 310 |
| Trimester 2 | All students | 18 May | 31 Dec | R 310 |
| Trimester 3 | All students | 31 Aug | 31 Dec | R 310 |
| Block 6 | All students | After 05 Feb | 31 Dec | R 310 |
| Block 7 | All students | After 13 Apr | 31 Dec | R 310 |
| Block 8 | All students | After 04 Aug | 31 Dec | R 310 |
| Block 9 | All students | After 14 Sep | 31 Dec | R 310 |

7. PAYMENT DATES

Full settlement of previous debt is required by the dates below, in order to commence with the following semester's / trimester's subjects. **A student shall not be allowed to register or add/change modules at any stage before the previous financial obligations have been met in full.**

Accounts reflect multiple payment dates that are the latest possible day the payment must reach the NMMU. Not receiving an account does not relieve students of the obligation to pay by the payment dates.

The NMMU uses the services of external debt collectors for the collection of overdue accounts and the student will be held liable for all costs incurred.

International students are required to pay all fees in full prior to registration.

ACCOUNT PAYMENT DEADLINES

| | | |
|----------------|--------------------|-------------|
| Tuition fees | Year courses | 30 Jun 2007 |
| | Semester 1 courses | 30 Apr 2007 |
| | Semester 2 courses | 30 Sep 2007 |
| | Trimester 1 | 30 Apr 2007 |
| | Trimester 2 | 30 Jun 2007 |
| | Trimester 3 | 30 Sep 2007 |
| Residence fees | Semester 1 | 30 Apr 2007 |
| | Semester 2 | 30 Sep 2007 |

8. PAYMENT METHODS FOR STUDENT ACCOUNTS

The student number is required at all times to ensure the correct application of monies paid. The NMMU accepts no responsibility for the incorrect allocation of payments received without student numbers. It is the responsibility of the student to verify the student number on the receipt. All payment documentation should be retained as proof of payment.

Methods of payment available are:

- § Pay points at the NMMU campuses
- § Credit card payments - only Master, Visa cards
- § Debit Cards
- § Postal and Money Orders
- § Direct deposits
- § Internet banking.

No claim may be instituted against the NMMU for payments sent by post that were not received by the NMMU, or received later than the deadline dates or for payments that were misappropriated due to the payer's neglect.

Monies paid into incorrect student accounts can only be re-allocated if the original proof of payment is presented and validated by the Cashier. Dye-stained notes will not be accepted by the NMMU. Receipts will not be posted for payments received by mail.

Cheques

Cheques must be made payable to NELSON MANDELA METROPOLITAN UNIVERSITY or NMMU and crossed 'Not Transferable'. For cheques drawn from an Auto Teller NELSON MANDELA METROPOLITAN UNIVERSITY or NMMU must be entered as the payee. Altered cheques will not be accepted. Penalties apply in respect of cheques that are returned by the bank. Cheque payments on previously prosecuted accounts (excluding bank guaranteed payments) are subject to a 21-day clearance period before access to study records, registration, etc. is granted.

Credit and debit card payments

Telephonic requests for credit card payments are subject to the completion of a Credit Card Instruction form obtainable from the NMMU Cashiers. Upon receipt of the completed form, the transaction will be processed.

No 'cash back' transactions are allowed on debit or credit card payments.

Postal and money orders

Postal and Money Orders must be crossed and made payable to NELSON MANDELA METROPOLITAN UNIVERSITY.

Direct deposits and Internet Banking

The NMMU does not issue receipts for direct deposits made via the bank account. The student number must be entered as the Reference number to reflect on the NMMU's bank statement. Internet banking is at the payer's own risk.

Internet and direct deposit payments are only transferred to students' accounts after the payments are reflected on the NMMU's bank statement and if accompanied by the necessary identification details. It remains the student's responsibility to ensure that sufficient time is allowed (at least 2 days) to ensure that your payment reaches the NMMU timeously. **If your payment is not properly recorded on your account, please inform the Student Account office immediately.**

9. BANK DETAILS OF THE NMMU

The following banking details will apply to all campuses of the NMMU for direct deposits and internet payments in respect of student accounts:

Direct deposits & Internet payments (all campuses)

Bank: ABSA Bank

Branch: Port Elizabeth

Branch code: 630 117

Account name: Nelson Mandela Metropolitan University (NMMU)

Account number: 404-879-3247

Reference no: The student number for whom the payment is made.

South Campus: Fax number for deposit slips: +27 41 504 2858

Vista Campus: Fax number for deposit slips: +27 41 504 1937

North and 2nd Avenue Campuses: Fax number for deposit slips: +27 41 504 3181

International Student payments (applicable to all International students)

Bank: ABSA Bank

Branch: Port Elizabeth

Branch code: 630 117

Account name: Nelson Mandela Metropolitan University (NMMU)

Account number: 1640-000-046

Swift code: ABSA ZAJJ 1640 000 046

Reference no: The student number for whom the payment is made.

Fax number for International student deposit slips: +27 41 504 2771

10. PAYMENT DEFAULTING

The NMMU applies the following policy for payments not made by the deadline dates as well as for cheques offered as payment to the NMMU and returned by the bank as not honoured:

- § Prohibiting the re-registering of the student.
- § Prohibiting registration changes / module additions.
- § Prohibiting the re-admittance of the student in the NMMU’s residences.
- § Excluding / evicting students from the NMMU’s residences.
- § Withholding of study records for any fees not paid in full by payment dates.
- § Withholding the student’s examination results and/or diploma or degree. The results of all students who fail to settle their accounts by the respective payment dates shall not be released until the outstanding financial obligations have been met in full.
- § Instituting legal action on overdue accounts. The student will be held liable for all costs incurred. Re-registration will be prohibited until written confirmation of full settlement of the referred account is received from the collecting agent.
- § Prohibiting the student’s participation in the graduation ceremony.

11. PENALTIES / IMPLICATIONS FOR CHEQUES RETURNED BY BANKS

A penalty of R260 will be levied and charged to the student’s account for cheques offered as payment to the NMMU and returned by the bank for any of the following reasons: (1) Refer to Drawer, (2) Payment Stopped, (3) Account closed, (4) Effects not cleared. Such cheques, irrespective of what the payment originally was for, will be debited to the student's account.

If a cheque is not honoured, only cash payments can be accepted in respect of all future payments made to the NMMU. The required cash payment replacing the unpaid cheque is payable immediately (within 14 days of transaction date on the bank statement) and must include the penalty of R260.

For an initial upfront payment paid by cheque that is not honoured, (i) the student risks the termination of his/her registration with immediate effect, (ii) eviction from the residence with immediate effect, (iii) the immediate referral of the account to external debt collectors and (iv) listing.

Students whose examination results are released after payment of the account with a cheque that is not honoured will result in immediate referral to external debt collectors and listing.

12. CANCELLATIONS

Any student proposing to leave the NMMU and/or residence shall notify the Registrar in writing of such intention. Only written cancellations directed to and received by the Faculty and/or Student Records section will be valid. Residence cancellations must be directed to the Student Housing department. Telephonic or verbal cancellations cannot be accepted. The date on which the NMMU receives the cancellation will be deemed as the official cancellation date, not the date of the cancellation letter as such. The cancellation instruction must be dated and signed by the student. Students will not qualify for any credit should they neglect to submit a cancellation by the stipulated deadline dates. International students remain liable for the enrolment fees, late registration fee (if applicable) as well as the International student administrative fee in the event of a cancellation of enrolment.

2007 CANCELLATION DATES AND LIABILITY IN RESPECT OF TUITION FEES

| Period | Block | Start Date | End Date | Cancellation Fee | % Liability | Additional Costs | Late registration fee |
|------------|-------|------------|----------|------------------|-------------|------------------|-----------------------|
| Year | 00 | 01 Jan | 02 Mar | R 210 | 0 | Enrolment fee | Where applicable |
| | 00 | 03 Mar | 30 Jun | N/A | 50 | Enrolment fee | |
| | 00 | 01 Jul | 31 Dec | N/A | 100 | Enrolment fee | |
| Semester 1 | 01 | 01 Jan | 02 Mar | R 210 | 0 | Enrolment fee | Where applicable |
| | 01 | 03 Mar | 13 Apr | N/A | 50 | Enrolment fee | |
| | 01 | 14 Apr | 31 Dec | N/A | 100 | Enrolment fee | |
| Semester 2 | 02 | 01 Jan | 03 Aug | R 210 | 0 | Enrolment fee | Where applicable |
| | 02 | 04 Aug | 14 Sep | N/A | 50 | Enrolment fee | |

| | | | | | | | |
|-------------|--------|----------------------------|----------------------------|---------------------|----------------|---|------------------|
| | 02 | 15 Sep | 31 Dec | N/A | 100 | Enrolment fee | |
| Term 1 | 6 6 | 01 Jan 03 Mar | 02 Mar 31 Dec | R 210 N/A | 0 100 | Enrolment fee Enrolment fee | Where applicable |
| Term 2 | 7 7 | 01 Jan 14 Apr | 13 Apr 31 Dec | R 210 N/A | 0 100 | Enrolment fee Enrolment fee | Where applicable |
| Term 3 | 8 8 | 01 Jan 04 Aug | 03 Aug 31 Dec | R 210 N/A | 0 100 | Enrolment fee Enrolment fee | Where applicable |
| Term 4 | 9 9 | 01 Jan 15 Sep | 14 Sep 31 Dec | R 210 N/A | 0 100 | Enrolment fee Enrolment fee | Where applicable |
| Trimester 1 | 08 | 01 Jan 03 Mar 01 Apr | 02 Mar 31 Mar 31 Dec | R 210 N/A N/A | 0 50 100 | Enrolment fee Enrolment fee Enrolment fee | Where applicable |
| Trimester 2 | 09 | 01 Jan 01 Jun 16 Jun | 31 May 15 Jun 31 Dec | R 210 N/A N/A | 0 50 100 | Enrolment fee Enrolment fee Enrolment fee | Where applicable |
| Trimester 3 | 10 | 01 Jan 16 Sep 01 Oct | 15 Sep 30 Sep 31 Dec | R 210 N/A N/A | 0 50 100 | Enrolment fee Enrolment fee Enrolment fee | Where applicable |

In the event of a faxed cancellation instruction, the facsimile's receiving date is regarded as the actual cancellation date. The sender should confirm the receipt of the fax telephonically. The sender is advised to retain the communication journal or confirmation slip reflecting the transmission transaction for future reference.

For students excluded from any course or module as a result of unsatisfactory academic progress or misconduct as stipulated in the NMMU Calendar, the cancellation credits listed above will apply.

Students who have discovered that they have no aptitude for the particular course they enrolled for, or who have misdirected themselves in respect of their course of study, will only qualify for credit if cancellation takes place within the dates stipulated.

Should a student fail to attend classes and neglect to submit a written cancellation before the deadline dates the student will be liable for payment of fees for all modules that have been registered.

After the termination of studies by a student the full outstanding balance will immediately become due and payable and the NMMU will exercise the right to immediately take the necessary steps to recover the full outstanding balance. Further action will immediately be instituted for the recovery of any unpaid amounts after the deadline date. Students remain liable for the enrolment fee and late registration fee (where applicable). In the case of the English Skills course, the cancellation dates will be the same as those applicable to Semester I and Semester 2 in the table above.

Special Considerations for credit (to the NMMU's approval)

- § Medical unfitness. A full report from a medical practitioner with regard to the medical condition is required. Stress related illnesses are specifically excluded.
- § Death of the student. A certified copy of the death certificate is required.
- § A student may be permitted to change registration after the closing date, subject to the payment of a fee as reflected under the section for sundry fees in this guide.

13. SELF- SERVICE ACCESS TO ACCOUNTS

The NMMU Council has determined the conditions for the payment of fees, therefore extension for settlement of the account cannot be granted on the grounds of not having received an account statement. Statements sent by the NMMU to the address supplied by the student, will be deemed received by the student.

Non-receipt of an account does not relieve the student of the obligation to pay.

Students have 24/7 access to their accounts or balances. The Self-service enquiry facilities are:

- § Student Enquiry System (KIOSK): Students at most of the campuses can print their own statements.
- § IVR (Interactive voice recording) facility
- § Fax on Demand: Request a faxed copy of the statement via the Self-service enquiry number +27 41 5049000, select option 2, key in the student number # date of birth ddmmyyyy # 1, 1, 3, area code and fax number # 1. The fax will be sent shortly thereafter.
- § Balance Enquiry: Phone +27 41 5049000, select option 2, key in the student number # date of birth ddmmyyyy #, 1,1,1 and the account balance will be quoted immediately. Account balances quoted to students will only include transactions up to the time of the enquiry. Transactions processed thereafter will affect the balance of the account.

14. MONTHLY INSTALMENT PAYMENT ARRANGEMENTS

Students who cannot settle the accounts by the payment deadline dates can apply at the Student Accounts section to pay in monthly instalments. It is in the best interest to make monthly payments.

This facility is not applicable to International students.

Payment arrangements by monthly instalment are subject to the terms, conditions and approval of the NMMU and must be authorized by the Student Accounts section.

A designated form has to be signed by the parent / guardian / guarantor and be approved by the NMMU. The person responsible for payment of the account must apply for extension. If the age of the student at entrance level is under 21 (minor), the guardian is the guarantor for settlement of the account and has to apply. The minor status remains throughout, irrespective of the year of study. Only students entering with a major status (over 21) can sign an Acknowledgement of Debt.

Engaging in a payment agreement with the NMMU is a legal commitment. The terms of the undertaking to settle the outstanding debt by way of monthly instalments have to be strictly adhered to. Information required for the application is:

- § I.D. number of the student
- § Guarantor's full name, surname, I.D. number, physical address and postal address
- § Telephonic contact information of both the guarantor and the student
- § Name of the employer, contact person and contact details.

14.1 Conditions for payment arrangements

The precise amount payable monthly and the exact payment dates will be stipulated on the Acknowledgement of Debt. In the event of an overdue instalment, the agreement will automatically lapse and immediate settlement of the full amount due for that period will come into effect. It is therefore vital that the person responsible for the account pays instalments as agreed. It is the student's responsibility to ensure that the monthly instalment reaches the NMMU before the payment date. Reasons for non-payment or a delayed payment must immediately be reported to the Student Accounts section. The NMMU will maintain a record of such communication for future reference.

Students with year courses and an agreement with an extended settlement date will not be permitted to register for additional modules or to register for residence. Any registration is subject to settlement of the previous debt. For students registered for semester or trimester courses all the financial obligations from the previous semester/trimester must be met in full before commencing with the next registration. Students will not be entitled to study records, examination results or the degree/diploma/certificate. Students will be entitled to these after full settlement of the account.

14.2 Application for monthly payments

Students should apply before 30 April for extension to settle the 1st Semester accounts and before 30 September for the 2nd semester accounts.

Only successive MONTHLY payments can be approved, provided the first instalment commences before 30 April for 1st semester accounts and 30 September for 2nd semester accounts and the account should be paid in full by 30 November.

Late applications are subject to an immediate down-payment before further instalments will be considered. The amount of the initial upfront payment will depend on the balance owing and the time of application.