

FULL TIME POSTGRADUATE CERTIFICATE IN EDUCATION (PGCE)

Programme Handbook 2024

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WELCOME AND INTRODUCTION

Welcome to the PGCE Teacher Education programme at Wits. **Well done in your choice of studying a PGCE this year!** We look forward to working with you in your next career move: ***becoming a teacher.***

We hope that during this year we will be able to build on what you have already achieved. By the end of the year you should emerge with confidence in your own subject knowledge, with the knowledge and skills needed to structure and motivate the learning of others and with the more general knowledge and skills that will enable you to contribute to the lives of your learners, your schools, and education in South Africa.

The **PGCE programme for 2024** can be found on page 6. Our programme includes courses that take place in schools and on campus. Both of these aspects of the course are crucial to your developing competence as a teacher. The weekly **Timetable** (page 5) refers to on-campus time. All students attend **Education Courses** together. Students enrol for **one FET¹ Subject Methodology** Course and **one or two SP² Subject Methodology** Courses. The 2nd SP subject methodology course is optional and may only be taken if you qualify to take such a subject according to the prerequisite requirements and are given permission to do so. The particular methodology and subject areas that you choose will depend on the subjects you studied in your undergraduate degree. Sound subject knowledge in your teaching subjects as well as the knowledge and understanding of education theory and debates is a national requirement for a teacher qualification. In addition, computer literacy appropriate to the use of the computer in high schools; as well as conversational competence in a South African indigenous language or South African Sign language (see page 10) is also required.

Teaching Experience (TE)

Teaching Experience (TE) is the compulsory practical component of your qualification. As full time PGCE students, you have to complete 10 weeks of Teaching Experience or Work Integrated learning (WIL) as stipulated in the table below, in order for you to fulfil the WIL component of your degree.

Your TE comprises of an online module and two school-based sessions. In these components, you will learn about aspects of teaching that cannot be addressed efficiently in university lectures, as they are in situ.

The three components that makes up the 10 weeks of TE/WIL are as follows:

Teaching Experience	Duration
1. Teacher Choices in Action – Online	2 weeks credit
2. Formative school-based Teaching experience	2 weeks
3. Summative school-based teaching Experience.	6 weeks

¹ FET – Further Education and Training, Grades 10-12

² SP – Senior Phase / General Education and Training, Grades 8-9

The first TE is an online module, called “Teacher Choices in Action (TCiA)” and takes place at the beginning of the first block. It starts when the first block begins (12 February) and continues until 13 March. It develops your ability to engage with and understand pedagogical reasoning and choices made by teachers in the classroom when working with knowledge and learners.

Your second TE is **school-based and is two weeks** long. It takes place during the first two weeks of the second block of the university year at a High school anywhere in South Africa, except at the school of your matriculation. You need to make your **own arrangements** in finding a school. During this time you will gain experience in observing and teaching your teaching subject specialisations. You are guided and supported by your mentor teacher (the one at the school), who also formatively assesses you.

Your third TE is **also school-based** and must be in a high school in the **Greater Johannesburg area**. You are required to register for a school on the TE website for this TE. The TE office will finalise your placement with the school you have chosen. In this TE you are summatively assessed by your university supervising tutor, in collaboration with your mentor teacher.

Please refer to the Handbook for full time PGCE student teachers for TE dates and other important information on TE.

Application for a Deferred TE – school-based TE in Block 3 only

Students can apply for a deferred TE through the Faculty only in exceptional and extenuating circumstances. An application for a deferment means, you are unable to continue with your compulsory Block 3 TE session. When you apply for a deferred TE, you will have to complete your TE in January/ February the following year because you have not fulfilled the requirements of your qualifications.

A student will **not be considered** for a deferred TE if the student begins his/her TE and midway/after TE provides a medical certificate.

Students will **not be granted** a deferred TE on the basis of travel/family/work events as TE dates are published in advance of TE happening.

Please refer to the TE Handbook for full time PGCE student teachers for important information on deferred TE and for the criteria when applying for a deferred TE.

The Academic Staff

Your lecturers are passionate about education and teaching in South Africa and are committed to its improvement and development. Some of your lecturers serve on national and provincial bodies that produce policy. Lecturers are also 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 become the best possible teacher that you can be. 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. Your lecturers are experienced in this area and are willing to help and support you as much as they can. Most of the lecturers who

teach on this programme are located in the School of Education, but some are located in their School in the Faculties of Humanities.

Good Luck with your studies and enjoy your year with us

Dr Grant Coltman (PGCE Coordinator)

Room: L 71 Tel :011 717 3205

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SUPPORT STAFF

<u>NAME</u>	<u>POSITION</u>	<u>BLD/ROOM</u>	<u>TEL</u>	<u>E-MAIL ADDRESS</u>
DITLOPO, Mrs J	Administrator: PGCE	A202	011 717 3023	janet.ditlopo@wits.ac.za
GOMEZULU, Ms. M	Programmes Manager	A200	011 717 3001	mfundo.gomezulu@wits.ac.za
MORGAN, BUNTTING	Administrator: TE (assistant)	A101	011 717 3152	Morgan.buntting@wits.ac.za

Janet Ditlopo is the PGCE Administrator. Please direct all general inquiries to her. Morgan Buntting is the Teaching Experience Administrator (TE). Please direct administrative TE inquiries to her.

PGCE TIMETABLE LECTURE TIMES AND DIAGONALS: 2024

	08:00 – 08:45	09:00 – 09:45	10:15 – 11:00	11:15 – 12:00	12:30 – 13:15	13:15 14:15	14:15 – 15:00	15:15 – 16:00	16:15 – 17:00
Period	1	2	3	4	5		6	7	8
Monday	A1 SP Method SS, A & C, Maths	A1 SP Method SS, A & C, Maths	E2 Alternative slot FET method (with B Eds)	E2 Alternative slot FET method (with B Eds)	F1 Conversational competence isiZulu; Sesotho and SASL	L U N C H	C2 SP Method Natural Science	C2 SP Method Natural Science	C2
Tuesday	B1 SP method: Languages, EMS, CAT	B1 SP method: Languages, EMS, CAT	A2 Theory of Ed (Curriculum)	F2 Theory of Ed (Curriculum)	F2 FET METHOD: ALL SUBECTS (Optional period)		D1 FET METHOD: ALL SUBECTS	D1 FET METHOD: ALL SUBECTS	D1
Wednesday	C1 Theory of Ed (Ed studies)	C1 Theory of Ed (Ed studies)	B2 SP method: Languages; EMS, CAT,	B1 SP method: Languages; EMS, CAT,	A1 FET METHOD: ALL SUBECTS (Optional period)		E1 FET METHOD: ALL SUBECTS	E1 FET METHOD: ALL SUBECTS	E1
Thursday	D2 Conversational competence isiZulu; Sesotho and SASL	D2 Theory of Ed (Ed studies)	C1 Theory of Ed (Ed studies)	C2 SP Method Natural Science	F2 SP Method Natural Science		A2 SP Method SS, A & C, Maths	A2 SP Method SS, A & C, Maths	A2
Friday	E2 Alternative slot FET method (with B Eds)	E2 Alternative slot FET method (with B Eds)	D2 Conversational competence isiZulu; Sesotho and SASL	F1 Theory of Ed (Curriculum) :	F1 Theory of Ed (Curriculum)		B2 ICT literacy lecture	B2 ICT literacy labwork	B2 ICT literacy labwork

SS – Social Sciences A&C – Arts and Culture EMS – Economics & Management Sciences CAT – Computer Application Technology

PGCE PROGRAMME – 2024

	Week	Dates	Description
	0	6 February	Orientation and Registration
	0	12 February – 03 March	Teacher Choices in Action (on line Module) Runs concurrently with block 1
Sem 1 Block 1	1	12-16 February	Lectures / Tutorials and TCIA
	2	19 – 23 March	Lectures / Tutorials (concurrently)
	3	26 - 01 March	Lectures / Tutorials
	4	04 - 08 March	Lectures / Tutorials
	5	11 – 15 March	Lectures / Tutorials
	6	18 – 26 March	Lectures / Tutorials (21 March: Human Rights Day)
28 March – 07 April Mid Term Break			
Teaching Experience			
Block 2	TE W1	08 – 12 April	School based TE – own arrangement
	TE W2	15 - 19 April	
	7	22 – 26 April	Lectures / Tutorials
	8	29 - 03 May	Lectures / Tutorials
	9	06 - 10 May	Lectures / Tutorials
	10	13 – 17 May	Lectures / Tutorials
	11	20 – 23 May	Lectures / Tutorials
		31 May – 28 June	Examinations / Exam Equivalents
29 June – 14 July Winter Break			
Sem 2 Block 3	12	15 July – 16 July	TE Briefings Visit schools to introduce yourself
	13 TE W1	17 July– 28 July	School-based TE begins
	14 TE W2	31 July – 4 August	Second Teaching Experience (6 weeks) (Summative Assessment)
	15 TE W3	7 – 11 August	
	16 TE W4	14 – 18 August	
	17 TE W5	21 – 25 August	
	18 TE W6	28 August 29/30 August	TE ends Debriefing
3 – 8 September Mid-term Break			
Block 4	19	09 - 13 September	Lectures / Tutorials
	20	16 – 20 September	Lectures / Tutorials
	21	23 – 27 September	Lectures / Tutorials
	22	30 – 04 October	Lectures / Tutorials
	23	7– 11 October	Lectures / Tutorials
	24	14 – 18 October	Lectures / Tutorials
	25	22 October (2 days)	Lectures / Tutorials
		23 – 29 October	Study Break
		30 October- 26 November	Examinations / Exam equivalents
28 November Summer Vac Starts			

COMPONENTS OF THE PROGRAMME

Courses

Your curriculum consists of the following components:

1. Theory of Education (COMPULSORY)
2. One FET Subject Methodology (to teach from Grade 10-12)
3. One SP (SP) Subject Methodology (to teach from Grade 8-9)
(+ an optional 2nd SP Subject Methodology in qualifying cases)
4. Teaching Experience (FET and SP) and;
5. Conversational Language Competence & Computer Literacy (ICT) Endorsements (where necessary).

Theory of Education explores a range of contexts which shape education and teaching in schools. These include:

- the current education policy and law;
- psychology and philosophy of education and Inclusive Education;
- the values underpinning the official curriculum and the knowledge promoted within it;
- the social, cultural, economic and political milieu, as well as the particular setting and school in which teachers work;
- teachers' understanding of learning, teaching and assessment;
- the subject that teachers are teaching;
- teachers' role and conceptions of themselves as professional educators;
- the notion of an ethical school and the integrity of the teachers as professionals;
- teachers' conceptions of their subject, of learning and of their learners; and who the learners are.

Each student takes one **FET Subject Methodology** course that will focus on subject knowledge and approaches to teaching the subject. Your subject methodology, together with its associated teaching experience will qualify you to teach up to Grades 10-12 in that subject. You need to meet the pre-requisite qualification and undergraduate subject requirements for your PGCE FET subject as indicated in the PGCE subject requirements document.

Each student takes one **SP Subject Methodology** course that is aligned with your FET subject methodology (e.g., If English is your FET subject methodology, then you will automatically take the Languages SP methodology course). You may in no way deviate from the aligned SP subject methodology, as you will not be allowed to qualify without the aligned SP methodology. Most SP Subjects require knowledge of a cluster of related subjects within broader disciplinary strands. Your SP Subject/s together with their associated Teaching Experience will qualify you to teach the subjects areas in Grades 8 and 9.

You may take an additional 2nd SP subject methodology course if you meet the pre-requisite requirements to qualify for that subject as per the PGCE subject requirements document. Taking an additional 2nd SP subject methodology requires permission and you will only be allowed to register for a 2nd SP subject if a member of the departmental teaching staff has approved such a registration.

The table on the following page shows the combination of FET and aligned SP subjects.

FET subject methodology	Aligned SP subject methodology
Accounting/ Business Studies/ Economics	Economics and Management Sciences
Dramatic Arts/ Visual Arts/ music	Arts and Culture
English	Languages (English)
Geography	Social Sciences <i>(Natural Sciences ONLY with permission if pre-requisites are met)</i>
History	Social Sciences
isiZulu	Languages (isiZulu)
Life Sciences	Natural Sciences <i>(Mathematics ONLY with permission if pre-requisites are met)</i>
Mathematics	Mathematics
Physical Sciences	Natural Sciences
SASL	Languages (SASL)
Sesotho	Languages (Sesotho)
ICT	No SP ICT methodology course

Remember: A 2nd SP course may only be taken with permission.

Language and Computer Endorsement

All students have to provide evidence of competence in, and understanding of, computer literacy and an African language or South African Sign Language (SASL). This means that you have to show the ability to use a computer, and basic software such as a word-processing package, a spread sheet programme, or presentation software. If you can provide evidence of prior learning and qualification in an equivalent course (***to be determined by the School of Education***), you will get endorsed and do not need to register for the courses that teach these competences. These are referred to as the **ENDORSEMENT** courses (see section on Endorsements on page 10 for further details).

The **Teaching Experience** components of the programme give you experience in the actual practices of teaching. These are your opportunity to learn first-hand what schools are like and develop competence in teaching. Your teaching competence will be assessed at the end of your July/August TE session.

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 teachers and learners 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.

In addition, as future teachers, you are expected to develop a sense of professionalism. This includes coming on time for course sessions, being prepared, and completing all assignments by the specified time, in short, acting professionally. In addition, when you teach, you should expect the same from your learners, so by insisting on certain procedural aspects of punctuality, respect etc. we are modelling to you how you should operate in your schools.

Assessment

All the on-campus courses require submission of several minor and at least one major assignment during the year. **Due dates and times will be indicated by staff.** There will be a final examination for each course, which might take the form of a traditional examination or an exam equivalent. External examiners are involved in the moderation of examinations and exam equivalent assignments, and these usually count for at least **50% 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.

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 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. You are not allowed to attend lectures for courses for which you are not registered, and **you will not graduate if your registration is incorrect or incomplete.**

This is a very important aspect of your academic responsibility, so make sure you are correctly registered. This includes ensuring that you have met the pre-requisite requirements as set on the PGCE subject requirements document.

ALL AMENDMENTS OF REGISTRATION MUST BE COMPLETED BY END OF MARCH 2024.

The programme co-ordinator cannot be held responsible for incorrect registrations. **If your registration is incorrect, it will result in you not graduating,** even if you attended all lectures and pass all courses. You should not have attended lectures of courses you are not registered for. Should you have to register concurrently, to meet prerequisite requirements, you will not be credited for any PGCE methodology courses, without having presented the original certification of completion of these courses. You will also not be allowed to register for the PGCE without presenting proof of such concurrent registration. Concurrent registration is only available in

exceptional circumstances and requires permission from the PGCE coordinator and academic staff. Such permission is granted on a case-by-case basis depending on academic record and subject specific requirements. Very strict conditions (such as proof of registration, progress reports and successful completion) will be placed on students if permission is granted for a concurrent registration and students who do not meet the conditions will not be able to qualify and graduate.

Should you complete an online course through platforms that are approved by the university, you will be required to get approval from departmental staff as to which courses are appropriate equivalent courses, and you will also have to present the original email accrediting you with the course. **NO copies** of accreditation certificates will be accepted.

Please make sure that you ask the PGCE coordinator if you are not sure.

Endorsement Courses

Please note that you will not be able to qualify and graduate if your endorsement courses are not in place.

1. Computer Literacy Endorsement

The ICT LITERACY ENDORSEMENT is a statement by the University that a student has demonstrated ICT competence.

Unless exempted from this course through certification or assessment of prior learning, Students are required to complete the **EDUC 5161A** course for the Computer Literacy (ICT) component of the PGCE. Skills and understanding developed in this course include the integration of ICT in schools, eLearning pedagogy and digital technology for teaching and learning. All PGCE students have access to a number of computer labs on our campus so please acquaint yourself with the various venues.

2. Language Endorsement

The LANGUAGE ENDORSEMENT is a statement by the University that a student has conversational competence in an indigenous South African language or South African Sign Language (SASL).

Generally, students who have passed Grade 12 in the relevant language, or who have tertiary qualifications in such a language, automatically qualify for the language endorsement. Certification confirming this will be required. Oral assessments are offered to those who wish to sit for one.

3. Electives

If you qualify for endorsements in Computer Literacy and Language Proficiency, you may then, if you wish, choose to do an elective. Elective options include: choir, physical activities and sport in school, school-based support, financial planning and entrepreneurship. Please note that doing an elective is entirely voluntary.

PLEASE NOTE: You will be required to pay for any elective/endorsement course you register to take it.

OTHER IMPORTANT INFORMATION

Employment

We understand that many of you need to earn money during this year to keep body and soul together. Please do note however, that this is a full-time programme and requires full-time commitment and so employment during university term is not possible unless after hours. There is, however, an option of a part-time PGCE which allows students to work during the day and attend classes in the evening which you should consider if you are needing to work.

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 coordinator. 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 PGCE Coordinator to request a meeting. In order to meet with the PGCE coordinator, you have to officially request an appointment. Should the matter still not be resolved, then proceed to 4.
4. Request an appointment to see the Head of Initial Teacher Education. Should the matter still not be resolved, then proceed to 5.
5. Request an appointment with the Head of School. This is the last step. If the problem is still not resolved...
6. 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 you have met, where agreements and remedies 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)

1. Purpose of the DP policy

Students are expected to attend a minimum of 80% of lectures and tutorials. The DP is a way of ensuring participation in courses throughout the year.

DP requirements

Course co-ordinators/methodologists may or may not require DP requirements in their course. Check your course outline in this regard.

Absence during term time

Students are strongly discouraged from taking leave during teaching blocks. If, however, in exceptional circumstances the need does arise (e.g. if asked to represent the university or province at a sports event) permission should be asked for well in advance. The student should take an official letter of invitation to each course lecturer and get it signed before taking such leave. Arrangements must be made in advance for work missed to be completed. Assignments due should be submitted before the period of absence.

2. Late Submission Policy

Purpose

- 2.1 To provide clear and explicit guidelines for the practice of awarding marks for late submission.
- 2.2 To develop responsible teachers who can manage deadlines and who will have to deal with the issue of late submissions by learners.
- 2.3 We aim to be fair to the group as a whole by consistent practices, but we also want to be fair to the individual by recognizing your particular circumstances.
- 2.4 We do not want to reward dishonesty. We know that students sometimes use excuses to make up for insufficient planning.
- 2.5 The policy gives a yardstick for normal practices; however a lecturers' discretion will guide whether you are given a special dispensation.

All coursework is expected to be handed in on the due date/time stipulated. 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 well before the due date. Assignments that are not submitted on time will be subject to the following policy:

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 1 – 3 days late will be 50% of the total marks (e.g. for an assignment marked out of 20, the maximum possible mark would be 10 but could be less than 10 depending on the quality of the work). Assignments received more than three days after the due date will receive a 0 mark. Please note that late submission policy starts the moment that the submission deadline was not adhered to. **Please also see the assessment policy as stipulated on page 8 of this booklet.**

Assignments placed under office doors will be considered not to have been handed in, will not be marked, and will also be given a mark of 0%.

N.B. Lecturers and tutors will not read drafts of assignments. The **Wits Writing Centre** is a university resource that is available to all students, to assist with assignment planning and writing, so make use of their services timeously.

3. Documentation

You are expected to submit a medical certificate to the lecturer and to the administrator of the PGCE in the event of absence due to illness. Please note that a letter from a doctor, which stipulates that you are booked off for a period of time, is the only acceptable documentation. A letter merely stating that you visited the doctor/clinic on the day in question, is not sufficient and will not be accepted.

In the event of a student being absent from lectures, assessments, assignment submissions, presentations or TE, due to unforeseen circumstances, the appropriate documentation must be provided to the administrator of the PGCE who will then forward it to the relevant lecturer/tutor. The above also applies should a student request to be excused for late submission. Please familiarise yourself with the university policies regarding this.

In the unfortunate event of the death of a family member/close friend, you will be required to provide a copy of the death certificate or an official funeral programme. Should you be the victim of a crime or accident, you will need to include a police case number and/or supporting documentation with the police station stamp and date on it.

4. 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. Please see the policy regarding extensions for take home assessments on page 8 of this booklet. Extensions do not apply to TE and any components thereof as they are considered part of an examination.

5. 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.

6. Printing/Computer problems

Students often give problems with printers/computer as a reason for late submission. This usually occurs due to poor time management thus we suggest that you look at your workload carefully and plan accordingly. A lecturer could allow you to email the assignment as proof of its existence (before the submission time) and then hand in the print version later, or in extreme cases, the next day. They may require that you submit the assignment on ULWAZI before the submission time has elapsed. Please note that printer problems are not an excuse for late submission.

7. Submission dates

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.

8. Examination equivalents, test and 'lost' work

Examination equivalents are examinations and are thus treated accordingly. You are to personally submit and sign for handing in an examination equivalent on the specified date and time or submit on ULWAZI as per your lecturer's instructions. In the case that a lecturer loses your work (they are just human beings!) you need to be able to provide a second copy. Please note should your computer 'collapse' during an assessment, you need to alert the relevant lecturer and get to campus to complete your work in one of the computer laboratories.

9. STUDENT ACADEMIC MISCONDUCT POLICY

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 unauthorized 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, webservice 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.

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>

Plagiarism

Plagiarism is a form of Academic Misconduct and is 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.

10. Communication and ULWAZI

The platform used to communicate with students, provide 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. It is suggested you connect it 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 so as not to miss important course information.

11. Assignment & Examination Equivalent submission

You are expected to submit one copy of your assignment (or exam equivalent) 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 meaningful for your chosen career. 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 Coltman

PGCE Coordinator



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

Your assignment will not be accepted without your plagiarism declaration.



Declaration of Original Work

I, (Name and surname)

Student number:

know and accept that plagiarism (i.e., to use another's work and to pretend that it is one's own) is dishonest.

Please confirm the following:

	I declare that the assignment entitled _____ _____ and handed in on the date below is my own work.
	I have acknowledged all direct quotations and paraphrased ideas.
	I have provided a complete, alphabetised reference list, as required by the APA method of referencing (described in the Referencing Handbook).
	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.
	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

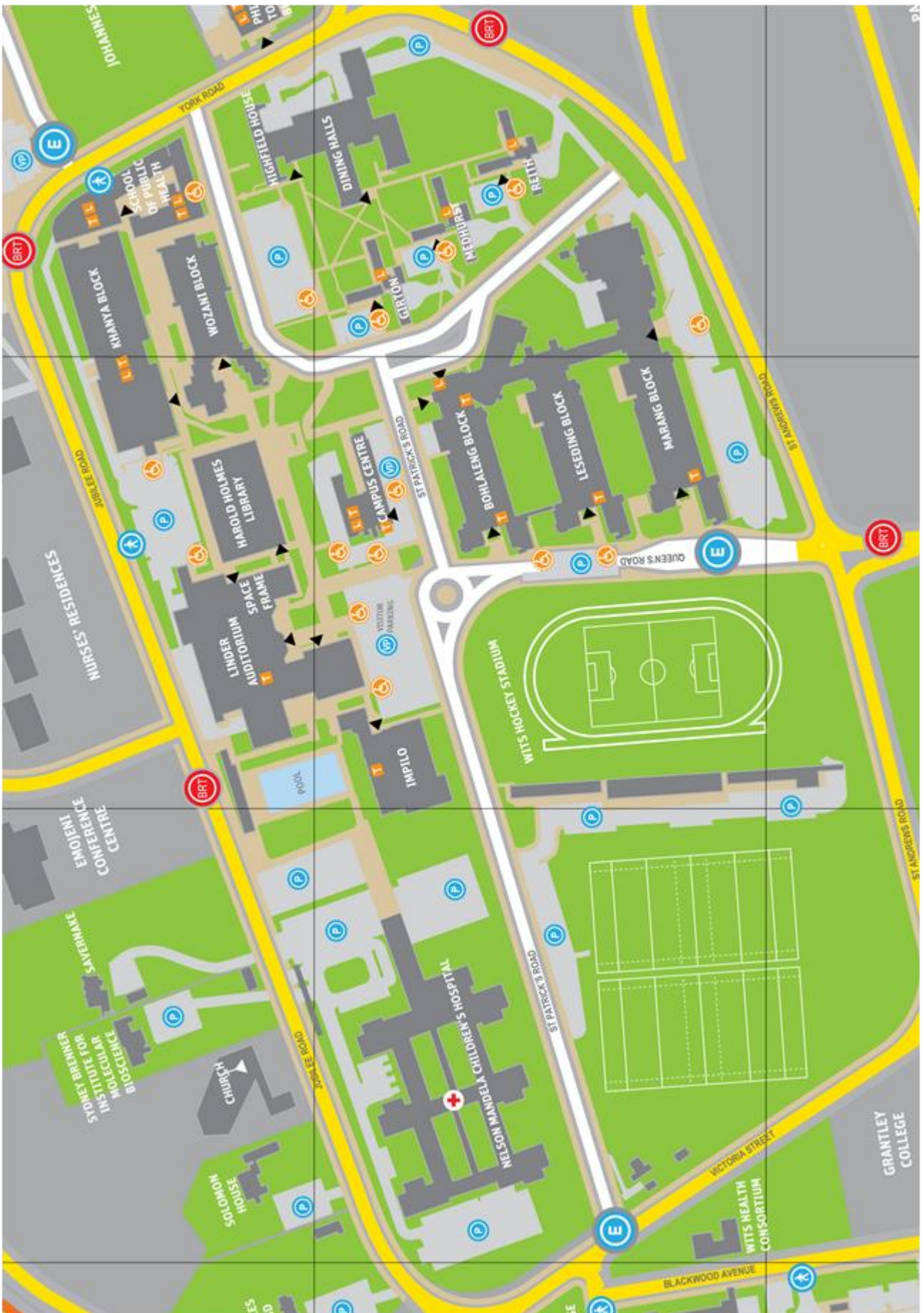
Signed: _____

Date: _____

Course Code: _____

Lecturer: _____

Wits School of Education



Wits Braamfontein Campus

