

# ***FACULTY OF HUMANITIES***

***WITS SCHOOL OF EDUCATION***

***INFORMATION FOR***

# ***BACHELOR OF EDUCATION***

***2024***



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## TEACHERS' ACT OF DEDICATION

*As an entrant to the teaching profession, and/or qualified as an educator by the University of the Witwatersrand, I do solemnly declare that:*

- *I acknowledge the great responsibility I now assume for the education and well-being of all persons entrusted to my care*
- *I will strive to foster and protect the needs of learners, and to help them develop as individuals, and as members of their community*
- *I will, through my example and my teaching, encourage learners to value knowledge and skills, to exercise sound judgment, and to develop humane values and attitudes*
- *I will seek to develop in learners, independence of thought, feeling and action that does not infringe on the rights of others*
- *I will not permit consideration of gender, race, nationality, religion, politics, social standing, or physical or mental ability to prejudice my dealings with any learner*
- *I promise never to insult the dignity, nor to harm nor abuse, any learner in my care, nor will I condone any such action instigated by others*
- *I will use with discretion and fidelity any information that I may obtain in the course of my duties concerning learners or their parents, guardians and families*
- *I will be loyal to my school and my colleagues, and I will contribute to the best of my ability to the full life of the institution I serve and I will, by accepting the rights and duties of an educator, do all in my power to uphold the honour and dignity of my profession.*

This handbook opens with the *Teachers Act of Dedication* because the Wits School of Education strives to provide you with the best possible preparation to help you develop into a committed, knowledgeable and caring teacher.

## FACULTY OF HUMANITIES

### *Message from the Dean of Faculty*



Dear Student Teachers,

On behalf of the Faculty of Humanities at the University of the Witwatersrand, I extend a warm welcome to all of you. I hope that the academic year 2023-2024 will be a time of creating cherished memories and the commencement of a long and fulfilling career in the field of Education. The dedicated staff with whom you will interact throughout your studies are committed to supporting your journey to becoming the best student and teacher you can be. I trust that you will appreciate their efforts and embrace your responsibility to make the most of this invaluable support.

The Faculty of Humanities at Wits University takes great pride in the diverse range of courses we offer for pre-service teachers. Depending on your personal and career interests, you can choose from courses in Education, Social Sciences, Humanities, Languages, or Science, Mathematics, and Technology. We offer innovative approaches to these disciplines, novel methods of teaching and learning in the Humanities, and a host of other cutting-edge opportunities that await you.

The Wits School of Education (WSoE) is one of the five schools within the Faculty of Humanities, and it provides Professional Degrees in Education on the Wits Education Campus, conveniently located in the heart of Parktown. You will find that the majority of your lectures will be held at this campus. The Faculty Office on the Wits Education Campus is situated on the 2nd Floor of the Campus Centre, serving as a satellite branch of the Faculty of Humanities Office, which is located in the South-West Engineering Building on the East Campus in Braamfontein. The other schools within the Faculty of Humanities include:

- Wits School of Arts
- School of Human and Community Development
- School of Literature, Language, and Media
- School of Social Sciences

Please do not hesitate to reach out to the Faculty Office for any additional information you may require, or feel free to approach our staff members if you wish to learn more about a particular discipline or course. Information about campus events can be accessed through our website, so be sure to visit our webpage at <http://www.wits.ac.za/education/> for updates.

I encourage you to make the most of the next four years to explore new ideas, view the world from diverse perspectives, engage in cultural and sporting activities, and support the Education Students Council (ESC) in their planned activities. The ESC is here to represent your interests, so make the most of your time by having fun, forging lasting friendships, working diligently, and commencing your journey towards an illustrious career.

Warm regards,

Professor Mucha Musemwa

Dean of Faculty of Humanities

University of the Witwatersrand

## Welcome from the Head of School



Dear Student



It is my absolute pleasure and honour to welcome you to the Wits School of Education (WSOE). That you have chosen to study for your Bachelor of Education Degree in the Wits School of Education at the University of the Witwatersrand, clearly shows that you are a discerning scholar who is attracted to excellence. The University of Witwatersrand is over a 100-year-old institution. It ranks among the top 1% of universities in the world and among the top two universities on the African continent. The Wits School of Education boasts a proud and illustrious history of producing world-class, visionary graduates who are committed to educational transformation. The school's graduates have risen to places of prominence in the educational sector, while many hold influential portfolios in the public and private sectors both nationally and internationally.

As a world class institution, the Wits School of Education is propelled by the enduring pursuit of innovative knowledge creation. I, together with my dedicated staff look forward to partnering with you to make your studies personally and professionally invigorating. The various programmes that are offered in the WSOE are designed to inspire in you the quest for lifelong learning. At the WSOE our intention is not to merely preoccupy ourselves with whether our students have mastered particular subject content matter and have passed exams. We strive to pose a different set of questions because we are aware that each of our students has a rich and unique life story and journey and comes to us with rich funds of experiences. Thus, what we teach, how we teach, who we teach are crucial to crafting a teaching and learning experience this is relevant and responsive to, you, our students. If anything, in order to adapt to the changes, challenges and contingencies precipitated by the COVID-19 pandemic we have had to re-think, review, re-assess and re-invent our taken-for-granted traditions of how we do education. This coupled with the accelerated adoption of digital and smart technologies and various forms of teaching and learning possibilities have impressed upon us the need to be adaptive, tech savvy, forward looking, life long learners who work collaboratively and creatively with each other. It is my hope that you too, as aspiring educators, will join in the quest of educational transformation geared towards social justice.

Apart from the invigorating academic programmes that the WSOE offers I encourage you to participate in the various social and cultural activities that the WSOE and the WITS university communities offer so that you enjoy a well-balanced student life.

It is my hope that as the WSOE academic and professional support staff journey with you through the B.Ed. programme, together we will emerge as critically, reflective educationalist who experience positive change in our own personal and professional lives while impacting meaningfully on the societies that we live and learn from.

Welcome to the Wits School of Education. I look forward to learning with and from you.

Warm Regards

Professor Juliet Perumal

## Staff Leadership at the Wits School of Education

The following people manage and/or administer the Wits School of Education and the B Ed Programme

Staff	PORTFOLIO	Office
Prof Juliet Perumal	Head of School	A304
Dr Jacques Du Plessis	Deputy Head of School: Teacher Education	M134
Prof Nazir Carrim	Deputy Head of School: Teaching and Learning	B262
Prof Emmanuel Ojo	Deputy Head of School: Post Graduate Studies	L124
Prof Leketi Makalela	Deputy Head of School: Research	L166
Ms Mfundo Mbatha	Programmes Manager	A200
Dr Portia Mabenge	B Ed Programme Coordinator	M 241
Dr Zaheera Jina Asvat	Phase Coordinator: Senior and FET Phase	L26
Ms Bronwen Wilson-Thompson	Phase Coordinator: Intermediate Phase	L126
Dr Corin Matthews	Phase Coordinator: Foundation Phase	WU3
Dr Thokozani Mathebula	WSoE Head of Student Affairs & Staff advisor: Education Students Council	B246
Dr Pam Moodley	Teaching Experience Coordinator	A102
Ms Morgan Buntting	Teaching Experience Administrator	A100
Ms Ameeta Merhoye	Examination Officer	A401
Mr Misheck Ndoro	Business Manager	A302
Mr Nkemeleng Lesejane	Manager Librarian, Education Library	Library
Ms Kobela Petja	Disability Rights Unit	1 <sup>st</sup> floor Campus Centre
Ms Sindisile Moolman	WSoE Financial Aid & Scholarships Office	A 207
Ms Ayanda Zwane	Education Faculty Office, Deputy Registrar	A 209
Ms Lebo Mokone Ms Faith Herbert Ms Madile Ntebe	Faculty Office Enquiries	A209
Ms Ruth Shabangu	WSoE Funza Administrator	A300

## Heads of Divisions

Staff	PORTFOLIO	Office
Prof Brahm Fleisch	HOD Educational Leadership & Policy Studies	B162
Dr Vis Moodley	HOD Languages, Literacies and Literatures	L73
Dr Rene Ferguson	HOD Social and Economic Sciences	A 205
Dr Alfred Masinire	HOD Curriculum Studies	L221
Prof Judah Makonye	HOD Mathematics Education	M26
Dr Reuben Dlamini	HOD Science and Technology Division	L 266
Dr Colwyn Martin	HOD Foundation Studies	WU15
Dr Tanya Bekker	HOD Studies in Education	L128

## Some important telephone numbers:

Wits School of Education Reception & Switchboard	011 717 3007
University main switchboard	011 717 1000
Campus Control (any emergency on Campus)	011 717 4444
Campus Health and Wellness Centre	011 717 9113/3924
Careers and Counselling Development unit	011 717 9140 / 9268
Gender Equity Office	011 717 9790
Milpark Hospital Rape Facilities	0800116616



## THE B ED PROGRAMME

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The Bachelor of Education degree (B Ed) is a four-year, full-time degree that qualifies you to practise as a teacher within South Africa. Upon qualification, your B Ed degree allows you to register as a professional educator with the South African Council for Educators (SACE).

Students who enrol for the B Ed specialise in one of the following programmes:

- **HFA00 B Ed Foundation Phase:** Grades R - 3
- **HFA01 B Ed Intermediate Phase:** Grades 4 - 7
- **HFA02 B Ed Senior and FET Phases:** Grades 8 – 12

While there are certain core courses that are compulsory for all B Ed students, there are some courses that are geared specifically to prepare you to teach in one of the above specialisations.

All students participate in a 6-week session of Teaching Experience during each year of study. For students who are repeating a year of study on a Special Curriculum it is mandatory to undertake Additional Teaching Experience in their repeat year/s.

Each course that you pass in your B Ed earns credits towards the granting of the qualification. To qualify for a B Ed degree, you need to earn a total of 480 credits (SAQA credits).

### GRADUATING WITH DISTINCTION

To graduate with distinction is a great achievement. It means that you have excelled at the knowledge and skills that you have learnt and have been able to achieve consistently across many courses, both academically and in practice. The first and second year of the B Ed is the chance for you to settle at university and build a strong foundation for achievement in your senior years. For this reason, the criteria for qualifying with distinction is based on third- and fourth-year courses. The requirements for qualifying with a distinction (QD) are as follows:

1. The student must have completed the B Ed in four years.
2. A candidate must have obtained a first-class pass (75% or above) in Teaching Experience IVA or Teaching Experience IVB.
3. A candidate must have obtained a first-class pass (75% or above) in third- and fourth-year courses to a total of 72 credits\*.
4. A candidate must have obtained an upper second-class pass (70%- 74%) in any other third- and fourth-year courses to a total of 24 credits\*.

\*Excluding credits obtained for elective, endorsement or enrichment courses.

## B Ed (FOUNDATION PHASE)

COURSE	TOTAL CREDITS	YEAR
Education I-IV	96 credits	1-4
Teaching Experience I-IV	72 credits	1-4
Childhood Studies I-IV	96 credits	1-4
Mathematics for Primary/FP School Teachers I-IV	48 credits	1-4
Literacy for Primary/FP School Teachers I-IV	48 credits	1-4
Teaching Additional Language for Primary School Teachers IV	12 credits	4
Becoming a Foundation Phase Teacher and Being a Teacher	24 credits	1 and 4
Arts for Teachers	12 credits	1
IsiZulu, Sesotho and SA Sign language offered at the following levels: <ul style="list-style-type: none"> <li>• Language I &amp; II (mother tongue or fluent additional language speakers who can write in the language)</li> <li>• Additional language I &amp; II (requires conversational competence)</li> </ul>	48 credits	2-4
TWO of the following Electives <ul style="list-style-type: none"> <li>• A Language (Conversational Competence) *</li> <li>• ICT Literacy**</li> <li>• Fun with Choir</li> <li>• Learning in and through Art</li> <li>• Learning in and through Drama</li> <li>• Physical Activity and Sports in Schools</li> <li>• Financial Planning &amp; Entrepreneurship</li> <li>• School-based Support***</li> </ul>	2 x 12 = 24 credits	YEARS 1- 3 If required, Language (Conversational Competence) and ICT Literacy <b>must</b> be done in Year 1.

\* Must be taken in YEAR 1 to gain access to a language at Additional language level, exempt for additional language speakers who can read and write in that language.

\*\*If required, must be taken in the FIRST year of study.

\*\*\*Available to 3<sup>rd</sup> year students only.

## B Ed (INTERMEDIATE PHASE)

COURSE	TOTAL CREDITS	YEAR
Becoming a Teacher and Being a Teacher	24 credits	1 and 4
Education I-IV	96 credits	1-4
Teaching Experience I-IV	72 credits	1-4
Mathematics for Primary School Teachers I-IV	72 credits	1-4
Literacy for Primary School Teachers I	12 credits	1
Social Science I and Natural Science I	48 credits	1 and 2
English I and one of <ul style="list-style-type: none"> <li>• isiZulu (Home or Additional language level) I</li> <li>• Sesotho (Home or Additional language level) I</li> <li>• South African Sign Language I</li> </ul>	48 credits	1 and 2
Teaching Home/ Additional Languages III-IV	36 credits	3-4
Life Skills I and II <ul style="list-style-type: none"> <li>• Arts for Teachers</li> <li>• Personal, Social and Physical Wellbeing</li> </ul>	24 credits	3 and 4
Economic and Financial Literacy	12 credits	4
Teaching Social Sciences (Intermediate Phase) Teaching Natural Sciences (Intermediate Phase)	24 credits	2 and 3
ONE of the following Electives <ul style="list-style-type: none"> <li>• New Language (Conversational Competence) *</li> <li>• ICT Literacy**</li> <li>• Fun with Choir</li> <li>• Learning in and through Art</li> <li>• Learning in and through Drama</li> <li>• Physical Activity and Sports in Schools</li> <li>• School-based Support***</li> </ul>	12 credits	YEARS 1-3 If required, ICT Literacy and Language (Conversational Competence) must be done in Year 1.

\* Must be taken in YEAR 1 to gain access to a language at Additional language level, exempt for additional language speakers who can read and write in that language.

\*\*If required, must be taken in the FIRST year of study for endorsement purposes.

\*\*\*Available to 3<sup>rd</sup> year students only.

## B Ed (SENIOR PHASE & FET)

COURSE	TOTAL CREDITS	YEAR
Education I-IV	96 credits	1-4
Teaching Experience I-IV	72 credits	1-4
Subject A I-IV	96 credits	1-4
Subject B I-III	72 credits	1 -3
<b>Timetable options permitting</b> , one course out of: <ul style="list-style-type: none"> <li>• Language I or Additional Language I</li> <li>• Another Level III course</li> <li>• Another Level IV course</li> </ul>	24 credits	3-4
Becoming a Teacher and Being a Teacher	24 credits	1 and 4
Literacy for secondary Teachers	12 credits	1
Life Skills for secondary teachers*	12 credits	2
Teaching subject A (Senior Phase) and Teaching Subject A (FET)	24 credits	2 and 3
Teaching subject B (Senior Phase) and Teaching Subject B (FET)	24 credits	3 and 4
TWO of the following Electives <ul style="list-style-type: none"> <li>• ICT Literacy**</li> <li>• New Language (Conversational Competence)</li> <li>• Fun with Choir</li> <li>• Learning in and through Art</li> <li>• Learning in and through Drama</li> <li>• Physical Activity and Sports in Schools</li> <li>• Financial Planning &amp; Entrepreneurship</li> <li>• School-based Support***</li> </ul>	2 x 12 = 24 credits	YEARS 1-3 Any year of study but if required, ICT Literacy must be done in Year 1.

\* EDUC2266ALife Skills for Teachers: B.Ed. in Senior Phase and Further Education and Training Teaching students who register for Life Orientation 1 (EDUC 1287A) are exempt from registering for Life Skills for Teachers (EDUC 2266A). Instead, students must register for an additional elective which is compatible with Life Orientation, either(i) School-Based Support (EDUC1258A); or (ii) Financial Planning and Entrepreneurship (EDUC1259A) are recommended. (see Pg 50 of Rules & Syllabuses Handbook Education)

\*\* If required, to be taken in the FIRST year of study.

\*\*\* Available to 3<sup>rd</sup> year students only.

### PLEASE NOTE:

Students taking combinations of the following subjects will need to pick up a Language (Conversational Competence) in Year 1or Year 2 or Year 3, and do an Additional Language I in their fourth year of study:

- English and Life Orientation
- English and Mathematics
- English and Information Technology

## HFA00 B Ed (Foundation Phase Teaching) Curriculum Summary

<b>YEAR 1 (120 credits)</b>	Education I (24 credits)	Childhood Studies I (24 credits)	Mathematics for Primary School Teachers I (12 credits)  Literacy for Primary School Teachers (12 credits)	Becoming a Foundation Phase Teacher (12 credits)  Arts for Teachers (12 credits)	Teaching Experience I (12 credits)	<p><b>ELECTIVES</b> (2 x 12 credits)</p> <p>Choose one of the following course elective options, to be completed during your degree:</p> <ul style="list-style-type: none"> <li>• One language of conversational competence from: IsiZulu; Sesotho; South African Sign Language</li> </ul> <p>(Compulsory if you are not yet able to speak, read in one of these languages)</p> <ul style="list-style-type: none"> <li>• ICT Literacy* (compulsory for students who did not obtain 65% for the ICT competency test)</li> <li>• Fun with Choir</li> <li>• Learning in and through Art</li> <li>• Learning in and through Drama</li> <li>• Physical Activity and Sports in Schools</li> <li>• School-based Support (Year 3 students only)</li> </ul>
<b>Year 2 (120 credits)</b>	Education II (24 credits)	Childhood Studies II (24 credits)	Mathematics for Primary School Teachers II (12 credits)  Literacy for Primary School Teachers II (12 credits)	IsiZulu Home or Additional Language I / Sesotho Home or Additional Language I / SASL I (24 credits)	Teaching Experience II (12 credits)	
<b>Year 3 (120 credits)</b>	Education III (24 credits)	Childhood Studies III (24 credits)	Mathematics for FP Teachers III (12 credits)  Literacy for FP Teachers III (12 credits)	IsiZulu II /IsiZulu Additional Language II; Sesotho II /Sesotho Additional Language II / SASL II (24 credits)	Teaching Experience III (24 credits)	
<b>Year 4 (120 credits)</b>	Education IV (24 credits)	Childhood Studies IV (24 credits)	Mathematics for FP Teachers IV (12 credits)  Literacy for FP Teachers IV (12 credits)	Teaching Additional Languages for Primary School Teachers (12 credits)  Being a Teacher (12 credits)	Teaching Experience IV (24 credits)	

## HFA01 B Ed (Intermediate Phase teaching) Curriculum Summary

<b>YEAR 1 (120 credits)</b>	Education I (24 credits)	Mathematics for Primary School Teachers I (12 credits)	Literacy for Primary School Teachers I (12 credits)  English I (24 credits)	Social Science I (24 credits)	Becoming a teacher (12 credits)	Teaching Experience I (12 credits)	<p><b>ONE ELECTIVE course (12 credits)</b></p> <ul style="list-style-type: none"> <li>○ One language of conversational competence from: IsiZulu; Sesotho; South African Sign Language <b>(Compulsory if you are not yet able to speak and read in one of these languages)</b></li> <li>○ ICT Literacy (compulsory for students who did not obtain 65% for the ICT competency test)</li> <li>○ Fun with Choir</li> <li>○ Learning in and through Art</li> <li>○ Learning in and through Drama</li> <li>○ Physical Activity and Sports in Schools</li> <li>○ School-based Support (Year 3 students only)</li> </ul>
<b>Year 2 (120 credits)</b>	Education II (24 credits)	Mathematics for Primary School Teachers II  (12 credits)	One language course: <ul style="list-style-type: none"> <li>• isiZulu I</li> <li>• isiZulu Add Language I</li> <li>• Sesotho I</li> <li>• Sesotho Add Language I</li> <li>• South African Sign Language I (24 credits)</li> </ul>	Natural Sciences I (24 credits)	Teaching Social Sciences (Intermediate Phase)  12credits	Teaching Experience II (12 credits)	
<b>Year 3 (120 credits)</b>	Education III (24 credits)	Mathematics for Primary School Teachers III (24 credits)	Teaching Home Language III (24 credits)	Life Skills I: Arts for Teachers (12 credits)	Teaching Natural Sciences (Intermediate Phase) (12 credits)	Teaching Experience III (24 credits)	
<b>Year 4 (120 credits)</b>	Education IV (24 credits)	Mathematics for Primary School Teachers IV (24 credits)	Teaching Additional Languages for Primary School Teachers IV (12 credits)	Life Skills II: Personal, Social and Physical Wellbeing (12 credits)  Economic and Financial Literacy (12 credits)	Being a Teacher (12 credits)	Teaching Experience IV (24 credits)	

## HFA02 B Ed (Senior Phase & FET Teaching) Curriculum Summary

	Theory stream	Content stream		Practical, pedagogical Knowledge	TEACHING EXPERIENCE	TWO Electives
<b>YEAR 1</b> (120 credits)	Education I (24 credits)	SUBJECT A Level I (24 credits)	SUBJECT B Level I (24 credits)	Becoming a teacher (12 credits) Literacy for Secondary Teachers (12 credits)	Teaching Experience I (12 credits)	<p><i>Choose two of the following course elective options, to be completed during the course of your B Ed.</i></p> <ul style="list-style-type: none"> <li>○ ICT literacy (compulsory for students who did not obtain 65% for the ICT competency test)</li> <li>○ One new language of conversational competence from: IsiZulu; Sesotho; South African Sign Language (Compulsory for students who do not speak a Black South African Language)</li> <li>○ Fun with choir</li> <li>○ Learning in and through Art</li> <li>○ Learning in and through Drama</li> <li>○ Physical activity and sports in schools</li> <li>○ School-based support (Year 3 students only)</li> <li>○ Financial Planning and Entrepreneurship</li> </ul>
<b>YEAR 2</b> (120 credits)	Education II (24 credits)	SUBJECT A Level II (24 credits)	SUBJECT B Level II (24 credits)	Life Skills for teachers (12 credits)  Teaching Subject A (Senior Phase) (12 credits)	Teaching Experience II (12 credits)	
<b>YEAR 3</b> (120 credits)	Education III (24 credits)	SUBJECT A Level III (24 credits)	SUBJECT B Level III OR Another Level III course offered within Subject A cluster (24 credits)	Teaching Subject A (FET) (12 credits)  Teaching Subject B (Senior Phase) (12 credits)	Teaching Experience III (24 credits)	
<b>Year 4 (120 credits)</b>	Education IV (24 credits)	Subject A Level IV (24 credits)	Timetable permitting: ANOTHER Level IV course OR Another Level III course OR A Level I course in a language (24 credits)	Teaching Subject B (FET) (12 credits)  Being a teacher (12 credits)	Teaching Experience IV (24 credits)	

## Introduction

The information in this booklet is meant to provide you with an overview of all the key aspects for the B.Ed. degree. Please note that the information provided assumes that face-to-face contact and 'normal' learning and teaching conditions are in place. For 2023 lectures will take the form of blended learning, with both face to face and online learning, and tutorials take place face-to-face. The mode of the examination will be communicated through course coordinators on the course sites on Ulwazi.

## Making the most of University life: Some suggestions

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- Take responsibility for your own learning. Lectures are intended to help you understand the course readings and prepare you for your tutorials.
- Attend all live lectures and make sure you watch the recorded ones. Make study notes during the lectures. The lectures introduce you to ideas and debates. Make notes, listening to what the lecturer says – listen for the main ideas. Simply copying down what is put up on the screen / board is insufficient for your exam preparation.
- Come to tutorials prepared – having read through your lecture notes, and carefully worked through any reading material, or answered questions or tasks. Participate in tutorials and add notes from the discussions to your preparation. This is the time to talk about how you understand the concepts and allow your tutor to help you deepen your understanding.
- Course outlines are important documents – keep referring to them to find out what is happening. They also tell you how to contact your lecturers.
- Keep a diary (electronic or print) – write in what you need to do day by day, so that you can manage your time.
- Hand in assignments on the due date at the required time to avoid penalties.
- Make friends with other students. Support one another.
- Form a study group or study groups for each subject. Students who form support networks are more likely to succeed.
- Make sure that each class you are in has a student representative which you and your classmates have voted for. Get to know your representative.
- Textbooks and reading packs are important: use them to prepare for lectures and check your understanding of important concepts.
- Ask for help when you face challenges!
- Ensure you keep a spare copy of your assignment when you submit in case your assignment is misplaced.
- Always make sure you get your assessments back. You need to produce your student card to collect these. Once your assignments/ tests have been returned to you, keep them safe – you may need to produce them if your mark has been incorrectly captured. When you email a lecturer, greet them formally, by name and using their title. Introduce yourself stating your name, your student number and the course for which you are registered, state your query clearly, paying attention to capitals, punctuation and spelling. Sign it off as you would a proper letter.
- Check the notices on the board in the concourse daily.
- Check departmental notice boards weekly. Your course outlines tell you where these are.



- Check the exam timetable when it is published. If you have a clash (two exams at the same time), then see the Exams Officer, Exams Office, 4th Floor, Campus Centre, Education Campus.
- Where a lecture/tutorial/practical has a register, make sure you sign it.

## Contacting your lecturers by email

You are a professional in training, and are expected to address your lecturers formally, as you would a principal when you enter your professional life as a teacher. You are expected to always apply email etiquette. When writing emails, please take the time to greet them using their correct title, then introduce yourself and provide your student number and specify which course you are doing. Then clearly state your concern or query. Sign off your name. It is not considered appropriate to expect lecturers to respond to emails over weekends, or after hours. A reasonable response time is 48 hours after you have sent your first email. It is always helpful to indicate accurately what the focus of the email is in the subject line of the email. If you need to provide supporting documentation, please attach these to your email.

## How does the timetable work?

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The Faculty of Humanities timetable is divided into slots. Face-to-face lecture, tutorial and practical times are allocated to each timetable slot as shown below. You cannot register for more than one course in each timetable slot. Certain timetable slots may be allocated for online learning tasks, like watching recorded lectures, working on tutorial preparation, annotating readings, working on assignments, and learning for tests. For every hour you spend in lectures, you should spend at least a similar amount of time working on your course work.

Period	1	2	Break	3	4	Break	5	Lunch	6	7	8
Time	08.00 08.45	09.00 09.45	09.45 10.15	10.15 11.00	11.15 12.00	12.00 12.30	12.30 13.15	13.15 14.15	14.15 15.00	15.15 16.00	16.15 17.00
Monday	A1	A1		E1	E2		F1		C2	C2	C2
Tuesday	B1	B1		A2	F2		F2		D1	D1	D1
Wednesday	C1	C1		B2	B1		A1		E1	E1	E1
Thursday	D2	D2		C2	C1		F2		A2	A2	A2
Friday	E2	E2		D2	F1		F1		B2	B2	B2

### Please note:

It is expected that you arrive in time for the start of every lecture and tutorial. Please ensure that you leave plenty of time to travel to campus. Punctuality is part of your professional training as a teacher. Late coming is disruptive to the learning process and disrespectful to your lecturer and your classmates.

**Lecturers are not permitted** to teach you during lunch time as those times are set aside for meetings and other important activities.

## THE FACULTY RULES AND PROCEDURES

### Registration

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All matters to do with registration are handled by the Faculty Office on the 2<sup>nd</sup> Floor of the Campus Centre, Wits Education Campus. There is a formal registration session at the beginning of the year when students register for the courses they will study during the academic year. **Please make sure that you check your final official registration form to ensure that you have all the courses required to complete your year of study.** You may not attend a course for which you are not registered. If you are not properly registered, you will not have access to the Ulwazi eLearning Platform, you will not be allocated a seat in the Exams sessions and lecturers are not permitted to accept or assess any work from students who are not correctly registered.

If any of your personal information changes, you should also inform the Faculty immediately (e.g. your surname; contact details or home address). We need to be able to contact you at all times throughout the duration of your 4 years with us.

When you register you will receive a student number and an I-Wits e-mail address (<https://www.wits.ac.za/students/>). Important information from the University will be sent to your I-Wits e-mail and you should check this regularly. Check your registration by going to your I-Wits e-mail soon after registration. It is your responsibility to ensure that you are registered for the correct courses and correct number of points. If your name is not on the class list for any of the courses that you are taking, you should bring this to the attention of your lecturer and the Faculty office as a matter of urgency. You may only register for subjects that you qualify to take as a teacher in training. Check the prerequisites for each subject before you register for it. If you are not sure, ask a member of faculty to assist. It is in your best interest to make sure you are correctly registered.

### Course Amendments (changes to your registration)

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You have the responsibility to check that you are correctly registered for ALL the necessary courses. Students may change their registration in the **first two weeks of the first semester**. To do this, complete a course amendment form and submit this *at the Faculty Office*. Swapping one course for another during these periods will not incur any fees penalties. Thereafter, late amendments will not be permitted. For more information about fees please see the **Schedule of Fees** book available at registration or from the Faculty Office or online. If you drop a course, please be aware that you will probably need extra years to complete your degree as you will be on a special curriculum.

### Cancellation of Registration

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If you intend to cancel your registration for the degree, please go to the Faculty Office and complete the correct forms for cancellation. A student who stops attending a course **without submitting a cancellation form** will remain liable for payment of fees for that course. Cancellation forms are available from the Faculty office and must be returned to the Faculty office.

## Rules for progression

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Course results will be published with the following codes:

- PASS: Pass
- FAIL: Failed to achieve pass mark
- FABS: Failed, absent for an examination
- WDEF: A deferred examination has been granted
- WAIT: Teaching Experience requirements to be completed
- WSP1: The option of writing a supplementary examination has been granted

*Please note:*

- *Should you fail a course, you will proceed on a special curriculum as you repeat courses. However, this may result in you spending more years to complete your degree.*
- *A student is not permitted to register for a course for the third time where s/he/they has already failed the course twice.*
- *Teaching Experience is not given a numerical mark until the third and fourth years of study.*

### END OF YEAR PROMOTION DECISIONS:

The following codes are used to indicate your progress at the end of each academic year:

- QD: Qualified with distinction
- Q: Qualified
- PCD: Proceed to the next year of study
- PSC: Proceed on a special curriculum: A course that has been failed and needs to be caught up.
- RET: Return to the same year of study
- MRNM: Minimum requirements not met

The Faculty specifies minimum requirements for the number of credit points that a student must obtain in each year of study. This is to ensure that students qualify for their degree in a reasonable period of time.

### **A B Ed student must meet the following minimum requirements in order to continue with the degree:**

- Year 1: obtain a minimum of 80 points (including 30 points for Teaching Experience I)
- Year 1: Repeat - 130 credits (including 30 points for Teaching Experience I)
- Year 2: 190 credits (including 60 points for Teaching Experience I and II)
- Year 2: Repeat - 210 points (including 60 points for Teaching Experience I and II)
- Year 3: 310 points (including 90 points for Teaching Experience I, II and III)
- Year 3: Repeat - 330 points (including 90 points for Teaching Experience I, II and III)
- Year 4: 380 points (including 90 points for Teaching Experience I, II, III and IV)

If a student does not meet these requirements, then s/he/they will be excluded from further study in the Faculty during the following year. Students may apply for readmission to the Faculty Readmissions Committees. The rules and procedures for readmissions are set out in the booklet entitled "Procedures relating to Renewal or Refusal of Registration of Students" which can be obtained from the Faculty Registrar.

## Recognition of external credits

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If you have passed a subject during studies at another institution or in another degree at Wits, it may be possible to get credit for the course if it is similar to those offered at the Wits School of Education. However, please bear in mind that the course might have covered material that is very different from the subject presented at WSoE. If you wish to apply for a credit you need to provide proof of your results in the course and provide a course outline of the subject clearly showing the content that was covered in the course. These should be taken to the B Ed coordinator who will then liaise with the subject heads to see whether they will agree to your getting credit for the subject. **This should be done by the end of the first teaching quarter at the latest.** No granting of credits will be considered after that. You should then obtain an application form for credits and exemptions from the Faculty Office. The completed form should be taken to the Senior Programmes Manager (Campus Centre A200) together with official documents, transcripts and course outlines which are required to support these applications.

**Credit** is the recognition that is obtained when a *student* passes a *course*. A *credit* towards a qualification may only be granted to a student in respect of a credit **obtained from another institution** recognised by Wits or a **Faculty within the University**.

## Guidelines for Coursework

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### Attendance during lecture time

Students are strongly discouraged from taking leave during teaching blocks. If, however, in exceptional circumstances the need to do so arises (e.g., if selected to represent the University, country or province at a cultural or sports event) permission should be sought well in advance, where possible. The student should take an official letter of invitation to each course lecturer for signature. Arrangements should be made in advance for missed work to be completed. Assignments due should be submitted **before the period of absence**. If you are unable to attend lectures because of ill health or family matters, you need to bring a document of proof to the B Ed coordinator who will then notify your lecturers. It is advisable to explain to lecturers the reasons for missing lectures. Cultural or religious rituals is not an accepted reason for absence from lectures or tutorials.

### Attendance during Teaching Experience (TE)

Teaching experience is a compulsory course that you complete during block 3 of your studies. This course requires students to be at schools within the Greater Johannesburg areas to complete their school-based teaching experience for a period of 6 weeks in year 2, 3 and 4. The first year of TE consists of an on campus or online component for 3 weeks, and an in-school component for 3 weeks, together making for 6 weeks of TE. The on-campus programme for first year students is titled *Teacher Choices in Action* and it is expected that you complete the course within the 3-week period. The Teaching Experience office will provide more details on this module.

TE is a practical examination *and full attendance at the Campus Based Programme (FIRST YEARS) and at schools* is required. Should there be urgent reasons for your absence, you should phone the TE tutor and the school where you are placed before the start of the school day, explaining the reasons for your absence. It is necessary for you to provide documentary evidence for your leave (e.g. a medical certificate) and complete a leave form (available from the school secretary at your TE school). The Head of Students at the School should sign the form. Applications for a deferred TE will only be considered in exceptional circumstances, and **only if an application is made before TE commences**. If there are compelling reasons why you cannot complete a session of TE, this must be discussed with the Wits Teaching Experience Coordinator immediately. TE is treated as an examination and is the most important component of your training. If you missed part of the TE you will be expected to complete a full six week TE at an assigned time.

### **On-time Submission Requirements**

All coursework is to be handed in to the appointed administrator or submitted online on the due date/time stipulated. Students that need to submit hard copy of an assignment are required to sign the class register in person when they hand in their assignments and sign again when they get their assignments back. Assignments will not be handed over to friends who submit or collect on other students' behalf.

If there is an exceptional reason why you are unable to hand in your work on time, you are required to apply for an extension with the lecturer concerned before the due date. Assignments will NOT be accepted more than 3 days (including weekends and public holidays) after the due date. The maximum mark for submissions which are up to 3 days late will be 50% (e.g., for an assignment marked out of 20, the maximum possible mark would be 10/20 but could be less than 10 if the work submitted is not worthy of a pass). Assignments received more than three days after the due date will receive a 0 mark. Assignments placed under office doors or other incorrect places will be considered not to have been handed in, and will not be considered submitted if online submission was required, and will not be marked.

Students are expected to check that they submit ALL the documents when submitting online. No exceptions will be made for students who submit e.g. only the front page or part of an assignment or the incorrect version of an assignment or exam. This also extends to late submissions of TE tasks.

### **Illness or urgent private affairs**

There may be times when you are unable to participate in an assessment (e.g., test / practical) or submit an assignment on time because of illness or a funeral or other crisis. In such cases, you should inform your lecturer before the deadline. If the matter causing the absence is of a sensitive nature, the student may choose to speak to the Head of Student Affairs, the B Ed coordinator, or the Deputy Head Teacher Education, who will communicate without disclosing details to the other staff.

### **Keeping track of your results**

Check your coursework marks when they are published on the course notice board, or on the course site on Ulwazi, near the end of each semester. If there is an error, it is your responsibility to see the course co-ordinator concerned with evidence of the marks awarded. At the end of Semester 1 the marks will be taken down from notice boards. The marks will still be available on the Ulwazi site but has to be checked in the same time period. If you have not checked them by the end of the semester, it will be assumed that those marks are correct. Please note that once marks have been approved and passed through the Board of Examiners, it will not be changed, so please check your marks on time.

### **Support for students**

If you find that you are struggling academically, it is important to find help as soon as possible. Your first step is to go to the lecturer/s for the subject/s you are having difficulty in and to ask them for advice and assistance. There are B Ed Phase coordinators who can advise you and the B Ed Co-ordinator is also available to consult about academic matters if the lecturers and course coordinators can't assist you.

You may also consult or email the Head of Student Affairs, Dr Thokozani Mathebula ([Thokozani.Mathebula@wits.ac.za](mailto:Thokozani.Mathebula@wits.ac.za)) and he will refer you to someone who can help and support you further. Keep your eyes on the noticeboards for announcements of workshops and support meetings which are run throughout the year and make sure you attend as many of these as possible. Do not leave looking for help to the last minute. Do not be afraid or ashamed of finding help. You need to be proactive, and, in this way, you will be helped to overcome difficulties you are facing. Also see student support on p39.

### **Referring to the work of other researchers in your writing**

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Academic discourse is a conversation between people of different standing, with different perspectives, opinions and evidence in relation to the subject being talked / written about. As a student, you are an intelligent novice entering this conversation. Obviously, you will be learning a lot from the established scholars in the field whose work you are reading.

This relationship has several important implications:

- It is acceptable, in fact desirable, for you to use the ideas and concepts presented by the authors you are learning from. Yet it is not acceptable that you use their ideas without acknowledging where the ideas come from. Academics trade in ideas, so you need to 'pay' for their use through clear acknowledgement.
- You thus need to make it your duty to learn how to acknowledge others appropriately, both as part of your text and by the use of references at the end.

- You also need to work on keeping your own voice in the midst of this conversation. Yours might still be a junior voice, but it is a very important one because it is yours. The writing centre will help you to develop and use your own voice. Make an appointment to see them.
- Getting to know what a subject is about and becoming an expert at working with the relationship between different voices on the subject takes time. You can't learn it all at once. Treat every piece of writing you do as a renewed chance to practice.

## Policy on Plagiarism

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Plagiarism means 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. Problems occur when you recycle whole sentences or paragraphs without indicating that these are original quotations or paraphrased from your original source. It is not acceptable to copy long tracts from another text, unless it is as a quote and appropriately cited and acknowledged. Too many quotes suggest that you are not doing enough of your own thinking.

In terms of the University Policy on Plagiarism lecturers are expected to ensure that:

- "... students are inducted into the values and practices of their discipline with respect to the conventions associated with acknowledging the work of others."
- "... adequate information, and opportunities to assimilate the information [related to plagiarism], are provided to new students".

To comply with these requirements a detailed description of essay writing, referencing, and ways of avoiding plagiarism are provided on the Wits Web site: [www.wits.ac.za](http://www.wits.ac.za).

According to the Publication Manual of the American Psychological Association (5<sup>th</sup> Edition), the most important issue with regard to plagiarism is that you, as an author, "do not represent the work of another as if it [were] your own work" (APA, 1997, p. 294). To avoid plagiarism you should:

- Use your own words. It is very important that the bulk of your writing 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 referencing outlined in the Referencing Handbook (available from the Library website <https://www.wits.ac.za/library/>).
- Remember that all points of theory must be referenced.

The following referencing dishonesty 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 reading, no quotation marks used, and no reference given. Such an essay will get 0%.

The Writing Centre should be able to help you with referencing and incorporating other scholars' work into your essays. Make an appointment to see them should you have any queries.

### Turn It in

Depending on the nature and format of your assignments/assessments, your lecturers may require you to submit your work online via Turn It In. This is a plagiarism detection software programme which is integrated into your Assignment tools on the Ulwazi eLearning platform. There are various ways in which this programme can be used and in each course your lecturer will inform you about when and how to use it. Please note that when you do upload an assignment onto Turn It In, you also need to submit a hard copy of your assignment to the specified place and/or person on the due date.

### DISHONESTY AND CHEATING:

Students who have copied from one another, allow other students to copy their work, or have borrowed other student's work, or who purchase/download essays from the Internet will be given a zero mark and will be subjected to disciplinary action through the Academic Misconduct Policy which can be accessed on the course sites on Ulwazi.

Learning to teach requires you to develop your own thinking. There are no shortcuts to becoming a high-quality teacher. Stealing or copying work from another student will not be tolerated, and it will bring your professionalism into question.

### Assignment submission

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All written assessments in the Wits School of Education are handed in according to student number. Obviously, oral assessments, micro-teaching and similar assignments cannot be assessed by student number only. Assignments requiring online submission **MUST** be uploaded onto the official University Learning Management system, ULWAZI. **Assignments emailed to lecturers are not regarded as valid submissions.**

All assignments should have a cover page (included in this booklet) which includes important details but **does not include your name** and a signed Declaration of Original Work (included in this booklet). The Declaration of Original work will have your name and student number on and is handed in **separately**. A Declaration of Original Work must be signed and handed in separately from the assignment and retained as a record by the administrator (for large groups) or the tutor/lecturer for small groups. If you forget to

hand in your Declaration of Original Work document, your assignment will be collected in but will not be marked until the administrator, or your tutor/lecturer has a copy of it.

When handing in, put a single staple in the top left-hand corner unless instructed differently by the lecturer/tutor. This is the easiest manner of “binding” for markers to work with. You will find a copy of the hand in page and a separate Declaration of Original Work on the next two pages. **If you do not include your student number your mark cannot be recorded, and you will get 0 for that assignment. It is important to collect your marked assignments because your lecturers give you feedback to help you improve in the future. You must produce your student card when claiming your assignment.** Keep all marked assignments safe in case you need to produce them to verify marks awarded.

### Large groups

In cases where administrators assist with the taking in of assessments the following need to occur:

- Your lecturer/ tutor will let you know that date of the hand in and date of collection of your assignments. This will take place in the administrator’s office during lunchtime on that date. There will be administrative assistance so that you will be able to complete hand-in and collection during this time and get to class by 14:15.
- It is essential that you adhere to the dates and times specified.
- You must ensure that your assignment is stamped by the administrator and that you sign the register to indicate that you have handed in your assignment on time.
- You should hand in your plagiarism declaration document separately when you hand in your assignment. The plagiarism declaration document will be kept by the administrator, in his/her office as a record, should there be a need to refer to them.

### Small groups

- Tutors/lecturers collect in assignments and return assignments either in class or in their offices on the due date.
- Students should ensure that they sign a register when they hand in their assignments. This will be a record of your handing in.
- Students will hand in a Declaration of Original work separately from their assignments. These documents must include your name and student number. These will be taken by the tutor/ lecturer to the administrator for safekeeping.
- If you are not in class on the day that assignments are returned, you must collect them from the administrator’s office and produce your student card to do so.
- All assignments must have the below as a cover page to the assignment, including the declaration of academic integrity and original work. No assignment will be accepted without these pages attached.



## Assignment Cover Page

**Student no (please ensure this is correct and legible):**

**Course Name and Course Code:**

**Lecturer / Tutor:**

**Assignment due date:**

**Full Topic:**

I have handed in a plagiarism declaration separately:

Yes

No

Your assignment will not be accepted without your plagiarism declaration.



**Declaration of Academic Integrity and Original Work**

I, (Name and surname) \_\_\_\_\_,

Student number: \_\_\_\_\_ know and accept that cheating, copying and plagiarism (i.e., to use the words and ideas of others without due credit) is dishonest.

Course Code: \_\_\_\_\_

Title of Assignment

\_\_\_\_\_  
\_\_\_\_\_

Please confirm the following by ticking the box:

<input type="checkbox"/>	I declare that the above assignment handed in on the date below is my own, original work.
<input type="checkbox"/>	I have acknowledged all direct quotations and paraphrased ideas.
<input type="checkbox"/>	I have provided a complete, alphabetised reference list, as required by the APA method of referencing (described in the Referencing Handbook).
<input type="checkbox"/>	I have not allowed and will not allow anyone to copy my work with the intention of passing it off as his or her own work.
<input type="checkbox"/>	I have not referred to or copied the work of another student in any way in this submission.
<input type="checkbox"/>	I understand that the University of the Witwatersrand will take disciplinary action against me if evidence suggests that this is not my own unaided work or that I failed to acknowledge the source of the ideas or words in my writing

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Examinations and Class Tests

The Final Mark for a course is made up from marks for work done during the year (Year mark) and an Examination Mark. At the beginning of each course students are provided with a Course Outline that indicates how the assessment of the course is conducted, and other important information about the course. There are two formal examination periods, in June and November of each year.

**IMPORTANT: If you miss writing a timetabled exam either in June or November, you need to apply for a deferred examination. Missing any exam means that your result will be “Fail: Absent from an exam”.**

## Absence from Tests

- Students who are absent from tests, without making formal arrangements with the course coordinator will be marked as Absent and awarded a mark of 0%.
- Students should notify the course co-ordinator immediately if they will miss a scheduled test. It is the responsibility of students to provide to the Course Coordinator a written explanation, with supporting documentation, of the reason for missing the test within 3 (three) working days after the test. If this is done immediately and formally with compelling evidence, the Course Coordinator will organise a catch update.

## Deferred sit-down examinations

If you miss an examination and have a good excuse for this, you may apply to write the deferred examination at a later date. **Students applying for deferred examinations must apply via the student self-service portal or complete an application form at Faculty. Applications for deferred exams must be made within 3 days (including weekends and public holidays) after the date of the examination.**

- Decisions on the granting of deferred examinations are normally made by the Faculty Assistant Dean: Undergraduate Student Affairs. Staff members of the Wits School of Education **do not** have the authority to grant such deferments.
- Deferments are only granted for personal illness, family tragedies, religious holidays, and circumstances beyond the student’s control.
- There is no cost for a deferred examination.
- The date for the deferred examination is set by the school or discipline and students who have been granted a deferred examination are responsible for finding out the date of the examination from the Exams Office.
- A deferred examination will not be written earlier than 7 days after the main examination has taken place.
- All exam information throughout the year, will be emailed to all students by the WSoE exams officer, including all drafts and the final main timetables, plus detailed notices regarding dates for the deferred and supplementary exams. The final deferred and supplementary final timetables

will also be emailed to all students. This information is also published on the **official notice board in the concourse**. Any exam queries can be emailed to the exams officer. It is the responsibility of the student to ensure that you know the date and time of your scheduled exams.

- The Faculty will notify each student via the student email address informing him or her as to whether the application for a deferred examination has been approved or not. The email will include information about dates of the examinations. It is the responsibility of students to ensure that they are aware of all relevant information about their exam/exams.
- The exams office will not be able to give information telephonically to students and/or their parents.
- If a student has already written an examination, he or she may not apply for a deferment of that examination.

### **Take home assessments (Examination Equivalent Assessments) for non-timetabled official exams**

**Take home assessments are to be submitted on the date and at the time stipulated.** The student MUST submit her/his own Take home assessment script and sign the attendance register. You may not give it to someone else to hand in on your behalf. If there is an exceptional reason why a student is unable to hand in his/her take home assessment on time, he/she is required to apply for a deferred take home assessment by submitting the appropriate form together with all supporting documents to the B Ed coordinator (Dr Portia Mabenge). Submission is required within 3 days of the examination (preferably earlier). **Deferred submission dates for Take-home assessments can only be granted by the B Ed coordinator or her/his delegate.** If a student has already handed in a take home assessment, he or she may not apply for a deferred in that examination.

### **Additional time requirements for assessments**

- Applications for extra time must be made, if possible, within the first three weeks of the commencement of a course in each academic year. Late applications will not be considered, except in exceptional circumstances e.g. acute injury.
- Application forms are available from the Faculty office, Disability Rights Unit and from the Examinations and Graduation offices.
- Campus Health and Wellness Centre (CHWC) is the **ONLY** unit that can recommend extra time for both physical and learning disabilities. Extra time will not be granted solely on the basis of a medical certificate from a private practitioner. All applications are considered by a committee of staff from the CHWC and the School of Therapeutic Sciences in the Faculty of Health Sciences.
- Students who are registered and have been assessed by the Disability Rights Unit may make use of the facilities provided there.
- The maximum amount of extra time allowed will normally be 15 minutes per hour.

## Satisfactory Participation (SP) Requirements

The right of students to present themselves for examination is earned and not an automatic right by virtue of being registered for a particular course. Some courses have SP (Satisfactory Performance) requirements that must be fulfilled before entry to the examination is permitted. Please see individual course outlines for these requirements.

According to the University's Standing Orders on Student Assessment "*registration as a student implies a commitment to diligent study. This not only means physical presence but active participation in classes.*"

- **Attendance at lectures and tutorials.** You are expected to attend your lectures and tutorials. Students who miss a tutorial must provide an acceptable explanation, in writing, accompanied by evidence, such as an original doctor's certificate, to their tutor.
- **Doing preparatory reading and submitting written work as required.** Students will be informed about the preparatory readings they are expected to complete for tutorials and, on occasion, be required to respond in writing to an issue or topic.
- **Attendance for face-to-face and online lectures, tutorials, laboratories, and other teaching activities is compulsory.** Please read your course outlines carefully for the rules of each course. In some cases, registers will be taken and a failure to attend a minimum number of classes will result in your not being allowed to write the June and/or November examinations.
- Students who do not meet adequate Satisfactory Performance requirements will not be allowed to write the June and/or November exam of the course concerned and will be informed of this in Notice form detailing their student number and relevant course which will be published on the Official Exams Notice Board 30 days before the commencement of the exam period. Please check your Course Outlines for details about SP requirements.
- By the sub-minimum rules: if a Year Mark is less than 40%, the course will be failed regardless of examination performance. See sub-minimum rules p34.

## Examination Timetables

It is the responsibility of each student to **check his/her/their examination timetable** and to ensure that he/she/they is able to attend all examinations. **The WSOE exam timetables are published on the Official Exams Notice Board which is situated on the concourse between Bohlaleng and Leseding Blocks. These timetables are the correct versions and may differ from the ones published by Faculty via the internet/intranet.**

"Misreading the examination timetable will **NOT** be condoned." It is important that you take note of all the timetable drafts published as well as the final timetable. The onus is on the student to ensure that all her/his exam information/courses are recorded on each timetable draft and on the final timetable. All problems regarding the timetables must be reported to the Exams Office in Room A401 immediately.

### **Conduct during tests and examinations**

By registering for any course in the Wits School of Education, students are tacitly agreeing to conform to this Code of Conduct. Students should note that this Code of Conduct does not replace the University's Rules for Student Conduct but should be read in conjunction with those rules.

- Students may not talk to or communicate with each other in any form during tests or examinations.
- Students may not engage in any irregular or dishonest practices that would bring discredit not only to the candidate concerned, but also to the good name and standing of the Faculty and the University.
- Students may not remove any materials from the examination/test venue, e.g., attendance slips, Multiple Choice Question (MCQ) cards, and examination booklets.
- Students may not leave a test/examination venue unless given permission to do so by an invigilator. If a student feels too ill to complete the examination, he or she must inform the Chief invigilator.
- Rules requiring students to submit original work apply just as strictly to Exam Equivalents. No copying is permitted.

Should students disregard or fail to meet these regulations, the Faculty could institute severe penalties entailing disqualification from all examinations of the session and exclusion from the Faculty and University.

### **Admission of candidates to the examination/test venue:**

Fifteen minutes before the commencement of an examination/test, candidates will be invited to enter the examination venue. No student will be admitted to an examination or test if he/she presents himself/herself later than 30 (thirty) minutes after the commencement of the examination/test.

**Student Cards and identity books** must be displayed prominently on desks during tests and exams. Students without student cards will not be allowed to write the test/examination.

*Candidates may not bring bags, or any other items not specified on the question paper into the examination or test venue. If they do so, the chief invigilator can either demand that they leave the articles outside the venue or put the articles inside the venue in a place designated by the chief invigilator. The University will not be responsible for the security of such articles. (University Examination Guidelines)*

**Do not bring personal belongings to the exam sessions – even though a Security Guard is present, bags have been stolen. Bring along a pencil case with what you need - keep car keys, money, switched off cell phone in jacket or trouser pockets. Dress warmly for mid-year exams – the Exam venues can be cold.**



When you arrive at the examination venue you must first check the notice board to find out which row and seat has been allocated to you.

Your seat will be listed under the course code in order of student number. Your bookbag must be left either in the entrance area with the security guard, or against the wall in the front of the exam venue/classroom/lab. You may only bring a see-through pencil case with the necessary equipment (pens, calculator, student card, car keys, etc) into the exams hall. Cell phones need to be switched off and kept out of sight e.g. in a pocket. Remember to dress warmly for mid-year exams because the exam venues can be cold.

Once the invigilators have invited you to enter the venue, you must find your seat, sit down quietly, and wait for the Chief Invigilator to address you.

You **will not be allowed** to borrow any objects (pen, pencil, calculator etc.) from any other student during the course of the exam.

Cellular phones must be switched off and may not be used as calculators.

**If you are suspected of any improper conduct during an exam/test, it will be immediately reported to the authorities. The Wits law office will conduct a disciplinary hearing and they will make the decision whether you are to be disqualified or allowed to return, and the conditions under which you may do so. A record of the decision will be placed on your file.**

You will not be allowed to leave the exam venue in the first hour after the exam has commenced, and thereafter, only every 30 minutes when an opportunity will be provided for students who have completed the examination to leave. You are encouraged to read through your answers carefully before you leave and ensure that you have answered all questions thoroughly.

#### **Publication of results**

Unconfirmed results at mid-year are published on the Course Notice Boards. Final results for all students are published by the Faculty in December each year after the Faculty Board of Examiners meetings. Results will not be published for students with unpaid fees. Results are published on:

- I-Wits e-mail
- Self-service Portal

## Supplementary Exams

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A supplementary assessment is one granted (where the rules for the degree permit it and in terms of conditions set out in Faculty Standing Orders) to a student who has failed in a qualifying course with a mark of 47 - 48%. The decision authorizing a student to write a supplementary exam, is made by the Board of Examiners at the end of the year. There is a fee attached to supplementary exams. A student who does not present himself/herself for a supplementary assessment may not apply for a deferred examination.

## Queries, Concerns and Grievances

Should you have to raise any concern with a staff member, always start with the person concerned. The moment the matter is escalated to the next level, you must include the student affairs office in all your communication, so that there is a paper trail and a record of communications.

The ESC is the officially elected representative body of the students on education campus and is a substructure of the SRC. At all or any of these stages you may decide to ask your class representative and/or a student representative from the ESC to accompany you. It is advisable that if you have an in person meeting, that such a meeting is always followed up with an email where the meeting outcomes are summarised for record keeping.

Should you want to raise a query, strictly follow these steps called *escalation procedures*:

1. Consult with the **Lecturer** in the subject. It should be possible to sort out most concerns in this way. However, should the matter not be resolved at this level, then proceed to step 2.
2. Make an appointment to see the **Course Coordinator**. Explain the concern to the coordinator who will then speak to the lecturer concerned to hear his/her side of the issue and then feed back to you on a decision and solution going forward. Should the matter still not be resolved, then proceed to 3.
3. Make an appointment with the **Head of the Division** within which the subject is located to discuss the fact that you feel that your concern has not been resolved. If you feel that your concern has still not been sorted out proceed to step 4.
4. Make an appointment to discuss the concern with the **Phase Coordinator (see page 7 for details)**. At this level your concern should have been resolved, and only serious matters should be escalated to this level. Bring a letter, together with supporting documentation to the meeting. The letter should explain the nature of your concern clearly and truthfully and outline the previous steps you have taken to resolve the concern. The phase coordinator will make a decision. In the rare event that the matter is still not resolved, the **phase coordinator will refer the matter to the program coordinator**. Students should **avoid escalating matters to this level** simply because they are not satisfied with the outcome.
5. You may make an appointment to discuss your concern with the **B Ed Programme Coordinator**. Bring a letter together with supporting documentation to the meeting. The letter should explain the nature of your concern clearly and truthfully and outline the previous steps you have taken to resolve the concern. She will make a decision. Should you want to appeal that decision then proceed to step 6.
6. Make an appointment to see the Deputy Head of School Teacher Education. Again, you should bring a letter together with supporting documentation to the meeting with him. The letter should explain the

nature of your concern clearly and truthfully and outline the previous steps you have taken to resolve the concern. Should the matter still not be resolved, then proceed to 7.

7. Make an appointment with the Head of School. You need to have ensured that you have followed steps 1-6 before escalating to the Head of School.
8. As a final step, if you still find the matter to be unresolved, you may make an appointment with the Dean of the Faculty of Humanities.

**Please note: At any point, staff and students have a right to raise a concern, or when resolution has not been possible, to institute a *grievance*. A grievance is a serious matter and involves a specific complaint on an official form (p.37) which is presented to the staff member or student against which the person has a grievance. This person has the right to reply. Please be advised that a grievance will not be heard by higher levels unless the matter has been taken through the proper channels first. That includes matters that did not follow the procedures above.**

On the following page you will find the grievance form that needs to be filled in.

**EDUCATION SCHOOL COUNCIL CONCERN OR GRIEVANCE FORM**



**STATEMENT OF CONCERN / GRIEVANCE** (Please give a full description of the issue, including the date, time and name(s) where possible; also state steps you have taken to resolve the concern prior to escalating a Concern to Grievance status)

Student name:	Student number
Programme and Phase:	Year of Study:
Email address:	Contact number:

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Review of Concern/ grievance (TO BE COMPLETED BY ESC Academic or Grievance Officer)

Steps taken

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Date:.....

Signature/s:.....

## Academic and Student support

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### The WSoE Writing Centre

The Writing Centre is located in the library and provides support for undergraduate and postgraduate Education students who wish to improve their writing skills. You are encouraged to make full use of the peer tutors, who are senior students trained to assist you to improve the content and structure of your written assignments before you submit them. The Centre also runs regular writing workshops on all aspects of the writing process – analysing assignment questions, planning, structuring, integrating texts, referencing and so on. Please make an appointment to see a peer tutor (you can call or go to the Writing Centre in person) and bring a plan or draft of your essay with you. You may also make an appointment for a group of 3 to 4 people working on the same essay task.

Venue: D118 (Go the turnstile in the library foyer; go up the stairs on your right).

Telephone: 011 717 3418

Times: 13h00-17h00 daily

### Education Student Council (ESC)

The ESC is an elected student body that provides general support and representation for all the students registered in the School of Education and liaises with School Leadership on behalf of students. The ESC office is B 43. It also organises social events for these students. Mr Bheki Zungu, is the WSoE Head of Student Affairs and is also the staff advisor for the ESC.

### Disability Rights Unit

Support is available for students with disabilities or who have challenges in writing, reading or similar. Applications for extra-time and other support, including the use of assistive devices, are made to this unit. Applications for extra-time are made to this unit as well. The Disability Rights Unit on the Education campus can be found in: Campus Centre, First Floor: Room 104.

Ms Kobela Petja

Telephone: 011 717 9158 or 011 717-3238

Email: kobela.petja@wits.ac.za

### Education Library

The library has a large collection of books, textbooks and journals that support your studies. There is a large collection of children's fiction and non-fiction, which will be extremely useful for your Teaching Experience. There is a collection of posters and audio-visual media available to staff and students.

Front desk: 011 717-3242

During term times, the library is open during the following times:

Mondays, Tuesdays, Wednesdays and Thursdays: 08h00 - 23h00

Fridays: 08h00 - 17h00

Saturdays: 09h00 - 13h00

## Security and safety

The University is committed to providing and maintaining, as far as is reasonably practical, a healthy, safe and risk-free living, working and learning environment. There is a WSoE Security Committee whose job it is to support the Security Manager and his staff to uphold security both on this Campus, as well as in the immediate vicinity around the Education Campus.

You are encouraged to be responsible for your own safety and to report conditions that affect the safety and security of others. To do this, you are advised:

- To always be aware of your surroundings
- Not to leave any valuables unattended or visible to others
- To keep a record of your serial numbers of laptops and cell phones in case you need to report a theft to the police
- To walk in groups rather than alone when you leave the campus
- To make use of the escort services offered by Protection Services after hours - report to the Security Control Room on the ground floor in the Admin Building
- If you are involved in an incident of any kind where your safety and security has been threatened or violated, either on Campus or in the immediate surrounds, please report it immediately to the Security Office (Admin Building, Office 5)
- If you have any safety and security concerns, please communicate these to both the Security Manager ([Sipho.Nkosi1@wits.ac.za](mailto:Sipho.Nkosi1@wits.ac.za)) and Security Committee Chair ([Deborah.Zeller@wits.ac.za](mailto:Deborah.Zeller@wits.ac.za))
- You will be informed of incidents, when necessary, in order to increase your awareness of immediate security concerns
- All health and safety protocols (e.g., COVID-19 protocols) will be communicated to students via the relevant university platforms

## Campus Health and Wellness Centre (Main Campus)

Campus Health is operational at the Wits Education Campus, in HIGHFIELD HOUSE on the Ground Floor next to the Residence Dining Hall (near the gate to Medical School).

Times: WEDNESDAY AND THURSDAY 13:00 to 16:00

Contact Phone: 011 717- 3295.

## Counselling and Careers Development Unit (CCDU)

This unit provides personal support and career guidance. Professional counsellors are available to support students with issues such as, trauma counselling and career guidance, personal therapy, HIV/Aids education and support, graduate recruitment programmes, workplace skills and career assessments. Students are advised to undergo career guidance before making a decision to change career paths.

The unit is open on weekdays

08h00 -12h30

13h30 – 16h30

Wits Education Campus: First floor, Campus Centre next to the Disability Unit

Main Campus: Opposite Chamber of Mines Building, West Campus, Tel 011 717-9140

You are encouraged to reach out to CCDU via one of the options below, when you find yourself in need of help and counselling.

<b>Walk in service:</b> (No appointment necessary)	You can immediately see a therapist by visiting the CCDU building at West Campus, Gate, 9 Enoch Sontonga Ave. Office hours are from 8am to 4.30pm.
<b>Appointment email:</b>	You can email <a href="mailto:info.ccd@wits.ac.za">info.ccd@wits.ac.za</a> for an appointment.
<b>Contact Number:</b>	You can also reach CCDU on the number 011 717 9140.
<b>For immediate after-hours counselling:</b>	You may also contact the <b>Wits crisis line on 0800 111 331</b> (toll-free; 24/7) should you need urgent assistance or counselling.
<b>Wits Student Crisis Counselling App:</b>	It provides confidential crisis counselling and/or support through live on-line and texting crisis support/counselling 24/7/365. To make use of this service, search for ICAS On-the-Go on the Google Play Store. You then fill in the form to register. The company code is WIT001. Once registered, you can sign in and proceed as prompted.

### Book Bursary Scheme

Bursary Books may be borrowed by students who are in receipt of NSFAS Financial Aid Packages. Students must produce proof that they are NSFAS recipients (the Financial Aid & Scholarships office issues a form with each bursary pack). Students take this form to the Administrator (Ms Janet Ditlopo A202). If there are insufficient books for all bursary students, a 3-day loan system will operate so that each student is able to read the prescribed texts for a particular course. The books remain the property of the School and must be returned before final exams are written in November. Final results can be withheld until books are returned.

### Financial Aid and Scholarships Office

Ms Sindisile Moolman is the Financial Aid Officer at the Wits School of Education. Her office is on the first floor, Admin Block. The University's main Financial Aid and Scholarships Office is located in the basement of Senate House on the East Campus, Braamfontein.

A limited number of Funza Lushaka bursaries are available to prospective teachers and are awarded based on the priority subjects needed in Gauteng and surrounding provinces and then based on the marks from the previous year of study. See [ww.fundzalushaka.doe.gov.za](http://ww.fundzalushaka.doe.gov.za) for more details.

### ICAM office

All Students are issued with a student card at the ICAM office when they register for their studies. You MUST carry your University student card at all times. Your card not only allows you access to campus as a whole, but is your "key" to facilities such as University libraries, Computer laboratories, Parking facilities, and Residence dining halls.

It is also a Debit card, which can be used for photocopying in the Library or printing in the Computer Lab. If you lose your student card, you can apply for a new card at the ICAM office, and a fee will be charged. You should always report a lost or stolen student card for security reasons. Never give your card to someone else to use as this compromises the security on our campus.

Campus Centre, First Floor, Telephone: 011 717- 1874, Mon to Fri 08h30 to 16h00

### **Fees office**

The Fees Office will assist you in making payments, account enquiries and fee queries.

You should always receive an official receipt for all transactions at the University.

Campus Centre, First Floor

Telephone: 011 717 3034, Fax No: 011 717 3037.

Times: Mon– Thurs 08h00 – 16h00, Friday 08h00 – 12h30 and 13h45 to 15h30



## 2024 Wits School of Education dates for B.Ed.

<b>Activity</b>	<b>Dates</b>
Publication of Matric Results	Friday 19 January
First Year Students Registration	Friday 19 January - Tuesday 30 January (8 days)
Gateway to Success	Monday 29 January - Friday 09 February (10 days)
Returning Students Registrations PG and UG (including earlier date for online registration)	Tuesday 02 January - Friday 09 February (29 days)
Start of Term	Monday 12 February
First Teaching Block	Monday 12 February - Wednesday 27 March (32 days)
Mid-term Vacation/Study/Research Break	Thursday 28 March - Sunday 07 April (11 days)
Second Teaching Block	Monday 08 April - Thursday 23 May (33 days)
Study Break	Friday 24 May - Thursday 30 May (7 days)
Examinations/Assessment Period	Friday 31 May - Friday 28 June (20 days)
Winter Vacation/Study/Research Break	Saturday 29 June - Sunday 14 July (16 days)
Third Teaching Block	Monday 15 July - Monday 02 September (34 days) TE Preparation and briefing (Dates: 15 & 16 July) Teaching Experience (Dates: 17 July–28 August) Debriefing: (Dates: 29-30 August)
Mid-term Vacation/Study/Research Break	Tuesday 03 September - Sunday 08 September (6 days)
Fourth Teaching Block	Monday 09 September - Tuesday 22 October (31 days)
Study Break	Wednesday 23 October - Tuesday 29 October (7 days)
Examinations/Assessment Period	Wednesday 30 October - Tuesday 26 November (20 days)
Last Day of Term	Wednesday 27 November
Summer Vacation/Study/Research break	Thursday 28 November

## Public and Religious holidays/holydays recognised by the University in 2024

Name of holiday/holy day	Date	University status
New Year's Day	Monday 01 January	University closed
1 <sup>st</sup> Ramadaan (Commencement of Fasting) *	Monday 11 March	
Human Rights Day	Thursday 21 March	University closed
Good Friday	Friday 29 March	University closed
Family Day	Monday 01 April	University closed
Eid-ul-Fitr (Termination of Fasting) *	Wednesday 10 April	
Passover (Pesach) day 1**	Tuesday 23 April	
Passover (Pesach) day 2**	Wednesday 24 April	
Freedom Day	Saturday 27 April	University closed
Passover (Pesach) day 7**	Monday 29 April	
Passover (Pesach) day 8**	Tuesday 30 April	
Workers' Day	Wednesday 01 May	University closed
Shavuoth day 1**	Wednesday 12 June	
Shavuoth day 2**	Thursday 13 June	
Youth Day Eid-ul-Adha (Day of Sacrifice) *	Sunday 16 June	University closed
Public Holiday	Monday 17 June	University closed
National Women's Day	Friday 09 August	University closed
Heritage Day	Tuesday 24 September	University closed
Rosh Hashanah day 1**	Thursday 03 October	
Rosh Hashanah day 2**	Friday 04 October	

Yom Kippur**	Saturday 12 October	
Sukkot (day 1) **	Thursday 17 October	
Sukkot (day 2) **	Friday 18 October	
Sh'mini Atzeret**	Thursday 24 October	
Simchat Torah**	Friday 25 October	
Deepavali / Luxmi Pooja (North & South)	Thursday 31 October	
Day of Reconciliation	Monday 16 December	University closed
Christmas Day	Wednesday 25 December	University closed
Day of Goodwill	Thursday 26 December	University closed

\*Islamic Holy Day - the exact date depends on the sighting of the new moon

\*\*Jewish Holy Day – All Holy days commence at sunset the evening before the date above.

**Please note:**

No exam will be scheduled on a recognised University holiday/holy day.

## Quick find...

IF YOU NEED...	
CAMPUS PROTECTION SERVICES	Security Office (Admin Building, Office 5), Telephone: 0117173340
BOOKS ...	<p><b>Education Library</b>            In addition to books which support your studies, there is a large library of children's fiction and non-fiction. Media: There is a large collection of posters and audio-visual media available to staff and students. Tel: 011 717-3242.            During term times, the library is open during the following times:            Mondays, Tuesdays, Wednesdays, and Thursdays: 08h00 - 23h00            Fridays: 08h00 - 17h00            Saturdays: 09h00 - 13h00</p>
COMPUTER Facilities	Walk-in centre in Marang Block, Ground Floor. Bohlaleng, Lower Ground Floor East
REFRESHMENTS	Cafeteria 011 7171734, Monday to Friday 07h00 to 16h00
PARKING	Security Office (Admin Building, Office 5, Education Campus) or Solomon Mahlangu House, 3 <sup>rd</sup> Floor, Room 3109, Telephone: 011 7171882/3
PHOTOCOPYING	Photocopying facilities are available in all libraries.
SPORTS	On this campus, there is a gym and facilities for swimming, hockey, tennis, squash, soccer and cricket.
ICAM (Access Card)	Campus Centre, First Floor, 011 717 1874, Mon to Fri 08h30 to 16h30
FEES	Campus Centre, First Floor, Mon– Thurs 08h00 – 16h00, Friday 08h00 – 12h30 and 13h45 - 15h30 Telephone: 011 7173034, Fax No: 011 7173037.
STATIONERY AND PRESCRIBED BOOKS	These can be bought at the Bookshop at Medical School past Wozani block and across York Road
LOST PROPERTY OR STUDENT CARD	Please report this to the security office in Campus Centre, Ground Floor (011) 717 3340.

Map of the Wits Education Campus, Parktown

