PROGRAMME IN HIGHER EDUCATION
STUDIES & DEVELOPMENT

M.A. (HIGHER EDUCATION STUDIES)

Dissertation (Code 7831)
Higher Education: Structured (Code 7832)
Further Education: Structured (7833)
for
academic, non-academic and managing staff
in higher or further education

INFORMATION BROCHURE

M.A. (Higher Education Studies)

UNIVERSITEIT VAN DIE VRYSTAAT · UNIVERSITY OF THE FREE STATE · YUNIVESITHI YA FREISTATA

IN DEO SAPIENTIAE LUX

ITY OF THE FREE STATE

University of the Free State

Faculty of Education

SCHOOL OF HIGHER EDUCATION STUDIES

Programme in higher education studies & development

M.A. (Higher Education Studies)

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2011

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M.A.
Higher Education Studies

CAREER OPPORTUNITIES

Higher education systems throughout the world are undergoing rapid change. In order to enable academics, non-academics and managers at higher and further education institutions to cope with change, this Master's degree provides them with the opportunity to develop professionally and to manage effectively at different institutional levels within a dynamic higher and further education environment.

ADMISSION REQUIREMENTS

A student will be admitted to the qualification if he/she meets the following prescribed requirements:

2.1 The applicant satisfies the general regulations of the University with regard to admission to master's degree studies:

2.2 The applicant meets the following prescribed requirements as stipulated in the relevant Yearbook:

2.2.1 A Bachelor's degree, a Bachelor Honours degree or an Advanced Diploma on NQF Exit Level 7 (only valid until the admission requirements for Master's degrees as stipulated by the new NQF are finally phased in) for which he/she should have obtained an average of at least 65%.

Or

A Bachelor's degree, a Bachelor Honours degree or a Postgraduate Diploma on NQF Exit level 8 for which he/she should have obtained an average of at least 65%.

And

2.2.3 Appropriate working experience related to higher education or further education and training.

2.3 The applicant signs a prescribed standard declaration pertaining to his/her related working experience in higher/further education; previous qualifications; the computer operating skills, hardware and software required for successful participation in the teaching and learning activities in the qualification; and the selection process employed for admission purposes (see centre page of this brochure).

2.4 The applicant successfully completes the following selection tests:

2.4.1   a general academic and language proficiency test as prescribed by the University (TALPS);

2.4.2   a departmental academic literacy and proficiency test.

2.5 Should the applicant not meet the requirements as stipulated in 2.1, 2.2, 2.3 and 2.4 or if he/she obtained the required qualification more than four years ago, the head of the school and/or the programme director may require that the prospective student:

2.5.1 Enrol and successfully complete (an) appropriate module(s) from the Advanced Diploma in Higher Education (ADHE) or the Advanced Diploma in Further Education (ADFE) or the Postgraduate Diploma in Higher Education studies.

2.5.2 Apply for the recognition of prior learning (RPL) according to the University's official RPL procedures.

The M.A. (H.E.S.) articulates to a Ph.D. in Higher Education Studies.

APPLICATION AND REGISTRATION PROCEDURES

Prospective students for the M.A. (H.E.S.) should adhere to the following procedures when applying for admission to the degree:

3.1 Complete the prescribed application form (downloadable from the university's website www.ufs.ac.za under "Prospective students") for admission to postgraduate study and deposit the prescribed application fee into the University's bank account.

3.2 The application should be accompanied by the following documentation:

3.2.1   Proof of payment of the application fee
3.2.2   Certified proof of personal identity
3.2.3   Certified copies of previous qualifications
3.2.4   An academic record / transcript from the university / college where the student has completed his previous qualification
3.2.5   A prescribed standard declaration referred to under ADMISSION REQUIREMENTS (see 2.3 and the centre page of this brochure or download it from our website).

Submit the application documents to the programme assistant, Ms Desi McCarthy (e-mail address: mcarthyd@ufs.ac.za; fax number 051-444 6357).

3.3 A selection committee will subsequently consider the student's application on the grounds of the relevant admission requirements and selection procedures. The head of the school and/or the programme director reserve the right to set additional requirements for admission to the relevant qualification (as explained in paragraphs 2.3 and 2.5 of this document) before the student's application may be accepted.

3.4 The programme assistant will notify the prospective student whether the application was successful or not.

3.5 If the candidate's application is successful, he/she will be permitted to complete the prescribed registration form, pay the prescribed minimum tuition fee deposit (which includes registration fees) into the prescribed bank account of the University and then submit the completed registration form plus proof of payment to the programme assistant for completion of the registration process. Successful applicants may also register online at www.ufs.ac.za/register2011 after which proof of registration should be submitted to Ms Desi McCarthy (e-mail address: mcarthyd@ufs.ac.za ; fax number 051-4446357).

3.6 The programme assistant and the programme director (or any other academic staff member of the school as appointed by the programme director will be available to advise the prospective student about the choice of modules, as well as the correct module, study and programme codes that need to be indicated on the registration form.

However, the responsibility remains with the student to ensure that the correct information has been provided.

3.7 **The closing date for all applications for admission in January 2011 is Tuesday, 30 November 2010 at 08:00. The closing date for all applications for admissions in July 2011 is Tuesday, 31 May 2011 at 08:00.**

FINANCIAL ASSISTANCE AND BURSARIES

No financial assistance is currently available in the Master's degree programme for prospective students. However, prospective students may contact the following institutions for possible financial assistance:

5.1 Eduloan. Thakaneng Bridge on the Main Campus of the UFS.
Tel: +27(0) 51 444 4892

5.2 NRF bursaries for postgraduate students
Mr TZ Choane at the George du Toit Building, Main Campus, UFS): Tel: +27(0) 51 401 2106 NRF website: www.nrf.ac.za

5.3 Free State Department of Education bursaries for departmental employees & college lecturers Tel: +27 (0) 51 404 9520 Fax: (051) 448 1845

5.4 Students may also enquire at their own institutions (for example CUT, VUT, UFS, etc.) whether they qualify for study benefits.

5.5 Financial Aid Office at UFS. Tel: +27(0) 51 401 9359 or +27(0) 51 401 3603

DURATION AND MODE OF DELIVERY

The structured degree (Code 7832) is offered on a part-time basis spread over two years in a resource-based and blended learning mode, with 20 lesson hours per block contact session per module per semester, as well as orientation sessions at the beginning of each semester. The unstructured degree (Code 7831) requires the completion of a full Master's degree dissertation spread over two years and requires the attendance of a research methodology and group supervision programme during the first year of study.

BLENDED LEARNING AND THE LEARNING MANAGEMENT SYSTEM

The blended learning approach requires of students to have access to the Internet (preferably broadband access) since an electronic learning management system (LMS) is used for the purpose of structured learning progress during the semester and for structured communication between module facilitators and students, as well as between students themselves. All study materials, assignment submissions and the establishment of other links to relevant Internet sources are managed by means of this learning management system. Students should also have basic computer literacy skills such as word processing and presentation skills and should have access to appropriate computer hardware and software for electronic LMS operation and participation (see p.15).

During the orientation session in the beginning of the year, prospective students who need guidance regarding the learning management system, word processing and presentation skills, will be assisted/trained in this regard (as applicable). Applicants should indicate which of these skills they need assistance/training on (see the standard declaration form).

BLOCK CONTACT SESSIONS

Over and above the orientation session in the beginning of Year One, a compulsory block contact session of 20 lesson hours for each module will take place around the middle of March or September each year. Students will be expected to complete prescribed reading and short written assignments as preparation for the block contact sessions. Structured assistance in this regard will be made available on the electronic learning management system.

CONTINUOUS ASSESSMENT

In the structured degree curriculum, assessment entails continuous assessment that includes a variety of tasks and activities (e.g. written assignments, group activities, presentations, case studies, projects and portfolios).

These tasks and activities may also serve as semester assignments contributing to a semester or year mark for a module (as applicable).

SafeAssign AND STANDARD DECLARATION ATTACHED TO ALL ASSIGNMENTS

Students should take note that the following standard declaration should be attached to each and every individual or group assignment (irrespective of the format of the assignment and whether it is hard or soft copy) submitted to their respective module facilitator(s).

No assignment will be assessed by a module facilitator if the declaration is not attached to it:

I/we, _____

[fill in the full name(s) and surname(s) of candidate/group members, as applicable] hereby declare that all the work included in this assignment/presentation/portfolio is my/ our* own work; that none of the work included in the assignment/presentation/portfolio is a copy of the work of any other current or former candidate or group of candidates for this module or programme or any other similar programme or module; and that all group work and other sources (literature or otherwise) that were eventually consulted and used for completing this assignment/presentation/portfolio* have been properly and completely acknowledged according to generally accepted principles of referencing..

In addition, students must also submit all assignments electronically via the SafeAssign Blackboard facility. A hard copy of the SafeAssign plagiarism certificate must also be attached to all hard copies of assignments.

SUMMATIVE ASSESSMENT/EXAMINATION

Open book examinations are written in only some of the modules. In the other modules alternative summative assessment instruments are used (e.g. a portfolio, presentation, capstone project, etc.). The final mark for a module consists 40% - 60% of the semester mark and 40% - 60% of the examination mark. In the case of the unstructured degree, only summative internal and external assessment of the final manuscript of the full Master's degree dissertation is applied.

OCCASIONAL STUDIES

Prospective students may also opt to enrol for occasional studies (Code 7299) and complete single modules from the structured degree. Please contact Ms. Desi McCarthy in this regard.

FEES FOR APPLICATION, REGISTRATION AND TUITION

A general application fee of R245,00 and a registration fee of R730,00 per year apply. A minimum deposit of R3090,00 (which includes the R730,00 registration fee) is payable 5 days before registration. In cases where prospective students enrol for a single module only, the minimum deposit will be adjusted accordingly. Thus the balance will be considered as an advance payment of the tuition fees for the year. The projected total for 2011 tuition fees is R14121,00 (should the degree be completed in one year).

Prospective students will also be required to pay an amount of R75,00 to allow them to sit for a mandatory academic writing and language proficiency test **(TALPS).**

The University may also periodically debit a student's account with small amounts for campus levies or learning support material. Students are also reminded to budget for text books, study material, travelling and accommodation costs.

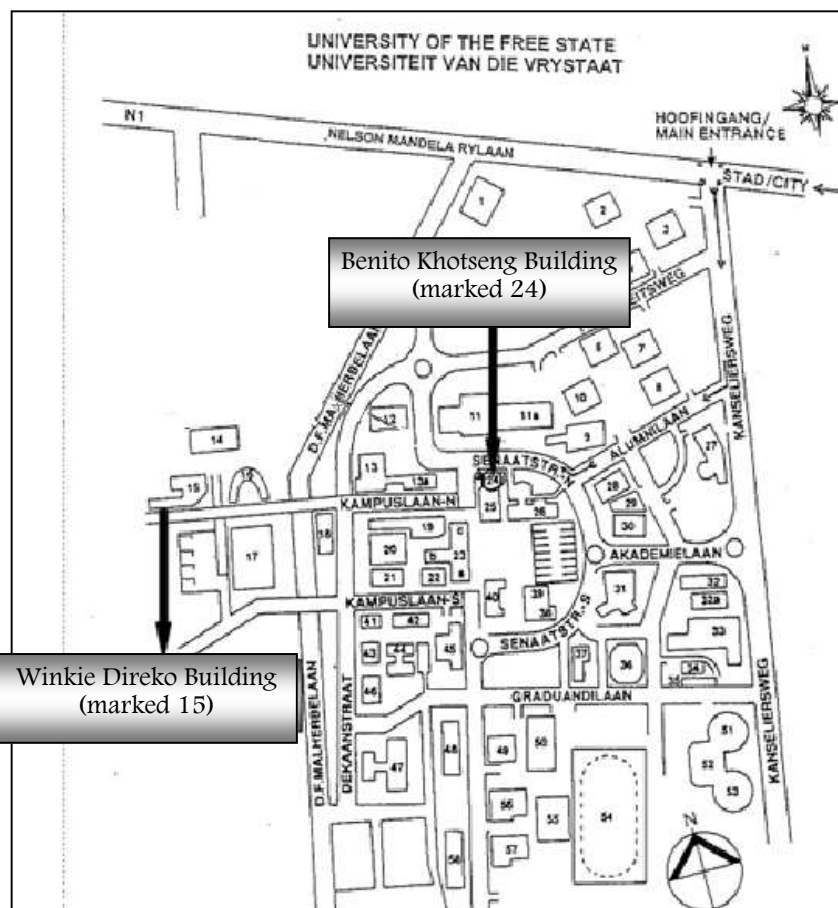## ACCOMMODATION DURING ORIENTATION & BLOCK CONTACT SESSIONS

Prospective students must please take note that all accommodation arrangements during attendance of the orientation and block contact sessions are their own responsibility and for their own accounts. The University of the Free State does not offer any accommodation services in this regard. The Bloemfontein Accommodation Association website offers a wide variety of accommodation facilities that may be considered: www.bloemfonteinaccommodation.co.za

Prospective students should please contact these persons on their own.

VENUES FOR CONTACT SESSIONS

The School of Higher Education Studies is housed in the Winkie Direko Building but most of the contact sessions are scheduled to take place in the Seminar Room (Room 107) of the

CURRICULUM FOR THE STRUCTURED MASTER'S DEGREE (Codes 7832)

Students for the structured Master's degree are advised to complete the three core modules, as well as one or two electives in Year One. The third elective may be taken in Year Two, and must then be completed together with the compulsory comprehensive mini-dissertation (HES791/701) during Year Two. Students may, however, opt to complete all three their electives during Year One.

Magister Artium (Higher Education Studies): Higher Education: Structured
Study code: 7832   NEW NQF LEVEL 9
Total credits: 180

FOUR COMPULSORY MODULES
(one of which should be selected from a prescribed group):

Year One - Semester One

Code	Costs	Module name	Description	Credits
HES710	R1569,00	Higher Education Studies in context (compulsory).	Students will be equipped with knowledge and skills with respect to policy-making, modern systems of and change/ transformation in higher or further education (nationally and internationally). This module lays a firm foundation for all the other modules.	20
		Select ONE from the following group*:		
HES715	R1569,00	Leadership and management OR	In this module students will be equipped with knowledge and skills with regard to academic leadership and management (i.e. of oneself, work, students and colleagues).	20
HES712	R1569,00	Programme development/Quality assurance OR	In this module students will be equipped with knowledge and skills with regards to national policies concerning programme development and quality assurance, the criteria necessary to support the implementation of policies and self-evaluation/ other mechanisms as well as the organisational contexts of institutional programme planning and quality assurance management systems (IQAMS). This module also provides practical suggestions on the quality of the core functions of higher/further education institutions.	20

Code	Costs	Module name	Description	Credits
HES723	R1569,00	Student/adult learning and development	Students will be equipped with knowledge and skills with regards to adult education, the bio-psychosocial context of student/adult learning, the latest trends as well as general learning theories (nationally and internationally).	20

* Any of the modules in the group marked * which is not selected here, may be selected as an elective in Year Two, Semester One. Students should note, however, that the three modules are presented simultaneously during the same block contact session. Thus a student may only select one of the three modules at a particular point in time.

Year One - Semester Two (compulsory)

Code	Costs	Module name	Description	Credits
HES790	R1569,00	Research in Higher Education Studies	Students will be equipped with the necessary knowledge and skills to formulate and plan systematically, according to the research process, a research proposal via appropriate designs/techniques for data collection and meaningful report back. This compulsory module serves as a prerequisite for admission to HES791.	20

Year Two - Semesters One and Two (compulsory)

Code	Costs	Module name	Description	Credits
		Select ONE of the following:		
HES791	R4707,00	Comprehensive mini-dissertation: Higher Education Studies OR	Students will be equipped with the necessary knowledge and skills to systematically plan and write, according to the research process, a mini-dissertation, via appropriate designs/techniques for data collection and meaningful report back. The compulsory HES790 module serves as a prerequisite for admission to HES791. (The appointment of supervisors for individual students depends on the expertise and availability of staff as first priority and student choice as second priority.)	60

		Select ONE of the following:		
HES701	R4707,00	One (1) publishable article: Higher Education Studies **	Students will be equipped with the necessary knowledge and skills to systematically plan and write, according to the research process, a publishable article via appropriate designs/techniques for data collection and meaningful report back. The compulsory HES790 module serves as a prerequisite for admission to HES701. (The appointment of supervisors for individual students depends on the expertise and availability of staff as first priority and student choice as second priority.)	60

** Only students with proven prior research experience will be allowed to enrol for this option (marked **). The article will have to be presented according to a prescribed format, which bears similarity to that of the master's degree comprehensive mini-dissertation.

THREE ELECTIVES
Select ANY THREE of the electives as outlined below:

Semester One (Year One or Year Two): Electives

		Select ONE of the electives in this group at a particular point in time (provided that the particular module selected here as an elective has not already been selected as a compulsory module)***:		
HES715	R1569,00	Leadership and management OR	In this module students will be equipped with knowledge and skills with regard to academic leadership and management (i.e. of oneself, work, students and colleagues).	20
HES712	R1569,00	Programme development/Quality assurance OR	In this module students will be equipped with knowledge and skills with regards to national policies concerning programme development and quality assurance, the criteria necessary to support the implementation of policies and self-evaluation/	20

			other mechanisms as well as the organisational contexts of institutional programme planning and quality assurance management systems (IQAMS). This module also provides practical suggestions on the quality of the core functions of higher/further education institutions.	
HES723	R1569,00	Student/adult learning and development	Students will be equipped with knowledge and skills with regards to adult education, the bio-psychosocial context of student/adult learning, the latest trends as well as general learning theories (nationally and internationally .	20
		Select ONE of the electives in this group at a particular point in time *:**		
HES718	R1569,00	Postgraduate supervision OR	Students in this module will be equipped with the knowledge and skills with respect to quality postgraduate supervision practice.	20
HES736	R1569,00	Mentoring	Students will be equipped with knowledge and skills regarding mentoring, e.g. different approaches to mentoring; benefits and pitfalls of mentoring; the roles of the mentor/mentee and the phases of the process. Insight into and self-knowledge of personal and academic competencies of both the mentor and mentee are regarded as foundational in establishing an effective mentoring relationship. Students are provided with learning opportunities to practice interpersonal skills and to conduct the mentoring process within ethical boundaries. Special attention is given to the display of sensitivity towards diversity.	20

Semester Two (Year One or Year Two): Electives

Code	Costs	Module name	Description	Credits
		Select ONE of the electives in this group at a particular point in time*:**		
HES717	R1569,00	Community service learning OR	In this module students will be equipped with knowledge and understanding of the various notions and purposes and with the necessary skills to engage in community-based education as well as to develop a service learning module. Students will gain an increased awareness of social responsibility and the democratic value system essential for developing and implementing community service learning.	20
HES719	R1569,00	The design, implementation and management of an E-learning environment	This module provides students with the necessary skills to plan, implement, manage and evaluate an e-learning environment. In addition, the product of the module will be a course unit that you will be able to implement immediately.	20
HES720	R1569,00	Learning design and learning facilitation	Students will be equipped with knowledge and skills with regard to programme and module planning, related policies, and the development of these in practice (e.g. design/ writing of learning material). Students will also be equipped with knowledge as well as critical and reflective skills with respect to established and contemporary perspectives on good facilitation of learning. The importance of the process of constructive alignment is continuously emphasized.	20

HES721	R1569,00	Assessment and moderation	Students will be equipped with knowledge as well as critical and reflective skills with respect to established and contemporary perspectives on student assessment (e.g. purposes, forms, methods, approaches, strategies, models, instruments, tools and/or principles) and moderation in a changing further and higher education environment by means of, among others, the exciting patchwork text approach. The importance of the process of constructive alignment is continuously emphasized.	20
HES724	R3138,00	Administration and support ****	Students will be equipped with knowledge and skills with respect to administration and support in the context of higher education. Of importance are directional theories and principles within the field of administration and support, the psycho-social dimensions of effective service delivery, legal and ethical foundations of administration and support, as well as underlying and directional policy structures.	40

*** In the case of the modules appearing in the same cell in any of the two tables above (marked ***), only ONE of the relevant modules may be selected as an elective at a particular point in time. The reason for this is that these modules are presented simultaneously during the same block contact session.

**** **Administration and Support** (HES724) is a double module (40 credits) and therefore accounts for two of a student's three electives.

CURRICULUM FOR THE UNSTRUCTURED MASTER'S DEGREE (Code 7831)

Magister Artium (Higher Education Studies): Dissertation
Study code: 7831   NEW NQF LEVEL 9
Total credits: 180

Code	Costs	Module name	Description	Credits
HES700	R7061,00 per annum	Dissertation: Higher Education Studies OR	Students will be equipped with the necessary knowledge and skills to systematically plan and write, according to the research process, a full dissertation via appropriate designs/techniques for data collection and meaningful report back. Students will be supported by means of a well structured research methodology and group supervision programme. (The appointment of supervisors for individual students depends on the expertise and availability of staff as first priority and student choice as second priority.)	180
HES702	R7061,00 per annum	Two (2) related publishable articles: Higher Education Studies *****	Students will be equipped with the necessary knowledge and skills to systematically plan and write, according to the research process, two related, publishable articles via appropriate designs/techniques for data collection and meaningful report back. Students will be supported by means of a well structured research methodology and group supervision programme. (The appointment of supervisors for individual students depends on the expertise and availability of staff as first priority and student choice as second priority.)	180

*****Only students with proven prior research experience will be allowed to enrol for this option (HES702). The articles will have to be presented according to a prescribed format, which bears similarity to that of the master's degree dissertation.

NB:
A structured research methodology and group supervision programme is also presented for students doing HES700 or HES702.
Prospective students for the article option in HES 702 will be carefully selected and should have experience of publishing in accredited journals.

COMPUTER OPERATING SKILLS AND COMPUTER HARDWARE & SOFTWARE REQUIRED FOR USING THE BLACKBOARD LEARNING MANAGEMENT SYSTEM (LMS)

Each M.A. (H.E.S.) applicant must attach a properly completed, signed and dated declaration to his/her application which, among others, confirms that he/she indeed has the required computer operating skills, as well as access to appropriate computer hardware and software (as listed below) in order to successfully complete all the modules in the M.A. (H.E.S.) (see 2.3). Applicants who need assistance in this regard, should also indicate this on the declaration forms.

The following minimum basic computer operating skills are required to operate the LMS:

Operating MS Office (including Word, Excel and PowerPoint)
Operating Windows Media Player
Internet operating skills (e.g. surfing the web or using Google)

The following minimum computer hardware is required:

A computer with internet access *(working from the office is <u>not</u> recommended due to strict firewall regulations by companies)*, as well as with the following properties:
Duo Core with 1GB RAM (recommended)
1GB of free space
A modem with the following minimum connection speed: 3G or ADSL *(3G is not as reliable as ADSL)*. A dial-up modem is <u>not</u> recommended.

The following minimum software is required:

Windows XP SP2 (or higher)
Java Runtime 6 update 16
JavaScript must be enabled (for the Blackboard chat sessions)
Internet Explorer 7 (or higher) or Firefox
Acrobat Reader 9 (or higher)
Ms Office 2003 (as a minimum)
Ms Word 2003 (or higher; 2007 is recommended)
Ms Excel 2003 (or higher; 2007 is recommended)
Ms PowerPoint 2003 (or higher; 2007 is recommended)

CONTACT DETAILS

For academic and curriculum enquiries:

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School of Higher Education Studies
http://www.ufs.ac.za/education