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## **3-6 Teacher Training Diploma**

# **STUDENT HANDBOOK 2019-2021**

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## 1. INTRODUCTION

**Indaba Institute** located just outside Stellenbosch, South Africa, directs a course of study for a period of 26 weeks (face to face) over 17 months preparing adults to work with children from 2 1/2 to 6 years of age according to the principles of Maria Montessori. Successful completion of this course leads to the awarding of the internationally recognized Primary (3-6 years) Diploma from the Association Montessori Internationale (AMI). The curriculum includes such topics as Montessori Philosophy, Psychology (theory and practice) and development of the skill of scientific observation.

## MONTESSORI TRAINING

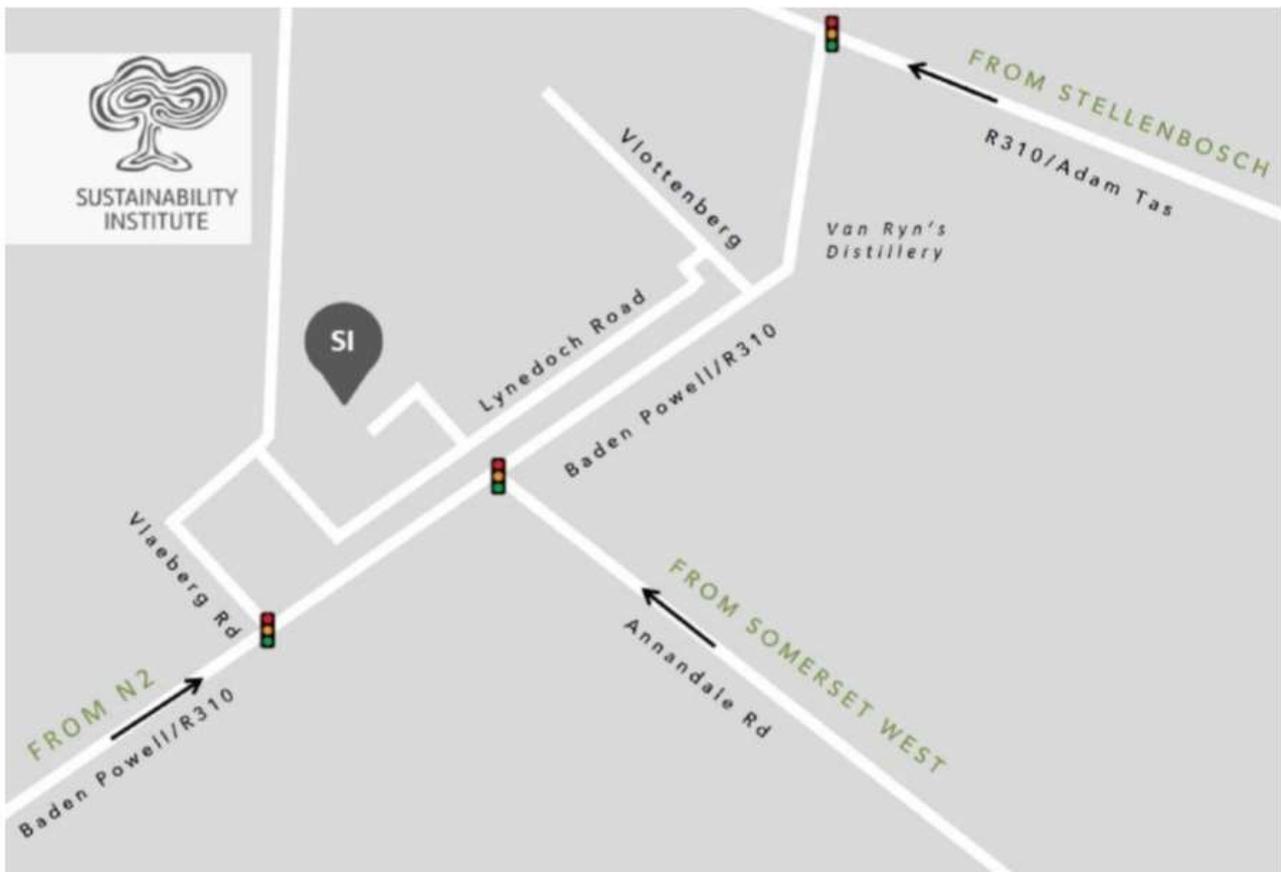
The Montessori Primary Training Course offered by The Indaba Institute is accredited by The Association Montessori International and presents theory lectures on the Montessori philosophy and child development. Students also study specialized materials, all of which are arranged in a carefully prepared environment. The materials for development include, activities for practical life, refinement of the senses, language and mathematics. Cultural and science materials are also incorporated into the curriculum. In addition, students gain theoretical and practical skills needed to guide a group of children. The training is presented as an integrated program of theory, methodology, practice sessions, observation and practice teaching.

A unique aspect of the AMI course of study is regular hands on practice with materials in the model classroom environment. Students learn how to set up an appropriate environment and present age appropriate materials and activities in areas suitable to the developmental stage of the child. When the AMI examinations (written and oral) are passed and all requirements are successfully completed the AMI International diploma is awarded.

Please note that all classes at the **Indaba Institute** are given in English.

## 2. LYNEDOCH CAMPUS MAP

The Association Montessori Internationale Elementary Diploma will be held at the **Indaba Institute**, Sustainability Institute (SI) located in Lynedoch, Stellenbosch, South Africa.



### 2.1. THE SUSTAINABILITY INSTITUTE

**Indaba Institute** partnered with the Sustainability Institute (SI) to house the globally accredited AMI Training Centre. The SI, a non-profit trust founded in 1999, focuses on learning for sustainable African futures and based in Stellenbosch, South Africa, has provided development facilitation to create a child-centred approach to building sustainable communities in Africa.

### 3. ENTRY REQUIREMENTS

Indaba Institute requires you to be comfortable in understanding, speaking and writing the English language. Previous qualification at NQF 4 level (for South African students), A-Level certification (for International Students) or equivalent is also required in order to be accepted on to the course. Special admissions, for those without certification as outlined above, may be allowed at the discretion of the Course Director.

To apply for the course, you are required to submit the following:

- 1) A completed application form;
- 2) 2 recent photographs (passport size); - Clear copy of ID document;
- 3) A short essay to include the following information: What led to your interest in

Montessori Education? What is your purpose for taking the Primary Montessori training? If you have worked with children in any capacity, please describe your experiences;

- 4) Copy of your highest qualification/highest grade passed; including a comprehensive resume/CV;

- 5) 3 Reference letters which includes the full name, telephone number, e-mail address of each of your referees

- one former instructor, teacher or professor;
- one employer;
- one family or friend who has known you for several years.

A personal interview with the Course Directors and the staff of Indaba Institute may be required during the application process. Applications will be reviewed on a rolling basis until enrolment has reached capacity, at which time a waiting list would be established. Note that the final decision lies with the Course Director and Indaba Institute staff.

Admission to the course does not guarantee certification. Basic requirements hereunder must be met by each student in all areas of the course.

NOTE: Students must have paid all tuition and student expenses due to Indaba Institute in order to be eligible to sit for oral exams at the end of the course. Student files and records will be kept in the school office for no less than 5 years and will be available to students on request

#### 4. COURSE INFORMATION

The course will cover the following topics, which will be written up and made into manuals by each individual:

- Montessori Theory;
- Language;
- Mathematics;
- Visual Arts;
- Music;

In addition, the course will include:

- Observation Skill development through activities and videos;
- Analysis of teaching practices through videos;
- Practice sessions;
- Material making;

Reading and discussion of Montessori theory. More information regarding the course structure and content will be provided on the first day of the course.

This course is intended to prepare adults to support the development of children 3-6 years of age. It includes educational theory lectures, practical demonstrations, supervised practice, reading seminars, material-making, and theory and material discussion sessions. This course totals 26 weeks, divided into four modules. Each day will begin at 8am and dismiss at 4pm Monday through Friday.

During the course, students are introduced to all of the materials, the classroom strategies for guiding young children, the educational philosophy, and the developmental psychology of Dr. Maria Montessori. Along with presentations and practice with Practical Life, Sensorial, Language and Mathematics materials, you will learn effective and interesting materials and methods for introducing all aspects of culture (geography, biology, history, art, music, etc.), in age appropriate ways.

In keeping with the Montessori approach, the delivery of the course will unfold at pace that best suits the entire group.

#### Books for AMI 3-6 Diploma Course Students

The Absorbent Mind	Maria Montessori
The Secret of Childhood	Maria Montessori
The Discovery of the Child	Maria Montessori
The Formation of Man	Maria Montessori
Education and Peace	Maria Montessori
The Advanced Montessori Method 1	Maria Montessori
Education for Human Development	Mario M. Montessori, Jr.
1946 London Lectures	Maria Montessori
The Four Planes of Education (AMI Pamphlet)	Maria Montessori
The Human Tendencies	Mario Montessori, Sr.
Montessori Education (AMI Pamphlet)	

**Purchasing of Prescribed books Students are welcome to purchase prescribed books from the Indaba Institute.**

## 6. SCHEDULE

<b>BLOCK #</b>	<b>START DATE</b>	<b>END DATE</b>	<b># OF WEEKS</b>
<b>1</b>	09 September 2019	18 October 2019	6
<b>2</b>	2 March 2020	10 April 2020	7
<b>3</b>	7 September 2020	23 October 2020	7
<b>4</b>	11 January 2021	26 February 2021	6

## **7. WRITTEN COURSEWORK**

### **7.1 Albums**

Five albums will be written during the period: Practical Life, Sensorial, Language and Mathematics and Theory. The preparation of albums is integral to the process of preparing a Montessori director or directress. Notes taken in class are the basis for the albums. The student should follow the suggested format and albums should be either typed or written carefully in ink. All work should be on clean, unwrinkled, unlined white opaque paper. A word processor is helpful but not required.

### **7.2 Presentations and Illustrations**

Each activity must be rendered fully in the album; that is, a material description, the presentation itself in step-by-step form (including actions and sample dialogue) in the manner and flavor of the presentation. Control of error, points of interest, age and purpose should also be listed. Illustrations are required and should be on the left-hand page facing the text, labeled and appropriately referenced in the text. These should be hand-drawn in pen-and-ink style and colored with colored pencil. Although illustrations are not evaluated on their artistic merit, a level of care and attention to detail is expected. Simply drawn illustrations, show the important elements of an exercise or material, such as color, layout and sequence.

### **7.3 Theory Papers**

A fifth album will be compiled from the student's theory papers. These papers are essay-type papers on theory topics. Source material for theory papers are lecture notes and Dr. Montessori's books. The student is encouraged to use proper methodology in citing sources. A list of specific theory topics will be given early in the course. The purpose of these papers is to help the student's comprehension of important Montessori ideas; this is especially helpful in preparation for the Written Examination Paper A.

### **7.4 Submission of Written Work**

Written work is to be handed-in in a pocket folder with your name on the outside. Plastic protectors for the pages are not allowed for the initial submission of the work, although they may prove helpful in the final assembly. Homework from the first three days of each week is handed in the next Tuesday and will be returned to you the following Tuesday. Thursday and Fridays work is due with the following week's work. This schedule is designed to allow students ample time to practice with a material before writing it up in final form. Any work requiring a resubmission will be expected the next week.

It is very important to keep current with the work. Students who allow themselves to get behind often find it very difficult to keep up. Consequently, late work is not accepted except in situations of verifiable duress and requires prior approval of the Director of Training. Any album turned in after the final due date may result in an incomplete written coursework. As outside readers will be evaluating albums as well, any postage expense will be the responsibility of the student.

### **7.5 Deadlines for Completion of Course Work**

Students will be notified well in advance of work deadlines and are expected to comply with these deadlines. Deadlines are scheduled so coursework will be completed before final written and oral examinations.

### **7.6 Introduction to the "Areas"**

The student will prepare an essay paper introducing each of the four areas of the prepared environment. The substance of the introductory lecture should be contained in each of these papers along with information gained from the student's reading of Dr. Montessori's books. These papers are the content from which Written Examination Paper B questions are drawn.

## **7.7 Evaluation**

An "album assessment sheet" will be given out each week containing the work to be handed in. A notation is made when the album work is submitted and whether the work is incomplete. Suggestions are made for refining or correcting written work. These "assessment sheets" will document your work. All changes should be made before the final album check. All assignments must be completed to the satisfaction of the Director of Training.

## **7.8 Conference**

At least two conferences are held with the student, the first is midway through the course, and then a second towards the end. The student or the Director of Training may request a conference at any time. A private room is available for student conferences.

## **7.9 Student Progress**

Students receive regular help and feedback in the form of both personal and written communication. Each week the student receives an Album Assessment Sheet assessing their written work. The student's practice with the Montessori materials is also observed during supervised practice sessions and extra help is given when needed. Should a student's work become unsatisfactory at any time, the student will be informed and a private conference will be scheduled with the Director of Training. Specific suggestions, goals, and objectives will be outlined on an individual basis.

# **8. READINGS AND OTHER ASSIGNMENTS**

## **8.1 Reading Discussions**

Students are asked to read Maria Montessori's books and make use of them for their written work, discussions, study for examinations, and practice with the materials. A list of required and suggested books will be provided upon acceptance. An auxiliary library is available for student's use. These books and papers are often one-of-a-kind; we therefore ask they not be taken off the property.

## **8.2 Material Making**

A limited amount of material making will be demanded of the student during the course. The purpose of this is to introduce him or her to the procedure and to provide the novice teacher with a sample or prototype for future use.

## **8.3 Classroom Observation**

Students will observe in AMI Primary classrooms a minimum of 90 hours. This can be done any time during the mid-winter period in a way compatible with the student's own schedule. The recording of hours and signing of the Observation Sheet is done by the AMI director-directress in whose class the observation is conducted. During observation, each student will keep a log or journal and complete observation assignments as directed by the course. Sites suitable for observation must be cleared through the director of training.

## **8.4 Student Teaching**

Once a student has satisfactorily completed the four area albums, and has maintained 90% attendance, they are eligible for Student Teaching. At the practicum site, each student must demonstrate satisfactory knowledge of theory and practical use of the Montessori apparatus in a classroom with children to the satisfaction of the supervising teacher and the Director of Training of the Center. The course requirement is a minimum of 120 hours.

## **9. REQUIREMENTS FOR CERTIFICATION**

Admission to the course does not guarantee certification. Basic requirements (hereunder) must be met by each student in all areas of the course. Individual training centres may have additional requirements.

The following guidelines are set forth in bringing the student's work in the course to the level required for the AMI examination and in order for them to be prepared for the task of assisting children in their development. Due to the special nature of this course and its instruction, its intensity and the importance of continuity, no credit towards completion is granted for previous experience or training.

### **9.1. Eligibility**

A. In order to be eligible to sit for the written and oral examinations a minimum attendance of 90% is required in the following:

- a. Theory lectures;
- b. Demonstrations of materials in each area;
- c. Discussions/reviews as organized by the training course;
- d. The required reading seminars on Montessori books as stipulated by the training course.

Attendance at supervised practical sessions (minimum 140 hours)

### **9.2. Certification**

B. In order to receive a diploma at the end of the training course the following requirements must be met:

1. A pass mark for written (Papers A & B) and oral examinations
2. To complete:
  - i. Compilation and submission of acceptance and original albums in all areas;
  - ii. Compilation and submission of acceptable materials as required by the course;
  - iii. Observation and observation reports;
  - iv. Practice teaching as scheduled

### **9.3. Deferral Examination**

Students deferred for any part of the examinations (see B1) must retake that part the subsequent year (within 12 months) and may re-sit each examination only once. It will be necessary to comply with the recommendations made by AMI Board of examiners. If this necessitates travel to an AMI affiliated training centre other than where you took the course, all expenses involved are for the account of the student as well as any examination and related charged by the host centre.

### **9.4. Failure to Complete Course Work**

Students failing to complete any part(s) of the other requirements (see B2) must fulfil that part(s) the subsequent year (within 12 months) in compliance with the recommendations and dates laid down by the Board of Examiners and/or the Director of Training.

### **9.5. Issue of Diploma**

In both cases (B1&B2 as above) the AMI Diploma will be issued no later than the end of the course/academic year in which the result has been finalized.

## **9.6. Courses Offered Once Only in Current Location**

Students deferred who are enrolled at a training institution that is offering a one-time course will be informed by the Director of Training of the nearest institution where s/he can appear in the examinations the following year (within 12 months). These arrangements will be settled in conjunction with the Director of Training. All expenses involved are for the account of the student.

## **9.6. Fail Status**

Students who fail Paper A, Paper B and two of the four subjects during the Oral examinations have failed the course. Clarification of this will be given by the Director of Training. In this case, if a student wishes to obtain an AMI diploma it will be necessary to re-take the entire course.

## **9.7. Academic Honesty**

The Institution has an obligation to deal with acts of academic dishonesty. Acts of academic dishonesty which will result in suspension or dismissal from the course are:

- Undisclosed recording of any kind on the premises of the Training Institution;
- Plagiarism in all its forms and facilitating academic dishonesty on the part of another student;
- Students caught in acts of academic dishonesty during written examinations will be immediately dismissed from the course and will not be eligible to complete the examination process, resulting in a fail grade recorded for the course.

## **10. EXTENSIONS BEYOND THE CURRENT COURSE**

Candidates who pass written and oral examinations but have requirements or assignments outstanding, such as albums, observation, student teaching or material making have one calendar year to complete outstanding said requirements. Their record is marked as "deferred to complete" on the Course Record Sheet and is part of the permanent record. In this case, the diploma is signed by the AMI Examiner but the candidate does not receive the diploma nor is a diploma number given until the outstanding requirement is submitted and reviewed by the Director of Training. When the candidate's course requirements are complete, a diploma number is given, following upon the last number of the preceding graduation year and the candidate is granted his/her diploma, usually by post. The revised Course Record is signed by the Director(s) of Training and submitted digitally to AMI and a copy is also retained in the permanent record of the Center.

## **11. ATTENDANCE AT LECTURES AND PRACTICE SESSIONS**

### **11.1 Promptness**

It is essential that you come to class on time. Arrive early enough so you can get settled and be ready to take notes/participate fully at the beginning of each session. Leaving the room during lectures and demonstrations is an interruption to all. Plan to remain in the room for each entire lecture session. There is adequate time for breaks mid-morning, at the lunch hour and before practice begins in the afternoon.

### **11.2 Attendance**

Less than 100% attendance at lectures and practice will be detrimental to one's progression the course. Consistent attendance is required and necessitates a time commitment from 8 a.m. until 4:00 p.m. on most days. Attendance is taken daily at the commencement of lecture sessions and practice sessions. The percent of attendance is calculated on the basis of the total number of scheduled minutes.

The course runs full days, Monday through Friday and includes comprehensive lectures on basic elements of Dr. Montessori's philosophy and pedagogy as well as presentations, supervised

practice with the Montessori materials, and observation and practice teaching in Montessori schools. The center will begin each day with community work each day at 8am. Additional details will be found on the course calendar.

The contract agreement between AMI and the center specifies, "The student's regular attendance shall be 90% in all activities of the program." The activities covered under the 90% attendance requirement are lectures and supervised practical sessions and community work. Lectures begin promptly at the scheduled time.

Students will need to make individual arrangements to make up attendance (clock) hours. Work missed due to excused absences will be the responsibility of the student.

## **12. AMI DIPLOMA EXAMINATION**

### **12.1 Eligibility**

A student is eligible to sit for the AMI International Diploma if you have achieved 90% attendance at Course lectures/sessions, full attendance at supervised practical sessions and paid all tuition and examination fees. The AMI Diploma is awarded on the completion of observation and teaching practice placements and the following **four parts** of the examination:

#### **12.1.1 Written Examinations**

Two final written examinations that consist of:

- Montessori theory (Paper A) (3 hours)
- Practical aspects of the method (Paper B) (3 hours).

Examination papers are numbered rather than signed by the students in order to ensure an impartial evaluation.

One day is set aside for each examination. Students select 4 out of 7 questions offered each day. The minimum passing grade is 50 points out of 100 total points on each examination. Results are generally not disclosed before Oral Exams. However, a private conference will be scheduled for any student failing to receive a passing grade on either examination.

One extra hour for each written paper can be allowed for a candidate with a recognized disability or impairment, provided the candidate has informed the Director of Training about his or her disability, in writing, and within the first four weeks of commencement of the course.

#### **12.1.2 Oral Examinations**

Each student is required to demonstrate his or her knowledge of the Theory and Practical Application of the Montessori method during a two-hour Oral Examination before an examining committee from the Association Montessori Internationale.

Examination Committee members are qualified as Examiners by the Association Montessori Internationale. An "External Examiner" heads the examining team and is appointed by AMI.

A grade of 12.5 out of 25 points in each of the four areas (Practical Life, Sensorial, Language and Mathematics) is required to pass the oral examination.

#### **12.1.3 Course Additional Requirements**

Albums/ all work complete including material making.

## **13. PROBATION**

If a student's conduct or work appears to be unsatisfactory during the course, the student may be placed on probationary status. Unsatisfactory conduct or work would include but is not limited

to habitual lateness to lectures or practice sessions, written assignments that contain many errors and/or do not cover the assigned materials, and poor use of the supervised practice sessions. A student will be notified by the Directors of Training in writing that they are on Academic Probation. A student on Academic Probation must meet with the Directors of Training to discuss the situation and create a plan for satisfactory participation in the course. This plan will be specific to the student's situation and will include a timeline for bringing the student into good standing. Failure to follow through with this plan according to the prescribed time line will result in dismissal and separation from the Institute. After dismissal, re-entry into the Teacher Training program is only possibly through application to a new course cycle. Re-entry under these conditions is not guaranteed.

#### **14. INCOMPLETE WORK OR RE-TAKE OF EXAMS**

Students not satisfactorily completing any portion of the course work must make special arrangements for its completion with the Director of Training. All aspects of the course must be completed within 12 months of the end of the course.

Students failing any portion of the final written or oral examinations may retake the failed portion of the examination but this must be done within 12 months of the last day of the course. Final examinations may be taken a second time only during the regularly scheduled examinations of AMI training centers. Additional practice with the apparatus, written work, and/or attendance at lectures may be required as a prerequisite for retaking the examinations. Final examinations may only be taken twice. A re-examination fee is charged. This training will be completed under the guidance of an AMI Director of Training at another AMI training center.

If the student will not be able to meet the 90% attendance requirements for legitimate reasons, i.e. health, family issues, etc. the student will be counseled to drop the course and resume his/her studies during the next scheduled course at Indaba Institute, or, with the permission of AMI and the Director of the Center, at another AMI training Center. Small discrepancies will, of course, be allowed for excused absences.

#### **15. GUIDELINES FOR ACADEMIC STANDARDS AND CODE OF CONDUCT**

The following guidelines are set forth in bringing the student's work in the course to the level required for the AMI examination and in order for them to be prepared for the task of assisting children in their development. Due to the special nature of this course and its instruction, its intensity and the importance of continuity, no credit towards completion is granted for previous experience or training.

##### **15.1.1 Institute Rules for Family Members or Friends**

**Indaba Institute** facilities are intended for **Indaba Institute** students only. Children, spouses, other family members, or friends of students are not permitted at the Institute for extended periods of time. Kindly note childcare is not provided, children are not permitted in the classrooms, and children may not be left unattended under any circumstances.

##### **15.1.2 Non-Discrimination Policy**

**Indaba Institute** does not discriminate on the basis of sex, race, color, age, or national or ethnic origin in its admission policies, educational policies, or any other Training Center-administered program.

##### **15.1.3 Ethics**

It is expected that all students and staff conduct themselves in an appropriate and ethical manner consistent with the philosophy espoused by Maria Montessori and the Association Montessori Internationale and The Indaba Institute. Specifically, it is important to represent oneself physically, mentally, and emotionally in an ethical mode for the purpose of guiding the child in

his or her development.

When a violation of an academic or a behavioral nature occurs, written documentation of the event will be sent to the student and a copy of this document will be placed in his/her permanent file. Disciplinary action is dependent upon the severity and/or continuation of the problem and may vary from a gentle warning to a more severe one, including the possibility of probation, expulsion, or referral to law enforcement.

#### **15.1.4. Dress**

Generally, the following are not appropriate in any professional setting: Tank tops, halter tops, or muscle shirts, clothing with foul language or obscene images, torn clothing, sweatpants or sweat suits, hats. All clothing choices need to allow for comfortable movement in all presentations as well as respectable coverage.

The dress standards of Montessori schools vary. These standards must be respected and if the school has a stricter dress code than the Training Center, it must be followed when you are observing or practice teaching in the schools.

Remember, you are training to be a professional. Please dress appropriately!!

#### **15.1.5. Cell Phone /Laptops Policy**

The lecture room and model classroom are working environments. Cell Phones, Laptops and electronic devices are not permitted inside the lecture room or model classroom environments at any time. You may leave your cell phone in your bag and use it freely in other parts of Indaba Institute during breaks, lunch periods, before and after class. Students are not permitted to film their trainers in the classroom environments. Feel free to take videos of social aspects like lunches or extracurricular activities. We do want you to thoroughly enjoy your time here and to have memories to take with you back home!

#### **15.1.6 Non-Discrimination Policy**

Indaba Institute does not discriminate on the basis of sex, race, color, age, or national or ethnic origin in its admission policies, educational policies, or any other Training Center-administered program.

#### **15.1.7 Grievance Procedures and Appeals**

If you have complaints or criticism about the content of the course or the way it is being conducted, you have recourse through grievance procedures. A grievance is defined as a written statement which alleges a specific violation of procedures, rules or regulations infringing on the personal and professional rights of the griever.

A grievance will be addressed accordance to the following process:

##### **Attempted Resolution within Indaba Institute**

###### **Stage 1:** Letter to the Directors of Training

This letter must include:

- A full description of the alleged violation, with specific facts and all extenuating circumstances,
- The policies, rules or regulations which are the basis for the grievance,
- The name or names of the individual or individuals involved, and
- A request for a meeting with the Directors of Training

###### **Stage 2:** Meeting with the Director(s) of Training

- The goal of this meeting is to resolve the problem caused by the alleged violation
- A scribe may be present at this meeting
- This meeting must be held before the grievance process can continue

###### **Stage 3:** Appeal to the Director of Indaba Institute

- To include an updated letter describing the grievance, why it could not be resolved with the Director of Training and a request for a meeting with the Director of Indaba Institute

If no satisfactory solution is reached, the complaint should be presented in writing to the Board of Directors, who will review the complaint. If you have any questions or concerns, please email [admin@indabamontessoriinstitute.org](mailto:admin@indabamontessoriinstitute.org)

### 15.1.8 Academic Integrity Policy

Academic dishonesty jeopardizes the quality of the course and depreciates the hard and honest work of others. Any of the following is an act of academic dishonesty, which may result in dismissal from the course:

- **Cheating:** The use of unauthorized assistance or material, or the giving or sharing of unauthorized assistance or material in carrying out an academic assignment or examination.
- **Plagiarism:** *“The act of appropriating the literary composition of another, or parts, or passages of his or her writing of ideas, or the language of the same, and passing them off as the product of one’s own mind.”* (Black’s Law Dictionary, 5th edition). Students are expected to cite properly any material from a published source, including material available on the internet, making proper use of quotation marks.
- **Fabrication:** A false statement (in an academic matter) made with the conscious intent to mislead others.
- **Forgery:** The intent to mislead others by falsifying a signature (electronic or written) or other writing in an academic matter (e.g. course registration, medical excuse, etc).

### 15.1.9. Facilitating academic dishonesty on the part of another

These include submitting coursework which is plagiarized, submitting coursework produced by another person or submitting coursework that is photocopied from an outside source. Submission of identical coursework by two or more students will be grounds for dismissal for all students involved.

Photocopies are not allowed. Copies or extracts of another person’s album submitted as the student’s work may be construed as a violation of academic integrity and may be cause for dismissal. This includes transfer of computer data from one student to another.

The Director of Training has the authority to take disciplinary action after investigation of incidents or allegations of academic dishonesty. The record of this investigation and the final action taken will be a part of the student’s permanent file.

Indaba Institute facilities are intended for Indaba Institute students only. Children, spouses, other family members, or friends of students are not permitted at the Institute for extended periods of time. Kindly note childcare is not provided, children are not permitted in the classrooms, and children may not be left unattended under any circumstances.

## 16. FEES AND PAYMENTS

Course fees are payable as follows:

### 16.1 Local Student (This fee includes all African citizens.)

Registration fee: R250.00 application fee to be submitted with application (non-refundable)

Tuition fee: R45 000.00

Total: R45 000.00

### 16.2 International Student

Registration fee: \$26.00 application fee to be submitted with application (non-refundable)

Tuition fee: \$9000.00

Total: \$9000.00

## 17. PAYMENT PLAN

Student accounts can be settled through the following modes of payment:

**Option 1:** Payment in four installments

ON ACCEPTANCE Compulsory first instalment of 10% of the total student fees

Block 1	September 2019	A minimum of 20% of the total student's fees account before the start of Block 1.
Block 2	February 2020	A minimum of 20% of the total student's fees account before the start of Block 2.
Block 3	August 2020	A minimum of 25% of the total student fees before the start of Block 3
Block 4	December 2020	A minimum of 25% of the total student fees before the start of Block 4.

**Option 2:** Payment in **multiple installments** ON ACCEPTANCE

Compulsory first installment of 10% of the total student fees.

August 2019	A further eleven installments over a 12-month period to August 2020
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Payments are to be made directly into the Indaba Institute account:

**Name of Account:** Indaba Montessori Institute

**Bank:** Standard Bank Branch: Helderberg

**Account no:** 301977887

**Type of account:** Business Current account Swift code: SBZA ZA JJ

Please note that students are required to send Proof of Payment documents for all payments to [admin@indabamontessoriinstitute.org](mailto:admin@indabamontessoriinstitute.org).

Please reference your payments as follows: Indaba Institute [Name] [Surname].

All fees are to be paid 14 days before the commencement of the module. Proof of payment

must be emailed to [admin@indabamontessoriinsitute.org](mailto:admin@indabamontessoriinsitute.org)

#### **18. CANCELLATION POLICY**

Students who wish to discontinue their studies should notify **Indaba Institute** in writing of their decision to cancel their registration as a student, in liaison with the Programme Coordinator. Any student who discontinues his/her studies shall be liable for the remaining course fees.

## 19. THE TRAINERS

### **M.Nia Seale**

Director of Training



**M. Nia Seale** is an AMI Primary Trainer. She earned an AMI Primary diploma in 1998 and holds a B.S. in Educational Studies. She worked for 15 years in Montessori schools as an assistant, teacher and in administration. Nia is a National Examiner for AMI and serves as the Board Chair for The Middleburg Montessori School in Middleburg, Virginia. Nia has conducted workshops for parents, classroom assistants and Montessori teachers in the Washington Metropolitan area and has most recently offered training courses for Primary Assistants in Nigeria and The Gambia.



**BethAnn Slater** has been the Head of School and the Primary Directress at Middleburg Montessori in Virginia, USA since 2003. BethAnn earned her AMI International diploma at the primary level in Cleveland, OH, a B.S. in Family and Child Development from Virginia Polytechnic Institute and State University, and an M.Ed in Montessori education from Loyola University, Maryland. BethAnn has taught in both the Montessori Primary classroom as well as the private sector. She is an AMI Primary Trainer and has conducted workshops for training assistants in the classroom, fostering play in students, and monthly parent discussion groups.

### **NOMVELO LUPUZI**

Office Manager



Nomvelo Lupuzi joined the Indaba Montessori Institute as (Office Manager) in September 2017. She completed her National Diploma in Management Assistant at Benoni Technical College in East Rand and has worked in different corporate companies in the Cape Winelands in Stellenbosch. Nomvelo thoroughly appreciates the process of learning Montessori philosophy.

## **20. GENERAL INFORMATION**

Office Equipment use is made on a case by case basis. See the office for specific times.

### **20.1. VISA requirements**

A passport valid for at least thirty (30) days after departure from the Republic of South Africa containing at least two blank pages is required. A valid visa for the duration of the course is also necessary for passport holders that are not exempt from South African visa control. To find out whether you are exempt, please visit the Department of Home Affairs website.

### **20.2. Accommodation and Catering**

Students need to arrange their own accommodation. Please feel free to use this link <http://www.stellenbosch.travel/visit/visitor-information-centre> as a guide for accommodation information. Do note that the institution is not in any way affiliated with **STELLENBOSCH INFORMATION CENTRE**.

### **20.3. Green Café**

At Lynedoch, food is a place of gathering, a part of our relationships and cultures. Share in a healthy, nutritious meal at the Green Café, prepared with locally and organically sourced ingredients from our young chefs and farmers who bring our food straight from the farm to fork. Fair trade coffee, healthy snacks, beverages and local food products are available as well.

### **20.4. CONTACT DETAILS**

For all questions, queries and concerns please contact:  
[admin@indabamontessoriinstitute.org](mailto:admin@indabamontessoriinstitute.org).

#### **Physical address:**

Sustainability Institute  
Off R310 Baden Powell Drive  
Lynedoch  
South Africa, 7603

#### **SI Contact Details:**

**T** +27 (0) 21 881 3500