

# **Advanced Diploma in School Leadership and Management**

## **Programme Handbook 2024**

This booklet aims to help prospective students for the Advanced Diploma in School Leadership and Management Programme to gain an understanding of the courses offered and some key administrative aspects of the diploma.

## **Welcome and Introduction**

Dear Prospective Student,

Welcome to the Advanced Diploma in School Leadership and Management programme at Wits School of Education (WSoE).

Education Leadership and Policy Studies (ELPS), a Division of the Wits School of Education is offering this two-year part-time programme to female practicing and aspiring school leaders in the Gauteng Province. The initiative is part of an attempt to close the gap in school leadership positions that are currently dominated by males.

The curriculum for the Advanced Diploma in School Leadership and Management consists of the following courses:

- EDUC1330A Working within and for the School System
- EDUC1331A Leading and Managing People and Change
- EDUC1332A Leading and Managing the School as an Organisation
- EDUC1333A Leading and Managing Teaching and Learning

Good Luck with your studies. We look forward to collaborating with you in furthering your studies and enhancing your professional practice.

Dr Pinkie Mthembu

Educational Leadership Policy and Skills

Programme Coordinator

## The Academic Staff

Your lecturers are passionate about education and teaching in South Africa and are committed to its improvement and development. Lecturers are involved in teacher and research associations and attend national and international conferences, and so are in touch with the latest educational developments both nationally and internationally.

Take this opportunity to learn as much as you can from them. Your lecturers are invested in helping you build your knowledge and skills. If you experience any difficulties during the year that might affect your studies, please talk to one of your lecturers about it. It is often easier to deal with problems earlier rather than later and your lecturers are experienced in doing this and wish to help and support you as much as they can.

### Programme Co-ordination Staff

#### Co-ordinator

Pinkie Mthembu  
Leseding Building L263

Email: [Pinkie.Mthembu@wits.ac.za](mailto:Pinkie.Mthembu@wits.ac.za)

Tel: 011 717-3012

Please direct all general enquiries to :

Mrs Lindi Mbatha

Tel: 011 717 4188

Email: [lindiwe.mbatha@wits.ac.za](mailto:lindiwe.mbatha@wits.ac.za)

### Faculty Enquiries, 2nd Floor, Campus Centre

Deputy Faculty Registrar: Ayanda Zwane

Tel: 011 717 3021

Email: [Ayanda.Zwane@wits.ac.za](mailto:Ayanda.Zwane@wits.ac.za)

Senior Faculty Officer: Faith Herbert

Tel: 011 717 3018

Email: [Faith.Herbert@wits.ac.za](mailto:Faith.Herbert@wits.ac.za)

## Course Syllabuses

### **EDUC1330A Working within and for the School system**

This course covers contemporary social issues including socio-economic factors impacting on communities, approaches to building partnerships between the school, the home and the wider community, and sustaining communities of practice within schools. It explores issues in education law and policy, including key case law.

### **EDUC1331A Leading and Managing People and Change**

This course focuses on leadership theories and their implication for the work of school principals. It examines Labour Relations, staff planning motivating and mentoring of teachers and support staff.

### **EDUC1332A Leading and Managing the School as an Organisation**

This course covers themes related to the work of a school as an organisation including financial management, information systems, administrative control, and organisational problem solving.

### **EDUC1333A Leading and Managing Teaching and Learning**

This course focuses on the work of the school manager in leading and managing teaching and learning. It includes topics on curriculum, pedagogy and assessment theory and practice.

## Components of the Programme

### Course Participation

As you will learn in this programme, we subscribe to the view that learning takes place within communities of practice, which are established and maintained over time. Both lecturers and students have crucial roles in maintaining these communities.

In this programme, we expect each student to come prepared for each session, having done all the required tasks and to be ready to contribute by raising questions and by engaging with questions that others raise, with the goal of together coming to a better understanding of the issues under consideration.

Additionally, we expect you to develop a sense of professionalism. This includes coming on time for course sessions, being prepared, and completing all assessments by the specified time, in short, acting as professionals.

### Assessments

All the courses adopt a continuous assessment approach and require submission of several deliverables during the year. Due dates and times will be indicated by lecturers. There will be a final assessment for each course, which might take the form of a traditional examination or a take-home assessment. External examiners are involved in the moderation of final assessments, and these usually count for at least 30% of your final mark.

In the case of take-home summative assessments (which are examination equivalents) it is important to note that extensions and late submissions are not permissible. Take-home summative assessments must be handed in on the due date and at the specified time. If you cannot do this for legitimate reasons (e.g., illness) you will be required to apply for a deferred examination, with supporting documentation, in the same way that you would for a traditional exam. If you do not do this, you will

be considered to have failed (absent) as if you were absent from a traditional examination. You cannot pass a course if you have a failed (absent) for an examination. Supplementary examinations are not offered in the Advanced Diploma in School Leadership and Management.

### **Registration and Amendments (Changes to your Registration)**

It is your responsibility to check the accurateness of your registration. The University does not send out letters of registration, so it is up to you to access your Wits email and Self-Service portal and attend to the accuracy of your registration. At registration you will receive your Wits email address, please check it frequently to ensure that you are registered for all the courses and that the course codes are correct. Your email is the only form of communication tool between Wits and you the student.

The programme co-ordinator cannot be held responsible for incorrect registrations. You should not attend lectures for courses for which you are not registered. If your registration is incorrect or incomplete, it will result in you not graduating, even if you attended all lectures and passed all courses. This is a very important aspect of your academic responsibility, so make sure you are correctly registered.

## **Other Important Information**

### **Grievance Procedure**

Should you have a grievance about a matter related to your studies, please follow these steps:

1. Consult your lecturer. Should the matter not be resolved, then proceed to 2.
2. Contact the course co-ordinator. Should the matter still not be resolved, then proceed to 3.
3. Draft a letter detailing the nature of your grievance. Submit the letter with supporting documentation to the programme co-ordinator to request a meeting. To meet with the programme co-ordinator, you must officially request an appointment. Should the matter still not be resolved, then proceed to 4.
4. Request an appointment to see the Head of Division. Should the matter still not be resolved, then proceed to 5.
5. Request an appointment to see the Head of Postgraduate Studies. Should the matter still not be resolved, then proceed to 6.
6. Request an appointment with the Head of School. This is seen as a last step. If the problem is still not resolved.
7. Request an appointment with The Dean of Faculty of Humanities.

In every step of this procedure, you are advised to summarise the meeting in an email to the person that was met with, where agreements and remedies that were agreed upon, are set out in detail. A paper trail is always a good record. Please do not escalate matters without having followed the protocol above.

### **DP Policy (Due Performance/Satisfactory Participation)**

#### **Purpose of the DP Policy**

To acculturate students into helpful academic practices such as attending lectures and tutorials, participating in discussions and activities, and completing assignments. Students are expected to attend a minimum of 80% of lectures and tutorials. The DP gives us a way of ensuring that you participate in the course throughout the year, thus participating in and contributing to an emerging community of practice in your course.

#### **Cancellation of Registration**

If you decide to discontinue your studies and to cancel your registration for either the whole course or any part of it, please make sure that you carry out the necessary procedures with the faculty office. Do not simply disappear and assume that your failure to attend lectures or submit assignments will be sufficient to inform the University of your decision. If you fail formally to cancel your registration, you will still be legally bound to the University for the payment of fees, and you will be recorded as having failed your course(s) at the end of the academic year.

### **Extensions**

It may be appropriate to ask for an extension (by an individual or group) for the submission of an assignment but do remember it could impact negatively on your other work, where deadlines also apply. Negotiate with the lecturer before the submission date, as extensions could also impact their planning and turnaround time.

### **Resubmission**

Where we are dealing with formative assessment you could be requested to resubmit an assessment. Please check the date and time of such resubmissions with the relevant lecturer.

### **Late Submission Problems**

Students often give problems with printers, computers, data, internet connection, load shedding etc. as a reason for late submission. Please note that these reasons are not an excuse for late submission. This usually occurs due to poor time management and planning thus we suggest that you look at your workload and other schedules carefully and plan accordingly.

### **Submission and Submission Dates**

As the course is blended, all submissions will be done through ULWAZI (Learning Management System). Submission deadlines are communicated in the course outlines issued at the beginning of a course. Where the dynamic nature of the course results in a new assignment emerging during the course, deadlines will be negotiated with the class concerned.

### **Academic Misconduct**

Academic misconduct includes any action which gains, attempts to gain, or assists others in gaining or attempting to gain an unfair academic advantage. It includes Plagiarism as defined below, collusion, cheating, copying, contract cheating, fabrication of data, the use and/or possession of unauthorised materials or devices during an assessment; and falsification or misrepresentation of information including, falsification of a medical certificate, and/or changing a script after it has been marked.

For example, students who have:

- colluded/cheated with each other through WhatsApp and/or other social media groups
- colluded/cheated with each other through in-person interactions
- copied from one another
- borrowed other students/individuals work
- used and/or are in possession of unauthorised materials, webservices and devices
- downloaded essays (other assessment equivalents) from the Internet, e.g. chegg.com.
- made someone else write out answers for them during an assessment
- committed plagiarism
- made payment to a third party to complete assessments, assignments or provide solutions on behalf of them
- falsified or misrepresented information (documents or fraudulent medical certificates)
- changed a script and/or answers and/or marks after an assessment is marked

- entered false logbook entries
- fabricated research data
- forged documents other than medical certificates
- published course materials on sites without permission
- stolen exam scripts or any assessments through hacking or physical stealing etc.

The University views academic misconduct in a very serious light. Students engaged in academic misconduct may find themselves sanctioned by the Student Academic Misconduct Committee or will be referred to the University's Legal Office in terms of the Rules for Student Discipline. Such misconduct may result in punishment which includes but is limited to an exclusion from the University.

### Plagiarism

Plagiarism is a form of Academic Misconduct and is described as the failure to acknowledge the ideas and writings of others and/or the presentation of others' ideas or writings as one's own. This definition includes intentional and/or unintentional failure to acknowledge the ideas or writings of others.

For example, this includes using someone else's work and passing it off as your own. It refers to copying other people's work word for word, or only making minor changes to it with the intention of representing it as your own. This does not mean that you are forbidden to use every word or phrase that appears in a text from which you are working. In particular, you will almost certainly need to repeat technical vocabulary. However, when you reproduce whole sentences or paragraphs without indicating that these are original quotations or paraphrased from your original source, this will be considered as plagiarism.

To avoid plagiarism, you must:

- Use your own words. It is very important that the bulk of your essay demonstrates your own understanding of the topic without an over-reliance on the words of others, i.e., extended direct quotations.
- Ensure that all source material is consistently and appropriately referenced by using the style and conventions for APA referencing. Each student has access to the School of Education's Handbook to APA Referencing. Please make use of this handbook when citing and referencing your work.
- Remember that all ideas, concepts, thoughts, points of theory, data and writings of other persons must be referenced. If it is not a product of your own mind, you must acknowledge where it came from (the source).
- It is your responsibility to ensure that you are familiar and understand what constitutes plagiarism and how to avoid it.

The following referencing inadequacies should be noted:

- Insufficient referencing - information is referenced only now and then, and much of it is not referenced at all.
- Unacknowledged paraphrasing is also considered to be plagiarism. The words might be yours (mostly), but the ideas are not.
- No references given - not one reference appears in the text of the essay, regardless of whether a reference list is given or not. Such an essay will fail, no matter how good it is.

- Blatant plagiarism - sentences or even paragraphs are copied verbatim from a source, with no quotation marks used and/or no reference given.

The University views plagiarism in a very serious light. Students that submit work that contains plagiarised material may find themselves sanctioned by the Student Academic Misconduct Committee or will be referred to the University's Legal Office in terms of the Rules for Student Discipline. Such misconduct may result in punishment which includes but is limited to an exclusion from the University.

For more information, please read the Academic Misconduct Policy. This can be accessed through the link: <https://www.wits.ac.za/media/wits-university/about-wits/documents/Academic-misconduct-policy.pdf>

Please note that all assignments will need to be submitted to Turn-it-in which provides a similarity index score. As a guideline, a similarity score of above 15% is considered too high. If you require assistance with learning how to integrate sources appropriately into your academic essays, book a consultation at the Writing Centre. There is also a leaflet compiled by the chief librarian on this matter available in the library.

### Communication and ULWAZI

The platform that is used to communicate with students, make resource materials available, post assignments etc., is ULWAZI. The system will automatically send an email to your registered student email address. Make sure that you access your student email regularly, and that it is connected to your smart device, should you have one. Notices are posted by lecturers/tutors on this platform on a regular basis, so make sure that you know your way around the ULWAZI platform to find important course information.

### Assessment Submission

You are expected to submit a copy of your assignments and final assessment on the day/date/time specified on the course outline, or on an official announcement on ULWAZI. Make sure that you keep a copy for your own records until you receive it back.

### Final Note

We hope that you will enjoy this programme and find it useful. If you have any concerns, please speak to us. We would like to be able to provide whatever help and support we can, as soon as possible.

Wishing you well with your studies.

Dr Pinkie Mthembu

Course Co-ordinator