

Diploma – level FAQ

What is the difference between the Extended Programme and the mainstream qualification?

The Extended Curriculum Programme (ECP) is a national Department of Higher Education and Training-supported programme aimed at increasing throughput rates at South African universities. Students are assigned to the ECP depending on their applicant scores and can thus not change streams.

Students in the ECP have a reduced academic burden and more academic support in their first two years at university. Support is provided in the form of supplementary lectures and tutorials, as well as several developmental modules that have been shown to increase academic success rates at university.

As a result, ECP students' first year is split over two years, following which they proceed with the mainstream students' programme. As such, the minimum time to complete a qualification is increased by one year, when compared to mainstream students.

It should, however, be noted that regardless of whether a student took the ECP or the mainstream curriculum, one graduates with a Diploma in Economics.

Can I change streams from the Extended Programme to the mainstream qualification?

Even after successfully completing the first year of the ECP, a student enrolled in the ECP cannot transfer to the mainstream programme. The ECP must be completed in its entirety.

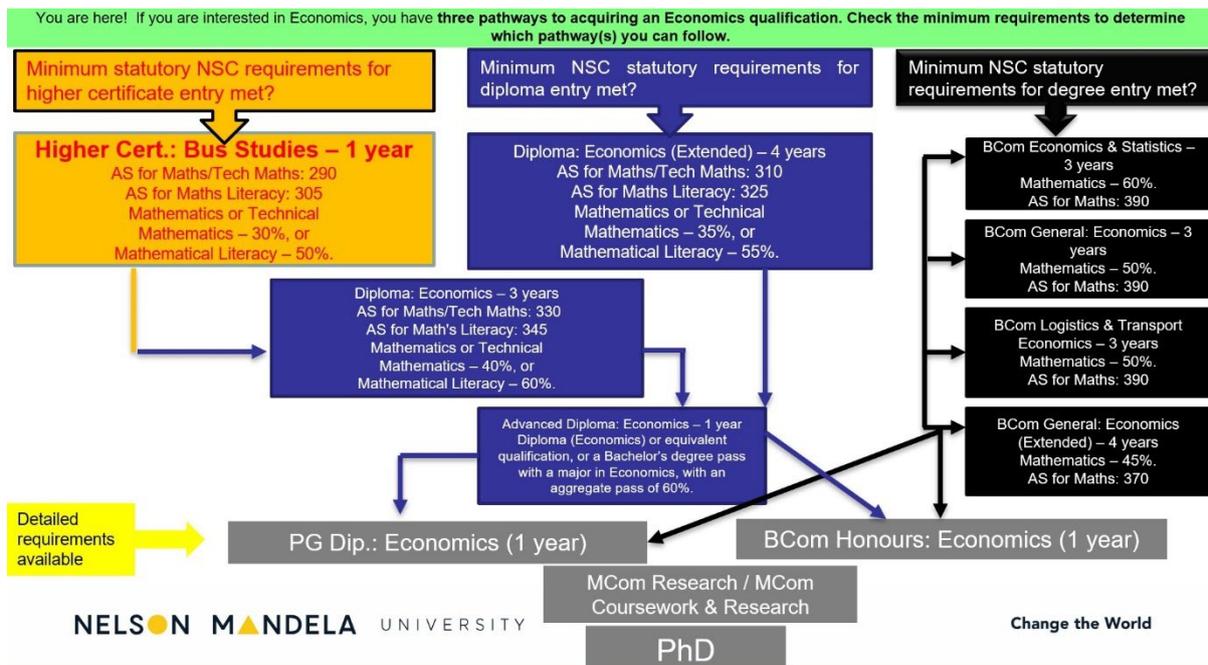
Is it possible to register for the second-year of a degree qualification if all the modules that I should do in that qualification are the same as the modules I completed in the first year of the Diploma in Economics qualification?

Unfortunately, students cannot do so as the Diploma in Economics is an NQF-level 6 qualification, while the BCom programmes are NQF-level 7 qualifications. As such, the modules are pitched at different levels.

Once I have graduated with a Diploma in Economics is it possible to articulate (i.e., move) into a BCom qualification?

The Department of Economics' diverse qualifications aim to provide students with qualifications that will provide them with in-depth knowledge of contemporary microeconomic and macroeconomic theories, concepts and methods and the ability to apply economic theory and use quantitative techniques to address typical problems confronting business and government; and to have both horizontal and vertical articulation pathways.

Once you have successfully completed your diploma qualification you can, therefore, articulate into the degree stream.



Please note that you may apply to be exempted from some of the modules that you will pursue in the degree stream after having successfully completed your Diploma in Economics.

Articulation possibilities

Provided minimum requirements for articulation are satisfied persons with this qualification will be considered for access to the Advanced Diploma in Economics.

Some of the current entrance requirements for articulation into the Advanced Diploma in Economics include the following:

- a Diploma in Economics (or equivalent diploma) or a Bachelor's Degree with a major in Economics, with an aggregate pass of 60%.

Preference is given to:

- students who have an aggregate pass of at least 60% for the 3rd year Economics modules.
- students who have obtained at least 60% for three of the four Economics modules under the 3405 Qualification.
- students who have obtained at least 60% for four of the six Economics modules under the 3406 / 4406 Qualification.
- students who have not written any supplementary exams for any of the 3rd year Economics modules.

Is the Advanced Diploma in Economics equivalent to a degree?

While the Advanced Diploma in Economics is at the same NQF-level as a degree (namely, NQF Level-7) the Advanced Diploma has a different focus to a BCom degree. Our degree qualifications are more theoretical in nature and focus on improving students critical thinking skills. The Advanced Diploma, meanwhile, is more applied in nature and thus has a greater focus on providing career-centric training.

Degree – level FAQ

What is the difference between the BCom (General) (Qualification code: 45044), BCom (General: Economics) (Qualification code: 40134) and BCom (Economics and Statistics) (Qualification code:40120) qualifications?

Firstly, one should note that in addition to meeting the minimum entrance requirements for a degree, students need to have obtained at least 50% in mathematics in Grade 12 in order to pursue the BCom (General) or BCom (General: Economics) programmes. Secondly, in the BCom (General) and BCom (General: Economics) qualifications students have the opportunity to combine their passion for Economics with another commerce-related major. These qualifications thus open up a wide variety of career options in the business world and the financial services industry.

The BCom Economics and Statistics programme, meanwhile, requires students to have met the minimum entrance requirements for a degree and to have obtained a final mark of at least 60% for mathematics in Grade 12. This qualification, presented in conjunction with the Department of Statistics, integrates an in-depth analysis of economics with a solid grounding in mathematical and statistical methods. Students will be equipped with the skills needed to isolate and infer causes of economic and business outcomes, make forecasts, and make data-informed decisions. This qualification is ideal for students who display a high mathematical aptitude and who are interested in pursuing a career in finance or business.

Students who wish to change their qualification from BCom (General: Economics) to that of BCom Economics and Statistics at the end of their first year must please note that Mathematics or Mathematics Special are prerequisites for many second-year Statistics modules.

Can you please provide a brief overview of the BCom (Logistics and Transport Economics) (Qualification code: 40150) qualification?

Efficient and effective Logistics, Transport and Supply Chain Management play critical roles in the success of modern business firms. The proper management of these three focus areas is essential for the creation of a competitive advantage as it impacts directly on cost structures, customer service levels and overall profitability.

The BCom in Logistics and Transport Economics introduces and prepares the student for the ever-changing demands of the business world. This programme will enable students to apply themselves in line with the demands and challenges of real-world Logistics, Transport and Supply Chain Management related issues.

What is the difference between the Extended Programme and the mainstream qualification?

The Extended Curriculum Programme (ECP) is a national Department of Higher Education and Training-supported programme aimed at increasing throughput rates at South African universities. Students are assigned to the ECP depending on their applicant scores and can thus not change streams.

Students in the ECP have a reduced academic burden and more academic support in their first two years at university. Support is provided in the form of supplementary lectures and tutorials, as well as several developmental modules that have been shown to increase academic success rates at university.

As a result, ECP students' first year is split over two years, following which they proceed with the mainstream students' programme. As such, the minimum time to complete a qualification is increased by one year, when compared to mainstream students.

It should, however, be noted that regardless of whether a student took the ECP or the 'mainstream' curriculum, one graduates with a Bachelor of Commerce qualification.

Can I change streams from the Extended Programme to the mainstream qualification?

Even after successfully completing the first year of the ECP, a student enrolled in the ECP cannot transfer to the mainstream programme. The ECP must be completed in its entirety.

Can I, at the end of my first year, apply to change from the BCom (General: Economics) qualification to the BCom (Economics and Statistics) qualification?

Yes, you can apply to do so. However, please note that Mathematics or Mathematics Special are prerequisites for many second-year Statistics modules. As Mathematics and Mathematics Special do not form part of the BCom (General: Economics) first year curriculum you would thus need to take at least one more year to complete your qualification.

Questions that apply to both the diploma and degree qualifications**When do lectures and/or tutorials take place for full-time and part-time students?**

Lectures and/or tutorials take place from Monday to Friday. Except in the case of first year lectures, irrespective of whether you are registered as a full-time or a part-time student, lectures and / or tutorials take place during the day. As such, all lectures and / or tutorials take place between 07:45 and 18:00. Class attendance is compulsory.

What is the language of learning and teaching at Nelson Mandela University?

While Nelson Mandela University is committed to multilingualism, the language of learning and teaching at Nelson Mandela University is English. The University also strives to develop and promote the isiXhosa language and culture and to ensure the maintenance and strengthening of Afrikaans.

Does Nelson Mandela University provide students with laptops or do students have to buy their own devices?

Nelson Mandela University does not provide students with digital devices. However, registered students can contact the Student Device Initiative (sdi@mandela.ac.za) to determine whether they can obtain a loan laptop.

If you do not qualify for a loan laptop and do not have access to one, or any other suitable digital device, it is recommended that you purchase such a device.

Please note that if you are applying for a NSFAS loan that you can apply for a digital device through NSFAS (<https://my.nsfas.org.za/Application/digitaldevicelearning.jsp>).

Furthermore, in order to learn online the University states that a stable Internet connection is recommended. You should also have the relevant software (i.e., application) installed on your device. Most of these applications form part of the Microsoft Office package. Please note that Microsoft Office 365 is freely available to all registered Nelson Mandela University students.

What do I need to pass a module?

The final mark awarded for each module shall be a percentage out of 100. A student passes a module if he / she / ze is awarded a final mark of 50% or above. In addition, all tests, tutorials individual assignments, group assignments and end-of-module assessments are compulsory.

What happens if I fail a module?

Should you fail a module, then you will be required to repeat that module in the following academic year, which may cause timetable clashes. The Faculty has official requirements for readmission, e.g., number of completed credits after one year, two years of study etc. These requirements appear in the 2022 Faculty General Prospectus. Be advised that should you not meet these requirements, then you could be excluded from reregistering for the programme.

What academic support does the Department of Economics offer students?

Every year a number of senior students serve as tutors and Supplemental Instruction (SI) leaders. These students facilitate collaborative learning study sessions in support of student academic success in our first-year Economics modules.

We also have an academic advisor (Kholofelo.Hlungwani@mandela.ac.za) who assists lecturers in the Department in identifying and assisting students with their academic and developmental needs. Ms Hlungwani will, amongst others, be able to provide you with academic guidance and support. You can also arrange a consultation session with Ms Hlungwani during which you can discuss any number of things such as:

- Career counselling;
- Changing your qualification;
- Extra time and other concessions;
- Financial aid appeals;
- Living arrangements;
- Mastering a particular module's content;
- Modules' prerequisites;
- Part-time jobs / Internships;
- Personal crisis;
- Remedial classes;
- Study abroad options;
- Time management; and
- Writing skills

What support is available to differently abled students?

Nelson Mandela University would like to ensure that differently abled students enjoy a successful student experience, thus the University strives to ensure that academic concessions, reasonable adjustments for general accessibility, test and examinations and other academic concessions, are made to meet such students' needs. Services currently available include assistive technologies, dedicated computer spaces equipped with assistive technologies, braille transcription support, adapted transport for those with mobility difficulties, and volunteer buddies amongst other.

As every case needs to be individually assessed, differently abled students are requested to register their special needs with the university's **Universal Accessibility & Disability Services (UADS)** as soon as possible, preferably the year prior to application and registration. When meeting with UADS students are requested to have valid medical documentation and/or assessment reports from appropriate health professionals on hand.

For more information, please follow the link: <https://disability.mandela.ac.za/>

My admission letter states that I have been conditionally/provisionally accepted. What does that mean?

This means that your admission will be final only once you have met the final requirements stated in your letter of admission. The requirements may include achieving a minimum percentage for your Grade 12 examinations, etc.

If I receive a letter of acceptance, will a place be reserved for me to register until the end of the registration period?

If you are accepted for any programme at the University you need to register as soon as possible, once the University's registration period begins. The University follows a "first come, first serve" registration policy, which means that if the places in the programme are filled up before the end of the registration period, the registration for the programme is closed. Therefore, once your application has been approved and you have been finally accepted, you are urged to register at your earliest convenience.

How much does my qualification cost?

Before registering as a student, you need to determine whether or not you will have sufficient funds to finance your studies. In addition to the actual study programme / module fees, you should also budget for books, equipment, transport, accommodation and general living expenses which are excluded from your tuition fees. Estimated fees/costs can be [obtained on these pages](#).

Are any bursaries available?

The Department of Economics does not offer any bursaries. Students are encouraged to secure financial aid for their studies before registration. Please remember that the sooner you apply, the better. If you apply late, funding may not be available anymore. Please consult the Financial Aid website for financial assistance related to your studies: <https://finaid.mandela.ac.za/>.

Who do I contact to find out about student accommodation?

For on-campus accommodation queries in Gqeberha (formerly known as Port Elizabeth), please contact resadmissions@mandela.ac.za.

For off-campus accommodation queries in Gqeberha (formerly known as Port Elizabeth), please contact offcampus.accommodation@mandela.ac.za.

For on-campus accommodation queries in George, please contact Sinesipho.mketo@mandela.ac.za.

For off-campus accommodation queries in Gqeberha (formerly known as Port Elizabeth), please contact Theophillus.Barnes@mandela.ac.za.

Can I transfer credits from a different university?

A student may on grounds of having completed sufficiently similar modules at other accredited institutions, be granted credits in respect of modules with a cumulative credit value of not more than 50% of the total credit value of the relevant qualification or programme at the University.

In order to apply for module exemption, download the module exemption form (<https://www.mandela.ac.za/www-new/media/Store/documents/StudyAtMandela/ModuleExemption/11-Request-for-module-credits.pdf>) and complete it. Note that there is a module exemption fee to be paid before the exemption can be processed. You must also attach copies of the relevant module outlines/syllabus and your academic record.

I previously studied at Nelson Mandela University but could not complete my qualification at that time. How do I apply for exemption from those modules that I had passed?

In order to apply for module exemption, download the module exemption form (<https://www.mandela.ac.za/www-new/media/Store/documents/StudyAtMandela/ModuleExemption/11-Request-for-module-credits.pdf>) and complete it. Note that there is a module exemption fee to be paid before the exemption can be processed. Please also attach your academic record.

Is there an Economics Society that I can join?

Yes! The Economics in Action Society (EIA), synonymously referred to as Rethinking Economics In Africa-Nelson Mandela University (REFA-NMU) by affiliation, is a student society aimed at creating a community of critical economic thinkers. As an affiliate of the

global Rethinking Economics (<https://www.rethinkeconomics.org/>) network of international organisations, academics, and citizens, EIA offers a pathway to ensure economic learning and application which is pluralistic, inclusive, contextual to surrounding communities, and based on societal realities. In doing so, the Society offers its members a wider knowledge-base which they can use to tackle issues such as poverty, inequality and climate change.

2022 Specific Questions

When do lectures start?

Lectures commence on Monday, 14 February 2022. Even if you have not registered by that date, please attend all your lectures.

What is the Department of Economics' plans for the delivery of instruction during the first semester of 2022?

The Department of Economics wishes to emphasise that our lectures, tutorials and SI-sessions will be conducted in such a way that we do not compromise the safety of our students nor the quality of education that we deliver. Thus, at least during the first semester of 2022, the Department will continue to utilise Microsoft Teams for online lectures, while assessments will be conducted via the eLearning platform known as Moodle. Your lecturers will communicate with you using the University's email system and/or the Moodle and Teams sites. It is thus essential that you check these platforms at least twice weekly.

Please note that Moodle and Teams automatically record all students' activities including: your first and last access to the course, the pages you have accessed, the number of discussion messages you have read and sent, web conferencing, discussion text and posted discussion topics. This data can be accessed by the lecturer to evaluate class participation and to identify students having difficulty.

What are the service departments' plans for the delivery of instruction during the first semester of 2022?

Please note that our service departments may be following a different mode of delivery to that which is being followed by the Department of Economics. As such, please pay careful attention to all communication received from those departments as they might require you to, for example, attend tutorials on campus or to write assessments on campus.

How will I know if the teaching situation changes again?

If the government's public health guidance change, the University's Management will notify students and explain the implications.

How will I know when lectures take place?

Follow the instructions on this website: <http://forms.mandela.ac.za/timetable/timetablestud.asp>. Alternatively, email Ms Dede Erasmus (Dedre.Erasmus@mandela.ac.za) (if you are pursuing a degree) or Ms Elizabeth Moodley (Elizabeth.Moodley@mandela.ac.za) (if you are pursuing a diploma).

Will lectures be recorded?

Lectures may be recorded by your instructor. These recordings are reserved for use by students enrolled in a particular module. These recordings may not be shared outside of the module in any form without the express permission of the lecturer and the HoD.

How will I be able to consult with my lecturer?

In consideration of COVID-19, your lecturers will not be holding in-person consultation hours. Time has, however, been set aside when you can contact your lecturer directly, using the University's email system, or Microsoft Teams. Please observe etiquette in all communication, giving respect to lecturers, fellow students, administrative staff and the wider university community.

Who are my lecturers?

Below, please find the contact details of the Department of Economics' module co-ordinators and presenters.

Degree-level modules

MODULE CODE	MODULE NAME	COORDINATOR	EMAIL ADDRESSES OF THE PRESENTERS
UNDERGRADUATE – SOUTH CAMPUS			
EC101 / ECC101/ ECS101 / ECSV101	INTRODUCTION TO MICROECONOMICS	DR N DYUBHELE NoluntuStella.Dyubhele@mandela.ac.za	NoluntuStella.Dyubhele@mandela.ac.za Christopher.Erasmus@mandela.ac.za
ECO101 / ECO1X1	AUGMENTED MICROECONOMICS	DR N DYUBHELE NoluntuStella.Dyubhele@mandela.ac.za	Litha.Mini@mandela.ac.za
EC201 / ECC201	MACROECONOMICS	MS S TESSENDORF Sharon.Tessendorf@mandela.ac.za	Sharon.Tessendorf@mandela.ac.za Andrew.Phiri@mandela.ac.za
ECCV201	ECONOMIC ANALYSIS	MRS C DE BRUYN Corean.DeBruyn@mandela.ac.za	Corean.DeBruyn@mandela.ac.za Godfred.Anakpo@mandela.ac.za
ECO301 / ECC301	PUBLIC ECONOMICS	DR S DINGELA Siyasanga.Dingela@mandela.ac.za	Bavuyile.Barayi@mandela.ac.za
EMC301	MICRO- AND MACROECONOMIC THEORY AND POLICY	DR L JEKE Leward.Jeke@mandela.ac.za	Leward.Jeke@mandela.ac.za Corean.DeBruyn@mandela.ac.za
ECO304 / ECC321	ECONOMETRICS	MS W MATEKENYA Weliswa.Matekenya@mandela.ac.za	Weliswa.Matekenya@mandela.ac.za Christie.Taderera@mandela.ac.za
EBLV311	TRANSPORT SYSTEMS	DR S DINGELA Siyasanga.Dingela@mandela.ac.za	Siyasanga.Dingela@mandela.ac.za
EG101 / EGV101	ECONOMICS HISTORY A	MRS C DE BRUYN Corean.DeBruyn@mandela.ac.za	Corean.DeBruyn@mandela.ac.za Bavuyile.Barayi@mandela.ac.za
ECE101 / ECEV101	ECONOMIC IMPACT ASSESSMENT	MS S TESSENDORF Sharon.Tessendorf@mandela.ac.za	Sharon.Tessendorf@mandela.ac.za
UNDERGRADUATE – GEORGE CAMPUS			
EC101 / ECC101/ ECS101 / ECSV101	INTRODUCTION TO MICROECONOMICS	DR N DYUBHELE NoluntuStella.Dyubhele@mandela.ac.za	s223537233@mandela.ac.za
ECO101 / ECO1X1	AUGMENTED MICROECONOMICS	DR N DYUBHELE NoluntuStella.Dyubhele@mandela.ac.za	Nomonde.Tshabalala@mandela.ac.za
EC201 / ECC201	MACROECONOMICS	MS S TESSENDORF Sharon.Tessendorf@mandela.ac.za	Djamella.Lomas@mandela.ac.za
ECCV201	ECONOMIC ANALYSIS	MRS C DE BRUYN Corean.DeBruyn@mandela.ac.za	Corean.DeBruyn@mandela.ac.za
EMC301	MICRO- AND MACROECONOMIC THEORY AND POLICY	DR L JEKE Leward.Jeke@mandela.ac.za	Corean.DeBruyn@mandela.ac.za
ECO304 / ECC321	ECONOMETRICS	MS W MATEKENYA Weliswa.Matekenya@mandela.ac.za	Nomonde.Tshabalala@mandela.ac.za

Diploma-level modules

MODULE CODE	MODULE NAME	COORDINATOR	EMAIL ADDRESSES OF THE PRESENTERS
ECO1001 / BED1201 / BED1011 / BED1211	INTRODUCTION TO MICROECONOMICS	MR C JOHNSON Clifford.Johnson@mandela.ac.za	Clifford.Johnson@mandela.ac.za a Zintle.Sikhunyana@mandela.ac.za za Tiffany.Petrus@mandela.ac.za
BED1310	INTRODUCTION TO ECONOMIC PRINCIPLES (EXTENDED PUBLIC MANAGEMENT STUDENTS)	MS Z SIKHUNYANA Zintle.Sikhunyana@mandela.ac.za	Ayabonga.Soga@mandela.ac.za
ECO10X1	AUGMENTED MICROECONOMICS	MR C JOHNSON Clifford.Johnson@mandela.ac.za	Keabaka.Matjiwa@mandela.ac.za
ECO2001 / BED2131 / BED2231	MICROECONOMICS	MRS G PEREIRA Genevieve.Pereira@mandela.ac.za	Genevieve.Pereira@mandela.ac.za za Robert.Mwanyepedza@mandela.ac.za
ECO2011 / BED2141	INTRO TO ECONOMIC ANALYSIS	MR L KEPE Lulama.Kepe@mandela.ac.za	Lulama.Kepe@mandela.ac.za
ECO3001 / BED3001	PUBLIC ECONOMICS	MR C JOHNSON Clifford.Johnson@mandela.ac.za	Clifford.Johnson@mandela.ac.za a
ECO3011 / BED3101	DEVELOPMENT ECONOMICS	MRS G PEREIRA Genevieve.Pereira@mandela.ac.za	Tafadzwa.Chitenderu@mandela.ac.za
ECO3021 / BED3331	ECONOMETRICS	MR R MWANYEPEDZA Robert.Mwanyepedza@mandela.ac.za	Robert.Mwanyepedza@mandela.ac.za
BCH401	INTERMEDIATE MICROECONOMICS	MS C MPUKU Cwayita.Mpuku@mandela.ac.za	Cwayita.Mpuku@mandela.ac.za
BED401	ECONOMETRICS	PROF L JEKE Leward.Jeke@mandela.ac.za	Clement.Moyo@mandela.ac.za
BRM401	RESEARCH METHODOLOGY	MS Z SIKHUNYANA Zintle.Sikhunyana@mandela.ac.za	Zintle.Sikhunyana@mandela.ac.za
BCN401	RESEARCH ESSAY	MS Z SIKHUNYANA Zintle.Sikhunyana@mandela.ac.za	Zintle.Sikhunyana@mandela.ac.za
BCK401	DEVELOPMENT ECONOMICS	MRS G PEREIRA Genevieve.Pereira@mandela.ac.za	Genevieve.Pereira@mandela.ac.za
BCG411	PUBLIC ECONOMICS	MR R MWANYEPEDZA Robert.Mwanyepedza@mandela.ac.za	Robert.Mwanyepedza@mandela.ac.za
ECO10X1 / BED11X1	AUGMENTED MICROECONOMICS (DIPLOMA)	MR C JOHNSON Clifford.Johnson@mandela.ac.za	Nomonde.Tshabalala@mandela.ac.za
ECO1001 / BED1201 / BED1011 / BED1211 / BED1501	INTRODUCTION TO MICROECONOMICS (DIPLOMA)	MR C JOHNSON Clifford.Johnson@mandela.ac.za	s223537233@mandela.ac.za

Higher Certificate in Business Studies

MODULE CODE	MODULE NAME	COORDINATOR	EMAIL ADDRESSES OF THE PRESENTERS
BED1101	PRINCIPLES OF ECONOMICS	PROF S MISHI Syden.Mishi@mandela.ac.za	South Campus: Keabaka.Matjiwa@mandela.ac.za George Campus: Sipesihle.Booi@mandela.ac.za s223537233@mandela.ac.za

What does the Department of Economics expect of me?

You should attend all online classes and are responsible for downloading all relevant information from the modules' Moodle sites. Furthermore, self, or independent study is an integral element of university study and, in addition to your normal self-study, assignments are given regularly. You must apply yourself when completing these assignments and comply with all requirements such as submission due date.

It should also be noted that the Department of Economics places a premium on the absolute honesty of every student. As such, it is imperative that you adhere to the principles of academic integrity that are outlined in the University's General Prospectus.

What hardware and software should I have available in order to learn online?

- You must have access to a desktop PC / laptop or a smartphone¹. Any of the aforementioned devices capable of running a recently updated web browser (such as Firefox or Chrome) should be sufficient to access your module online. This includes support for streaming audio and video. However, bear in mind that processor speed, amount of RAM and Internet connection speed can greatly affect performance.
- A stable Internet connection is highly recommended.
 - The University's Management has advised students who do not have access to a desktop PC / laptop or a smartphone with a reasonably stable Internet connection, or who will not be able to effectively learn online from home (remotely) for other justifiable reasons, to reside in *Gqeberha* (formerly known as Port Elizabeth) or George so that they can access the University's general and specialised computer labs and Wi-Fi on campus, even if all their modules are online. Please note that you must follow the University's COVID-19 protocols when accessing a campus (<https://orientation.mandela.ac.za/orientation/media/Store/documents/2022%20AY/2022AY-letter-FINAL.pdf>).
- You must have the necessary programmes / software on your devices.
 - Furthermore, you need to know how to login and access your modules in Moodle as well as how to use Microsoft Teams for virtual sessions. Virtual tutorials are available to assist in this regard. It is recommended that you refer to the Faculty's Orientation app or access the resources via these links: <https://orientation.mandela.ac.za/Digital-Learning-Readiness-Programmes> and <https://orientation.mandela.ac.za/How-to-connect-to-my-online-classroom>.
 - A program to typeset problem sets and exam solutions is required.
 - Microsoft Office 365 is freely available to all registered Nelson Mandela University students.
 - Free alternatives to Microsoft Office include OpenOffice and LibreOffice.
- You must have access to high-quality scanning. There are numerous smartphone apps (e.g., Microsoft's Office Lens, Adobe Scan or CamScanner) that can be utilised for this purpose.
 - Please ensure that the photo / scan that you upload to the Moodle site is clear enough to be legible so that your lecturer can mark it. Take care that you don't crop off sections, take the photo in poor lighting, cast a shadow over your work when

¹ There are a range of options to purchase or loan a laptop, especially through NSFAS. ICT Services and Student Financial Aid can advise students.

taking the photo, or omit certain answers. The scan/photo does not have to be at the highest resolution settings of your phone's camera, but it must be legible and clear. It is suggested that you answer each question on a different page. Furthermore, number each page. Ensure that your student number appears on each page that you submit. When uploading your document to Moodle check they your answers appear in the correct order as this will help the person marking the paper.