



## FACULTY OF EDUCATION – Covid 19 - LOCKDOWN PERIOD

**Office hours: Monday – Friday (08h30 – 15h00)**

***\*Office hours may change at short notice***

### Emergency contacts

Head of Faculty Administration	Dr Gadija Petker	<a href="mailto:gpetker@uj.ac.za">gpetker@uj.ac.za</a>
Senior Faculty Officer	Mrs Chantel Velleman	<a href="mailto:chantelw@uj.ac.za">chantelw@uj.ac.za</a>

### Office telephone numbers at reception during office hours are:

APK	Mr Lefa Morwena and Mr Emmanuel Nkuna	011 559 3251
SWC	Ms Elizabeth Dreyer	011 559 5562
Email: <a href="mailto:eduqueries@uj.ac.za">eduqueries@uj.ac.za</a>		

*Note: When you require assistance for administrative matters please send an email to the relevant staff member listed below.*

Faculty of Education: Academic Administration – Dean’s Office									
Designation	Surname	Name	Title	Email	Responsibility	Qualifications (codes) responsible for			
Faculty Officer	Bence	Irma	Mrs	<a href="mailto:irmab@uj.ac.za">irmab@uj.ac.za</a>	B Ed Senior and FET Teaching Phase – Life Orientation Post Graduate Diploma in Research Supervision, Advanced Diploma in Remedial Education, Short learning programmes PGCE – Life Orientation PGCE – Arts and Culture Research Ethics Committee Advanced Diploma in School Leadership and Management (SETA students) B Ed UG Applications for transfer/entering students (APK qualifications)	A5REMO A5REM0 E5PRSQ E5PIEQ B5ACCC A5FLOQ A5SARQ A5SLMO	B5LOPQ B5LIHQ B5SOOQ B5SOSQ B5LIFQ B5ACCC B5LOPQ B5LIFQ S5PRSQ S5ASCQ	S5ALRQ S5APRQ S5CEIQ S5PRSQ S5RETQ S5SNRQ S5SQRQ S5LSIQ S5SAIQ B5ACUQ A5FLOQ	
Administrative Officer	Cancelliere	Semoni	Ms	<a href="mailto:semonic@uj.ac.za">semonic@uj.ac.za</a>	Faculty Higher Degrees Masters and Doctoral Assessments Masters and Doctoral (Contact programmes) Post-Doctoral Research Fellows	M5EMUQ M5HEDQ M5MAEQ M5SCEQ M5TEDQ M5PHEQ M5EDLQ M5MSEQ M5CPEQ	P5PSYQ P5CHEQ P5ECSQ P5EPSQ P5STEQ P5ELMQ M5CHEQ M5STEQ M5VHRQ M5ELMQ	PHD600 PHD200 PHD100 PHD400 PHD500 DED003 M5ECSQ M5EPSQ M5DLMQ	
Administrative Assistant	Du Plessis	Mentani	Ms	<a href="mailto:mentanidp@uj.ac.za">mentanidp@uj.ac.za</a>	Venue bookings and Temp appointments Honours STEM applications PGCE: A5NSSQ (Sciences) B Ed Senior and FET Teaching Phase – Language Education (English) 3 <sup>rd</sup> years	H5SSIQ H5SSSQ H5LLLQ H5SSMQ	A5NSSQ H5SSTQ B5LAEQ		
Faculty Officer	Mackenzie	Thandi	Ms	<a href="mailto:thandim@uj.ac.za">thandim@uj.ac.za</a>	B Ed Senior and FET Teaching Phase – Life Science, Mathematics, Geography and Physical Sciences Graduation co-ordination Examination marks Master’s online: Education Leadership and Management B Ed UG Applications for transfer/entering students (APK qualifications)	B5SEGEQ B5STEQ B5SGEQ B5SMMQ B5STTQ	B5SPSQ B5SLSQ M5EMAP M5EDMP		
Faculty Officer	Mogano	Lebogang	Miss	<a href="mailto:lmogano@uj.ac.za">lmogano@uj.ac.za</a>	B Ed Intermediate Phase Honours: Childhood Education Short Learning Programmes Honours: Education Leadership and Management (Contact and online programme) Qualification Verification (QVS) Honours/PG Diploma Bursaries Advanced Diploma in School Leadership and Management (HEPSA students) B Ed UG Applications for transfer/entering students (SWC qualifications)	H5ELMQ B5BITQ B5BIPQ H5CHEQ H5ELMP M5EPYQ A5SLMP	S5MSNO S5ACTQ S5LTLQ S5OPFQ M5PSEQ		

Designation	Surname	Name	Title	Email	Responsibility	Qualifications (codes) responsible for	
Administrative Assistant	Mampa	Marungwane Lydia	Mrs	<a href="mailto:lmela@uj.ac.za">lmela@uj.ac.za</a>	B Ed Foundation Phase Honours: Educational Psychology Short learning Programmes	H5EDPQ B5BFPQ B5BFPO	S5ZPAQ S5SPAQ
Faculty Marketer	Mohau	Prudence	Mrs	<a href="mailto:pmohau@uj.ac.za">pmohau@uj.ac.za</a>	Funza Lushaka Bursaries Honours/PG Diploma Bursaries Supervisor linked bursaries Faculty marketing		
Faculty Assistant	Morweng	Thato	Ms	<a href="mailto:tmorweng@uj.ac.za">tmorweng@uj.ac.za</a>	Pre-registration for master's and doctoral students Honours: Curriculum Studies B Ed Senior and FET Teaching – Business and Management Studies PGCE: A5SBUQ (Commerce Education) PGCE: A5STEQ (Technology) PGCE: A5FHIQ (History) B Ed Senior and FET Teaching Phase – Language Education (English) 4th years	51MPRP 51PREP H5CSTQ B5BSBQ B5BSSQ B5BSAQ B5BSMQ	A5SBUQ A5STEQ A5FHIQ B5LAEQ B5BSEQ B5BSSQ
Administrative Assistant	Msibi	Nthabiseng	Ms	<a href="mailto:nmsibi@uj.ac.za">nmsibi@uj.ac.za</a>	B Ed Senior and FET Teaching Phase – Language Education (English) 1 <sup>st</sup> years Post graduate Diploma in Higher Education PGCE: A5SMAQ (Mathematics) PGCE: A5FBUQ (Commerce Education) PGCE: A5FMAQ (Mathematics)	B5LAEQ E5DHEQ A5SMAQ A5FBUQ A5FMAQ	
Administrative Assistant	Nzama	Confidence	Ms	<a href="mailto:zisandan@uj.ac.za">zisandan@uj.ac.za</a>	B Ed Senior and FET Teaching Phase – Language Education (English) 2 <sup>nd</sup> years PGCE: A5FLAQ (Languages) PGCE: A5SLAQ (Languages)	B5LAEQ A5FLAQ A5SLAQ	
Senior Faculty Officer	Velleman	Chantel	Mrs	<a href="mailto:chantelw@uj.ac.za">chantelw@uj.ac.za</a>	Master's online: Information Communication and Technology (ICT) Examination and academic structure matters BEd: Senior and FET (Afrikaans, isiZulu and Sepedi) B Ed Senior and FET: Select pipeline qualifications B Ed UG Applications for transfer/entering students (SWC qualifications) Advanced Diploma: TVET	M5ICTQ M5DTEP A5SFTQ A5FTTQ B5LAAQ B5LANQ	B5LAFQ B5LAZQ B5LASQ A5TVEO A5TVDO A5TVIO A5TVCO