



**FACULTY OF EDUCATION**  
**Short Learning Programme in Global Citizenship and Values Education**  
**(S5GCVQ)**

This document provides a guideline of the application process for S5GCVQ in the 2024 academic year.

Note there are two sets of information.

**The first (Section 1)** is for **\*new applicants** who are applying to UJ for the first time for the Short Learning Programme qualification (**S5GCVQ**).

**The second (Section 2)** is for **applicants who previously applied to UJ** (who have a UJ student number) and are now applying for the Short Learning Programme qualification (**S5GCVQ**).

**Section 1: This section is relevant to first-time (new) applicants applying for the**  
**Short Learning Programme in Global Citizenship and Values Education**  
**(S5GCVQ)**

*\*new refers to persons who have never applied to UJ before*

Before you apply, please see the minimum entry requirements below:

To gain admission into the Short Learning Programme a potential student should possess:

- A four-year Bachelor of Education degree,
- Or  
a general NQF level 7 first degree plus a 120C NQF level 7 Advanced Diploma in Teaching/ Postgraduate Certificate in Education (PGCE)
- Or  
A four-year professional teaching qualification(s) as well as an Advanced Diploma in a cognate sub-field of Education

In addition, an average of 65% for the previous degree is required to be allowed into the programme. Prospective students who apply for the SLP may undergo an additional selection process. The selection process may include interviews or written submissions and will take the following into account: previous academic achievement, personal skills, interpersonal skills, the ability to work in a team and the potential to develop critical and independent thinking on educational issues and problems. This selection process will also consider an applicant's commitment to participate in lectures and discussions both physically (on campus) as well as virtually, as may be prescribed from time to time.

If you meet the minimum entry requirements (or have special permission to apply) you can proceed to apply online for the qualification.

Mature age exemption: If you require this prior to admission into the programme consult with the Matriculation Board via [applications@usaf.ac.za](mailto:applications@usaf.ac.za) or visit the website for additional information [Click Here](#)

For 2025 the UJ online application cycle will be open from 26 August 2024 until 15 November 2024.

To apply for the Short Learning Programme (S5GCVQ) follow this link: [Click Here](#)

There will be one option to choose as noted in the table below. When you are applying you have to use the allocated token for the application to be available for you. If you do not use the allocated token the application will not be visible/available to you. **Please ensure that you select 2025 as the academic year before typing in your token.** The **token** (see table below) must be typed in CAPS by applicants. If not typed correctly the qualification will not display online and the application will remain incomplete.

Qualification code	Description	Token
S5GCVQ	Short Learning Programme in Global Citizenship and Values Education	EDUGCVQ

Academic Application Process

\* Do you already have a student number?

No

\* Are you returning to finalise an incomplete application?

No

\* Enter qualification token (if applicable)?

Yes

\* Qualification Token:

EDUGCVQ

A qualification token is only applicable when communicated via marketing material e.g. brochures/year books etc. for specific qualifications.

Then follow the various prompts to complete the application.

Once the application is concluded all supporting documents must be submitted via email to [ujappdocs@listsrv.uj.ac.za](mailto:ujappdocs@listsrv.uj.ac.za) using **only** your student number in the subject line per format noted in the table below.

Supporting documents must comply with the following:

- It must be certified.
- All documents must be emailed individually in PDF format to [ujappdocs@listsrv.uj.ac.za](mailto:ujappdocs@listsrv.uj.ac.za) attached as separate documents on viz. NSC results separate, academic records and degree or diploma certificates etc.
- The scanned format to be used must be as a jpeg, gif, or tiff file, which is user-friendly for our document management system.

Submit to: [ujappdocs@listsrv.uj.ac.za](mailto:ujappdocs@listsrv.uj.ac.za)

Subject line of the email: Student number, Surname, Initial and document type (ID/Academic Record/qualification certificate)

Examples:

- For SA ID/passport submissions: 900024432: Mabaso G – Identity document/passport
- Qualification certificate: 900024432: Mabaso G - Qualification certificate:
- Academic record: 900024431: Mabaso G – Academic record

**What to submit:** The table below provides a list of items the student must submit via email. (All documents must be submitted in one email)

a) Certified South African ID or if an international student a passport copy would be required
b) Certified Qualification certificate
c) Certified Academic record (matching the qualification certificate)

**Questions about the application and registration process** can be directed to the colleague listed below:

- Mr Tebello Moloi – [tebellom@uj.ac.za](mailto:tebellom@uj.ac.za)

**Section 2: This section is for applicants who previously applied to UJ and are now applying for the Short Learning Programme in Global Citizenship and Values Education (S5GCVQ)**

Before you apply, please see the minimum entry requirements below:

To gain admission into the Short Learning Programme a potential student should possess:

- A four-year Bachelor of Education degree,
- Or  
a general NQF level 7 first degree plus a 120C NQF level 7 Advanced Diploma in Teaching/ Postgraduate Certificate in Education (PGCE)
- Or  
A four-year professional teaching qualification(s) as well as an Advanced Diploma in a cognate sub-field of Education

In addition, an average of 65% for the previous degree is required to be allowed into the programme. Prospective students who apply for the SLP may undergo an additional selection process. The selection process may include interviews or written submissions and will take the following into account: previous academic achievement, personal skills, interpersonal skills, the ability to work in a team and the potential to develop critical and independent thinking on educational issues and problems. This selection process will also consider an applicant's commitment to participate in lectures and discussions both physically (on campus) as well as virtually, as may be prescribed from time to time.

If you meet the minimum entry requirements (or have special permission to apply) you can proceed to apply online for the qualification.

Mature age exemption: If you require this prior to admission into the programme consult with the Matriculation Board via [applications@usaf.ac.za](mailto:applications@usaf.ac.za) or visit the website for additional information [Click Here](#)

**For 2025** the UJ online application cycle will be **open from 26 August 2024 until 15 November 2024**.

**To apply for Short Learning Programme qualification (S5GCVQ)** follow this link: [Click Here](#)

As you have applied to UJ before you will need your student number and user PIN to apply using the link above. **You may request for your PIN to be sent to you via email by entering your UJ student number and clicking on the highlighted button in the print screen below:**

If you have forgotten your user **student number** or **need to update your email address**, please call the UJ Call Centre on 011 559 4555 to update your biographical contact details e.g. email address and cell number.

Once you have logged in you will be required to enter a temporary password that would have been emailed to your registered email address as seen in the print screen below: *(If you haven't received the email, click on the Forgot Password button to get a new one to be email to you)*

When creating your new password, be sure to familiarise yourself with the new password rules.

Once logged into the system, click on **Academic/Residence Application** as per the print screen below. Thereafter, click on POPIA (if *not* already accepted), accept it and then click on **Academic/Residence Application**. Then click on **“Show”** under the *Academic Applications* category.

**Student Web**

- ▼ E-Academic Record
- ▼ Update Address/Contact Details
- ▲ Academic/Residence Application
  - Proforma Rules and Regulations
  - POPIA
  - Upgrading Grade 12 Results?
  - Enter Previous Studies at Another Institution
  - Uploading of Documents Required
  - Academic/Residence Application
    - Registration
    - Changes to Registration
    - Residence Registration
    - Cheque and Credit Card
  - Payment
    - Proforma Statement
    - NSFAS and Bursary Allowances
    - Maintain Banking details
    - Online Refund
    - Fee Statement
    - AOD (Acknowledgment of Debt)
    - SRC Trust Fund Applications
    - Student Finance
    - SRC Fund and Meal Application
- Logout

**Note:** Please contact the UJ Biographics Division at [biographics@uj.ac.za](mailto:biographics@uj.ac.za) should you wish to update any biographical details listed under this section.  
[Show Biographical](#)

**Address Information**  
**Note:** Address Update notes for returning student applications  
[Show Addresses](#)

**Contact Information**  
**Note:** Contact Update notes for returning student applications  
[Show Contact Information](#)

**Contact Persons Information**  
**Note:** Address Update notes for returning student applications  
[Show Contact Persons](#)

**Disabilities**  
**Note:** Disability notes for returning student applications  
[Show Disabilities](#)

**School Leaving Subjects**  
**Note:** School Subject notes for returning student applications  
[Show School Leaving Subjects](#)

**Previous Studies**  
**Note:** Previous Study notes for returning student applications  
[Show Previous Studies](#)

**Academic Applications**  
**Note:** Academic Application notes for returning student applications  
[Show Academic Applications](#)

**Residence Applications**  
**Note:** Residence Application notes for returning student applications  
[Show Residence Applications](#)

After clicking on show, a list of all your previous applications will show and a button on the bottom right named 'Add New Academic Application'. Click on "Add New Academic Application" as per screenshot below.

**Academic Applications**  
**Note:** Academic Application notes for returning student applications  
[Hide Academic Applications](#)

Academic Year	Academic Preference	Qualification	Description	Admission Status
<a href="#">Add New Academic Application</a>				

**Residence Applications**  
**Note:** Residence Application notes for returning student applications  
[Show Residence Applications](#)

Select the Academic Year **2025**. Please note that you need to capture a "Qualification specific token" please type in your token in the yellow highlighted space shown below: There will be one option to choose as noted in the table below. When you are applying you have to use the token number for the application to be available for you. If you do not use the token the application will not be available to you.

The **token** (see table below) must be typed in CAPS by applicants. If not typed correctly the qualification will not populate online and the application will remain incomplete.

Qualification code	Description	Token
S5GCVQ	Short Learning Programme in Global Citizenship and Values Education	EDUGCVQ

Once you have clicked on Search, select the course you are applying for shown below.

Process Trail: [Qualification](#)>>

**Choice of Programme or Qualification**

Student Number: 217003889  
Name: MR GIFT TEBELLO MOLOI

**Note:** Select your intended year of study from the "Academic Year" list provided. Enter a word or phrase pertaining to your intended field of study. will perform a search for an exact match of the text entered. All fields indicated with a \* must be completed.

Academic Year: 2025 \*

Enter a Qualification Specific Token if Applicable: EDUGCVQ


Find A Programme or Qualification Containing: \*

Restrict the Search to: Do not restrict any programme

Search Return to the Application Process

## Academic/Residence Application

**Note:** Click on the Qualification to proceed with your application.

Qualification	
Faculty - EDUCATION (CEP)	
 <b>S5GCVQ</b>	GLOBAL CITIZENSHIP AND VALUES EDUCATION

Then click on *Save and Continue* to add in your application choice.

Once the application is concluded all supporting documents must be submitted via email to [ujappdocs@listsrv.uj.ac.za](mailto:ujappdocs@listsrv.uj.ac.za) using **only** your student number in the subject line per format noted in the table below. Supporting documents must comply with the following:

- It must be certified.
- All documents must be emailed individually in PDF format to [ujappdocs@listsrv.uj.ac.za](mailto:ujappdocs@listsrv.uj.ac.za) attached as separate documents on viz. NSC results separate, academic records and degree or diploma certificates etc.
- The scanned format to be used must be as a jpeg, gif, or tiff file, which is user-friendly for our document management system.

**Submit to:** [ujappdocs@listsrv.uj.ac.za](mailto:ujappdocs@listsrv.uj.ac.za)

**Subject line of the email:** Student number, Surname, Initial and document type (ID/Academic Record/qualification certificate)

**Examples:**

- For SA ID/passport submissions: 900024432: Mabaso G – Identity document/passport
- Qualification certificate: 900024432: Mabaso G - Qualification certificate:
- Academic record: 900024431: Mabaso G – Academic record

**What to submit:** The table below provides a list of items the student must submit via email. (All documents must be submitted in one email)

d) Certified South African ID or if an international student a passport copy would be required
e) Certified Qualification certificate
f) Certified Academic record (matching the qualification certificate)

**Questions about the application and registration process** can be directed to the colleague listed below:

- Mr Tebello Moloi – [tebellom@uj.ac.za](mailto:tebellom@uj.ac.za)