



UNIVERSITY
OF ESWATINI

**UNIVERSITY OF ESWATINI
INSTITUTE OF DISTANCE
EDUCATION
PROGRAMME TUTORIAL LETTER
B.Ed-Adult Education**



October 2021

1 Introduction

It is my pleasure to welcome you all to the University of Eswatini (UNESWA) in general, and to the Institute of Distance Education (IDE) in particular.

This programme tutorial letter is a **programme guide**, which provides general information pertaining to:

- (i) Open Distance & eLearning delivery mode;
- (ii) Programme Structure;
- (iii) Registration of courses;
- (iv) Payment Fees;
- (v) Exemption of Courses & Credit Banking;
- (vi) Continuous Assessment (CA)
- (vii) Examinations, etc.

However, for detailed requirements and procedures, you can see the Admissions Regulations, Academic General Regulations and Faculty Special Regulations of the University Calendar which is placed on the website. <http://www.uneswa.ac.sz/administration-registrar-corporateaffairs-publications/university-calendar-almanac/>. The Calendar presents the regulations that govern your progress towards the attainment of your Degree. It is important that you need to read all the regulations that are contained in the Calendar in general, and those pertaining to IDE in particular. All decisions that will be made regarding your academic studies at this University shall be based on these regulations.

2 The Open Distance and eLearning Delivery Mode

IDE provides education through Open Distance and eLearning mode with the support of Multimedia resources using the following technology resources:

- (i) **Course materials (Course modules):** The Course Materials (Modules) will be supplied to you soon after you register the programme. The course modules are self-instructional and self-learning.
- (ii) **Limited face-to-face classes on weekends:** The purpose of face-to-face lecture sessions is to introduce you to your modules and to help you interpret and deepen your understanding of the concepts involved. The lecturers clarify areas you might find

difficult and provide you with insights and guidance on what is likely to be assessed. They give you information on how to carry out the activities, assignments and general study of the course content.

The number of face-to-face hours allocated per course per semester is ten (10).

(A detailed timetable for face-to-face classes will be made available in the IDE Print shop as well as on the IDE website).

- (iii) **Online instruction and discussion:** These include virtual sessions, online instruction, learning material/videos uploaded on to the Moodle LMS. To access the Moodle LMS, visit the UNESWA website, www.uniswa.sz. A technologist is always available to assist you at the computer laboratory and in the digital centres. If you have any issues accessing Moodle, please get in touch with the IDE Technologist.

The number of online session hours allocated per course per semester is 18.

Online Teaching-Learning activities

The following are the online teaching-learning activities that you need to attend.

- (i) Video lessons uploaded on to the Moodle LMS.
- (ii) Online Assessments & Lecturer feedback
- (iii) Online instruction and Discussion either through synchronous or asynchronous.
- (iv) Uploaded lecture notes or subject materials.
- (v) Virtual classes via Zoom classes

Now you have: (i) Course module based interaction; (ii) Face-to-Face based interaction; and (iii) Computer based interaction for online learning. The combined use of the above mentioned technologies is often called as “**Blended Teaching-Learning system**”.

As such, the education received by the IDE students is treated at par with the education received by the full-time students. Thus, the quality of teaching-learning in Distance Education is the same as the quality of teaching-learning in full-time as we use Blended Teaching-Learning system in IDE with the support of Multimedia Technology Resources. Thus, the ODeL is all about “**Flexibility and Convenience**”. It is a flexible and convenient method of teaching-learning system.

2.1 Course Instructor's Role

Based on the ODeL system mentioned above, the Lecturer's role is to:

- (i) teach important content in the limited face-to-face sessions and clarify the doubts that students raised in the class;
- (ii) evaluate the students course work through tests & assignments and provide feedback by way of comments either through online and through offline;
- (iii) upload the lecture notes/prepared content materials/assignments/quizzes, etc on to the Moodle LMS.

Thus, the role of a Lecturer in an ODeL system is not merely to teach difficult concepts, but to inspire and to monitor a student to think and study independently.

2.2 Your Role in ODeL System

As a student, your role in ODeL system is as follows.

- (i) You should be an active learner and be willing to learn through ODeL mode using the Moodle LMS;
- (ii) You are expected to study the course modules carefully before seeking assistance from ta Lecturer;
- (iii) You should attend the limited face-to-face sessions regularly and participate in online classes. Further, you should follow the Lecturer's instructions posted in the Moodle LMS;
- (iv) You need to attend in-text activities and activities given by Lecturer from time to time;
- (v) You should interact with your peer colleagues and be involved in meaningful collaborative work, like group assignments, group discussions, etc.

In the final analysis, you must take the responsibility for your own learning and manage your own time based on the instructions given by the Lecturer from time to time.

3 Programme Structure

Bachelor of Education-Adult Education Degree Programme Structure (Credit System)

The course structure of the programme shall be as follows: **Level 1 and 2** shall be common courses for all and in **Level 3 and 4**, there shall be three (3) specialisations which will be as follows:

- (i) **Communication** – This will cover work done by spokespersons of formal/non-formal organisations, e.g., Public Relations Officers – PROs, instruction designers, or Course facilitators.
- (ii) **Organisation and Management** – This refers to those in some positions of responsibility, e.g., Education Centre Coordinators, Programme Coordinators of Educational Planners.
- (iii) **Rural Development** – These are those working with groups in community-based settings, e.g., community development workers.

A student shall choose one specialisation option as a major subject from the three specialisations mentioned above at Level-3. The same specialisation will continue at Level-4. As per the Academic General Regulations 011.01. The duration of the study is a minimum of 8 Semesters (4 Years) and a maximum of 18 Semesters (9 Years).

Assessment

The ratio between Continuous Assessment and Examination for all examinable courses shall be 1:1. However, the courses which include substantial amount of practical work, such as: AED138, AED214, AED402 and AED403, shall be examined by Continuous Assessment (CA) only.

B.Ed-Adult Education programme structure comprises of the following courses from Level 1 to 4.

Level 1 : Semester 1		L P Cr	Name of Lecturer
Core Courses			
AED131	Social Psychology of Adult Learning I	3 0 3.0	Ms. E.R. Bhembe
AED133	Introduction to Organizational Theory & Management I	3 0 3.0	Mrs. NV.Kunene
AED135	Alternative Instructional Methods in Adult Education	1 3 2.0	Ms. Khabo Dlamini
AED137	Human & Organizational Communication I	3 0 3.0	Ms. T. Magagula
CTE101	Introduction to the Teaching Profession	2 0 2.0	Prof. O.I. Oloyede
General Education Courses			
ACS111	ACS: English for Academic Purposes	2 2 2.2	Mrs. G. Shongwe
CSC101	Computer Skills Foundation	1 1 1.3 *	Mr. M..Ngubeni
GNS113	HIV Prevention, Infection and Management of AIDS	2 0 2.0	Prof. Mathunjwa/ Mr. C. Maibvise
	Total Credits	18.5	
Semester II			
Core Courses			
AED130	Introduction to Organisational Theory and Management II	3 0 3.0	Mrs. NV. Kunene
AED132	Introduction to Instructional Design	3 0 3.0	Mrs. NV. Kunene
AED134	Philosophy of Adult Education I	3 0 3.0	Ms. S. Nkwanyana
AED136	Human & Organisational Communication II	3 0 3.0	Ms. T. Magagula
AED138	Practicals in a Special Field I	0 3 1.0	Ms. Khabo Dlamini
AED140	Adult Education & National Development I	3 0 3.0	Ms. T. Sikhondze
CTE102	Curriculum Theory	3 0 3.0	Prof. O.I. Oloyede
General Education Courses			
ACS112	ACS:: English for Specific Purposes	2 2 2.2	Mrs. G. Shongwe
CSC101	Computer Skills Foundation	1 1 1.3 *	Mr. M..Ngubeni
	Total Credits	22.5	
<i>* Course runs for two semesters and will be credited in Semester II</i>			
Level 2: Semester III			
Core Courses		L P Cr	
AED213	Social Psychology of Adult Learning II	3 0 3.0	Ms. E.R. Bhembe
AED215	Project Management	3 0 3.0	Mr. Simon Jele
AED217	Non-Instructional Solutions in Adult Education	1 3 2.0	Mr. Simon Jele
AED219	Human Relations I	3 0 3.0	Mrs. NV.Kunene
AED221	Information & Communication Technology I	2 3 3.0	Mr. P.L. Biswalo
AED223	Adult Education & National Development II	3 0 3.0	Ms. T. Sikhondze
AED225	Design & Delivery Systems I	3 0 3.0	Mr. P.L. Biswalo

	Total Credits	20.0	
Semester IV			
Core Courses			
AED214	Practicals in a Special Field II	0 3 1.0	Mr. Simon Jele
AED216	Methods & Materials	3 0 3.0	Ms. T. Magagula
AED218	Philosophy of Adult Education II	3 0 3.0	Ms. S. Nkwanyana
AED220	Human Relations II	3 0 3.0	Mrs. NV.Kunene
AED222	Introduction to Research Methods in Ad. Edu	3 0 3.0	Ms. S.B. Maduna
AED224	Information & Communication Technology II	2 3 3.0	Mr. P.L. Biswalo
AED226	Materials Development I	3 0 3.0	Mr. P.L. Biswalo
	Total Credits	19.0	
<i>* Course runs for two semesters and will be credited in Semester II</i>			
Level 3			
Semester V			
Core Courses			
		L P Cr	
AED311	Psychology of Adult Education I	3 0 3.0	Dr. N.F. Ilongo
AED313	Materials Development II	3 0 3.0	Dr. N.F. Ilongo
AED315	Evaluation	3 0 3.0	Ms. S.B. Maduna
AED317	Research Methods in Adult Education I	3 0 3.0	Ms. S.B. Maduna
AND	COMMUNICATION		
AED321	Interpersonal Communication I	3 0 3.0	Dr. M. Mthembu
AED323	Speech Communication I	3 0 3.0	Dr. S. Pitikoe
	Total Credits	18.0	
OR	ORGANISATION AND MANAGEMENT		
AED327	Leadership in Organisations I	3 0 3.0	Ms .L.M. Ngcobo
AED329	Managing the Non-profit Organisations I	3 0 3.0	Mr. F. Sebuliba
AED331	Human Resource Management I	3 0 3.0	Dr .N.F. Ilongo
	Total Credits	21.0	
OR	RURAL DEVELOPMENT		
AED333	Community Development Theory I	3 0 3.0	Ms. V. Khumalo
AED335	Literacy in Development I	3 0 3.0	Mr. M.S. Macwele
AED337	Environmental Education I	3 0 3.0	Ms. N.T. Mamba
	Total Credits	21.0	
Level 3: Semester VI			
Core Courses			
		L P Cr	
AED308	Psychology of Adult Education II	3 0 3.0	Dr. N.F. Ilongo
AED310	Design and Delivery Systems II	3 0 3.0	Mr. P.L. Biswalo
AED312	Research Methods in Adult Education II	3 0 3.0	Ms. S.B. Maduna
AND	COMMUNICATION		
AED318	Interpersonal Communication II	3 0 3.0	Dr .M. Mthembu
AED320	Speech Communication II	3 0 3.0	Dr. S. Pitikoe
AED322	Counselling & Guidance in Ad. Education I	3 0 3.0	Dr. N.F. Ilongo
	Total Credits	18.0	

OR	ORGANISATION AND MANAGEMENT		
AED324	Leadership in Organizations II	3 0 3.0	Ms .L.M. Ngcobo
AED326	Managing the Non-profit Organizations II	3 0 3.0	Mr. F. Sebuliba
AED328	Human Resource Management II	3 0 3.0	Ms. S.B. Maduna
	Total Credits	18.0	
OR	RURAL DEVELOPMENT		
AED330	Community Development Theory II	3 0 3.0	Ms. V. Khumalo
AED332	Literacy in Development II	3 0 3.0	Mr. M.S. Macwele
AED334	Environmental Education II	3 0 3.0	Ms. N.T. Mamba
	Total Credits	18.0	
Level 4 Semester VII Core Courses		L P Cr	
AED401	Communication for Development	3 2 3.7	Dr. S. Pitikoe
AED403	Practicals in a Special Field III	0 3 1.0	Ms. T. Magagula
AED405	Qualitative Data Analysis & Reporting	3 3 4.0	Dr. N.A. Ngozwana
AED499	Research Project	0 3 2.0 *	Ms.S.B. Maduna
AND	COMMUNICATION		
AED407	Mass Communication I	3 0 3.0	Dr .M. Mthembu
AED409	Public Relations I	3 0 3.0	Dr. S. Pitikoe
AED411	Counselling & Guidance in Adult Education II	3 0 3.0	Dr .N.F. Ilongo
	Total Credits	19.7	
<i>* Course runs for two semesters and will be credited in Semester VIII</i>			
OR	ORGANISATION AND MANAGEMENT		
AED413	Small Scale Business Management I	3 0 3.0	Dr. D. Jele
AED415	Management of Public Enterprises	3 0 3.0	Ms. S.B. Maduna
AED417	Financial Control in Organisations I	3 0 3.0	Mr. F. Sebuliba
AED419	Policy Development for Life-long Learning	3 0 3.0	Dr. N.A. Ngozwana
	Total Credits	22.7	
OR	RURAL DEVELOPMENT		
AED421	Community Development Strategies I	3 0 3.0	Dr. N.A. Ngozwana
AED423	Comparative Studies in Literacy	3 0 3.0	Mr. M.S. Macwele
AED425	Women in Development I	3 0 3.0	Dr. N.A. Ngozwana
AED427	Adult Education, Peace & Human Rights	3 0 3.0	Dr. D.Jele/ Ms ER.Bhembe
	Total Credits	22.7	
Level 4 Semester VIII Core Courses		L P Cr	
AED402	Application in Materials Development	0 3 1.0	Mr. P.L. Biswalo
AED404	Designing Open Learning Environments	3 0 3.0	Mr. P.L. Biswalo
AED406	Quantitative Data Analysis & Reporting	3 3 4.0	Ms. S.B. Maduna

AED499	Research Project	0 6 2.0 *	Ms. S.B. Maduna
AND	COMMUNICATION		
AED410	Mass Communication II	3 0 3.0	Dr. M. Mthembu
AED412	Public Relations II	3 0 3.0	Dr. S. Pitikoe
JMC428	Mass Media Management	2 2 2.7	Dr. Mandlenkosi Mpofo
	Total Credits	18.7	
<i>* Course runs for two semesters and will be credited in Semester VIII</i>			
OR	ORGANISATION AND MANAGEMENT		
AED414	Small Scale Business Management II	3 0 3.0	Dr. D. Jele
AED416	Financial Management and Control in Organisations II	3 0 3.0	Mr. F. Sebuliba
AED418	Entrepreneurship Skills Development	3 0 3.0	Dr. D. Jele
	Total Credits	19.0	
OR	RURAL DEVELOPMENT		
AED420	Community Development Strategies II	3 0 3.0	Dr. N.A. Ngozwana
AED422	Women in Development II	3 0 3.0	Dr. N.A. Ngozwana
AED424	Participatory Methods in Community Dev.	3 0 3.0	Dr. N.A. Ngozwana
	Total Credits	19.0	

4 Registration

Registration shall take place at the beginning of each semester or at such time as may be prescribed by the Senate. In terms of the University Act and Statutes, you only become a student of the University once you have paid your tuition fees for a semester and are properly registered with the University. Therefore, follow the procedures mentioned below for proper registration. As a new student, you need to follow the procedure mentioned below.

- (i) First approach the IDE Academic Office for verification of your certificates. Bring all your original academic certificates and admission letter for verification;
- (ii) After verification of your certificates, start at the bursary desk for payment of your tuition fee and follow the directives that you will be provided with;
- (iii) Proceed with online registration of your programme courses. The IDE Coordinators, Senior Assistant Registrar (IDE), Technologist (IDE) and the relevant Faculty Heads of Department will assist you with registration.

As a prospective student, it is your responsibility to check that all these steps are followed and all the information included in your registration forms is correct and relevant. Do not forget to take your

copy of the registration form for safe-keeping. For further details of registration, you can see the Regulations from 010.30 to 010.59 of the University Calendar.

5 Payment of fees

The tuition fees for any semester must be paid at registration per semester as specified in the University Calendar. For details of payment of tuition fees, see the Regulation 2.00 to 2.36 (Pages 50 to 52) of the University Calendar.

Tuition fees shall be refunded if formal withdrawal/Course dropping and Academic Exemptions is done within the first two (2) weeks after the commencement of lectures in a semester. However, a student who withdraws, drops a course or applies for exemption after the two weeks of the commencement of lectures shall be liable for payment of all fees in that particular semester.

6 Exemption, Credit Transfer and Credit Banking

A student who has been admitted into a programme and is a holder of a certificate/ diploma/degree from the University of Eswatini or from a recognised institution, may be **exempted** from an equivalent course(s) offered in that programme. A **credit transfer** is used when a student transfers from one programme to another or from a recognised institution.

A **credit banking** is used by a student who has taken and passed a course(s) at UNESWA and rejoins the University after a period of not more than ten consecutive semesters. Upon rejoining, the student will be credited with the original mark(s) obtained. It means, a student who has taken and passed a course(s) at the University of Eswatini can bank credits up to a maximum of ten consecutive semesters. For details of course exemption, credit transfer and credit banking, you can see the Academic General Regulations (AGR) 12.71 to 12.76 of the University Calendar.

7 Continuous Assessment

Continuous Assessment is an integral part of any teaching-learning system. The evaluation of your learning will be done based on various instructional activities that you undertake. For the purpose of continuous assessment or evaluation, you shall be given periodic work, such as **timed tests/assignments/practicals, etc** for each course module taken in that academic year. Evaluation of periodic work or assignments is called **Continuous Assessment (CA)**. This continuous assessment includes a minimum of two tests and one assignment per

semester. If you fail to take a scheduled test for no valid reason, no special test will be set and you will be awarded a zero mark for the missed test.

Assignments are a form of two-way communication between a teacher and student as you receive effective feedback on your level of understanding the subject through teacher detailed comments. The ratio of Continuous Assessment to Formal Examination is 1:1 (50:50%) for education courses. However, in the case of Academic Communication Skills (ACS) course, the ratio is 3:2 (60:40%) and Computer Foundation Course (CSC101), the ratio is 2:3 (40:60%). As the periodic work carries marks which add to the overall course grade, you have to work hard to learn through the periodic work or assignments.

According to the Academic General Regulations of the University Calendar, you are required to submit your assigned work for Continuous Assessment as per the date specified by your course Lecturer. Further you are required to sign for your CA mark before the first of the final examinations. A student who fails to sign for his/her CA marks by the specified date shall forfeit the right to challenge the mark (s) and the mark (s) recorded by his/her Lecturer shall stand good. For further details on Continuous Assessment, you can see the Academic General Regulations from 011.20 to 011.25 of the University Calendar.

8 Examinations

All examinations shall normally be taken within the semester in which the course(s) is offered. Normally, there shall be an examination at the end of each semester of two to three hour duration for every taught course. A student who obtains a minimum of D grade (i.e., GP 2) in a course is a pass. If you obtain at least E or E+ grade during the main examination you will be eligible to write a Re-sit examination. For detailed information on Examinations Misconduct and Penalties, Missed Examinations and Re-sit Examinations, you can see Academic General Regulations (AGR): 12.10 to 12.48 of the University Calendar.

9 Conclusion

In the final analysis, you must take the responsibility for your own learning and manage your own time, based on the instructions given by the Lecturer from time to time to have the quality or first rate education. Remember that we are in a global village and we are competing with all other

Universities in the world. It is therefore, very important that: (i) you should study your self-instructional course modules carefully; (ii) attend all scheduled face-to-face sessions; (iii) attend all online sessions and use Moodle LMS technology for your online studies; and (iv) report to us at IDE, any problems that you encounter that affect your education. We are here to help you.

If you need any clarification/information, you can consult us in IDE in the following offices:

Ms. N.C. Mabuza (email: nomabuza@uniswa.sz), office number 10.

Prof. Chandraiah Esampally (email: esampally@uniswa.sz), office number 13.

I wish you all success in your endeavor of studies.

Professor Chandraiah Esampally