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# University of Pretoria Yearbook 2024

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## Gordon Institute of Business Science

### Faculty regulations and information

*The regulations for the degrees published here are subject to change and may be amended after the publication of this information.*

*The General Academic Regulations and General Student Rules apply to all faculties and registered students of the University, as well as all prospective students who have accepted an offer of a place at the University of Pretoria. On registering for a programme, the student bears the responsibility of ensuring that they familiarise themselves with the General Academic Regulations of the University applicable to their registration, as well as the relevant faculty-specific and programme-specific regulations and information as stipulated in the relevant yearbook. Ignorance concerning these regulations will not be accepted as an excuse for any transgression, or basis for an exception to any of the aforementioned regulations.*

**Please note:** Due to the continuous restructuring of the Faculty and the accompanying phased-in introduction of modules and credits, some of the information in this publication may not fully reflect the most recent developments in the Faculty. Problems that are experienced as a result of this situation may be taken up with GIBS.

#### **Application, selection and admission**

Refer to General Academic Regulations A3, G1, G16, G31 and G42.

A selection procedure takes place prior to admission. Application forms are available at [www.GIBS.co.za](http://www.GIBS.co.za).

For further details refer to the GIBS student guidelines and regulations.

#### **General**

The Dean may authorise matters not provided for in the General Academic Regulations or in the GIBS regulations.

#### **Amendment of regulations and fees**

GIBS retains the right to amend the regulations and to change tuition fees without prior notification.

**Please note:** The fees advertised and thus levied in respect of a module or study programme presentation represents a combination of the costs associated with the formal services rendered (for example lectures, module material, field trips, simulations, etc.) as well as associated indirect overheads such as the provision of Information Centre and recreation facilities, security and cleaning services, electricity and water supply, etc. Therefore, the fees in respect of a module or study programme presentation cannot simply be reconciled with visible services that are rendered in respect of such module or study programme.

#### **Registration and student status**

For renewal of registration, refer to General Academic Regulations G3, G18, G32 and G44.

For cancellation of registration, refer to General Academic Regulations G4, G19, G32 and G45.

For further details refer to the GIBS student guidelines and regulations.

#### **Examinations**

Refer to General Academic Regulations G10 - G14, G24 and G36.



- i. A student is only admitted to an examination if the lecturer of that module in consultation with the Dean, certifies that the student has prepared satisfactorily in their work and complied with the attendance requirements. Class attendance in all modules and for the full duration of all programmes is compulsory for all students.
- ii. The examination dates are set at the beginning of each year. Students must make arrangements with their organisations and/or employers in advance to be available on such dates since no alternative examination dates will be arranged. Should a student be unable to write an examination for reasons of serious illness, family crisis or unavoidable travel outside of South Africa, the Programme Manager must be informed in writing, preferably before the examination date or, failing that, within three business days of the examination.
- iii. A written application for a special examination must be made to the Programme Manager, accompanied by proof of the reason for missing the examination (for example medical certificate, copy of passport, subpoena). The examination papers (or orals) are completely different to the original papers. The applicant will be informed of the dates during the year.

For further details refer to the GIBS student guidelines and regulations.

### **Pass requirements and subminimum in examinations**

A final weighted average mark of at least 50% in a module is required to pass. A subminimum of 45% is required in the examination or examinable component for each module. Should the student fail to achieve the required subminimum, the student will be considered to have failed the module.

For further details refer to the GIBS student guidelines and regulations.

### **Special examinations**

Refer to General Academic Regulations G12, G26, G37 and G49.

A student who is prevented from writing the standard examination due to illness or other qualifying circumstances, may be granted permission by the Dean to write a special examination in the particular module(s).

An application to write a special examination, accompanied by supporting documentation in the form of a medical certificate issued by a registered medical practitioner in the case of illness (see Section A21 for more information on medical certificates), or appropriate supporting documents in the case of other qualifying circumstances (see Section A22 for more information on affidavits), accompanied by a letter of motivation, must be submitted to the dean in the prescribed manner, within three days of the date of the particular examination that was not written. If an application could not be submitted on time, a late application supported by the required documentation and a valid reason or motivation must be submitted to the dean for consideration. For further details refer to the GIBS student guidelines and regulations.

### **General**

It is the responsibility of all students to familiarise themselves with the General Academic and GIBS Regulations of the University, as well as the procedures, rules, and instructions pertaining to study at GIBS. Ignorance of the applicable regulations, rules and instructions, or the incorrect interpretation thereof will not be accepted as an excuse for not complying with the stipulations of such regulations, rules and instructions.

### **Application of old and new regulations**

Refer to General Academic Regulations G5, G20, G32 and G46.

Subject to transitional measures laid down by GIBS, a student must complete their programme in accordance with the regulations that were applicable when they first registered for a specific field of study or specialisation. If a student interrupts their studies or changes a field of study or specialisation, the regulations applicable in the following year in which studies are resumed, or the field of study is changed, apply. For further details refer to the GIBS student guidelines and regulations.



### **General Academic Regulations and Student Rules**

The [General Academic Regulations \(G Regulations\)](#) and [General Student Rules](#) apply to all faculties and registered students of the University, as well as all prospective students who have accepted an offer of a place at the University of Pretoria. On registering for a programme, the student bears the responsibility of ensuring that they familiarise themselves with the General Academic Regulations applicable to their registration, as well as the relevant faculty-specific and programme-specific regulations and information as stipulated in the relevant yearbook. Ignorance concerning these regulations will not be accepted as an excuse for any transgression, or basis for an exception to any of the aforementioned regulations. The G Regulations are updated annually and may be amended after the publication of this information.

### **Regulations, degree requirements and information**

The faculty regulations, information on and requirements for the degrees published here are subject to change and may be amended after the publication of this information.

### **University of Pretoria Programme Qualification Mix (PQM) verification project**

The higher education sector has undergone an extensive alignment to the Higher Education Qualification Sub-Framework (HEQSF) across all institutions in South Africa. In order to comply with the HEQSF, all institutions are legally required to participate in a national initiative led by regulatory bodies such as the Department of Higher Education and Training (DHET), the Council on Higher Education (CHE), and the South African Qualifications Authority (SAQA). The University of Pretoria is presently engaged in an ongoing effort to align its qualifications and programmes with the HEQSF criteria. Current and prospective students should take note that changes to UP qualification and programme names, may occur as a result of the HEQSF initiative. Students are advised to contact their faculties if they have any questions.