



**College of Business and Economics  
School of Accounting  
Department of Accountancy**

**Learning Guide  
2024  
B Com Accounting Second Year**

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## 1. INTRODUCTION

The teaching model that will be followed for second years on the course will be that of a blended learning model. The blended learning model is a new concept for you. However, it is very much attainable as long as you stay calm, are dedicated to the learning process and work with the information timeously in an effective manner.

At a second year level, you are reminded that YOU will need to take extra responsibility for your learning. On a blended learning model, contact classes will be limited and will only take place once a week per group, the schedule for which is in Section 3.1 of this document. Videos will be used for specific topics and principles only, to ensure minimal use of data. We will use podcasts as an alternative to explain a lecture and provide slides for the topics we are covering for each subject. This T&L model will also require you to have good time-management skills, the ability to self-regulate and will require you to reflect on your progress and learning goals on a daily basis. Learning is a process that needs you to act consistently to improve it.

The on-campus lectures will be used to explain technical concepts, develop soft skills, and to work through questions and assessments. This is also the perfect opportunity to meet your lecturers and ask any questions you may have. For the lectures that will take place at campus, you will be divided into groups, and the groups will alternate their campus attendance. More information on the lecture times can be seen below.

## Teaching and learning process

You are already familiar with the teaching and learning process from the conventional teaching and learning methods. We have included an updated teaching and learning process to assist you on your on-line T&L journey.

### STEP 7

Do question bank questions. Please ensure that you do the question as if you are writing an assessment. Get your attempt marked by a peer or by doing a self-reflection on your attempt.

Complete question bank questions under exam conditions

Read the pre-reading on Moodle

### START HERE (STEP 1)

Take time to work through the pre-reading that is available on Moodle

**Time allocated: 20 mins**

### STEP 6

Do a practical question (based on exam or test papers in the past paper pack). Please ensure that you do the question as if you are writing an assessment.

Complete practical question under exam conditions

Watch videos and/or listen to podcast of lecture content

### STEP 2

Go through the lecture content provided, which include, but are not limited to: slides, videos, podcasts and class questions.

**Time allocated: 120 mins**

### STEP 5

Evaluate your understanding of the topic by attending classes, interacting with your lecturers and completing a brief test based on basic principles if applicable.

Attend the classes and complete allocated objective test for unit

Study additional content

### STEP 3

Study additional content not covered in the video/podcasts by referring to your modules or your prescribed textbook.

**Time allocated: 120 mins**

Reflect on what you have learned by making personal summary

### STEP 4

Make your own personal summary of content covered and link the summary with learning outcomes and exam possibilities.

## 1. INTRODUCTION TO SECOND YEAR LECTURERS AND COORDINATOR

The subjects and lecturer information for the B Com second year are as follows:

<b><u>First semester only:</u></b>	<b><u>Second semester only:</u></b>
<ul style="list-style-type: none"><li>• Accounting 2A (Couplet)</li><li>• Business Information Systems 2A</li><li>• Governance and Control 2A</li><li>• Management Accounting Strategy 2A (Couplet)</li><li>• Financial Management 2A</li><li>• Taxation 2AB (Year Module)</li></ul>	<ul style="list-style-type: none"><li>• Accounting 2B (Couplet)</li><li>• Business Information Systems 2B</li><li>• Ethical Foundation to Commerce 2B</li><li>• Management Accounting Strategy 2B (Couplet)</li><li>• Cost and Management Accounting 2B</li><li>• Taxation 2AB (Year Module)</li></ul>

### **B COM COORDINATOR**

<b>BCom Programme Coordinator</b>	<b>Jurie Wessels</b>
<b>E-mail address</b>	<a href="mailto:juriew@uj.ac.za">juriew@uj.ac.za</a>

### **LECTURERS DETAILS**

#### **ACCOUNTING 2A**

	<b>Lecturer</b>	<b>Lecturer</b>	<b>Lecturer</b>
<b>Lecturer</b>	Mr. Zaakir Ally	Ms. Tasneem Mahmood	Ms. Evelyn Maredi
<b>Email address</b>	<a href="mailto:zaakira@uj.ac.za">zaakira@uj.ac.za</a>	<a href="mailto:tmahmood@uj.ac.za">tmahmood@uj.ac.za</a>	<a href="mailto:emaredi@uj.ac.za">emaredi@uj.ac.za</a>

#### **FINANCIAL MANAGEMENT 2A**

	<b>Lecturer</b>	<b>Lecturer</b>	<b>Academic Trainee</b>
<b>Lecturer</b>	Mr. Solly Modiba	Dr. Lulama Ngwenya	Tongai Tirivavi
<b>Email address</b>	<a href="mailto:smodiba@uj.ac.za">smodiba@uj.ac.za</a>	<a href="mailto:ngwenyal@uj.ac.za">ngwenyal@uj.ac.za</a>	<a href="mailto:finudergrad22@uj.ac.za">finudergrad22@uj.ac.za</a>

#### **GOVERNANCE AND CONTROL 2A**

	<b>Lecturer</b>	<b>Lecturer</b>	<b>Assistant Lecturer</b>
<b>Lecturer</b>	Mrs. Stephanie Venter	Ms. Pranisha Rama	Ms Siphokazi Mbetha
<b>Email address</b>	<a href="mailto:sventer@uj.ac.za">sventer@uj.ac.za</a>	<a href="mailto:pranishar@uj.ac.za">pranishar@uj.ac.za</a>	<a href="mailto:sphokazim@uj.ac.za">sphokazim@uj.ac.za</a>

#### **BUSINESS INFORMATION SYSTEMS 2A**

	<b>Lecturer</b>	<b>Lecturer</b>	<b>Assistant Lecturer</b>
<b>Lecturer</b>	Mr. Yusuf Ebrahim	Ms. Fatima Kaka	Ms Siphokazi Mbetha
<b>Email address</b>	<a href="mailto:yebrahim@uj.ac.za">yebrahim@uj.ac.za</a>	<a href="mailto:fatimak@uj.ac.za">fatimak@uj.ac.za</a>	<a href="mailto:sphokazim@uj.ac.za">sphokazim@uj.ac.za</a>

## MANAGEMENT ACCOUNTING STRATEGY 2A

	Lecturer	Lecturer
Lecturer	Ms. Letebele Mphahlele	Mr. Peter Lansdell
Email address	<a href="mailto:letebelem@uj.ac.za">letebelem@uj.ac.za</a>	<a href="mailto:plansdell@uj.ac.za">plansdell@uj.ac.za</a>

## TAXATION 2AB

	Lecturer	Lecturer	Lecturer
Lecturer	Jurie Wessels	Marianne Wassermann	Mmatshepho Mothabela
Email address	<a href="mailto:juriew@uj.ac.za">juriew@uj.ac.za</a>	<a href="mailto:marianne@uj.ac.za">marianne@uj.ac.za</a>	<a href="mailto:mmatshephom@uj.ac.za">mmatshephom@uj.ac.za</a>

## 2. MODULE AND PROGRAMME INFORMATION

Our approach is a blended teaching model for the first semester, as communicated by the Department as well as the Management of the University. Against this backdrop, we incorporate our learning philosophy of *critical thinking, problem solving and stimulating student ability to learn* key concepts at a deep level. As such, the content on the B Com Accounting degree will be made available to students in the form of on-line lessons/videos, as well as through on-campus lectures which will take place every Tuesday and Thursday. All prescribed textbook information is available on Moodle on each subject's page.

All modules will be assessed through continuous evaluation, which is based on a mix between formative (developmental assessment) and summative assessments.

It is important for you to note that all your assessments **will be in-venue assessments**. This means that you will have to be **present at campus** to have a **sit down, closed book, assessment in an allocated venue**. There will be no on-line assessments made available for the in-venue assessments. Therefore, it is imperative that you **familiarize yourself with a closed book assessment from the beginning**.

### Assessment Criteria:

**Couplet module** is a first-semester module followed by the second-semester module where the content of the second-semester module is dependent on the content of the first-semester module, subject to a minimum examination mark as well as a minimum final mark of at least 40% obtained for the first-semester module to progress to the second-semester module.

**Prerequisite module** is a module where the student needs to obtain at least 40% after the first semester in order to continue with the second semester module.

**Semester module** spread over a year is a module that has half the credits of a year module but is presented over a year. A minimum half-year mark of 40% is required (in June) in order to continue with the module in the second semester.

When a summative assessment opportunity is used as a last (comprehensive) assessment opportunity, a **minimum final period/semester or year mark of 40%** is required for admission to the summative assessment opportunity concerned (Applicable to semester modules)

When a traditional examination is used as a last assessment opportunity, the module is deemed as a pass if the following marks have been obtained:

- (a) an examination mark of at least 40%; and
- (b) a final mark of at least 50%.

A **couplet module** consists of two modules in the academic year concerned whereby the second module builds on the first module. A final period/semester mark and a final mark of at least 40% each in the first semester are required for admission to the second-semester module. To pass the couplet, a combined final mark of at least 50% and a final period/semester mark of at least 40% (where applicable) must be obtained in the same year.

### 3. ADMINISTRATIVE AND ORGANISATIONAL INFORMATION

#### 3.1 Timetable for the first semester

Your timetable has been designed to facilitate a blended approach to your teaching and learning process. A work program detailing your sections, units, chapters, etc. will be uploaded under your respective modules individually per the days listed below.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1	12-Feb-24	13-Feb-24	14-Feb-24	15-Feb-24	16-Feb-24	17-Feb-24	18-Feb-24
		<b>CAMPUS DAY</b>		<b>CAMPUS DAY</b>		<i>Revision Day</i>	<i>Revision Day</i>
Week 2	19-Feb-24	20-Feb-24	21-Feb-24	22-Feb-24	23-Feb-24	24-Feb-24	25-Feb-24
		<b>CAMPUS DAY</b>		<b>CAMPUS DAY</b>		<i>Revision Day</i>	<i>Revision Day</i>
Week 3	26-Feb-24	27-Feb-24	28-Feb-24	29-Feb-24	1-Mar-24	2-Mar-24	3-Mar-24
		<b>CAMPUS DAY</b>		<b>CAMPUS DAY</b>		<i>Revision Day</i>	<i>Revision Day</i>
Week 4	4-Mar-24	5-Mar-24	6-Mar-24	7-Mar-24	8-Mar-24	9-Mar-24	10-Mar-24
		<b>CAMPUS DAY</b>		<b>CAMPUS DAY</b>		<i>Revision Day</i>	<i>Revision Day</i>
Week 5	11-Mar-24	12-Mar-24	13-Mar-24	14-Mar-24	15-Mar-24	16-Mar-24	17-Mar-24
	Accounting 2A Test		Tax 2AB Test 1		GAC 2A Test	<i>Revision Day</i>	<i>Revision Day</i>
Week 6	18-Mar-24	19-Mar-24	20-Mar-24	21-Mar-24	22-Mar-24	23-Mar-24	24-Mar-24
	Fin Man 2A Test 1		MAS 2A Test	<b>Human Rights Day</b>	<b>UJ Holiday</b>	<b>Recess</b>	<b>Recess</b>
Week 7	25-Mar-24	26-Mar-24	27-Mar-24	28-Mar-24	29-Mar-24	30-Mar-24	31-Mar-24

	<b>Recess</b>	<b>Recess</b>	<b>Recess</b>	<b>Recess</b>	<b>Good Friday</b>	<b>Recess</b>	<b>Recess</b>
Week 8	1-Apr-24	2-Apr-24	3-Apr-24	4-Apr-24	5-Apr-24	6-Apr-24	7-Apr-24
	<b>Family Day</b>	<b>CAMPUS DAY</b> Acc Sick Test	Fin Man 2A Sick Test MAS Sick Test	<b>CAMPUS DAY</b> GAC Sick Test	Tax Sick Test		
Week 9	8-Apr-24	9-Apr-24	10-Apr-24	11-Apr-24	12-Apr-24	13-Apr-24	14-Apr-24
		<b>CAMPUS DAY</b>		<b>CAMPUS DAY</b>		<i>Revision Day</i>	<i>Revision Day</i>
Week 10	15-Apr-24	16-Apr-24	17-Apr-24	18-Apr-24	19-Apr-24	20-Apr-24	21-Apr-24
		<b>CAMPUS DAY</b>		<b>CAMPUS DAY</b>		<i>Revision Day</i>	<i>Revision Day</i>
Week 11	22-Apr-24	23-Apr-24	24-Apr-24	25-Apr-24	26-Apr-24	27-Apr-24	28-Apr-24
		<b>CAMPUS DAY</b>		<b>CAMPUS DAY</b>		<i>Revision Day</i>	<i>Revision Day</i>
Week 12	29-Apr-24	30-Apr-24	1-May-24	2-May-24	3-May-24	4-May-24	5-May-24
		Fin Man 2A Test	<b>Workers Day</b>		GAC 2 Test	<i>Revision Day</i>	<i>Revision Day</i>
Week 13	6-May-24	7-May-24	8-May-24	9-May-24	10-May-24	11-May-24	12-May-24
	Tax 2AB Test				Acc 2A Test	<b>BIS Test</b>	
Week 14	13-May-24	14-May-24	15-May-24	16-May-24	17-May-24	18-May-24	19-May-24
	MAS 2A Test	<b>CAMPUS DAY</b> GAC Sick Test	Fin 2A Sick Test	<b>CAMPUS DAY</b> BIS Sick Test	Acc 2A Sick Test		
Week 15	20-May-24	21-May-24	22-May-24	23-May-24	24-May-24	25-May-24	26-May-24
	Tax 2A Sick Test	<b>CAMPUS DAY</b>	MAS 2A Sick Test	<b>CAMPUS DAY</b>		<b>Block Week</b>	<b>Block Week</b>
Week 16	27-May-24	28-May-24	29-May-24	30-May-24	31-May-24	1-Jun-24	2-Jun-24
	<b>Block Week</b>	<b>Block Week</b>	<b>Block Week</b>	<b>GAC Exam</b>			
Week 17	3-Jun-24	4-Jun-24	5-Jun-24	6-Jun-24	7-Jun-24	8-Jun-24	9-Jun-24
	<b>Acc 2A Exam</b>			<b>Tax 2AB Exam</b>			
Week 18	10-Jun-24	11-Jun-24	12-Jun-24	13-Jun-24	14-Jun-24	15-Jun-24	16-Jun-24
	<b>MAS 2A Exam</b>		<b>Fin Man 2A Exam</b>		<b>BIS Exam</b>		

However, to provide you with some guidance, the following timetable has been prepared for you for **the first semester**. We recommend using the following timetable in order to ensure that you do not fall behind with the workload and to allow for a smooth transition and exciting on-line learning experience.

### 3.2 Assessments

#### **Assessments:**

Please note that all assessments in the first term will take place on campus and in-venue. This means that you will have to be **present at campus** to have a **sit down, closed book, assessment in an allocated venue**. There will be no on-line assessments made available for the in-venue assessments. Therefore, it is imperative that you **familiarise yourself with a closed book assessment from the beginning**.

Please note that VALID sick notes have to be submitted for a sick assessment. Each sick note will be confirmed with the relevant doctor. Any discrepancies found in this process, will be dealt with accordingly in terms of the UJ policy. Details with regards to the sick note process will be posted on the relevant modules Moodle portal.

#### **Assessment timetable:**

Module Name	Test 1	Sick Test 1	Test 2	Sick Test 2	June Exam / Assessment 3
ACCOUNTING 2A	11 March	2 April	10 May	17 May	03 June
BUSINESS INFORMATION SYSTEMS 2A	11 May	16 May	-	-	14 June
FINANCIAL MANAGEMENT 2A	18 March	3 April	30 April	15 May	12 June
GOVERNANCE AND CONTROL 2A	15 March	4 April	3 May	14 May	30 May
MANAGEMENT ACCOUNTING STRATEGY 2A	20 March	3 April	13 May	22 May	10 June
TAXATION 2AB	13 March	5 April	6 May	20 May	6 June



### 3.3 Marking of assessments and remarks

The turnaround time for the releasing of marks will be communicated by each lecturer and is generally 14 working days from the time of submission. Each lecturer will also communicate how the marking will be done, and how students will get feedback on their assessments. Please refer to your respective subject's individual learner guide or Ulink page for this information.

### 3.4 Moodle access and use

All modules, slides, question banks and pre-reading will be available on Moodle as you are familiar with. Please refer to each module's learning guide for the year for more specific guidelines on what will be expected of you on each day.

### 3.5 Suggested weekly study program

Every subject will provide you with a detailed breakdown of how you could allocate your time every day. This breakdown will again be a suggested form of guidance prepared by your individual lecturers to assist you with your on-line T&L journey.

	TAX & BIS	MAS & FIN	GAC & ACC
<b>Monday</b>	6 Hours		
<b>Tuesday</b>	<b>CAMPUS DAY for BCom Accounting 2<sup>nd</sup> years excluding BIS</b>		
<b>Wednesday</b>		6 Hours	
<b>Thursday</b>	<b>CAMPUS DAY for BCom Accounting 2<sup>nd</sup> years</b>		
<b>Friday</b>			6 Hours
<b>Saturday</b>	Rest. However, use Saturday and Sunday to catch-up on work not completed during the week.		
<b>Sunday</b>			

#### Tuesday & Thursday Campus Day schedule (BCom Accounting Second year)

TU1	TU2	TU3	TU4	TU5	TU6	TU7	TU8	TU9	TU10	TU11
8:00-8:50	8:50-9:40	9:40-10:30	10:30-11:20	11:20-12:10	12:10-13:00	13:00-13:50	13:50-14:40	14:40-15:30	15:30-16:20	16:20-17:10
K03	K03	K03	K03	A LES G02	A LES G02	E LES 200	E LES 200		A LES G01	A LES G01
TAX2AB (Group 1)	TAX2AB (Group 1)	Acc 2A	Acc2 A	GAC	GAC	TAX 2AB (Group 2)	TAX 2AB (Group 2)		ACC 2A	ACC 2A
Thursday										
TH1	TH2	TH3	TH4	TH5	TH6	TH7	TH8	TH9	TH10	TH11
8:00-8:50	8:50-9:40	9:40-10:30	10:30-11:20	11:20-12:10	12:10-13:00	13:00-13:50	13:50-14:40	14:40-15:30	15:30-16:20	16:20-17:10
A LES G01	A LES G01	D1 labs	D1 labs	D1 labs	D1 labs	A LES G02	A LES G02			
MAS	MAS	BIS 2A	BIS 2A	BIS 2A	BIS 2A	FIN MAN 2A	FIN MAN 2A			

#### Group Allocations

**Governance and Control 2A, Financial Management 2A and Management Accounting Strategy 2A**

All students (Surnames A – Z) to attend as per schedule above.

<b>Taxation 2AB</b>
Group 1: Surnames A - Mn
Group 2: Surnames Mo - Z

<b>Business Information Systems 2A</b>
Group 1: Surnames to be announced on Moodle
Group 2: Surnames to be announced on Moodle
Group 3: Surnames to be announced on Moodle
Group 4: Surnames to be announced on Moodle

<b>Accounting 2A (BCom Accounting)</b>
Group 1: Surnames A - Mn
Group 2: Surnames Mo - Z
<b>Accounting 2A (All other degrees)</b>
Will be required to attend the Group 2 lectures.

### 3.6 Composition/calculation of semester mark

#### Accounting 2A

Assessment	Weighting
Assessment 1	40%
Assessment 2	52%
Assignments	5%
In venue class attendance	3%

#### Financial Management 2A

Assessment	Weighting
Module Tasks	10%
Assessment Opportunity 1	45%
Assessment Opportunity 2	45%

#### Business Information Systems 2A

Assessment	Weighting
PowerPoint Assignment	10%
Excel Assignment	20%
Word Assignment	10%
Assessment Opportunity 1	60%

## Management Accounting Strategy 2A

Assessment	Weighting
Assessment Opportunity 1	45%
Assessment Opportunity 2	45%
Practical assignments	10%

## Governance and Control 2A

Assessment	Weighting
Face2Face Class Attendance	5%
Continuous Assessment	25%
Test 1	30%
Test 2	40%

## Taxation 2AB (Year module)

Assessment	Weighting
Assessment 1	10%
Assessment 2	15%
Assessment 3 (To be written in June exam period)	30%
Assignment 1	2.5%
Assignment 2	2.5%
<b>TOTAL Half Year Mark Weighting = 60%</b>	
<b>Remaining 40% allocated to second semester.</b>	

### 3.7 Access to the last summative assessment opportunity

The mark that a student must obtain as a year/semester mark of 40% to get entry into the final assessment opportunity will be communicated in due course on Moodle.

### 3.8 Textbooks required for the first semester

#### Accounting 2A

1. Introduction to IFRS 9th edition, Koppeschaar, ZR & Rossouw, J, et al.
2. LexisNexis 2019, IFRS Applications 3rd edition Pietersen, ME; Stegmann, N; Van Schalkwyk, CJ; Wesson, N; & Malan, M. LexisNexis 2015.

#### Financial Management 2A

1. Fundamentals of Corporate Finance, 13th edition by Ross

## **Business Information Systems 2A**

1. A How to Guide to Computers 8th Edition 2024 by E Lochner (The 2024 edition of the textbook is required; previous editions are outdated.)

## **Governance and Control 2A**

No textbook (Relevant learning material will be made available on Moodle)

## **Management Accounting Strategy 2A**

CIMA Study Text – E1: Managing Finance in a Digital World

## **Taxation 2AB**

1. Notes on SA Income Tax 2024 - (H&H Publications)
2. Introductory Questions on SA Tax 2024 - (Juta)

### **3.9 Consultation with lecturers**

Please note that every subject lecturer will share their consultation hours on Moodle, including the manner in which the consultation will be done. You are also welcome to email your respective module lecturers should you need clarity on any of the aspects during your course as well as on the information provided above. Lecturer contact details are noted in Section 1.1 in this document.

### **3.10 Career advisor information**

**The career advisors will be able to help with the following:**

- Planning of subjects B Com Accounting degrees;
- Advice with regards to the following possible Honours degrees:
- Honours in Taxation
- Honours in Internal Auditing
- CA Honours / PGDAS
- Financial Management / PGDA Fin
- Advice with regards to the BCTA programme
- Advice pertaining to credits to students from other universities/degrees (Only for modules offered in the Department of Accountancy)

The career advisors will be available on the following days

Day of week available	Lecturer	Telephone No	E-mail address	Venue
Monday	Reinette van Gaalen	011 559 4431	<a href="mailto:rvangaalen@uj.ac.za">rvangaalen@uj.ac.za</a>	C-Ring 751
Tuesday	Marelize Malan	011 559 2868	<a href="mailto:mmalan@uj.ac.za">mmalan@uj.ac.za</a>	D-Ring 637
Wednesday	Marianne Wassermann	011 559 3413	<a href="mailto:marianne@uj.ac.za">marianne@uj.ac.za</a>	C-Ring 722

Thursday	Jurie Wessels	011 559 4756	<a href="mailto:juriew@uj.ac.za">juriew@uj.ac.za</a>	C-Ring 731
Friday	Siphamandla Makhaya	011 559 3451	<a href="mailto:smakhaya@uj.ac.za">smakhaya@uj.ac.za</a>	C-Ring 730

### **3.11 Department of Accountancy: Student code of ethics**

#### **Introduction**

The Code of Student Conduct ("The Code") is a statement of minimal principles that apply to all students registered for courses at the Department of Accountancy ("The Department") at the University of Johannesburg ("UJ"). This Code is to be read in conjunction with the UJ Student Regulations that governs the conduct of all students registered at UJ. Compliance with the principles set out in this Code will ensure ethical conduct. The Code of Student Conduct aims to create an environment in which it is possible for the individual student to achieve the best possible results.

#### **The fundamental principles**

**A student of the Department is required to comply with the following fundamental principles:**

##### ***Integrity***

The quality of having a sense of honesty, truthfulness and consistency in regard to the motivations for your behaviour towards fellow students, lecturers and other staff members of the Department.

##### ***Respect***

Students must respect the diversity and differences of opinions of their fellow students, lectures and other staff members of the Department. This entails:

- Respect for the learning of other students; and
- Respect for their lecturers

##### ***Discipline***

Students shall adhere to acceptable behaviour that is not contrary to the principles set out in the Code and the behaviours' set out in the UJ Student Regulations.

***Responsibility and Accountability***

Students recognise that they are responsible for their learning and take ownership of the learning process. Students are accountable to themselves and their lecturers for the outcome of their learning process.

***Fairness***

Students acknowledge and respect the rights of other students, the lecturers and other staff members of the Department.