

Student Performance

1 Third year Long Essays: French, German and Mandarin

In French and German, an essay of more or less 10 pages (\pm 4000 words) on a given topic. The Mandarin essay consists of 5 pages of Chinese characters. The long essays are due at the end of the second semester (due dates will be announced during lectures)

Guidelines for essay writing and referencing are available on the departmental website, as well as the library website (www.sun.ac.za/library/)

2 Honours mini-thesis: French and German

An essay of 12 000 to 15 000 words (appendixes excluded) on a topic of the student's choice under the supervision of a lecturer of the student's choice. A proposal of \pm 500 words is submitted for approval and the assessment is concluded by an oral defense.

3 Due dates for Assignments – Departmental Policy

All assignments must be handed in **on or before the due date**. Assignments may only be handed in late if the student can produce a medical certificate for the relevant time period. **10% per day will be deducted** in all instances for a maximum of two days. After that the student will receive **0%** for the work in question. Weekend days are also taken into account.

4 Prizes

Prizes are awarded to the best student in every year group for French, German and Mandarin. Please consult the website for more information.

5 What to do when you have a problem or complaint

See the flow diagram on the following page

KEEP THE FOLLOWING IN MIND :

- It is best to solve the problem on the first two levels before involving external people.
- Do not skip levels!
- Put problems down on paper where possible so that you are sure of expressing yourself well.
- Choose a convenient time to speak to lecturers: during consultation times or by appointment.
- Should you wish to involve your parents, please make sure that they have been extensively informed not only about the Department rules but also about the history leading up to the problem or complaint.
- Make sure that you have indeed gone through all possible avenues before reaching the fifth level.
- Do not wait until the problem has got out of hand or become too painful before you discuss it with the appropriate people.
- The successful handling of individual or general problems helps us to improve our academic programme.
- Besides problems and complaints, we also appreciate any constructive criticism and creative suggestions. You do not have to wait for the student evaluation forms to make your views known! Try also at the same time to find practical solutions to problems that you have come across.

