***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 013Room 014 (N5)Room 012 (N6)013014012 | 11/18/25 August 202501/08/15/22/29 September 202506/13/20/27 October202503/10/ 17 Nov 2025 |
| **Tuesday Evenings** **Session 1(17:00-18:00**N4 Public Admin  | Lecturers and Students | Room 013 | 12/19/26 August 202502/09/16/23/30 September 202507/14/21/28 October 202504/11/18 November 2025 |
| **Wednesday Evenings****Session 1(17:00-18:00)**N4 Computer Practice 469N5 Public Admin N6 Public Admin **Wednesday Evenings****Session 2(18:00-19:00)**N4 Computer PracticeN5 Public Relations  N6 Public Law  | Lecturers and Students | New Lab 01013 012 New Lab 01013011 | 06/13/20/27 August 2025 03/10/17 September 202501/08/15/22/29 October 202505/12 November202506/13/20/27 August 2025 03/10/17/24 September 202508/15/22/29 October 202505/12 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.**
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