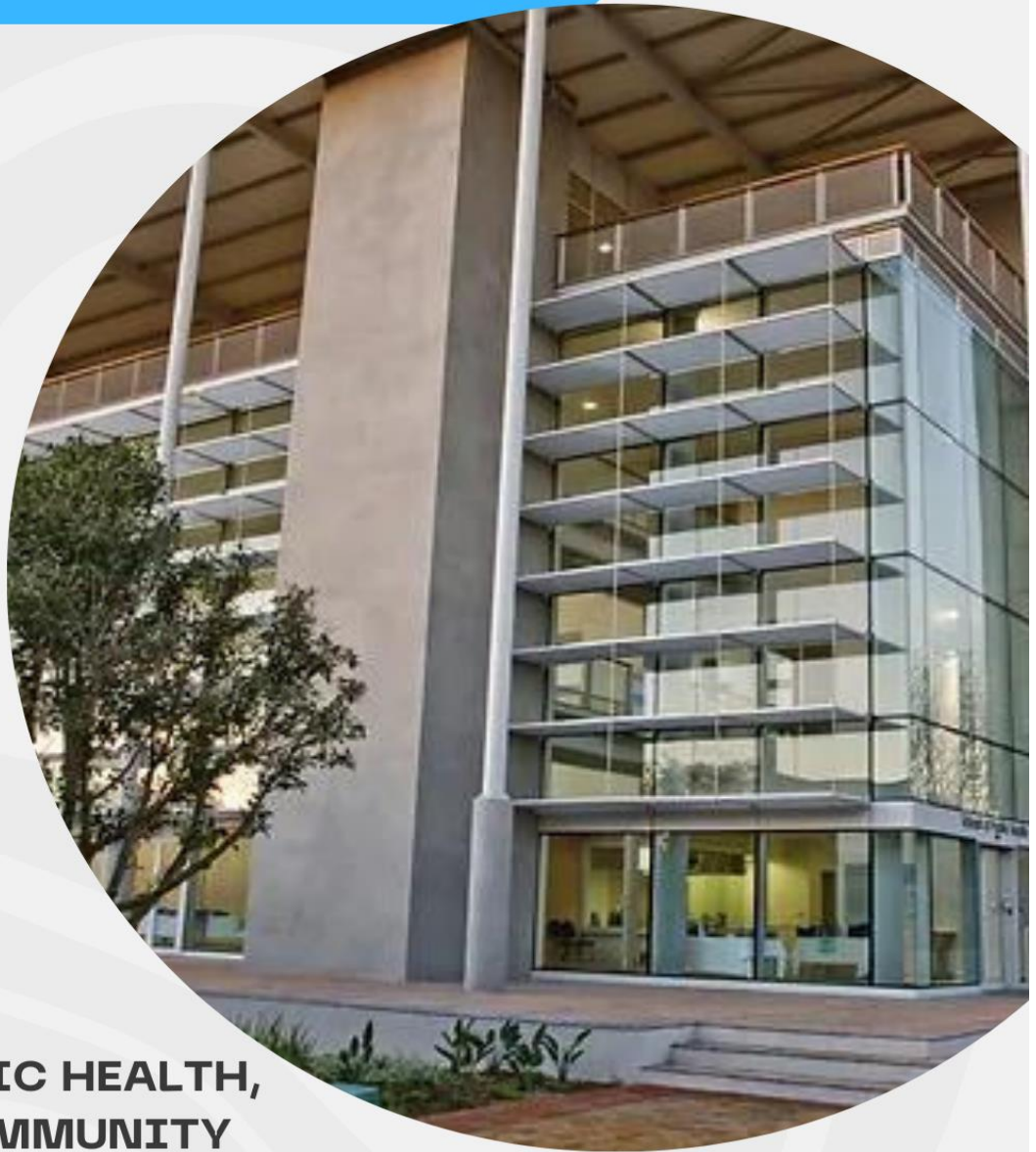# PROGRAMME HANDBOOK

2025

SCHOOL OF PUBLIC HEALTH, FACULTY OF COMMUNITY HEALTH SCIENCES, UWC

Robert Sobukwe Rd, Bellville, Cape Town, 7535

POSTGRADUATE PROGRAMME IN PUBLIC HEALTH

This handbook covers:

The Postgraduate Diploma in Public Health

The Master of Public Health

Last updated: 16 Dec 2024 (Nikki Schaay & Ziyanda Mwanda)

QUICK REFERENCE FOR ADMINISTRATIVE CONTACT	
SOPH STUDENT REGISTRATION & GENERAL COMMUNICATION	PGD: Bridget Basson (+27 21) 959 2536 MPH: Janine Kader (+27 21) 959 2591 PhD /pre-Doc studies: Corinne Carolissen (+27 21) 959 2166 Emails: soph-comm@uwc.ac.za or bbasson@uwc.ac.za / jkader@uwc.ac.za / ccarolissen@uwc.ac.za
FEES ACCOUNT ENQUIRIES STUDENT FINANCE	● For students based in South Africa: studaccount@uwc.ac.za (021) 959 3110/ 3108 or scm@uwc.ac.za (021) 959-4327 ● For students based outside South Africa: finance@uwc.ac.za (+27 21) 959 2479 / 3392 ● For online quotations and pro-forma invoices: https://quote.uwc.ac.za/default
FINANCIAL ASSISTANCE ENQUIRIES **Bursaries/Loans (for South African students)**	Bursaries - Mr Ebrian Johnson, UWC Financial Aid Office: ejohnson@uwc.ac.za ; (+27 21) 959 3338 or visit the website: https://www.uwc.ac.za/admission-and-financial-aid/fees-and-financial-aid Fundi - Working South African students can apply to finance their studies through FUNDI. Visit their website: www.fundi.co.za .
CHANGES OF ADDRESS	You may process it online, use the link: http://form.jotformpro.com/form/51512423251947
ACADEMIC TRANSCRIPTS & QUERIES	This includes the following: proof of registrations, letters of completion, course terminations, verifications: helpdesk@uwc.ac.za. Ensure that you have your full name, student number and ID/passport number included in the correspondence.

GRADUATION & CERTIFICATES	● General enquiries graduation@uwc.ac.za or (+27 21) 959 2537 / 4072 ● For information on the upcoming graduation: https://www.uwc.ac.za/study/academic-administration/graduation-information ● For students wanting to have certificates mailed from previous graduations please complete the link: https://forms.gle/eAMeo8f4tuGFQZ3j9 ● Replacement degrees: https://form.jotform.com/51512141759957
PUBLICATION OF RESULTS	Your results can be accessed from the UWC student portal: https://student.uwc.ac.za/ If your fees are in order, your results will be emailed to you. Information about the publication of results is available here: https://www.uwc.ac.za/study/academic-administration/publication-of-results
STUDENT HELPDESK	This is accessible through the UWC website and is a good place to start with any general queries you have: https://www.uwc.ac.za/study/academic-administration/student-administration-helpdesk
INTERNATIONAL STUDENT SERVICES OFFICE	For information on study permits: isso@uwc.ac.za, (+27 21) 959 2115 or visit the webpage: https://www.uwc.ac.za/admission-and-financial-aid/international-students/international-student-registration
ASSIGNMENT ENQUIRIES	For content or assignment queries, contact the relevant lecturer first and if there is no response, email the relevant student administrator listed on the assignment deadline schedule circulated on the communication sites. **For deadlines or any other administrative queries, please contact the Student Administrators.**

For further information contact:

The Student Administrator

**School of Public Health (SOPH) University of the Western Cape Private Bag X
17, Bellville, 7535, South Africa
Phone: (+27 21) 959 2809
E-mail: soph-comm@uwc.ac.za
Website**: https://soph.uwc.ac.za/

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1. WELCOME TO THE UNIVERSITY OF THE WESTERN CAPE

Mission Statement

The University of the Western Cape is a national university, alert to its African and international context as it strives to be a place of quality, a place to grow. It is committed to excellence in teaching, learning and research, to nurturing the cultural diversity of South Africa, and to responding in critical and creative ways to the needs of a society in transition. Drawing on its proud experience in the liberation struggle, the university is aware of a distinctive academic role in helping build an equitable and dynamic society.

In particular, it aims to:

Advance and protect the independence of academic enterprise

Design curricula and research programmes appropriate to its Southern African context

Further global perspectives among its staff and students, thereby strengthening intellectual life and contributing to South Africa's reintegration in the world community

Assist educationally disadvantaged students to gain access to higher education and succeed in their studies

Nurture and use the abilities of all in the university community

Develop effective structures and conventions of governance, which are democratic, transparent and accountable

Seek racial and gender equality and contribute to helping the historically marginalized participate fully in the life of the nation

Encourage and provide opportunities for lifelong learning through programmes and courses

Help conserve and explore the environmental and cultural resources of the southern African region, and to encourage a wide awareness of them in the community

Cooperate fully with other stakeholders to develop an excellent, and therefore transformed, higher education system.

Why don't you visit the university website at https://www.uwc.ac.za/

and learn a little more about your university and the educational opportunities that it offers? From the website, you can access the library, and all other services offered by the university.

2.   THE FACULTY OF COMMUNITY AND HEALTH SCIENCES

The School of Public Health is part of the Faculty of Community and Health Sciences (CHS). The Faculty includes departments of Occupational Therapy, Physiotherapy, Social Work, Natural Medicine, Dietetics and Nutrition, Sport, Recreation and Exercise Science, Nursing and Psychology.

In addition, the Faculty is responsible for the Student Health Service, the Institute of Counselling and the Institute of Child and Family Development.

This Faculty is committed to promoting and transforming health and welfare services in South Africa and further afield in the developing world, towards ensuring an equitable, efficient and effective system through excellence in education, research and community service.

The Dean of the Faculty is Prof Anthea Rhoda while Prof Uta Lehmann is the Director of the School of Public Health. To learn more about the Faculty, visit the website at https://www.uwc.ac.za/study/faculties-and-programmes/faculty-of-community-and-health-sciences/overview , under **Faculties** and choose **Community & Health Sciences**.

3. THE SCHOOL OF PUBLIC HEALTH (SOPH)

The **Vision** of the School of Public Health is to contribute to the optimal health of populations living in a healthy and sustainable environment in developing countries, particularly Africa, with access to an appropriate, high quality, comprehensive and equitable health system, based on a human rights approach.

The **Purpose** of the School is to contribute to developing policy-makers and implementers who are knowledgeable and skilled in the principles and practice of Public Health, whose practice is based on research, influenced by informed and active communities, and implemented with a commitment to equity social justice and human dignity.

The School was established in 1993 as the Public Health Programme (PHP) under the leadership of the late Emeritus Professor David Sanders, to strengthen education and research in Public Health and Primary Health Care at UWC and to build capacity in the health system. Since its inception, the SOPH has established itself as a significant and pioneering initiative in Public Health with increasing continental influence. Some of its key achievements have been:

a. providing continuing education opportunities for health and welfare professionals from South Africa and other parts of Africa;
b. establishing a substantial integrated research and service programme to which many of our students have contributed;
c. developing training manuals and materials arising from research and service work, for service providers;
d. providing a multi-level Postgraduate Programme in the field of Public Health, culminating in a Master of Public Health and doctoral studies in Public Health;
e. being designated a WHO Collaborating Centre for Research and Training in Human Resources for Health Development in 2004.
f. delivering a WHO-UWC Master of Public Health (MPH) specializing in Health Workforce Development from June 2009-March 2013 for participants from Ethiopia, Mozambique and Rwanda.
g. being awarded a SARChI Chair in Health Systems Complexity and Change in 2013, currently held by Prof Asha George, which will consolidate the position of UWC's School of Public Health as a world-class hub in the global South in this field and build the next generation of academics and researchers in the emerging field of health policy and systems research.
h. being awarded a second SARChI Chair in Health Systems Governance in 2015, held by Prof Helen Schneider, to build the field of health policy and systems research with particular focus on health systems governance.
i. being awarded an extramural MRC Unit in Health Services to Systems Research in 2015, led by Prof Helen Schneider.

Since May 2009, SOPH has occupied its own beautiful building on the west of UWC's campus. This was made possible through a generous grant from The Atlantic Philanthropies who have also been instrumental in supporting the work of the School since 2004.

Please visit the SOPH website for more information: https://soph.uwc.ac.za/school-of-public-health/

3.1 OUR POSTGRADUATE PROGRAMME

The School of Public Health has been in existence since 1994, when it introduced an MPhil in Public Health

which was open to all levels of health and allied health professionals, and those from other related fields. At that time, this was the first of its kind in South Africa. In 2000, the SOPH refined the education programme into a four level Postgraduate Programme in Public Health offered through contact and distance learning. It comprised a Postgraduate Certificate (PG Certificate) in Public Health, a Postgraduate Diploma (PG Diploma) in Public Health, a Master of Public Health (MPH) and a PhD in Public Health.

Over the years, the Postgraduate Programme has been reconfigured on a number of occasions in response to the requirements of the Department of Higher Education and Training in South Africa, shifts in the needs of the health system and a changing student profile. The most recent change concerns the MPH which has been re-circulated to cover a wider scope of content, and to provide more support in the area of research. This Master of Public Health was offered for the first time in 2013.

The Programme has been designed to enable health professionals to study Public Health while remaining in their professional posts, in response to the health workforce shortages in Africa. In line with international trends in Public Health training, the Programme is conceptually orientated towards the needs of Lower- and Middle-Income Country contexts, health sector reform and international health movements. It is at the same time alert to community involvement in health provision. Its pedagogy stresses practical application of knowledge and skills in the field *while* studying.

The key goals of the coursework are to equip graduates to:
- Identify, quantify and prioritise the health problems and needs of communities.
- Design, implement and evaluate comprehensive and participatory programmes aimed at countering these problems and meeting health needs.
- Communicate effectively with service providers and communities about Public Health and Primary Health Care.
- Demonstrate leadership in transforming the health and welfare systems of Africa.

The Programme is accessible to health, welfare and allied health professionals from all the provinces of South Africa, and to those from other countries on the African continent. To date, students have registered from South Africa, Namibia, Malawi, Uganda, Swaziland, Lesotho, Zambia, Zimbabwe, Botswana, Niger, Kenya, Nigeria, Ghana, Burkina Faso, Somalia, Central African Republic, Angola, Senegal, Rwanda, Tanzania, Mozambique, Cameroon, Ethiopia, Seychelles and occasionally by special arrangement, from countries beyond Africa.

4. STAFF OF THE SCHOOL OF PUBLIC HEALTH (SOPH)

Keeping regular contact with the SOPH student administrators and your lecturers is one of the keys to success when studying at a distance. There is a list of all our numbers at the end of the Programme Handbook. The administrative staff (Ms Corinne Carolissen, Ms Janine Kader and Ms Bridget Basson) are the main interface between you, the UWC and the SOPH co-ordinating most administrative aspects of the Progamme. School of Public Health (switchboard):

School of Public Health general enquiries: Ms Ntombomzi Buzani	(+27 21) 959 2809; soph-comm@uwc.ac.za
Ms Corinne Carolissen (PhD students)	-27 21) 959 2166; ccarolissen@uwc.ac.za
Ms Janine Kader (MPH students)	(+27 21) 959 2591; jkader@uwc.ac.za
Ms Bridget Basson (PGD students)	(+27 21) 959 2536; bbasson@uwc.ac.za

Save time by contacting the right person the first time around!

One of the imperatives of distance learning is contacting SOPH staff when you need them. Many students find the shift to distance learning difficult because they cannot reach lecturers when they need to discuss something. It is important to recognise that this is a two-way relationship: you need to be strategic and make sure your needs are heard.

You are encouraged to contact any of us when you need help. You will find our office and mobile numbers at the back of this Handbook. Our academic staff members are open to you calling them on their cell phones if you need assistance. It would, however, be appreciated if you made these calls before 20h30 and after 08h00.

Successful students are usually those who ask for help when they need it!

Try to save time and cost by contacting the right person straight away. Please take note of the SOPH staff members below who play important coordination and support roles within the academic programme.

IF YOU NEED INFORMATION ABOUT …	WHO TO CONTACT	CONTACT DETAILS (See other contact details at the end of this Handbook)
Postgraduate Diploma in Public Health: Administrative issues & queries (incl requests for extensions).	**Student Administrator:** Ms Bridget Basson	bbasson@uwc.ac.za
Postgraduate Diploma in Public Health: Academic issues & queries	**Programme Level Co-ordinator:** Dr Lungiswa Tsolekile	ltsolekile@uwc.ac.za
Master of Public Health: Administrative issues & queries (incl requests for extensions).	**Student Administrator:** Ms Janine Kader	jkader@uwc.ac.za
MPH Coursework: Academic Issues & queries	**Programme Level Co-ordinator** Dr Michelle De Jong	mdejong@uwc.ac.za
MPH Mini-Thesis:	**MPH Mini-thesis Co-ordinator:** Assoc Prof Hanani Tabana **Student Administrator:** Ms Corinne Carolissen	htabana@uwc.ac.za ccarolissen@uwc.ac.za
E-learning Technical Support	Ms Ziyanda Mwanda	amwanda@uwc.ac.za
Assignment queries relating to the content of the assessment at both PGD & MPH level.	The module convenor (ie. the academic staff member responsible for facilitating the module).	You will find their name on the homepage of the module site on iKamva.
Overall matters related to the School's academic programme.	**Senior Academic Programme Co-ordinator:** Dr Anam Nyembezi	anyembezi@uwc.ac.za

Remember that SOPH academic staff, like you, are busy people and their research takes them away from their desks regularly - sometimes to places that have poor connectivity. Here are some tips for how to get in contact with the academic staff member who you would like to communicate with:

Reaching academic staff members of the SOPH: some guidelines

Send an e-mail to the academic staff member.

Text or call the academic staff member's mobile. Don't forget to identify who you are and to leave your number slowly and clearly indicating which country you are calling from.

Leave a message with the Student Administrators asking the academic staff member to phone you back.

Call the SOPH receptionist at (+27 21) 959 2809 and leave a message with them for the academic staff member.

If you are repeatedly unable to reach an academic staff member, please contact the PGD or MPH Programme Co-ordinator.

Why not get to know the SOPH staff who are involved with our academic programme?

You will also find a list of all of the SOPH staff members and the local and international colleagues who are associated with the School. Here is the link to our website: https://soph.uwc.ac.za/school-of-public-health/staff
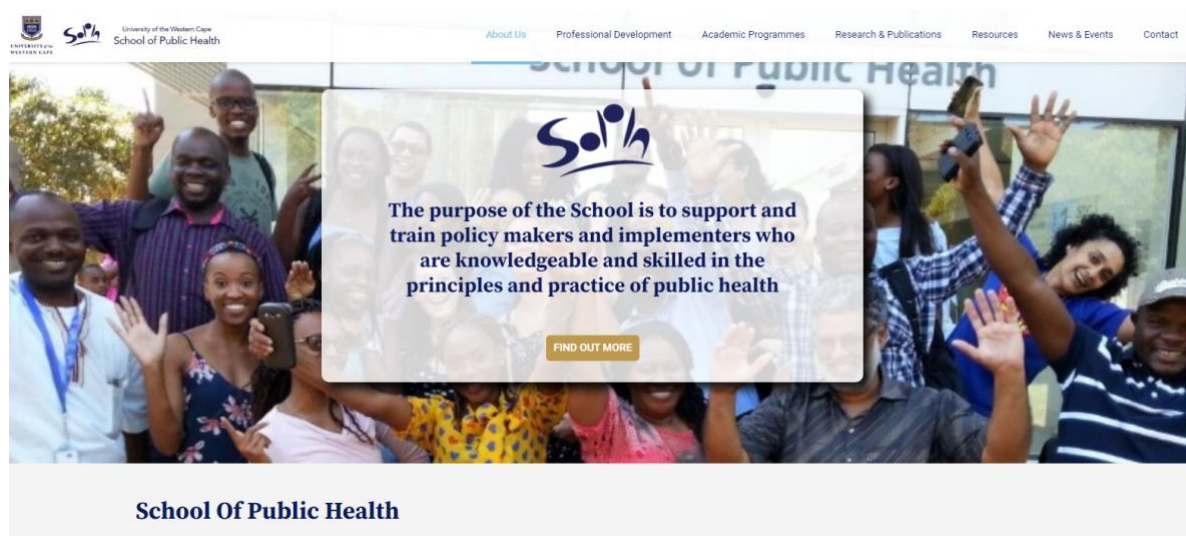
5. THE SOPH POSTGRADUATE PROGRAMME

Our programme has been designed to be as open and flexible as is viable for working professionals. Students are able to continue to work in the services while studying part-time.

5.1 DIAGRAM OF THE SOPH'S POSTGRADUATE PROGRAMME

Access to the next level is not automatic and is dependent on a student's performance.

Postgraduate Diploma in Public Health - NQF Level 8
(Six compulsory, core 20 credit coursework modules)

- Introducing Public Health: its Basis and Scope
- Descriptive Epidemiology
- Population Health and Development: A Primary Health Care Approach I
- Health Promotion for Public Health I
- Monitoring and Evaluation for Health Services Improvement I
- Management Strategies for the Public Health Services I

POSTGRADUATE DIPLOMA IN PUBLIC HEALTH (120 CREDITS)

Master of Public Health – NQF Level 9
(Eight modules - 6 compulsory & 2 electives, 15 credit coursework modules & 60 credit Mini-thesis)

- Population Health and Development: A Primary Health Care Approach II (Core)
- Measuring Health & Disease II Intermediate Epidemiology (Core)
- Management Strategies for the Public Health Services II (Core) Health Promotion for Public Health II (Core)
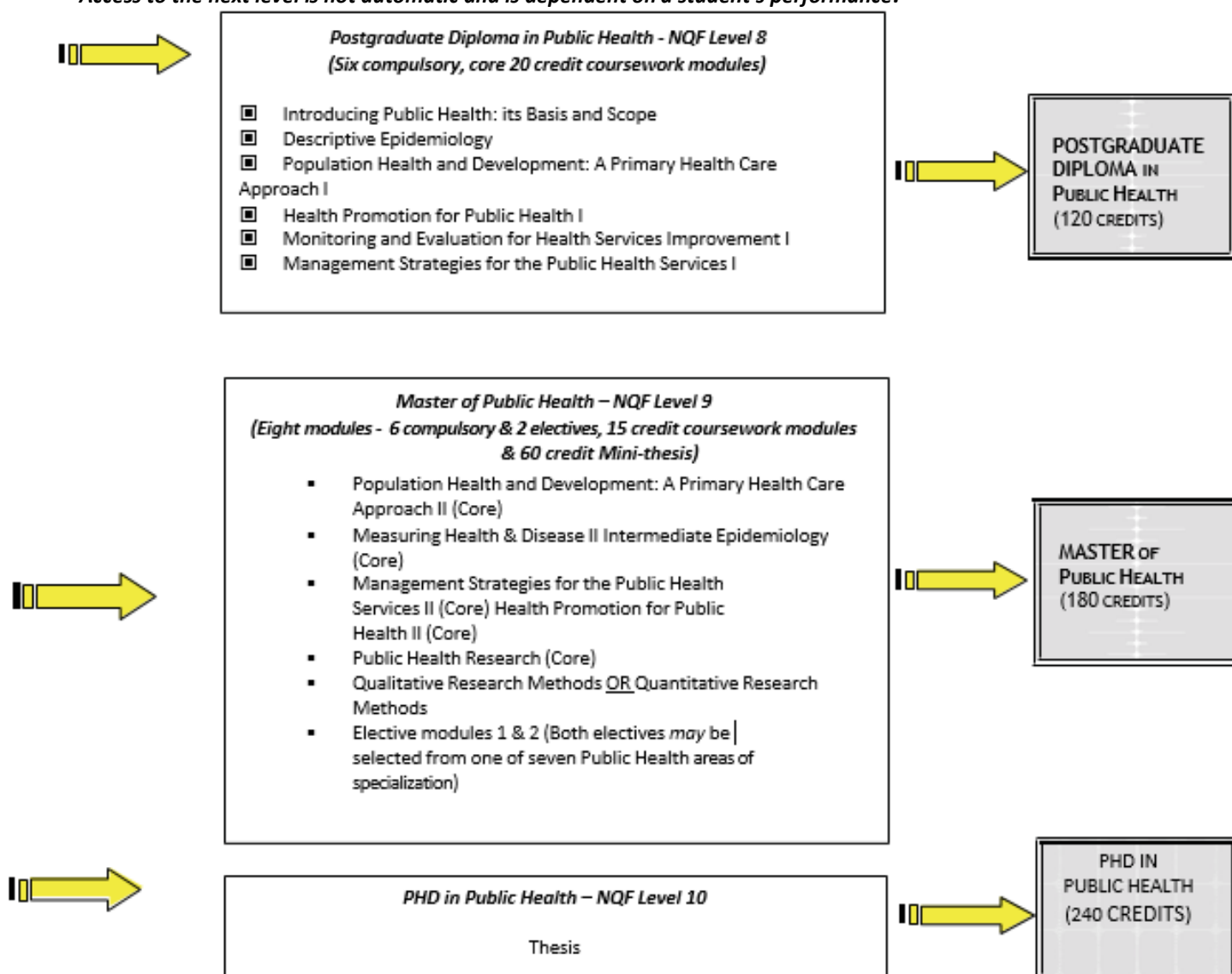- Public Health Research (Core)
- Qualitative Research Methods OR Quantitative Research Methods
- Elective modules 1 & 2 (Both electives *may be* selected from one of seven Public Health areas of specialization)

MASTER OF PUBLIC HEALTH (180 CREDITS)

PHD in Public Health – NQF Level 10

Thesis

PHD IN PUBLIC HEALTH (240 CREDITS)

5.2 MODE OF STUDY

The SOPH Postgraduate Programme is offered through a combination of e-learning materials written in the form of interactive study sessions and online sessions. Our modules are delivered online through iKamva, UWC's integrated on-line Learning Management System (a SAKAI e-learning platform).

Your study materials for each module will comprise a Module Guide, readings and additional materials. These will all be lodged on a module-specific site on iKamva. iKamva offers various electronic educational technologies to facilitate greater interactive engagement between you as a student and your SOPH module conveners and lecturers. These include things like asynchronous online discussion forums and synchronous (or real time) webinars. You will find more information on iKamva in Section 7 of this handbook.

5.3 DECIDING ON YOUR PACE OF STUDY

Deciding on the pace of your studies is probably the most important decision you are going to take at the start of your studies. How many modules you take per semester affects how long it will take you to complete your qualification. Since you will be continuing to work while you study, and in most cases, managing family life as well, you will need good time management skills, strong family and workplace support, as well as a dedication to *stay on the course*. Although distance learning is demanding, the open-learning nature of this Programme

allows you to make <u>some</u> choices regarding the pace at which you study. Options regarding pace of study are outlined in the Postgraduate Diploma and MPH sections of this Handbook.

The workloads for all the qualifications in this Programme are substantial. You will probably have to find 15-20 hours of study time per week during university semesters. We suggest you thus work out realistically how much time you have available and select your study load accordingly. The University, however, prescribes the minimum number of modules you may take in order to ensure that you complete the programme within the required period. More information about your pace of study is offered in the sections on each qualification.

You are welcome to consult the MPH or Postgraduate Diploma Coordinator regarding your pace of study and in relation to the MPH: the selection of modules.

Other students' experience of studying part-time:

Students taking four and more modules in one year have said that it requires you to sacrifice all social events, work late into the night, and keep sharply focused on your study goals. This probably also means that you tend to neglect family commitments and this can add tension to your life. Many mature students have multiple responsibilities as breadwinners, parents, and caregivers to older parents. It may therefore be better to commit yourself to a slower pace of study. Please take a good hard look at your own situation: no one but you can make this decision!

These students' experiences bear this out:

> *"I would strongly advise health professionals who are working to think carefully about how many modules they take. I registered for six modules because I wanted to get on with the Masters. But I had to attend a number of workshops for my job; also we drive at least two hours every day to meet the communities we serve. We return very tired. As a result, I dropped two modules and failed one, and now I have to pay twice for my modules. This has been discouraging, and I feel it does not really reflect my academic ability."*

> *"I did not take into account that my family commitments and cultural activities would take up so much time this past year. Although I passed, I did not need to go through so much stress. If I knew what it would be like, I would have taken it over three years."*

Many health professionals on the programme have chosen to study at a slower pace. This certainly pays off in terms of their engagement with the programme and the quality of work they produce; it also reduces their stress levels. But have no doubt, it still requires good time-management! If you are in any doubt about the workload, discuss it with one of the Student Administrators or the level coordinator of your programme. Misjudging your time could result in you falling behind with assignments, dropping a module and thereby wasting fees, becoming demotivated or causing yourself unnecessary stress.

5.4 SUMMER SCHOOL PROGRAMME

For many years SOPH's face to face or contact sessions, which introduced the key aspects of our modules to students, were held at our annual Summer and Winter Schools at the SOPH, UWC campus in Cape Town. Our Summer School programme is now facilitated entirely online. It will take place in February/March and will complement the first semester modules. Our Winter School programme, which previously complemented the second semester modules, is currently being re-configured and so is not offered at present.

Our summer school programme in February - March.

The programme for this will be outlined in our *orientation letter* which we will be sending to you in late December.

Academic skills-building sessions (eg. academic reading, writing and referencing) are also held during (or just after) the Summer School period.

We strongly encourage you to attend these sessions if you are a first-year student. These will assist you a lot in preparing for your assignments.

Although it is optional to attend Summer School (given your work and other commitments – we understand that you are busy), we **strongly recommend** the following:

- if you are enrolled in the MPH programme: *Measuring Health and Disease II (MPH 1st year),* and *Quantitative and Qualitative Research Methods (MPH, 2nd year).*
- If you are enrolled in the PGD (1st year) - we strongly recommend that you attend the *Descriptive Epidemiology* course.

There are no additional costs associated with Summer School

As a registered student, you are entitled (without payment of extra fees) to attend Summer School and the academic skills-building sessions associated with it.

6. ADMINISTRATIVE MATTERS

6.1 PAYMENT PROCESS AND STARTING YOUR STUDIES

First year students:

For those in their first year with us, the SOPH will process the registration of all first year PGD and MPH students. So please do not do it yourself - we will do it for you! If you have any queries about this, please email Janine Kader for assistance (Email: soph-comm@uwc.ac.za).

Students in their second, third and fourth years:

Please register yourself online as per UWC Online registration guide found on the UWC website: https://www.uwc.ac.za/study/academic-administration/registration

Bear in mind that delayed payment delays the start of your studies. Aim to be registered and have access to your study material in the first week of February - so that you can familiarize yourself with the study materials in preparation for Summer School and your first assignments. This means that your fees *ideally* ought to be paid in December of the current year - and at the very latest by mid-January of the year in which you are studying. All of these processes take time, so please read the following carefully so as to avoid creating delays in your studies, and increasing your anxiety.

- You will receive your student number from admissions@uwc.ac.za. It will be different from your applicant number. Please email Janine if you have not received it by mid-December.
- If you have not submitted your SAQA Certificate, a student number cannot be generated.
- A separate memo detailing the registration process has been sent to you. We suggest that you read that carefully as well.
- If you change your mind about one of the modules *after* you are registered, there are two further opportunities to make changes: please see Section 6.4 of this

handbook

- Please be aware that you must register *every* year that you study, and you must please inform the Student Administrators if you do not intend to study for a year.

Study Permits:

By law, all international students intending to travel to the Republic of South Africa for the purposes of studying (whether remotely or face to face) are required to apply for a valid study permit as well as a medical cover from a South African registered Medical Aid Scheme.

IN SUMMARY, DON'T FORGET TO …

- Pay your **minimum initial fees** as soon as possible.
- When you deposit fees, make sure that your surname, initial and Student Number are on the bank deposit form otherwise your payment cannot be allocated to your account.
- Keep a copy of your receipt of payment, and all transactions and communication with SOPH and the University.
- Scan a copy of these receipts and send them to the Student Administrator (Email: soph-comm@uwc.ac.za) at SOPH as soon as possible.

6.2 FEES AND BANKING DETAILS

Pay your initial minimum fees before the end of the previous year of study:

It is risky to wait until January to pay your fees. Firstly, the December holidays and the start of a new year is an expensive time for many of us. Secondly, SOPH cannot register you without having first received your study fees. Thirdly, you will not be able to access your study materials if you have not paid your fees and registered. Finally, nothing will be processed at UWC from 23 December − 2 Jan. So please try to make payment before **mid January** to avoid delays.

International students with African Country Citizenship:

All students who have permanent citizenship of an African country will pay the same tuition fees as South African citizens, unless the modules for which they are enrolling are offered at a higher fee, e.g. nutrition modules.

International students without African Country Citizenship:

International students without citizenship of an African country will be required to pay the international fees as published by UWC. This amount is much higher than the African citizen fees.

Fee payment by international students:

Both categories of international students are required to pay the full tuition upfront, for every year of registration. The registration fee is payable annually.

All students should budget for the following costs:

- ❖ Registration and Tuition Fees (the latter will be per module)
- ❖ Bank charges for transferring their fees to UWC
- ❖ Mini-thesis related fees (including the annual penalty fees you will need to pay if you take longer than the allocated period)

For your mini-thesis it is also a good idea to budget for a professional proof-reader to edit your mini-thesis before you submit it for examination. Examiner's often pick up grammatical and spelling mistakes which they inevitably recommend be corrected before you submit the final version to UWC for dissemination. It is thus easier to have a professional proof-reader give your mini-thesis a good edit *before* you submit for examination, so that it does not delay you after its been examined.

- ❖ Prescribed books (if applicable to the modules you are taking).

Note: please see the more detailed correspondence about fees that will be circulated. It will contain important information about the actual cost of the various components of the programme you have been accepted in – along with the necessary UWC bank details.

Bank charges:

Please take note that YOU must pay bank charges when you make any payment. Ask the bank what the charges will be. If you do not ensure this is paid, it will appear as a fees deficit. Use the Applicant Number from your Online Application as a reference for all further transactions until you receive a Student Number.

DEPOSIT YOUR REGISTRATION & TUITION FEES DIRECTLY INTO THE FOLLOWING UWC ACCOUNT:

UWC Banking Details for REGISTRATION AND TUITION FEES ONLY

Bank	ABSA Bank
Name of Account	UWC STUDENT DEPOSIT ACCOUNT
Account Number	40 4960 4740
Branch	Public Sector Western Cape
Branch Code	632005
Branch Address	1st Floor, Tygerpark 4, Willie Van Schoor Drive, Bellville, 7530 South Africa
Swift code	ABSAZAJJ
Beneficiary/ Deposit Reference	Student Number, your initials and surname only eg. [654321 AB CUTHBERT] *Please remember to use your student number (and not your application number) as your reference.*

Please be aware that you will be responsible for any bank charges that accrue as a result of you making this payment to UWC.

PLEASE THEN SEND IN YOUR PROOF OF PAYMENT (POP) TO UWC & SOPH

Here are some important guidelines to adhere to when sending in your POP:

- Email the proof of payment for your fees - using your UWC student email address to finance@uwc.ac.za AND soph-comm@uwc.ac.za to ensure accurate and timeous processing of your payment.
- We ask that you use your UWC student email address from now on when communicating with SOPH and anyone else within UWC - as this is a formal requirement and practice of the University in terms of correspondence.
- Students who do not have an active UWC student email address as yet may send their proof of payments to finance@uwc.ac.za and soph-comm@uwc.ac.za. Please include the following information in your correspondence:
  - student number,

- first name & surname, and
- your contact details (eg. a mobile number).
- Non-UWC student emails usually go into the spam folder.

International students:

Please note that in addition to sending your proof of payment to the SOPH (Email: soph-comm.ac.za) you must also send proof of payment to the University's Finance Foreign Payment section in order for your payment to be traced. This will ensure that there is no delay in your monies appearing in your student account.

Here are the contact details of the UWC Finance Foreign Payment section:
Telephone: 27 21 959 2479/ 959 3392
Email address: finance@uwc.ac.za & fbaradien@uwc.ac.za

> **Please note**: At this time of year, Finance is busy with residential students; if you do not fulfil these processes, your application will remain in a bank account unnoticed. *So please take the above guidelines seriously*.

6.3 FINANCIAL ASSISTANCE

Bursaries:

Applications for bursary assistance and for more information on scholarships can be made through Mr Ebrian Johnson from the UWC Financial Aid Office, (+27 21) 959 3338 or ejohnson@uwc.ac.za.

Loans:

Working South African students can apply to finance their studies through FUNDI. For more information, visit their website at www.fundi.co.za .

6.4 AMENDING YOUR ENROLMENT OR CANCELLING REGISTRATION

Once you have paid your fees, and registered for your modules, your study materials will be accessible on iKamva (including an *Academic Handbook*). You will then be committed to paying for all the modules, unless you formally withdraw by the date specified below. Send written requests to de-register to the Student Administrators at SOPH.

If you find that you have over-committed yourself, you can formally de-register by the relevant due date. There are two very good reasons to formally de-register:

- You can save on fees if you send your notice to de-register to the student administrators in time. If you miss the official dates, you will still be liable for fees for the modules you registered for, even if you do not complete them.
- If you formally deregister in time, these modules will not appear as an "*incomplete*" on your academic record.
  Please also be aware that if you decide in the course of a year that you are not able to study in the following year (for whatever reason), you must notify the SOPH Student Administrators in writing by mid-November of that year by completing a leave of absence form.

If you do not apply for such a leave of absence you will have to re-apply to the programme the following year by doing an online application. Re-applications should be with us by the SOPH deadline for applications.

Please do not overlook this process – it can be costly if you miss these deadlines!

6.5 REGISTERING IN YOUR SECOND AND SUBSEQUENT YEARS

Once registered, you do not have to fill in another Application Form unless you suspend your studies for a year. You must, however, complete your online registration for each year you study and pay the Registration Fee.

How long can you take to complete your qualification?

The rules under which you register will apply throughout your studies, unless rules change during the course of your studies. In this case, you will be asked whether you wish to change to the revised rules or remain on those under which you first registered.

The rules indicating how long you may take on each of the qualifications are outlined in this section of the SOPH Programme Handbook.

What happens if you do not fulfil the progress rules?

The academic rules also specify *Rules of Progress* which indicate the minimum number of modules you must pass per year. If you do not comply with the progress rules, which you will find under the relevant qualification below, you will be academically excluded; you must then submit a *Letter of Motivation* to SOPH. Your explanation and motivation will be considered by a team within the SOPH and based on the merits of your case and your progress to date your request supported or declined by SOPH. Re-admission applications will be submitted to the Faculty and Senate Higher Degrees Committees who may or may not give the final approval. Fee penalties will be applicable.

We ask that you take note of the following progress rule *BEFORE* you embark on your studies - so that you are not surprised if you are unable to proceed to the next year:

	Expected completion time	Progress Rules
Postgraduate Diploma in Public Health	2 years	You must have 40 credits (ie. 2 modules of 20 credits each) at the end of year 1 to proceed to year 2.
Master of Public Health	3 years Note: from the 4th year (and any additional year taken to complete your MPH) you will be obliged to pay for: registration, and the Mini-thesis penalty fee for each subsequent year beyond the first three.	You must have 45 credits (3 modules) by the end of Year 1, and 75 credits (5 modules) by the end of year 2.

Please note that it is usually the mini-thesis which delays students' completion of the MPH. If you would like to take a look at these progress rules, please access them from the UWC website, or request them from our Student Administrators.

WHAT TO DO IN THE FOLLOWING SITUATIONS …
You have been academically excluded because you do not have enough credits to progress: Submit a motivation to SOPH immediately after receiving your results. SOPH will consider the application and

submit it to the Faculty and Senate Higher Degrees Committee, whose decision is final.

You have not finished your MPH in 3 years: Write a progress report with a motivation letter and include realistic timelines to completion to SOPH <u>by October.</u> it will be submitted to the Faculty and Senate Higher Degrees Committee; if they accept it, **you must pay a mini-thesis penalty fee for the 4th and any additional year.** After a 4th year, you are unlikely to be accepted back into the programme.

You wish to suspend your studies for a year: Motivate to SOPH in writing by November why you need a leave of absence; a year later, make an online application before the SOPH deadline for applications for reinstatement.

You have taken a year's break (or more) between qualifications, and want to apply for a higher qualification: Follow the usual Application procedures by the due date. Your application will be considered by a SOPH Selection Committee alongside other *applicants.*

Approval to resume studies is at the discretion of the SOPH and the Faculty of Community and Health Sciences and UWC Senate Higher Degrees Committee.

6.6 GETTING YOUR STUDENT CARD

Each registered student at UWC is entitled to a student card. This card is required to enter the UWC campus, the UWC library, the Postgraduate Centre on Level 13 of the UWC Library and other facilities available on campus.

However, given most of our students are based outside of Cape Town, and are still able to make use of the UWC library (online), it is unlikely that you will need a student card.

If you do live in the Cape Town area and would like a student card, it would be best to take a look at the UWC website and get in contact with the University Administration who are responsible for issuing student cards. SOPH is not able to create cards for students as this function is centralised within the University.

6.7 MODULE EVALUATIONS

At the end of each semester, we ask students to evaluate the modules they have studied, as well as SOPH's administration and support to students. We use this feedback to improve the modules and the support we offer. We urge you to respond when asked for feedback as it assists us improve our teaching and is an important indicator in the quality assurance system for higher education institutions in South Africa.

We take your reflections and recommendations very seriously and so would very much appreciate it if you could be a part of the student group that does provide us with constructive criticism and feedback. From time to time we ask that our students participate in a survey - and we would like to urge you to participate in these because it helps us to understand your specific capacity building or learning needs and how we can improve aspects of our PGD and MPH programmes.

6.8 USING YOUR UWC STUDENT E-MAIL ADDRESS i.e. GMAIL

For all your correspondence related to your studies with SOPH and UWC you will need to use your UWC Gmail account. The SOPH and the University only correspond with students via their UWC Gmail account.

We often find that students don't take this seriously and then are alarmed that they have missed out on *a whole lot of useful information and some nice opportunities - and important assignment and reporting*

deadlines. Please try to avoid being one of these students!

This Gmail address will be assigned to you by UWC using your student number. It will take this format: **studentnumber@myuwc.ac.za.** If you were a student at UWC before, your student number will remain the same. Some of you may already be using Gmail, so this will be <u>a second gmail address</u>.

Using Gmail will have some distinct advantages: it allows you to use educational Google applications that you will find beneficial as a student (such as Google Drive for free cloud storage). The following are also general advantages which you can anticipate when using Gmail:

- Each mailbox will be provisioned with 30 GB of space.
- Gmail is part of the total Google Apps package which you can then access.
- You will be connected to Google Calendar which allows easy coordination of schedules or events online.
- Google Docs allows you and others to create and collaborate on documents together at the same time.
- If you save documents you are busy with on Google Drive, it will be easier to access your files either "in the cloud" or on your mobile device.
- Most Android Smart phones and Tablets have the Gmail application pre- installed and it only requires a few steps to configure in order to access your Gmail.
- Gmail has an excellent built-in anti-spam feature.

As a UWC student, and ambassador of the university, the Director of IT has requested that you observe and adhere to the policies and security measures associated with your Gmail account.

How to access to your new Gmail and Google Apps Account

1. Go to the UWC PORTAL and select the Email link at the top of the web page; or alternatively select the following link:
   http://www.uwc.ac.za/Pages/Email.aspx#.Uf-ssZIwfzw

2. Select the Gmail icon, which will direct you to the Student Gmail Login Page. *Alternatively* access the Google Apps (Gmail) account Login Page directly selecting the following link:
   https://www.google.com/a/myuwc.ac.za

HOW TO SIGN IN TO YOUR NEW GOOGLE APPS (GMAIL) ACCOUNT

Email address:
your student number@myuwc.ac.za
Username: *your student number*@myuwc.ac.za
Password:
For non-South African students, your Date of Birth (D.O.B) in the format
<YYYYMMDD> as your password.
For example, if your date of birth is 8 June 1987, your password will be
19870608.
If your D.O.B does not work, please use this as a password: **!St** followed by
your ID or passport number.
Then select the *Sign In* button
 For South African students, use your 13digit ID number.
3.   Then, select the **"Sign In"** button.

IF YOU WANT TO CHANGE YOUR PASSWORD

Select the down arrow next to your email address in the top right-hand corner of the webpage.

This will expand into the account management dialogue box. Select *Account*

The Account Web Page is generated. Select *Manage Security*, under the password heading.

Google generates the security webpage. Select *Change Password.*

The Password Self Service screen is generated. Under username enter your student number and your D.O.B as current password. Select the *Login* button, and proceed to change your password.

NOTE: A preferred complex password would contain both uppercase letters (eg. ABC), and lower case letters (eg. abc), a special character (eg. !@#) and be alphanumeric ie. contain both letters and numbers (eg. Kokerboom*321).

This second password change is for your own protection!

It ensures that your student gmail correspondence remains strictly private - as you are the only person that knows your new password.

6.9   KEEPING IN CONTACT WITH US IS REALLY <u>YOUR</u> RESPONSIBILITY!

It is of the utmost importance, a UWC rule in fact, that you use your UWC gmail address (and not your personal or work email address) for all your communication related to your studies.

Your UWC email is the email that we will be corresponding with you during the course of your studies.

Without checking into your UWC gmail account on a very regular basis, you may miss out on crucial programme information. Should you experience problems in accessing your student email, please contact servicedesk@uwc.ac.za and provide them with your student number and date of birth (South African citizens) or passport number (non-South African citizens).

7. RESOURCES AND STUDENT SUPPORT AVAILABLE TO YOU

During the course of your studies we provide you with an array of resources to support your learning. These include:

- Module guides
- Readings (core and additional) linked to each module
- The SOPH Academic Handbook
- Summer school sessions (at the start of Semester 1) and webinars during the course of the semester for each module (in both Semester 1 and 2).
- Discussion Forums (non-synchronous)
- Contact with the Module Convenor/Lecturer (in-person, by phone or by e-mail)
- UWC Division for Postgraduate Studies (DPS) incl (PET Project - Postgraduate Enrolment and Throughput Project) for academic support including training in
  the development of academic skills.
- Contact and engagement with your fellow students - which we anticipate you will find as a rich resource in the process of your learning.

We explore each one of the above resources in some detail below.

7.1 LEARNING RESOURCES

Module guides on iKamva:

You will mainly study through iKamva, the UWC electronic learning platform in which Module Guides, Readings and Additional Materials will be posted; and in specific cases, a prescribed book. The Readings are cross-referenced from the Study Sessions in the Module Guide. At the beginning of each Module Guide, you'll find a Module Introduction outlining the course and contact details of the Module Convenor/Lecturer. In most modules, you will also find the assignments in the Module Introduction unless otherwise directed.

Once you are registered you will also receive access to an electronic copy of the *SOPH Academic Handbook* which focuses on academic skills and provides you with some guidance and strategies for active learning.

It will be beneficial for you if you read this handbook as soon as you are registered - and before you get deeper into your studies. It introduces you to the world of part-time studies and what systems would be good to put in place to support your studies next year.

Additional learning resources for each module:

All study materials will be on the iKamva learning platform. Note that some of the modules also require you to buy prescribed books which are noted in the introductory section of the respective modules.

Prescribed books:

PG Diploma in Public Health

There are **two** prescribed books that you will need for your PGD studies. They are listed in the table below. The prescribed book for the Population, Health and Development I module is freely available online. However, should you want to purchase a hard copy of this book, the cost is R200 plus a courier fee which needs to be paid into the *SOPH bank account*, not the UWC one. Please c*ontact soph-comm@uwc.ac.za for the SOPH bank details and the relevant courier fee payable.*

Please take note that you will have to order the other prescribed book yourself and we suggest you do this immediately given the delivery of books can take approximately 4 weeks, even via the internet.

PG DIPLOMA IN PUBLIC HEALTH: PRESCRIBED BOOKS	
Module	**Book**
Introduction to Public Health	Lucas, AO & Gilles, HM. (2004). *Short Textbook of Public Health Medicine for the Tropics*. 4th Edition. London: Arnold Publishers. Here is an example of its availability on Amazon: https://www.amazon.com/Textbook-Public-Health-Medicine-Tropics/dp/0340759887 You will need to purchase this book yourself.

Population Health and Development I: A Primary Health Care Approach	Werner, D. & Sanders, D. (1997). *Questioning the Solution: The Politics of Primary Health Care and Child Survival*. Palo Alto, California: Health Wrights Download a free PDF copy of the book from here: http://www.healthwrights.org/books/questioning-the-solution/ Alternatively, you can purchase a hard copy of the book from SOPH (see previous information).

Master of Public Health: Prescribed Books

Students are required to access the following three prescribed books (see table below) – with 2 of the 3 prescribed publications requiring that you purchase them yourself.   Please be aware that the books you have to purchase might be available in an e-version and you might find that an easier option to consider.

If you choose to purchase a paper version of the books, please order these as soon as possible given the delivery of books can take approximately 4 weeks, even if you have purchased it from an online provider.

MASTER OF PUBLIC HEALTH PRESCRIBED BOOKS	
Module	**Book**
Population Health and Development II: A Primary Health Care Approach	Sanders, D., De Ceukelaire, W & Hutton, B. (2023). 2nd Edition. *The Struggle for Health: Medicine and the politics of underdevelopment*. Oxford: Oxford University Press. Download a free PDF copy of the book from here: https://soph.uwc.ac.za/news/the-struggle-for-health-2nd-edition-oxford-university-press-2023/
Management Strategies for Public Health II	Mintzberg, H. (2009). *Managing.* San Francisco, CA: Berrett-Koehler Publishers.
Public Health Research	Robson, C. & McCartan, K. (2016). *Real World Research. 4th Edition*. West Sussex, UK: John Wiley and Co.
Qualitative Research Methods	Robson, C. & McCartan, K. (2016). *Real World Research. 4th Edition*. A West Sussex, UK: John Wiley and Co.
Quantitative Research Methods	A 2003 open source workbook published by the IDRC: Designing and Conducting Health Systems Research Projects Volume I: Proposal Development and Fieldwork by Corlien M. Varkevisser, Indra Pathmanathan & Ann Brownlee.

It is important to bear in mind that at a postgraduate level, **you are expected to read beyond the basic reference materials provided.** You will be given references for further reading (eg. journal articles, chapters of books, websites and videos) in the various module guides and we really do expect you to explore these.

Using the Internet:

For all your MPH modules you will be required to search for some of the necessary literature over the Internet. The module convenor will provide you with the website links to use to search for overall core module articles

and articles specific to the module sessions. You will need to go to these websites and download the prescribed articles.

A few tips to start off with:

- It is often better to copy and paste the URL link into an internet web search and then follow the search for an article rather than click on a highlighted link provided in the module guide or session notes.
- Apart from searching for articles that have been prescribed for your module, you will need to be able to independently search for relevant literature. For example in the *Public Health Research* module (Assignment 2), you write the assignment on a potential research topic of your choice. For the literature review section of the assignment, you will need to use the methods in which you will be trained during the PHR module to search on the Internet for literature and materials for your own specific literature review.
- At the start of your studies, it is best to find a place where you can have very regular and uninterrupted access to the internet.
- The UWC Library website is very helpful resource to use in searching for academic literature, as is Google Scholar and a search engine called PubMed. There are several other search engines that exist. You can use the methods you will learn during your PHR module to do your literature searches via internet search engines. Don't be daunted by this, you will receive training and practice in doing this, during your MPH course.

7.2 ATTENDING SUMMER SCHOOL

As we mentioned in Section 5.4, a good way to kick start your studies is to attend our Summer School. Each Summer School covers some of the content of the related module. Attending Summer School is not compulsory but we do strongly encourage our students to attend it if they can.

If your time is limited we specifically recommend you attend these courses: *Descriptive Epidemiology* (PG Diploma) and for the MPH courses - *Measuring Health & Disease II* and for the research courses *Qualitative and Quantitative Research Methods*.

7.3 TAKING ADVANTAGE OF LECTURER SUPPORT

Contacting your Module Conveners/Lecturers:

Should you have any difficulties with a module - or have questions you would like to ask the Module Convenor/Lecturer we encourage and anticipate that you will contact them. Unlike an under-graduate degree (where the classes are often very large and a lecturer might be too busy to offer individual consultations to their students), our post-graduate programme offers smaller classes and follows adult learning principles - one of which is self-direction.

Thus, we encourage your active engagement with the Module Convenors/Lecturers as you progress through your studies at the SOPH. Their contact details are provided at the end of this Handbook and on each of the module sites.

Submitting draft assignments:

Another important way to get support is to prepare a short draft of your assignment and to send it to your lecturer on the due date listed on an Assignment Schedule which will be sent to you by the Student Administrators in the new year. This process has been designed to give you feedback before you need to complete and submit your final assignment. A draft can simply be an outline of what you are planning to do. It is a good way to check that your understanding of an assignment task and its requirements is on track. You can then use the feedback you receive from the Lecturer to finalise your assignment.

One important point about draft assignments is that we do not accept late submissions or grant extensions - so you only have one opportunity to hand in a draft assignment on the scheduled date. Allow 14 days for your

lecturer to return your draft assignment with their feedback to you. There is more information about submitting draft assignments in Section 8 of this handbook.

Forming a student study group or network:

Study groups or peer groups have been shown to be powerful mechanisms for enhancing learning and sustaining motivation while studying part-time and online. At the start of the first Semester we set up a *WhatsApp* group for new students starting their PGD, and another *WhatsApp* group for new students starting their MPH.

Module Conveners/Lecturers and Student Administrators are members of these *WhatsApp* groups from the start - to be able to respond to the many questions we find students inevitably have as they start their studies. We are in the process of deciding whether to exit these groups after Summer School (something we have always done in the past) and thus leaving the facilitation of these two groups in your hands as fellow students - or to remain in the groups and use them as an announcement platform for SOPH to communicate with all new PGD and MPH students. More on that decision in Summer School!

You might be interested to know that some students in the past have found it useful to form a study group and meet as peers for mutual academic support. We encourage you to use all the opportunities we provide to engage and learn from your fellow students through, for example, the summer school sessions, the webinars that are held during each semester, and the online discussion forums or paired tasks that some modules request you to do.

Please be aware that setting up a peer-learning group with your fellow students, does <u>not</u> include writing your assignments together, or copying some or all of the text of a previous student's assignment. These types of actions are considered as being academically dishonest. We talk more about this in Section 8.4 of this Handbook. As mentioned previously, we run a session on the topic of academic integrity in Summer School and encourage you to attend. You don't <u>ever</u> want to be, or be caught out for being, academically dishonest by the School. It will have grave implications for your future as a student with us and within the UWC scholarly environment.

7.4   DEVELOPING YOUR ACADEMIC LITERACIES

While studying at SOPH, you are encouraged to improve your ability to read academic texts, write in an academic manner and develop many other academic skills which will help you to succeed as a postgraduate student.

To improve your academic reading and writing skills we encourage you to make use of the following resources that are available to you:

- Please do not be shy to ask for help when you need it from the Module Convenor/Lecturer (for example, by submitting draft assignments and using their feedback to guide you to improve your final assignment).
- Read the *SOPH Academic Handbook* which will be accessible to you when you are registered as a UWC student.
- Visit the *SOPH Academic Skills site* on iKamva - which will also be accessible to you when you are a registered student.
- Attend the academic skills sessions offered at Summer School - these can be fun, interactive and a place where you can ask lots of questions of the facilitator.
- Please contact UWC's postgraduate academic development division called the Division for Postgraduate Studies. You will find their details in the next section.

7.4.1 Research Development and Postgraduate Support Office

If you are an MPH student and busy with your mini-thesis or final MPH project research – and believe

that you could benefit from additional support in relation to the quality of your academic writing, then we would encourage you to make contact with the Research Development and Postgraduate Support (RDPS) Office.

They offer virtual mentoring to registered UWC postgraduate students and provide writing and statistics coaches to assist postgraduate students with their writing and their quantitative research methodology. The coaches obviously do not replace your Supervisor, or do the writing and the research for you - they will, however, be able to offer the following services to you as a postgraduate student:

DUTIES OF WRITING COACHES

- Conduct a one-on-one academic interaction with postgraduate students on general academic writing skills.
- Provide comprehensive assistance in writing skills within the context of organised, logical and coherent presentations of research proposals and theses.
- Assist postgraduate students on supervisor's comments in proposals or thesis drafts.

DUTIES OF STATISTICAL COACHES

- Assistance with the development of data collection tools (surveys, questionnaires, etc)
- Data preparation and cleaning:
- Master sheet preparation, coding and labelling
- Data cleaning
- Assist with data analysis
- Use of data analysis software: SPSS and AtlasTi.

You can find out more about what the Research Development and Postgraduate Support (RDPS) Office offers here: https://www.uwc.ac.za/study/postgraduates/postgraduate-support
You can also contact them directly via email at either: postgradstudies@uwc.ac.za OR rdpgs@uwc.ac.za.

> To request and be assigned a writing or statistical coach, we suggest you start off by completing the JOTFORM via the link below:
> https://form.jotform.com/51601578349965

7.4.2 The Writing Centre

If you are (a) a PGD student or (b) are in your first or second year of your MPH and busy with your core or elective modules – and feel that you could benefit from a bit of additional support in relation to your academic writing (eg. if you are struggling to structure your response to an assignment question or synthesise the various ideas you have into a coherent argument – or would just like some help in establishing more of an academic tone in your writing), then we would like to suggest you make contact with the UWC Writing Centre.

Services offered by the Writing Centre:

The Writing Centre is a free service offered by the University to assist you with developing your academic writing skills. We have a team of postgraduate writing tutors who provide advice and guidance in response to a draft of your assignment or essay. This will help you to improve your assignment and in the long term become a better writer.

It is important for you to be aware that the UWC Writing Centre does <u>not</u> provide an editing service but will provide you with developmental feedback on a draft of your assignment that will assist you to rework it before submission.

View the webpage: https://www.uwc.ac.za/campus-life/special-units-and-programmes/writing-centre or https://www.facebook.com/wrcuwc.co.za/

How to contact the UWC Writing Centre:

Send an email request for assistance to (writingcentre@uwc.ac.za), copying Dr Arona Dison (adison@uwc.ac.za).

In your email, you will need to send the following information:
- the draft of your assignment
- the instructions for the assignment and rubric, if there is one.
- describe what you specifically would like assistance or guidance with (or what you are concerned about) in relation to your writing
- provide your student number and your contact telephone number
- provide the name of the module and the module code that you are doing/requesting writing help with
- Name of lecturer
- provide the deadline for when the assignment has to be submitted.

Genevieve will respond to your email and then allocate you to one of the Centre's postgraduate tutors, who will give you written feedback using the MSWord comment function and then email your draft version of your assignment back to you.

Note:
<u>The turn-around time is approximately a week</u>, depending on the length of the document, and the pressure on the UWC Writing Centre at the time.

<u>This will mean that you will need to work ahead of time</u> to allow for the Writing Centre to review your work and for you to spend some time revising your assignment based on their feedback.

Remember: our SOPH *Academic Handbook* and the *SOPH Academic Skills site* on the iKamva are also good basic resources to assist you in gaining these skills!

7.5   USING THE UWC LIBRARY AND ITS ONLINE RESOURCES

Have you thought about what learning resources are available to you as a student at the UWC and the School of Public Health?

As one of our colleagues suggested:

"Knowing how to access other written resources (in libraries and on the internet) is an essential part of being a postgraduate student, a researcher and a Public Health practitioner. Instead of feeling left behind, empower yourself now and take control of the opportunities that your university and e-technology can offer."

Where is the UWC library located?

Although the library is physically located on campus, the majority of the academic literature that you will

need for PGD or MPH studies is available online. Increasingly we are also ordering all the new public health books as e-books – so as a distance learner you can figuratively visit the UWC library anytime you want. There are no opening and closing times – it's all at the end of your fingertips!

"The only thing that you absolutely have to know is the location of the library."
 Albert Einstein.

Here are two important links to help you get orientated to the UWC library:

- The UWC library website homepage is located here: http://lib.uwc.ac.za/
- A Library Guide, specifically created for all of our distance students, will assist you to understand how to use the different tools on the library website so that you can access all of the e-resources: School of Public Health: Distance Students Library Research Support Guide - Subject Guides at University of the Western Cape

How can the "School of Public Health – Distance Students Library Guide" assist you?

This is some of what the Library Guide will be able to assist you with:

- The contact details of our Faculty Librarian, Mr Gerald Louw & how he can help you.
- Guidelines about how to log into the library website so that you can start to look for relevant academic literature.
- Advice about how to find information using uKwazi (the library catalogue) to find information in different types of sources, for example, journal articles, books (print and e-version), newspaper articles, theses and dissertations.
- Links to all recommended databases that we suggest you start browsing for public health related literature on a specific topic.
- A list of some of some of the most recent public health related books which the library has purchased - most of which are digital and so can be accessed by our students off-campus.

How do you log onto the UWC library website?

The Library website will automatically detect Off Campus users and will thus prompt for your Novell Username or Password (your Student Number) or Password (date of birth – yyyymmdd) or passport or ID number when required. This generally happens when you start using a database – at which point you will be prompted to authenticate yourself using the above details.

If you encounter a problem logging onto the databases please contact:
- the ICS Service Desk at servicedesk@uwc.ac.za or phone (+27 21) 959 9557, or
- the e-Resources Librarian (Anne Moon) at amoon@uwc.ac.za or phone ((+27 21) 959-3016.

 Please provide our colleagues with your student number, date of birth and ID or passport number.

7.6   YOUR COMPUTER SKILLS

In order to study at postgraduate level, a range of computer skills will be needed. In the weeks before you start studying, you are urged to prepare for it, e.g. by getting a stable internet connection and by learning to search using the Internet more effectively. We are aware, however, that getting access to the Internet for prolonged periods can be a problem for many students. Nevertheless, we strongly urge you to try to organize this access for yourselves: your studies depend on access to scholarly literature.

Below we outline the skills level that will be needed for this course and suggest some ways in which the difficulty of getting access to a computer might be overcome. The essential computer competences that you will need are as follows:

a. Type assignments using a word processing programme (such as MS Word, Open Office).
This has advantages for you too – it allows you to revise and edit your own work taking less time, and to receive feedback from your lecturer by e-mail.
b. Manage files and folders.
Good housekeeping with regard to your files and folders, their titling and their location can save you lots

of time. Set up a system in advance.

c. Send and receive e-mail; attach documents to an e-mail.
    We expect you to make use of e-mail for communication with the School, and to regularly check your
    student e-mail address

d. Use Excel spreadsheets.
    This will be a very valuable programme to use in your epidemiology courses, for capturing data.

e. Join and participate in Discussion Forums. Increasingly, non-synchronous Discussion forums are being
    used to support our modules. Learning how to join and manage your membership is important to
    maximize the learning opportunity represented by this forum. This is facilitated through module sites
    on iKamva

f. Use the Internet to search for information

g. Using Mendeley (a free programme on the Internet).
    This will allow you to save the literature you find, and to reference the literature accurately

Here are some of the ways in which past students have managed to strengthen their computer skills and
use the library:

● Through your work supervisor, apply to do a computer course in Excel for example, at your
   workplace.

● Ask a colleague, a student (present or past), your son or daughter or friend to
   help you to learn a new programme or search for literature by following the instructions above.

● Ask a more experienced person to show you how to search for literature using the Internet. The same
   guiding programmes are on the Library website under Self-learning zone, if your Internet access is good.

● Using Google Scholar (not Google) can also be very helpful, but it contains far less than the databases.
   When studying at postgraduate level, it is not sufficient to use general internet websites, and certainly not
   Wikipedia for information for your assignments. They are not considered "scholarly" within the academic
   context.

You have therefore been given, through the UWC Library website, access to a large range of very useful
Academic Databases (which in turn contain an enormous amount of academic resources, including journal
articles). Academic Databases are like online academic libraries: they contain a wealth of academic papers
and books across a range of different disciplines – all of which has been neatly catalogued. The good news
is that most of the public health related articles (and some of the books) you will be looking for during your
studies, for example, for further reading around an assignment or when you are developing your proposal
for your mini-thesis, will be available for free on one of these academic databases.

So, whilst we have provided you with a set of core and additional readings and resources for each Module
- you will, during the course of your studies also be encouraged to read beyond these core texts – and the
library will be a welcome resource for your further reading.

7.7 GUIDELINES FOR USING IKAMVA, THE ONLINE LEARNING PLATFORM

As a student support strategy and to encourage interaction between students and lecturers, lecturers
will be using iKamva, the online learning platform, for all SOPH Modules this year.

What is iKamva?
iKamva is the online learning and collaboration environment used by the UWC community. iKamva is used
to support UWC courses, or modules, and project sites which are initiated by the community. The word
"iKamva" means "future", which refers to the way in which the social and technological developments are
advancing and moving forward.

Why is iKamva used?

iKamva is an eLearning platform which accommodates different types of sites. Examples of types of sites are:

- UWC course/module sites: which allow the use of a range of different eTools such as eAssessment, communication and content creation.
- Project sites: which provide a central space for collecting and reflecting on project data by different community groups.

How do I log into iKamva?

- To log in to iKamva you need to open up your internet browser (e.g. Google Chrome or Moxilla Firefox are recommended. Please avoid using Internet Explorer) and search for https://ikamva.uwc.ac.za .
- Please note you can only access iKamva once your registration is complete.

To log in to iKamva you need to open up your internet browser (eg. Google Chrome or Moxilla Firefox are recommended) and search for https://ikamva.uwc.ac.za. Please avoid using Internet Explorer

You then have to log in, if already a registered student, with your Student number (User ID) and if you are a South African student, your password will be your 13 digit ID number and for non-South African student use !St0000000000000 (13 zeros).

Upon login with your correct details you should be able to see the screen shown below with two main toolbars: Home and Sites

Home: Overview

Home is an individual online worksite that functions as a private workspace for each user. When you log in, you will automatically open Home, which will display:

- the Message of the Day, and
- My Personal Workspace Information boxes.

By default, these boxes contain announcements, the calendar, and information from the iKamva system administrator.

Key Features:

In **Home**, you can perform various tasks, including:

- Uploading files in your own private **Resources** tool. Material uploaded can be accessed on any device, wherever you may be as long as you sign in as yourself. You can save drafts or backup copies of work in progress in My Workspace Resources
- Viewing an integrated **Schedule** for all course sites in which you participate
- Viewing **Announcements** from all your course sites
- Creating your own private **Schedule** items
- Viewing a list of all sites you belong to in **Worksite Setup**
- Revising worksites you own by adding users or changing tools
- Choosing how you would like to be notified of new or changed items on sites you belong to in the **Preferences** tool
- Adding yourself to publicly joinable sites with the **Membership** tool
- In My Workspace, you can print a PDF file of all your **Schedule events** for the day, week, or month.

How we will use the iKamva sites:

- Note that there will be different sites for general communications from the student administrators, and modules.
- The Student Administrators will send you Programme notifications and Memos through the site; if it is for a specific group of students, the subject line will say so, e.g. <u>Att Mini-thesis students</u>; because you receive the announcement as an email, you don't necessarily need to access the site to see the announcement.
- All such communications will remain on the site: this means it will serve as a kind of filing cabinet.
- For all Modules, lecturers will use the sites as learning tools - to clarify questions, for group discussions, to facilitate group tasks and for interactive learning. Students are often better at explaining difficult concepts to each other than lecturers are; so we encourage you as students to offer your capacity and experience to your fellow students by sharing insights and questions!

> **In using iKamva Discussion Forums and WhatsApp groups, please observe the following etiquette:**
> Do not post any offensive or discriminatory content;
> Do not post commercial messages;
> Do not send out invitations to join other social media groups (eg. Facebook or LinkedIn);
> **Important:** If there is a group email that you receive from SOPH please do not hit the "Reply" or "Reply All" button! If you do this <u>every one of us receives an email and that </u>fills up everyone's email boxes. *So even if you do feel grateful, please don't hit the "Reply / Reply All" button - rather communicate directly with the sender!*

SOPH PGD/MPH Student Communication sites on iKamva: and overview

This site is open to only Students, Lecturers and Administrators of the School of Public Health, UWC. By clicking on this toolbar, you automatically land on the Home page which contains general SOPH announcements. This site will be used for communication purposes mostly by the Student Administrators, Janine Kader (MPH) and Bridget Basson (PGD).

All students will be added to the *SOPH Communication iKamva* **site** once registered. The value of this site is that we can communicate with the whole group at one time, and the conversation will be archived in one place (on the site) so that you don't have to search through all your emails. So if you need the Programme Handbook in July, you can go to the SOPH Communication site and find it straight away under course resources (handbook folder)!

SOPH Module Sites

The individual Module sites will contain all the information relevant to that module. The beauty of this facility is that everything is one place and can be accessed wherever you are as long as you have internet access. Each Module will include a Module Welcome, Learning Outcomes, Assessments, Study Schedule, Module Guide, Readings and any Additional Resources relevant to the respective module, such as videos.

Announcements pertaining to the module will be sent to students by the module convenor via the module site. Several modules have Discussion Forums and these will be lodged on the iKamva module site. In most cases participation in Discussion Forums is compulsory but we will inform you about them when you commence the module.

In addition to this brief description of iKamva, you can also watch videos to help you use the different tools including logging on to iKamva developed by the UWC Centre for Innovation Education and Communication Technologies (CIECT) [youtube channel](#) (clicking on the sites on your toolbar you will see all the modules you are registered for).

8. ASSESSMENT

Every module is assessed and most of them are assessed through two assignments. There is more information about assessment under each qualification section below.

Assignments are found on each module's iKamva site with the Module Convenor's name and contact details. Assignment deadlines will be sent to you by the Student Administrators at the start of the semester. The length and format of each assignment may differ and will be clearly indicated in the assignment instructions. It goes without saying that all assignments should be typed - no hand written assignments will be accepted!

At the PG Diploma level, a degree is awarded 'cum laude' if a student obtains at least 75% in each module. For a 'magna cum laude' pass, a minimum mark of 80% must be obtained in all modules. For a 'summa cum laude' pass, a minimum mark of 85% must be obtained in all modules. In all of the above instances, the modules must be completed in the prescribed programme duration. The same applies to the MPH, however, the relevant mark should be obtained for the mini-thesis as well, and the MPH also needs to be completed in the prescribed programme duration. For a reminder about what the duration of each programme is, please see Section 6.5.

8.1 SUBMISSION OF ASSIGNMENTS

Submitting assignments

We recognise that it may sometimes be difficult to submit assignments on time, owing to heavy workloads and personal and/or family responsibilities. However, in the interest of fairness to other students, the staff's marking schedules and the integrity of the marking process, you must please be very mindful of assignment deadlines and anticipate and plan for these in advance.

Please adhere to these guidelines when submitting all of your assignments:

- **Assignments should include an assignment cover sheet** (a generic electronic copy will be made available for you to use for all your assignments on iKamva). This ensures that the lecturer knows which assignment belongs to which student.

- Assignments must be uploaded onto the iKamva online learning platform by the due date.

- In order to do this, you have to **log onto iKamva** using your student credentials (ie. student number and password) to submit your assignment.

- When submitting an assignment you obviously have to **go to the relevant module site** - and upload the relevant assignment there. Please ensure that you are on the *correct* module iKamva site for the assignment you are submitting.

- Please use the **Assignment eTool** on the left on the navigation bar on your module site to submit the assignment.

- On the Assignment eTool **a list of assignments that are due will appear** (eg. Draft Assignment 1; Final Assignment 1; Draft Assignment 2; Final Assignment 2).

- Please select the appropriate number and version of the assignment that you are submitting and detailed instructions will appear once you have made your selection.

- Once you have uploaded your assignment - please remember to **click "submit".**

- Your reviewed and marked assignment will be loaded onto the same site where you submitted the assignment. You will be able to download it and review your feedback and/or mark. You can expect feedback within 2-3 weeks of the assignment submission date.

- Please take note that feedback on your final assignment for each module will take longer as these assignments are sent for external moderation and the marks can only be released once the moderation process has been finalised.

Assignment requirements

- Your assignments need to be submitted in an A4 format, 1.5 line spacing, and in 12 pt Times New Roman font type and font size.

- Keep to the recommended length. Excessively long assignments are likely to be penalised. We suggest that you consult with each of your Module Convenors/Lecturers about what word length will be penalised and by how much for every module.

- Please number the pages of your assignment.

- Only MS Word versions of your assignment with an assignment cover sheet will be accepted. The assignment cover sheet should be the first page of the assignment. The cover sheet and the body of the assignment must be one document.

- Always put your name on every assignment document you upload and please label the file correctly, using these instructions as a guideline when uploading your assignment onto iKamva:

- Your Name (Surname & Initial) e.g. **Mambwe R**

- Module abbreviation (see Programme Handbook for Core module abbreviations). Use CAPITALS, e.g. **PHC II**

- Assignment number, e.g. 1 or 2, and Draft or Final

- The year, i.e. 2022

  e.g. **Mambwe R_PHC II Asn 1 Final 2024; Mambwe R_ PHC II Asn 1 Draft 2024***.*

PLEASE use the same surname to name your assignment files as what you officially registered with. Using a different surname will cause us unnecessary confusion and delays in returning our feedback to you.

Why do we ask you to name your assignment document or file in a specific way?

Please remember what we are liaising with approximately 200 students at any given moment. An incorrectly our unnamed assignment document means that it can easily get lost in the system. This leads to stress on your side and a lot of extra administration and irritation on our side!

If your assignment file has been named incorrectly, a lecturer can return it to you and ask you to re-name it before they review it or mark it.

Here are the abbreviations for your assignment file names per module for the

PG Diploma	
Introducing Public Health	IPH
Population Health & Development I	PHCI
Descriptive Epidemiology	EPI
Health Promotion for Public Health	HPI
Monitoring & Evaluation for Health Services Improvement	MEI
Management Strategies for Public Health Services	MSI
Here are the abbreviations for your assignment file names per module for the MPH	
Population Health & Development II	PHCII
Measuring Health and Disease - Intermediate Epidemiology (MHD II)	MHDII
Health Promotion for Public Health II	HPII
Public Health Research	PHR
Management Strategies for Public Health Services	MSII
Qualitative Research Methods	QRM
Quantitative Research Methods	QnRM
Health Information Systems	HIS
Monitoring and Evaluation in Health and Development Programmes	MEII
Health Policy Analysis	HPA
Public Health Nutritional Policy & Planning	NPP
Micronutrient Malnutrition	MNM
Pharmaceutical Policy & Management	PPM
Rational Medicines Use	RMU
Applied Health Economics for Community Health Systems (referred to as Health Economics Evaluation)	HE

8.2 FEEDBACK ON ASSIGNMENTS

We would like to point out that each SOPH Module Convenor /Lecturer has a different approach to providing you with feedback on your draft and final assignments. Their approach to feedback also depends on the nature of the module. Please therefore take into consideration that although marking is based on a

rubric and assessment criterion you *will* receive different forms of feedback from different markers and conveners depending on the nature of the module and their personal style of teaching and feedback.

There are also a few things that are important to consider in relation to the feedback we provide you with specifically on your draft assignments:

- This process has been designed to provide you with an opportunity to receive feedback from the Module Convenor/Lecturer on two critical aspects of your assignment: firstly, on the tone of your academic writing; secondly, on the technical aspect of your assignment.
- You can expect to receive feedback on your draft assignment within two weeks of handing it in.
- Given this is a postgraduate programme we also have an expectation that our PGD and MPH students are *not only* relying on the feedback they receive from the convener /lecturer or marker on their draft assignments to revise and finalise their assignment to its final form.   Once you have handed in a draft assignment, we expect that you will continue to work on it and continue to revise and improve on what you handed in as your draft version.
- Providing you with the feedback on a draft assignment is one of the ways we provide you with additional support as an online and distance learner. If you do not understand aspects of the feedback we have provided you with, you are urged to contact the Module Convener.
- If you receive feedback on a draft assignment and then decide not to engage with this feedback in the revision of your draft to final assignment, you can expect this to be reflected in your final mark.

8.3 OTHER IMPORTANT INFORMATION RELATED TO ASSIGNMENTS

Return of marked assignments:
The return of marked final assignments is within three to four weeks of the hand-in date. SOPH's lecturers are committed to trying to return assignments on time. If you experience long delays in getting feedback, please inform the Student Administrators. Also note that all summative assessments are moderated by external moderators therefore feedback can only be released once the moderation is complete.

Should you be dissatisfied with your marked assignment there are mechanisms in place through which you can query the mark:

For Assignment 1
You can apply via the SOPH Student Administrator for a review of your mark within one week of receiving your mark - at no cost to you. A different academic/internal moderator will review your assignment and provide a second opinion or assessment of your assignment. Please take note that the second review of your assignment and the mark that you are awarded by the second marker is final.

For Assignment 2
You can request a re-mark of your Assignment 2 via the UWC Student Administrator at a cost - where an external marker that is appointed will be requested to remark your assignment. Please take note that the external moderator's mark is final even if it is less than the original mark attained. You have to apply online within five (5) days of receiving your final mark - https://form.myjotform.com/90072612216548.

8.4 ACADEMIC DISHONESTY/CHEATING, PLAGIARISM AND POOR REFERENCING

Plagiarism or using other peoples' ideas, words and work without acknowledgement is a worldwide problem and one which we take very seriously. At higher education level, you are expected to make use of the work of others – in particular, experts – in substantiating and developing your own arguments. However, when you use someone else's ideas and words, you are expected to indicate this by **citing** the source correctly. This practice is

not the end goal of academic writing, it is simply the most basic convention, which demonstrates the evidence upon which you are building your argument. Ignoring the convention is very naïve, and shows ignorance of the whole scientific enterprise. Please note that:

a) We expect you to reference other peoples' work every time – whether it is their words, or just their ideas.
b) We expect you to reference accurately.
c) We expect you to reference consistently, i.e. in the same manner, using the same style, throughout your assignment.

To enforce these expectations, you will be penalised for **poor referencing**, **plagiarism**, and **cheating** in your assignments.

Please consult the *Academic Handbook* for definitions and examples of these terms. Referencing is not a skill that anyone is born with. One simply needs to follow the guidelines.

Cheating – academic dishonesty and plagiarism:

The *University of the Western Cape Plagiarism Policy* defines plagiarism as follows:

Plagiarism is (a) the appropriation of formulations, ideas or words from the work of another person without acknowledging the author(s) and the source; and (b) the appropriation of work from someone else's assignment, thesis, test or research paper without acknowledging such other person and/or source

(University of the Western Cape, 2011: 1).

Using text from a book, journal, SOPH Module Guide, Internet, or any other document or someone else's assignment, thesis, research paper or exam without acknowledging the author or source to obtain credit constitutes plagiarism.

Although it is difficult to draw the line between plagiarism and academic dishonesty, the latter involves the intention to deceive the reader. Both involve some or all of the following practices:

- Lifting a distinctive piece of text, a phrase, a sentence, paragraph or an idea from another's work to use as your own, without indicating that it is quoted and without acknowledging the author or source.
- Using another author's idea without acknowledgement, even if you have put it into your own words.
- Only slightly changing the text, citing the source, but NOT using quotation marks.
- Copying from another student's assignment, examination script or mini- thesis.
- Collaborating with any person during an assignment without due authority.
  Collaborating is taken to mean the actual execution of the assignment (and not discussions you may have had prior to starting the assignment).
- Substituting for another student or permitting any other person to substitute for you in writing an assignment, examination or mini-thesis.

Poor Referencing Practices:

In contrast to plagiarism and academic dishonesty, poor referencing is not deceptive; it is simply sloppy. "Poor referencing" means that the way that you have presented the reference is not correct, e.g. a date is missing, the referencing is not consistent, but there is some attempt to show that this is not your idea or work.

Poor Referencing Practices include:

- Inaccurate punctuation in references;
- Mismatching text references and a Reference List;
- Spelling mistakes of names, titles, publishers, etc.;
- Incomplete references.
- Showing quotation marks without an accompanying citation.
  On the next page are some examples of poor referencing practices and the consequences for students.

Penalties for Poor Referencing, Plagiarism or Academic Dishonesty:

Students in	Offence	Penalty
Any year of study including 1st year	Academic dishonesty/ cheating	The case will be referred to the UWC Proctor (Disciplinary Officer) and the student will be prosecuted at any time in their university career. The potential consequences are as follows: A hearing may result, at the Proctor's discretion. If found guilty, you may be suspended from study at UWC for a semester or longer. You may forfeit marks for the assignment or be required to rewrite it. You may forfeit marks for that module, resulting in your having to re-register for that module in the following year. You may have to write a letter of apology to the lecturer/s concerned. Your academic record may be endorsed, i.e. academic dishonesty will be noted on your transcript. Your name would be published in the UWC campus newspaper. This could affect your future references, and applications for bursaries.
1st year of study with SOPH **Semester 1**	Poor referencing or plagiarism	Lecturer returns the assignment to you for correction; marks are withheld until it is returned corrected. Marks are deducted according to assessment criteria.
1st year of study with SOPH. **Semester 2**	Poor referencing	Lecturer returns the assignment to you for correction; marks are withheld until it is returned corrected. Marks are deducted according to assessment criteria.
1st year of study with SOPH **Semester 2**	Plagiarism	Lecturer returns the assignment to you for correction; marks are withheld until it is returned corrected. Marks are deducted according to assessment criteria.
2nd or **3rd year** of study	Poor referencing	Lecturer returns the assignment to you for correction; marks are withheld until it is returned corrected. Marks are deducted according to assessment criteria.
2nd or **3rd year** of study	Plagiarism	The lecturer is at liberty to return the assignment with a 0 result; the student repeats module.

Avoiding referencing penalties:

In accordance with the University Policy on plagiarism, the School of Public Health has instituted various measures to help you, as a scholar in training by developing a mandatory tutorial on "Avoiding Plagiarism" which will be available on iKamva. This is to help you acquire proper referencing competencies.

To avoid penalties, wasting lecturer time and fees – through, for example, having to repeat a whole year – please familiarise yourself with proper referencing practice. There is a comprehensive guidance in the *Academic Handbook* Section 5.3. It is very important for the success of your studies that you master these rules and apply them without fail in your writing. Should you encounter a referencing situation that is not explained in the *Academic Handbook*, your lecturer will be happy to give you guidance, but please make sure you ask <u>before</u> you hand in your assignment.

Signing the "Declaration by student":

The assignment cover sheet that you are required to send with your assignment, contains a declaration which we required you to have signed: this declaration makes the promise <u>that your assignment is your own work</u>, and that you have used the required referencing system; when you sign this declaration, you are claiming the above to be the truth, and thus accepting all the penalties outlined above.

Note: We will return to you any assignment submitted without your e- signature in the "Declaration by student" slot on the assignment cover sheet.

9. POSTGRADUATE DIPLOMA IN PUBLIC HEALTH

In this section, you will find information about the academic programme for the Postgraduate Diploma in Public Health, and about your modules.

Quick reference for contacts

1	The Academic Coordinator of the PG Diploma programme is Dr Lungiswa Tsolekile.
2	Ms Bridget Basson will be your first port of call for Student Administrative support, and any queries you may have regarding your studies. She is also responsible for PGD applications and registration.

The PG Diploma comprises six compulsory Core modules, and there are no Electives. The six Core modules of the PG Diploma level are designed to give you an overview of Public Health with an emphasis on district level (or equivalent in your country) service provision, and transformation of the health and welfare services, as well as strengthen your grounding in academic practice. These are the modules you will take:

- Introduction to Public Health: its Basis and Scope;
- Descriptive Epidemiology;
- Population, Health and Development: Primary Health Care Approach I;
- Health Promotion for Public Health I;
- Management Strategies for Public Health Services I;
- Monitoring and Evaluation for Health Services Improvement I.

If you wish to continue to a Master of Public Health after your PG Diploma, you would need to apply for that qualification and compete with all the other applicants. There is very high demand for the MPH and you would therefore need to have performed exceptionally well in the PGD in order to be considered along with other applicants.

It is advisable to aim for good results in all of your modules. If you hope to move on to the Master of

Public Health, the application process is a competitive one and you will stand a better (but not guaranteed) chance of acceptance if your overall aggregate for the six modules is over 65%.

9.1 ACADEMIC RULES: PG DIPLOMA IN PUBLIC HEALTH (8846)

You will find all the academic rules related to the PGD in Public Health programme in the Faculty of Community & Health Sciences annual calendar. It is available at the start of each year, and will be accessible on the UWC website here:
https://www.uwc.ac.za/study/academic-administration/academic-calendar

9.2 YOUR STUDY PROGRAMME

The Postgraduate Diploma modules are offered in the following semesters:

Semester 1	Semester 2
Introducing Public Health: its Basis and Scope (SPH 730)	Health Promotion for Public Health I (SPH 733)
Population, Health and Development: Primary Health Care Approach I (SPH 732)	Management Strategies for the Public Health Services I (SPH 735)
Descriptive Epidemiology (SPH 731)	Monitoring and Evaluation for Health Services Improvement I (SPH 734)

Over the two years, you are also required to develop a portfolio which integrates and presents your learning achievements across the programme.

Deciding on Your Pace of Study
You are encouraged to take the Postgraduate Diploma over two years since you are working. Over-commitment can lead to you not realising your real potential and dropping out of a module. This is often the case in Semester 2 when work commitments tend to increase. Below you will see how you would structure your studies over one year. However, as a working health professional, you should be careful not to over-commit yourself.

Option 1: Studying full time and completing the qualification in one year

Semester 1	Semester 2
Introducing Public Health: its Basis and Scope (SPH 730)	Health Promotion for Public Health I (SPH 733)
Population, Health and Development: Primary Health Care Approach I (SPH 732)	Management Strategies for the Public Health Services I (SPH 735)
Descriptive Epidemiology (SPH 731)	Monitoring and Evaluation for Health Services Improvement I (SPH 734)

Option 2: Studying part time and completing the qualification over 2 years
This is how you could structure your studies over the two years.

	Semester 1	Semester 2
Year 1	Introducing Public Health: its Basis and Scope (SPH 730) Population, Health and Development: Primary Health Care Approach I (SPH 732)	Health Promotion for Public Health I (SPH 733)
Year 2	Descriptive Epidemiology (SPH 731)	Management Strategies for the Public Health Services I (SPH 735) Monitoring and Evaluation for Health Services Improvement I (SPH 734)

9.3 ASSESSMENT OF THE PG DIPLOMA IN PUBLIC HEALTH

All modules must, according to UWC policy, have at least two assessment points, which must include a formative and summative assessment. Formative assessment aims to facilitate learning; summative assessment aims to facilitate learning *and* to assess your competence. Assessment takes place through assignments, and there are no exams. See section 8 for general information on Assessment.

Where will you find the Assignments?
You will find your assignments in the Module Introduction of each Module Guide.

Pass Marks and Promotion
To pass a module:
● You must attain a minimum of 50% for each assignment.
● You must therefore obtain an aggregate of 50% or more for the module.
● You are required to pass your first assignment with 50% to be able to proceed to
● your final assessment.
● If you do not achieve 50% in Assignment 1, you may repeat it once only. If you repeat it, you cannot be awarded more than 50%. If you do not pass it the second time around, you cannot proceed to Assignment 2 and must repeat the module the following year.
● You may not rewrite Assignment 2 as it is held to be the summative assessment of the course.
● Should you not achieve 50% for the summative assessment, you will fail the module, even if your Assignment 1 pulls your mark above 50%. You will then need to repeat the module the following year.
● All summative assessments are moderated by external moderators therefore final marks can only be confirmed once external moderation is completed.

Assignment Submission Dates
The assignment deadline schedule will be sent to you by the Student Administrator.

Weighting of the 2 assignments
The first assignment is weighted at 40% of your total result. The second assignment is weighted at 60% of your overall result for that module.

Modules	Assignment 1 Weighting	Assignment 2 Weighting	Minimum Pass Mark*	Credits
Introducing Public Health: its Basis and Scope	40%	60%	50%	20
Descriptive Epidemiology	40%	60%	50%	20
Population Health and Development: A Primary Health Care Approach I	40%	60%	50%	20
Health Promotion for Public Health I	40%	60%	50%	20
Management Strategies for the Public Health Services I	40%	60%	50%	20
Monitoring and Evaluation for Health Services Improvement I	40%	60%	50%	20
Total			50%	120

Please note that one rewrite is permitted if you achieve less than 50% for Assignment 1. Should you pass Assignment 1 the second time around, a maximum of 50% will then be awarded to you.

9.4 MODULE DESCRIPTIONS - PG DIPLOMA IN PUBLIC HEALTH

You will find the descriptions of the six modules required for this qualification on the School's website, which you can access here:

https://soph.uwc.ac.za/academic-programmes/postgraduate-diploma-in-public-health-nqf-level-8/

Lastly, please be aware that PGD graduates from SOPH do not automatically qualify for the MPH programme. If you are interested in doing an MPH, you will need to apply for the MPH and compete with all the other applicants.

10. MASTER OF PUBLIC HEALTH (MPH)

In this section, you will find the official Academic Rules for the Master of Public Health, the qualification structure, assessment schedule, the module descriptions, and a timetable showing when modules will be delivered.

Quick reference for contacts

1	The Academic Coordinator of the MPH is Dr Michelle De Jong.
2	Ms Janine Kader will be your first port of call for Student Administrative support, and any queries you may have regarding your MPH studies. She is also responsible for MPH applications and registration.

The MPH requires you to complete eight 15 credit modules and a 60 credit Mini- thesis over 3 years with a possible 4th year. We strongly encourage working health professionals to consider carefully their pace of study. Taking three modules a semester will be extremely taxing, and equivalent to full-time study which can result in poor results, or dropping modules. Be aware that the mini-thesis seems to take students at least a year from completion of the *Public Health Research* module*;* the University rules state that you should complete the Programme in three years. Although discouraged, applications can be made for a 4th year through the Senate Higher Degrees Committee. You should however recognise that you will need to free up time in your daily life in order to keep up with your studies (see Sections 5.3 and 10.3. Which focus on the pace of your studies).

Assignment deadlines will be sent to you by the Student Administrator. In the event that elective module assignment deadlines clash, please immediately contact the Student Administrator and alert them to this. There are brief descriptions of all of the modules in Section 10.6 and 10.7 in this handbook.

10.1 ACADEMIC RULES FOR THE MASTER OF PUBLIC HEALTH

Currently we only offer and MPH (Mode 1) ie. through course work and a mini-thesis.

The MPH consists of:
- six 15 credit Core (compulsory modules)
- two 15 credit Electives
- and a 60 credit Mini-thesis.

The Core modules you must take (and their abbreviations):
- Population Health and Development: A Primary Health Care Approach II (PHD II)
- Measuring Health and Disease - Intermediate Epidemiology (MHD II)
- Management Strategies for the Public Health Services II (MS II)
- Health Promotion for Public Health II (HP II)
- Public Health Research (PHR)
- Qualitative Research Methods (QRM)
  or
- Quantitative Research Methods (QnRM)

Refer to Section 10.3 for how to structure your programme per year. You are obliged to take all the core modules. Those who choose the faster track will take their first elective module in the 2nd semester of year 1.

You will find all the academic rules related to the MPH programme in the Faculty of Community & Health

Sciences annual calendar. It is available at the start of each year, and will be accessible on the UWC website here:
https://www.uwc.ac.za/study/academic-administration/academic-calendar

10.2 DECIDING ON YOUR PACE OF STUDY

Options for your pace of study are limited: **if your workload is relatively light**, you could take Option 1 - three modules per semester (and six in Year 1), or if your work is pressured, take Option 2 two modules per semester and four in Year 1. (Semesters are approximately 19 weeks long).

The qualification is expected to be completed within three years. See Progress Rules within the Academic Rules for the Master of Public Health (10.1) above. **Should you have to extend your studies to a 4th year, you will need to request permission, provide motivation for why you need the additional time with measures and timelines to completion, and pay an annual penalty fee**

OPTION 1 - 6 modules in Year 1 and 2 modules in Year 2: a very pressured programme

OPTION 1	Semester 1	Semester 2
YEAR 1	• Population Health and Development II (Core) • Measuring Health and Disease II(Core) • Health Promotion for Public Health II (Core)	• Management Strategies for the Public Health Services II (Core) • Public Health Research (Core) • Elective 1
YEAR 2	• Quantitative OR Qualitative Research Methods • Elective 2 • Mini-thesis	Develop and refine mini-thesis proposal with a supervisor and submit it to the Higher Degrees Committee for design and ethics clearance. After acceptance, start data collection.
YEAR 3	Submit mini-thesis by mid-March, May or mid-November	

OPTION 2 - 4 modules in Year 1 and 4 in Year 2

OPTION 2	Semester 1	Semester 2
YEAR 1	• Population Health and Development II (Core) • Measuring Health and Disease II(Core) •	• Management Strategies for the Public Health Services II (Core) • Public Health Research
YEAR 2	• Health Promotion for Public Health II (Core) • Quantitative OR Qualitative Research Methods • *Elective 1 (see note under selecting your elective)*	• Elective 1 • Elective 2 • Mini thesis Over several months, refine Mini- thesis proposal with a supervisor and submit it to the Higher Degrees Committee for design and ethics clearance. After acceptance, start data collection.
YEAR 3	• Continue Mini-thesis	Submit mini-thesis by mid Nov, or ask permission to extend studies to a 4th year.

Recognising the Time Requirements for a Mini-thesis

Public Health Research is the foundation module for your mini-thesis. It is followed by *Quantitative* or *Qualitative Research Methods*, through which you will start developing your research proposal. It is wise to start thinking of your area of interest immediately. After completing the modules, you will have sections of your proposal, which you will then start refining with a supervisor.

When deemed ready, your research proposal must be submitted to the Community and Health Sciences Higher Degrees Committee (CHSHD) and thereafter, once approved, it will be submitted to the relevant Research Ethics Committee (Biomedical or Humanities & Social Sciences). The CHSHD committee meets monthly except for July, November, December and January. Refining your proposal will probably take several months.

After your proposal is accepted by the CHSHD, it takes time to complete a mini-thesis; plan some dedicated time for it, i.e. try to take a week off to complete the proposal, and a month or two of leave to complete the Mini-thesis. You could also arrange to travel to Cape Town for a week or two to work with your supervisor (by prior arrangement).

You are expected to complete your whole MPH within a maximum of three years. Taking longer than three years is not encouraged, as it may undermine your motivation and you will incur penalties for every year you take beyond the third year; however, it is possible, with permission from Senate , to continue with your studies, and this is subject to certain conditions you must meet.

Be aware too that Higher Education institutions are financed by government on the basis of throughput: if throughput is low or students take longer than the stipulated time to complete, the institutional leadership exerts pressure on the SOPH to exclude students from further registration.

10.3 SELECTING YOUR ELECTIVES

Those taking Option 1 with more pressure at the outset, must take their first Elective in semester 2 of the first year of study. You can, however, take a module from another UWC department provided you can attend lectures, and it is deemed relevant to Public Health, or one from the University of Cape Town's MPH Programme. *We encourage students taking Option 2 to take their first elective during the first semester of their 2nd year of study. This will leave more time for you to focus on working on your proposal in semester 2.*

The Range and Mode of Electives

 Your Electives are selected from a range of modules offered in the following ways:

- From a selection of modules offered by SOPH, and facilitated in a similar fashion at the core modules.

- With permission from SOPH**,** students may take two Masters level electives (up to 30 credits) from *another* Department at UWC, provided these are deemed of direct relevance to Public Health. Their availability must be checked with the relevant Department and cleared with our SOPH Senior Academic Coordinator. An elective from another UWC Department must be the equivalent of 15 credits.

- Students resident in Cape Town may take modules from the MPH progamme at the School of Public Health and Family Medicine, University of Cape Town (UCT). You need to attend their weekly classes. Contact Ms Tshamani Netshifhefhe, UCT Health Sciences Faculty, Anzio Road, Observatory, tel +27 +21 650 1098, email Tshamani.Netshifhefhe@uct.ac.za. She will e-mail you their brochure. An elective from UCT's MPH programme must be the equivalent of 15 credits.

In relation to the electives offered by SOPH, you will be informed at the end of each year which electives will be on offer the following year. Please bear in mind, that the same electives are not offered every year. The selection of electives made available to students every year is based on a range of things, including, for example, the uptake of that elective (ie. the number of students who have registered for a particular elective) and the availability of SOPH staff members to teach an elective during that year.

The following electives will be available for students to register for in 2025:

MODULES OFFERED BY SOPH AS ELECTIVES *Modules with Prerequisites = Pre-R*	SEMESTER AVAILABLE
Health Information Systems - SPH878	1
Monitoring and Evaluation in Health and Development Programmes – SPH866	1
Public Health Nutritional Policy and Planning - SPH870	2

Micronutrient Malnutrition (Pre-R) – SPH864	2
Health Policy Analysis – SPH 851	2
Pharmaceutical Policy and Management – SPH875	2
Rational Medicines Use – SPH 873	2
Applied Health Economics for Community Health Systems - SPH880	2

You will receive a description of each of these elective modules at the start of the year.

10.4 ASSESSMENT OF THE MASTER OF PUBLIC HEALTH

All modules must, according to UWC policy, have at least two assessment points, which must include formative and summative assessment. In most modules, the formative assessment which aims to facilitate learning will count 40% towards your final mark in the module; the summative assessment which aims to facilitate learning *and* to assess your competence and is weighted at 60%. Assessment takes place through assignments and there are no exams. See section 8 for more information on assessment.

Pass Marks
Please note that you are required to pass your first assignment with *at least* 50%, to proceed to your second and final assessment. To pass a module, you must attain a minimum of 50% for each assignment and therefore an aggregate of 50% or more per module. If you do not achieve 50% in Assignment 1, you may repeat it once only, but can only be awarded 50% for the rewrite assignment; if you do not pass Assignment 2, you will have to repeat the module the following year. Should you obtain a mark of less than 50% for the summative assessment, while your overall mark is 50% and above, it still means that you have failed the module and will need to repeat it the following year. All summative assessments are moderated by external moderators therefore final marks can only be confirmed once moderation is completed.

Weighting of the 2 Assignments

In most modules, the first assignment is weighted at 40% of your total result; the second is weighted at 60% of your overall result.

Assignment Submission Dates
The Assignment Submission Schedule will be sent to you by the Student Administrator via the iKamva Communication site when it becomes available early in the new year.

Where are Your Assignments?
You will find your assignments in the Module Introduction (first section) of each Module Guide.

10.5 MASTER IN PUBLIC HEALTH: CORE MODULE DESCRIPTIONS

You will find a description of each of the six core or compulsory modules required for this qualification on the School's website, which you can access here:

https://soph.uwc.ac.za/academic-programmes/master-of-public-health-nqf-level-9/

Please note the following: you will only be able to proceed to register for the Quantitative or Qualitative research methods modules once you have successfully completed the Public Health Research module (SPH 862).

10.6 ADVANCE INFORMATION ON THE MINI-THESIS PROCESS

Although you will only embark on your mini-thesis in your second year, it is important that you understand the process that lies ahead. The mini-thesis is the final requirement for the Master of Public Health. It should be 7 500 – 20 000 words long. Depending on whether it is a Qualitative or Quantitative study the length of the mini-thesis is usually more than 10 000 words to provide an adequate scope. It is weighted at 60 credits, and together with the Public Health Research module and the Quantitative Research Methods or Qualitative Research Methods module, this research component makes up 50% of your qualification.

After successfully completing Public Health Research in your first year, you will take either Qualitative Research Methods or Quantitative Research Methods module in your second year. These modules guide you through the respective approaches and the process of developing a research proposal.

Please note: you will only be able to start your mini-thesis if you have successfully completed either the quantitative or qualitative research modules (SPH 860 or SPH 861). This is a pre-requisite.

You will be introduced to your mini-thesis supervisor and work with him/her to develop your proposal to submit to the Community and Health Sciences Higher Degrees Committee (CHSHD).

This committee meets on a monthly basis except for July, November, December and January. You will also need to submit your proposal to various Ethics Committee's including UWC and country or provincial ethics committees as well as having to seek permission to different authorities where necessary. Please spend time in advance finding out about the different ethics committee requirements and permissions to be sought, so that it does not delay you.

The mini- thesis process is not as structured as your previous modules with assignment deadlines thus you need to remain very focused. The mini-thesis process is guided by a Memorandum of Understanding (MOU) where outputs and deadlines are agreed upon between you and your supervisor. Once you have agreed and signed your MOU, you are required to develop a detailed work plan to ensure that you reach your outputs. The mini-thesis process is not meant to be a lonely process but it can be thus you are encouraged to link up with fellow students to motivate each other. Also, connect with someone who is versed in the topic in your workplace to meet regularly with you, simply so you have someone to discuss it with.

Choosing A Mini-Thesis Topic

As you near the end of your first year, guidance will be given on choosing a research topic. You may be encouraged to work with one of SOPH's more experienced researchers on a project with potential impact. This will benefit both you and the project leader, because it will feed into the project and result in your mini-thesis and a manuscript with potential for publication.

Mini-thesis Proposal Development Sessions

During your thesis year, you will be invited to attend mini-thesis proposal development sessions. The format of the sessions is a 5-week programme covering six (6) topics with regular contact with the supervisor during the 5 week programme and an additional data analysis using software packages before the end of the year. The aim of these sessions is to develop a draft proposal by the end of the programme.
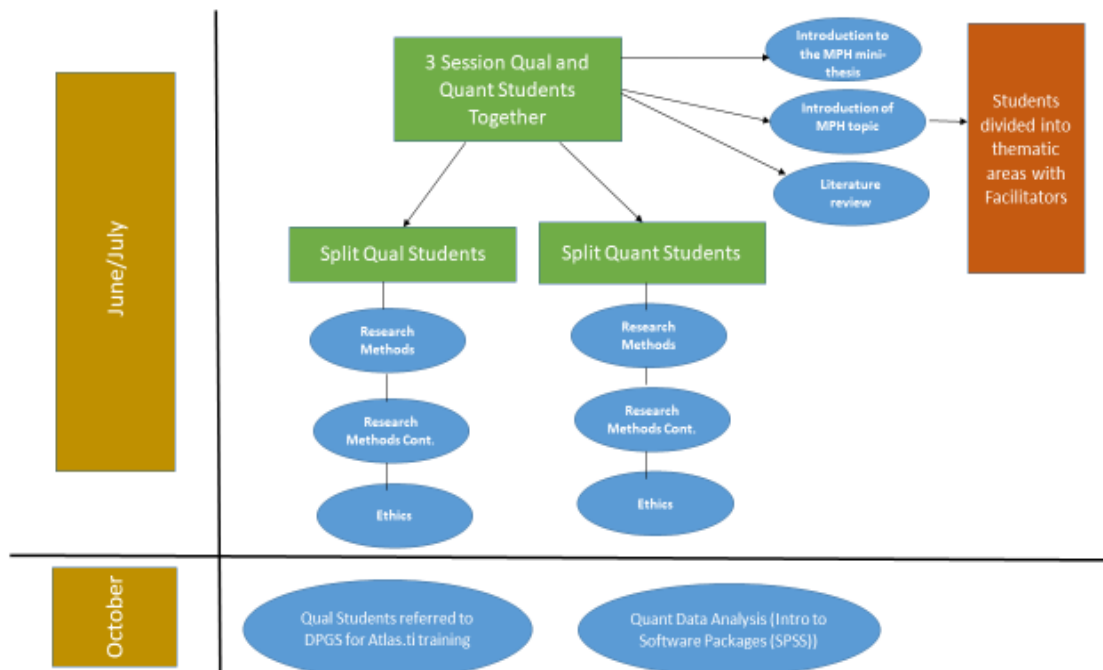

Figure 1: Mini-thesis proposal development sessions

Assessment

Your mini-thesis or final MPH project will be examined by two examiners (one internal and one external) and the examiners' reports will be submitted to the Community and Health Sciences Higher Degrees and Senate Higher Degrees Committees for processing.

Information and Support

We strongly urge you to make, and keep, contact with the Division for Postgraduate Studies when embarking on your mini-thesis. UWC Division for Postgraduate Studies aims to make thesis development not only easier but also increase your chances of success. Find out more about what they offer by exploring their website and checking your emails for information circulated by UWC.

Gearing up to Publish

As an MPH student, you should be gearing up to publish your MPH research – which, as it has been collaboratively developed with your supervisor, would make your supervisor a co-author of your published work. In your article, you would list your affiliation with UWC, as well as the institution you are associated with in a work capacity. Should you decide to publish based on thesis work, it is imperative that you follow the UWC Publication Guidelines.

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