



WORK RULES: DPS AND LOAS

DP REQUIREMENTS, LEAVES OF ABSENCE AND EXTENSIONS

DP requirements differ across faculties and departments within faculties, and may even be observed or enforced differently by lecturers within a particular department. The following are the DP requirements for the School of Journalism and Media Studies. They should be taken as a given for all courses within the school, unless specifically stated otherwise in a particular course outline.

THE REQUIREMENTS ARE STRAIGHTFORWARD:

- » You must attend 100% of all course meetings and events, including lectures, tutorials, pracs, tests and examinations.
- » You must submit all practical and essay assignments by the due date and time.
- » If you are unable to attend any meeting you must apply for a Leave of Absence (LOA) from JMS admin (Marissa van As, JMS reception, email m.vanas@ru.ac.za)
- » If you are unable to submit an assignment by the due date and time you must apply for an extension from the administration manager (this is the same form as the LOA, and is available from AMM reception).
- » If you obtain an extension, you must meet the deadline for that extension.
- » If you are unable to attend course meetings for any extended period (a week or more), you must make an arrangement with your lecturer (or get a friend or family member to do so if you are unable to do so yourself) to obtain course notes, lecture notes, readings or other materials.
- » No matter how valid your reasons for an extended absence may be, you will not be permitted to continue with a course if you miss more than 20% of meetings. If you start

to approach this threshold, you (or a family member if you are incapacitated) must contact the Head of School to make the necessary arrangements and negotiate your options.

- » LOA applications should be made in advance. However should circumstances prevent this, you must apply for an LOA through the AMM office no later than seven days from date of tutorial absence/non-submission of work etc. Failure to apply within seven days in person (student) or via email to ammadmin@ru.ac.za (via a family member, in the case of the student being incapacitated) means that you will be marked absent or receive zero, and this may result in the immediate removal of your DP.
- » DP appeals should be lodged within seven days from date of issue of a DP refusal (DPR), otherwise the appeal will not be considered and the DPR will stand.

GROUNDINGS FOR LOAS AND EXTENSIONS:

MEDICAL

Applications must be accompanied by a certificate from a medical practitioner or a note from a counsellor or the Rhodes Sanatorium. This certificate or note must set out the nature of the illness or ailment as well as the period for which you were booked off. A doctor's note simply confirming that you had an appointment and were diagnosed with a minor ailment will not be sufficient grounds for obtaining an LOA or extension.

DEATH OR SERIOUS ILLNESS OF AN IMMEDIATE FAMILY MEMBER

The school is flexible about the documentation or proof required in such circumstances. In some

cases notification from another family member will be sufficient, in others we may require a death certificate or doctor's note. Discuss with the administration manager.

PARTICIPATION IN OFFICIAL SPORTING EVENTS

Applications must be submitted in advance of the event, and must be accompanied by an official letter from the Sports Officer. Applications will be treated according to the circumstances. (You may, for example, be granted leave from a Friday afternoon tutorial if you are travelling to Johannesburg for a weekend event; it is unlikely that leave would be granted for a similar event taking place in Port Alfred, even if the rest of the team is leaving early on Friday afternoon).

No LOAs will be granted retrospectively for sporting events. You will not be granted extensions on assignments because of sport commitments.

OTHER CIRCUMSTANCES

Events

LOAs are generally not granted for religious events or celebrations, for weddings, for 21st or other milestone birthday celebrations, for other social events, or for unofficial sporting events. However, applications will be treated according to the circumstances and the applicant's general academic performance. All applications here must be made well in advance. No extensions will be granted in these circumstances.

Clashes and technical problems:

It is inevitable that assignment deadlines in one course will coincide with deadlines in another course. It is also inevitable that there will be problems with networks, computers and printers. However, our assignments are given out well in advance of the deadline, and the school will generally not grant extensions on these grounds.

HANDING IN OF ASSIGNMENTS & DEADLINES

- » Place your assignments in the appropriate assignment box on or before deadline.
- » The assignments will be taken out of the assignment box on deadline and the Admin staff will tick off names on a class list.
- » Do not hand assignments to the lecturer or your submission will not be recorded.
- » Faxed and emailed assignments will not be accepted.
- » Late assignments will score 0 and will not be marked or commented on. However, you must still hand them in as they will count for DP purposes.

KEEP COPIES OF ALL YOUR WORK!

We take care to avoid losing work – but cannot take responsibility if something goes astray. Keep a copy of the work you handed in (not a rough draft) both in print and digital formats. We suggest students buy a USB flash memory stick from the IT division, which is a far more reliable way of keeping records of work done than computer disks or hard drives, which tend to crash.

RETURN OF ESSAYS TO STUDENTS

Every effort is made to mark and return assignments in good time. However, in certain instances, high teaching loads may result in delays. Even with delays, all assignments should be returned within the term, or within the first fortnight of the following term. When the assignments have been marked and are ready to be collected, the school secretary will send a message on email to the class list for students to collect them, but only between 8.30am and 12.30pm. These assignments will be filed in alphabetical order in the building foyer. You may collect only your own assignment. You cannot collect assignments from the lecturers unless instructed by them to do so.