

## **PROCESSES & PROCEDURES FOR TEACHING PRACTICE**

**PRS1045, PRS2049, PRS304C, PRS403E, PST104F, PST204J, PST304M, PST402N, PCF410X, PFC104T, PTEAC1X, PTEA2Y, TPR100C, TPR200F**

If you will be doing one or more of the above teaching practice modules in future, please take note of the following that need to be done before registration:

- Students must download the DSAR25/27 form on [www.unisa.ac.za](http://www.unisa.ac.za) (go to Study, Under graduate studies then click on the Forms & Codes)
- Students must fill in the DSAR25/27 form (with school stamp and start & finish dates), after having found a school that allows them to do their teaching practice
- During registration, please populate the online form using the information on the completed and stamped DSAR25/27 form
- Whether a student is registering at a UNISA Regional Office or at home online, a student must have the filled in DSAR25/27 form with them since they will need the information in order to populate the registration form
- Students must contact the relevant workstation/office if a school of their choice is not on the list (dropdown list)
- After registering and your registration has been confirmed, please email or fax the DSAR25/27 to the relevant office as reflected on the link below:  
<http://www.unisa.ac.za/Default.asp?Cmd=ViewContent&ContentID=95421>

If the above procedure is effectively followed, it will be easy for students to be immediately placed in schools and supervisors allocated to them.

## **TEACHING PRACTICE PROCESSES & PROCEDURES FOR ILL-DISCIPLINED STUDENTS**

From time-to-time, the Office receives complaints from Schools, Supervisors and other fellow Students regarding those students who do not fully comply with the teaching practice periods. These students are, therefore, cheating the teaching practice in that they do not adhere to the following:

- Students registered for two teaching practice modules must be at the school for 10 weeks, this will allow the required 5 weeks for each module
- Two teaching practice sessions at the school cannot be done concurrently (at the same time), but can be done consecutively (one after the other with or without a break in between)

## **PROCESS FOR DEALING WITH ILL-DISCIPLINED STUDENTS (CHEATING TEACHING PRACTICE)**

- Each reported transgression will be referred to the relevant department of the University for follow-up investigations leading to disciplinary hearings
- Some cases that involve criminality such as fraud might be taken up by the police if referred by the University legal department
- Students are advised to familiarize themselves with the Disciplinary Code of Conduct and other related University Policies in this regard.