



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Faculty of Economic and Management Sciences

Fakulteit Ekonomiese en Bestuurswetenskappe
Lefapha la Disaense tša Ekonomi le Taolo

Transfer Guide

2017/2018

Make today matter

TRANSFER GUIDE

When a student transfers from another tertiary institution, the University of Pretoria's Faculty of Economic and Management Sciences generally credits first year modules (see specific degrees below for exceptions), provided the course content of the modules are similar. The credits will be granted, provided that the student's matriculation exemption certificate becomes effective before 2 April of the academic year in which such a module was completed (see G.8.1).

RECOGNITION OF MODULES/STUDY UNITS PASSED AT OTHER TERTIARY INSTITUTIONS AND THE ADMISSION OF SUCH STUDENTS General Regulation G.9

The regulation stipulates that:

1. (J.S.17) A student who was registered at another tertiary institution must, on application for admission to this University, submit a certificate of conduct from that tertiary institution, as well as a comprehensive official academic record from the tertiary institution concerned and any other documents that may be required by the head of the department or the dean.
2. (J.S.18) Subject to the stipulations of the Joint Statute, the dean may accept periods of attendance as a registered matriculated student at any other tertiary institution approved by the Senate for this purpose, as part of the student's attendance record for a bachelor's degree. Subject to the stipulations of G.9.3, the dean may furthermore accept certificates of competence in any module issued by another tertiary institution, and may recognise such modules by means of exemption from class attendance and examinations – with the proviso that such is recognised by the tertiary institution where it was taken for approved study programmes, and on condition that the student complies with the stipulations in G8.1. The head of department concerned may prescribe supplementary requirements if a student wishes to continue with subsequent modules in the subject in question.
3. If there is an overlap in the course content of the degree for which the student wishes to enrol or is enrolled, and a degree already conferred by another tertiary institution, the dean may not accept certificates of competence in any module and may not recognise such modules that form part of the degree already conferred.
4. A bachelor's degree is conferred on a student in terms of subparagraph (2) of G.9 only if
 - a) the period of the student's attendance is at least equivalent to the full period that is prescribed for the degree;
 - b) the student, subject to differently worded requirements approved by the Senate on the grounds of previously approved accredited programmes, has attended (at this University) the modules required by the University
 - (i) for a degree for which the period of attendance is three academic years, at least two academic years – on condition that the student has attended at least half the modules prescribed for that degree, as a registered student for that degree.

TRANSFER OF CREDITS FROM ANOTHER TERTIARY INSTITUTION

The Faculty of Economic and Management Sciences generally credits first year modules passed at another tertiary institution, provided the course content of the modules are similar to the modules presented at this University as well as in terms of G.8.1. (see specific degrees below for exceptions).

How to apply

In order to be considered for transfer admission to the University of Pretoria's Faculty of Economic and Management Sciences, an applicant has to submit an application before the closing date (form available at www.up.ac.za). The application form should include the following documents:

1. An official academic transcript from the previous tertiary institutions attended, together with a certificate of conduct. If a candidate is currently registered at another tertiary institution, an official academic record must be submitted as soon as the final results are available.
2. A copy of the curriculum of the modules you will be requesting credits for.
3. Your matric certificate and/or a certificate of full exemption, obtainable from Universities South Africa (USA). The exemption certificate must be accompanied by your high school records, e.g. SAT scores, HIGCSE, IGCSE, A/O Levels, etc.
4. All the other documents required, e.g. identity documents, proof of payment of application fee, etc.

After receipt of your end of academic year transcript your application will be considered for admission. Should you have completed your first year previously, you should submit your academic record without delay and not wait for the end of your second year. Once approved, you will be sent information regarding registration, together with an application form for credits of modules.

It is recommended that all new students attend the Orientation Programme, even if they will be registering for the second year. During registration, your application form for credits should be submitted to the Student Administration Office in the Faculty for approval of credits. It may also be required that you submit the form to the heads of department for approval. In this case, you will have to submit the academic record and syllabus. You may consult the student advisors regarding information about the degree and modules for which you intend to register. Once the credits have been captured on the system, you will receive a confirmation letter indicating which credits have been granted.

Should you be transferring from another faculty or programme within the University, also see the admission requirements as shown below:

Note: Only one transfer from another faculty will be allowed.

For example: If a student has transferred from the Faculty of Engineering and Build Environment to the Faculty of Natural and Agricultural Sciences, he/she will not be allowed to transfer again to the Faculty of Economic and Management Sciences. However, the application of a student who has only been registered in one faculty e.g. the Faculty of Engineering and Build Environment can apply to transfer to the Faculty of Economic and Management Sciences.

The period of study at the previous faculty may not have exceeded two years to allow transferring students to complete an undergraduate qualification in a reasonable period of time.

TIMING OF TRANSFERS BETWEEN BCOM AND OTHER DEGREES AT THE UNIVERSITY OF PRETORIA

Students will only be allowed to transfer to another BCom degree at the end of the first semester, provided they were enrolled for exactly the same modules and met the entrance requirement of their new chosen degree.

Special cases of individual students from other faculties who will be able to pass at least 4 core modules at the end of the year, will also be considered for transfer in the middle of the year.

Students who are registered for a BCom (Accounting Sciences) degree and wish to transfer to a BCom (Financial Sciences) degree, may do so, provided they can be credited with FRK 111. The process related to the crediting of FRK 111 based on performance in FRK 100 set out in the next four paragraphs:

- Students with an equivalent year mark of 40% and above in FRK 100, by the end of the first semester, will get recognition for FRK 111. They may register for FRK 121/122 at Student Administration (Room 1-12) without writing any further examinations. (**NOTE:** This recognition will only be given if the student obtained the above results in the current academic year and register for FRK 121/122 in the same academic year.
- Students with an equivalent year mark of between 20% and 39% in FRK 100 by the end of the first semester, will be allowed to write the exemption test for FRK 111 at the beginning of July of the applicable academic year. Should this test be passed, they will be given credit for FRK 111 and may register for FRK 121/122 at Student Administration (Room 1-12).
- Students that do not pass the exemption test in July, but have an equivalent year mark of between 20% and 39% in FRK 100 at the end of the first semester, may register for the FRK 111 Winter School in July and if they pass that will be credited with FRK 111..
- Students with an equivalent year mark of below 20% in FRK 100 by the end of the first semester, may either carry on with FRK 100 until the end of the year or deregister and enrol for FRK 111 and FRK 121/122 in the following academic year.

For more information regarding possible credit for FRK 111, please contact the One Stop Service of the Department of Accounting.

Internal candidates registered at other faculties and for other BCom degrees not eligible to transfer at the end of the first semester, will only be allowed to transfer at the end of the second semester of the academic year if

the meet the set transfer requirements and may submit an application form before 31 October for the following year. All other candidates must refer to the University website (www.up.ac.za) for closing dates.

REQUIREMENTS

Candidates who wish to convert to BCom (Accounting Sciences)

Please note: Students who do not comply with the Grade 12 admission requirements for a BCom (Accounting Sciences) degree, are strongly advised to enrol for a BCom (Own Choice) or BCom (Financial Sciences) degree.

Students meeting the following requirements may apply for conversion, if:

- The minimum admission requirements to the degree have been met and the student is not currently registered for a BCom degree (please refer to the online faculty yearbook.).
 - The entire tertiary academic record (if applicable) will be assessed when the CA Programme Co-ordinator or Head of the Department makes the final decision on admission. A student must have passed at least 50% of modules enrolled for the previous degree.
 - Final admission is dependent on the capacity of the programme.
- OR**
- **All modules in the student's first year of a BCom degree** have been successfully completed; **and**
 - obtained a final mark of 70% in FRK 121*, **and**
 - 70% in STK 120; **and**
 - a 65% average in 2nd semester subjects (at least 4 core semester modules must be taken, excluding AIM and ALL).
 - STK 113 and STK 123 cannot be taken into consideration as STK 120/STK 121 has not yet been passed.

Students who meet the above requirements, will be able to convert to BCom (Accounting Sciences), however they will be required to register for FRK 100 or FRK 101 and will thus extend their studies by a year. Such students will therefore not be able to register for FRK 201, FBS 200 or ODT 200, however they may register for other 2nd year subjects.

OR

- **All modules in the student's first year** of the BCom have been successfully completed **and** the student has obtained final marks of 80% in FRK 121*, **and** 75% in STK 120, **and** a 75% average in 2nd semester subjects (at least 4 core semester modules must be taken, excluding AIM and ALL).
- STK 113 and STK 123 cannot be taken into consideration as STK 120/STK 121 has not yet been passed.

Students who meet the above requirements, will be able to convert to BCom (Accounting Sciences), and will be able to register for all 2nd year modules of this degree. Specific arrangements apply iro FBS 121, KRG 110 and KRG 120.

For students previously registered at other universities:

Students from other Universities doing a SAICA accredited BCom (Accounting Sciences) degree, can be admitted to a BCom (Accounting Sciences) degree provided they have obtained a 65% average and 60% for Accounting and 65% Statistics in their first year. These students will be able to proceed with their second year of study.

Students from other Universities doing a general BCom degree, can be admitted to a BCom (Accounting Sciences) degree provided they have obtained:

- 70% for Accounting;
- 70% for Statistics; and
- A 65% average in their first year.

These students will **not** be able to proceed with their second year of study and will have to repeat FRK 100.

* FRK 121 Summer school results or repeated modules will not be considered.

Students meeting the following minimum requirements at the end of their second year of BCom studies may apply for conversion:

Must have obtained final marks of 65% in:

- FRK 211 and FRK 221;
- FBS 210 and FBS 220;
- IOK 211 and IOK 221 **and**
- 60% for BEL 200.

Students who meet the above requirements and have not failed any module up to the end of their second academic year, will be able to register for FRK 201, FBS 200, BEL 200 and ODT 200 and any other 2nd year modules applicable to the BCom (Accounting Sciences) degree. They will thus be able to complete their degree in three years.

To be considered for conversion at the end of their third year of BCom studies, students must have:

- A third year average of at least 70%; and
- Contact the CA Co-ordinator.

Candidates who wish to convert to BCom (Investment Management).

Only students meeting the following minimum requirements may apply:

For students registered in the Faculty of Economic and Management Sciences:

Students must have obtained:

- At least 60% in Statistics 110 and 120 respectively; **AND**
- An average of 60% for Financial Accounting 111, 121 (FRK 111, 121) (or FRK 100): **AND**
- An average of 60% for Economics 110, 120 (EKN 110, 120).
- The Grade 12 APS and performance in Mathematics, as well as the entire tertiary academic record will be assessed when taking the final decision by the Head of the Department (HOD);
- A student must have passed at least 50% of modules enrolled for the previous degree; and
- Final admission is dependent on the capacity of the programme.

For students previously registered in other faculties:

- An Academic Point Score of 34;
- Mathematics 6 (70%–79%);
- The entire tertiary academic record will be assessed when the Head of the Department makes the final decision;
- A student must have passed at least 50% of modules enrolled for the previous degree; and
- Final admission is dependent on the capacity of the programme.

Candidates who wish to convert to BCom (Financial Sciences)

Only students meeting the following minimum requirements may apply:

For students registered in the Faculty of Economic and Management Sciences:

- Obtained at least a 60% weighted average for Statistics 110 and 120 (STK 110, 120)
or
- Statistics 110 (STK 110) and Financial Management 121 (FBS 121)
or
- 70% for Statistics 113 and 123 (STK 113, STK 123) respectively; **AND**
- an average of 60% for Financial Accounting 111, 121 (FRK 111, 121)
or
- 50% for Financial Accounting 100 (FRK 100).
- The Grade 12 APS and performance in Mathematics, as well as the entire tertiary academic record will be assessed when the Head of the Department makes the final decision; and
- Final admission is dependent on the capacity of the programme.

NB Marks for Summer and Winter schools will be capped at 50% when calculating averages.

For students previously registered in other faculties:

- An Academic Point Score (APS) of 32;
- Mathematics 5 (60%–69%);
- The entire tertiary academic record will be assessed when the Head of the Department makes the final decision; and
- Final admission is dependent on the capacity of the programme.

Candidates who wish to convert to BCom (Economics) or BCom (Econometrics) at the end of their first year.

Only students meeting the following minimum requirements may apply:

For students registered in the Faculty of Economic and Management Sciences:

- A final mark of at least 60% in Economics EKN110 and EKN120 **AND** at least 60% in Statistics STK110 and STK120;
- At least a final mark of 50% in Financial Accounting (FRK111 and FRK122) **AND** Mathematics (WTW 114 and WTW 124) or (WTW 134, WTW 146 and WTW 148) for BCom (Economics) ;
- The Grade 12 APS and performance in Mathematics, assessed by the Head of the Department/Course Coordinator for selection purposes; and
- Final admission is dependent on the capacity of the programme.

NOTE: No credit will be given for WST 111 or WST 121 as is needed for BCom (Econometrics) based on the STK modules. Students can transfer but will have to start with WST 111 in the first semester of the next year.

For students previously registered in other faculties:

Econometrics

- An Academic Point Score of 32; and
- Mathematics 6 (70%–79%)
- Final admission is dependent on the capacity of the programme; and
- A student must have passed at least 50% of modules enrolled for the previous degree; and
- The final Grade 12 results and the entire tertiary academic record will be assessed by the Head of the Department/Course Coordinator for selection purposes.

Economics

- An Academic Point Score of 32; and
- Mathematics 5 (60%–69%)
- Final admission is dependent on the capacity of the programme;
- A student must have passed at least 50% of modules enrolled for the previous degree; and
- The final Grade 12 results and the entire tertiary academic record will be assessed by the Head of the Department/Course Coordinator for selection purposes.

For students previously registered at other universities:

- The applications of these candidates will be considered on an individual basis by the Selection Committee of the Faculty, based on selection requirements, as well as previous tertiary academic achievements, in consultation with the Head of Department.
- Successful candidates can only obtain credit for at most 50% of the modules required for the specific degrees; the remaining modules must be completed at UP. These candidates must be registered at the University of Pretoria for at least two years before a BCom degree may be awarded.

Candidates who wish to convert to the following BCom degrees:

BCom (Statistics)

Applicants will be considered for admission if they:

- Have obtained an Admissions Point Score of at least 30;
- Have obtained a level 5 (60–69%) in Mathematics, or
- At least 70% in STK 113 and STK 123; or
- Have passed WTW 114 or its equivalent;
- Obtained a level 5 (60–69%) in English Language .

BCom (Law)

Applicants will be considered for admission if:

- they meet at least the Admissions Point Score of 32;
- they have obtained a level 5 (60 – 69%) for Mathematics; or
- obtained at least 70% in STK 113 and STK 123;
- obtained a level 5 (60–69%) in English Language ;
- the entire tertiary academic record will be assessed by the Head of the Department/Course Coordinator for selection purposes;
- A student must have passed at least 50% of modules enrolled for the previous degree; and
- Final admission is dependent on the capacity of the programme.

For students previously registered at other Universities/Institutions/Faculties as well as those previously registered at the Faculty of Economic and Management Sciences and who wish to convert to any of the following degrees:

- BCom

- BCom (Business Management)
- BCom (Entrepreneurship)
- BCom (Human Resource Management)
- BCom (Informatics: Information Science)
- BCom (Marketing Management)
- BCom (Supply Chain Management)

Requirements

Applicants will be considered for admission to any of the above-mentioned BCom degree courses if they:

- Obtained an Admissions Point Score (APS) of 28-30;
- Obtained at least a level 5 (60% - 69%) for English Language or Afrikaans Language;
- Obtained at least a level 4 (50% – 59%) for Mathematics in the final Grade 12 examination or have passed Statistics 113 and 123 with an average of at least 60%;
- The entire academic record will be assessed; and
- A student must have passed at least 50% of modules enrolled for the previous degree.

Students who want to transfer to one of the above-mentioned programmes must be able to complete the degree in a reasonable period of time.

Students with international qualifications should meet the following English admission requirements:

- Passed the institutional proficiency test; required mark (P) proficient.
- TOEFL: Writing 22; speaking 23; reading 21; listening 17; total 83.
- SAT: Critical reading 550; writing 500.
- IELTS: Pass mark 6.

Students currently on the BCom (Extended Programme) – Mamelodi

Learning programme

Year level:		1
AIM	Academic information management	111, 121
LST	Language, life and study skills	133, 143
WTW	Mathematics	133*, 143*
FRK	Financial Accounting	133, 143
WST	Mathematical statistics	133, 143
	OR	
STK	Statistics	133,143

* Students who want to continue with a BCom (Econometrics) degree will need to register for WTW 133 WTW 143, WST 133 and WST 143 and for a BCom (Economics) degree WTW 133 WTW 143, STK 133 and SKT 143. Students who want to continue with any of the other BCom degrees need only WTW 133 and will not be required to do WTW 143 in the second semester

- A. Students who wish to transfer to **BCom (Accounting Sciences) and BCom (Investment Management)** must first transfer to a **BCom (Own Choice) or BCom (Financial Sciences) degree**. After successfully passing the first two years of the extended programme, they can apply for these degree programmes. The following requirements have to be met:

For BCom (Accounting Sciences)

1. Must pass:

- Academic Information Management AIM 111, 121;
- Language, Life and Study Skills LST 133,143;
- Financial Accounting FRK 133,143;
- Mathematics WTW 133(with 70%); and
- Statistics STK 133, 143 (with an average of 70%)

2. By the end of the second year:

1. Obtained at least 70% for Financial Accounting FRK 121*.
2. Obtained at least 70% for Statistics STK 120.
3. An average of at least 65% for the second semester modules (at least 4 core semester subjects must be taken, excluding AIM and LST).

The entire academic record will be assessed by the Head of Department when making the final decision.

Students who meet all the above requirements, will be able to convert to BCom (Accounting Sciences), however they will be required to register for FRK 100 or FRK 101. Students will therefore not be able to register for FRK 201, FBS 200 or ODT 200, however they may register for other 2nd year subjects.

* FRK 121 Summer school results will not be considered.

For BCom (Investment Management)

1. Must pass:
 - Academic Information Management AIM 111, 121;
 - Language, Life and Study Skills LST 133,143;
 - Financial Accounting FRK 133,143;
 - Mathematics WTW 133(with 70%); and
 - Statistics STK 133,143 (with an average of 70%)
2. By the end of the second year the following requirements must be met:
Must have obtained at least a 60% average for Financial Accounting, FRK 121; Economics 110, 120 and 60% in Statistics 120 with an average of at least 70% in STK 133 and 143.
3. The entire academic record will be assessed by the Head of Department when taking the final decision.

B. Students who wish to transfer to BCom (Econometrics) and BCom (Economics)

1. Must pass:
 - Academic information management AIM 111, 121;
 - Language, life and study skills LST 133,143;
 - Financial Accounting FRK 133,143;
 - Mathematical Statistics WST 133,143 (with an average of 70% for Econometrics;
 - Or 60% for STK 133, 143 for Economics;
 - Mathematics WTW 133,143 with an average of 70% for BCom (Econometrics); and
 - 60% for BCom (Economics).
2. During the first semester of the second year, the students will have to register for WTW 153 in order to be credited with WTW 114. WTW 114 is equivalent to WTW 133 + WTW 143 + WTW 153.
 - Also, during the first semester of the second year, students transferring to BCom Econometrics will have to register for WST 153 in order to be credited with WST 111.
WST 111 is equivalent to WST 133 + WST 143 + WST 153.
3. The entire academic record will be assessed by the Head of Department when taking the final decision.
4. Students who want to transfer to one of the above-mentioned programmes must be able to complete the degree in a reasonable period of time.

C. Students who wish to transfer to BCom (Financial Sciences)

1. Must pass:
 - Academic Information Management AIM 111, 121;
 - Language, Life and Study Skills LST 133,143 ;
 - Financial Accounting FRK 133,143;
 - Statistics 133, 143 (with an average of 60%); and
 - Mathematics WTW 133 (with 60%)
2. The entire academic record will be assessed by the Head of Department when taking the final decision.

D. Students who wish to transfer to BCom (Informatics)

1. Must pass:
 - Academic Information Management AIM 111, 121;
 - Language, Life and Study Skills LST 133,143;
 - Financial Accounting FRK 133,143;
 - Statistics 133, 143 ; and
 - Mathematics WTW 133
2. The entire academic record will be assessed by the Head of Department when taking the final decision.

E. Students who wish to transfer to all the BCom degrees in Management Sciences, the rest of the other BCom and BAdmin degrees

1. Must pass:
 - Academic Information Management AIM 111, 121;
 - Language, Life and Study Skills LST 133,143;
 - Financial Accounting FRK133, 143;
 - Statistics 133, 143; and
 - Mathematics WTW 133
2. The entire academic record will be assessed by the Head of Department when taking the final decision.

F. Students who wish to transfer to **BCom (Statistics)**

1. Must pass:
 - Academic Information Management AIM 111, 121;
 - Language, Life and Study Skills LST 133,143;
 - Financial Accounting FRK 133,143;
 - Statistics 133, 143 (with an average of 60%); and
 - Mathematics WTW 133 (with 60%)
2. The entire academic record will be assessed by the Head of Department when taking the final decision.

NOTE:

Students from other institutions who apply to transfer to the BCom (Extended Programme) may be admitted provided that they comply with all the admission requirements. **NO** credits will be granted for modules passed previously at another tertiary institution.

IMPORTANT CONTACT INFORMATION

New applications:

Call Centre
Tel: +27 12 420 3111
Fax: +27 12 420 4555
Email: csc@up.ac.za
Website: www.up.ac.za

Exemptions and other related matters:

Universities South Africa (USAF)
Postal address: PO Box 27392
Sunnyside
0132
Physical address: Unisa Sunnyside Campus
Building 3, Level 1
Cnr. Rissik and Steve Biko Street,
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