

University of Pretoria

Undergraduate Faculty Brochure

Economic and Management Sciences

2014/15



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

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2014/15

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Message from the Dean

In terms of student numbers, the Faculty of Economic and Management Sciences is one of the largest faculties of the University of Pretoria. The key to the Faculty's success lies in the high premium it places on the preparation of a new generation of business leaders, entrepreneurs, managers and government officials who can create jobs and maintain an innovative outlook on life. The University of Pretoria aspires to be internationally competitive and nationally relevant. The Faculty achieves this by ensuring that its academic and research programmes conform to the highest standards. The national and international accreditation of its degrees by professional bodies is maintained. Furthermore, the Faculty strives to ensure that the market value associated with its degrees will always be of competitive benefit to students. The Faculty

consists of eight departments: Accounting, Auditing, Taxation, Financial Management, Economics, Marketing Management (including Tourism Management), Human Resource Management and Business Management (including Communication Management), as well as the School for Public Management and Administration. Jointly, these departments present 22 undergraduate and 125 postgraduate programmes. For more information about the Faculty's academic offering, please visit www.up.ac.za/bcom.

Prof Elsabé Loots
Dean: Faculty of Economic and Management Sciences



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Photo page



BComHons (Tourism Management) students work on tourism issues in Botswana

The BComHons (Tourism Management) students undertook an education excursion to the Okavango Delta in Botswana. The students prepared various desk-related projects on tourism issues in the Maun and Delta regions, before leaving to do the practical part in the area. The fieldwork was done in Botswana where the students were exposed to major attractions such as the Moremi Game Reserve and the Okavango Delta. The excursion allowed students to interface with tourism stakeholders.



Exceptional achievement

The Communication Management Division was recently proud of an excellent and unusual mom-and-daughter achievement. Adri van der Merwe, and her daughter, Jenni, reached important milestones in their studies together. Adri submitted a doctoral thesis, while Jenni completed her master's degree dissertation, both in communication management.

stones in their studies together. Adri submitted a doctoral thesis, while Jenni completed her master's degree dissertation, both in communication management.

Career days galore

The Communication Management Division hosted the first ever Career Day. The purpose of the event was to give BCom (Communication Management) students a glimpse of the realities of the workplace. The guests who participated in the Career Day included entrepreneurs in the field of corporate communication, the Public Relations Institute of South Africa (PRISA), as well as alumni. Students had the opportunity to engage with the guests.

The Department of Business Management's Unit for Supply Chain Management also hosted a career preparation seminar for second- and third-year BCom Option: Supply Chain Management students. This type of event is critical in helping the senior students understand the dynamic nature of the workplace, the professional requirements, networking, the most important issues in the preparation for job interviews, as well as the finer points related to CV writing.



Left: Final-year BCom Option: Supply Chain Management students (from left): Pierre Meiboom, Wayne Haylett and Marnus Koekemoer at the Supply Chain Management and Logistics Career Day.

Internal Audit students hold networking conference

The University of Pretoria's Centre for Internal Auditing Excellence hosted its 14th Annual Internal Audit Student and Networking Conference at Sun City. The conference forms part of the professional development of Internal Auditing students and the objective of the conference is to provide students with a networking opportunity with well-known companies, practitioners, other students and educators.



Alumna strikes gold

Brittany Preece (left), a former BComHons (Communication Management) student of the Faculty of Economic and Management Sciences, is currently an Account Manager at Cerebra. Her love for public relations stems from its ability to change perceptions and build brands, personas and reputations. These passions have

seen her hold positions at two leading communication agencies and successfully manage big brands like Nike, BMW, MINI and Amadeus.

In only two years, Brittany has gone from being an intern to an account manager who is responsible for the creation and delivery of integrated communication strategies. These strategies target different audiences and are seamlessly rolled out across multiple communication channels. Brittany managed all the media relations for the Nike Run Jozi campaign.

In April, the Gold PRISM Award for Best Up-and-coming Public Relations Professional was awarded to Brittany. The 16th annual PRISM awards are described as "Africa's most sought-after awards in the public relations industry". An initiative of the Public Relations Consultants Chapter (PRCC), the PRISM concept was established to promote excellence in public relations and strategic communication in South Africa. Winning a PRISM Award means that you have combined strategy, creativity and professionalism into a successful public relations campaign.



Networking in Orlando

Students of the Department of Auditing attended the 6th Annual Internal Auditing Education Partnership (IAEP) Leadership and Networking Retreat in Orlando, Florida. The Auditing students were Martin Lemmer, Kamogelo Diphoko, Carina Venter and James Cronje. During the event, the students could network and meet educators, practitioners and students from all over the world. They also did a case study and it was recognised as one of the best ones internationally. They proved that they are completely proficient in the different areas, specifically professionalism, integrity and efficiency in best practices.



Top student awarded

In celebration of the 150th birthday of Standard Bank, the bank launched a full scholarship for which prospective postgraduate students from the Faculty of Economic and Management Sciences could apply. Students who maintained an average of 70% in all undergraduate modules, could apply. Nthabiseng Mofokeng (above), currently a BComHons (Taxation) student and a teaching assistant in the Department of Taxation, was selected as one of the scholarship holders.

A network evening for young entrepreneurs

The University of Pretoria Business Incubator (UPBI), located in the Department of Business Management, held the first network evening of a series of events for young entrepreneurs. The UPBI provides much needed infrastructure and specialised coaching to aspiring entrepreneurs. The purpose of these network evenings is to introduce young entrepreneur clients to the world of entrepreneurship and business. It also introduces them to the importance of networking and furthermore serves as a platform for energising entrepreneurs and providing them with role models that they can shadow.



Students exposed to actual marketing challenges

A new practical component was added to the BComHons (Marketing Management) course. It aims to expose students to actual marketing problems in industry and to generate solutions through a series of group challenges. BComHons (Marketing Management) students visited the Atterbury Theatre at the Lynnwood Bridge Mall in Pretoria, where they received valuable insight about managing and marketing a theatre. The aim of the exercise is to better prepare students for the marketplace, to gain practical experience and to provide students with networking opportunities.



Potatoes give you go

What better way to get students excited about academic matters than to start the third-year Practical Project course in Marketing Management by giving each BCom (Marketing Management) student a free Chip 'n Dip and a cool drink. This initiative formed part of the practical project the Marketing Management students will be doing for Potatoes SA (PSA), where students are required to develop creative marketing campaigns for PSA.

Tuks does it again in the Initial Test of Competence (ITC) of the South African Institute of Chartered Accountants (SAICA)

UP achieved a first-time pass rate of 95% for the fourth time in five years, while at the same time posting a 19% growth in the number of candidates who wrote the exam. For the first time in the history of chartered accountant education at the University of Pretoria, the University enabled more than 200 candidates to write the 2013 ITC, while at the same time keeping its pass rate consistently at the 95% level.



Outstanding academic achievements awarded

Students with outstanding academic achievements were awarded during the annual Dean's List function. In order to be one of the selected students on the prestigious Dean's List, a student must have an outstanding academic record.



Undergraduate study programmes



Faculty of Economic and Management Sciences									
Important information on undergraduate study programmes for 2015									
• To be able to register, NSC candidates must comply with the minimum requirements for degree studies as well as with the minimum requirements for the relevant study programme. • Life Orientation is excluded when calculating the APS.									
University of Pretoria website: www.up.ac.za					National Benchmark Test website: www.nbt.ac.za				
Study programme Duration Closing dates Careers	Minimum requirements for 2015								APS
	Achievement level								
	Afrikaans or English				Mathematics				
	NSC/IEB	HIGCSE	AS-Level	A-Level	NSC/IEB	HIGCSE	AS-Level	A-Level	
BCom (Investment Management) [3 years] Closing dates: SA – 30 September Non-SA – 31 August	5	3	C	C	6	2	B	B	34
Careers: Funds manager, investment advisors, financial advisors, management accountants, management consultants, financial managers, investment brokers and investment analysts									
BCom (Accounting Sciences) [3 years] Closing dates: SA – 30 September Non-SA – 31 August	5	3	C	C	6	2	B	B	34
Careers: First step towards becoming chartered accountants and other categories of accountants, financial managers, internal auditors, bookkeepers, bankers, cost and management accountants and credit controllers									
BCom (Financial Sciences) [3 years] Closing dates: SA – 30 September Non-SA – 31 August	5	3	C	C	5	3	C	C	32
Careers: Specialisation in financial management: Management accountants, management consultants, performance managers, quality managers, financial advisors, strategy analysts, cost accountants, financial managers, financial planners and business analysts. Specialisation in taxation: Tax advisors, tax auditors in public practice, tax policy designers, tax practitioners, tax compliance managers, SARS auditors and tax risk managers. Specialisation in internal auditing: Internal auditors, risk officers, forensic auditors, IT auditors, financial auditors, performance auditors, environmental auditors, compliance officers, government auditors and governance auditors									
BCom (Law) [3 years] Closing dates: SA – 30 September Non-SA – 31 August	5	3	C	C	5	3	C	C	32
Careers: First step towards becoming attorneys, legal advisors, advocates, prosecutors, presiding officers (magistrate or judge) and law academics									
BCom (Econometrics) [3 years] Closing dates: SA – 30 September Non-SA – 31 August	5	3	C	C	6	2	B	B	32
Careers: Econometricians are employed by government, the central bank, private and commercial banks, leading stockbrokers and consultancies, both locally and internationally. Positions include analysts, consultants, researchers, trader or brokers, and academics. The work mostly entails statistical analysis (forecasting, structural and policy analysis) of economic and financial markets and interrelationships									
BCom (Economics) [3 years] Closing dates: SA – 30 September Non-SA – 31 August	5	3	C	C	5	3	C	C	32
Careers: Economists may specialise in banking, public finance, international trade and investment or economic development. Economists are employed by government, the central bank, private and commercial banks, stock brokerage firms and consultancies, both locally and internationally. Positions include analysts, consultants, researchers, traders and academics									
BCom (Informatics) [3 years] Closing dates: SA – 30 September Non-SA – 31 August	5	3	C	C	5	3	C	C	30
Careers: Manager in information technology environment, computer software or hardware supporter, computer systems analyst, financial information systems analyst, business analyst, information facilitator, IT training, systems developer, business systems analyst									
BCom (Statistics) [3 years] Closing dates: SA – 30 September Non-SA – 31 August	5	3	C	C	5	3	C	C	32
Careers: Statistical analysts in several industries, researchers, consultants and lecturers									

Study programme Duration Closing dates Careers	Minimum requirements for 2015								
	Achievement level								APS
	Afrikaans or English				Mathematics				
	NSC/IEB	HIGCSE	AS-Level	A-Level	NSC/IEB	HIGCSE	AS-Level	A-Level	
BCom [3 years] Closing dates: SA – 30 September Non-SA – 31 August	5	3	C	C	4	3	D	D	30
Careers: The degree does not lead to a specific vocational outcome, but offers opportunities to determine your own career outcome, within limits. Students are able to compile their own curricula with a view to work opportunities in all sectors									
BCom (Agribusiness Management) [3 years] Closing dates: SA – 30 September Non-SA – 31 August	5	3	C	C	5	3	C	C	30
Careers: Agricultural economist at banks and other agricultural and food-orientated institutions, commodity trader on future markets									
BCom (Marketing Management) [3 years] Closing dates: SA – 30 September Non-SA – 31 August	5	3	C	C	4	3	D	D	30
Careers: Product managers, customer service managers, strategic marketing planning managers, sales managers, distribution managers, brand managers, advertising managers, media planners, marketing research managers and promotions managers									
BCom (Entrepreneurship) [3 years] Closing dates: SA – 30 September Non-SA – 31 August	5	3	C	C	4	3	D	D	30
Careers: Running of entrepreneurial activities and business, corporate entrepreneur, mentor to an entrepreneur, administrative manager, sales manager, shop manager, entrepreneur, business manager, business owner, retail-trade manager									
BCom (Communication Management) [3 years] Closing dates: SA – 30 September Non-SA – 31 August	5	3	C	C	4	3	D	D	30
Careers: Running of entrepreneurial activities and business, corporate entrepreneurs, mentors to entrepreneurs, administrative managers, sales managers, shop managers, entrepreneurs, business managers, business owners and retail trade managers									
BCom (Human Resource Management) [3 years] Closing dates: SA – 30 September Non-SA – 31 August	5	3	C	C	4	3	D	D	30
Careers: Human resource practitioners, personnel consultants, mediators, labour relations specialists, human resource managers, personnel managers, liaison officers, psychometrists and industrial psychologists. In their capacity as human resource practitioners, graduates will be responsible for matters such as developing human resource strategies and policies, human resource planning, recruitment and selection of employees, training and development of staff, labour relations and personnel administration									
BCom (Business Management) [3 years] Closing dates: SA – 30 September Non-SA – 31 August	5	3	C	C	4	3	D	D	30
Careers: A wide variety of opportunities in administration, finance, marketing and human resource management, including manager, teacher, lecturer, general manager, management consultant									
BCom (Recreation and Sports Management) [3 years] Closing dates: SA – 30 September Non-SA – 31 August	5	3	C	C	4	3	D	D	30
Careers: A wide variety of opportunities in administration, finance, marketing and human resource management. These include managers, teachers, lecturers, general managers and management consultants									
BCom (Tourism Management) [3 years] Closing dates: SA – 30 September Non-SA – 31 August	5	3	C	C	4	3	D	D	30
Please note: Tourism management is offered in dual medium. A limited number of modules are offered in Afrikaans. Careers: Managers and entrepreneurs in a wide range of tourism and related sectors. These include attraction management, accommodation management, conference management, convention and visitor bureau management, ecotourism, food service management, casino management, information centre management, meeting and event planning, recreation and leisure management, tour company management, tourism education, travel agency management, destination marketing, tourism research and tourism development									





Study programme Duration Closing dates Careers	Minimum requirements for 2015								
	Achievement level								APS
	Afrikaans or English				Mathematics				
	NSC/IEB	HIGCSE	AS-Level	A-Level	NSC/IEB	HIGCSE	AS-Level	A-Level	
BCom Option: Supply Chain Management [3 years] Closing dates: SA – 30 September Non-SA – 31 August	5	3	C	C	4	3	D	D	30
Careers: The purpose of this option is to equip learners of supply chain management with the ability to participate in functional management within an integrated supply chain. This includes the disciplines of supply management, production and operations management, warehousing, transport management and supply chain strategy									
BCom (Four-year Programme) [4 years] Closing dates: SA – 30 September Non-SA – 31 August	4	3	D	D	3	4	E	E	26
Please note: This programme is only offered in English. The first year of study is presented on the Mamelodi Campus. Admission is subject to selection. Prospective students should write the NBT. Non-SA students are required to write the NBT or SAT. For more information on SAT visit www.collegeboard.com . Careers: Career opportunities depend on the field of study chosen by students in their second year of study									
BAdmin (International Relations) [3 years] Closing dates: SA – 30 September Non-SA – 31 August	5	3	C	C	Mathematics 4 or Mathematical Literacy 4	3	D	D	28
Please note: This programme is only offered in English. Students cannot be admitted to a BCom degree via a BAdmin if they do not comply with the admission requirements for a BCom degree. Careers: Diplomats, public servants, political analysts									
BAdmin (Public Management) [3 years] Closing dates: SA – 30 September Non-SA – 31 August	5	3	C	C	Mathematics 4 or Mathematical Literacy 4	3	D	D	28
Please note: This programme is only offered in English. Students cannot be admitted to a BCom degree via a BAdmin if they do not comply with the admission requirements for a BCom degree. Careers: Managers in the public sector, local government and the private sector, non-governmental organisations, international organisations and embassies. Graduates are often employed in human resource sections, planning divisions and in general administrative divisions									
BAdmin (Public Management) Option: Public Administration [3 years] Closing dates: SA – 30 September Non-SA – 31 August	The requirement is an NSC with access to degree studies. Three years' working experience is required.								
Please note: This programme is only offered in English. Students cannot be admitted to a BCom degree via a BAdmin if they do not comply with the admission requirements for a BCom degree. Careers: The option is directed towards candidates already active in the field of public administration. Candidates from national, provincial and local spheres of government will obtain entry into the programme. Candidates will gain in-depth knowledge of the administrative function, both locally and internationally. Emphasis is placed on the three spheres of government with reference to aspects such as resources management, international administration, policy management, ethics, intergovernmental relations and the role of the state. Graduates are especially employed in planning and general administrative units									

General overview

The Faculty of Economic and Management Sciences is the first choice of many talented young people in pursuing their higher education degree studies. The Faculty provides an intellectual home for the rich diversity of South Africa's academic talent. Through its continuous pursuit of excellence in research, teaching and learning, and community involvement, it has become a preferred partner for professional bodies, employers and students in South Africa. The Faculty is passionate about developing young people. Its holistic approach to student life fosters aspirations and encourages excellence: academically, culturally, and socially. It is a value-driven Faculty where students and staff become part of a winning team. Excellent facilities, academic distinction and international recognition of its degrees prove that the Faculty is committed to quality on all fronts.

Important information

- Consult the Faculty of Economic and Management Sciences Yearbook, Regulation 1.2, "Requirements for specific modules" for the prerequisites for individual modules or visit: www.up.ac.za/bcom for more information.
- FRK 122 is a terminating module. If FRK 122 is selected, a candidate will not be able to continue with Financial Accounting at the 200 and 300 level. Also note that FRK 121 may be a prerequisite for a number of other modules and it is the responsibility of the candidate to ensure that he or she makes the appropriate choice between FRK 121 and FRK 122.

BCom study programmes

BCom

Admission requirements	Afrikaans or English	Mathematics	APS
	5	4	30

BCom is a three-year full-time study programme. The study programme is aimed at training students in economic and management sciences. The study programme does not lead to a specific vocational outcome. However, students are able to compile their own curricula with the aim of finding work in numerous sectors.

Fundamental modules (compulsory)

1st year	2nd year
Academic Information Management	Introduction to Moral and Political Philosophy
Academic Literacy for EMS	

Core modules (compulsory)

1st year	2nd year
Economics	Business Law
Financial Accounting	
Commercial Law (first-year level) or Business Law (second-year level)	
Statistics or Mathematical Statistics	
Communication Management	

One of the following modules:

(See the Yearbook of the Faculty of Economic and Management Sciences)

1st year
Business Management
Marketing Management
Industrial and Organisational Psychology
Public Administration

Any of these four modules may be chosen as elective modules if not chosen as core modules.

Elective modules

(See the Yearbook of the Faculty of Economic and Management Sciences)

1st year	2nd year	3rd year
Business Management	Business Management	Business Management
Marketing Management	Marketing Management	Marketing Management
Industrial and Organisational Psychology	Industrial and Organisational Psychology	Industrial and Organisational Psychology
Public Administration	Public Administration	Public Administration
Mathematics	Statistics or Mathematical Statistics or Mathematics	Statistics or Mathematical Statistics or Mathematics
Informatics	Informatics	Communication Management
	Economics	Economics
	Financial Accounting	Financial Accounting
	Communication Management	Taxation
	Taxation	Entrepreneurship
	Financial Management	Labour Law
		Labour Relations

Please note: See the Faculty of Economic and Management Sciences Yearbook, Regulation 1.2, "Requirements for specific modules", for information regarding the prerequisites of individual modules.

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BCom Option: Supply Chain Management

Admission requirements	Afrikaans or English	Mathematics	APS
	5	4	30

BCom Option: Supply Chain Management is a three-year full-time study programme. This degree aims to equip students in supply chain management with the ability to participate in functional management in an integrated supply chain. This includes the disciplines of supply management, production and operations management, warehousing, transport management and supply chain strategy. With this qualification, opportunities exist in the following careers: supply chain analysts, supply chain strategists, customer service managers, inventory managers, warehousing managers, distribution managers, transport managers, operations managers, supply chain planners and logistics managers.

Fundamental modules (compulsory)

1st year	2nd year
Academic Information Management	Introduction to Moral and Political Philosophy
Academic Literacy for EMS	

Core modules (compulsory)

1st year	2nd year	3rd year
Business Management	Business Management	Business Management
Marketing Management	Business Law	International Business Management or E-Business and E-Commerce
Economics	Supply Chain Management	Supply Chain Management
Financial Accounting	Financial Management	
Informatics		
Communication Management		
Statistics		

Please note: See the Faculty of Economic and Management Sciences Yearbook, Regulation 1.2, "Requirements for specific modules", for information regarding the prerequisites of individual modules.

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BCom Economic Sciences study programmes

BCom (Economics)

Admission requirements	Afrikaans or English	Mathematics	APS
	5	5	32

BCom (Economics) is a three-year full-time study programme in which students are introduced to economic theory, economic policy and empirical issues associated with economic analysis. The core modules for specialisation in economics are economics and statistics, although mathematics is also an important component. In the first year of study, students become thoroughly acquainted with the principles of economics, with special emphasis on the South African economy and its challenges. Students are also introduced to economic theories and concepts, and the basic instruments of macro- and microeconomics. In the second year of study, the focus is on intermediate economic theory, focusing on both microeconomics and macroeconomics. In the third year of study, modern economic analysis is emphasised, while particular attention is paid to public policy, international trade, economic analysis and growth and development. The latter is the central economic policy challenge in Africa, and South Africa in particular. Graduates are primarily employed as analysts, consultants, researchers or traders in either the private or public sectors. The government, the South African Reserve Bank, private and commercial banks, and leading local and international stockbrokers and consultancies, commonly employ graduates in economics. Students are strongly advised to proceed with postgraduate studies.

Fundamental modules (compulsory)

1st year	2nd year
Academic Information Management	Introduction to Moral and Political Philosophy
Academic Literacy for EMS	

Core modules (compulsory)

1st year	2nd year	3rd year
Economics	Economics	Economics
Statistics	Statistics	Statistics
Business Management	Business Law	
Financial Accounting		
Mathematics		
Communication Management		

Please note: See the Faculty of Economic and Management Sciences Yearbook, Regulation 1.2, "Requirements for specific modules", for information regarding the prerequisites of individual modules.

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BCom (Econometrics)

Admission requirements	Afrikaans or English	Mathematics	APS
	5	6	32

BCom (Econometrics) is a three-year full-time study programme in which students are introduced to economic theory, economic policy and the statistical theory underpinning empirical analysis, which is more commonly referred to as econometrics. The core modules for specialisation in econometrics are economics, mathematical statistics and mathematics. Econometrics is the measurement and quantitative analysis of actual economic and business phenomena. For the professional, econometrics is a fascinating subject that provides for the measurement and analysis of economic phenomena and the forecasting of future economic trends. Econometrics is primarily applied in the quantification and validation of economic theory as well as the analysis of real-world transactions associated with human behaviour. The discipline is relevant to public policy, including health, education, transportation, housing and environmental protection. The tools and results can also be applied to other disciplines, especially in the social sciences, such as history, political science, sociology and psychology. Graduates are employed as analysts, consultants, researchers and traders in both the private and public sectors. The government, the South African Reserve Bank, private and commercial banks, and leading local and international stockbrokers and consultancies employ graduates in econometrics. Students are strongly advised to proceed with postgraduate studies.

Fundamental modules (compulsory)

1st year
Academic Information Management
Academic Literacy for EMS

Core modules (compulsory)

1st year	2nd year	3rd year
Economics	Economics	Economics
Mathematical Statistics	Mathematical Statistics	Mathematical Statistics
Mathematics	Mathematics	
Business Management		
Financial Accounting		
Informatics		
Communication Management		

Please note: See the Faculty of Economic and Management Sciences Yearbook, Regulation 1.2, "Requirements for specific modules", for information regarding the prerequisites of individual modules.

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BCom Financial Sciences study programmes

BCom (Accounting Sciences)

Admission requirements	Afrikaans or English	Mathematics	APS
	5	6	34

BCom (Accounting Sciences) is a three-year full-time study programme and is followed by one postgraduate year to obtain a BComHons and the Certificate in the Theory of Accountancy (CTA). Thereafter, a three-year apprenticeship can be completed, during which time the applicable professional qualifying examinations are written. On the successful completion of the three-year apprenticeship and the relevant qualifying examinations, a candidate is eligible to register with the South African Institute of Chartered Accountants (SAICA) as a chartered accountant – CA(SA). BCom (Accounting Sciences) is an accredited programme that forms part of the requirements for training as a CA(SA) both inside and outside public practice, and as a registered accountant and auditor (RAA) practising as an accountant and auditor in public practice. The CA(SA) and RAA qualifications are the highest professional qualifications in accounting in South Africa and enjoy international recognition.

Note: Candidates who took and passed Accounting at school, must write an accounting proficiency test and will only be admitted to Financial Accounting 100 if their results in this test are acceptable to the Head of the Department of Accounting/ CA Programme Manager. If not, they must register for Financial Accounting 101 in their first study year.

Candidates that did not take Accounting as a school subject must take and pass Financial Accounting 101 in their first study year.

Fundamental modules (compulsory)

1st year	2nd year
Academic Information Management	Professional Ethics
Academic Literacy for EMS	

Core modules (compulsory)

1st year	2nd year	3rd year
*Financial Accounting	*Financial Accounting	*Financial Accounting
*Financial Management	*Financial Management	*Financial Management
Statistics	*Auditing	*Auditing
Economics	*Taxation	*Taxation
Informatics	Informatics	
Commercial Law	Commercial Law	
Business Management	Communication Management	

*The specialisation modules of the first to third years for BCom (Accounting Sciences) may only be taken by students who are selected for this degree.

Please note: See the Faculty of Economic and Management Sciences Yearbook, Regulation 1.2, "Requirements for specific modules", for information regarding the prerequisites of individual modules.

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BCom (Financial Sciences)

Admission requirements	Afrikaans or English	Mathematics	APS
	5	5	32

BCom (Financial Sciences) is a three-year full-time study programme. The purpose of the study programme is to provide students with detailed knowledge and specific skills in a number of fields in the financial sciences. The syllabus is also structured in such a way that it aligns with the syllabi of a number of professional qualifications. Graduates in possession of a BCom (Financial Sciences) work in the private and the public sectors in the fields of financial management, internal auditing, taxation and accounting.

Fundamental modules (compulsory)

1st year	2nd year
Academic Information Management	Introduction to Moral and Political Philosophy
Academic Literacy for EMS	

Core modules (compulsory)

1st year	2nd year	3rd year
Financial Accounting	Financial Accounting	*Financial Accounting
Business Management	Internal Auditing	*Internal Auditing
Statistics	Taxation	*Taxation
Economics	Financial Management	*Financial Management
Informatics	Informatics	
	Business Law	

*Students choose any three majors at third-year level.

Please note: See the Faculty of Economic and Management Sciences Yearbook, Regulation 1.2, "Requirements for specific modules", for information regarding the prerequisites of individual modules.

Contact information

Department of Financial Management
Tel: +27 (0)12 420 3795

Student Administration
Tel: +27 (0)12 420 3347
Fax: +27 (0)12 420 3063
Website: www.up.ac.za/bcom

BCom (Investment Management)

Admission requirements	Afrikaans or English	Mathematics	APS
	5	6	34

BCom (Investment Management) is a three-year full-time study programme, and focuses on the needs of the international investment environment. The course covers all facets of investment management. In 2006, *CFA Institute® awarded the University of Pretoria the status of undergraduate programme partner. Thereby, *CFA Institute acknowledges that 70% of the content of the Level 1 examination of the *CFA® programme forms part of the curriculum of the BCom (Investment Management) programme. BCom (Investment Management) creates career opportunities in the dynamic investment sphere of global markets, which offer opportunities in the money market, capital market, equity market, financial risk management and the management of investment portfolios.

*CFA Institute and CFA are registered trademarks of CFA Institute.

Fundamental modules (compulsory)

1st year	2nd year
Academic Information Management	Introduction to Moral and Political Philosophy
Academic Literacy for EMS	

Core modules (compulsory)

1st year	2nd year	3rd year
Financial Accounting	Financial Accounting	Financial Accounting
Economics	Economics	Economics
Business Management	Investment Management	Investment Management
Commercial Law	Financial Management	Financial Management
Statistics	Statistics	
Informatics	Informatics	

Please note: See the Faculty of Economic and Management Sciences Yearbook, Regulation 1.2, "Requirements for specific modules", for information regarding the prerequisites of individual modules.

Contact information

Department of Financial Management
Tel: +27 (0)12 420 3795

Student Administration
Tel: +27 (0)12 420 4223
Fax: +27 (0)12 420 3063
Website: www.up.ac.za/bcom





BCom Management Sciences study programmes

BCom (Business Management)

Admission requirements	Afrikaans or English	Mathematics	APS
	5	4	30

BCom (Business Management) is a three-year full-time study programme, and provides students with knowledge of business management principles, to familiarise them with the basic functions of management at all levels, to introduce students to contemporary issues in management, and to familiarise them with the processes and systems available for the successful operation of any business. Graduates have a wide variety of opportunities in administration, finance, marketing and human resource management. The training covers a broad spectrum of managerial and organisational functions that will benefit the student in any career in business.

Fundamental modules (compulsory)

1st year	2nd year
Academic Information Management	Introduction to Moral and Political Philosophy
Academic Literacy for EMS	

Core modules (compulsory)

1st year	2nd year	3rd year
Business Management	Business Management	Business Management
Marketing Management	Marketing Management	Marketing Management
Economics	Business Law	
Financial Accounting	Financial Management	
Statistics		
Communication Management		
Informatics		

Elective modules

(See the Yearbook of the Faculty of Economic and Management Sciences)

3rd year
E-Business
E-Commerce
International Business Management

Please note: See the Faculty of Economic and Management Sciences Yearbook, Regulation 1.2, “Requirements for specific modules”, for information regarding the prerequisites of individual modules.

Contact information

Department of Business Management
 Tel: +27 (0)12 420 2411
 Email: obs@up.ac.za

Student Administration
 Tel: +27 (0)12 420 3329
 Fax: +27 (0)12 420 3063
 Website: www.up.ac.za/bcom

BCom (Communication Management)

Admission requirements	Afrikaans or English	Mathematics	APS
	5	4	30

BCom (Communication Management) is a three-year full-time study programme. Over the past decade, a great deal of attention has been given to the effective functioning of organisations. With this in mind, BCom (Communication Management) equips students with the knowledge and skills to address communication issues both internal and external to the organisation. Stakeholder groups demand increasingly meaningful communication from organisations and relationships with these groups should be managed proactively. Furthermore, diversity in developing countries dictates that different approaches should be used in communication management. These are some of the issues that are addressed by this study programme.

The following are examples of the wide variety of careers that are available to graduates: client liaison consultants, corporate communication consultants, corporate communication managers, corporate communication strategists, public relations practitioners, relationship managers, special events organisers, managers of corporate social responsibility, sponsorship managers and media liaison managers.

Fundamental modules (compulsory)

1st year	2nd year
Academic Information Management	Introduction to Moral and Political Philosophy
Academic Literacy for EMS	

Core modules (compulsory)

1st year	2nd year	3rd year
Business Management	Business Management	Business Management
Industrial and Organisational Psychology	Industrial and Organisational Psychology	International Business Management
Marketing Management	Communication Management	Communication Management
Economics	Entrepreneurship	
Statistics	Business Law	
Financial Accounting		

Please note: See the Faculty of Economic and Management Sciences Yearbook, Regulation 1.2, "Requirements for specific modules", for information regarding the prerequisites of individual modules.

Contact information

Department of Business Management: Division of Communication Management
Tel: +27 (0)12 420 3816

Student Administration

Tel: +27 (0)12 420 3498
Fax: +27 (0)12 420 3063
Website: www.up.ac.za/bcom

BCom (Entrepreneurship)

Admission requirements	Afrikaans or English	Mathematics	APS
	5	4	30

BCom (Entrepreneurship) is a three-year full-time study programme. The objectives of the study programme are to provide students with knowledge of business management principles, to take students through the entrepreneurial process, to motivate students to run a successful business, to enable students to establish a viable business, and to equip students to take up a position in the entrepreneurship development field. The high unemployment rate in South Africa requires more people to be trained and guided to provide for themselves. Entrepreneurial training assists students in identifying business opportunities and converting them into viable businesses. Students can also find work in the small business-enabling environment in which the Department of Trade and Industry, the Small Enterprise Development Agency, commercial banks and Khula Enterprise Finance are major role-players.

Fundamental modules (compulsory)

1st year	2nd year
Academic Information Management	Introduction to Moral and Political Philosophy
Academic Literacy for EMS	

Core modules (compulsory)

1st year	2nd year	3rd year
Business Management	Business Management	Business Management
Economics	Entrepreneurship	Entrepreneurship
Statistics	Business Law	International Business Management
Financial Accounting	Financial Management	
Marketing Management	Marketing Management	
Communication Management		

Please note: See the Faculty of Economic and Management Sciences Yearbook, Regulation 1.2, "Requirements for specific modules", for information regarding the prerequisites of individual modules.

Contact information

Department of Business Management
Tel: +27 (0)12 420 2411
Email: obs@up.ac.za

Student Administration

Tel: +27 (0)12 420 3329
Fax: +27 (0)12 420 3063
Website: www.up.ac.za/bcom





BCom (Human Resource Management)

Admission requirements	Afrikaans or English	Mathematics	APS
		5	4

BCom (Human Resource Management) is a three-year full-time study programme. The development of students enjoys a high priority. Therefore, a student-orientated approach is followed. Students are trained and guided to think and work independently in the field of human resource management and industrial psychology. This study programme is the first step in students' academic preparation towards qualifying as human resource practitioners, psychometrists or industrial psychologists. It also prepares them for registration with the South African Board of Personnel Practice (SABPP) and the South African Board for Psychology, which is affiliated with the Health Professions Council of South Africa (HPCSA). In their capacity as human resource practitioners or industrial psychologists, students will be responsible for matters such as the development of HR strategies and policies, human resource planning, the recruitment and selection of employees, the training and development of staff, labour relations and personnel administration. Organisations in both the public and private sectors usually have a human resource function and are in need of appropriate qualified professional candidates in this field. Registered human resource practitioners and industrial psychologists may also prefer to manage their own businesses as practitioners or consultants.

Fundamental modules (compulsory)

1st year	2nd year
Academic Information Management	Introduction to Moral and Political Philosophy
Academic Literacy for EMS	

Core modules (compulsory)

1st year	2nd year	3rd year
Industrial and Organisational Psychology	Industrial and Organisational Psychology	Industrial and Organisational Psychology
Business Management	Business Management	Business Management
Economics	Business Law	Labour Law
Financial Accounting	Research	Labour Relations
Statistics		
Communication Management		

Please note: See the Faculty of Economic and Management Sciences Yearbook, Regulation 1.2, "Requirements for specific modules", for information regarding the prerequisites of individual modules.

Contact information

Department of Human Resource Management
Tel: +27 (0)12 420 4756

Student Administration
Tel: +27 (0)12 420 3498
Fax: +27 (0)12 420 3063
Website: www.up.ac.za/bcom

BCom (Marketing Management)

Admission requirements	Afrikaans or English	Mathematics	APS
		5	4

BCom (Marketing Management) is a three-year full-time study programme. Customers constantly pressurise organisations to act responsibly, to provide quality products and services, and to offer exceptional customer service. BCom (Marketing Management) equips students with the knowledge and skills to address decisions regarding product, price, distribution and promotion. Students are also exposed to the principles of services marketing. Attention is given to consumer behaviour, marketing research, personal selling, brand management, marketing issues and strategic marketing. Graduates can pursue careers in the following fields: product management, customer service management, customer relationship management, strategic marketing, planning management, sales management, distribution management, brand management, advertising management, media planning, marketing research management and promotions management.

Fundamental modules (compulsory)

1st year	2nd year
Academic Information Management	Introduction to Moral and Political Philosophy
Academic Literacy for EMS	

Core modules (compulsory)

1st year	2nd year	3rd year
Marketing Management	Marketing Management	Marketing Management
Business Management	Business Management	Business Management
Economics	Financial Management	International Business Management
Financial Accounting	Business Law	
Statistics		
Communication Management		

Please note: See the Faculty of Economic and Management Sciences Yearbook, Regulation 1.2, "Requirements for specific modules", for information regarding the prerequisites of individual modules.

Contact information

Department of Marketing Management
Tel: +27 (0)12 420 5236

Student Administration
Tel: +27 (0)12 420 3498
Fax: +27 (0)12 420 3063
Website: www.up.ac.za/bcom

BCom (Tourism Management)

Admission requirements	Afrikaans or English	Mathematics	APS
	5	4	30

The overall goal of the BCom (Tourism Management) study programme is to provide prospective graduates with a sound management foundation that prepares them for a career in the tourism industry. The focus of the study programme is on the strategic management of the tourism process and the components of tourism within a changing environment. The emphasis on tourism is underpinned by foundation courses in marketing management, business management, economics, financial management, financial accounting, business law and statistics. Students are also provided with a foundation course in philosophy that encourages a critical problem-solving approach and highlights the importance of business and professional ethics. Students in Tourism Management undertake various case studies and practical research assignments that are recognised by the industry. Furthermore, through the course, students are exposed to industry experts who provide them with valuable insight into how tourism organisations are effectively managed.

A BCom (Tourism Management) obtained at the University of Pretoria provides graduates with a sound foundation from which to embark on an exciting and rewarding career in this global industry that offers a variety of job opportunities and career paths. The knowledgeable and motivated graduate has a variety of career options to choose from in the many diverse and complementary sectors of the tourism industry. These sectors include attractions, hospitality, air transport, eTourism, convention and visitor bureaux, ecotourism, information centres, sport tourism, recreation and leisure, tour operators, tourism education, travel agencies, destination marketing and tourism research.

Fundamental modules (compulsory)

1st year	2nd year
Academic Information Management	Introduction to Moral and Political Philosophy
Academic Literacy for EMS	

Core modules (compulsory)

1st year	2nd year	3rd year
Business Management	Business Management or Financial Management	Business Management
Marketing Management	Tourism Management	Tourism Management
Communication Management	Business Law	
Economics		
Financial Accounting		
Statistics		

Attendance modules (compulsory)

2nd year	3rd year
Tourism Management	Tourism Management





Elective modules

(See the Yearbook of the Faculty of Economic and Management Sciences)

2nd year	3rd year
Marketing Management	Marketing Management
Economics	Economics

Please note: See the Faculty of Economic and Management Sciences Yearbook, Regulation 1.2, “Requirements for specific modules”, for information regarding the prerequisites of individual modules.

Contact information

Division of Tourism Management
 Tel: +27 (0)12 420 4374

Student Administration
 Tel: +27 (0)12 420 5387
 Fax: +27 (0)12 420 3063
 Website: www.up.ac.za/bcom

BCom (Four-year Programme)

Admission requirements	Afrikaans or English	Mathematics	APS
	4	3	26

Note: The National Benchmark Test (NBT) is compulsory for admission to this study programme.

The first study year is offered at the Mamelodi Campus and is offered in English only. This is the ideal starting point for students who are interested in studying towards BCom in management and financial sciences. Students must apply during October of their first year to be transferred to the Faculty of Economic and Management Sciences on the Hatfield Campus. Placement in BCom (Accounting Sciences) and BCom (Investment Management) cannot be guaranteed, as these are selection programmes where numbers are limited. Students in the BCom (Four-year programme) should pass all first-year modules in order to be transferred to any of the BCom study programmes.

Core modules (compulsory)

1st year	2nd year	3rd year	4th year
Academic Information Management	Complete outstanding first-year modules as per chosen study programme.	Complete outstanding modules as per chosen study programme.	Complete outstanding modules as per chosen study programme.
Language, Life and Study Skills			
Mathematics			
Financial Accounting			
Mathematical Statistics			
Business Management			

Contact information

Student Administration
 Tel: +27 (0)12 420 2289
 Website: www.up.ac.za/bcom

BAdmin study programmes

BAdmin (International Relations)

Admission requirements	Afrikaans or English	Mathematics or Mathematical Literacy	APS
		5	4

BAdmin (International Relations) is a three-year full-time study programme. The purpose of this study programme is to develop skills in order to comprehend the changing nature of contemporary world politics. The study programme will enable innovative and proactive participation in the management of international issues and challenges in career situations in both the public and private sectors. In addition, basic political analysis and communication skills are developed.

Fundamental modules (compulsory)

1st year
Academic Information Management
Academic Literacy for EMS

Core modules (compulsory)

1st year	2nd year	3rd year
Public Administration	Public Administration	Public Administration
Communication Management	International Relations	International Relations
Politics		
Economics		

Elective modules

(See the Yearbook of the Faculty of Economic and Management Sciences)

1st year	2nd year	3rd year
Industrial and Organisational Psychology	Industrial and Organisational Psychology	Industrial and Organisational Psychology
History	Political Science	Political Science
Marketing Management	Marketing Management	

Language: German, English, French, Arabic, Mandarin, Russian, Spanish

Language modules with a maximum value of 64 credits may be taken up to the second year. Select from the following:

- A European language (English, German, French or Spanish) at UP
- An international language (Arabic, Mandarin or Russian) at Unisa

See Regulations and Syllabi: Faculty of Humanities for credits, prerequisites and presentation of these modules.

Please note: See the Faculty of Economic and Management Sciences Yearbook, Regulation 1.2, "Requirements for specific modules", for information regarding the prerequisites of individual modules.

Contact information

Department of Political Sciences
Tel: +27 (0)12 420 2464

Student Administration
Tel: +27 (0)12 420 5394
Fax: +27 (0)12 420 3063
Website: www.up.ac.za/bcom

BAdmin (Public Management)

Admission requirements	Afrikaans or English	Mathematics or Mathematical Literacy	APS
		5	4

BAdmin (Public Management) is a three-year full-time study programme that undertakes a scientific study of the managerial and administrative functions performed in the public sector. It further aims to capacitate students to participate in and contribute to managerial issues such as policy-making, human resource management, organisational restructuring and ensuring accountability. It introduces students to the realm of leadership and governance in order to familiarise them with the responsibilities of public institutions in all three spheres of government and the respective roles of these spheres in





improving the quality of life of all members of society. Graduates of the School of Public Management and Administration are in demand in all three spheres of government's public institutions. They are often employed in the human resource sections, the planning divisions and the general administrative divisions of organisations. Other graduates are employed in the private sector, non-governmental organisations and international organisations and embassies.

Fundamental modules (compulsory)

1st year
Academic and Information Management
Academic Literacy for EMS

Core modules (compulsory)

1st year	2nd year	3rd year
Public Administration	Public Administration	Public Administration
Politics		
Economics		
Industrial and Organisational Psychology		
Communication Management		

Elective modules

(See the Yearbook of the Faculty of Economic and Management Sciences)

1st year	2nd year	3rd year
Economics	Economics	Economics
Business Management	Business Management	Business Management
Financial Accounting	Industrial and Organisational Psychology	Industrial and Organisational Psychology
Statistics	Political Science or International Relations	Political Science or International Relations
Afrikaans	Business Law	Labour Law
	Constitutional Law	Labour Relations
	Legal Interpretation	Administrative Law
	Communication Management	Communication Management

Please note: Candidates who did not obtain at least 4 (50–59%) in Mathematics in Grade 12, or who did not pass Statistics (STK) 113 and 123 may not include Economics (EKN) 120, 234, 244, 310 and 320 and Statistics (STK) 110 and 120 in their curriculum. Also refer to the faculty prerequisites for these modules.

See the Faculty of Economic and Management Sciences Yearbook, Regulation 1.2, "Requirements for specific modules", for information regarding the prerequisites of individual modules.

Contact information

School of Public Management and Administration
Tel: +27 (0)12 420 3342

Student Administration
Tel: +27 (0)12 420 5394
Fax: +27 (0)12 420 3063
Website: www.up.ac.za/bcom

BAdmin (Public Management) Option: Public Administration

Formal selection takes place and work experience is required.

This option was compiled to recruit candidates who are already employed in the public sector. Candidates who work in national, provincial and local government spheres will be admitted to the study programme. Candidates will acquire in-depth knowledge of national and international public management and administrative functions. The option focuses on the three spheres of government, and particular attention will be given to aspects such as public, human and financial resource management, international administration, public policy studies, ethics, relationships between governments and the role of the state.

Please note: See the Faculty of Economic and Management Sciences Yearbook, Regulation 1.2, "Requirements for specific modules", for information regarding the prerequisites of individual modules.

Contact information

School of Public Management and Administration
Tel: +27 (0)12 420 3342
Email: lp.malan@up.ac.za

Student Administration
Tel: +27 (0)12 420 5394
Fax: +27 (0)12 420 3063
Website: www.up.ac.za/bcom

BCom study programmes offered in cooperation with other faculties

BCom (Agribusiness Management)

Admission requirements	Afrikaans or English	Mathematics	APS
	5	5	30

BCom (Agribusiness Management) is a three-year full-time study programme. The purpose of this study programme is to train students in the field of economics and business management as applied to the agricultural and agribusiness sector. The study programme prepares students for management careers in agricultural sales and marketing, brokerage, market research, international agricultural trade, finance, public relations, food manufacturing and distribution and the agricultural input industry.

Fundamental modules (compulsory)

1st year	2nd year
Academic Information Management	Introduction to Moral and Political Philosophy
Academic Literacy for EMS	

Core modules (compulsory)

1st year	2nd year	3rd year
Economics	Economics	Economics
Statistics	Statistics	Agricultural Economics
Business Management	Business Management	
Financial Accounting	Business Law	
Communication Management	Agricultural Economics	
Marketing Management		

Please note: See the Faculty of Economic and Management Sciences Yearbook, Regulation 1.2, "Requirements for specific modules", for information regarding the prerequisites of individual modules.

Contact information

Department of Agricultural Economics, Extension, and Rural Development
Tel: +27 (0)12 420 3251

Student Administration
Tel: +27 (0)12 420 5387
Fax: +27 (0)12 420 3063
Website: www.up.ac.za/bcom

BCom (Informatics)

Admission requirements	Afrikaans or English	Mathematics	APS
	5	5	30

BCom (Informatics) is a three-year full-time study programme that focuses on the application and use of computer and information systems in organisations. The superiority of our students lies in their broad background in the field of economic and management sciences, which implies that the world of business is not strange to them. The use of information technology by organisations is growing exponentially, and new, more complex and challenging applications are explored and developed on a daily basis. It has the benefit that, in addition to the obvious fact that the work environment of the informatics specialist is particularly interesting, there is also the advantage that many job opportunities are available for the well-qualified informatics specialist. Informatics specialists have the knowledge to analyse the information needs of organisations, be it businesses, government departments, non-profit organisations or any other organisation where information is crucial. They not only analyse the needs, but also address those needs by designing and implementing information systems. Information systems nowadays refer to computer-based systems (including mobile applications) that store and manipulate data, so that people can understand, use, interpret and make decisions based on the information. BCom (Informatics) offered by the University of Pretoria is the only degree in South Africa that is internationally accredited by the Accreditation Board for Engineering and Technology (ABET) of the USA.





Fundamental modules (compulsory)

1st year	2nd year
Academic Information Management	Introduction to Moral and Political Philosophy
Academic Literacy for EMS	

Core modules (compulsory)

1st year	2nd year	3rd year
Informatics	Informatics	Informatics
Financial Accounting	Business Law	Community-based Project
Economics		
Business Management		
Statistics		
Communication Management		
Discrete Structures		

Elective modules

(See the Yearbook of the Faculty of Economic and Management Sciences)

1st year	2nd year	3rd year
Marketing Management	Marketing Management	Marketing Management
	Communication Management	Communication Management
	Business Management	Business Management
	Internal Auditing	Internal Auditing
	Statistics	Statistics
	Financial Accounting	Financial Accounting
	Taxation	Taxation
	Informatics	
	Financial Management	

Please note: See the Faculty of Economic and Management Sciences Yearbook, Regulation 1.2, "Requirements for specific modules", for information regarding the prerequisites of individual modules.

Contact information

Department of Informatics
Tel: +27 (0)12 420 3798

Student Administration
Tel: +27 (0)12 420 3347
Fax: +27 (0)12 420 3063
Website: www.up.ac.za/bcom

BCom (Law)

Admission requirements	Afrikaans or English	Mathematics	APS
	5	5	32

BCom (Law) is a three-year full-time study programme. The objective of BCom (Law) is to provide students with sound academic and practical training at undergraduate level in the field of economic and management sciences, as well as in law. The focus of the study programme is on the core subjects of the economic and management sciences (in accordance with the student's own choice) during the second and third years of study, as well as on a number of key subjects of the LLB that are compulsory. The ultimate aim of the student should be to achieve the LLB after completion of the BCom (Law). BCom (Law) enables a student to acquire an LLB within two years of the completion of BCom (Law) instead of within four years. After completion of the BCom (Law) and LLB, various career opportunities exist, such as attorneys, advocates, legal advisors and lecturers.

Fundamental modules (compulsory)

1st year
Academic Information Management
Jurisprudence
English or Afrikaans

Core modules (compulsory)

1st year	2nd year	3rd year
Economics	Law of Contract	Law of Things
Business Management	Law of Succession	Law of Delict
Financial Accounting	Specific Contracts	Entrepreneurial Law

1st year	2nd year	3rd year
Statistics	Consumer Protection Law	Insolvency Law
Roman Law		Payment Methods
Jurisprudence		
Law of Persons		

Elective modules

(See the Yearbook of the Faculty of Economic and Management Sciences)

1st year	2nd year	3rd year
Business Management	Business Management	Business Management
	Economics	Economics
	Financial Management	Financial Management
	Financial Accounting	Financial Accounting
	Taxation	Taxation
	Informatics	

Please note: See the Faculty of Economic and Management Sciences Yearbook, Regulation 1.2, “Requirements for specific modules”, for information regarding the prerequisites of individual modules.

Contact information

Department of Mercantile Law
 Tel: +27 (0)12 420 2363

Student Administration
 Tel: +27 (0)12 420 4223
 Fax: +27 (0)12 420 3063
 Website: www.up.ac.za/bcom

BCom (Recreation and Sports Management)

Admission requirements	Afrikaans or English	Mathematics	APS
	5	4	30

BCom (Recreation and Sports Management) is a three-year full-time study programme. This programme aims to equip potential managers with specific and applied knowledge and competencies to manage sport and recreation in both the private and public sectors. This study programme enables students to work in diverse management positions in the sport and/or recreation industry, for example, sport facility managers, event managers, sport club managers and sport marketers.

Fundamental modules (compulsory)

1st year
Academic Information Management
Academic Literacy for EMS

Core modules (compulsory)

1st year	2nd year	3rd year
Marketing Management	Marketing Management	Marketing Management
Business Management	Business Management	Business Management
Foundation of Recreation and Sport Management	Sport Facility and Event Management	Economics of Sport and Leisure
Economics	Business and Governance of Sport	Value-based Decision-making in Sport and Recreation
Leadership in Sport and Recreation	Sport Tourism	
Financial Accounting	Business Law	
Statistics	Sport Development	

Please note: See the Faculty of Economic and Management Sciences Yearbook, Regulation 1.2, “Requirements for specific modules”, for information regarding the prerequisites of individual modules.

Contact information

Department of Biokinetics, Sport and Leisure Sciences/Department of Sport and Leisure Studies
 Tel: +27 (0)12 420 6040

Student Administration
 Tel: +27 (0)12 420 3498
 Fax: +27 (0)12 420 3063
 Website: www.up.ac.za/bcom





BCom (Statistics)

Admission requirements	Afrikaans or English	Mathematics	APS
	5	5	32

BCom (Statistics) is a three-year full-time study programme. BCom (Statistics) is a three-year full-time study programme and provides graduates with a sound academic and practical foundation in the field of economic and management sciences with a strong focus on statistics. This enables graduates to embark on an exciting and rewarding career in the field of statistics, which offers a variety of job opportunities and career paths. A unique feature of the full-time BCom (Statistics) study programme is that it consistently balances theory and practice. Statistics is the art and science of collecting, organising, analysing, interpreting and presenting quantitative and qualitative data for the purpose of drawing scientifically founded conclusions. Briefly, statistics can be regarded, among other things, as the science of gaining information from data. With the interactive use of the computer, the statistician can apply statistical models and methods in all types of scientific research, including marketing management, communication management, tourism management, financial management, business management, investment management, human resource management, economics and agricultural economics. Statisticians are expected to be proficient in a multitude of skills. A strong numerical background and interest, the desire to master computer programming and the use of various software packages, the ability to interact with professionals from various disciplines, as well as communication skills, both verbal and written, are of importance. Learning from data is one of the most relevant and vital challenges of the information age, and it presents exciting opportunities for those who work as professional statisticians. For the knowledgeable and motivated graduate, there are career opportunities in many diverse, as well as complementary sectors, which include the following:

- **Financial institutions:** Statisticians specialising in the economic applications of statistics deal with aspects such as national production and expenditure, international economic relations, employment, public finance and related issues. In the insurance industry, statisticians are employed in areas such as actuarial work, marketing, share investments and property investments. Market research organisations play an indispensable role in gathering information that is used to improve the quality of decision-making in various industries.
- **Industry:** Statisticians are increasingly employed in industries such as mining, production and government corporations, for example, Eskom, Sasol and AECI, and the pharmaceutical industry in general. Organised agriculture is another vitally important industry where sophisticated statistical techniques are used to meet the growing demand for food and services.
- **Research councils and educational institutions:** The research councils are well-known employers of scientists of diverse disciplines and employ statisticians to ensure scientifically founded research outputs. These include the Medical Research Council, the Council for Scientific and Industrial Research, the Agricultural Research Council and the Human Sciences Research Council. Statisticians are also involved in the training of students at universities and universities of technology. The challenges of modern education and good research are of great relevance, especially in South Africa.
- **The public sector:** The government employs statistically proficient people in many of its departments, the most prominent being Statistics South Africa and the South African Reserve Bank. Statistics South Africa is responsible for the five-yearly population censuses and the calculation of well-known economic indicators, such as the inflation rate.

Fundamental modules (compulsory)

1st year
Academic Information Management
Academic Literacy for EMS

Core modules (compulsory)

1st year	2nd year	3rd year
Statistics or Mathematical Statistics	Statistics or Mathematical Statistics	Statistics or Mathematical Statistics
Economics		
Financial Accounting		
Business Management		
Communication Management		

Elective modules

(See the Yearbook of the Faculty of Economic and Management Sciences)

1st year	2nd year	3rd year
Mathematics	Mathematics	Mathematics
Informatics	Informatics	Agricultural Economics
Computer Science	Agricultural Economics	*Actuarial Mathematics
Financial Management	*Actuarial Mathematics	Economics
Economics	Economics	Financial Accounting
	Financial Accounting	
	Statistics	
	Business Ethics	

*See prerequisites for Actuarial Mathematics in the Yearbook of the Faculty of Economic and Management Sciences.

Students in Mathematical Statistics who also want to be trained for the insurance industry, select the following modules, among others, as part of their core and elective modules:

1st year	2nd year	3rd year
Mathematical Statistics	Mathematical Statistics	Mathematical Statistics
Economics	*Actuarial Mathematics	*Actuarial Mathematics
Mathematics	Mathematics	
Computer Science		
Financial Management		

*See prerequisites for Actuarial Mathematics in the Yearbook of the Faculty of Economic and Management Sciences.

Students in Mathematical Statistics who also want to be trained in the econometrics field, select the following modules, among others, as part of their core and elective modules:

1st year	2nd year	3rd year
Mathematical Statistics	Mathematical Statistics	Mathematical Statistics
Mathematics	Economics	Economics
Computer Science	Mathematics	

Other students choose modules from any other subject or faculty according to their own specific career requirements.

Please note: See the Faculty of Economic and Management Sciences Yearbook, Regulation 1.2, "Requirements for specific modules", for information regarding the prerequisites of individual modules.

Contact information

Department of Statistics
Tel: +27 (0)12 420 3774

Student Administration
Tel: +27 (0)12 420 5387
Fax: +27 (0)12 420 3063
Website: www.up.ac.za/bcom

Postgraduate study programmes

The Faculty of Economic and Management Sciences offers postgraduate opportunities in numerous specialisation areas. See the Faculty of Economic and Management Sciences Postgraduate Yearbook for contact information or visit www.up.ac.za/bcom.



General information

Faculty-specific information

For specific enquiries regarding study programmes, refer to the contact information below the relevant study programme in this brochure.

Client Service Centre contact details

Tel: +27 (0)12 420 3111
 Email: csc@up.ac.za
 Website: www.up.ac.za
 Parent's page: www.up.ac.za/parents
 Location: University of Pretoria
 cnr Lynnwood Road and Roper Street
 Hatfield
 Postal address: University of Pretoria
 Private bag X20
 Hatfield 0028

GPS coordinates of UP campuses

Hatfield: S25° 45' 21" E28° 13' 51"
 GIBS: S26° 07' 46" E28° 02' 46" (56 km from Hatfield Campus)
 Groenkloof: S25° 46' 10" E28° 12' 34" (3.5 km from Hatfield Campus)
 LC de Villiers: S25° 45' 10" E28° 14' 46" (1.2 km from Hatfield Campus)
 Mamelodi: S25° 43' 22" E28° 23' 56" (12 km from Hatfield Campus)
 Onderstepoort: S28° 10' 54" E25° 38' 52" (22 km from Hatfield Campus)
 Prinshof: S25° 43' 57" E28° 12' 10" (6 km from Hatfield Campus)

UP banking details

Absa	Standard Bank
Branch: Hatfield	Branch: Hatfield
Branch code: 632005	Branch code: 011545
Account number: 214 000 0054	Account number: 012 602 604
Swift code: ABSAZAJJ	Swift code: SBZAZAJJ

Welcoming Day and the Programme for Registration and Start of the Academic Year

Attendance of the Welcoming Day on Saturday, 18 January 2014 and the programme for registration and start of the academic year is compulsory for all new first-year students. This programme has been designed to assist students with their academic preparedness, enabling them to successfully make the adjustment from high school to university.

Applications

New students may only register after successful admission. If provisionally admitted, they will still have to comply with the requirements of the faculty in which they wish to register with the end examination results of their final school-year¹. Thus, new students will only be permitted to register once their application and admission processes have been approved. Provisional admission is based on the results obtained in the Grade 11 end examination. Please take note that the end examination results of the final school-year remain the

¹ The end examination results of the final school-year refer to the examination results regarded by Higher Education South Africa (HESA) as the minimum requirement for tertiary study in South Africa.

determining factor for admission. Furthermore, please note that the achievement of the minimum requirements does not necessarily guarantee admission to any study programme.

Late applications

Before you submit a late application, please contact the Faculty Administration Office to ensure that there is still space available. If the study programme is not subject to selection and if the Faculty still has space available, your application will be considered. Late applications are only accepted on condition that all the admission requirements for the relevant study programmes are fully complied with. Should you not comply with the requirements, your application will not be considered. Application fees will not be refunded.

Admission (new first-year students)

- If you have been provisionally admitted to the University, the end examination results of your final school-year must still comply with the admission requirements for the study programme to which you were provisionally admitted. If the end examination results of your final school-year do not comply with the admission requirements, contact the relevant Faculty's Student Administration Office with regard to your admission status.
- If you have been placed in a residence, please refer to your placement letter for occupation dates.
- If you have been provisionally admitted to a residence, but the end examination results of your final school-year are lower than the admission requirements, you may not move into the residence until the relevant Faculty's Student Administration Office has confirmed your admission. Admission in such cases is not guaranteed.
- If you apply to have some of your final school-year subjects re-marked, and you do not comply with the minimum admission requirements based on your current results, you will not be allowed to register in the interim. Re-marked results are only available in February and in terms of the University's policy such marks will not be taken into consideration. You are welcome to apply for the next academic year.

National Benchmark Test (NBT)

The National Benchmark Test is not compulsory for all study programmes. Please refer to the relevant study programmes in this brochure. Please note that the Academic Literacy Test does not replace the National Benchmark Test.

Contact information

Tel: +27 (0)21 650 3523
 Website: www.nbt.ac.za

The calculation of the Admission Point Score (APS) is based on a candidate's achievement in any six recognised 20-credit subjects (not only designated subjects) by using the seven-point rating scale below. Life Orientation is excluded from the calculation of the APS.

Achievement	Achievement level	Mark
7	Outstanding achievement	80–100%
6	Meritorious achievement	70–79%
5	Substantial achievement	60–69%
4	Adequate achievement	50–59%
3	Moderate achievement	40–49%
2	Elementary achievement	30–39%
1	Not achieved	0–29%

Language policy and medium of instruction

In conducting its business, the University uses two official languages: English and Afrikaans. In formal education, the medium of instruction is English or Afrikaans, or both of these languages – provided that there is a demand and that it is academically and economically justifiable. However, it remains the student’s responsibility to ascertain on an annual basis in which language a module and any further level of that module is presented. In respect of administrative and other services, students have the right to choose whether the University should communicate with them in English or Afrikaans.

Academic Information Management (AIM)

- Academic Information Management modules (AIM 101 or both AIM 111 and AIM 121), depending on your study programme, are compulsory for all new first-year students.
- AIM 101 will be presented in the first or second semester, depending on your study programme.
- AIM 111 will be presented in the first semester and AIM 121 in the second semester.
- There are no exemption examinations available for AIM 101 or AIM 111 and AIM 121.

Academic literacy for first-year students

An inadequate level of academic literacy can impact negatively on a student’s chances of academic success. The University of Pretoria has processes in place to identify students who might need development. This is done by way of evaluating Grade 12 marks in English or Afrikaans or the results of the Academic Literacy Test. Full details will be communicated to all admitted students in the information brochure for the programme for registration and start of the academic year, which is distributed in November or December. If you are required to write the test, time will be scheduled in the programme. If your Grade 12 English or Afrikaans marks are to be used, the Faculty’s Student Administration Office will register you for the appropriate study programme as identified by your Faculty.

Please note that the Academic Literacy Test does not replace the National Benchmark Test (NBT).

Bursaries, awards and loans (financial aid)

The University reserves the right to amend, without prior notice, the regulations and conditions applicable to bursaries, awards and loans. Students who are interested in the support bursaries and loans administered by the University should submit an application via the University’s website www.up.ac.za/feesfunding. This is, however, not

applicable to achievement awards as a different process is followed in this regard.

Contact information

Website: www.up.ac.za/feesfunding

Information on study costs, accounts and financial aid is published on the University’s website at www.up.ac.za/feesfunding and in the Fees and Funding brochure available at the Client Service Centre.

Sports bursaries

Sports bursaries are available, subject to various conditions, to sports achievers who obtained at least provincial colours in selected sport. It is expected of these students to actively participate in this sport for a UP Club while studying at the University. The closing date for applications is 30 September of the year preceding commencement of study. Bursary application forms are available from the Sports Centre.

Contact information

Tel: +27 (0)12 420 6060
 Email: sportinfo@up.ac.za
 Website: www.up.ac.za/sport

Other bursary options

You may also visit the following websites for information on bursaries:

- www.up.ac.za/feesfunding
- www.gostudy.mobi, which lists bursaries according to field of study
- <http://bursary.hcifoundation.co.za>
- The Bursary Register:
 Tel: +27 (0)11 672 6559
 Email: slevin@mweb.co.za

Edu-loan

Edu-Loan is a registered credit provider, allowing access to study loans for employees as well as full-time students. A student loan can include a whole range of student-related necessities such as books, accessories, laptops, university and private accommodation, as well as study tuition with a fixed monthly instalment.

Anyone (students, parents or guardians) can apply for a loan, provided that the applicant is in full-time employment or has a registered business.

Contact information

Tel: +27 (0)12 420 5175/2161 or +27 (0)86 632 8882/3
 Email: Isaac.senosi@up.ac.za
 Location: R1-13 Student Centre
 Business hours: 08:00–16:00

Guaranteed undergraduate achievement awards: 2015

Learners do not apply for the achievement awards below. These awards are awarded based on academic achievement.

Qualifying average percentage	Faculty of Engineering, Built Environment and Information Technology and Faculty of Natural and Agricultural Sciences	Faculty of Health Sciences and Faculty of Veterinary Science	Other faculties
75%–79.99%	R6 000	–	–
80%–89.99%	R15 000	R6 000	R15 000
90%–100%	R40 000	R20 000	R40 000

Note: The University of Pretoria reserves the right to amend award values without prior notice. Please refer to www.up.ac.za/feesfunding for the criteria applicable to the above achievement awards.





Other achievement awards: 2015

Learners do not apply for the following two awards. These awards are awarded based on academic achievement. Only students with South African citizenship or permanent residency in South Africa are considered for these awards.

Description	Award value	Faculty	Notes
JuniorTukkie Grade 11 Empowerment Programme (15 awards)	R13 600	<ul style="list-style-type: none"> Natural and Agricultural Sciences Health Sciences Engineering, Built Environment and Information Technology 	The 15 learners with the best Grade 12 results who attended the JuniorTukkie Grade 11 Empowerment Week, will each receive an amount of R13 600.
Grade 12 dux learner (top academic achiever in Grade 12) at selected feeder schools (one award per school)	R5 000	Any faculty	The final decision regarding the selection of schools for this award rests with the University of Pretoria.

Note: The University of Pretoria reserves the right to amend award values without prior notice. Please refer to www.up.ac.za/feesfunding for the criteria applicable to the above achievement awards.

Contact information

Tel: +27 (0)12 420 3111
 Email: csc@up.ac.za
 Website: www.up.ac.za/feesfunding
 Location: Hatfield Campus
 Postal address: Client Service Centre
 University of Pretoria
 Private bag X20
 Hatfield 0028

Special offer for academic achievers

Please take note of a special offer for top academic achievers based on average percentages obtained in the end examination of the final school-year. This special offer is only applicable to new first-year students who obtained 75% or more in the end examination of their final school-year. For more information on the University's special offer to new first-year students, visit www.up.ac.za/admissioninfo

Fees

For the estimated tuition fees for 2014 in this Faculty, please consult www.up.ac.za/feesfunding. All amounts are subject to change and should not be considered to be the final cost. The rate of inflation during 2014 can be used as a guideline to estimate the increase in tuition fees for 2015.

Payments, rebates and pay-outs

The fees below are for 2014 unless otherwise indicated.

Description	Amount payable	When to pay	Notes
Application fee	R300 (for 2015)	This fee is payable with submission of application for studies.	This fee is non-refundable.
Registration fee <ul style="list-style-type: none"> Payable prior to registration Also payable every subsequent year before registration 	R4 600	Selection study programmes This fee is payable WITHIN 30 days of placement to reserve your study place.	<ul style="list-style-type: none"> The registration fee forms part of the tuition fees and is an initial payment towards the tuition fees. R950 of the R4 600 will be retained for cancellations made WITHIN 30 days after placement. R2 300 of the R4 600 will be retained for cancellations made MORE THAN 30 days after placement.
		All other study programmes The fee is payable at least 5 days before registration in January/February.	<ul style="list-style-type: none"> The registration fee forms part of the tuition fees and is an initial payment towards the tuition fees. This fee is fully refundable if the student does not register.
International levy for all non-South African citizens	R2 500	This levy is payable before registration in January/February.	This levy is fully refundable if the student does not register.
Tuition fees	Refer to www.up.ac.za/feesfunding	<ul style="list-style-type: none"> Half (50%) of the student account is payable before or on 30 April. The full (100%) student account is payable before or on 31 July. 	<ul style="list-style-type: none"> Accounts are available on the UP Portal (Student Centre) after registration. Accounts are mailed monthly, starting March.
Discount for early payment		A discount of 2.5% is granted if the student account is paid in full by 30 April.	
Family rebate	<ul style="list-style-type: none"> Two students – 10% rebate is granted on the tuition fees for each of the students. Three or more students – 20% rebate is granted on the tuition fees for each of the students. 	Apply before 31 March.	<ul style="list-style-type: none"> This rebate is only applicable on tuition fees. Students must apply annually. Students must apply in writing. The 2.5% discount for early payment will not be given on the family rebate Application forms are available on www.up.ac.za/feesfunding or at the Client Service Centre.
Summer School and Winter School	Full tuition fees are payable for the modules taken.	Fees are payable with the rest of the student account.	When modules are repeated, the full tuition fee will be charged again.

Description	Amount payable	When to pay	Notes
Fees paid by bursars	<ul style="list-style-type: none"> Bursaries may or may not cover the full costs of study. Ensure that you are aware of the full value of your bursary. 	External companies or other institutions that sponsor students with bursaries, need to make the required payments to the students' accounts by the same dates as if the students were paying the accounts themselves. <ul style="list-style-type: none"> Half (50%) of the student account is payable before or on 30 April. The full (100%) student account is payable before or on 31 July. 	<ul style="list-style-type: none"> Students must submit written proof from the sponsors of the bursary awarded to them prior to registration, otherwise the registration fee will be payable by the student. Students remain responsible for their student accounts if their bursary sponsor does not pay the account.
Credit balances	Amounts in credit on your account are payable.	Payment depends on the source of the credit balance.	The Refund form is available on www.up.ac.za/feesfunding or at the Client Service Centre (CSC).
Other living costs	These costs are not included on the account.	Payment should be done as required, for example books, food, travel, stationery, printing and internet.	Students should manage these costs themselves.
Cancellation fees Discontinuation of studies and discontinuation of a module	Refer to www.up.ac.za/feesfunding .	Payment of these fees are determined by the official date the University was notified in writing of the discontinuation.	In cases where discontinuation is due to the hospitalisation or death of a student, cancellation fees may be waived if sufficient proof is provided.

Accommodation on UP campuses

Campus	Single rooms (2014 amount)*	Double rooms (2014 amount)*
Hatfield		
Ladies' residences: Asterhof, Erika, Jasmyn, Katjepiering, Madelief, Klaradyn, Magrietjie, Nerina	R29 700	R27 500
Ladies' residence: Nerina (new wing)	R33 100	
Men's residences: Kollege, Maroela, Mopanie, Taaibos	R29 700	R27 500
Men's residences: Boekenhout, Olienhout	R32 000	R29 700
Men's and ladies' residence: TuksVillage	R33 100	
Groenkloof		
Ladies' residences: Zinnia, Lilium, Inca	R29 700	R27 500
Men's residence: Kiaat	R29 700	R27 500
Mamelodi		
Men's and ladies' residence: Tuks Naledi		R27 500
Onderstepoort		
Men's and ladies' residence: Onderstepoort	R29 700	R27 500
Men's and ladies' residence: Onderstepoort (new wing)	R36 000	
Prinshof		
Ladies' residence: Curlitzia	R29 700	R27 500
Men's residence: Olympus	R31 500	
Men's and ladies' residence: Hippokrates (single room)	R39 100	

*Amounts will be adjusted for 2015.

Contact information

Tel: +27 (0)12 420 3111
 Email: csc@up.ac.za
 Website: www.up.ac.za/accommodation
www.up.ac.za/feesfunding

Private accommodation

The University can unfortunately not provide accommodation to all applicants, as the demand exceeds the available places. The following private facilities may be considered for alternative private accommodation:

Private accommodation in the vicinity of Hatfield Campus

Accredited men's residence	Telephone number	Email and/or website
Sonop	+27 (0)12 460 5723/7830	toniev@sonop.org.za
Accredited accommodation	Telephone number	Email and/or website
Midcity	+27 (0)12 426 3400 +27 (0)82 887 4165	www.midcity.co.za
South Point	+27 (0)80 078 833 687	www.staysouthpoint.co.za
The Fields (City Property)	+27 (0)12 362 4473/4504	propworld@cityprop.co.za
Urban Nest	+27 (0)12 343 5138	info@urbannest.co.za





Private accommodation in the vicinity of Prinshof Campus

Accredited accommodation	Telephone number	Email and/or website
Craig's Place (City Property)	+27 (0)12 319 8700	propworld@cityprop.co.za
Jakaranda Lodge	+27 (0)12 330 2424	bookings@jaklodge.co.za

Alternative private accommodation

Accredited accommodation	Telephone number	Email and/or website
190 On-Suite	+27 (0)12 322 0277 +27 (0)82 551 8676	conradk@mmaphuti.co.za www.mmaphuti.co.za
Arlon Property	+27 (0)12 362 5499/1868	arlon@icon.co.za
Off Campus Rental	+27 (0)12 362 6123 +27 (0)83 438 2548	ocrental@telkomsa.net

UP Open Day

Date: 24 May 2014
Time: 08:00-14:00

The following persons should attend the UP Open Day:

- Grade 12 learners (final school-year) who have received confirmation that they have been provisionally admitted to a study programme
- Grade 12 learners (final school-year) who meet the admission requirements and wish to hand in their application forms
- Grade 11 learners who are fairly certain that they will apply at UP
- the parents of the abovementioned learners

Sport

Sport represents a significant part of student life. The University of Pretoria provides students with opportunities to participate in a variety of sporting disciplines at club, national and international level. The University also boasts excellent sports facilities, which are highly regarded both nationally and internationally.

The LC de Villiers Sports Grounds are centrally located and are easily accessible to students. TuksSport has a large number of sports clubs and is currently the largest source of athletes for a variety of sports disciplines and national teams. TuksSport forms a vital part of the UP experience. You are therefore encouraged to choose the University of Pretoria for an outstanding sports and academic career.

Contact information

Tel: +27 (0)12 420 6060
Fax: +27 (0)12 420 6095
Email: sportinfo@up.ac.za
Website: www.up.ac.za/sport

High Performance Centre (hpc)

The University of Pretoria's High Performance Centre (hpc) is Southern Africa's first elite performance sports facility.

Contact information

Tel: +27 (0)12 362 9800
Fax: +27 (0)12 362 9890
Email: info.hpc@up.ac.za

TuksSport High School

Tel: +27 (0)12 343 4527
Fax: +27 (0)86 636 4019
Location: TuksSport Study Centre
Technical Building (Building 5)
Groenkloof Campus
cnr Leyds Street and
George Storrar Drive, Groenkloof

Student Affairs

The Student Affairs offices are located in the Roosmaryn Building on the Hatfield Campus. The Department of Student Affairs has two divisions: Student Support and Student Development.

Student Support Division

This division includes student health, student counselling and the Unit for Students with Special Needs.

Services provided by the Student Support Division include the following:

- academic development (career counselling and assessment, study methods and reading courses, stress management, psychometric testing, time management and career planning)
- potential development (conflict management, communication skills, goal setting and problem solving)
- individual and relationship counselling (interpersonal problems, stress, depression, eating disorders, life trauma, emotional problems and the development of life skills)

Contact information

Tel (office hours): +27 (0)12 420 2333
Tel (after hours): +27 (0)12 420 2310/2760
24-hour crisis line: +27 (0)80 000 6428 (toll free)
Email: ethel.mothamme@up.ac.za
Location: Student Centre (opposite Pie City)
Hatfield Campus
Office hours: 07:30–16:00

Groenkloof Campus

Tel: +27 (0)12 420 5687
Location: R505 Sports Centre

Hatfield Campus

Tel: +27 (0)12 420 2333
Location: Student Centre (opposite Pie City)

Mamelodi Campus

Tel: +27 (0)12 842 3724
Location: Student Health Centre

Onderstepoort Campus

Tel: +27 (0)12 529 8476
Location: Arnold Theiler Building
(Student Administration Offices)

Prinshof Campus

Tel: +27 (0)12 420 2333
Location: 8th floor
Basic Medical Sciences Building

Student Development Division

This division includes all student governance structures and organised student life initiatives:

- Student Forum (SF)
- Student Representative Council (SRC)
- Constitutional Tribunal (Student Court)
- day houses
- faculty houses (www.up.ac.za/facultyhouses)
- over 100 religious, cultural, academic, political and other societies
- Tuks Top Junior/Senior and ENACTUS UP
- Mentorship programme
- service providers:
 - TuksRAG (Reach Out and Give)
 - Stuku (student culture)
 - *Perdeby* (student newspaper)
 - Tuks FM (campus radio station)
 - Student Sport

Contact information

Tel: +27 (0)12 420 6600/1411
 Location: Roomaryn Building
 Hatfield Campus

Day houses

If you are not living in a residence, but would like to have a great student life, then you should consider joining one of the day houses on campus. This will give you the opportunity to take part in organised student life activities such as rag and sport, as well as cultural and social events.

You can join one of the official day houses: Vividus Men, Vividus Ladies, Zeus or Luminous. An annual membership fee is payable. Don't miss out – be sure to sign up with the day house of your choice!

Contact information

Website: www.up.ac.za/dayhouses

Faculty houses

By default, all students (day and residence students) belong to the faculty house of the faculty in which they are registered. Faculty houses have an academic focus and play an important role in linking students and lecturers in the faculty.

There are no membership fees payable to join a faculty house, but students have the option to purchase items such as T-shirts or to attend camps and other events for which fees are charged. Typical activities include personal and professional as well as development opportunities, such as presentations by speakers on various topics and excursions to relevant industries. Faculty houses are also involved in various community service projects. Some faculty houses participate in sport leagues.

The faculty house also serves as a link with the class representative system in the faculty.

Contact information

Website: www.up.ac.za/facultyhouses

Library services

The Department of Library Services is host to a world-class modern academic research library network spread over the campuses of the University. This service is aligned to the University of Pretoria's faculties with customised services for undergraduates, postgraduates, staff, alumni and visiting academics. All services are

designed to create a gateway to global information and support learning, teaching and research through interaction with professional staff.

Key initiatives include an e-service (online), access to wide-ranging print and electronic collections, the Learning Centre at the Merensky Library and online assignment support for undergraduate students, an online reference service (Ask-a-Librarian), wireless hot spots, search engines to access electronic journals, books and databases, electronic theses and dissertations, an institutional repository, various audiovisual materials, dedicated facilities for the physically challenged and postgraduates, and interlending library facilities to national and international collections. All of these actively contribute to a world-class learning environment.

Contact information

Website: www.library.up.ac.za and
www.library.up.ac.za/mobi

International students

All non-South African citizens must report to the International Students Division in the Client Service Centre on the Hatfield Campus prior to registration. The Client Service Centre will be open from 6 January 2014. The international students' special orientation programme will take place on 17 and 19 January 2014. Students can obtain more information from the International Students Division in the Client Service Centre.

Non-South African citizens will have to submit proof of legal status in South Africa, as well as proof of adequate medical aid cover at the International Students Division in the Client Service Centre before they will be able to register.

Contact information

Tel: +27 (0)12 420 3111
 Email: csc@up.ac.za
 Website: www.up.ac.za/ISD
 Location: Client Service Centre
 Hatfield Campus

Supporting documents

Please note that students must have photocopies ready before going to the International Students Division in the Client Service Centre. Copies can be made at the Xerox Copy Centre in the Student Centre on the Hatfield Campus.

All non-South African citizens will have to show their original documents and submit two photocopies of the documents listed below:

- the International Students Information form, completed and signed
- a valid passport or an ID (in the case of students with permanent residence in South Africa)
- a valid study permit endorsed for studies at the University of Pretoria or one of the following:
 - an asylum-seekers permit
 - a Certificate of Refugee Status
 - a diplomatic passport (not a diplomatic card) and a diplomatic permit
- proof of medical cover (medical cover must be paid a year in advance, January to December)

The abovementioned documents must be submitted to an international consultant and the information must be captured before you can register.





Study permit

Every non-South African citizen is required to have a valid passport and temporary residence permit, such as a study permit, endorsed for studies at the University of Pretoria. Non-South African citizens wishing to enter South Africa should only apply for study permits once an official letter of admission has been received.

How to apply for a study permit

You are required to apply for a study permit at the South African High Commission, Embassy, Consulate or Trade Mission in your country of residence or the nearest South African High Commission, Embassy, Consulate or Trade Mission. The SADC countries are Angola, Botswana, DR Congo, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, Tanzania, Zambia and Zimbabwe.

The following documents should be submitted to the South African Embassy or Consulate in order to obtain your study permit:

- a passport valid for not less than 30 days after the intended study period
- proof of payment of an administrative fee (as required at the time by the Department of Home Affairs of South Africa)
- confirmation of South African medical cover and proof of payment of membership fee to a medical aid scheme registered with the Council for Medical Schemes in South Africa. Cover must be valid for the duration of one academic year (January to December)
- an admission letter from the University stating the following:
 - the duration of the study programme;
 - confirmation that the admitted student is not taking the place of a local student; and
 - undertaking to inform the Department of Home Affairs if the student deregisters.
- a medical report (less than six months old) by a registered medical practitioner
- a radiological report (less than six months old)
- proof of the availability of funds to cover tuition fees and self maintenance for the duration of studies in South Africa
- a police clearance certificate for the past six months or longer if the applicant is older than 18 years of age
- details regarding arranged accommodation while in South Africa

Other documents that may be required are the following:

- a yellow fever vaccination certificate
- a certificate or other documentary proof of marital status (eg married, widowed, divorced or separated)

Repatriation guarantee

A cash deposit equal to a return ticket to the country of origin (repatriation guarantee) may be required.

Change of institution (study permit holders)

The University may only register a student for academic studies once the prospective applicant has produced a valid study permit. It usually takes at least six weeks for an application to be processed. It is also important to note that a study permit is issued to study at one institution and a student would have to apply for a change of conditions, should they want to change institutions. This can be done in South Africa in the municipal area applicable to the new institution of study.

Before applying for this permit, a student must obtain a release letter from the current institution, stating that this institution has no objections to the transfer.

Change of conditions (study permit holders)

A change to the conditions of a study permit should be available in a situation where a student holds a valid study permit with a condition to study at another institution in South Africa (other than the one the student is applying to). This is usually the case with learners and students studying at South African high schools, colleges and other academic institutions. Their permits would therefore need to be endorsed with a condition to study at the institutions mentioned above. In order to register at the University of Pretoria, the permit will need to be endorsed for the applicant to study at the University of Pretoria. Application for a change to the conditions of a study permit constitutes a new application for a study permit. Although the applicant will need to complete a separate form, the requirements are the same as those for the initial application for a study permit.

Please note the following:

- These forms are available on the internet (www.home-affairs.gov.za). They can also be collected at any South African visa-issuing authority (Department of Home Affairs offices, consulates or embassies).
- This information is meant to serve as a guide only. Requirements for studying in South Africa are subject to change and each application is treated as an individual case. Always make enquiries before travelling to South Africa.
- The holder of a study permit for studies at a higher education institution may conduct part-time work, but the period for undergraduate students may not exceed 20 hours per week; and for postgraduate students the period may not exceed 20 hours per week, for as long as their study permits are valid.

Medical cover for study permit holders

Non-South African citizens who are holders of study permits, or who wish to apply for a study permit must, in terms of South Africa's Immigration Act, have sufficient medical aid cover for the duration of their stay in South Africa. Non-South African citizens intending to study at the University of Pretoria can join one of the following medical aid schemes:

Momentum Health (Ingwe option)

Membership fees are payable in advance annually.
 Tel: +27 (0)12 671 8511
 Email: studenthealth@momentum.co.za
 Website: www.ingwehealth.co.za

BestMed Medical Scheme (Blueprint student option)

Membership fees are payable in advance annually.
 Tel: +27 (0)12 339 9800 or
 +27 (0)86 000 2378 or
 +27 (0)86 000 BEST
 Fax: +27 (0)12 323 4106 or
 +27 (0)12 339 9900
 Email: lineyl@curemed.co.za

Higher Education South Africa (HESA)

A full or foreign conditional exemption certificate is a prerequisite and applicable to non-South African citizens and to students who do not have a South African National Senior Certificate (NSC) qualification or Independent Examination Board (IEB) qualification and who want to enrol for undergraduate studies at the University of Pretoria. This certificate can only be obtained from HESA.

HESA requires the following documentation when applying for a full or foreign conditional exemption certificate:

- copies of foreign qualifications certified as correct by the registrar of a South African university, a South African Embassy or Consulate in a foreign country or a public notary – result slips, faxes and copies certified by a commissioner of oaths are not acceptable
- a certified copy of your South African identity document (in the case of permanent residents only) or a valid foreign passport reflecting your full names and date of birth, passport number and photograph or a certified copy of your birth certificate
- a completed M30E form (<http://hesa-enrol.ac.za> – follow the link to Applications)

Contact information

Tel: +27 (0)10 591 4401/2
 Fax: +27 (0)12 481 2922/2718
 Email: exemptions@hesa-enrol.ac.za
 Website: www.hesa.org.za
 Location: Building 3 Level 1
 Unisa Sunnyside Campus
 Pretoria
 Postal address: PO Box 3854
 Pretoria 0001

South African Qualifications Authority (SAQA)

Postgraduate applicants must have all previous post-school qualifications evaluated by SAQA when applying for postgraduate study programmes at the University of Pretoria.

Contact information

Call centre: +27 (0)12 431 5000/70
 Helpdesk: +27 (0)86 010 3188
 Fax: +27 (0)12 431 5039
 Website: www.saqa.org.za
 Location: SAQA House
 1067 Arcadia Street
 Hatfield
 Postal address: Postnet Suite 248
 Private bag X06
 Waterkloof 0145

Evaluation of foreign qualifications:

Tel: +27 (0)12 431 5070
 Helpdesk: +27 (0)86 010 3188

Admission Point Score (APS) conversion

The following tables can be used to convert your marks/symbols into an Admission Point Score (APS) when applying for studies at the University of Pretoria (UP).

Admission Point Score (APS) Conversion Table

APS (requirement level for subjects as well as overall APS)	NSC/IEB	SC HG M-score	SC SG M-score	HIGCSE NSSC HL	AS-Level	IB SL	IGCSE/ GCSE/ NSSC OL/ O-Level Grade 11*	IGCSE/ GCSE/ NSSC OL/ O-Level Grade 12**
7	7 (80–100%)	A		1	A	7	A	
6	6 (70–79%)	B	A	2	B	6	B	
5	5 (60–69%)	C	B	3	C	5	C	A
4	4 (50–59%)	D	C	3	D	4	C	B
3	3 (40–49%)	E	D	4	E	3	D	C
2	2 (30–39%)	F	E			2	E	D/E
1	1 (0–29%)	G	F			1	F	F/G

Admission Point Score (APS) Conversion Table only for Cambridge Advanced Level and IB Higher Level

APS		A-Level	IB HL
Requirement level for subjects	Requirement level for overall APS		
7	10	A	7
6	8	B	6
5	7	C	5
4	6	D	4
3	5	E	
2	4		
1	3		

NSC	– National Senior Certificate (completed Grade 12 in and after 2008)
IEB	– Independent Examination Board
SC HG	– Senior Certificate Higher Grade (completed Grade 12 before 2008)
SC SG	– Senior Certificate Standard Grade (completed Grade 12 before 2008)
HIGCSE	– Higher International General Certificate of Secondary Education
A-Level	– Advanced Level
AS-Level	– Advanced Subsidiary Level
IB	– International Baccalaureate Schools (Higher Levels and Standard Levels)
IGCSE	– International General Certificate of Secondary Education
GCSE	– General Certificate of Secondary Education
NSSC	– Namibia Senior Secondary Certificate
O-Level	– Ordinary Level

*Grade 11 = IGCSE/O-Level: APS conversion for Grade 11 equivalent qualifications only and for conditional admission and selection purposes

**Grade 12 = IGCSE/O-Level: APS conversion for Grade 12 equivalent qualifications – not for final admission and must be taken together with Advanced Subsidiary Level and Advanced Level for exemption purposes



