The University of Pretoria, South Africa
Community-based Project Module (Code: JCP)
Exchange Scheme 2019

Invitation to five second-year students enrolled for Engineering or Built Environment or Information Technology to work with JCP students on their projects for two weeks.

Will be accommodated by host JCP students
Responsible for own air ticket

Projects will take place in and around Johannesburg or Pretoria

Projects will be either a basic building and renovation project or a teaching of mathematics and science project or a teaching of basic computer skills to community members’ project
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Background

The Community-based Project Module (code: JCP) in the Faculty of Engineering, Built Environment and Information Technology is a compulsory undergraduate course. The primary objectives of the JCP module are to expose students in groups to real-life challenges to allow them to make a beneficial impact on society. Through this module, students gain increased awareness of their social responsibilities as critical citizens and come to understand how they can employ their newly acquired knowledge for the improvement of the community they serve. Students must learn to work collaboratively in a multidisciplinary and multilingual environment, applying various life skills such as communication, interpersonal, technological and leadership skills. Through their projects, the students must become aware of and cultivate personal, social and cultural values.

The project-orientated course must be completed within the allocated 80 notional hours. Students must do at least 40 hours of fieldwork. After that, they need to reflect on their experiences through various reflective assignments, including a final presentation, reflective video and report. The course is unique within the South African context. It is a macro community engagement course due to the substantial number of enrolled students and projects.

The eight-credit module is offered on an open-ended and project-orientated basis. About 1 800 students register per year. More than 18 000 students have worked on 5 800 projects (550 a year) since 2005. Projects include international projects in five African countries and countries on other continents. Students prefer projects such as teaching computer skills, designing, developing and uploading websites for non-profit
organisations, helping secondary school learners with Mathematics and Physical Science, renovating and building projects, and participating in animal-related projects. Students are encouraged to work in diverse teams or alone, depending on the nature of their projects.

The success of the module is reflected in the positive feedback received from alumni, the communities and the students. The module received recognition in the form of an Education Innovation Award from the University of Pretoria in 2006. It was also a finalist in the Talloires Network MacJannet Prize in 2010 and won the Excellence Award of the National Marketing Advancement and Communication in Education (MACE) competition in the category “Integrated campaigns/projects” and subcategory “Social responsibility citizenship development” in 2014. In 2015, the lecturer, Dr Martina Jordaan, was the first recipient of the University of Pretoria’s Community Engagement Award. In 2016, the module received the University Education for Transformative Leadership in Africa Mini-grant, and in 2017, it was a finalist in the Global Engineers Deans Council Airbus Diversity Award.

Eligibility and registration

Five selected second-year students enrolled for courses in Engineering or Built Environment or Information Technology are invited to do two weeks of community engagement work with the students enrolled in the JCP module. Students will work with two different JCP groups. The projects will take place during the University of Pretoria’s recess (from 30 June 2019 to 7 July 2019). The projects will fall within the range of possible projects that JCP students perform. The identified group members, as well as projects, will be forwarded to the successful candidates as soon as they become available. Host families will be in either Pretoria or Johannesburg, and projects will take place in areas surrounding either Pretoria or Johannesburg.

Please complete the following on or before 26 April 2019 and return via email to Ms. Etta Lai of USRN Secretariat at etta.lai@polyu.edu.hk.

• Student application
• Declaration forms (attached)
• Letter from lecturer

You will receive feedback by Monday, 29 April 2019.

Students who apply to be part of the projects should take note of the following:
• The students will have to **fund their transport to South Africa**.
• The students will be required to organise their air tickets, as well as passport and visa to South Africa.
• A letter will be provided to be submitted with the visa application.
• The students will be responsible for their own travel insurance.
• Students will have to fund their entrance ticket to Maropeng (ZAR190/USD17).
• During their stay, students will be hosted by JCP students.
• Students’ transport to the community sites, as well as their food, will be sponsored by the JCP students and the JCP module.

The programme

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Sunday, 30 June</td>
<td>Arrive in South Africa way</td>
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<td>Host student of Group 1 will pick up visitors</td>
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<tr>
<td>Monday, 1 July</td>
<td>Orientation session on the University's Hatfield Campus</td>
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<td>- Security talk</td>
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<td>- Campus tour</td>
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<td></td>
<td>- Visit to engineering labs</td>
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<tr>
<td>Tuesday, 2 July</td>
<td>Work with students on their project</td>
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<tr>
<td>Wednesday, 3 July</td>
<td>Work with students on their project</td>
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<tr>
<td>Thursday, 4 July</td>
<td>Work with students on their project</td>
</tr>
<tr>
<td>Friday, 5 July</td>
<td>Work with students on their project</td>
</tr>
<tr>
<td>Saturday, 6 July</td>
<td>Visit Maropeng (students must pay their own entrance fee)</td>
</tr>
<tr>
<td>Sunday, 7 July</td>
<td>Departure</td>
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Students’ level of English must be of conversational standard, and they must be willing to learn, open-minded and independent. The University of Pretoria will perform the selection and matching. Individual or team interviews will be conducted via videophone if necessary.

**Students’ commitments and responsibilities**

Students will be required to do the following:

- Participate in the entire service period.
- Carefully read all documents related to ethics and conduct, travel health and project-specific information, and seek clarification if needed.
- Actively participate throughout the service trip, take the initiative to integrate with the JCP students and communicate with the lecturer if they experience any difficulties.
- Stay with the host students throughout the service trip and follow the regulations and instructions set by the JCP lecturer to ensure their personal safety and the quality of service delivered.
- Complete pre- and post-questionnaires, feedback form and participate in a final reflective discussion.

**Visa application**

Please ensure that any passports being used are **valid for six months or more**. The awardees are expected to apply for visas themselves. The University of Pretoria can help issue a confirmation letter for the visa application on request.

**Travel health**

As most of the service sites are in developing countries or regions, the awardees are strongly advised to seek travel health consultation about **six weeks before the project period** and to have vaccines if necessary.
For applicants with special dietary needs (such as a halaal or vegan diet), please state the details clearly on the application form and further communicate with the project leaders before confirmation.

**Travel insurance**

Awardees must purchase travel insurance covering the entire project period. One copy of the policy should be sent to the University of Pretoria and another copy should be kept with them throughout the project period.

**Certificate**

A certificate of participation will be arranged upon completion of the project.

**Enquiries**

Community-based Project Module (Code: JCP)
Faculty of Engineering, Built Environment and Information Technology
University of Pretoria
Lecturer: Dr Martina Jordaan
Email: martina@up.ac.za
Tel: +27 12 420 3187
### University of Pretoria
Community-based Project Module (JCP)
Exchange Programme 2019

**Registration form**

1. All information provided in this form will be treated with the strictest confidence.
2. The personal data provided will be used by the University of Pretoria for activities relating to the handling and assessment of this application.
3. The University of Pretoria may disclose the personal data and information provided to those relevant parties for the abovementioned purposes.
4. The personal data and information provided will be kept for no more than four years under normal circumstances, and no more than one year for unsuccessful applications.

Please complete this form in **English**.

**Please attached a letter from one of your lecturers indicating your competence to be part of this project.**

<table>
<thead>
<tr>
<th>Full name of student</th>
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<tbody>
<tr>
<td>Given name (family name)</td>
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<td>Email</td>
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<td>Contact number</td>
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<td>Skype account</td>
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<td>Name of institution</td>
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<td>Country</td>
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<tr>
<td>Course for which student is enrolled</td>
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<td>Department</td>
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**Major of study:**
Students must be enrolled for Engineering, Built Environment or Information Technology

**Minor:**
### Year of study:
Students must be in their second year

### Proficiency in English

**Speaking:**

- English [ ] Not applicable [ ] Excellent [ ] Good [ ] Fair [ ] Basic

Please state if you have participated/are participating in any community services or service-learning project(s) over the past two years and what you did.

### Contact person in case of emergency:

- **Name:**
- **Relationship with you:**
- **Tel no:** (Office)
  - (Home)
  - (Mobile)

Are you a vegetarian or do you have any special dietary requirements? Please indicate:
Declaration

1. I agree to undertake the services and activities required if I am selected to be a participant in the JCP module.
2. I declare that, to the best of my knowledge and belief, all the information provided is correct and complete.
3. I agree to abide by the rules and regulations imposed during the service period of the JCP module and to participate fully and cooperatively with the students and staff of the JCP module.
4. I agree that the University of Pretoria can take photographs and videos during the training and service period for reporting, assessment and publicity purposes.
5. I understand that I may be injured or lose or damage personal property during the service period. I agree to release and indemnify the University of Pretoria, its directors, employees, agents, volunteers, sponsors and students from and against any claim which I may have for any losses, damages or injuries arising out of or in connection with the JCP module.
6. I understand that the service-learning project(s) may be vigorous and demanding. To the best of my knowledge, there are no medical or other reasons why I should not take part in the service-learning project(s).

Name: ________________________________

Signature: ________________________________

Date: ________________________________