***MANAGEMENT PLAN FOR DISTANCE EDUCATION***

***SEMESTER 2/ 2025 - QUEENSTOWN CAMPUS***

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| **Activity** | **Responsible** | **Venue** | **Date/Time** |
| **Orientation**  Compulsory for ALL NEW students only) | Campus Manager; Coordinator;  Distance education lecturers and  students | Campus Hall | 05/08/2025  @16:00 |
| **Monday Evenings**  **Session 1 (17:00-18:00**)  N4 Entrepreneurship  N5 Public Finance (1)  N6 Public Finance (session 1)      **Monday Evenings**  **Session 2 (18:00-19:00**)  N4 Man Communication    N5 Municipal Admin  N6 Municipal Admin | Lecturers  and  Students | Room 013  Room 014 (N5)  Room 012 (N6)  013  014  012 | 11/18/25 August 2025  01/08/15/22/29 September 2025  06/13/20/27 October2025  03/10/ 17 Nov 2025 |
| **Tuesday Evenings**  **Session 1(17:00-18:00**  N4 Public Admin | Lecturers  and  Students | Room 013 | 12/19/26 August 2025  02/09/16/23/30 September 2025  07/14/21/28 October 2025  04/11/18 November 2025 |
| **Wednesday Evenings**  **Session 1(17:00-18:00)**  N4 Computer Practice  469  N5 Public Admin  N6 Public Admin  **Wednesday Evenings**  **Session 2(18:00-19:00)**  N4 Computer Practice  N5 Public Relations    N6 Public Law | Lecturers  and  Students | New Lab 01  013    012    New Lab 01  013  011 | 06/13/20/27 August 2025  03/10/17 September 2025  01/08/15/22/29 October 2025  05/12 November2025  06/13/20/27 August 2025  03/10/17/24 September 2025  08/15/22/29 October 2025  05/12 November2025 |
| **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.** * **IF your name does not appear on the register and you have paid the minimum amount, the student must come to the campus administrators, between 8:00 and 16:00 to rectify the omission.** * **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 any assessment without a valid reason and such a student must provide legitimate and acceptable evidence, thereof.** * **Always log in WHEN required to for online classes.** * **ALWAYS sign class attendance registers for all assessments administered and submitted** * **Outstanding amounts must be settled before 20th November 2025, the commencement of S2/25 external exams.** | | | |