



FRENCH SECTION GENERAL RULES 2011



- All homework assignments must be submitted by the due date and time, **as well as** at the correct place. *It is your responsibility to ensure that you know exactly where and when your homework must be handed in. Should you miss a class, then it is also your responsibility to find out whether you missed any homework assignments, and if necessary, whether you need to obtain any material from a class mate.*
- Essay type work may only be handed in late if you have **prior** permission from the lecturer concerned. However, **10% per day** will be deducted in all instances for a maximum of **two** days. You will, thereafter, forfeit all marks for the task in question. Please take note that weekend days are **also** taken into account.
- Under no circumstances will homework be accepted after corrected tasks have been returned to students.
- Unless stipulated otherwise, all homework must be typed on white A4 paper with all the necessary accents. Please ensure that your name appears on the assignment and that all loose sheets have been stapled.
- Plagiarism forms **must** be submitted with appropriate assignments.

CONTACT WITH THE DEPARTMENT

- Preferably contact lecturers or the Departmental secretary by e-mail.
- An e-mail contains a greeting (Dear Dr X) and an ending (Kind regards; Best wishes). It is considered impolite to start an e-mail with only the person's name or with only "Hello" if the person's name is known to you.
- Use capital letters and correct punctuation where necessary and check your text for typing and spelling errors **before** sending it.
- Use the Subject line to write an appropriate title for your e-mail.
- The only e-mail address used by the Department is your official US address. It is your responsibility to check your e-mail regularly to keep abreast of information.

EXCUSES THAT WILL NOT BE ACCEPTED:

- Please note that submission of homework into the incorrect pigeon hole or homework that has been sent to the incorrect e-mail address will not be accepted as an excuse.
- Homework that has been pushed under office doors or that has been handed in to a person other than the lecturer concerned will not be accepted.
- Forgetting homework at home or elsewhere is not an acceptable excuse.
- Make sure that your time management allows you enough leeway for possible problems with computers, printers and unreliable networks. Should you not be able to print your homework on time, you may send it to your lecturer via e-mail as proof that you did complete your task and until such a time that you are able to print it.

MEDICAL CERTIFICATES

*Because of the **abuse** of medical certificates in avoiding the submission of homework or the writing of a test, the policy regarding medical certificates will be applied as follows in the French Section:*

- **No** medical certificate will be accepted if the absence due to illness **precedes** the date on which the doctor was consulted. If you should be so sick that you cannot come to class, hand in homework or write a test, please consult a doctor immediately. *Please be assured that you can always count on the lecturers' understanding, discretion and support in the case of real medical problems.*
- Please inform your lecturer immediately should you hand in work late or miss a test in the case of an injury or illness. You can, in this instance, make e-mail or telephonic contact.
- If an assignment has been announced long before the date on which you fell ill, your lecturer will not accept your absence on the day of submission as a sufficient reason for an extension.

- Sick tests will generally be organized within a week after the official test date. You therefore have to inform your lecturer immediately of your absence even though your medical certificate may be valid for a longer period.
- **Only** original medical certificates will be accepted. Should you also need the certificate in other Departments, please bring along the original with a **photocopy** which you can leave with us and ask the lecturer concerned to sign the photocopy after he/she has seen the original.
- Should you hand in a certificate from the **Health Services**, ask the doctor to indicate clearly whether you are booked off for classes and/or tests.
- Please note that you must report back to classes immediately after the end of the validity of your medical certificate (the following working day). We will not accept certificates submitted at a later date.

ABSENCE

- Progress and the lack thereof clearly indicate that poor class attendance is the major reason for poor student performance.
- Class attendance will be monitored strictly throughout the year and may play a role in the determination of your final mark.
- **If you miss more than 25% of lectures, tutorials and practicals, the Department reserves the right to consider the module as incomplete (which means that you will fail the module even though your average may be higher than 50%).**
- Should you have to miss a class for reasons beyond your control, please remember that it is **your** responsibility to obtain the information and notes, and to catch up on the work missed.
- Should you be absent from a class during which an oral or written test takes place (whether it has been announced before the time or not!), you will automatically forfeit the marks unless you have a valid medical certificate.
- It is **your** responsibility to sort out in a responsible manner any possible clashes with other lectures, official excursions or tests and to notify your lecturer **well in advance**.
- Please note the **official start and end of lectures** and plan your holidays accordingly:

First term: 31 January to 18 March - Second term: 28 March to 13 May

Third term: 18 July to 2 September - Fourth term: 12 September to 21 October

- **Early or extended holidays are no valid reasons for your absence. Should you be absent during the first or last day of a term you will forfeit the marks of any assessment opportunities for this period.**

INCOMPLETE MODULES

- Please REMEMBER that **official tests** at the end of each term as well as the **oral** at the end of each semester are **compulsory** assessment opportunities. Should you miss one of these assessment opportunities, your result will be considered incomplete. This means that you will fail the module even if your average is higher than 50%. This rule is applied very strictly within the Department.
- Please REMEMBER that the French Section uses continuous evaluation; your work is assessed regularly during the academic year and every assessment opportunity counts towards your final mark. No examinations are written, only class and official term tests. Therefore, **no re-examination is possible, no second opportunities are granted and no Dean's examinations are considered**; these opportunities only apply to examination-based assessment.

TEST DATES

Please make sure that you know all the correct test dates. They are announced at the beginning of the year.

