



UNIVERSITY
OF
JOHANNESBURG

DEPARTMENT OF
BIOTECHNOLOGY AND
FOOD TECHNOLOGY

BIOTECHNOLOGY AND FOOD TECHNOLOGY

GENERAL LEARNING GUIDE

The Future
Reimagined

CONTENTS

About this Learning Guide	
Section 1: The Department of Biotechnology and Food Technology	
1.	Introducing the Department
2.	Undergraduate Degrees Offered by The Department
3.	Finding The Department (Physically)
4.	Obtaining Administrative Assistance
Section 2: Your Lecturers Mentors, and Tutors	
1.	Student Assistants and Tutors
2.	Academic Staff
3.	Technical Support Staff Members
4.	Communicating with Your Lecturer(s) and Technical staff
5.	Making Appointments with Your Lecturers / Technical staff/ Tutors
Section 3: Your Modules and Attendance	
1.	Your Weekly and Examination Schedule
2.	Dealing with Clashes
3.	Class Etiquette (In-Person Class)
3.1.	Taking Attendance
4.	Class Etiquette (Online)
4.1.	Trouble Connecting to Live Lectures Online? Some Possible Tips
5.	Where is Where on Campus?
Section 4: Student Resources	
1.	uLink
2.	Your UJ Student Email
2.1.	Microsoft Authenticator
3.	Wet Labs
4.	Submission of Assignments
5.	Textbooks
6.	Researching with Electronic Databases
7.	Microsoft Office 365
Section 5: Assessment Opportunities	
1.	General Requirements for Passing Department Modules
2.	Clashing Assessments
3.	Being Absent From an Assessment
3.1.	Applying for Deferred Semester Assessments
3.2.	Applying for Deferred Examinations
4.	Being Awarded Marks
5.	Assessment Regulations
6.	Assessment Format
7.	Assessment Concessions
8.	Publication of Results
9.	Querying / Disputing Results
Section 6: Academic Integrity	
1.	Unethical Conduct and Consequences
2.	The Big "P" (Plagiarism)
2.1.	What if I REWROTE EVERYTHING? Is THAT still Plagiarism?
2.2.	The Harvard Referencing Style
	Citations the Harvard Way
	References with Harvard
	References
3.	Plagiarism in Research Assignments
4.	Plagiarism in Practical Work
5.	How the Department Processes Assignments for Plagiarism
6.	Third Party "Assistance"
Section 7: Grievances Procedure	
1.	In the Event of an Academic Complaint...

ABOUT THIS LEARNING GUIDE

This General Learning Guide is for intended for use by all students registered in one of more undergraduate and honours modules offered by the department of Biotechnology and Food technology at the University of Johannesburg.

It collects the Academy's general policies and guidelines in one convenient document and is meant to be used in conjunction with the module-specific Learning Guide that you will receive from each Academy module you are registered for.

Where discrepancies between this General Learning Guide and your module-specific Learning Guide exists, please refer to the module-specific Learning Guide.

Lastly, the most up-to-date and correct version of this General Learning Guide will be available electronically on Moodle in all your module specific available sites.

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SECTION 1: THE DEPARTMENT OF BIOTECHNOLOGY AND FOOD TECHNOLOGY

1. INTRODUCING THE DEPARTMENT

Biotechnology and Food Technology is a department within the Faculty of Science at the University of Johannesburg. As its full name suggests, the department offers both undergraduate and postgraduate modules in two major disciplines, namely Biotechnology and Food Technology.

2. UNDERGRADUATE DEGREES OFFERED BY THE DEPARTMENT

The department offers Undergraduate (Diploma, Advanced Diploma, Honours) and Postgraduate (MSc and Ph.D.) programmes in the Biotechnology and Food Technology disciplines.

3. FINDING THE DEPARTMENT (PHYSICALLY)

The department is located on the Doornfontein Campus of the University of Johannesburg and is situated in the John Orr building (JOB) on the second-floor room 2206 which houses the offices of all academics in the department. The technical support offices are found a few meters from the academic offices in room 2201 (Technical staff room)

4. OBTAINING ADMINISTRATIVE ASSISTANCE

On occasion, you may need to contact the department for administrative assistance – this may include requesting information related to the department or collecting an academic record. Your first response should be to contact Mrs Robbetze (during working hours) who will guide you to the relevant person/s to offer you the assistance you request.

Administrative Staff	Office	E-Mail	Telephone Number
Mrs Christa Robbetze	JOB 2206B	Chistabo@uj.ac.za	011 559 6456
Mr Cyril Mashele	JOB 3205	cyrilm@uj.ac.za	011 559 4168

SECTION 2: YOUR LECTURERS, MENTORS AND TUTORS

Do you have a question about the content in your module? It's always best to resolve queries as soon as possible as the next lecture will likely focus on building on what was covered in the previous week.

The Academy is structured in such a way that all undergraduate modules are supported by senior student assistants and tutors who will serve as your first point of contact when it comes to seeking one-on-one assistance on the subject matter.

Should you still have questions, do feel free to approach your lecturers, be it during lectures, or during their consultation times.

1. Student Assistants and Tutors

Each undergraduate module offered by the Department includes a weekly practical session which you are required to attend. The technical support staff are responsible for running these practicals with the assistance by the WIL students. Please approach them with all practical related enquiries.

In addition to this, tutors will be available during the tutor sessions (as specified by your timetable) throughout the week. Generally, these tutors would be available the post-graduate room (JOB 2211) to provide guidance should you require additional assistance on the theoretical concepts or a nudge in the correct direction when it comes to completing your tutorials or practicals.

Tutors are post graduate students that will be found in research laboratories. Please consult your subject specific tutor to find out their availability and contact details. Please do not disturb them outside work hours.

Should a tutor not be available, contact your module's course lecturer so that they may follow up on the matter.

GETTING ASSISTANCE

Just like any professional, your tutors will need to get a sense of where you are when you seek their help on a certain topic. Going in and declaring that you "don't know EVERYTHING" is not a good place to start. Help them to help you by starting the process of figuring things out by examining the material and making notes of what YOU understand the subject material means.

Yes, you might be wrong. HORRIBLY wrong, even.

But here's the thing: you SHOULD be making mistakes!

It's the only way to learn and become better at it.

Making mistakes means your tutors will have a starting point.

They will be able to see...ah, this is where this student is. What they need assistance with is to focus on this and correct that.

By allowing them to isolate your areas to focus on, it will allow them to give you guidance FAR more effectively.

It is MUCH easier if your tutors are able to get a sense of what you understand so far and nudge you in the right direction.

At the end of the day, it will be your work, which, as you understand it, will be evaluated.

BELIEVE IN YOURSELF! (AND MAKE THOSE MISTAKES BEFORE ENTERING AN ASSESSMENT)

2. ACADEMIC STAFF

The Head of Department (HoD) at the Department is Professor Serepa-Dlamini, assisted by two deputy HoDs, Dr Abrahams who serves as Deputy HoD (Teaching and Learning) and Dr Dlamini in the position of Deputy HoD (Research).

All academic staff at the Department are involved in undergraduate modules in some capacity, giving you the opportunity to get to know each member of the department as you progress through your qualification.

Academic Staff	Office	E-Mail	Telephone Number
Dr S Ndlovu	JOB 2206a	msizwe@uj.ac.za	011559 6253
Prof MH Serepa-Dlamini (Head of Department)	JOB 2206c	hopes@uj.ac.za	011 559 6271
Dr D Beswa	JOB 2207	beswad@uj.ac.za	011 559 6000
Mr L Alagiozoglou	JOB 2207a	leea@uj.ac.za	011 559 6504
Prof O Adebo	JOB 2207b	odabo@uj.ac.za	011 559 6261
Prof P Njobeh	JOB 2208	pnjobeh@uj.ac.za	011 559 6803
Dr A Abrahams (Deputy HoD – teaching and learning)	JOB 2208a	adriana@uj.ac.za	011 559 9000
Dr B Dlamini (Deputy HoD – Research)	JOB 2209	bcdlamini@uj.ac.za	011 559 9076
Ms MFG Khoza	JOB 2209a	minenhlek@uj.ac.za	011 559 2206
Prof E Green	JOB 2209b	egreen@uj.ac.za	011 559 6793
Dr T Molelekoa	JOB 2209c	tumisim@uj.ac.za	011 559 6102
Prof K Kondiah	JOB 2210	kulsumk@uj.ac.za	011 559 6120

In addition, some of our post-doctoral fellows may also be involved in practical training or lecturing. The Post-Doc room is JOB 2203 in this instance. In this case, please consult the module-specific learning guide for additional details on your lecturer.

3. TECHNICAL SUPPORT STAFF MEMBERS

Technical staff members are responsible for all practical related activities. They may also be responsible for marking your practical reports or setting pre-practical assessments. Please consult your subject specific learning guides for more information in this regard.

Technical Staff	Office	E-Mail	Telephone Number
Technical staff room	JOB 2201		
Ms L Viljoen (Technical manager)	JOB 22001	lyncav@uj.ac.za	011 559 6220
Mr K Tshisonga	JOB 2201B	khuthatsot@uj.ac.za	011 559 6375
Mr A Campbell	JOB 2201C	alistairc@uj.ac.za	011 559 6103
Mr W Qaku	Coffin	witnessq@uj.ac.za	011 559 6286

4. COMMUNICATING WITH YOUR LECTURER(S) AND TECHNICAL STAFF

The Department practises an open-door policy, meaning that students are most welcome to contact their lecturers and technical staff, especially in cases where the explanation offered by tutors is not sufficient.

When you send an email off to your lecturers or technical staff, we have no doubt that you are anxious to get a response as soon as possible. However, you should remember that person you are trying to contact is actively engaged in several other responsibilities. Reasonably, you should allow for at least 1 (one) business day for your person to respond.

At the same time, it is your responsibility to send follow-up emails should you not get a response. Do not wait until the end of a semester to say: "hey, I sent you an email 11 weeks ago but you never got back to me...". More often than not, we find that the student used an incorrect email address or did not follow guidelines.

Consider the following message:

"the assistant marked me wrong. i should get more marks. John"

Not only is the message riddled with errors but there's simply not enough information to go on – WHO is John? WHICH assistant? WHICH assessment? CAN you EXPLAIN WHY the work was marked incorrectly? For which module?

Here are some points on how to ensure that you convey your message across successfully:

- Keep your audience in mind. At the end of the day, your lecturer/technical staff maintains a professional relationship with you, much like the one you will have with a future employer or client. How you drop a message on WhatsApp to your BFF¹ will quite likely be different from how you write to your lecturer/technical staff.
- Writing formally helps your lecturer understand what it is you are trying to convey in your writing. This is especially important when your lecturers are trying to mark your assessments but cannot award you with the marks because they simply do not understand you.
- On this same note, make sure you have clearly expressed your points as marks cannot be given for what you mean to convey, but failed to do. We simply cannot give marks later down the line during a sit down where you tell us: "well, this was what I ACTUALLY meant?"².
- Make use of proper language, including correct punctuation use, spelling, and avoiding neologisms (newly coined terms that have yet to be accepted as common use) and other slang.
- Observe netiquette - excessive use of capital letters, for example, may mean that you are SHOUTING AT YOUR READER (and this is considered rude).
- Provide all pertinent information (Module Code in the Subject Line, the student's details, the assessment in question, the nature of the query, the Session, and Group information). This makes it easier for the lecturer to establish what the problem is exactly.

- By using your UJ student e-mail to send the query, the lecturer can assume that you are indeed the student with the student number listed in the e-mail address. This allows us to protect your privacy, as is required by the law. However, you need to end off your email with your name and surname as required by formal letter writing.

1 Best Friends Forever

2 It is Department policy to award marks to students on their ability to explain their work to the satisfaction of their marker.

5. MAKING APPOINTMENTS WITH YOUR LECTURERS / TECHNICAL STAFF/ TUTORS

Lecturers generally publish a weekly consultation time in the module-specific Learning Guides, allowing students to consult with them without the need to set up an appointment. However, should you need to see a lecturer outside of these published times, you will likely need to do so by making prior arrangements.

How these arrangements are made will differ from lecturer to lecturer. Some may ask that you send them an email. Others may be informed during lectures or practicals. It will be your responsibility to establish this, either by consulting your relevant module-specific Learning Guide or confirming it with your lecturer or technical staff.

As with expecting a response to an e-mail, please suggest a time that is at least one (1) business day later. Often, your lecturers or technical staff cannot simply agree to appointments that are made on the fly.

SECTION 3: YOUR MODULES AND ATTENDANCE

Most modules, will most likely build on the content taught in the previous term of the semester. We cannot re-teach you concepts. It is your responsibility to catch up on previously taught work if you have forgotten it.

Essential to understanding the work is the attendance of your classes. It is compulsory for you to attend ALL the lectures, tutorials, and practical sessions scheduled for each module. If you miss any class due to some circumstance, make every effort to cover the work you missed and catch up IMMEDIATELY. Failing to do so will only compound the effects of skipping that class.

A Gentle Reminder

By choosing to complete your qualification at the University of Johannesburg, you have chosen to register at a contact university. This means that you have chosen to attend a university which expects you to attend all your classes.

At the end of each semester, an examination will be written which may test you on ALL the content covered during the course of the semester/year.

1. YOUR WEEKLY AND EXAMINATION SCHEDULE

Although uLink will provide you with an electronic copy of your class schedule, this information may not necessary contain the most correct and recent information. Ms Robbette will provide the timetable on the departmental notice board just outside the academic offices for your convenience.

You may also download a variety of timetables from the University's Campus Timetable webpage at <https://www.uj.ac.za/study-uj-and-aid/timetables/> and download the various documents listed on the page. This includes:

- The General Timetable
- Exam Timetable

Once the lecturer or technical staff has checked their schedule and confirmed the appointment with you, make sure you keep it. Should you no longer be able to attend the appointment, let the lecturer or technical staff know as soon as possible to avoid wasting their time.

Sometimes, these appointments may be held online. The platform will depend on the lecturer you are making an appointment with. In some cases, these platforms will require you to have the necessary software client installed. Make absolutely certain that you are able to connect to the meeting beforehand. It would be extremely unprofessional if you wait until meeting time, only to discover that your device is currently unable to make the virtual calls or that you did not know where the link to the virtual call may be.

The most popular platform used at the University of Johannesburg is Microsoft Teams. Should your appointment be using this platform, you should receive an email with the details of the virtual meeting. The email will not only provide you with the date and time, but the message will most certainly include the link to the meeting titled **Click here to join the meeting**.

- Lecturing Timetable Format
- UJ Academic Calendar
- 2024 DFC Lecturing Timetable

The downloaded documents will provide you with the following information:

- What lectures, practicals, tutorials are offered each week.
- When these classes take place.
- The venue where the classes will be presented (should in-class lectures be permitted again).
- When your semester tests and examinations take place.

2. DEALING WITH CLASHES

Once you have put together your weekly schedule (containing ALL the lectures, tutorials, and practical sessions) of ALL your modules, you should find that there are NO PERIOD CLASHES.

If a clash occurs, please consult the faculty Officer in John Orr Building 3205 right away to address the issue.

3. CLASS ETIQUETTE (IN-PERSON CLASS)

In addition to exhibiting good time management skills, students of the Department are also expected to carry themselves in a fashion befitting of a true professional – to that end, please adhere to the following rules so that you and your fellow students can benefit from an effective environment of learning:

- Arrive on time for all lectures – if you arrive late, enter the venue as quietly as possible so as not to disturb the lecture. If possible, please use the back door for entry. The lecturer reserves the right to refuse a student admission if they are late and/or disruptive.
- In the event of an assessment taking place, you forfeit the right to the full amount of time allocated for the assessment if you arrive late e.g. if you arrive at a test with two minutes remaining, you have only those remaining two minutes to complete the test.
- It is your responsibility to find out about any announcements that you have missed.

- If you have a valid reason for leaving a lecture early, please discuss the matter with the lecturer before the start of the lecture. Leave the lecture venue as unobtrusively as possible.
- Once a lecture begins, students are requested to keep all conversations with other students to a minimum.
- Mobile phones should be switched off or on silent during lectures, as they can be distracting to both the lecturer and other students.

3.1 TAKING ATTENDANCE

It is compulsory for your lecturers to take attendance. How this is done will depend on the module and its lecturers. One common approach is for the lecturer to login onto uLink to bring up an attendance code for display during your lecture.

Should this be the case, you will need to login to uLink and select the Attendance menu item and enter the code. Please note that the code is presented for a limited time and your lecturers may enforce a cut-off time to when the input of the attendance code is permitted. In other words, if you arrive late to class and the attendance has already been taken, asking a friend for the code and entering it late may not count in your favour.

Attendance may also be made by means of a rollcall. If your name is called, your response will be registered. If you attend the class after your name has been called then you risk the chance of being marked as absent for that event so please don't be tardy.

4. CLASS ETIQUETTE (ONLINE)

While the default for the University is to offer classes only in face-to-face format, there may be occasions which call for classes being offered online. Here are some tips on attending class using an online platform:

- Try to connect to the online class a few minutes before the start of the class so that you are connected on time. Sometimes, settings on your computer go awry and you end up missing whatever was discussed at the beginning of the lecture.

SECTION 4: STUDENT RESOURCES

As a student, you have access to a number of resources which will make your time studying easier. Study this section carefully to ensure that you take advantage of all these resources.

1. ULINK

uLink is the University of Johannesburg's portal to a whole host of other resources and is accessible by visiting <https://ulink.uj.ac.za>. This includes access to your examination and final results at the end of each semester, and Moodle, which is the University's learning management system for all other modules presented by other departments.

To login, enter your student number and password in the top two rows and press Enter (or click on the Sign in link). If you are a new student who has yet to sign up for uLink, click on the Create password link to register instead.

The uLink home screen also provides users with a useful information such as:

- Using uLink (About uLink)
- Connecting to the UJ WiFi (How to connect to WiFi)
- Setting up your Internet Browser (How to setup your Internet Proxy)

To resolve any issues you may experience with uLink, please reach out to uhelp@uj.ac.za. DO NOT email your Department lecturers as we have no control over uLink and would not be able to assist you.

- Turn your video feed off – this will help your fellow attendees to conserve on data.
- Should you wish to ask a question or comment, do so either by typing your comment in the public chat window, or indicating that you wish to contribute by raising your hand.
- When not talking, please ensure that your microphone is on mute.
- When completing an assessment, be sure to have a backup plan and ensure that everything is working! Failure to connect during online assessments will mean that you lose precious assessment time trying to address the issue(s).

4.1 TROUBLE CONNECTING TO LIVE LECTURES ONLINE? SOME POSSIBLE TIPS

- Restart your computer before joining the session – there is wisdom to this old IT support joke (have you tried turning it off and on again?) as restarting a device may free up resources.
- Ensure that you keep your platform clients updated (Zoom, Teams, etc.).
- No sound? Check your Windows sound settings.
- Still no sound? Check the permissions in your browser.
- Whirly whirl of death? (i.e. the browser keeps saying loading over and over and over...) Close your browser, try clearing your cache and cookies (because this is different from browser to browser, search how to do this on your own). Alternatively, try the browser's "incognito" mode (again, the name of this feature differs from browser to browser).

5. WHERE IS WHERE ON CAMPUS?

While the DFC Timetable Code Book does provide you with the venue information for each class, it is highly advised that you confirm this venue information in your module-specific Learning Guide.

DFC venues:

- Most of your lectures will be held in the John Orr Building (JOB), Lwazi or QK buildings.
- Most of your practicals will be held in the JOB and some in the new Science and Engineering Building.

2. YOUR UJ STUDENT EMAIL

Each UJ student is assigned a UJ Student Email address.

This is typically in the format of {Your UJ Student Number}@student.uj.ac.za. As an example, a student with the student number 230012345 will have the email address **230012345@student.uj.ac.za**.

While you should be able to access your UJ Student email account from uLink, a more direct method would be to visit <https://login.microsoftonline.com/>. Your username will be your UJ student email address and your password will be the same password you use for uLink.

If you are having trouble with accessing your UJ student email account, please contact uhelp@uj.ac.za which should be able to provide you with further guidance.

2.1 MICROSOFT AUTHENTICATOR

In the interest of heightened cybersecurity, UJ students will be required to enable Multi-Factor Authentication (MFA) on their UJ Email account. This reduces the risk that a bad actor (no, not Nicholas Cage!) will manage to gain access to your email and its personal information.

MFA is an additional layer of security (think of it as an extra gate or locked door) that you will need to go through before gaining access to your email account. Once MFA is a requirement, you will be prompted to install the Microsoft Authenticator app on

your smartphone or to provide your mobile number so that an SMS can be sent to that phone. We will leave the instructions and details on how you will do this to the guide you will receive from UJ.

Once this is done, you now effectively have multiple (two, to be exact) factors for authenticating yourself: your usual password (something only you should know), and your smartphone/mobile number (something only you should have access to).

Now, whenever you sign in, you will enter your username and password as the first step. If the device you are accessing your account from is new (or over a certain period of time), you will be prompted to refer to your device for the second step of security.

Depending on your phone, you may either:

- Confirm approval of this new login you just made
- If you are asked to insert a passcode on the webpage:
- Retrieve the one-time passcode from the Authenticator app
- Retrieve the one-time passcode from the SMS sent to your phone

3. WET LABS

Most of your subjects will have a practical component. As such, you will be involved in the laboratory most days of the week. Traditionally, these laboratories are JOB 2312 or JOB 2318. JOB 2312 is a microbiological lab and JOB 2318 is a biochemistry/ molecular biology lab. Chem lab 207 is found in the Science and Engineering Building. Please consult your timetables to confirm your lab venue.

In the interest of maintaining health and safety protocols, you are asked to comply with all instructions issued by the lab administrators.

Please have a fine print permanent marker and a lighter or matches for use in the lab. It is a good idea to also have a calculator.

This includes the rule that no food or drinks are permitted in the labs!

Lab coats are to be worn at all times.

Don't work with any instruments unless you have been provided with training!

4. SUBMISSION OF ASSIGNMENTS

Where paper submissions are required, you will use your own paper for projects and prac reports. For tests and exams, you will be provided with the paper to write on. In such cases, ensure that you bring your own stationery as the University's assessment regulations strictly forbid the sharing of writing utensils amongst students. This includes sharing of calculators and erasers.

As we have more than witnessed our fair share of how Mr Murphy and his law likes to spring on unsuspecting students, we HIGHLY recommend that you bring a spare pen because your favourite pen might wish to give up on the day of your test or exam. IT HAPPENS!

5. TEXTBOOKS

Textbooks that are prescribed to you serve as the primary reference and authority for all content discussed and covered in a module. It is expected of each student to be in possession of the correct textbook or study material as prescribed in the module-specific learning guide.

Please consult your module-specific learning guide for the details of the required textbook.

Copies of textbooks may also be available in the library but for short period loans only so it is advised that you buy your own copy.

As the textbook is the primary source of learning content for the module, it is also expected of students to study the material in the textbook thoroughly.

In the event that any disagreement should arise in the factual marking of tests/exams, the convention that will be followed in the module is that the content given in the textbook will be considered correct above all other content given in the module.

However, should there be any errors (typographical or factual) present in the prescribed textbook(s), the lecturer(s) shall supply you with the official textbook errata which will enjoy the same status as the textbook itself.

It is quite clear from the above that it is NOT sufficient to only study lecture notes and/or class hand-outs for semester test and exam purposes. An in-depth and comprehensive knowledge of the relevant theory, examples and definitions covered in the textbook is critical to your success in the module.

6. RESEARCHING WITH ELECTRONIC DATABASES

The University of Johannesburg also provides its students with access to a wide range of electronic journals and e-books (some of your prescribed textbook(s) may even be available as e-book resources). Such resources play an essential role in enabling you to produce quality research assignments.

Should you have any research resource-related queries, the Faculty of Science is assisted by the Faculty librarian, Ms Kovatcheva (you may also email her at: pkovatcheva@uj.ac.za) who maintains the information-filled Information Technology Library Guide at <https://uj.ac.za/libguides.com/it>.

To access the resources, visit the University's Library Electronic Databases webpage at <https://www.uj.ac.za/library/databases/>.

Access to the resources will require authentication (your uLink login credentials will work here). Should you experience problems logging in, please contact the Circulation Desk (zakesn@uj.ac.za or 011 559 2165 for APK) for assistance.

7. MICROSOFT OFFICE 365

As a UJ student, you get free access to the Microsoft Office 365 suite. This allows you to install applications such as Word, Excel, and PowerPoint to complete your various assignments with ease. To claim your license, follow these steps:

Visit the Microsoft Office in Education website at <https://www.microsoft.com/en-us/education/products/office>.

- Enter your UJ student e-mail address in the textbox and follow the prompts.
- The process will eventually lead to you downloading the Office 365 installer.
- Run the installer and follow the prompts.
- Be patient!

SECTION 5: ASSESSMENT OPPORTUNITIES

Each module offered by the Department (and the University of Johannesburg) will comprise of a number of assessment opportunities of which 2 per semester will have considerable weighting and will be officially provided to you on the test handout. This is to ensure that you, as a student, are given ample opportunities to evaluate your progress through the module.

Some of these assessments may be lower stakes (that is, counts little towards your overall module mark such as a project or) whereas others carry considerable weight (if you fail this assessment, it will likely impact your ability to pass the module). Because such assessments will differ from module to module, you will have to study your module-specific learning guides VERY carefully to ensure that you plan your studying and preparation for these assessments, allowing you to have sufficient time to perform your best at each of these assessments.

As a student, it will be YOUR responsibility to find out:

- What assessments do you have to complete to pass the module
- When these assessments are due / take place
- Where the venue of the assessments are ahead of time
- What requirements or restrictions they may be (e.g. you MUST have a calculator with you, etc.)

1. GENERAL REQUIREMENTS FOR PASSING DEPARTMENT MODULES

While each of the Department's modules vary in content and assessment, they all share the same rules when it comes to passing the module.

To qualify for the examination, you must demonstrate a minimum of 40% for your Semester Mark (SM).

Secondly, a minimum of 50% must be achieved in the examination. If this minimum is not obtained for the Examination Mark (EM), the result is regarded as failing the module, regardless of the Final Mark.

Third (and lastly), to pass the module, a minimum of 50% for the Final Mark (FM) must be obtained. The Final Mark is calculated by averaging the Module Mark and Examination Mark.

2. CLASHING ASSESSMENTS

An assessment is considered to have a clash if it is scheduled to take place at the same time as another one of your assessments.

Clashes should NOT take place and the Faculty of Science puts in much effort to ensure that assessment clashes do not occur.

Should you identify a clash between your Department module and another module, please report it to your lecturer as soon as possible in order for your lecturer to resolve the problem. After all, you cannot be in two places at the same time. Especially not when it comes to writing a test...

3. BEING ABSENT FROM AN ASSESSMENT

While you will no doubt do your very best to ensure that you write all your assessments as scheduled, life does happen and sometimes, you fall ill and are unable to sit for that assessment (be it a Semester Test, Class Test, Assignment, or Examination).

When you miss such assessments due to a valid reason (illness), you may potentially qualify to apply for the deferred assessment. These second opportunities are not automatically granted and students who could not write the original assessment will have to apply with the lecturers of their modules. You must also ensure that you apply within 7 (seven) days after the original assessment has taken place. Such applications will typically require you to provide documentary

evidence that supports the reason you have provided for missing the original assessment.

You should know that the Department and the University does not tolerate the submission of false documentation. This includes:

- Forged medical certificates
- Purchased medical certificates
- False claims made before a commissioner of oaths (e.g. you lie to the police officer taking down your statement)

In addition to the above being CRIMINAL offences, any such documents identified WILL be reported to the University's Student Judicial Services which may lead to expulsion from the University.

3.1 APPLYING FOR DEFERRED SEMESTER ASSESSMENTS

When it comes to assessments that take place DURING the semester (Class Tests, Semester Tests, Assignments), applications for their deferred assessments must be handled by the department. For the examination at the end of the semester, please consult the next subsection.

If you miss a test due to illness, please download and ask your doctor to complete the form at <https://www.uj.ac.za/faculties/science/departments-2/biotechnology-and-food-technology/>. You will be required to upload a digital copy of supporting documentation with your application and submit it to the module lecturer whose assessment you have missed. Should your application to write the deferred assessment be approved, you are required to bring the original documentation you used for applying for the deferred assessment with you to be granted to write the deferred assessment.

3.2 APPLYING FOR DEFERRED EXAMINATIONS

If you miss an examination, the application for the deferred examination must be made through the University.

This is done by logging in to uLink, viewing your Results and selecting the Sick/Deferred Exam application link.

The granting of such deferred examination opportunities is decided by the University. Please do not send an email to ask your lecturers or the rest of the Department for an opportunity as they do not make the decision in this regard.

4. BEING AWARDED MARKS

It is Department policy to award marks to students ONLY if the student is able to:

- Explain their submission (of practical reports or tests) to the satisfaction of the marker; and
- Demonstrate that they are the owner of the work (i.e. they completed the work they submitted on their own, unaided).

This means that you may be asked to explain your work to your lecturer to demonstrate that you understand your work. On this same note, it should be noted that great care needs to be made when answering questions during assessments. Make sure that you convey yourself clearly as your assessor CANNOT award marks by guessing what you really meant to say (but had not).

Generally, a reasonable guideline is that if a question counts out of 10 marks, your answer should comprise 10 valid points as a minimum.

5. ASSESSMENT REGULATIONS

For the more traditional assessments where students will present themselves at a designated venue, the following is a summary of some of the rules that you should know and comply with to avoid potential disciplinary action:

- Students may not leave an assessment venue for the first half an hour and the last 15 minutes of an assessment.

- Make use of the storage facility (if available) for safekeeping of your personal belongings. No bags, tablets, laptops, etc. may be brought into the assessment venue.
- Make sure your mobile phone is turned off before entering the venue.
- You should have your student card (or another official form of identification) on you to verify your identity.
- Unless it is authorised (i.e. an open book assessment), do not bring any unauthorised material (such as notes or study aids) with you to the venue.
- Do not attempt to communicate with your fellow students in the venue - this includes:
 - Attempts to solicit help from a fellow student.
 - Attempts to help a fellow student.
- If you need to leave the venue temporarily, you may only do so accompanied by an invigilator. Raise your hand to get the attention of an invigilator to make this arrangement.
- Smoke breaks are not permitted during the duration of the assessment.
- Depending on the module, you may or may not be permitted to use a calculator.

6. ASSESSMENT FORMAT

All assessments (be they examinations, practicals, or semester tests) will take place in-person. Aside from the date and time, please ensure that you have the venue information ahead of the assessment as some assessments may take place in locations on campus that you may yet to become familiar with.

For all assessments, you are required to bring your UJ student card with you to identify yourself to your invigilators. If you have misplaced your UJ student card, bring another form of identification (such as your ID, driver's licence, or passport).

It is important to note that the Department DOES NOT provide an alternative to writing assessments in person.

7. ASSESSMENT CONCESSIONS

To support students with certain permanent or temporary disabilities, UJ has a process in place which allows such students to apply for concessions or accommodations when it comes to taking their assessments.

For more information on this, please read through the information provided on the following webpage: <https://www.uj.ac.za/teaching-and-learning/academic-development-and-support/centre-for-psychological-services-and-career-development-psycad/disability-services/>. It is the responsibility of the student granted any concessions to bring any such information to the attention of their lecturers. Note that such concessions will also take time to get approved so do not wait until the last minute to apply.

8. PUBLICATION OF RESULTS

Exam and final mark results are only released by the Faculty of Science. The Department is not authorised to furnish students with these results.

If a student is unable to view their Exam and Final Mark results due to outstanding financial obligations, please note that lecturers are not permitted to reveal their results.

QUERYING / DISPUTING RESULTS

For non-examination assessments, you are permitted to query or dispute results of assessments within seven days of the result being published.

To do so, simply contact your lecturers to indicate that you wish to discuss the result you obtained for a particular assessment opportunity.

In the case of examination results, please note that the University's Academic Regulations apply:

APPEALS

After the final mark for a module is published, students may apply to the lecturer responsible for the allocation of the final summative assessment opportunity for an explanation of the mark awarded in the cases where:

- the student has failed the module with a final mark of at least 45%; or
- the last summative assessment (examination) mark is at least 15% lower than their module mark; or
- a module was passed without distinction, but either the module mark (i.e. semester or year mark) or last summative assessment (examination) mark was a distinction mark.
- Requests for the explanation of the award of final marks in the final summative assessment opportunity as indicated in AR 11.4.1 must be made within 10 days after classes have commenced for the second semester for first semester assessments. In the case of a second semester assessment opportunity, requests must be made at least three days prior to the commencement of the academic programme in the following year. No assessment material (for example, answer scripts or prac reports) or copies of it may be provided to students after such explanatory discussion, if such material would not otherwise have been returned to the student.
- If, after the explanation has been provided as described in AR 11.4.2, students are still dissatisfied with the award of marks, they may appeal to the Executive Dean or his/her delegated authority who may, at their own discretion, decide to appoint an external arbiter to re-assess the final and/or last summative assessment. A fee, as determined by the University, is payable for the assessment by arbitration.
- The fee is refunded if the arbiter alters results from a fail to a pass or from a pass without distinction to a pass with distinction. In all other cases, the fee is forfeited to the University.
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SECTION 6: ACADEMIC INTEGRITY

The Department of Biotechnology and Food Technology at the University of Johannesburg places great emphasis on integrity and ethical conduct in the preparation of assignments and during the sitting of assessments. In this section, information on what will occur when a student's work is identified to violate academic integrity, as well as guidance on how to correctly credit the work of others, along with other integrity concerns will be discussed.

1. UNETHICAL CONDUCT AND CONSEQUENCES

The rest of this section will focus on spelling out what is unethical academic conduct. However, before that is explored, it is important to start off with what the consequences will most likely be. This is not meant to be merely a threat.

It has happened to numerous students before you who have chosen to ignore the warnings.

When a lecturer identifies a situation where a student has behaved unethically (see any of the unethical conduct that follow after this subsection), they will have to report the matter in a transgression report. This report is forwarded to the Head of Department, who will, in consultation with the lecturers, determine the seriousness of the matter.

Should it be determined that the matter warrants further action, the report will be sent up to the Faculty office where it may then be forwarded to UJ's Student Judicial Services (SJS) for further consideration. It is at SJS where the report will be reviewed and if found guilty, the student may have some form of disciplinary action imposed on them. Examples include:

- The cancellation of their studies for the module (i.e. the student fails the module for the year)
- Expulsion from ALL universities for a number of years

In addition, such an outcome will be recorded in the student's academic record.

It is clear from the above that being found guilty of unethical conduct will lead to serious consequences that prevent a student from completing their qualification, either in minimum time, or at all.

It is not worth making such a mistake during your studies at university. So please pay attention on what constitutes unethical behaviour. At the end of the day, "I didn't know" as an excuse will not fly.

2. THE BIG "P" (PLAGIARISM)

It is likely that everyone who reads this General Learning Guide KNOWS that an assignment CANNOT be completed by looking up a relevant search term on the Internet, heading over to a few links and copying the content from said links, and pasting the content into a brand-new document.

Perhaps there's additional effort in renaming a few things, moving a few sentences around. Maybe even adding in a few words.

At the end of the day, DID the student do the work on their own? Of course not. And when your lecturers notice this (and trust us, they will), they will sigh heavily and have no choice other than to write the student up for plagiarism.

2.1 WHAT IF I REWROTE EVERYTHING? IS THAT STILL PLAGIARISM?

Short answer? YES.

But good for you for rewriting everything. That's PART of what you will need to do. The next part is to ACKNOWLEDGE that those ideas weren't yours to begin with. Be honest. Give credit where it's due. (Otherwise, you know it...your lecturer has to write you up...)

So what IS plagiarism? Plagiarism is the unacknowledged use of the words or ideas of others. It is tantamount to academic theft and is therefore a very serious offence. To plagiarise means to use the words or ideas of another to create the false impression that these words and ideas are your own.

To elaborate further, plagiarism is defined as the act of taking someone else's work or idea and passing it off as one's own (Compact Oxford Dictionary, 2006), and includes the following (Booth, Colomb and Williams, 2003):

- Presenting the ideas, words or results of another person as the student's own, without giving acknowledgement to the original author.
- Using the ideas or words of another person without giving the necessary credit to that person or source.
- Using sentences, paragraphs or sections of articles, books and web documents without quotation marks and suitable acknowledgement.
- Using another person's direct words without using quotation marks, even if the source is acknowledged.
- Paraphrasing the author's words in such a manner that it was clearly written with the source lying beside the student, even if the student acknowledges the source.

To avoid committing plagiarism, you must, at all times, acknowledge the source from which you have borrowed certain words or ideas. This is achieved by using an appropriate referencing technique that provides:

- A reference to the original work (this means providing the details of the source you got the idea from); and
- A citation to indicate that the concept or statement you are stating comes from a certain source.

The University of Johannesburg's official referencing technique is the Harvard Method and that is the referencing system that will be used in the Department.

THE HARVARD REFERENCING STYLE

The Harvard method of referencing specifies how articles and other sources should be referenced in-text (called citations), and the format of the bibliography or reference list.

It is important to refer to each source at the location in the assignment where information from that source was used. In this way, you are acknowledging to your readers that the idea you are currently presenting in your own words, originates from another source.

Citations the Harvard Way

To discuss citations briefly, a number of rules must be followed, depending on how you wish to provide the citation

- in text, the author, year, and page (if possible) should be listed. For example:

... *E. coli* is a prokaryote (Kindle, 1986:5).

If the reference forms part of the sentence, then parenthesis surround the date, as in:

...Kindle (1986) stated that *E. coli* is a prokaryote...

If more than one source is referred to, then the authors should be listed alphabetically, and references are separated by semi-colons.

References with Harvard

References refer to the list of sources presented at the end of the assignment. When following the Harvard referencing style, this list should be ordered by the surname of the first author (an example is provided at the end of this section).

Depending on the type of source that was used, certain information must be provided with each reference. For an example, take a look at the list of references at the end of this chapter.

For example, a journal article should include the author, title of article, title of periodical, volume and page numbers, as seen in the example below:

Schwarzenlander, C, Averhoff, B. Characterization of DNA transport in the thermophilic bacterium *Thermus thermophilus* HB27, FEBSJ.273(2006), 4210–4218.

To obtain further information on the correct formatting of your citations and references, consult the UJ Library's references resource pages (<https://library.up.ac.za/health/harvardmed>)

It is the student's responsibility to make sure that he/she is aware of the details of the Harvard method, and to comply with these conditions in ALL assignments.

REFERENCES

- Booth, W.C., Colomb, G.G. & Williams, J.M. (2003). *The craft of research*. Chicago: University of Chicago Press.
- *The Compact Oxford Dictionary*. (2006). Oxford: Oxford University Press.

In practice, this section should appear at the end of the document – however, for the purpose of demonstrating how to avoid plagiarism, the list of references is presented here instead.

Please note that in the above references list...

- The list is in alphabetical order ("The", "A", "An" do not count).
- The list is not numbered.
- Different sources require different reference information - for example, a film requires that you include the details of the movie studio and the director whereas a book must make mention of the publisher.

2.2 PLAGIARISM IN RESEARCH ASSIGNMENTS

Ultimately, all students must be able to present and communicate the knowledge they have gained from various sources effectively, by showing that he/she has made it their own.

To demonstrate this, one of the requirements is that any sources from which information for a student's assignment was obtained must be clearly indicated and referenced using

the appropriate referencing method, in the CORRECT manner. Therefore, a student will be flagged for plagiarism when they neglect to do ANY of the following:

- Rewrite the facts from a source in their own words.
- Provide a citation at the end of the statement they have reproduced from a source.
- Provide the reference detailing the original source.
- For each citation, there should be a corresponding reference. For each reference, there should be a corresponding citation.
- Even when a student references their own work, they will STILL need to cite and rephrase. Otherwise, it's self-plagiarism.

2.3 PLAGIARISM IN PRACTICAL WORK

As is the case with written assignments or practical reports, students may NOT use results from another person (or some other source) and pass it off as their own work. In such cases, it will be treated in the same manner as plagiarism in research assignments.

Remember that you are being evaluated on YOUR own ability to problem solve, writing your practical reports.

If you submit work that is not fully your own, you CANNOT be awarded for it. The Department wants to know that you can critically think by yourself, not figure out where to source answers from elsewhere. If this degree only required you to do the latter, Artificial Intelligence such as ChatGPT might as well take your job and render you obsolete.

2.4 HOW THE DEPARTMENT PROCESSES ASSIGNMENTS FOR PLAGIARISM

Every student of the Department will be subject to the Departmental Plagiarism Policy with all research assignments submitted through Turnitin for a similarity check. Assignments with an unacceptable degree of similarity will be reviewed for further action.

Any cases of work regarded as being too similar will lead to a discussion with your lecturers.

It should be noted that all such cases of plagiarism are permanently noted down in the Department's records. Lecturers who are asked to write reference letters to future employers or other institutions for further studies may consult these records when drafting their responses.

3. THIRD PARTY "ASSISTANCE"

Having emphasised that it is important that all students are evaluated for work that is their own, it should also not be a surprise that submissions that are the result of the following are frowned upon (and will certainly trigger a reporting writing exercise in which you are sent up for a meeting with Student Judicial Services):

- "I worked on this individual assignment with a friend"
- "ChatGPT generated this conclusion for me"
- "I paid someone to write this assignment for me"

By now, it is certainly hoped that you know WHY you cannot do any of the above. Again, you should deserve the degree at the end of the day. You do not have to be perfect in your answers, but you definitely should have gotten to that solution on your own (assistance from the tutors/lecturers is allowed).

SECTION 7: GRIEVANCES PROCEDURE

1. IN THE EVENT OF AN ACADEMIC COMPLAINT...

Any academic complaints should first be reported to the (1) lecturer(s) in charge of the module. If the proposed solution is not to your satisfaction, you have the option to approach (2) any one of the Deputy Heads of Department, failing which, you may be escalated to the (3) Head of Department. The Head of Department will decide if the complaint has merit, and if an alternative solution should be proposed.

Should the complaint not be resolved, you may consult progressively further up the hierarchy with the (4) Vice-Dean : Teaching and Learning and then the (5) Executive Dean if necessary. The relevant Executive Dean is the final Arbiter regarding student complaints pertaining to academic programmes.

Thereafter, should the complaint remain unresolved based on procedural grounds that could lead to a case of procedural unfairness (with particular reference to the University's Academic Regulations), the matter may be referred to the Registrar.

If you prefer not to deal with the academic staff directly, you may instead report the complaint to the appropriate representative of the SRC.

You should avoid reporting your complaint to several people at the same time. To recap, the procedure is (in order of escalation):

- Your lecturer(s) – preferably the Convenor of the Module
- Deputy HoD: Dr Dlamini or Dr Abrahams
- HoD: Prof Serepa-Dlamini
- Vice-Dean: Teaching and Learning: Prof Kondiah
- Executive Dean: Faculty of Science: