



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

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Faculty of Education

Fakulteit Opvoedkunde  
Lefapha la Thuto

# Distance Education Programmes 2023

**BEdHons in:**

- Computer Integrated Education
- Learning Support
- Education Management Law and Policy

The BEdHons degree is a postgraduate qualification. After obtaining this qualification, students may enrol for a master's degree in education. All the modules in this programme have been adapted to be offered online with strong web support.

### Minimum admission requirements

#### Academic requirements

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

- A bachelor's degree and a teacher's diploma/Postgraduate Certificate in Education (e.g. BA + PGCE)
- A four-year composite degree in Education (e.g. BEd, BAEd)
- A former BEdHons degree on Level 7

A holder of another M+4 teacher's diploma, such as a former HED, must first complete a new Advanced Diploma at Level 7 in a cognate field before they can be considered for entry to the BEdHons.

#### Additional requirements

Prospective students must complete information and communication technology (ICT) training, offered by UP, either online or by contact, for the BEdHons degrees. This training includes familiarising students with the Blackboard online learning platform used by the University (clickUP). Prospective students must have access to a computer, as well as to the internet and must sign a declaration stating this.

### Study programme

The study programme is designed to enable students to complete two modules in a programme cycle. The modules are combined into four blocks of two modules each.

#### *BEdHons (Computer Integrated Education)*

##### Block 1:

NMQ 734: Educational Research Methodology\*

EDS 733: Philosophy and Social Imperatives of Education

##### Block 2:

CDD 733: Curriculum Development

API 733: Assessment Approaches and Instruments

##### Block 3:

NMQ 735: Research Proposal\*

CTM 733: Instructional Tools and E-learning

##### Block 4:

CIE 781: Research Report\*

CIT 733: Computers as Cognitive Tools

\* Students are obliged to successfully pass NMQ 734 and NMQ 735 before being able to enrol for CIE 781.

#### *BEd Hons (Learning Support) - Focus on Early Childhood Education*

##### Block 1:

NMQ 734: Educational Research Methodology\*

EDS 733: Philosophy and Social Imperatives of Education

**Block 2:**

CDD 733: Curriculum Development

ILN 733: Identification of Learners' Needs

**Block 3:**

NMQ 735: Research Proposal\*

LSG 733: Learning Support

**Block 4:**

LSG 781: Research Report\*

JGS 733: Early Intervention in Numeracy and Literacy

\* Students are obliged to successfully pass NMQ 734 and NMQ 735 before being able to enrol for LSG 781.

***BEd Hons (Education Management, Law and Policy)*****Block 1:**

NMQ 734: Educational Research Methodology\*

EDS 733: Philosophy and Social Imperatives of Education

**Block 2:**

CDD 733: Curriculum Development

LVO 733: Management and Leadership in Education Law and Policy

**Block 3:**

NMQ 735: Research Proposal\*

ELP 733: Education Law and Policy

**Block 4:**

WEM 782: Research Report\*

EDM 733: Education Management

\* Students are obliged to successfully pass NMQ 734 and NMQ 735 before being able to enrol for WEM 782.

In line with new national requirements for an honours degree, all students must successfully complete a research proposal and a research report in order to qualify for the degree.

**Duration of programmes**

The minimum study period is two years (with four final assessment opportunities) and the maximum study period is five years (with ten final assessment opportunities).

**Programme cycle**

The academic programme runs in six-month cycles: October to March, and April to September. During these months, students are actively engaged in the academic content and activities of their relevant modules. Although a student has five years to complete a programme, it is better to work hard and finish one's studies in the shortest period of time.

All graduation ceremonies are conducted at the University of Pretoria, Gauteng.

**Learning material**

Once a student has enrolled for a programme, they will gain access to all learning resources online.

**Language**

The BEdHons degree is offered in English. Correspondence between the University and students will only be in English.

## **Student support**

The University has developed extensive academic support structures to help students succeed in their studies.

These include the prerequisite clickUP orientation session, online tutorial support, short contact sessions, assignments, e-library facilities, SMS messages and an enquiry call centre service.

## **Virtual contact sessions**

In a six-month cycle, three virtual contact sessions will take place during the COVID-19 lockdown period.

They will usually take place on a Saturday in order for students to attend off-campus:

SCS 1: Orientation

SCS 2: Consolidation

SCS 3: Preparation for final assessment

The presentations will also be available online after the contact sessions. It is important that you register for the contact sessions for each module. The registration form will be available on Google forms. You will receive a link via SMS.

## **Assignments**

Students must complete and submit assignments online according to the due dates stipulated in each module. The submission of all applicable assignments in each module is compulsory. It is compulsory to submit Assignment 3 as the final assessment of that specific module.

## **Communication by SMS**

The University makes extensive use of SMS technology to communicate information to students. SMSs are sent out to inform students when to register for contact sessions, as well as to communicate reminders and general information.

## **Admin Booklet**

Students have access to admin information booklet. Students access the Admin Booklet digitally on clickUP from the start of their studies. This booklet contains detailed information about administrative and logistical issues.

## **E-library**

Each module has a dedicated e-library page that provides access to all resources required to complete learning activities.

## **Assignment**

Assessment takes place in March/April and then again in September/October.

## **Assignment registration levy**

An assignment registration levy is payable for each module. The levy to write the first assignment is included in the initial fee for the programme. Should a student fail a module at the first attempt, they will be given another opportunity to write the

assignment in that module. However, it will be necessary to enrol for the module and pay the assignment fee again. Further attempts, if required, will be only permitted after the student has re-enrolled for the module and paid the full tuition fee. The same process will apply for the final submission of non-examination modules, for example: Research Proposal and Research Report.

## Electronic learning material and study information

Distance Education programmes are offered in a blended mode. However, learning material is only available online. All distance education students enrolled at UP will therefore be able to access all the learning material and study information on the University's Learning Management System (clickUP) and the Library. This information includes assignment guidelines, learning guides and administrative letters

## Enrolment

Students can apply for enrolment at any time during the year. However, final enrolment can only take place after attendance of the prescribed ICT requirements. Students must enrol before 1 September in order to complete Assignment 3 in April of the following year, or before 1 March to complete Assignment 3 in October of the same year. No late new applications for enrolment will be accepted. Application forms must be accompanied by certified copies the student's ID document, qualifications obtained and salary advice received within the last two months. (This is only applicable for students applying for a study loan.)

## HOW TO APPLY:

### Online application

<https://www.up.ac.za/online-application>

The following certified documents must accompany all applications:

- Identity documents
- Official academic records indicating completion dates and/or copies of dated certificates for qualifications obtained

Note: Supporting documents without completion dates will not be accepted. The applicant must alternatively provide an official letter from the institution where the qualification was obtained, confirming the date of completion.

## Study costs

### Method of payment

#### *Payment by means of a loan from Fundi:*

Students who have an appointment in the public service can apply for a study loan through Fundi. This loan is repayable over a period of up to 30 months by means of a monthly salary deduction.

These amounts are available until 30 September 2023

### **BEdHons (Computer Integrated Education)**

### **BEdHons (Learning Support)**

### **BEdHons (Education Management, Law and Policy)**

Installments through Fundi: R1 085.19 (30 months)

Study cost: R32 555.42

Single payment: R27 060.00

## Installment payments

Initial payment at registration: R10 000.00

Installments : R1 550.91 (11 months)

Figures are subject to change without prior notice – for any updates, please refer to the University of Pretoria's web page.

A copy of the deposit slip must be emailed to de.admin@up.ac.za. 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 University's bank accounts are as follows:

### Standard Bank

Branch: Hatfield

Branch code: 01 15 45 15

Account number: 01 260 260 4

Swift code: SBZAJJ

### Absa

Branch: Hatfield

Branch code: 63 20 05

Account number: 214 000 0054

Swift code: ABSAZAJJCPT

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 and will not be reflected on your account on the day of the transaction.

The application form for the loan is included in "Application for Registration for Studies". Cancellation of studies may take several months to process and costs will be deducted from any refunds.

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

## Contact details

<b>Student Administration: Distance Education</b>	<b>Edutel (for enrolment)</b>
Tel: 012 420 4670 Fax: 012 420 3951 / 5412 or 086 625 2785 or 086 625 2801 Email: de.admin@up.ac.za Website: www.up.ac.za	Tel: 011 760 3608 Fax: 086 274 9992 Cell: 072 065 3587 Email: edutel_upta@iafrica.com Website: www.edutel.co.za
<b>Postal address:</b> Student Administration: Distance Education Faculty of Education Private Bag X21 Hatfield 0028	<b>Postal address:</b> PO Box 23009 Helderkruijn 1733
<b>Physical address:</b> Student Administration: Distance Education Letlotlo Building Ground Floor Groenkloof Campus Cnr George Storrar Drive and Leyds Street Groenkloof Pretoria	<b>Physical address:</b> <b>Roodepoort:</b> 1st floor Absa Building Cnr Ontdekkers Road and Crane Avenue, Horison <b>Durban:</b> 5th floor Mansion House 12 Joe Slovo Street <b>Cape Town:</b> 1st floor Nobel Park Old Paarl Road, Belville

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