

# MANAGEMENT PLAN FOR DISTANCE EDUCATION

## SEMESTER 1 2025 - QUEENSTOWN CAMPUS

Activity	Responsible	Venue	Date/Time
<b>Orientation</b> Compulsory for ALL NEW students only)	Campus Manager; Coordinator; Distance education lecturers and students	Campus Hall	30/01/2025 @15:30
<b>Monday Evenings</b> <b>Session 1 (17:00-18:00)</b> N4 Entrepreneurship  N5 Public Finance (1)  N6 Public Finance (session 1)	Lecturers and Students	Room 013	03/10/17/24 February 2025
<b>Monday Evenings</b> <b>Session 2 (18:00-19:00)</b> N4 Man Communication  N5 Municipal Admin  N6 Municipal Admin		Room 014 (N5)	03/10/17/24 March 2025
		Room 012 (N6)	07/14/28 April 2025
		013	05/12/19 May 2025
		014	03/10/17/24 February 2025
		012	03/10/17/24 March 2025
			07/14/28 April 2025
			05/12/19 May 2025
<b>Tuesday Evenings</b> <b>Session 1(17:00-18:00)</b> N4 Public Admin	Lecturers and Students	Room 013	04/11/18/25 February 2025
			04/11/18/25 March 2025
			08/15/22/29 April 2025
			06/13/20 May 2025
<b>Wednesday Evenings</b> <b>Session 1(17:00-18:00)</b> N4 Computer Practice 469  N5 Public Admin  N6 Public Admin	Lecturers and Students	New Lab 01	05/12/19/26 February 2025
		013	05/12/19/26 March 2025
			09/16/23 April 2025
			07/14/21 May 2025

<p><b>Wednesday Evenings Session 2(18:00-19:00)</b></p> <p>N4 Computer Practice</p> <p>N5 Public Relations</p> <p>N6 Public Law</p>		<p>012</p> <p>New Lab 01</p> <p>013</p> <p>011</p>	<p>05/12/19/26 February 2025</p> <p>05/12/19/ 26 March 2025</p> <p>09/16/23 April 2025</p> <p>07/14/21 May 2025</p>
---	--	--	---

**CLASS ATTENDANCE:**

- **No student will appear on the class register without paying a MINIMUM of R2000 to the COLLEGE ACCOUNT, available at the campus' administration office.**
- **NO student must attend a class IF NOT APPEARING ON THE CLASS ATTENDANCE REGISTER.**
- **NO MANUALLY adding of students on the class register**
- **Subject lecturers HAVE A RIGHT to call students even for dates outside this management plan.**

**ASSESSMENT TASKS:**

- **A student must write and submit ALL the assessments**
- **No student will be allowed to absent him/herself from writing a test without a valid reason and such a student must provide legitimate and acceptable evidence, thereof.**
- **ALWAYS sign class attendance registers and for all assessments administered.**
- **Outstanding amounts must be settled before the commencement of S1/25 external exams.**