



**FACULTY OF EDUCATION**  
**MEd in Educational Management CW (M5EDMC).**  
**(Online Programme)**

This document provides a guideline of the application process for MEd in Educational Management CW in the 2025 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 Med in Educational Management (M5EDMC).

**The second (Section 2)** is for **applicants who previously applied to UJ** (who have a UJ student number) and are now applying for the Med in Educational Management (M5EDMC).

**Section 1: This section is relevant to first time (new) applicants applying for the**  
**Med in Educational Management CW (M5EDMC).**

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

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

To gain admission into the Med in Educational Management programme:

- . An appropriate (NQF Level 8) Honours degree with a research project component and a teacher's diploma or teaching qualification, plus work experience in the field leadership and management in education.

OR

- OR Must have obtained a 65% average in the preceding NQF Level 8 qualification

OR

- A former students with a Postgraduate Diploma in Education Leadership and Management will be considered if a research project component was completed in the Postgraduate Diploma.

OR

- Qualified teachers and education managers holding an NQF Level 8 BEd Honours degree with a research project component in Education, or a related discipline.

OR

- A professional Bachelor's degree (NFQ Level 8) plus a teacher's diploma or teaching qualification and work experience in the field leadership and management in education

OR

- Former Advanced Certificate in Education (NQF Level 8 )

OR

- Apply for recognition of prior learning (RPL) within institutional policy guidelines. Their experience should be on the level and scope of (NQF Level 8) within the discipline and should include appropriate research methodological knowledge and skills.

In addition to one of the above, the applicant must be on post level 2 (*Department Head, Deputy principal, Principal, district official*). If the applicant is not on post level 2 (*in an acting school management position, a grade head, or subject head*) they should attach a memo to this effect with their application. If the applicant is in a *teaching position on post level one*, they should send a motivation to the HOD of the Department of Education Leadership and Management to get special permission to apply.

If you meet the minimum entry requirements (or have special permission to apply from the HOD of the Department of Education Leadership and Management from UJ, Dr S Naicker) 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](#)

To apply for the Med in Educational Management (M5EDMC) follow this link: [Click Here](#)

Qualification code	Description
M5EDMC	Med in Educational Management (CW)

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) and [edumedonline@uj.ac.za](mailto:edumedonline@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) and [edumedonline@uj.ac.za](mailto:edumedonline@uj.ac.za) attached as separate documents on viz. NSC results separate, academic record and degree or diploma certificate etc.
- The scanned format to be used must be as a jpeg, gif, tiff file, which is user-friendly for our document management system.

**Submit to:** [ujappdocs@listsrv.uj.ac.za](mailto:ujappdocs@listsrv.uj.ac.za) and [edumedonline@uj.ac.za](mailto:edumedonline@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 Highest Qualification certificate
c) Certified Academic record (matching the qualification certificate)

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

- Mr. Tebello Modupi – [edumedonline@uj.ac.za](mailto:edumedonline@uj.ac.za)

**Section 2:** This section is for applicants who previously applied to UJ and are now applying for the **MEd in Educational Management CW (M5EDMC).**

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

- To gain admission into the Master of Education programme: . An appropriate (NQF Level 8) Honours degree with a research project component and a teacher's diploma or teaching qualification, plus work experience in the field leadership and management in education.

OR

- OR Must have obtained a 65% average in the preceding NQF Level 8 qualification

OR

- A former students with a Postgraduate Diploma in Education Leadership and Management will be considered if a research project component was completed in the Postgraduate Diploma.

OR

- Qualified teachers and education managers holding an NQF Level 8 BEd Honours degree with a research project component in Education, or a related discipline.

OR

- A professional Bachelor's degree (NFQ Level 8) plus a teacher's diploma or teaching qualification and work experience in the field leadership and management in education

OR

- Former Advanced Certificate in Education (NQF Level 8 )

OR

- Apply for recognition of prior learning (RPL) within institutional policy guidelines. Their experience should be on the level and scope of (NQF Level 8) within the discipline and should include appropriate research methodological knowledge and skills.

In addition to one of the above, the applicant must be on post level 2 (*Department Head, Deputy principal, Principal, district official*). If the applicant is not on post level 2 (*in an acting school management position, a grade head, or subject head*) they should attach a memo to this effect with their application. If the applicant is in a *teaching position on post level one*, they should send a motivation to the HOD of the Department of Education Leadership and Management to get special permission to apply.

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**To apply for MEd in Educational Management CW (M5EDMC) 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*)

**Please supply your password**

You need to supply your password in order to complete the login process

You requested a password change earlier.  
Please use the Temporary Password That was mailed to you.  
or Click "Forgot Password" to have a new Temporary password mailed to you.

Temporary Password

New Password

Repeat New Password

[Go back to Login Screen](#)

New password entered must:

- \* be at least 14 characters in length,
- \* Include at least one uppercase letter,
- \* Include at least one lowercase letter,
- \* Include at least one special character,
- \* Include at least one numerical digit,
- \* Not contain your login number,
- \* Not contain more than 2 repeating digits and
- \* Not be the same as the previous password.

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?
  - Uploading of Documents
- Required
  - ✓ **Academic/Residence Application**
    - Registration
    - Changes to Registration
    - Residence Registration
    - Proforma Statement
    - Cheque and Credit Card
- Payment
  - ✓ NSRFAS and Bursary Allowances
  - ✓ Online Refund
  - ✓ Fee Statement
  - ✓ AOD (Acknowledgment of Debt)
  - ✓ Maintain Banking details
  - ✓ SRC Trust Fund Applications
  - ✓ SRC Fund and Meal Application
  - ✓ Appointment Humanities
- Faculty
  -

Biographical Information  
**Note:** Biographical notes for returning student applications  
[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				
<b>Note:</b> Academic Application notes for returning student applications				
<a href="#">Hide Academic Applications</a>				
Academic Year	Academic Preference	Qualification	Description	Admission Status
2020	1	H1CITQ	BCOM in IT Management	HONOURS ADMITTED
2019	1	B1CISQ	BCOM IN INFORMATION SYSTEMS	SENIORS ADMITTED
2018	1	B1CISQ	BCOM IN INFORMATION SYSTEMS	SENIORS ADMITTED
2017	1	B1CISQ	BCOM (INFORMATION SYSTEMS)	SENIORS ADMITTED
2016	1	BCG014	BCOM (ACCOUNTING)	CANCELLED
2016	3	B1CISQ	BCOM (INFORMATION SYSTEMS)	ADMITTED
<a href="#">Add New Academic Application</a>				

Select the Academic Year **2025**.

Qualification code	Description
M5EDMC	Med in Educational Management

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

## Choice of Programme or Qualification

**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.

Academic Year: 2025 ▼ \*


Enter a Qualification Specific Token If Applicable:

Find A Programme or Qualification Containing: M5EDMC \*

Restrict the Search to: Do not restrict any programme ▼

## Academic/Residence Application

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

Qualification	
Faculty - EDUCATION	
 M5EDMC	MEd in Educational Management (CW)

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) and [edumedonline@uj.ac.za](mailto:edumedonline@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:

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

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

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