

Tutorial Letter 101/0/2024

Databases 1

INF2603

Year module

Department of Information Systems

IMPORTANT INFORMATION

Please register on myUnisa, activate your myLife e-mail account and ensure that you have regular access to the myUnisa module website, INF2603-24-Y, as well as your group website.

Note: Since this is a fully online module, it is only available on myUnisa.

BARCODE



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1 INTRODUCTION

Dear student

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

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

Our programmes are aligned with the vision, mission and values of the university. Unisa's commitment to serve humanity and shape futures, combined with a clear appreciation for our location on the African continent, ensures that our graduates have distinctive qualities, which include

- being independent, resilient, responsible and caring citizens who are able to fulfil and serve in multiple roles in their immediate and future local, national and global communities
- having a critical understanding of their location on the African continent, with its histories, challenges and potential in relation to globally diverse contexts
- the ability to critically analyse and evaluate the credibility and usefulness of information and data from multiple sources, in a globalised world with its ever-increasing information and data flows and competing worldviews
- knowing how to apply their discipline-specific knowledges competently, ethically and creatively, to solve real-life problems
- an awareness of their own learning and developmental needs and future potential.

The INF2603 module is offered online, meaning all information is available via the internet. myUnisa is our virtual campus – an online system which is used to administer, document and deliver educational material to you, and support our engagement with you. Keep an eye out for information from your lecturer, and messages from other Unisa platforms, for guidance on how to access the virtual myUnisa module site. Information on the tools available to engage with your lecturer and fellow students, to support your learning, will also be communicated via various platforms.

We encourage you to log in to the module site, INF2603-24-Y, on myUnisa regularly.

Since this is a fully online module, you will need to use myUnisa to study and complete the required learning activities. Visit the website for INF2603-24-Y on myUnisa frequently. The website for your module is <https://mymodules.dtls.unisa.ac.za/course/view.php?id=67222>

We wish you every success with your studies!

2 MODULE OVERVIEW

2.1 Purpose

The topic of databases is currently receiving a great deal of attention in research circles, especially with respect to aspects such as theories and methodologies regarding database design, database management systems, high-level query and definition languages, and object-oriented and distributed databases. The design, implementation and maintenance of databases have become highly specialised fields. We will attempt, in this module, to introduce you to these fields, and hope you find the course both stimulating and beneficial.

This module serves as a fundamental building block in equipping you with the knowledge and competencies needed, to understand and use databases. The module provides the fundamental and requisite knowledge, skills and values that will support your further studies in the field of database management design and implementation systems, as required for studies in information systems and computer science.

2.2 Outcomes

For this module, you will have to master several outcomes:

- **Specific outcome 1:** The ability to demonstrate a well-rounded and systematic knowledge of the fundamentals of database management systems
- **Specific outcome 2:** The ability to apply fundamental principles and techniques relevant to database management
- **Specific outcome 3:** The ability to design databases using the notations and strategies identified
- **Specific outcome 4:** The ability to demonstrate a well-rounded and systematic knowledge of the fundamentals of Structured Query Language (SQL).

3 CURRICULUM TRANSFORMATION

Unisa has implemented a transformation charter, in terms of which the university places curriculum transformation high on the teaching and learning agenda. Curriculum transformation includes student-centred scholarship, the pedagogical renewal of teaching and assessment practices, the scholarship of teaching and learning, and the infusion of African epistemologies

and philosophies. All of these will be phased in at both the programme and the module levels, and as a result you will notice a marked change in the teaching and learning strategy implemented by Unisa, and in the way in which the content is conceptualised in your modules. We encourage you to embrace these changes during your studies at Unisa in a responsive way, within the framework of transformation.

4 LECTURER AND CONTACT DETAILS

4.1 Lecturer

The primary lecturer for this module is **Mr ME Bogopa**

Department: Information Systems

Telephone: 011 670 9058

E-mail: INF2603@unisa.ac.za

The names and contact details of all the lecturers in the School of Computing appear in Tutorial Letter 301 (COSALL 301/2024). The same information appears on myUnisa under the **Official Study Material** tab, and is repeated in the Welcome message.

4.2 Department

You can contact the Department of Information Systems as follows:

Telephone number: 011 670 9200

E-mail: computing@unisa.ac.za

4.3 University

The contact addresses of the various administrative departments appear on the Unisa website:

<http://www.unisa.ac.za/sites/corporate/default/Contact-us/Student-enquiries>

Please include your student number in all correspondence.

5 RESOURCES

5.1 Prescribed book

The details of the only prescribed book for INF2603, for 2024, are given below:

Title	<i>Database principles: fundamentals of design, implementation, and management</i>
Authors	Carlos Coronel, Stephen Morris, Keelay Crockett and Craig Blewett
Publisher	Cengage Learning EMEA
Edition	Third
Year of publication	2020
ISBN	978-1-4737-6804-8 / 9781473768048

You should purchase the prescribed book. For the contact details of official booksellers, please consult the list of official booksellers and their addresses in *Study @ Unisa*. If you find it difficult to obtain books from bookshops, please contact the Prescribed Books Section at 012 429 4152 or send an e-mail to vospresc@unisa.ac.za.

5.2 Recommended books

There are no recommended books for this module.

5.3 Electronic reserves (e-reserves)

There are no e-reserves for this module.

5.4 Library services and resources

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

Recommended guides

- For brief information on the library, go to <https://www.unisa.ac.za/library/libatglance>
- For more detailed library-related information, go to <http://www.unisa.ac.za/sites/corporate/default/Library>
- For frequently asked questions, go to <https://www.unisa.ac.za/sites/corporate/default/Library/Frequently-Asked-Questions>
- For research support and services (e.g., the personal librarian service and the information search librarian's literature search request (on your research topic) service), go to <http://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Research-support>
- For library training for undergraduate students, go to <https://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Training>
- For lending services, go to <https://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Lending-services>
- For services for postgraduate students, go to <https://www.unisa.ac.za/sites/corporate/default/Library/Services-for-Postgraduates>.

- For support and services for students with disabilities, go to <https://www.unisa.ac.za/sites/corporate/default/Library/Services-for-students-with-special-needs>
- For library technology support, go to <https://libguides.unisa.ac.za/techsupport>
- To find and use library resources and tools, go to http://libguides.unisa.ac.za/Research_skills
- For an A–Z list of library databases, go to <https://libguides.unisa.ac.za/az.php>

Important contact information:

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

6 STUDENT SUPPORT SERVICES

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

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

If you need assistance with the myModules system, use the following contact details:

- Toll-free landline: 0800 00 1870 (select option 07 for myModules)
- E-mail: mymodule22@unisa.ac.za or myUnisaHelp@unisa.ac.za

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

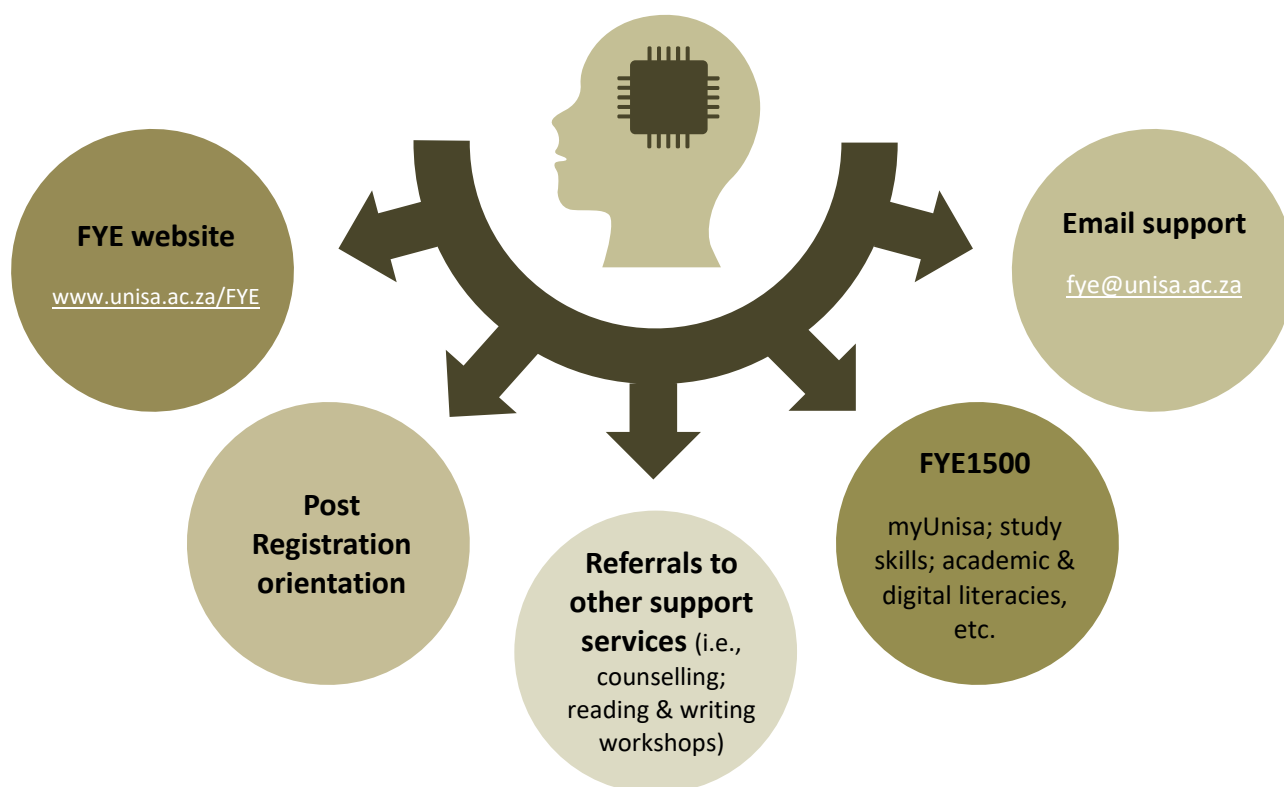
Registered Unisa students receive a free myLife e-mail account. Important information, notices and updates are sent exclusively to this account. Please note: it can take up to 24 hours for your account to be activated after you have claimed it. Please do so immediately after registering at Unisa, by following this link: myLifeHelp@unisa.ac.za

Your myLife account is the **only** e-mail account recognised by Unisa for official correspondence with the university and will remain the official primary e-mail address on record at Unisa. You remain responsible for managing this e-mail account.

6.1 First-Year Experience Programme

Many students find the transition from school to tertiary education stressful. This is also true in the case of students enrolling at Unisa for the first time. Unisa is a dedicated ODeL entity, and it

is very different from face-to-face/contact institutions. As a mega university, all our programmes are offered through either blended or fully online learning. For this reason, we thought it necessary to offer first-time students additional/extended support to help them seamlessly navigate the Unisa teaching and learning journey with little difficulty and few barriers. We therefore offer a specialised student support programme to students enrolling at Unisa for the first time – this is Unisa’s First-Year Experience (FYE) programme, designed to provide prompt and helpful information about the services the institution offers, and how to access information. The following FYE services are currently offered:



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

7. STUDY PLAN

The outcomes for this module are covered in the chapters of the prescribed book (see 5.1), as listed below.

Chapter	Learning outcomes (3 rd ed.)
1	Chapter 1: The Database Approach

	Learning objectives The main aims of this chapter are to learn: • The difference between data and information • What a database is, the various types of databases, and why they are valuable assets for decision making • The importance of database design • How modern databases evolved from file systems • About flaws in file system data management • What the database system's main components are and how a database system differs from a file system • The main functions of a database management system (DBMS) • The role of open-source database systems • The importance of data governance and data quality
2	Chapter 2: Data Models Learning objectives The main aims of this chapter are to learn: • Why data models are important • About the basic data-modelling building blocks • What business rules are and how they influence database design • How the major data models evolved • How data models can be classified by their level of abstraction
3	Chapter 3: Relational Model Characteristics Learning objectives The main aims of this chapter are to learn: • That the relational database model takes a logical view of data • That the relational model's basic components are relations implemented through tables in a relational DBMS • How relations are organised in tables composed of rows (tuples) and columns (attributes) • Key terminology used in describing relations • About the role of the data dictionary, and the system catalogue • How data redundancy is handled in the relational database model • Why indexing is important
4	Chapter 4: Relational Algebra and Calculus Learning objectives The main aims of this chapter are to learn: • What is meant by relational algebra and relational calculus

	• How to manipulate database tables using relational set operators • How the DBMS supports the key relational operators: select, project and join • The different types of joins • How to write queries using relational algebra expressions • About tuple and domain relational expressions
5	Chapter 5: Data Modelling with Entity Relationship Diagrams Learning objectives The main aims of this chapter are to learn: • The main characteristics of entity relationship components • How relationships between entities are defined, refined, and incorporated into the database design process • How ERD components affect database design and implementation • That real-world database design often requires the reconciliation of conflicting goals
6	Chapter 6: Data Modelling Advanced Concepts Learning objectives The main aims of this chapter are to learn: • About the extended entity relationship (EER) model's main constructs • How entity clusters are used to represent multiple entities and relationships • The characteristics of good primary keys and how to select them • How to use flexible solutions for special data modelling cases
7	Chapter 7: Normalising Database Designs Learning objectives The main aims of this chapter are to learn: • What normalisation is and what role it plays in the database design process • About the normal forms 1NF, 2NF, 3NF, BCNF and 4NF • How normal forms can be transformed from lower normal forms to higher normal forms • That normalisation and ER modelling are used concurrently to produce a good database design • That some situations require denormalisation to generate information efficiently
8	Chapter 8: Beginning Structured Query Advanced SQL Learning objectives The main aims of this chapter are to learn: • The basic commands and functions of SQL

	• How to use SQL for data administration (to create tables, indexes and views) • How to use SQL for data manipulation (insert, update, delete and retrieve data) • How to use SQL to query a database to extract useful information
9	Chapter 9: Procedural Language SQL and Advanced SQL Learning objectives The main aims of this chapter are to learn: • About the relational set operators UNION, UNION ALL, INTERSECT and MINUS • How to use the advanced SQL JOIN operator syntax • About the different types of subqueries and correlated queries • How to use SQL functions to manipulate dates, strings and other data

See the proposed schedule provided at the beginning of the year, to help you pace your progress through the chapters of INF2603.

8 HOW TO STUDY ONLINE

8.1 What does it mean to study fully online?

Studying a fully online module differs completely from studying some other modules at Unisa. It entails the following:

- All the study material and learning activities for an online module are designed to be delivered online, via myUnisa.
- **All assignments must be submitted online.** This means you have to complete all the activities and submit all the assignments on myUnisa. You may **not** post any assignments to Unisa, using the South African Post Office.
- All communication between you and the university happens online. Your lecturers will communicate with you by e-mail and SMS, and via the **Announcements, Questions and Answers** and **Discussion Forum** tools on myUnisa. You can also use all these platforms to ask questions and contact your lecturers.

myUnisa tools

myUnisa, which you can access at <https://my.unisa.ac.za>, is a facility that is available to all registered Unisa students. myUnisa enables you to perform study-related functions you would have performed using the postal services or the phone, or by personally visiting a campus.

myUnisa allows you to

- have e-mail contact with lecturers
- submit assignments (text and multiple-choice) online
- access your assignment marks
- access your personal information records
- participate in student discussion forums
- notify the university of a change of address or the cancellation of study modules
- access learning units and module-related information, including assignments.

myUnisa offers an electronic service to students, and 99% of the time it delivers a trustworthy and accurate service. However, there may be times when the system is not available, due to upgrades. Also, you might sometimes experience problems with your internet connection when trying to access myUnisa. There have been occasional complaints that the submission dates indicated on the myUnisa system were incorrect.

The Department of Information Systems is **not** responsible for myUnisa, and is therefore unable to help you with problems arising when using the system. If you have any queries regarding the services provided by myUnisa, contact the Unisa helpline and ask to be connected to the myUnisa helpdesk (which falls under the ICT Department).

NB: It is very important that you log in to myUnisa regularly – at least once a week – to do the following:

- *Check for new announcements.* You can also set your myLife e-mail account so that you receive announcement e-mails on your cell phone.
- *Do the discussion forum activities on your e-tutor site.* When doing the activities for each learning unit, you must share your answers with the other students in your group. You can read the instructions and even prepare your answers offline, but you have to go online to post your messages.

These extra ways of studying the material and practising the activities are intended to help you succeed in the online module. To derive the most from the online module, you **must** go online regularly to complete the activities and the assignments on time.

9. ASSESSMENT

9.1 Assessment criteria

You must submit **ten** (10) formal assignments for this module, of which eight (8) are quizzes.

To find the assignments, labelled **Assessments**, go to myModules and then **Assessment** will appear on your left-hand side. Access your assignments as indicated:

The screenshot displays the myUnisa Learning Management System interface. At the top, a navigation bar includes links for Course, Settings, Participants, Grades, Reports, and More. On the left, a sidebar menu for course INF2603-23-Y lists various resources: FAQ's, Prescribed material, Official study material, Logs, and a 'Welcome Message' section. The 'Welcome Message' section is expanded, showing a list of assessments from 'Assessment 1' to 'Assessment 9'. The main content area features a 'Welcome Message' from the myUnisa Learning Management System, addressed to students. It welcomes them to 'Databases I: Y1 2023' and expresses hope for a successful completion of the module. Below the text, a diagram illustrates the concept of a database as a collection of tables. The diagram shows a large rectangle labeled 'Database' containing two smaller rectangles, each labeled 'Table'. The text above the diagram states: 'Tables are the main building blocks of relational databases. Each table is a data set composed of records and fields, and represents a single subject.'

Because this is an online module, the assignments are not provided in this tutorial letter. The assignments will be posted online, as they become due. Formative assessment will be conducted using take-home structured question assignments, discussions and multiple-choice questions, while summative assessment will be conducted online, using a timed take-home assessment.

The following is a breakdown of the formal assessment activities, as they become due in the year:

Formative assessment (year ^{mark} mark, 30%)

1. Peer review discussion – 10% (Assignment 01)
2. Written assignment – 25% (Assignment 02)
3. Eight (8) quizzes: one per chapter (ch. 1–7) – 7 x 8% each = 56% (Assignments 03–9)

4. One last quiz (which covers ch. 8 and 9) – 9% (Assignment 10)

Summative assessment (70%)

1. Final, written examination (marked out of 100)

Assessment marks ratio

Year mark: 30% (10% + 25% + 56% + 9%)

Exam mark: 70%

All quiz assignments will be available for submission ten (10) days before their due dates. **No extension** of the due dates will be granted. If you do not submit an assignment on or before its due date, you will forfeit the marks for that assignment. Please make time to complete the assignments. Each quiz assignment has an allocated time of **40 minutes**. Automatic marking will start when the time has lapsed. It is your responsibility to set aside 40 minutes to complete an assessment. You will have **two attempts to complete both quiz assignments 03 and 04** during the period when they are open, and the highest mark will be recorded. You will have **only one opportunity to submit each of the other assignments**. Make sure that you only attempt a quiz assignment after you have read the chapters relating to that assessment.

9.2 Assessment plan

- To complete this module, you will be required to submit 10 (10) assessments.
- All information about when and where to submit your assessments will be made available to you via the myModules site for your module.
- The due dates of assessments, as well as the actual assessments, are available on the myModules site for this module.
- To gain admission to the examination, **you will be required to submit at least two (2) assignments.**
- To gain admission to the examination, you need to obtain a year mark average of 50% for the assignments.
- The assignment weighting for the module is 30%.
- You will receive examination-related information via the myModules sites. Keep an eye out for announcements on how the examinations for the modules for which you are registered, will be conducted.
- The examination will count 70% towards your final module mark.

9.3 Assessment due dates

- No assignment due dates are included in this tutorial letter.
- Assignment due dates will be made available to you on the myUnisa landing page for this module, hopefully upon registration.
- Please start working on your assessments as soon as you have registered for the module.
- Log on to the myUnisa site for this module for more information on the due dates for the submission of the assessments.

9.4 Submission of assessments

- Unisa, as a CODEL entity, is moving towards becoming an online institution. You will therefore see that all your study material, assessments and engagements with your lecturer and fellow students will take place online, using myUnisa as our virtual campus.
- The myUnisa virtual campus offers you access to the myModules site, where learning material will be available online and where assessments should be completed. This online system is used to administer, document, and deliver educational material to you, and to support engagement between you and the academics.
- The myUnisa platform can be accessed via <https://my.unisa.ac.za>. Click on the **myModules 2024** button to access the online sites for the modules for which you are registered.
- The university undertakes to communicate as clearly and frequently as necessary to ensure that you derive the greatest benefit from using the myModules learning management system. Please access the announcements on your myModules site regularly, as this is where your lecturer will post important information.
- When you access your myModules site for the modules for which you are registered, you will see a welcome message posted by your lecturer. Below that, you will see the assessment shells for the assessments you need to complete. Some assessments may be multiple choice, others tests, written assessments, forum discussions, and so on. All assessments must be completed on the assessment shells available on the respective module platforms.
- To complete quiz assessments, please log on to the module site where you need to complete the assessment. Click on the relevant assessment shell (Assessment 3, Assessment 6, etc). There will be a date on which the assessment will open for you. When the assessment is open, access the quiz online and complete it within the time available. Quiz assessment questions are not included in this tutorial letter (Tutorial Letter 101), and are only made available online. You must therefore access and complete the quiz online, where it was created.
- It is not advisable to use a cell phone to complete the quiz. Please use a desktop computer, tablet or laptop when doing so. Students who use a cell phone find it difficult to

navigate the **Online Assessment** tool on the small screen, and often struggle to navigate between questions and successfully complete the quizzes. In addition, cell phones are more vulnerable to dropped internet connections than other devices. **If at all possible, please do not use a cell phone for this assessment type.**

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

9.4.1 Types of assignments and descriptions

All assignments of INF2603 are mandatory.

I. Mandatory assignments

- All they contribute to the year mark.
- If a student fails to submit a mandatory assignment, no mark is awarded and the year mark is calculated accordingly. The student will therefore forfeit the marks attached to this assignment when the final mark for the module is calculated.

9.5 The assessments

As indicated in section 9.2, you need to complete ten (10) assessments for this module. The following is a breakdown of the formal assessment activities as they become due during the year. All assignments are mandatory.

Assignment	Type	Due dates	Weight
01	Peer review discussion	Available on myUnisa	10%
02	Written	Available on myUnisa	25%
03	Quiz – chapter 1	Available on myUnisa	8%
04	Quiz – chapter 2	Available on myUnisa	8%
05	Quiz – chapter 3	Available on myUnisa	8%
06	Quiz – chapter 4	Available on myUnisa	8%
07	Quiz – chapter 5	Available on myUnisa	8%
08	Quiz – chapter 6	Available on myUnisa	8%
09	Quiz – chapter 7	Available on myUnisa	8%
10	Quiz – chapter 8 & 9	Available on myUnisa	9%
	Total		100%

A reminder: no assignments are included in this tutorial letter. Assignments and their due dates will be made available to you on myModules for this module, hopefully upon registration.

9.6 Other assessment methods

Your year mark will be based on your ten (10) assignment marks. If you do not submit an assignment on or before its due date, you will receive no marks for it. No late submission of assignments can be accommodated, as the assignments cannot be accessed after their due dates.

There are no other assessment methods apart from the peer review discussion assignment, one written, eight quiz assignments and a written examination that have to be submitted on myUnisa.

What to do with a peer review discussion assignment

You are required to explain one given relational database word, and give examples. Do not use the examples in the textbook.

Collaboration:

You will work on this essay alone, and may not copy from internet.

Grading:

This assignment will be peer graded (i.e., students will grade one another's work). We will empower you on how to grade and provide feedback.

You have to submit the assignment **and** grade another student, otherwise you will receive a mark of 5/10.

9.7 The examination

Examination information and details on the format thereof will be made available to you online, via the myUnisa site. Keep an eye out for information that will be shared with you by your lecturer and e-tutors (where relevant), and for communications from the university.

An integrated assessment system is used for this module. This means your final mark will be based not only on your examination mark, but also on your performance during the semester.

Your final mark will be calculated as follows:

Year mark (out of 100) x **30%** + examination mark (out of 100) x **70%**

Final mark = (year mark x 30%) + (examination mark x 70%)

=> 40% in order to qualify for a supplementary examination

=> 50% final mark, in order to pass the module

Your **year mark** will contribute 30% towards your **final mark** and the **examination mark** will make up the other 70%. The examination will be written at the end of the year.

NB: Admission to the examination will be handled automatically, by computer. If you have any queries relating to the examination, e-mail the Examination Department at exams@unisa.ac.za. You will only be admitted to the examination if you have submitted at least two assignments.

9.7.1 *Invigilation/proctoring*

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

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

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

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

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

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

Please note: Refer to the module assessment information on the myModule sites, to determine which proctoring or invigilation tool will be used for your formative and summative assessments.

10. ACADEMIC DISHONESTY

10.1 Plagiarism

Plagiarism is the act of taking the words, ideas and thoughts of others and presenting them as your own. It is a form of theft. Plagiarism includes the following forms of academic dishonesty:

- **Copying and pasting** from any source, without acknowledging the source
- Not including references, or deliberately inserting incorrect bibliographic information
- Paraphrasing, without acknowledging the original source of the information.

You are not allowed to use someone's answers that have been posted on social media (e.g. Instagram, Facebook or WhatsApp). If someone posts his/her assignment answers on a social media network, please report that person at INF2603@unisa.ac.za. You may not take pictures of assignment questions, to share on social media. You may also not distribute an illegal copy of the prescribed book, such as a PDF copy, on social media. Steps will be taken by the university authorities, should these practices come to light.

10.2 Cheating

Cheating includes, but is not limited to, the following:

- Completing assessments on behalf of another student, copying the work of another student during an assessment, or allowing another student to copy your work.
- Using social media (e.g. WhatsApp, Telegram) or other platforms to disseminate assessment information.
- Submitting corrupt or irrelevant files (see the examination guidelines).
- Buying completed answers from so-called "tutors" or internet sites (contract cheating).

For more information on plagiarism, go to

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

11. STUDENTS LIVING WITH DISABILITIES

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

If you are a student with a disability, who would like additional support or need additional time for assessments, contact **Mr ME Bogopa** at INF2603@unisa.ac.za to discuss the assistance you need.

12. FREQUENTLY ASKED QUESTIONS

- ***I did not receive any study material. What should I do?***

You will not receive any study material in hardcopy format, because this module is delivered online. Note, however, that you have to buy the prescribed book.

- ***What do I do if I cannot find the prescribed book?***

See section 5.1.

- ***What will happen if I fail to submit my assignments on time?***

If the myUnisa system is down when you try to submit an assignment, do not contact the lecturers. Wait until the problem is resolved, and then submit your assignment as soon as possible. We are usually aware of problems relating to myUnisa. No assignment will be marked (a mark of ZERO will be awarded) after the solutions for the assignment have been published. This is usually a week or two after the due date of an assignment.

- ***How do I request an extension?***

Please do not phone, fax or e-mail for an extension to submit an assignment. Submit the assignment as soon as possible, otherwise you will forfeit that portion of your term mark.

- ***What if there are mistakes in the marking of assignments?***

Do NOT resubmit your assignment to the Assignments Department!

There is no inconsistency in our marking, because all online assignments are marked by the system. If there are wrong answers to questions, we ask that you only query assignment marking where the marks will change significantly (more than 5%). There is **no remarking of quiz/MCQ assignments**.

- ***What if I do not receive my study material or I lose it?***

Visit myUnisa and download an electronic copy (PDF file).

NB: We do not provide prescribed books to students. You are expected to buy the book.

- ***May I submit my assignment by e-mail?***

No, this is not possible for quiz/online assignments.

- ***Has Unisa received my assignment?***

To find out whether Unisa has received your assignment, look at the status of your assignment on myUnisa.

Other questions can be found under the **FAQ** tool on myUnisa.

13. IN CLOSING

Do not hesitate to contact me by e-mail if you experience problems with the content of this tutorial letter, or with any academic aspect of the module.

I wish you a fascinating and satisfying journey through the learning material, and trust you will complete the module successfully.

Enjoy the journey!

Mr Ephraim Bogopa

Lecturer for INF2603

School of Computing, Department of Information Systems

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