



UNIVERSITY OF ESWATINI
INSTITUTE OF DISTANCE
EDUCATION
PROGRAMME TUTORIAL
LETTERS
EDUCATION PROGRAMME



1 Introduction

This programme tutorial letter provides general information about the Bachelor of Education (B.ED.) and the Post Graduate Certificate in Education (PGCE) programmes. You will find additional information from the following resources:

Resource	Uniform Resource Locator (URL)
University Calendar	http://www.uneswa.ac.sz/administration-registrar-corporateaffairs-publications/university-calendar-almanac/
IDE Student Handbook	http://www.ide.uneswa.ac.sz/wp-content/uploads/2020/10/IDE-Student-Handbook-1.pdf

The programme is offered by the Institute of Distance Education. The purpose of the programme is to provide student teachers with the necessary knowledge, skills and attitudes to take on professional positions in the Education sector upon graduation. You will be equipped to grow into leadership positions or pursue research or graduate studies in education-related fields.

2 Bachelor of Education - Secondary

The Bachelor of Education-Secondary structure consists the Education major and two teaching subjects. To qualify for the Degree, a student must attend approved courses of instruction in not less than eight semesters and pass examinations. The curriculum of the degree normally takes the form of a double major. In the third level, a student chooses specialisation subject content major. This Degree has specialisation in the following content major subjects as indicated:

2.1 Bachelor of Education - Business Education

Accounting

Business Studies

Economics

In addition to Education, a student shall take two teaching subjects in Levels 1 and 2 and drop one in Level 3. The student will continue in his/her chosen major subject up to level 4 as shown in the table below: Options in Business Education by subject combination:

Option 1

Level 1	Level 2	Level 3	Level 4
Ed/Acc/BS	Ed/Acc/BS	Ed/Acc	Ed/Acc
		or	or
		Ed/BS	Ed/BS

Option 2

Level 1	Level 2	Level 3	Level 4
Ed/Acc/Econ	Ed/Acc/Econ	Ed/Acc	Ed/Acc
		or	or
		Ed/Econ	Ed/Econ

For courses under each option and levels consult the calendar at

<http://www.uneswa.ac.sz/administration-registrar-corporateaffairs-publications/university-calendar-almanac/>

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2.2 Bachelor of Education - Humanities Education

- African Languages and Literature
- English Language and Literature
- History

- Religious Education

In addition to Education, a student shall take two teaching subjects in Levels 1 and 2 and drop one in Level 3. The student will continue in his/her chosen major subject up to level 4 as shown in the table below: Options in Humanities Education by subject combination are as follows:

Option 1

Level 1	Level 2	Levels 3 & 4
Ed/ALL/Eng	Ed/ALL/Eng	Ed/ALL or Ed/Eng

Option 2

Level 1	Level 2	Level 3
Ed/His/ALL	Ed/His/ALL	Ed/His or Ed/ALL

Option 3

Level 1	Level 2	Levels 3 & 4
Ed/ALL/TRS	Ed/ALL/TRS	Ed/ALL or Ed/TRS

Option 4

Level 1	Level 2	Levels 3 & 4
Ed/His/Eng	Ed/His/Eng	Ed/His or Ed/Eng

Option 5

Level 1	Level 2	Level 3 & 4
Ed/Eng/TRS	Ed/Eng/TRS	Ed/Eng or Ed/TRS

Option 6

Level 1	Level 2	Level 3 & 4
Ed/His/TRS	Ed/His/TRS	Ed/His or Ed/TRS

For courses under each option and levels, consult the calendar at

<http://www.uneswa.ac.sz/administration-registrar-corporateaffairs-publications/university-calendar-almanac/>

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Students shall be required to take the following courses for their Degree:

Level 1: Education, Academic Communication Skills: English for Academic Purposes, Computer Skills Foundation, HIV Prevention, Infection & Management of AIDS and content courses from two teaching subjects

Level 2: Education and content courses from two teaching subjects

Level 3: Education and content courses from one teaching subject

Level 4: Education and content courses from one teaching subject; Research Project, Teaching Practice

2.3 Bachelor of Education - Primary

The Bachelor of Education Primary is offered in the following two subject specialisations:

Language Arts Education

- African Languages and Literature
- English Language and Literature

Students shall be required to take the following courses for their Degree:

Level 1: Education courses, Academic Communication Skills: English for Academic Purposes, Computer Skills Foundation, HIV Prevention, Infection & Management of AIDS, content courses from African Languages and Literature programme; and English Language and Literature programme

Level 2: Education courses, content courses from African Languages and Literature programme; and English Language and Literature programme

Level 3: Education courses, content courses from African Languages and Literature programme; and English Language and Literature programme

Level 4: Education courses, Research Project, Teaching Practice and content courses from African Languages and Literature programme; and English Language and Literature programme

Social Studies Education

- Education
- Geography
- History
- Theology and Religious Studies
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Students shall be required to take the following courses for their Degree:

Level 1: Education courses, Academic Communication Skills: English for Academic Purposes, Computer Skills Foundation, HIV Prevention, Infection & Management of AIDS, content courses from GEP; History and TRS

Level 2: Education courses, content courses from content courses from GEP; History and TRS

Level 3: Education courses, content courses from content courses from GEP; History and TRS

Level 4: Education courses, Research Project, Teaching Practice and content courses from content courses from GEP and History and/or History and TRS

For courses under each option and levels, consult the calendar at: <http://www.uneswa.ac.sz/administration-registrar-corporateaffairs-publications/university-calendar-almanac/>

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2.4 Post Graduate Certificate in Education

The Post-Graduate Certificate in Education (PGCE) is offered through IDE on a distance education mode. Normally the duration of the PGCE is two (2) semesters.

Programme Structure

A student shall be required to take courses as indicated for his/her specialisation. Such specialisation should reflect subjects that the student has done at degree level. Curriculum studies courses may be taken in subjects done up to at least Level 2.

The PGCE programme is offered in three specialisations as follows:

- (i) Business Education (Accounting, Business Studies, Commerce, Economics education)
- (ii) Humanities Education (African Languages, English, Geography, History, Theology and Religious Studies education)
- (iii) Science Education (Biology/Life Sciences, Chemistry, Computer Science, Mathematics, Physics education)

Students shall be required to take the following courses for their certificate:

Semester 1: Education courses and curriculum studies in two teaching subjects

Semester 2: Education courses and curriculum studies in two teaching subjects, mini Research Project and Teaching Practice.

For courses under each option and levels, consult the calendar at: <http://www.uneswa.ac.sz/administration-registrar-corporateaffairs-publications/university-calendar-almanac/> (Pages 388 – 390)

3 The Open and Distance e-Learning Delivery Mode

The Distance Education (DE) system involves teaching and learning at a distance, with a package of multimedia instructional materials. It is learner-oriented and enables a learner to learn independently at a distance at his/her own pace and place.

Open Distance and eLearning (ODeL) is a flexible and convenient method of teaching-learning system using multi-media resources. These include self-instructional course materials, limited face-to-face classes and online teaching-learning through a learning management system. The combined use of face-to-face and online learning is often defined as “blended learning”. The ODeL structure provides students with great flexibility and control over time, so that they can study at their own pace, place and convenience on weekends or whenever they find convenient time during the week. It also provides flexible educational opportunities in terms of access and multiple modes of knowledge acquisition, anytime from anywhere provided the internet connectivity is available. Learning materials and instruction can actually be obtained either in print or online at any time soon after they enrol into the programme.

Through the distance education mode, learning opportunities are brought to learners at home or in a work place, irrespective of whether they remain in one location or become mobile during their study. Further, the hallmark of distance education is the quality of course materials prepared by subject specialists. As such, the quality of teaching-learning in distance education is the same as the quality of teaching-learning in full-time provided the students actively interact with peers, lecturers and study materials to excel in their studies.

You may find more information in the IDE Student Handbook which is available here:

<http://www.ide.uneswa.ac.sz/wp-content/uploads/2020/10/IDE-Student-Handbook-1.pdf>

Course Instructors and tutors

For the 2021-2022 academic year, your allocated course instructors and tutors shall be indicated in your time table slots together with rooms/venues for face to face sessions, for Semester I, III, V and XII.

4 Face-to-Face Contact Session Dates and Venues

Normally, a maximum of five (5) study sessions will be allocated per semester. A timetable for these study sessions will be made available mainly in the IDE Website and a few hard copies in the Print Shop.

5 Registration

For each semester, you will be required to register for a minimum of two (2) courses. As much as it is possible to register for all the courses offered in a particular semester, it is advisable to consider factors that may interfere with your studies such as work commitment and for continuing students, carried courses to be cleared from previous semester(s). Your registration may also be limited by your current academic status from the previous semester. For instance, if you are currently having an academic warning or you are on probation, you are required to register for fewer courses.

DO NOT REGISTER FOR MORE COURSES THAN YOU CAN POSSIBLE HANDLE.

As articulated in the IDE Student Handbook: <http://www.ide.uneswa.ac.sz/wp-content/uploads/2020/10/IDE-Student-Handbook-1.pdf>, follow the procedures below for correct registration.

For a new student:

- ❖ First approach the IDE Academic Office for verification of your certificates. Bring all your original academic certificates and admission letter for verification;
- ❖ After verification of your certificates, go to the Bursary Desk to present the proof of payment of your Tuition Fees, and follow the directives you will be given;
- ❖ Proceed for online registration of your programme courses. You will be assisted with registration by the IDE Coordinators, Senior Assistant Registrar (IDE), Technologist (IDE) and the relevant Faculty Heads of Department.

N/B: As a prospective student, it is your duty to follow these steps and ensure that all the information included in your registration form is correct and relevant.

ALWAYS TAKE YOUR COPY OF THE REGISTRATION FORM FOR SAFE-KEEPING.

10 Dropping and Adding Courses

After registration, the University may allow you to add or drop courses. Normally, this will only be allowed within the **first two weeks** of the semester.

11 Exemptions

According to the University regulations, exemption may be granted for courses taken and passed at UNESWA or any other recognised institution. The procedure is that you must write an application letter to the academic office and attach your certificate and transcript from the other institution(s). Normally, an exemption will be granted if it certifies the following conditions:

- You must be registered before you apply for exemption.
- You must have obtained the qualification within 10 consecutive semesters. In other words, the qualification must not be older than five (5) years. For the 2021-2022 academic year, your qualification should have been completed in 2017 or later.
- The course content must be equivalent to the course(s) you want to be exempted from. In this regard, you may be required to submit course outline(s) from the other institution

All exemptions are processed and granted by the department offering the course. **After submitting your application, you must continue with classes until you get a response from the academic office which could be either positive or negative.**

Take note of the following:

- Exemptions are typically granted only for level 1 courses. Most departments are very reluctant to grant exemption for higher level courses
- If you qualify, the ACS Department will normally grant you exemption from ACS111, but not ACS112 where applicable unless one is a former UNESWA student.
- In the past three (3) years, only former UNESWA students have been granted exemptions from ACF111, ACF112, BUS122 and BUS134. Therefore, you are not likely to be exempted from these courses, and my advice is to register and take the courses. .

N/B: Remember that you must first register for the course before you apply for exemption. Refer to the University Calendar for more details. Here is the URL: <http://www.uneswa.ac.sz/administration-registrar-corporateaffairs-publications/university-calendar-almanac/>

12 Credits Transfer

In cases where you started a previous programme at UNESWA but did not finish it, credit for already passed course(s) may be transferred to BSc.IT programme on condition that it was obtained within ten (10) consecutive semesters. Refer to the University Calendar for more details:

<http://www.uneswa.ac.sz/administration-registrar-corporateaffairs-publications/university-calendar-almanac/>

13 Payment of Fees

In terms of the University Act and Statutes, you only become a student of the University once you have paid your Tuition Fees for the semester and are properly registered with the University. Therefore, you are encouraged to pay all stipulated fees as per the guidelines provided by the student finance office.

N/B: All assessment work that you do while not properly registered will be declared null and void by the University Senate.

14 Attendance of Face-To-Face Sessions

IDE provides a limited number of face-to-face lectures and tutorial or practical sessions. The purpose of lecture sessions is to clarify concepts 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 tutorials assist you with challenging content or difficulties met while studying. It is your duty to raise questions during the tutorial sessions.

The Student's and Instructor's Role

You the student must read all relevant materials and complete all required tasks before attending face-to-face session. IDE has adopted a student-centred approach where the student constructs his/her learning. A face-to-face session provides an opportunity for you to interact with your instructor and seek clarification and guidance on the course material. Your course instructor's role on the other hand is to help you through with your reading by clarifying concepts and helping you learn. He or she facilitates your learning.

15 Online Learning Activities

Online learning at UNESWA is delivered through the Moodle Learning Management System (LMS), which is the only official learning platform for online learning. You are enrolled on the Moodle LMS for all your registered courses immediately you are registered. You will access Moodle on <https://learn.uneswa.ac.sz>

In case you have challenges accessing Moodle LMS, the Technologist will assist you or you can contact the ICT office at the ICT Centre (ictc@uneswa.sz). Always use your Student ID number and your name when communicating with any official for you to be assisted faster.

During the Course of the Semester, you need to visit the Moodle LMS site to access course content and participate in online learning activities and assessments. I recommend that you design a timetable for study during the week since you will be attending face-to-face classes on weekends.

16 Continuous Assessment (CA) and Examination

Tests and Assignments

Normally, each course will have a minimum of two (2) tests as determined by the course instructor and specified in the course outline. In Education, assessment is normally three (3) assessment pieces of work which could be an assignment and two (2) tests or an assignment, presentation and a test.

Each course may have assignments specified in the course outline. The number of assignments is at the discretion of the course instructor. So, you are encouraged to do all work assigned to you on time.

Examination

Usually, each course will have a final examination. All examinations are coordinated by the Academic Office and written at the end of each semester. In this regard, a timetable will be circulated a few weeks before the start of an examination period. It is important for you to study and internalise your scheduled exam papers as there is no excuse for missing examinations.

Final Mark Calculation for Results

Your final mark for each course is a weighted average of the CA and Examination mark. The weighting is derived from special regulations of the department offering the course. Typically, all Education courses have a weighting of 50:50. That is the CA marks contribute fifty percent (50%) to the final mark and the Examination contributes fifty percent (50%). However, content courses and ACS courses

are weighted differently as per the different Departments that offer those courses. In addition, some courses assessed based on CA only. Refer to the University Calendar for more details: <http://www.uneswa.ac.sz/administration-registrar-corporateaffairs-publications/university-calendar-almanac/>

Missed Tests and Assignments

You are encouraged to do all your work and submit on time as required by your course instructor. Usually no make-up tests or assignment shall be given unless there is a valid reason such as ill-health. In case you miss a test, you need to report to the Coordinator Support Services in IDE who would assess if your request is genuine and give you a support letter to use when requesting a make-up test.

Make-up Tests

Make-up tests shall only be given at the end of a semester on a date stipulated in the timetable.

17 Academic Dishonesty and Plagiarism

All work submitted for assessment, must be your own and not copied from your friends or any other source. The University Calendar stipulates penalties for any person involved in academic dishonesty and plagiarism. You are therefore, encouraged to read the relevant section in the calendar on the following issues:

Misconduct in tests and examinations – strict punitive/disciplinary measures are taken against those of you who are involved in misconduct during tests and examinations.

Plagiarism – this refers to the copying of all or part of another person's work, material, publication, report, data, computer files and listings, assignment, results of an experiment, project and/or academic work without due acknowledgement of the source of that information. If you copy someone else's work without indicating your source then you are guilty of plagiarism and you will be given a zero.

18 Student Support Services

The Student Support Services Unit offers guidance and counselling on a range of issues. The coordinator is **Ms. N. C. Mabuza** (nomabuza@uniswa.sz), office number 010 in the IDE building.

19 Conclusion

I do hope that you will find the information on this short tutorial letter relevant and useful. Should you require further clarification you can send an email to;

- shongwes@uniswa.sz
- rmafumbate@uniswa.sz or
- esampally@uniswa.sz.

For face-to-face consultation see Office No.012 or Office No. 013 or Office No. 015 in IDE Block.