Tutorial Letter 101/3/2025

Introduction to Development Studies
DVA1501

Semesters 1 and 2

Department of Development Studies

This tutorial letter contains important information about your module.

BARCODE

Define tomorrow.

UNISA | university of south africa

CONTENTS

1   INTRODUCTION

Dear Student

Welcome to the Department of Development Studies. We trust that you will enjoy studying with us and that your relationship with this department will be a lasting one.

Unisa is a comprehensive open distance e-learning (CODeL) higher education institution. The comprehensiveness of our curricula encapsulates a range of offerings, from strictly vocational to strictly academic certificates, diplomas, and degrees. Unisa's "openness" and its distance eLearning character result in many students registering at Unisa who may not have had an opportunity to enrol in higher education. Our CODeL character implies that our programmes are carefully planned and structured to ensure success for students ranging from the under-prepared but with potential, to the sufficiently prepared.

Teaching and learning in a CODeL context involve multiple modes of delivery ranging from blended learning to fully online. As a default position, all post graduate programmes are offered fully online with no printed study materials, while undergraduate programmes are offered in a blended mode of delivery where printed study materials are augmented with online teaching and learning via the learner management system – myUnisa. In some instances, undergraduate programmes are offered fully online as well.

Furthermore, our programmes are aligned with the vision, mission, and values of the University. Unisa's commitment to serve humanity and shape futures is combined with a clear appreciation of our location on the African continent. Unisa's graduates have distinctive graduate qualities which include:
•   being independent, resilient, responsible, and caring citizens who are able to fulfil and serve in multiple roles in their immediate and future local, national and global communities
•   having a critical understanding of their location on the African continent with its histories, challenges, and potential in relation to globally diverse contexts
•   the ability to critically analyse and evaluate the credibility and usefulness of information and data from multiple sources in a globalised world with its ever-increasing information and data flows and competing worldviews
•   how to apply their discipline-specific knowledges competently, ethically, and creatively to solve real-life problems
•   an awareness of their own learning and developmental needs and future potential

DVA1501 is a blended module and therefore considered part of a blended learning environment. This means that you will receive some study material in hard copy such as Tutorial Letter 101. The study guide as well as Tutorial Letter DVAALLD/301, which explains how to write an essay-type assignment and how to reference your sources, are available online only. Sepedi and IsiZulu versions of Tutorial letter DVAALLD/301 are also available under the **'Official Study Material'** tab on the myUnisa module site.

Blended learning is the provision of learning opportunities using a combination of multiple teaching and learning strategies, pedagogies, education technologies and student support, where eLearning may form a significant proportion of the learning opportunities. You should also access myUnisa regularly and participate in the discussion forums that have been created by your lecturers. By frequently logging on to myUnisa, you can check for new announcements and guidelines provided. You will be linked to an e-tutor on myUnisa; this means that part of your learning takes place online.

Whether a module is offered either as blended (meaning that we use a combination of printed and online material to engage with you) or online (all information is available via the internet), we use myUnisa as our virtual campus. This is an online system that is used to administer, document, and deliver educational material to you and support engagement with you. Look out for information from your lecturer as well as other Unisa platforms to determine how to access the virtual myUnisa module site. Information on the tools that will be available to engage with the lecturer and fellow students to support your learning will also be communicated via various platforms.

You are encouraged to log into the module site on myUnisa regularly (that is, at least twice per week). You will need to use myUnisa to study for this module. Visit the website for DVA1501 on myUnisa frequently. The website for your module is DVA1501-25-S1 for semester 1 and DVA1501-25-S2 for semester 2.

We wish you every success with your studies!

2   PURPOSE AND OUTCOMES

2.1   Purpose

The purpose of this module is to introduce students to key concepts in development that will provide them with a foundation for understanding the meaning of development, and how complicated the whole question of development is.

Students, who qualify in this module, will be able to think about development in a critical way and apply their knowledge to development debates and real-life situations. The module will enable students to be sensitive to the needs of poor communities and tackle problems in a holistic manner, while promoting the ideal and principles of sustainable development.

2.2   Outcomes

After completing this module, you should be able to:
- demonstrate an understanding of key concepts and theories in Development Studies
- evaluate the levels of development within developing countries
- demonstrate an understanding of sustainable development and determine the problems aggravating it
- determine the relevance of basic needs within development
- demonstrate an understanding of the multi-faceted nature of poverty

3   CURRICULUM TRANSFORMATION

Unisa has implemented a transformation charter, in terms of which the university has placed curriculum transformation high on the teaching and learning agenda. Curriculum transformation includes student-centred scholarship, the pedagogical renewal of teaching and assessment practices, the scholarship of teaching and learning, and the infusion of African epistemologies and philosophies. All of these will be phased in at both programme and module levels, and as a result of this, you will notice a marked change in the teaching and learning strategy implemented by Unisa, together with the way in which the content is conceptualised in your modules. We encourage you to embrace these changes during your studies at Unisa in a responsive way within the framework of transformation.

4   LECTURER(S) AND CONTACT DETAILS

4.1   Lecturer(s)

Primary Lecturer
Dr A Khan
Tel: 012 4296173
Email: khana@unisa.ac.za

4.2   Department

Our departmental contact details are as follows:

Ms BB Mabota / Ms T Macala
Department of Development Studies
Room 4-26
Winnie Madikizela-Mandela Building
Unisa Muckleneuk Campus
Pretoria

Tel: 012 429 6813/4035
Email: devstu@unisa.ac.za
Departmental webpage: http://www.unisa.ac.za/devstudies

4.3   University

To contact the university, please dial 080 000 1870. Remember to keep your student number at hand when contacting the university. The Unisa Student Communication Service Centre will be open **weekdays from 08:00 – 16:00 (South African Standard Time).**

Please send all emails from your myLife email account. If you send an e-mail directly to a Unisa e-mail address, insert your student number in the subject line to effect the correct routing to an advisor for processing. **Please check the list carefully and send an enquiry to one e-mail address only.** This will ensure that there is no confusion as to who must respond, thereby

preventing unnecessary delays in the response or the email portrayed as spam. Students should only forward enquiries to the Registrar and Deputy Registrar in instances where those enquiries could not be resolved at other levels.

TYPE OF QUERY	EMAIL ADDRESS	TELEPHONE NUMBER
ICT		
myUnisa	myUnisaHelp@unisa.ac.za	012 429 3111 (Option 2)
myLife	myLifeHelp@unisa.ac.za	012 429 3111 (Option 2)
STUDENT ADMISSIONS AND REGISTRATIONS		
General applications and registration queries	study-info@unisa.ac.za	
College of Human Sciences	artes@unisa.ac.za	
International students	international@unisa.ac.za	
Exemptions	adhoccredits@unisa.ac.za	
Access and matriculation exemption	ame@unisa.ac.za	
Re-admissions	study-info@unisa.ac.za	
STUDENT ASSESSMENT ADMINISTRATION		
General assignment enquiries	assign@unisa.ac.za	
General exam queries	exams@unisa.ac.za	012 429 8641
Aegrotat exams	aegrotats@unisa.ac.za	012 429 8641
Exam arrangements for students with disabilities	examdisabled@unisa.ac.za	012 429 8641
Exam admission	examadmission@unisa.ac.za	012 429 8641
International students	examinternational@unisa.ac.za	+ 27 12 429 2268
Remarks	remark@unisa.ac.za	012 429 8641
Purchase of an exam script	purchasescript@unisa.ac.za	012 429 8641
FINANCE		
Student account enquiries	finan@unisa.ac.za	012 429 2441/4299
STUDENT FUNDING		
General student funding enquiries	letsomp@unisa.ac.za	012 441 5600
STUDY MATERIAL		
Despatch enquiries	despatch@unisa.ac.za	

Contact addresses for the various administrative departments appear on the Unisa website: http://www.unisa.ac.za/sites/corporate/default/Contact-us/Student-enquiries.

You are reminded to include your student number in all correspondence.

5 RESOURCES

5.1 Prescribed book(s)

There are no prescribed books for this module.

5.2 Recommended book(s)

There are no recommended books for this module.

5.3 Electronic reserves (e-reserves)

The following electronic reserves are assigned to this module:

Bazaanah, P and Mothapo, RA	2023	Sustainability of drinking water and sanitation delivery systems in rural communities of the Lepelle Nkumpi local municipality, South Africa	*Environment, Development and Sustainability: pp 14223-14255*
Kabonga, I	2017	Dependency Theory and Donor Aid: A Critical Analysis	*African Journal of Development Studies: pp 1-11*
Onuche, OI	2020	Britton Woods Institutions and the Pandemic of Poverty: The case of the poor and the poorest in Africa. A lesson from Nigeria, Uganda, and Ethiopia	*Conference Paper* *https://www.researchgate.net/publication/343542432_BRETTON_WOODS_INSTITUTIONS_AND_THE_PANDEMIC_OF_POVERTY_THE_CASE_OF_THE_POOR_AND_THE_POOREST_IN_AFRICA_A_LESSON_FROM_NIGERIA_UGANDA_AND_ETHIOPIA*
Hope, KR	1984	Self-Reliance as a Development Strategy: A Conceptual Policy Analysis	*Scandinavian Journal of Development Alternatives*

Search for e-reserves at: http://oasis.unisa.ac.za/search/r

Alternatively, you can access these e-reserves, by visiting http://www.unisa.ac.za/sites/corporate/default/Library ,and then click on the link, **"Find e-reserves & recommended books"**, which can be found at the bottom of the page. You will then be directed to a new page, which requests a module code. You must enter **"DVA1501"** in the space provided and then click on **"Submit"**. You will then be able to access all the links to the e-reserves assigned to this module.

5.4 Library services and resources

The Unisa Library offers a range of information services and resources. The library has created numerous library guides, available at http://libguides.unisa.ac.za

Recommended guides:

- For brief information on the library, go to
  https://www.unisa.ac.za/library/libatglance
- For more detailed library information, go to
  http://www.unisa.ac.za/sites/corporate/default/Library
- Frequently Asked Questions, visit
  https://www.unisa.ac.za/sites/corporate/default/Library/Frequently-Asked-Questions
- For research support and services such as the Personal Librarian service and the Information Search Librarian's Literature Search Request (on your research topic) service, visit
  http://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Research-support
- For library training for undergraduate students, visit
  https://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Training
- Lending Services
  https://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Lending-services
- Services for Postgraduate students
  https://www.unisa.ac.za/sites/corporate/default/Library/Services-for-Postgraduates
- Support and Services for students with disabilities
  https://www.unisa.ac.za/sites/corporate/default/Library/Services-for-students-with-special-needs
- Library Technology Support
  https://libguides.unisa.ac.za/techsupport
- Finding and using library resources and tools
  http://libguides.unisa.ac.za/Research_skills
- A–Z list of library databases
  https://libguides.unisa.ac.za/az.php

Important contact information:

- Technical problems encountered in accessing library online services: Lib-help@unisa.ac.za
- General library-related queries: Library-enquiries@unisa.ac.za
- Queries related to library fines and payments: Library-fines@unisa.ac.za
- Interlibrary loan service for postgraduate students: libr-ill@unisa.ac.za
- Literature Search Service: Lib-search@unisa.ac.za
- Social media channels: Facebook: UnisaLibrary and X Twitter: @UnisaLibrary

To view the Library orientation video – please click here :   📄 Unisa Library and Information Services Video_1_1 (2).mp4

6   STUDENT SUPPORT SERVICES

The *Study @ Unisa* brochure is available on myUnisa: www.unisa.ac.za/brochures/studies

This brochure contains important information and guidelines for successful studies through Unisa.

If you need assistance with regards to the myModules system, you are welcome to use the following contact details:

- Toll-free landline: 0800 00 1870 (Select option 07 for myModules)
- E-mail: mymodules22@unisa.ac.za or myUnisaHelp@unisa.ac.za

You can access and view short videos on topics such as how to view your calendar, how to access module content, how to view announcements for modules, how to submit assessments and how to participate in forum activities via the following link: https://dtls-qa.unisa.ac.za/course/view.php?id=32130

Registered Unisa students get a free myLife e-mail account. Important information, notices and updates are sent exclusively to this account.

Please claim your e-mail account immediately after registering at Unisa by following this link: https://www.unisa.ac.za/static/myunisa/Content/Announcements/Documents/Claim-myUnisa-myLife-Nov-2017.pdf Note that it can take up to 24 hours for your account to be activated after you have claimed it.

Your myLife account is the **only** e-mail account recognised by Unisa for official correspondence between you and the University and it will remain your official primary e-mail address on record at Unisa.

You remain responsible for the management of this e-mail account.

Note: In line with the Protection of Personal Information Act (POPIA) 4 of 2013, only student queries sent from a myLife e-mail account will be responded to.

myUnisa

Once you have claimed your myLife student email account, you will be able to log on to myUnisa. myUnisa is useful because you can:

- download electronic copies of your tutorial letters and study guide.
- communicate with lecturers and fellow students in the **Discussion Forums**.
- receive reminders of assignment due dates.
- receive reminders of your examination dates.
- be linked to an e-tutor.
- submit your assignments online.
- be alerted to any important information.

E-tutors

This module has e-tutors. Log on to myUnisa to identify your tutor and tutor group.

6.1   The Unisa First-Year Experience Programme

Many students find the transition from school education to tertiary education stressful. This is also true in the case of students enrolling at Unisa for the first time. Unisa is a dedicated open distance and e-learning institution, and it is very different from face-to-face/contact institutions. It is a mega university, and all our programmes are offered through either blended learning or fully online learning. It is for this reason that we thought it necessary to offer first-time students additional/extended support to help them seamlessly navigate the Unisa teaching and learning journey with little difficulty and few barriers. We therefore offer a specialised student support programme to students enrolling at Unisa for the first time – this is Unisa's First-Year Experience (FYE) Programme, designed to provide you with prompt and helpful information about services that the institution offers and how you can access information. The following FYE services are currently offered:
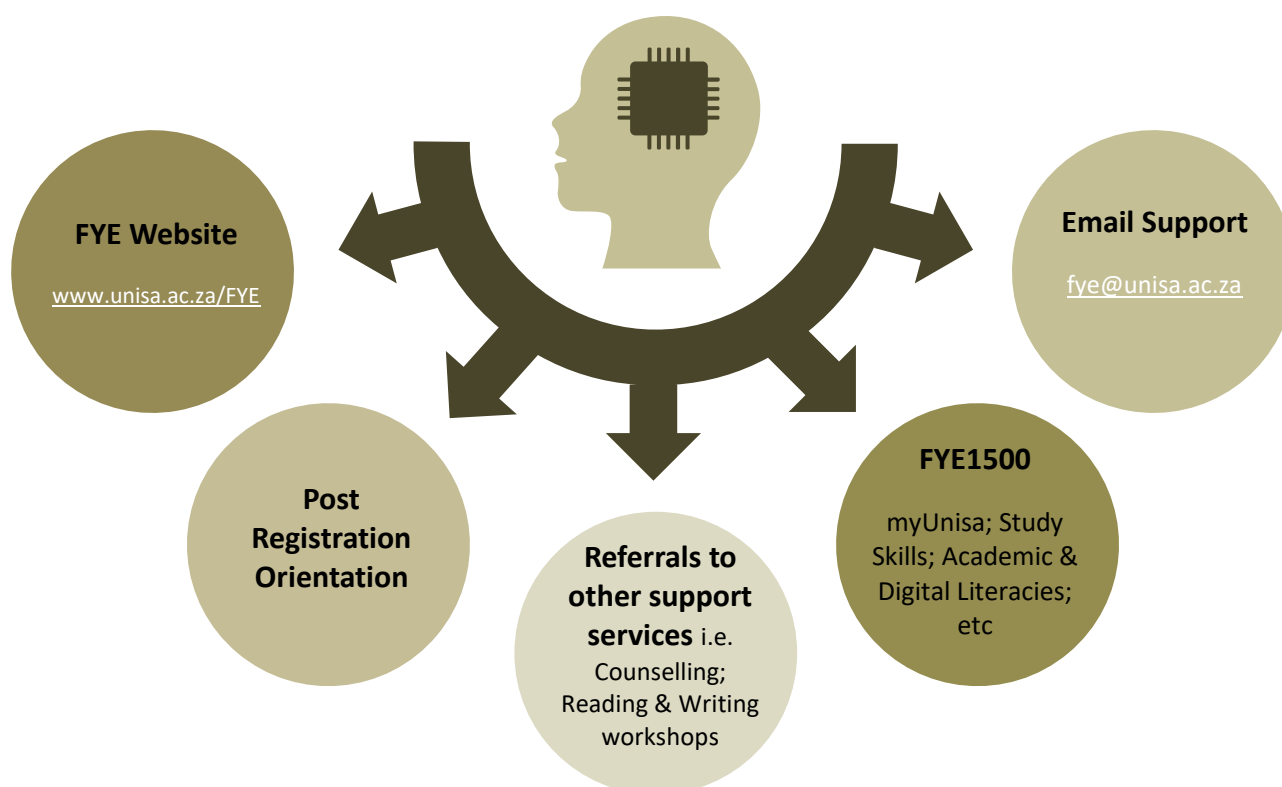

To ensure that you do not miss out on important academic and support communication from the SRU, please check your myLife inbox regularly.

6.2   Using Recognition of Prior Learning (RPL) to apply for module credit within a qualification.

Now that you are a registered student, you are advised to familiarise yourself with the learning outcomes of the module or modules you have chosen. If you have been exposed to those learning outcomes for three years or more – either through work experience or other involvement – you can apply to be exempted from completing assignments and writing examinations. As part of your

application for this exemption, you will be required to compile a portfolio of evidence substantiating how your experience is equivalent to the learning outcomes. The diagram below shows the steps involved in obtaining recognition of prior learning (RPL) for module credit. For more information on the process, RPL fees, and the contact details of your college RPL coordinator, visit the Unisa website: www.unisa.ac.za/rpl
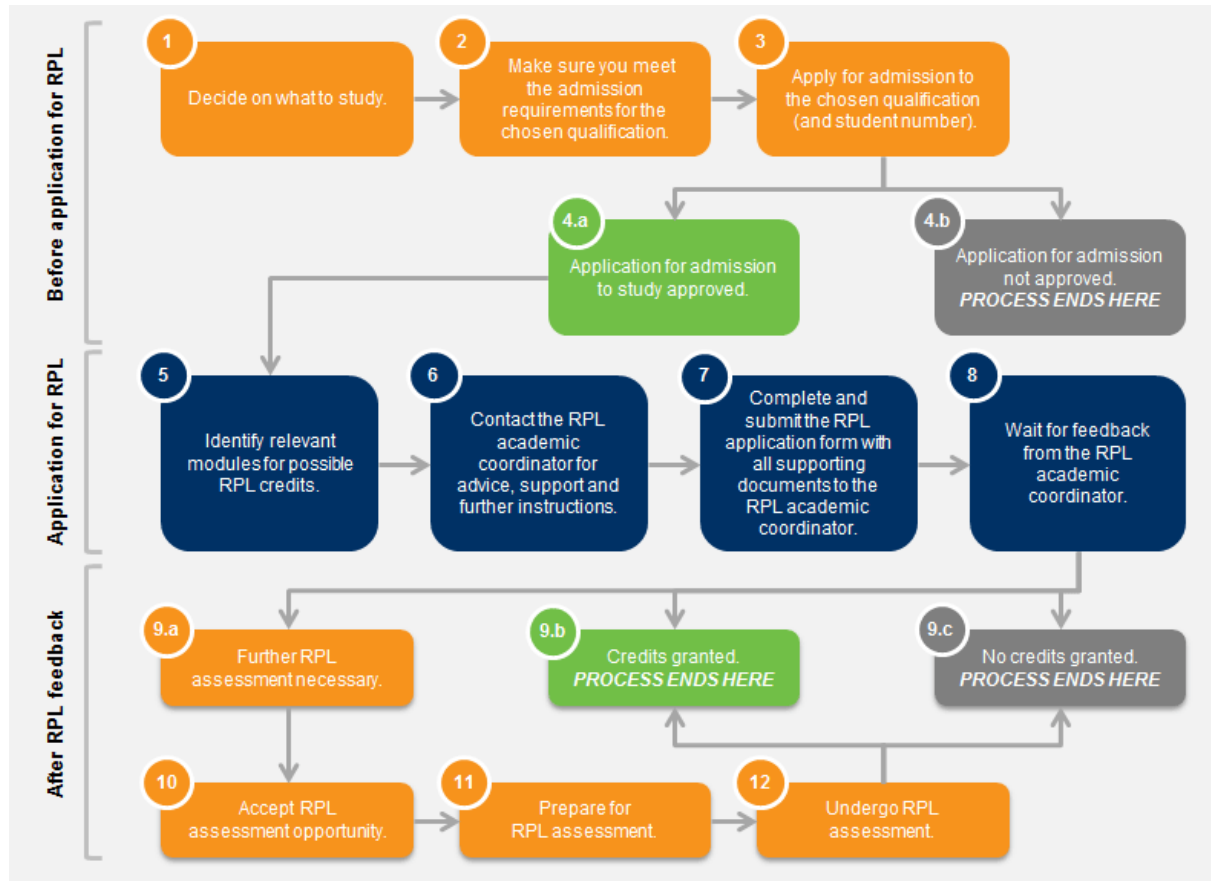
7   STUDY PLAN

Consult *Study @ Unisa* for general time management and planning skills.

8   PRACTICAL WORK

There is no practical work for this module.

9   ASSESSMENT

9.1   Assessment criteria

	Specific outcomes	Assessment criteria
1	Demonstrate an understanding of key concepts and theories in Development Studies	• Concepts and schemata of knowledge concerning development concepts are applied • The meaning of development is explained • The history of development is discussed

		• Sen's capability approach is identified • Theories/paradigms in development are discussed
2	Evaluate the levels of development within developing countries	• Different development indicators are identified • The advantages and disadvantages of development indicators are discussed • The appropriateness of using development indicators to measure development is discussed
3	Demonstrate an understanding of sustainable development and determine the problems aggravating it	• The concept of sustainable development is defined and discussed • Problems affecting sustainable development are identified and discussed • The relationship between development and the environment is described • The relationship between poverty and environmental degradation is described
4	Determine the relevance of basic needs within development	• The concept of basic needs is defined and explained • The link between basic needs and development is discussed • The failure to access and satisfy basic needs and its effect on development is explained • Challenges in securing basic needs are discussed • Basic needs to real-life situations are applied
5	Demonstrate an understanding of the multi-faceted nature of poverty	• The concepts of poverty and inequality are defined and discussed • Meaning out of given situations are constructed • The concepts of absolute and relative poverty are explained • The causes of poverty are examined • Poverty relief measures are discussed

9.2 Assessment plan

- To complete this module, you will be required to submit **two compulsory** assessments.
- All information about when and where to submit your assessments will be made available to you via the myModules site for your module.
- Due dates for assessments, as well as the actual assessments are available on the myModules site for this module.
- To gain admission to the examination, you will be required to submit the first assignment, **Assignment 01**.
- To gain admission to the examination, you need to obtain a year mark average of **40%** for the assignments.

- The assignment weighting for the module is **20%**.
- Your assignments will comprise a combination of multiple-choice questions (MCQs) and **any one or more** of the following question types viz: essay/short answer/scenario based.

The **FIRST** assignment (Assignment 01) is **COMPULSORY** and consists of multiple-choice questions (MCQs). You must answer all questions in this assignment. You will **NOT** be allowed to write your examination if you do not submit Assignment 01. This assignment contributes **50%** towards your year mark.

The **SECOND** assignment is **COMPULSORY** and will consist of **any one or more** of the following question types viz: essay/short answer/scenario based. You must answer all questions in this assignment. This assignment contributes the other **50%** towards your year mark.

Therefore: The marks that you obtain for Assignment 01 and Assignment 02 will be used to calculate your year mark (Assignment 01 (50%) + Assignment 02 (50%) = year mark). This mark will then be calculated out of 20% and will contribute to your final mark.

Therefore: **20%** (year mark = MCQs [Assignment 01] + [Assignment 02] + **80%** [examination] = **final mark**

- You will receive examination information via the myModules site. Please keep an eye out for announcements on how examinations for the modules for which you are registered will be conducted.
- The examination will count **80%** towards the final module mark.
- You need to obtain a final mark of at least **50%** to pass the module.

9.3   Assessment/assignment due dates

- There are no assignment **due dates** included in this tutorial letter.
- Assignment due dates will be made available to you on the myUnisa landing page for this module. We envisage that the due dates will be available to you upon registration.
- Please start working on your assessments as soon as you register for the module.
- Log on to the myUnisa site for this module to obtain more information on the due dates for the submission of the assessments.

9.4   Submission of assessments/assignments

- Unisa, as a comprehensive open distance e-learning institution (CODeL), is moving towards becoming an online institution. You will therefore see that all your study material, assessments and engagements with your lecturer and fellow students will take place online. We use myUnisa as our virtual campus.
- The myUnisa virtual campus will offer students access to the myModules site, where learning material will be available online and where assessments should be completed. This is an online system that is used to administer, document, and deliver educational material to students and support engagement between academics and students.

- The myUnisa platform can be accessed via https://my.unisa.ac.za. Click on the myModules 2025 button to access the online sites for the modules that you are registered for.

- The university undertakes to communicate clearly and as frequently as is necessary to ensure that you obtain the greatest benefit from the use of the myModules learning management system. Please access the announcements on your myModules site regularly, as this is where your lecturer will post important information to be shared with you.

- When you access your myModules site for the module/s you are registered for, you will see a welcome message posted by your lecturer. Below the welcome message you will see the assessment shells for the assessments that you need to complete. Some assessments may be multiple choice, some tests, others written assessments, some forum discussions, and so on. All assessments must be completed on the assessment shells available on the respective module platforms.

- To complete quiz assessments, please log on to the module site where you need to complete the assessment. Click on the relevant assessment shell (Assessment 1, Assessment 2, etc.). There will be a date on which the assessment will open for you. When the assessment is open, access the quiz online and complete it within the time available to you. Quiz assessment questions are not included in this tutorial letter (Tutorial Letter 101) and are only made available online. You must therefore access the quiz online and complete it online where the quiz has been created.

- It is not advisable to use a cell phone to complete the quiz. Please use a desktop computer, tablet or laptop when completing the quiz. Students who use a cell phone find it difficult to navigate the **Online Assessment** tool on the small screen and often struggle to navigate between questions and successfully complete the quizzes. In addition, cell phones are more vulnerable to dropped internet connections than other devices. **If at all possible, please do not use a cell phone for this assessment type**.

- For written assessments, please note the due date by which the assessment must be submitted. Ensure that you follow the guidelines given by your lecturer to complete the assessment. Click on the submission button on the relevant assessment shell on myModules. You will then be able to upload your written assessment on the myModules site of the modules that you are registered for. Before you finalise the upload, double check that you have selected the correct file for upload. Remember, no marks can be allocated for incorrectly submitted assessments.

9.4.1 Types of assignments and descriptions

All assignments are defined as either optional, mandatory, compulsory, or elective.

- **Elective assignments**
  - If not submitted, the student gets no mark for this item.
  - The best of the required submissions will count.
- **Mandatory assignments**
  - If not submitted, the student gets no mark for this item.
- **Compulsory assignments**
  - If not submitted, the result on the student's academic record will be *absent.*

- **Optional assignments**
  - You are encouraged as a student to do optional assignments so that it may benefit your learning.

I. **Elective assignments**
   a. the student is given a choice of assignments within an identified group to submit, only the best result(-s), the number of which is specified in advance, will contribute towards the year mark.
   b. elective assignments must also be grouped into an elective group.
   c. for the student to select which assignment to submit, the elective assignments must be grouped together. For such an elective group, relevant information must be provided to the student, such as how many of the assignments must be submitted and how many of the assignment marks should be combined into the year mark.
   d. the selection criteria define how marks received for assignments in an elective group are to be combined into the year mark. Three different criteria may be used for calculating the year mark:
      - The best mark should be used, or
      - If the student submits fewer than the required number of assignments per group or no assignment in a group, a mark of 0% will be used
      - 0% is awarded to all non-submitted or unmarked assessments. A best mark is then calculated from all items.

II. **Mandatory assignments**
   a. contribute to the year mark.
   b. If a student fails to submit a mandatory assignment, no mark is awarded and the year mark is calculated accordingly. The student will therefore forfeit the marks attached to this assignment when the final mark for the module is calculated.

III. **Compulsory Assessment**
   a. when not submitted, the student will fail a Continuous Assessment module but will be shown as absent from the examination in the case of other modules.

IV. **Optional assessments/assignments** – You are encouraged as a student to do optional assignments so that it may benefit your learning.

9.5 The assessments/assignments

As indicated in section 9.2, you need to complete **two compulsory** assessments for this module.

There are no assignments included in this tutorial letter. Assignments and due dates will be made available to you on myModules for this module. We envisage that the due dates will be available to you upon registration.

9.6   Other assessment methods

There are no other assessment methods for this module.

9.7   The examination

Examination information and details on the format of the examination will be made available to you online via the myUnisa site. Look out for information that will be shared with you by your lecturer and e-tutors (where relevant) and for communication from the university.

9.7.1 Invigilation/proctoring

Since 2020, Unisa conducts all its assessments online. Given stringent requirements from professional bodies and increased solicitations of Unisa's students by third parties to unlawfully assist them with the completion of assignments and examinations, the University is obliged to assure its assessment integrity through the utilisation of various proctoring tools: Turnitin, Moodle Proctoring, the Invigilator App and IRIS. These tools will authenticate the student's identity and flag suspicious behaviour to assure credibility of students' responses during assessments. The description below is for your benefit as you may encounter any or all of these in your registered modules:

o **Turnitin** is a plagiarism software that facilitates checks for originality in students' submissions against internal and external sources. Turnitin assists in identifying academic fraud and ghost writing. Students are expected to submit **typed** responses for utilisation of the Turnitin software.

o The **Moodle Proctoring tool** is a facial recognition software that authenticates students' identity during their Quiz assessments. This tool requires access to a student's **mobile or laptop camera**. Students must ensure their camera is activated in their browser settings prior to their assessments.

o **The Invigilator "mobile application-based service** does verification" of the identity of an assessment participant. The Invigilator Mobile Application detects student dishonesty-by-proxy and ensures that the assessment participant is the registered student. This invigilation tool requires students to download the app from their Play Store (Google, Huawei, and Apple) on their **mobile devices** (camera enabled) prior to their assessment.

o **IRIS Invigilation** software verifies the identity of a student during assessment and provides for both manual and automated facial verification. It has the ability to record and review a student's assessment session. It flags suspicious behaviour by the students for review by an academic administrator. IRIS software requires installation on students' **laptop devices** that are enabled with a webcam.

Students who are identified and flagged for suspicious dishonest behaviour arising from the invigilation and proctoring reports are referred to the disciplinary office for formal proceeding.

Please note:
Students must refer to their module assessment information on their myModule sites to determine which proctoring or invigilation tool will be utilised for their formative and summative assessments.

10   ACADEMIC DISHONESTY

10.1   Plagiarism

Plagiarism is the act of taking the words, ideas and thoughts of others and presenting them as your own. It is a form of theft. Plagiarism includes the following forms of academic dishonesty:
- Copying and pasting from any source without acknowledging the source.
- Not including references or deliberately inserting incorrect bibliographic information.
- Paraphrasing without acknowledging the original source of the information.

<u>**Referencing**</u>

The Department of Development Studies uses the **Harvard Style of referencing**. Each time you use information, ideas, figures, and other information that someone else has produced, you need to provide a reference for that source. Not acknowledging the source of your information is a form of plagiarism – an act that is tantamount to stealing. Therefore, you always need to follow responsible academic practice by referencing clearly and correctly.

You must cite authors of sources consulted in the text of your work and include a list of references at the end of your essay where you acknowledge each in text source in full. The University prefers the **Harvard style of referencing** – a style guide is freely available online, but that is also explained in Tutorial Letter DVAALLD/301.

Plagiarism is a serious offence at university. **<u>If we detect plagiarism in your work, we will deduct up to 10%</u>**. A low year mark can affect your chances of passing the module. You can avoid this, in part, by using proper referencing. Please take note that although students may work together when preparing assignments, we expect each student to write and submit his or her own individual assignment. In other words, you must submit your own ideas in your own words. Failing to do so amounts to plagiarism, which will result in your work being penalised or subjected to disciplinary proceedings by the University.

10.2   Cheating

Cheating includes, but is not limited to, the following:
- Completing assessments on behalf of another student, copying the work of another student during an assessment, or allowing another student to copy your work.
- Using social media (e.g. WhatsApp, Telegram) or other platforms to disseminate assessment information.
- Submitting corrupt or irrelevant files; this forms part of examination guidelines.
- Buying completed answers from so-called "tutors" or internet sites (contract cheating).

10.3 For more information about plagiarism, follow the link below:

https://www.unisa.ac.za/sites/myunisa/default/Study-@-Unisa/Student-values-and-rules

11 STUDENTS LIVING WITH DISABILITIES

The Advocacy and Resource Centre for Students with Disabilities (ARCSWiD) provides an opportunity for staff to interact with first-time and returning students with disabilities.

If you are a student with a disability and would like additional support or need additional time for assessments, you are invited to contact Dr A Khan at khana@unisa.ac.za to discuss the assistance that you need.

12 FREQUENTLY ASKED QUESTIONS

The *Study @ Unisa* brochure contains an A-to-Z guide of the most relevant study information. Below, we have included just a few of the most common questions.

Q. What if I do not submit the MCQ assignment by the due date?
A. You will not gain admission to the examination.

Q. What if I do not submit assignment 02 by the due date?
A. This will affect your year mark.

Q. If I fail an assignment, can I rewrite it?
A. No, you cannot rewrite your assignment.

Q. Will assignments be remarked if requested?
A. No, assignments will not be remarked.

Q. What if I have not received my study material?
A. All study material is available online under the **'Official Study Material'** tab, on the module site. You will only receive Tutorial Letter 101 in hard copy, but it can also be accessed online.

Q. What happens if I do not acknowledge the sources in my essay, but I include them in the list of references?
A. You will lose marks and **you may fail your assignment**. Your lecturers will regard this as plagiarism. Refer to Tutorial Letter DVAALLD/301 for details.

Q. Other departments send the scope of the examination to students. Will I receive one from the Department of Development Studies?
A. You will receive a tutorial letter before the examination that explains the format and structure of the examination. Scope will be provided closer to the examination.

13   SOURCES CONSULTED

No additional sources were consulted.

14   IN CLOSING

We wish you all the best in your studies, and we hope to hear from you during the course of the year.

15 ADDENDUM

ASSIGNMENT CHECKLIST

Complete this checklist and attach it to your essay-type assignment. A copy of this checklist in MS Word format is available under the "**Additional Resources"** tab on the myUnisa module site.

Answer all the questions by putting a cross/tick in the appropriate column.

QUESTION	YES	NO
1. Have I included a table of contents?		
2. Does my assignment consist of the following: • an introduction? • a main section (or body) with appropriate subheadings? • a conclusion?		
3. Have I included a list of references that complies with the following requirements? • I have listed all the sources to which I referred. • I have provided full details according to the guidelines given in Tutorial Letter DVAALLD/301. • I have listed the sources alphabetically.		
4. Have I used references to acknowledge all the sources from which I have borrowed ideas?		
5. Did I write in my own words to avoid plagiarism?		
6. Have I checked to see whether all my sentences are arranged in a logical order, so that my lecturer will be able to follow my arguments?		
7. Did I limit my assignment to the number of words or pages stipulated in the assignment question?		
8. Have I written my full particulars on the title page?		
9. Have I written the correct assignment number on the title page?		

ASSIGNMENT NUMBER: _____

STUDENT NUMBER: _____

DATE: _____