RHODES UNIVERSITY

Departments of Geography & Geology

GEOGRAPHY
RHODES UNIVERSITY

EARTH SCIENCE 101: 2018

Course Handbook

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INTRODUCTION

> "*We live on an extraordinary planet, the only one known to support life, that has abundant oxygen in its atmosphere, that rains water from its clouds. What we humans are and why our environment has the form it has are the result of innumerable interactions among the Earth's solid rocks and soils beneath our feet, the water and ice on land and in the oceans, the atmosphere that surrounds us, and living matter.*" Skinner and Porter (2000, p.v Preface)

In Earth Science you will be introduced to this complex planet and come to learn something of the many interactions in time and space that result in the environment in which we live. You will also learn about the evolution of the planet since its origin some four billion years ago; environmental change brought about by humans is put into perspective when compared to the fundamental changes that have taken place through the eons of time. The course brings together knowledge that is fundamental to both Geology and Geography, the two parent disciplines through which the course is offered.

Earth Science provides a valuable foundation course for anyone wishing to study the Geological, Geographical, Environmental, or Life Sciences. Earth Science is a common requirement for higher level courses in both Geography and Geology. As one component of Geography 1 it is also a requirement for Environmental Science. We hope that it will also provide a stimulating course for students from all faculties who take an interest in the Earth we live on.

INTRODUCTION TO THE TEACHING DEPARTMENTS

Earth Science 101 is presented jointly by the Geography and Geology Departments. The following people are among those with whom you are likely to interact during the course.

Name	Department	Responsibility	Email
Prof. S. Prevec	**Geology**	**Geology**	**s.prevec@ru.ac.za**
Prof. I. Meiklejohn	**Geography**	**Professor and HoD Geography & Geology**	**i.meiklejohn@ru.ac.za**
Prof. W. Ellery	Geography	Course Tutor	f.ellery@ru.ac.za
Prof. H. Tsikos	Geology	Course Tutor	h.tsikos@ru.ac.za
Dr E. Grosch	Geology	Course Tutor	e.grosch@ru.ac.za
Dr A. Kazerouni	Geology	Course Tutor	a.kazerouni@ru.ac.za
Ms G. McGregor	Geography	Lecturer in Geography Course Tutor	g.k.mcgregor@ru.ac.za
Ms P. Irvine	Geography	Lecturer in Geography Course Tutor	p.irvine@ru.ac.za
Ms S. Memela	Geography	Lecturer in Geography Course Tutor	s.memela@ru.ac.za
Mr B. Ntsaluba	Geology	Lecturer, Geology Course Tutor	g08N2809@campus.ru.ac.za
Ms V. Nkayi	Geology	Administrator	v.nkayi@ru.ac.za
Mr M. Gumede	Geography	Administrator	geography@ru.ac.za
Mr A.Ngoepe	Geography	Principle Technical Officer	geography@ru.ac.za
Geotechnical Assistant	Geography	Geo-Technical Support (Maps & Computers)	
Postgraduate Demonstrators & Tutors	Geography & Geology	Presenting Practicals & Tutorials	

TIMETABLE FOR EARTH SCIENCE 101 TERM 1, 2018

Date	Day	Start	End	Lecture	Lecturer	Start	End	Practical	Lecturer
12 Feb	Mon	07:45	08:30	Introduction and Earth Systems	IM	14:00	17:00		
13 Feb	Tue	08:40	09:25	Earth System Science	IM	14:00	17:00		
14 Feb	Wed	09:35	10:20	Processes in Earth Systems	IM				
15 Feb	Thur	10:30	11:15	Atmosphere: Energy & Structure	IM				
16 Feb	Fri	11:25	12:10	**Plagiarism & Writing Exercise**	IM	14:00	17:00	Intro. to Grahamstown & Maps (P1)	IM
19 Feb	Mon	07:45	08:30	Atmosphere: Global Circulation	IM	14:00	17:00	Intro. to Grahamstown & Maps (P1)	IM
20 Feb	Tue	08:40	09:25	Global Circulation & South Africa	IM	14:00	17:00	Intro. to Grahamstown & Maps (P1)	IM
21 Feb	Wed	09:35	10:20	Precipitation	IM				
22 Feb	Thur	10:30	11:15	South African Precipitation Systems	IM				
23 Feb	Fri	11:25	12:10	**Southern Africa Weather**	Tutors	14:00	17:00	Position & Scale (P2)	IM
26 Feb	Mon	07:45	08:30	Climate Change Introduction	IM	14:00	17:00	Position & Scale (P2)	IM
27 Feb	Tue	08:40	09:25	Climate Change Drivers	IM	14:00	17:00	Position & Scale (P2)	IM
28 Feb	Wed	09:35	10:20	Evidence for Climate Change	IM				
1 Mar	Thur	10:30	11:15	Rock Weathering Controls	IM				
2 Mar	Fri	11:25	12:10	**Test 1**	Tutors	14:00	17:00	Projections, SA Maps and Areas (P3)	IM
5 Mar	Mon	07:45	08:30	Rock Weathering Processes	IM	14:00	17:00	Projections, SA Maps and Areas (P3)	IM
6 Mar	Tue	08:40	09:25	Paedogenesis	IM	14:00	17:00	Projections, SA Maps and Areas (P3)	IM
7 Mar	Wed	09:35	10:20	Soil Erosion Controls	IM				
8 Mar	Thur	10:30	11:15	Soil Erosion Processes	IM				
9 Mar	Fri	11:25	12:10	**Erosion by Animals (Short Paragraph)**	Tutors	14:00	17:00	Relief, Profiles & Gradients (P4)	IM
12 Mar	Mon	07:45	08:30	**What is Rock Weathering?**	IM	14:00	17:00	Relief, Profiles & Gradients (P4)	IM
13 Mar	Tue	08:40	09:25	Soil Conservation	IM	14:00	17:00	Relief, Profiles & Gradients (P4)	IM
14 Mar	Wed	09:35	10:20	Fluvial System	IM	13:15	13:55	Staff-Student Meeting	Reps
15 Mar	Thur	10:30	11:15	Sediment Transfer & Deposition	IM				
16 Mar	Fri	11:25	12:10	**Assignment Preparation**	Tutors	14:00	17:00	Map Interpretation & Profiles (P5)	IM
19 Mar	Mon	07:45	08:30	Fluvial Landforms	Tutors	14:00	17:00	Map Interpretation & Profiles (P5)	IM
20 Mar	Tue	08:40	09:25	**Test 2**	IM	14:00	17:00	Map Interpretation & Profiles (P5)	IM
21 Mar	**Wed**	**Public Holiday: Human Rights Day**							
22 Mar	Thur	10:30	11:15	Mass Movement Controls	IM				
23 Mar	Fri	11:25	12:10	Mass Movement Processes	IM				
Easter Vacation									

Key to Lecturers: SP: Prof Steve Prevec IM: Prof. Ian Meiklejohn

TIMETABLE FOR EARTH SCIENCE 101 TERM 2, 2018

Date	Day	Start	End	Lecture	Lecturer	Start	End	Practical	Lecturer
9 Apr	Mon	07:45	08:30	Universe, Solar System, and Earth	SP	14:00	17:00	(P7) Maps: horizontal strata	SP
10 Apr	Tue	08:40	09:25	Universe, Solar System, and Earth	SP	14:00	17:00	(P7) Maps: horizontal strata	SP
11 Apr	Wed	09:35	10:20	Internal structure of the Earth	SP				
12 Apr	Thur	10:30	11:15	Earth structure continued	SP				
13 Apr	Fri	11:25	12:10	Earthquakes: seismic probes of Earth's internal structure	SP	14:00	17:00	(P7) Maps: horizontal strata	SP
16 Apr	Mon	07:45	08:30	More seismics	SP	14:00	17:00	(P8) Maps: dipping strata	SP
17 Apr	Tue	08:40	09:25	Overview of remote sensing	SP	14:00	17:00	(P8) Maps: dipping strata	SP
18 Apr	Wed	09:35	10:20	Minerals: Earth's building blocks	SP				
19 Apr	Thur	10:30	11:15	Properties of minerals	SP				
20 Apr	Fri	11:25	12:10	**Tut: Nationalising SA mines**	SP	14:00	17:00	(P8) Maps: dipping strata	SP
23 Apr	Mon	07:45	08:30	Mineral diversity	SP				
24 Apr	Tue	08:40	09:25	Rocks and their classification	SP				
25 Apr	Wed	9:35	10:20	Rock types					
26 Apr	Thur	10:30	11:15	**CLASS TEST 3**	SP				
27 Apr	Fri	**Public Holiday: Freedom Day**							
30 Apr	Mon	07:45	08:30	Magnetism & Earth's magnetic field					
1 May	Tues	**Public Holiday: Workers Day**							
2 May	Wed	09:35	10:20	Palaeomagnetism: changing the magnetic field over time	SP				
3 May	Thur	10:30	11:15	Isostasy & heat flow	SP				
4 May	Fri	11:25	12:10	**Tut: Essay writing and assignment of essay (in class)**	SP				
7 May	Mon	07:45	08:30	Plate tectonics	SP	14:00	17:00	(P9) Identifying minerals	SP
8 May	Tue	08:40	09:25	Plate tectonics	SP	14:00	17:00	(P9) Identifying minerals	SP
9 May	Wed	09:35	10:20	Sea floor geology & tectonics	SP				
10 May	Thur	10:30	11:15	The plate tectonic model	SP				
11 May	Fri	11:25	12:10	Tectonic mechanisms	SP	14:00	17:00	(P9) Identifying minerals	SP
14 May	Mon	07:45	08:30	Overview of geological time	SP	14:00	17:00	(P10) Describing rocks	SP
15 May	Tue	08:40	09:25	Relative and absolute geological time	SP	14:00	17:00	(P10) Describing rocks	SP
16 May	Wed	09:35	10:20	Stratigraphic and radiometric ages	SP	13:15	13:55	Staff-Student Meeting	Class Reps
17 May	Thur	10:30	11:15	Deep time and Lyell's "laws"	SP				
18 May	Fri	11:25	12:10	**CLASS TEST 4**	SP	14:00	17:00	(P10) Describing rocks	SP
21 May	Mon	07:45	08:30	Deep time and Lyell's "laws"	SP				
22 May	Tue	08:40	09:25	Precambrian & Phanerozoic Life	SP				
23 May	Wed	09:35	10:20	Natural resources & ore deposits	SP				
24 May	Thur	10:30	11:15	Natural resources & ore deposits	SP				
25 May	Fri	11:25	12:10	Careers in the Geosciences	SP				
28 May	Sat	31 May	Thur	**Swot Week**					
1 Jun	Fri	22 Jun	Fri	**June Exams**					

OUTCOMES

Knowledge and Comprehension Outcomes

On completion of this course you should be able to:

- ***Describe:***
  - The processes that have created the past and present-day Earth systems.
- ***Describe and explain:***
  - Spatial and temporal variation of these systems.
  - The interrelationships and cycles within and between these systems.
- ***Critically evaluate***:
  - The contribution made by human activity to environmental change.
- ***Describe:***
  - The development of our theoretical understanding with respect to some of the above.

Skills Outcomes

On completion of this course you should have acquired the following skills and be able to:

- ***Map Literacy:***
  - Read and interpret topographic and other thematic maps and aerial photographs and be able to extract appropriate information from them.
- ***Earth Materials:***
  - Determine properties of and identify common rocks and minerals.
- ***Field Observations:***
  - Record observed geological and geographic phenomena using field notes and sketches.
- ***Visual Presentation Skills:***
  - Display information through a map, graphic or poster so that the viewer understands the message or information presented.
- ***Communication Skills:***
  - Communicate effectively through the written or spoken word by means of writing of appropriate essays, reports, and descriptions, including pertinent illustrations and graphics, and oral presentations and responses.
- ***Information Retrieval*:**
  - Source and extract relevant information, ideas and concepts from primary and secondary sources, evaluate the validity of such information and correctly acknowledge the sources in an appropriate manner.
- ***Teamwork:***
  - Display inter-personal skills need to work as part of a team.
- ***Problem Solving:***
  - Apply acquired skills and knowledge to address problems.

COURSE STRUCTURE

Earth Science 101 consists of lectures, practicals and tutorials. Students are expected to attend all lectures. Statistics demonstrate that non-attendance at lectures is a major contributing factor to students failing a course. Attendance at practicals is compulsory for all students. Attendance at tutorials is compulsory for all students in their first year of study. Students in their second and third year of study must complete tutorial assignments as required.

Your attention is drawn to the requirements of the course for obtaining a Duly Performed (DP) further on in the document.

Information on obtaining a Leave of Absence (LOA) for classes that you have missed due to ill health or for compassionate reasons are given below.

Assessment

Assessment takes place through a combination of course work completed during the semester, tests and end-of semester examinations. The final mark for the course is made up as follows:

Course Work	**(50% of the mark for the course)**		
	Practicals	$33^1/_3$	
	Tutorials	$33^1/_3$	
	Tests	$33^1/_3$	
			100
Exams	**(50% of the mark for the course)**		
	Theory	60	
	Practical	40	
			100
EAR101	**(Converted to a mark out of 100)**		200

Important Points:

- There is a sub-minimum of 35% for each of the theory and practical examinations.
- If you obtain a failure mark (<50%) for EAR101, but achieve a minimum of 35% in **both** practical and theory examinations you may rewrite the EAR101 examination in the Second Semester to obtain a pass in the course.
- Alternatively, if you fail EAR101 but have an overall mark of at least 40% you may choose not to rewrite the exam, but to aggregate your EAR101 mark with that of either GLG102 or GOG102 to gain credit for Geology 1 or Geography 1 respectively, provided the aggregated mark is at least 50%. You may not gain an aggregated credit for both Geography 1 and Geology 1.

Notes:

1. You may not register for either GOG102 or GLG102 unless you achieve a minimum of 35% for EAR 101 and have satisfied the other sub-minimum requirements.
2. For students wishing to register for GOG201 or GOG202 credit in both EAR101 and GOG102 is required, or an aggregated mark of at least 60% for Geography 1 (*this prerequisite may only be waived at the discretion of the Head of Department of Geography*).
3. For students wishing to register for GLG201 a credit in Geology 1 is required.

Earth Science 101 and your degree

Earth Science 101 is a prerequisite if you wish to take 2nd Year level courses in either Geology or Geography. Because Earth Science 101 is a component of Geography 1, it is also a prerequisite for Environmental Science 2. If you are taking both Geography 1 and Geology 1 you will have to take an additional semester course in an appropriate subject during the first semester to ensure that you have enough credits for your degree.

LECTURES

Lectures are held five times a week from Monday to Friday. Often, the Friday lecture slot is used for Tutorials and Tests. Lectures are designed to give you the theoretical structure on which to base your own reading. The list of lecture topics is provided as a guideline to the course content, so changes are likely to occur. See above for the Lecture Timetable.

COURSE TEXTS & USEFUL LINKS

Course Texts:

Either of the texts below is suitable. If your major is Geology, then Marshak (2012) is the best option and if you are majoring in Geography or Environmental Science, then Huddart & Stott (2010) is the best option.

Marshak, S. 2012: *Earth. Portrait of a Planet (4th Edition)*. New York: W.W. Norton & Co.
This is the main course text for first year Geology students. Several copies of earlier editions are on Reserve in the main Library.

Huddart, D. & Stott, T. 2010. *Earth Environments: Past, Present and Future*. Chichester: Wiley-Blackwell.

Other books frequently referred to:

Fox, R.C. & Rowntree, K.M. (eds), 2000. *The Geography of South Africa in a Changing World*. Cape Town: Oxford University Press.
This book will be used during all three years of Geography. No longer in print, but try to get a second hand copy.

Holmes, P.J. & Meadows, M.E. (eds). *Southern African Geomorphology*. Recent Trends and New Directions. Bloemfontein: Sun Media.
A useful resource for the Geomorphology component.

Lewis, C., (ed.) 2008. *The Geomorphology of the Eastern Cape (2nd Edition)*. Grahamstown: NISC.
A useful resource for the Geomorphology component.

McCarthy, T. & Rubidge, B. 2005. *The Story of Earth and Life: A Southern African Perspective on a 4.6-Billion-Year Journey*. Cape Town: Struik.
A useful, and '*easy to read*' text on South African Geology.

Skinner, B.J. & Murck, B.W. 2011. *The Blue Planet (3rd Edition)*. Chichester: John Wiley and Sons.
This book contains similar material to Marshak (2012), with a wider environmental focus.

Tyson, P.D. & Preston-Whyte, R.A. 2000. The Weather and Climate of Southern Africa. Cape Town: Oxford University Press.
While this source is out of print there is a copy on Short Loan. IT is the best resource on southern African weather and climate.

Winter, K., Oelofse, C. & Battaro, J. 2001. *Oxford Senior Atlas for Southern Africa*. Oxford University Press: Cape Town.
You will be referred to this Atlas during classes and for the entire Geography programme and are, therefore, advised to purchase a copy.

Electronic Texts:

Pidwirny, M.J. & Jones, S. 2014. *Fundamentals of Physical Geography (2nd Edition)*. [Online]. Available: http://www.physicalgeography.net/fundamentals/contents.html [08/01/2014].

Ritter, M.E. 2011. *The Physical Environment: an Introduction to Physical Geography*. University of Wisconsin. [Online]. Available: http://www4.uwsp.edu/geo/faculty/ritter/geog101/textbook/title_page.html [08/01/2014].

Departmental Web Sites:

Information pertaining to the Geology & Geography departments can be found on their web sites:

- http://www.ru.ac.za/geology;
- http://www.ru.ac.za/geography

RUconnected:

Course material and further web links can also be found on the RUconnected site; it is compulsory to register on RUconnected. So make sure that you sign up for this course:

- http://ruconnected.ru.ac.za/ under Geography courses.

PRACTICALS

Practical classes are held on Monday, Tuesday and Friday afternoons. You will be assigned to ONE of these sessions. Attendance at practical classes is compulsory and an attendance register will be taken. If you miss a class for an acceptable reason, such as ill health, you must complete a Leave of Absence (LOA) form and hand it in to the Geography Secretary in the 1st Term, and to the Geology Secretary in the 2nd Term. Missing a practical does not absolve you from completing the practical work which must be made up in your own time and handed in for assessment.

Practicals will normally be held in G10 (next to the Geography Department) and run from 14h00 to 17h00. The practical assignment (whether finished or not) must be handed in at the end of the practical session before you leave.

Field trips may be run during the week-end. Please watch the notice board and your email for special instructions. The Practical Schedule appears on the Timetable on pages 5 and 6.

TESTS

Both theory and practical tests may be held at intervals through the course. Theory tests will be held during the normal lecture periods on the following days at venues to be announced:

- 2 March: Earth Systems, Climate & Meteorology
- 20 March: Geomorphology
- 26 April The Earth, Rocks & Minerals (note: Thursday)
- 18 May Magnetism, Plate tectonics, Age dating, Life

TUTORIALS

Tutorials are held in small groups that meet at 11:25 on Fridays several times during the course. A tutor, who is normally a member of the teaching staff or a senior postgraduate student, runs each tutorial group. Assignment to a tutorial group, the name of your tutor, and the venue where you will meet will take place in the second week of term. The tutorials, and lectures given on Friday are largely structured around developing skills in essay writing, but are also used to discuss lecture topics in more depth.

Tutorials are compulsory for all first-year students. Students in their second or third year of study do not attend tutorials, but are expected to write and hand in the various assignments. The essay topic will be announced during the course. Please note that the sessions on Fridays that are not related to tutorials should be attended by all students registered for EAR101 (including 2nd and 3rd Years).

Help on Essay Writing Techniques and Use of English

There are a number of useful websites designed to help you make better use of English and to write effective essays and reports. Two of these are:

- The 11 RULES OF WRITING: http://www.junketstudies.com/rulesofw/
- Rhodes University Information Literacy: http://www.ru.ac.za/static/library/infolit/ (*finding reputable references, plagiarism, essay writing tips*)

TUTORIAL SCHEDULE

DATE	PROGRAMME	DETAILS
16 Feb.	Plagiarism & Atmospheric Circulation	Paragraph Summary.
23 Feb.	South African Weather	Worksheet
2 Mar.	**Test 1**	On-Line: *Venues to be confirmed.*
9 Mar.	Erosion by Animals	Worksheet & Plagiarism
12 Mar.	What is Rock Weathering?	Lecture
16 Mar.	Assignment Preparation	Worksheet
20 Mar.	**Test 2**	On-Line: *Venues to be confirmed.*
23 Mar.	**Assignment Due**	On-Line Submission
	VACATION	
13 Apr.	Normal scheduled lecture	
20 Apr.	Tut: Nationalisation of South African mines	
4 May	Tut: Essay writing and assignment of essay (in class)	
11 May	Normal scheduled lecture	
18 May	Class test	
25 May	Normal scheduled lecture	

COURSEWORK STANDARDS

All course work: essays, reports *etc.*, must conform to the standards set out in this document. Work NOT conforming to the standards may be returned unmarked for re-submission. Late penalties will be applied to re-submitted work if handed in after the initial deadline.

Students must abide by the Rhodes University Plagiarism Policy and the notes below (see: https://www.ru.ac.za/media/rhodesuniversity/content/institutionalplanning/documents/Plagiarism.pdf). It is unacceptable to cut and paste from a web site, or other published documents, unless you indicate that it is a quotation. Essays that show evidence of widespread use of the practice of cutting and pasting will be awarded a zero mark. A second offence could mean loss of your DP certificate.

Referenced works must be correctly cited in the text; a web address is not an acceptable reference. Note that a reference given at the end of a sentence relates to that sentence only, not to the whole paragraph. A complete and stylistically correct reference list must be included at the end of the text. See later in this document for the preferred referencing style.

All tables and figures must be numbered sequentially, given a title or caption and must be referred to in the text. All illustrations that are not Tables (*e.g.* maps, diagrams and photographs) are referred to as Figures. If you have taken a table or figure from the work of others you must reference that source as you would for any other source. Figures need to be of an acceptable cartographic standard.

Unless you are instructed otherwise, all work should be submitted in both hard copy and electronic format, using RUconnected.

PLAGIARISM

Plagiarism is defined as "Taking and using ideas, writings, works or inventions of another as if they were one's own". In brief, plagiarism is cheating and intellectual theft, both of which are in conflict with a University's core values of honesty and the search for truth; they are also criminal offences under South African law. The Rhodes University website and the Calendar contain a detailed statement on the Rhodes University policy on plagiarism.

Acknowledging the source of material

When writing an essay or report in an academic setting, it is normal to draw on material written by others. In doing so, it is important that you acknowledge the fact that you have drawn on this material. Standard procedures exist for doing this; usually by citing the source reference and providing details of the source in a reference list at the end of the assignment. You are expected to do this even where you do not quote directly from your source, but merely express in your own words ideas or arguments found in that source. Where you quote verbatim from a published source, you must put the quotation between inverted commas and cite the source and the page number where the quotation can be found. The only situation in which these rules do not apply strictly is in examinations, which are written without access to books and other reference materials (for '*open-book*' examinations, normal referencing rules apply).

What is plagiarism?

Plagiarism refers to the practice of presenting as your own work material and ideas that have been written by someone else. Any use of material that is derived from the work of another

person constitutes plagiarism, **unless the source is clearly acknowledged in the manner described above**. You will be guilty of plagiarism if, for example, you hand in an assignment under your own name which, either in part or as a whole:

- is copied from an essay or practical report written by another student; or
- is copied from a document downloaded from a website; or
- is copied from a published article or book chapter; or
- has been written for you by someone else.

The following comments come from a handbook from the Department of Geology, University of Durham:

> "*Plagiarism, therefore, applies to verbatim copying and close paraphrasing by simply changing a few words or the order of sentences, or quotation of phrases from someone else's work or concepts without appropriate acknowledgement. The student must ensure that someone else's work is not presented as the student's own.*
>
> *With regard to collusion, note that students should avoid unauthorized, deliberate collaboration with one or more other students in producing assignments that are identical or very similar. Such collusion is not acceptable.*
>
> *The key words in avoiding all the difficulties referred to above are "appropriate acknowledgement*".

Warning!

As a University student you are being trained to understand and observe the highest standards of ethics, integrity and professional practice in the writing of essays and reports. The Departments of Geography and Geology therefore expects these high standards to be observed as a matter of course. Please be careful. Many students think that there is no harm in copying sentences from books and articles when composing essays and practical reports. However, in terms of the policy stated above, the use of even one sentence without acknowledgement constitutes plagiarism and is not acceptable. Copying material from the work of fellow students also constitutes plagiarism**. It is important to note that students who allow their work to be copied by another are also infringing plagiarism policies and may also attract sanction.**

Senate policy on plagiarism

The Senate of the University has adopted an overall policy towards the handling of plagiarism. In terms of this policy:

- Departments are encouraged to address the matter in their teaching and to train students in the correct procedures for acknowledging the sources of material used for assignments;
- Higher standards are expected as you progress through the University. The highest standards are expected of all post-graduates;
- Cases of plagiarism must be addressed by disciplinary procedures within the Department and at University level.

Disciplinary action in response to plagiarism

In terms of this policy, the Geography and Geology Departments have Disciplinary Committees that deal with such cases. Where staff members, tutors and demonstrators have evidence that students have plagiarized work, the matter will normally be referred to the Disciplinary Committee. Where the Committee concludes that plagiarism has occurred, it will make a ruling

as to what disciplinary steps are appropriate. In terms of the Senate guidelines, these steps may range from giving a warning (for first time and minor offences), to imposing a mark penalty and, in more serious cases, to withdrawing the student's DP.

In addition, where the Disciplinary Committee establishes that there has been a clear and significant case of plagiarism, the Department is required to report the matter to the Investigating Officer, who is an official appointed by the University, to investigate and make recommendations with regard to disciplinary offences. The Investigating Officer may, especially if there are repeated offences, examine the matter further and, on top of any penalty imposed by the Department, may recommend additional and more serious penalties (such as a fine or rustication; *i.e.* expulsion, which may, by law, be extended to all academic institutions in South Africa).

Plagiarism checking

All your work will be submitted through Turnitin in RUconnected for Plagiarism Checking. Please ensure that your work is thoroughly checked.

PROCEDURE FOR SUBMISSION OF ASSIGNMENTS

1. ***Weekly practical assignments***

   Practical assignments completed during normal practical classes should be handed in to the demonstrator in charge at the end of each practical, by 5.00 pm. In exceptional circumstances, where a signed extension has been granted, assignments should be handed in via the boxes (see 2.2 below), by 4.00 pm on the agreed day.

2. ***Normal procedure for all other assignments***

   2.1 All hardcopy assignments must be accompanied by a signed cover page (see the relevant page at the end of this document), on which you declare that you have not plagiarized the work of others failure to include the cover page will result in loss of marks. The cover page can be downloaded from RUconnected.

   2.2 Hard copy assignments should be submitted via the relevant box in respective Departments by 4.00 pm on the due day. The boxes will be cleared at 4.00 pm each day.

   2.3 The boxes for handing-in are situated outside the practical room, G10.

   2.4 Electronic copy of assignments, other than practical work, must be submitted to the required site by 4.00 pm on the due date. **Electronic submissions do not require a cover page** – it is taken that you have complied with the text of the cover page.

   2.5 The penalty for late submission is 10% per day**. Assignments due on Friday, but only submitted on Monday, will lose 20%.**

   2.6 Failure to hand in the work will result in the loss of your DP certificate.

   2.7 The above rules will apply unless it has been stated otherwise in writing to all students undertaking the assignment.

3. ***Requests for an extension of the due date***

   A request for an extension of the due date must be made using the relevant form (see the relevant section at the end of this document) that can be downloaded from RUconnected. To

be approved this form must be signed by both the lecturer in charge and the Head of Course. A request for an extension will normally only be granted prior to the due date.

4. *Leave of absence (LOA)*

Students who wish to be excused from attending a lecture, practical, tutorial or field trip must apply for a Leave of Absence by completing the official Leave of Absence form (which may be obtained from the secretaries in the departments of Geology or Geography) and submitting it to the Geography Secretary in Term 1 and the Geology Secretary in Term 2 for approval.

Conditions for granting a Leave of absence

- A Leave of Absence may be granted to students who have good cause to be away from classes. This normally includes ill-health, a family bereavement and University commitments of a special nature. It does not include family social events or regular University commitments such as team sport, nor leaving early for vacation or returning late.
- Students who wish to be excused from attending a lecture, practical, tutorial or field trip for good reason must apply for leave of absence by completing the official Leave of Absence form and (which may be obtained from the secretaries in the departments of Geology or Geography) and submitting it to the Head of Course for approval.
- If you need an extension on the due date for an assignment you must fill in the appropriate form (*found in this document, on RUconnected, and with Departmental Secretaries*) requesting an extension. An extension of the due date will be granted pro rata in cases where a Leave of Absence has been approved for an absence falling within two weeks prior to due date.
- An application for Leave of Absence must be supported by a responsible person, or in the case of illness, by a doctor's certificate.
- Note that simple submission of an application does not automatically mean that leave has been granted; leave has to be specifically approved by the Head of Course.
- A leave of absence does not excuse a student from completing missed work. You must make every attempt to complete assignments by the due date. You are reminded that the work you miss through your absence will be examined at the end of the course. You are warned that it is very difficult to effectively make up the work of any practicals that are missed.
- Your attendance is drawn to the attendance requirements of the course in order to obtain a DP certificate. If you have been granted an LOA you will not be penalized for non-attendance. Students will be marked absent if they are absent from practical classes, tutorials, field trips and other compulsory classes without a LOA. Repeated absence and failure to hand-in assignments will result in a loss of the DP. Please inform the lecturer in charge of any anticipate absences IN ADVANCE and make sure that you can complete work assigned.

REFERENCING

When writing an essay, a report or any other written document, it is necessary to acknowledge correctly all sources of information and ideas. We do this for three reasons:

1. To acknowledge the author of the material
2. To provide supporting evidence for our statements
3. To allow the reader to follow up points of interest.

This means that in the body of the essay or report - the text - we need to make clear links between the information and its source. The citing of the source must be integrated into the normal flow of the text and this can be accomplished in a number of ways as is illustrated in the example below.

Below is an example of a Reference List that lists, in alphabetical order, works with their full publication details: author, initials, date of publication, title of article or chapter if relevant, title of book, journal, publisher and place of publication. Individual examples are given below under "Compiling a Reference List".

There are many different referencing styles. In the Earth Science course we have adopted a modified version of the Harvard Style that is similar to the one in the South African Geographical Journal. In order to simplify things, we have deviated from the defaults in the above systems. It is important that you apply the rules for this style in your work. Never mix styles in one piece of work.

Citing published works in written text

What is citing? Citing involves acknowledging the source of the information that one uses in their own work.

1. *The citation in the text should include author(s) and, the date of publication. (e.g. Donald, 2009),* except where the citation applies to the whole article, chapter or book.
2. When the source is written by *two authors,* refer to both (*e.g.* Schooney and Martell, 1979).
3. When there are *three or more authors* use the convention *et al.* (*e.g.* Schooney *et al.*, 1979).
4. *Do not give the authors initials in the citations,* unless you are referring to one of two authors of the same surname.
5. The author may be an *organisation* such as the World Bank, a Government Department or a newspaper.
6. If you cannot find the author replace the name with *'Anon'*.
7. If you cannot find the *date,* replace the date with 'n.d.', short for no date.
8. A personal communication should be entered as an author, with *"pers. comm."* written in italics (*e.g.* Bloggs, 2014, *pers. comm.)*.
9. *Do not give the title of the publication in the citation.* This should be contained within the Reference List.
10. *An author cited at the end of a sentence relates to that sentence only*, not the whole paragraph. The full stop should follow the citation; there should be no full stop between the citation and the sentence to which it refers.
11. *You must reference the sources of figures and tables.* Place the reference after the figure or table caption. Here the page number of the source should appear after a colon.
    - Figure *directly copied from source*: Source: Schooney *et al.* (1999: 78).
    - Figure *modified from source* (if you have changed the way the information is presented)**:** Modified from Schooney (2003: 54).
    - Figure *based on source data* (if you have constructed your own map/table/diagram based on secondary data): Based on data from Schooney (2001: 25).
12. *Web-based references* must be cited in the same way as conventionally published material *i.e.* give the author and date. DO NOT include the web address in the citation.
13. *Use quotation marks to denote quotations* and cite the reference at the end of the quote *e.g.* "Chemical weathering is an unseen enemy of buildings" (Schooney, 1994: 5). For a direct quote, the page number MUST be written in the text reference.
14. You may find when writing an essay that *much of the material comes from one or two sources* and it is tedious for both you and the reader if you constantly cite the source throughout the essay. One

way round this is to make a general statement in the introduction of the essay or the first sentence of a paragraph with information sourced from one author.

e.g. Plate tectonics is now a well-established theory and many texts deal with this important topic. One such work is that by Skitter and Ponting (2002), which provides most of the background to the following discussion.

Thereafter you need only refer to Skitter and Ponting when making a specific assertion

e.g. According to Skitter and Ponting (2000: 23-24), the Yangzte, Amazon and Ganges-Brahmaputra rivers deliver 20% of the water and dissolved matter entering the oceans.
This citation tells us that this information can be found on pages 23 to 24.

An example using the citation rules outlined above is provided below:

To help you to understand this process, examples of in-text citations within this paragraph are shown (**Note:** the underlined, **bold** and *italic* formatting differentiates between methods of referencing; you will use normal text in your essays, WITHOUT the formatting):

- specific assertions are shown as underlined text;
- the thesis/findings/conclusion of the entire paper/article/book are shown in *italics;*
- a direct quotation is shown in **bold.**

> According to Schooney (1998), chemical weathering is the fundamental factor that accounts for 56% of the building damage in Schoonville. This claim has been disputed by others; for example Jackson (2000) points out that although chemical weathering is a factor, it is the lack of application of rigorous building codes that is at the root of the problem. This claim was subsequently tested by *Mdaweni and Jackson (2001)*, who compared damage to buildings of the same vintage, but built by different contractors in Schoonville. They found that buildings constructed by one contractor showed a much higher incidence of damage compared to those built by other contractors, regardless of the size and location of the building in the town (Mdaweni and Jackson, 2001). They concluded that "building practice and proper adherence to building codes are fundamental factors influencing weathering damage to buildings" **(Mdaweni and Jackson, 2001: 45)**. A study by *Booysen et al. (2002)* in the neighbouring town of Skalkberg, which involved the same contractors, yielded similar results

Compiling a reference list

What is a Reference List? A Reference List is a list of all the sources of information that are cited within the text of one's work. It gives the necessary detail and information about the source to support its claims and to enable one to access the source if necessary.

Different disciplines follow different styles of referencing. For Earth Science assignments (an essay, report or other written document) you should follow a modified Harvard referencing style that is used in the South African Geographical Journal. The system we use is explained in detail below. Further information on citing systems can be found on Rhodes University's Library website: http://ru.za.libguides.com/Citing

Take time to look through all the information given so that you can apply the rules correctly in your work. For electronic sources refer to the separate guidelines given below.

1. A reference list is not a bibliography and *must only contain material cited in the text.*
2. *Complete information* should be provided for every reference.

3. *Organise the references alphabetically* (according to the first author's surname) *without numbering.*
4. *The initials of authors/editors must appear behind the surname(s).* When the author is unknown use the convention *'Anon'*.
5. If there are *references to different texts by the same author in the same year* label them (a) and (b) in the reference list as done in citations. *e.g.* Skinner (*2000a*) and Skinner (*2000b*)
6. For *multiple references by the same author list them by date* (*i.e.* in chronological order).
7. Where an author has published *different articles with different co-authors*, list the reference alphabetically by the surname of the *first author*.
8. *Do not use 'et al.' in the reference list*. List all authors' names fully.
9. *Punctuate all references* exactly as shown in the examples.
10. Leave a *blank line between references*.

Citation style for conventional published sources

Researchers publish the results of their work in a variety of forms - reports, books, periodicals and journals and on the World Wide Web. The way in which the source is cited in the reference list depends on the form of publication as indicated below. The references in the reference list should have a "hanging indent".

i. Article in a Journal

- Do not abbreviate titles of journals
- The only words capitalised in the titles of journal articles are proper nouns.
- *Italicise* the name of the journal, not the title of the article.

Author(s), Year. Title of Article. *Title of Journal*, Volume(no.), page numbers.

Able, B. 1943. The roaring coastal winds. *South African Panorama*, 24(7), 2-6.

Francis, L. 1977. Patterns of pollen distribution in the Cape. *South African Geographical Journal*, 23:11-19.

ii. Two Articles Published in One Year by the Same Author

Distinguish publications by adding 'a', 'b' etc. to the year (e.g. 1993a, 1993b).

Deane, R. 1993a. Wind patterns and energy. *Science*, 123, 34-49.

Deane, R. 1993b. Assessment of wind power potential. *Journal of Applied Climatology*, 23, 1654-1659.

iii. Reference to a Complete Book

Author/Editor(s). Year. *Title (edition)*. City of publication: Publisher.

King, L.C., Deane, R. and Barnes, J. 1963. *South African Scenery* (3e). Edinburgh: Oliver and Boyd.

iv. Reference to an Edited Book Containing Chapters by Different Authors

Editor(s). (ed./eds). Year. *Title.* City of Publication: Publishers.

Barnes, J., Smith, M.L.B. and Frames, R. (eds). 1953. *Readings on Energy Potential in the Far East*. London: Hutchinson.

v. Reference to a Chapter in an Edited Book

- *Italicise* the name of the book, not the title of the chapter.

Author(s) of chapter/article. Year. Chapter no. and title of chapter/article. In Editor(s). (ed./eds).*Title of book.* City of publication: Publishers, Page numbers.

Kirby, M.J. 1976. The problem of wind power. *In* Jones, A.B. (ed.), *Estimating Techniques for Climatologists*. Oxford: Oxford University Press, 123-129.

vi. Reference to a Thesis or Dissertation

Author. Year. *Title*. City of publication: Name of organisation. (type of source) [format of source, if other than print].

Hunter, I.J. 1994. *The Weather of the Agulhas Bank*. Durban: University of Natal (MSc thesis) [pdf].

vii. Reference to a Government Publication

Government. Govt. department. Year. *Title*. City of publication: Publishers.

Republic of South Africa. Department of Water Affairs. 1976. *Annual Report of the Department of Water Affairs*. Pretoria: Government Printer.

viii. Reference to an Unpublished Report

Author(s). Year. *Title.* Unpublished report for organisation. City: Organisation/Department.

Bogus, I.M. 2000. *The Role of Rivers in the Landscape.* Unpublished report for the Department of Agriculture. Pretoria: Department of Agriculture.

ix. Reference to a Personal Communications

Name. Year. Authority's standing/profession and affiliation. Personal Communication. Date of communication.

Fact, M.R. 2008. Researcher, Agricultural Products Ltd. Personal Communication. 25 July.

x. Reference to an Internet Source

Author. Date (last updated). *Title of page/website.* [Online]. Full URL/Internet address. [date of access].

Sly, I.L. 1998. *Australian microbial resources*. [Online]. http://www.amrin.org/LinkClick.aspx?fileticket=CdgMgTO12AE%3d&tabid=440&language=en-US. [09/01/2014].

xi. Journal Article Downloaded from the Internet

NB. Journal articles accessed through the internet should be referenced in the same way as journal articles from the hard copy journal, UNLESS IT IS AN ONLINE JOURNAL. You ***can*** include the DOI (Digital Object Identifier) number to inform your reader where they can access the journal article online.

Delmas, M., Cerdan, O., Cheviron, B., Mouchel, J.-M. and Eyrolle, F. 2012. Sediment export from French rivers to the sea. *Earth Surface Processes and Landforms*, 37: 754–762. doi: 10.1002/esp.3219

xii. Online Journal

Nwankwoala, H.O. and Amede, K.O. 2012. Quality Status of Groundwater Resources in parts of Birnin-Gwari Schist Belt, North-Central Nigeria. *Research Journal of Earth and Planetary Sciences.* 2(1) 65-70. [Online]. http://www.globalresearchjournals.org/fullarticle/51404cb594827. [09/01/2014].

xiii. Reference to a Map

Author(s) or Organisation/Department. Year. Title, Scale &, Map Number (if available). City: Organisation/Department.

NGI, 2002. *Grahamstown, 1:50 000 Sheet 3326BC*. Mowbray: National Geo-spatial Information, Department of Rural Development and Land Reform, South Africa.

Note: ***To find an article using a DOI (Digital Object Identifier)***

When you see a DOI reference to an article on the internet, most of the times you can just click on the DOI in order to access the article (provided you have the needed access rights to the site where the article is located). In case you see a DOI in a print document or when the on-line DOI is not clickable, and you want to access the article, please do the following:

- Copy the DOI of the document you want to open (e.g.: *doi:10.2991/jnmp.2006.13.4.1*).
- Go to: http://dx.doi.org/ Enter the entire DOI in the text box provided, and then click **Go**.
- The document that matches the DOI citation will display in your browser window

Example of a correctly-compiled reference list

Reference List

Able, B. 1943. The roaring coastal winds. *South African Panorama*, 24(7), 2-6.

Delmas, M., Cerdan, O., Cheviron, B., Mouchel, J.-M. and Eyrolle, F. 2012. Sediment export from French rivers to the sea. *Earth Surface Processes and Landforms*, 37, 754–762. doi: 10.1002/esp.3219

Deane, R. 1993a. Wind patterns and energy. *Science*, 123, 34-49.

Deane, R. 1993b. Assessment of wind power potential. *Journal of Applied Climatology*, 23, 1654-1659.

Francis, L. 1977. Patterns of pollen distribution in the Cape. *South African Geographical Journal*, 23, 11-19.

Hunter, I.J. 1994. *The Weather of the Agulhas Bank*. Durban: University of Natal (MSc Dissertation) [pdf].

NGI, 2002. 1:50 000 Sheet 3326 Grahamstown. Mowbray: National Geo-spatial Information, Department of Rural Development and Land Reform, South Africa.

Sly, I.L. 1998. *Australian microbial resources*. [Online]. http://www.amrin.org/LinkClick.aspx?fileticket=CdgMgTO12AE%3d&tabid=440&language=en-US. [09/01/2014].

GENERAL MATTERS

Course Notices

Information about the course will be given to you in two ways: the Earth Science notice board opposite the practical room (G10) and e-mail/RUconnected. Please check both of these regularly.

Duly Performed (DP) Certificates

Before you can write your course examinations you must obtain a DP certificate to certify that you have met the requirements of the course. A DP Certificate is not physically issued and is awarded by default, unless the DP requirements are not met. If the DP requirements are not met, a Head of Department has the prerogative to withdraw the '*Certificate'*. If a DP is refused to a student, she or he will be excluded from the rest of the course, which includes writing the examination. A DP is '*issued*' to those students who can:

> **"***demonstrate that they have engaged meaningfully in* ***all*** *class activities. This means attendance at lectures, practicals, tutorials, field trips, tests and any other scheduled meetings; submission of all required work to a satisfactory standard; engagement with additional material, including supportive tasks set in RUconnected*."

Students are expected to attend **ALL** scheduled activities and to hand in **ALL** coursework. A DP certificate will be withdrawn from any student who has not achieved an average course work mark of at least 35%.

Course Assessments

Course assessments are done at the end of each component and at the end of the course. Please use this time to give us constructive feedback. Administrative problems that arise during the course should be referred in the first instance to the course coordinator. Problems relating to course material should be referred to the lecturer concerned. As a last resort, refer to the Head of Department. You can also raise problems through your student representative on the staff-student committee.

Staff-Student Liaison

A meeting to discuss staff-student matters is held once a quarter, towards the end of each term. Earth Science representatives attend the staff-student meetings organized by the Geography Department. All teaching staff, senior technicians and student representatives should attend this meeting. Three students represent Earth Science 1, one for each practical group. Geography 2, Geography 3, Honours and Masters/PhDs are each represented by two students. Representatives will be elected early in the first term. Please find out who your representative is and raise any issues of concern with her or him before the scheduled meetings.

Staff-Student liaison meetings involving EAR101 will be held in Room A37 of the Geography Department on:

- **14 March 2018** at 13:15, and on
- **15 May 2018** at 13:15.

RHODES UNIVERSITY – EARTH SCIENCE 101

ASSIGNMENT COVER SHEET

Name:		**Student Number:**	
Course:		**Lecturer/Tutor:**	
Title:			
Word Count:		**Due Date:**	
Date of Electronic Submission			
Date of Hardcopy Submission			

PLAGIARISM DECLARATION

***Adapted from the declaration presented in the Rhodes University Plagiarism Policy*:**

https://www.ru.ac.za/media/rhodesuniversity/content/institutionalplanning/documents/Plagiarism.pdf

- I know that plagiarism means taking and using the ideas, writings, works or inventions of another as if they were one's own. I know that plagiarism not only includes verbatim copying, but also the extensive use of another person's ideas without proper acknowledgement (including the proper use of quotation marks). I know that plagiarism covers this sort of use of material found in textual sources and from the Internet.
- I acknowledge and understand that plagiarism is wrong.
- I understand that my research must be accurately referenced. I have followed the rules and conventions concerning referencing, citation and the use of quotations as set out in the Departmental Guide.
- This assignment is my own work, or my group's own unique group assignment. I acknowledge that copying someone else's assignment, or part of it, is wrong, and that submitting identical work to others constitutes a form of plagiarism.
- I have not allowed, nor will I in the future allow, anyone to copy my work with the intention of passing it off as their own work.

☐ I understand the text above, concerning the contents of the Rhodes University Plagiarism Policy and realise that there are penalties for plagiarism as outlined in the policy document.

☐ I give my permission for the assessor of this work to make use of text matching software to check my work for plagiarism.

☐ I have made use of text matching software to check this assignment for plagiarism before this submission.

Signed:

MARKING SUMMARY

Departmental Use Only

Marker:		
	Essay Mark (*Without Deductions, According to Rubric*)	
Deductions		
Late Submission:	*10% per day, and/or 20% for a weekend.*	
Formatting:	*Maximum of 15% of the awarded mark for formatting issues.*	
Referencing:	*Maximum of 20% of the awarded mark for referencing issues.*	
Plagiarism:	*Maximum of 100%. Other penalties according to Rhodes policy.*	
	Total Deductions	
	FINAL MARK	

EARTH SCIENCE 101
REQUEST FOR AN EXTENSION OF DUE DATE TO HAND IN AN ASSIGNMENT

Submit to:
Geology Secretary in Term 1, and
Geography Secretary in Term 2

Student Name		
Student Number		
Course		
Assignment		
Lecturer in Charge		
Due Date		
Reason for Requesting Extension **(Attach Relevant Documentation)**		
Comment by Lecturer in Charge		
Comment by Course Coordinator/HOD		
Extension:	**Approved / NOT Approved** (*Delete as Appropriate*)	
New Due Date		**Time:**
Signed: Student		**Date:**
Signed: Lecturer in Charge		**Date:**
Signed: Course Coordinator		**Date:**

ENROLLING IN RUCONNECTED & SIGNING IN TO EAR101

RUconnected is used extensively throughout the Earth Science course:

- Copies of lectures may be available from here;
- You will hand in essays and other assignments through RUconnected; and
- Your marks for assignments are recorded here;
- You will do some tests using RUconnected; and
- Course communication is done using RUconnected.

We will endeavour to register students on the RUconnected, but late University and Faculty registrations may have to do so themselves. It is imperative that you enrol and become familiar with how the site works. If you need assistance on registering or on using the RUconnected site, please come to the session in the Geography Computer Laboratory (Top Floor) from 14h00 on Tuesday 17th February. ***Bring this guide with you***.

INSTRUCTIONS FOR ENROLLING:

1. Load the Web browser you are most familiar with (*e.g.* Internet Explorer, Firefox, *etc.*)
2. Type in the following URL: http://ruconnected.ru.ac.za/
3. At this point you will need to login if you have not already done so. The "Login Box" is on the left of the screen, or there is also a link at the very top of the screen. You must use your Rhodes login.
4. EAR101 2018 course should already be in your list of courses. If not, you must enrol.
5. If there is a list of Departments, scroll down the list of Departments until you get to Geography. If you do not see a list of Departments, click on All Courses at the bottom of the screen and it will take you to the list of Departments – then continue with the instructions as above.
6. Click on ***Geography I (Or go via Geography and the Geography I hyperlink)***
7. Select ***EAR101 2018: Earth Science***
8. Click on the "Self Enrolment" icon.
9. Please ensure that your details on RUconnected are as complete as possible – it is our method of corresponding with you.

RHODES UNIVERSITY

LEAVE OF ABSENCE APPLICATION FORM

I hereby offer reason(s) for not fulfilling course requirements i.e. lectures, practicals, tutorials, essays and assignments etc., and make application for a 'Leave of Absence':

Name: _____ **Student Number:** _____

Date absent from: _____ AM ☐ PM ☐ To: _____ AM ☐ PM ☐

Type of LOA Requested:

Medical	☐	Extended Medical	☐	Compassionate	☐
Psychological	☐	Extended Psychological	☐	Sport	☐
Traditional or Religious	☐	Extended Traditional or Religious	☐	Cultural	☐
Health or Cultural Ceremony	☐	Extended Health or Cultural Ceremony	☐	Leadership	☐

Reason for Absence: *Attach relevant supporting documentation to the LOA form*

Application <u>SUPPORTED</u> by: *(Medical professional or other relevant supporting authority: see reverse)*

Name: _____ Phone number: _____

Designation: _____

Email: _____ Signature: _____

Details of course work missed: Subject: _____

Lecture ☐ Tutorial ☐ Practical ☐ Field Trip ☐ Essay/assignment ☐ Test ☐ Other (*give details below*) ☐

Other details: _____

Signature of student: _____

Confirmation of arrangements made with course lecturer to make up for missed work:

No specific tasks required ☐

OR Specific conditions as follows:

Signature of lecturer:_____; Signature of student:_____

Name of lecturer:_____

For Head of Department

Leave of absence is hereby **GRANTED** ☐ **NOT GRANTED** ☐

Signature: _____ Date: _____

Originals to be retained by student; Department to retain copy of LOA application and supporting documents

Notes

1. A separate application should be submitted by the student **directly** to **each** department.
2. This form, duly completed, and SUPPORTED by the signature of the relevant authority as indicated in the Policy for Leave of Absence (LOA) Applications by Students (**see back of form for details**), should be presented to the Head of Department (HoD) whenever prescribed course requirements have been or are going to be missed.
3. If the HoD is satisfied with the explanation given, they will countersign that the LOA has been granted. The tear-off slip **must** be retained by the student while the form will be retained in the department (whether the LOA is granted or not). Without a counter-signature from the HoD the form does **NOT** grant a LOA. The granting of a LOA remains the prerogative of the HoD, and students are advised to familiarise themselves with Departmental regulations, specifically regarding penalties for not handing in assignments on the due date, not earning marks towards a class record, not writing tests or the June examinations, and not attending the required minimum number of tutorials, lectures or practicals.
4. **<u>Work missed through absence at any time, for any reason, is the responsibility of the individual student. Formal LOA does not remove this responsibility.</u>**
5. Supporting documentation e.g. medical certificate should be attached if applicable.

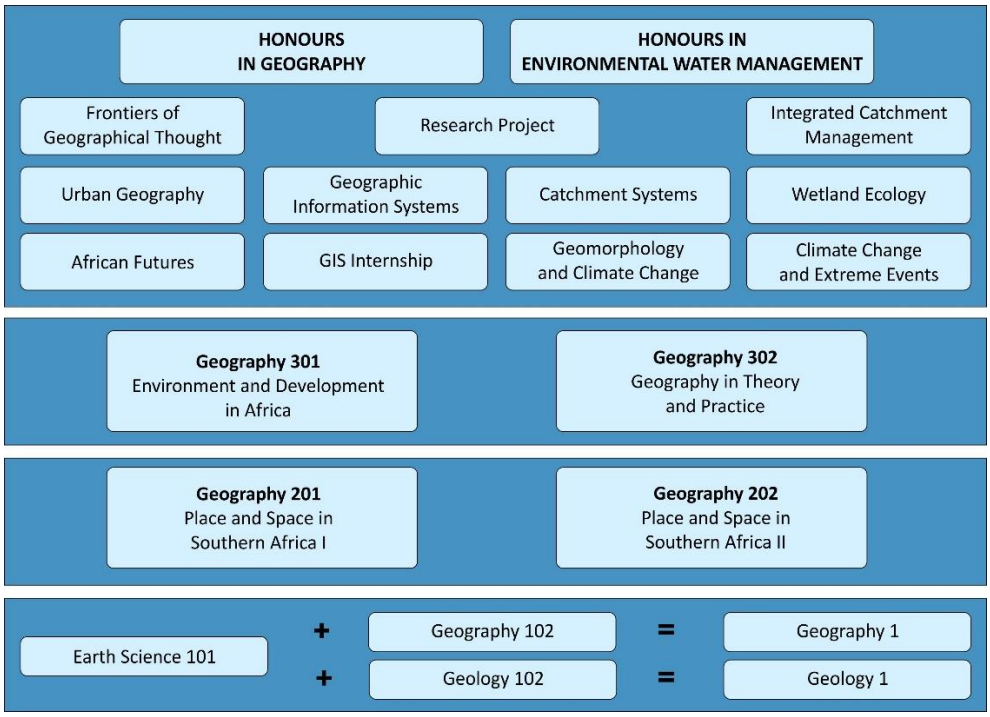
It is the responsibility of the student to retain this advice as PROOF of LOA being granted.

SUPPORTING DOCUMENTATION FOR LOA's

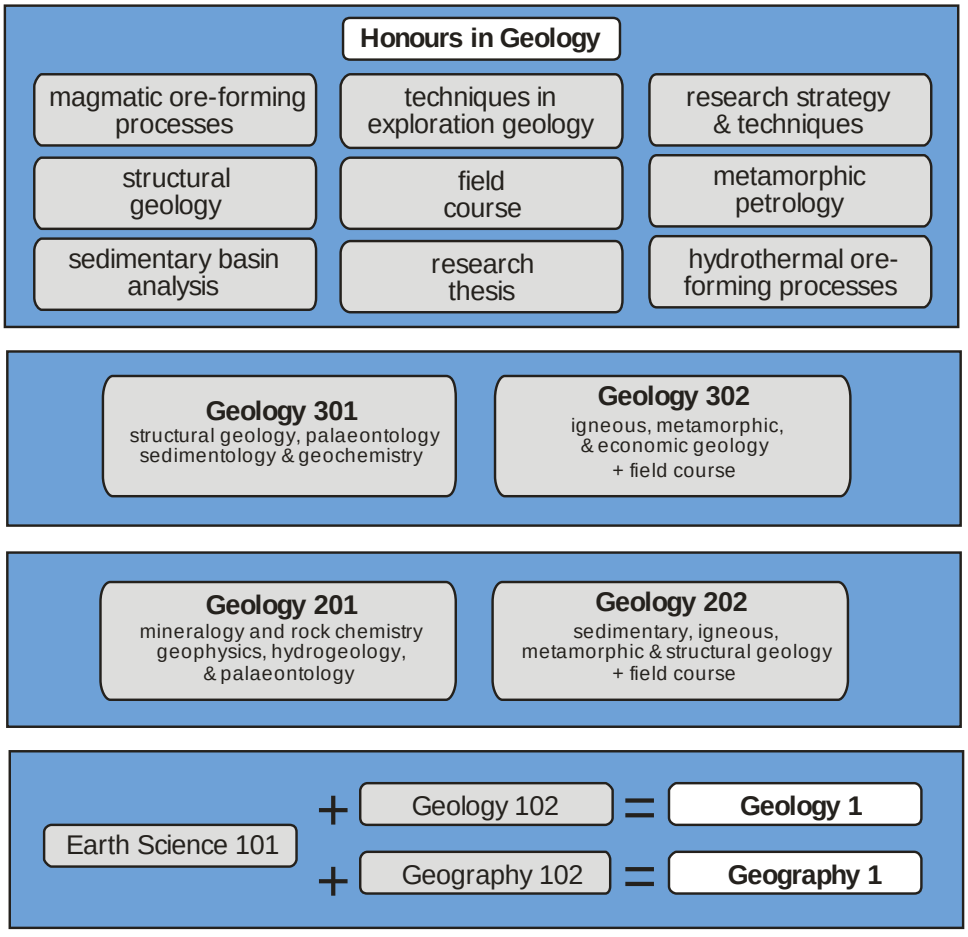
Please note that documents submitted are tested for authenticity and where fraud is suspected, they are referred to the University Prosecutor for further action

Type of LOA Requested:	**Relevant Supporting Authority**
Medical	- Any qualified health care practitioner, including Health Care Centre staff
Extended Medical	Medical Doctor or Specialist only. *Must be confirmed by the relevant academic Dean*
Psychological	- Qualified psychologist or psychiatrist
Extended Psychological	- Qualified psychologist or psychiatrist. *Must be confirmed by the Director, Student Affairs*
Traditional or Religious	- Recognised religious leader (minister, priest, imam, rabbi etc.) or House Warden.
Extended Traditional or Religious	- *Must be confirmed by the relevant academic Dean*
Health or Cultural Ceremony	- Recognised religious leader (minister, priest, imam, sangoma, rabbi etc.) health care practitioner, ward or local government councillor or justice of the peace or House Warden.
Extended Health or Cultural Ceremony	- *Must be confirmed by the relevant academic Dean*
Compassionate	- Death certificate of deceased relative or letter from treating physician
Sport	- Team captain or coach AND relevant sports officer
Cultural	- Society Chairperson AND Dean of Students
Student Leadership	- Chair of relevant University Committee AND Director, Student Affairs

GEOGRAPHY CURRICULUM



GEOLOGY CURRICULUM



LOCATION OF THE DEPARTMENTS AND IMPORTANT VENUES