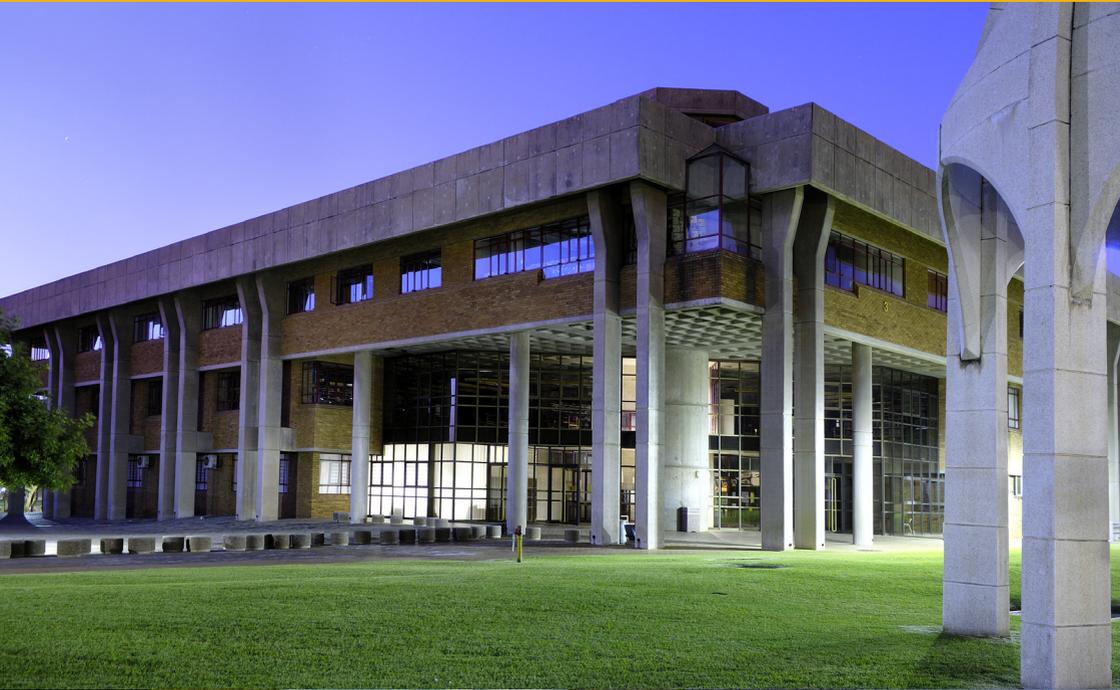


Faculty of Education

Distance Education Programme 2014

BEdHons in Education Management, Law and Policy



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Faculty of Education

www.up.ac.za/education

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Message from the Dean



“The Faculty of Education at the University of Pretoria (UP) has a long history of responding to the diverse and changing needs in the education sector in South Africa and the global context. It has also been home to some of the most prominent thinkers in education on the continent of Africa. These traditions are continued over decades and embedded in our passion for teaching, learning, research and a deep commitment to the communities we serve.”

Prof Irma Eloff
Dean: Faculty of Education
University of Pretoria

“Education is not preparation for life;
education is life itself.”

- John Dewey

Important information

New policy for teacher qualifications

- The Policy on the Minimum Requirements for Teacher Education Qualifications was published in *Government Gazette No 34467*, dated 15 July 2011.
- This policy has implications on the progress and articulation of qualifications for teacher qualifications.
- The implementation date of the policy is June 2014. It is therefore important that students who are presently studying and those who want to enrol for further studies make sure that they know what the implications of this policy are.

Progress from an ACE to a BEdHons

- One of the more important implications is that as from June 2014 no prospective student with an Advanced Certificate in Education (ACE) will be allowed to progress to any BEdHons degree.
- As from June 2014, all prospective students wanting to continue with a BEdHons degree must have either a BEd or a B degree capped with a teaching qualification.

Please note that the Department of Higher Education has postponed the implementation date of June 2014. We however seriously advise prospective students to start their studies sooner rather than later.

“Education is a better safeguard of liberty than a standing army.”

- Edward Everett

Distance education at the University of Pretoria

Do you want to become a leader in education by improving your qualifications at an up-to-date, world-class university? This is your opportunity. The Faculty of Education at the University of Pretoria has established itself as a national leader in teaching innovation and education research. Its programmes enjoy international recognition and are aimed at training world-class leaders to develop a generation of innovative thinkers.

For a number of years, the University of Pretoria has been offering a variety of distance education programmes. Currently, the only programme available to prospective distance education students in the Faculty is the BEdHons degree in Education Management, Law and Policy.

The BEdHons degree in Education Management, Law and Policy

The BEdHons degree in Education Management, Law and Policy is a post-graduate qualification. After obtaining this qualification, students may enrol for a master's degree in education.

1. Purpose of the programme

The purpose of the BEdHons degree in Education Management, Law and Policy is to equip educators at all levels of the education system to lead and manage effectively to ensure the provision of quality education in a transforming education environment. It also serves to equip qualifying students with the theoretical and disciplinary base for postgraduate research at master's level.

The degree explores the following themes:

- Leadership and management theory in education
- Organisational management and change
- Education law
- Policy studies in education
- Values and human rights in education
- Financial management
- People leadership
- Research in leadership and management

2. Minimum admission requirements

Candidates can be admitted if they hold one of the following qualifications:

- A bachelor's degree and a teacher's diploma (for example, BA plus HED)
- A four-year composite degree in education (for example, BEd)
- An M + 4 teacher's diploma or an M + 3 teacher's diploma and a Further Diploma in Education (FDE)
- Another academic qualification considered by the dean to be sufficient for admission to a specific programme (in this case, the qualification will not be recognised for educational purposes)

3. Study programme

The study programme is designed to enable students to write two modules per examination session. The modules are combined into four blocks of two modules each.

Block 1

LVO 721 Management and Leadership in Education

NMQ 731 Foundations of Education Research

Block 2

NMQ 732 Introduction to Quantitative Research

OWR 732 Education Law

Block 3

PSE 733 Policy Studies in Education

WEM 733 Values-driven Education

Block 4

MBR 734 Human Resource Management in Education

FBO 734 Financial Management in Education

4. Duration of programme

The minimum study period is two years and the maximum study period is five years.

5. Academic cycle

Students may enrol at any time during the year. The date of enrolment determines the academic cycle that will be followed. (For further information see section 18: Registration for the BEdHons programme.)

The academic programme runs in six-month cycles: **October to March** and **April to September**.

The following are the core elements of a typical open learning academic cycle:

October – March	Students enrol and receive their first learning material and Tutorial Letter 1.
March	Closing date for enrolment.
April	Students receive their Admin Booklet. Short contact session.
May	Due date for Assignment 1.
June	Long contact session in the school holidays.
July	Closing date for registration for the October examination. Due date for Assignment 2.
August	Students receive Tutorial Letter 2, which focuses on the October examination.
September/October	Examination.

The modules for each programme are grouped into blocks. Students do not receive all the learning material for the programme at the start of their studies. The learning material is dispatched in blocks: a student receives learning material for Block 1, as indicated in Section 4, and the learning material for subsequent blocks after each examination session. They are sent regardless of whether the student wrote the examination and irrespective of the examination result obtained for any module for which an examination was written. Thus, the learning material for Block 2 is dispatched to

students after the first examination session, the learning material for Block 3 is dispatched after the second examination session, and the material for Block 4 (only applicable to the BEdHons programme) is dispatched after the third examination session. The University sends learning material in blocks to help students to organise their learning: it is better to focus on fewer modules per examination, rather than taking more modules at a time and increasing the possibility of failure.

Although a student has five years in which to complete the BEdHons programme, it is much better to work hard and finish one's studies in the shortest period of time.

6. Learning material, prescribed books and stationery

The complete content of the programme is contained in the learning material that students receive from the University. It is not necessary to buy any additional textbooks. Extracts from referenced textbooks and articles are provided as part of the learning material. Students also receive envelopes, assignment covers and writing pads for their assignments.

Once a student has registered for the programme, the University will post the learning material. For registrations between October and December, the learning material will be posted in February. For registrations between April and June, the learning material will be posted in August. Applications for registration received outside these months will be processed over a period of three weeks. On the day that the learning material is dispatched, the student is informed by SMS and given a tracking number for the parcel.

7. Language

The learning material and programme correspondence are only available in English. Students may, however, write examinations and submit assignments in either English or Afrikaans. Contact sessions will only be conducted in English, but students may ask questions in English or Afrikaans.

8. Student support

The University of Pretoria is well aware of the fact that studying as a distance education student while working full time is a difficult road to travel. It has, therefore, developed extensive academic support structures to help

students succeed in their studies. These structures include contact sessions, tutorial letters, assignments, SMS messages, a CD ROM and an academic enquiry service.

9. Contact sessions

Students have four contact sessions with their lecturers each year. The one-day contact sessions (short contact sessions) take place on a Saturday. The other two contact sessions (the long contact sessions) take place during the January and June/July school holidays. They last for a minimum of four consecutive days. Specific dates for the contact sessions are provided together with the learning material for each module.

The venues for the contact sessions are listed in the Admin Booklet that students receive at the start of their studies.

Contact sessions are not compulsory, although students are strongly advised to attend them. Students who attend the sessions tend to gain a better understanding of the course content and are generally more successful in their studies.

It is compulsory to register in order to attend the contact sessions. However, it is not necessary to pay additional fees to attend the contact sessions. If too few students register for the contact session at a particular venue, the University will cancel the contact session at that venue. The student will be advised about what other venues are available.

The University continuously monitors the distribution of students across the country. It uses this information to expand its contact session venues in some cases or, if numbers drop, to move or close certain venues.

10. Tutorial letters

In order to further support students in their studies, the University sends out at least two tutorial letters per module. Tutorial Letter 1 is aimed at giving students a broad overview of their modules and to direct them in their studies. Tutorial Letter 2 reflects on the assignments and contact sessions, and provides guidance to help students prepare for the examination.

11. Assignments

Students must complete and submit two assignments per module. The first assignment must be submitted before the long contact session and the second one after the long contact session. Lecturers will provide comprehensive feedback on assignments to enhance student learning and understanding.

The first assignment counts 10%, the second one 20% and the examination 70% of the final mark. The assignments serve to support students in their studies. The submission of both assignments per module is compulsory for admission to write the examination in the specific module.

12. Communication by SMS

The University makes extensive use of SMS technology to communicate information to students. SMSs are sent out to inform students when learning material has been posted, to remind them about due dates for assignments, and to remind them to register for examinations.

13. Admin Booklet

Students receive an Admin Booklet, which contains detailed information about administrative and logistical issues.

14. CD ROM

At the start of their studies, students will receive a CD ROM, which contains their learning material. This CD contains general administrative and academic information, as well as an e-library. The sections on administration and academic matters contain all the information students have already received in the paper-based learning material, but the material is presented in a more visual way.

The e-library contains additional readings that will further enrich students' learning experience, but which are not a prerequisite to study successfully.

“Education is the most powerful weapon which you can use to change the world.”

- Nelson Mandela

15. Examinations

15.1 Examination venues

The University uses about 85 examination centres throughout the country for its distance education programmes, thus enabling students to write examinations at a venue near their homes. These centres are listed on the application form. Examinations are held in April and October each year. The University reserves the right to add or remove examination centres from the list.

15.2 Registration for the examination

Students have to register to write the examination. Before the examination, registration forms will be dispatched to students. These forms must be completed and returned to the University.

The closing dates for registration for examinations are as follows:

January for the April examination

July for the October examination

15.3 Examination registration levy

An examination registration levy is payable for each module. The levy to write the first examination is included in the initial fee for the programme. Should a student fail a module at the first attempt, he or she will be given another opportunity to write the examination in that module. However, it will be necessary to register for the examination and to pay the examination fee again. Further attempts, if required, will be permitted only after the student has re-registered for the module and paid the full tuition fee.

16. Electronic version of learning material and study information

All distance education students registered with the University will be able to access all the learning material and study information on the University's website. This information includes tutorial letters, learning guides, administrative letters and examination information.

17. International students

International students are encouraged to apply for the University's programme. They must, however, meet the minimum admission requirements. Sometimes, foreign qualifications are not the same as South African ones. International students are encouraged to submit their qualifications to the South African Qualifications Authority (SAQA) for certification before submitting them to the University.

The contact details of SAQA are as follows:

Physical address:

Hatfield Forum West
1067 Arcadia Street
Hatfield
Pretoria
South Africa

Postal address:

Postnet Suite 248
Private Bag X06
Waterkloof
0145
South Africa
Tel: +27 (0)12 431 5000
Website: www.saqa.org.za

Students from Southern African Development Community (SADC) countries are charged the same study fees as South African students. The study fees for international students from other countries are available on request.

The University will consider arranging contact sessions in countries outside South Africa in larger centres if there are sufficient numbers of students in such areas.

Arrangements are made for international students to write their examinations at a designated examination centre in their country of origin.

18. Registration for the BEdHons programme

Students can register at any time during the year. However, they must enrol before **1 September** to write the examination in April of the following year, or before **1 March** to write the examination in October of the same year. No late registrations will be accepted. Registration forms must be accompanied by certified copies of the following:

- Identification documents
- Qualifications obtained
- Salary advice received within the last two months (this is only applicable for students applying for a loan through Edu-Loan)

19. Study costs

When a student is registered for a programme, the cost for the full programme is levied on the student's account. However, this amount can be paid in instalments.

Method of payment

The following methods of payment are acceptable:

- Payment by means of a loan from Edu-Loan:

Students who have an appointment in the Public Service can apply for a study loan through Edu-Loan. This loan is repayable over a period of up to 24 months by means of a monthly salary deduction.

These amounts are valid until 30 September 2013.

Programme	Study cost	Term (months)	Instalment
BEdHons	R24 756	24	R1031.50

Note: The application form for the loan is included in the "Application for Registration for Studies".

- Payment of fees through other sources of finance (personal or otherwise):

Although study fees are payable in advance, a number of arrangements for payment are acceptable.

If a single payment is not made at the time of registration, the student must confirm in writing which of the alternatives mentioned below is to apply. The written undertaking of the method of payment selected must accompany the student's application for registration.

Single payment

Programme	Single payment
BEdHons	R21 350

Instalment payments

Programme	Initial payment at registration	Term (months)	Instalments *
BEdHons	R6 390	11	R1 360

*Instalments by means of a stop order from the student's bank account, arranged by the student. A copy of the stop order must be received by the University within one month of the date of registration (fax 012 420 4037).

The student will only be registered after receipt of a payment. Payments can be made directly into the University's bank account. This can be done at Absa or Standard Bank, or via the website of the student's own bank.

- A copy of the deposit slip must be faxed to 012 420 4037. The student should keep the deposit slip for reference purposes.
- Always quote your student number as a reference on the deposit slip – without the reference number the payment cannot be processed. (If your student number is not available, please use your ID number as a reference.)

Details of the bank accounts of the University are as follows:

Standard Bank

Branch: Hatfield

Branch code: 01 15 45 15

Account number: 01 260 260 4

Swift code: SBZAZAJJ

Absa

Branch: Hatfield

Branch code: 63 20 05

Account number: 214 000 0054

Swift code: ABSAZAJJCT

Note: Payment into the University's bank accounts and card payments are processed in batches by the bank. The processing of payments usually takes two working days. Therefore, these payments will not be reflected on your account on the day of the transaction.

The University revises study fees in September each year and then introduces the revised fee structure on 1 October of that year.

20. Bursaries for postgraduate students

Postgraduate students are automatically considered for a scholarship once they have been accepted for admission by the Faculty. No application for a bursary is required.

The scholarships are available to students who register for the BEdHons degree in Education Management, Law and Policy for the first time. These bursaries are awarded within a budgeted framework, and meeting the criteria below does not automatically guarantee that a bursary will be awarded. Bursaries are awarded subject to the approval of the Research Committee. Preference will be given to candidates enrolling for research-driven programmes.

You must be registered for the BEdHons degree in Education Management, Law and Policy before you will be considered for a bursary. Postgraduate students must register for their study programmes by 31 May of the year in which the award is made in order to be considered for an award.

To qualify for a bursary, students must meet the following criteria:

Students who have not completed their preceding study programme will not be considered for a University of Pretoria postgraduate scholarship.

Upon approval of an award by the Research Committee, the student should complete the prescribed agreement form in full. The form should be submitted to the Client Service Centre for processing of the award by the Division for Study Finance.

If the BEdHons Education Management, Law and Policy degree is not completed within the first two years of study, the bursary amount is repayable in full, at an interest rate as set out in the postgraduate scholarship agreement. A scholarship becomes repayable if the recipient does not fulfil the conditions stated in the agreement form or if the study is terminated or discontinued for whatever reason.

Bursary amounts are published in the Study Finance brochure, which is available on the University's website at www.up.ac.za/feesfunding.

Upon receipt of the agreement form, the full amount of the scholarship is credited to the student's account. The scholarship is first used to cover

tuition fees in full. A credit balance will only be refunded upon receipt of an application form for the disbursement thereof.

Students who cannot afford to pay for their studies but who qualify for bursary consideration are advised to also apply for a loan from Edu-Loan. If the University awards a bursary to a student and the student has already received a loan from Edu-Loan, the University will credit the student's account and Edu-Loan will make the necessary adjustments to the loan and instalment amounts. If there are any outstanding debts on a student's account, no amount will be paid out to that student. Students who can afford to pay for their studies are advised to enrol and make payment for tuition fees. If a bursary is awarded, the University will reimburse the student for any fees already paid.

The University of Pretoria's policy regarding postgraduate scholarships is available at www.up.ac.za/feesfunding.

The University reserves the right to amend without prior notice the regulations and conditions applicable to the awarding of bursaries.

21. What is expected of students registered for the programme?

The University of Pretoria is aware of the fact that students who want to register for the programme are motivated, hard-working people who are determined to obtain a qualification. The Faculty of Education will provide students with all the support that is necessary, both academically and administratively, but students will have to put in the necessary effort to succeed.

As this is a postgraduate qualification, students should spend at least two hours a day on their studies (reading, summarising, doing self-assessment exercises, studying and preparing assignments).

"It is the supreme art of the teacher to awaken joy in creative expression and knowledge."

- Albert Einstein

22. Overview of curricula

LVO 721 Management and Leadership in Education

Introduction to education management – process and models. Management as a function to ensure effective task execution in schools. Managing the school management areas. Leadership in education. Creating a productive internal school environment.

NMQ 731 Foundations of Education Research

The nature of educational enquiry: contexts of research, science, research ethics, truth, rationality, subjectivity and objectivity. Quantitative and qualitative modes of enquiry, research designs and data collection techniques. Research processes and planning for research. Research management. Writing a research report.

NMQ 732 Introduction to Quantitative Research

Statistical techniques in the educational research process. Basic concepts and principles. Survey methodology and questionnaire design. Classification and graphical representation of data. Descriptive measures. Statistical inference. Data processing procedures. Parametric versus non-parametric tests. Some test statistics.

OWR 732 Education Law

Foundations of law and education law. Human rights in education (a legal perspective). Labour law in education. School governance. School safety. Learner discipline.

PSE 733 Policy Studies in Education

What is policy? Globalisation and education policy. Education policy-making in South Africa. The South African policy context. The politics of policy-making. Policy implementation.

WEM 733 Values-driven Education

Theory and practical research on values, human rights (a values perspective), integration/cohesion, diversity and democracy. Managing values and human resources in education.

MBR 734 Human Resource Management in Education

Legal frame of reference. The human resource management process. Labour law in education. Professionalism (ethics).

FBO 734 Financial Management in Education

Theoretical aspects. Legal frame of reference. Structuring of financial management. Budgeting. Managing finances. Entrepreneurship and project management. Introduction to the economics of education: (national – macro level, provincial – meso level and institutional [school] – micro level).

23. Contact details

Should you require further information, you are welcome to contact any of the following numbers and addresses:

Student Administration: Distance Education	Edutel (for enrolment)
<p>Tel: 012 420 4670 Fax: 012 420 5598 or 086 625 2785 or 086 625 2801 email: de.admin@up.ac.za Website: www.up.ac.za</p> <p>Postal address: Student Administration: Distance Education Faculty of Education University of Pretoria Private Bag X21 Hatfield 0028</p> <p>Physical address: Student Administration: Distance Education Admin Building, Room E03 (third floor) Faculty of Education Groenkloof Campus University of Pretoria Cnr George Storrar Drive and Leyds Street Groenkloof Pretoria</p>	<p>Tel: 011 760 3608 Fax: 011 768 1248 Cell: 072 065 3587 email: edutel_upta@iafrica.com Website: www.edutel.co.za</p> <p>Postal address: PO Box 23009 Helderkruin 1733</p> <p>Physical address: Roodepoort: 1st floor Bankfin Building Mouton Road, Horison Roodepoort</p> <p>Durban: 3rd floor West Towers 331 Dr Pringley Kaseme Street (previously West Street) Durban</p> <p>Cape Town: 1st floor Nobel Park Old Paarl Road Belville</p>

Date of issue: September 2013

A woman with dark hair and glasses is shown in profile, reading an open book. She is wearing a light-colored, textured sweater and a colorful patterned scarf. The background is a library with bookshelves filled with books. The lighting is warm and focused on the woman and her book.

**“The mediocre
teacher tells.
The good teacher
explains. The
superior teacher
demonstrates.
The great teacher
inspires.”
- William Arthur Ward**

