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# University of Pretoria Yearbook 2025

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## Faculty of Humanities

### 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 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.*

In the Faculty of Humanities, independent and original work with acknowledgement of sources is expected with dire consequences for transgression.

#### **1. Requirements for admission**

Refer to General Academic Regulation G1 for admission to undergraduate programmes as well as specific admission requirements published with the relevant programmes in the Yearbook.

Please note: Compliance with the minimum requirements set out below will not guarantee admission to a bachelor's (undergraduate) degree at the University. Applicants must refer to the applicable Senate-approved General Academic Regulations, Institutional Admission Policy and faculty admissions for a particular programme.

#### **2. Transferring students**

A transferring student is a student who, at the time of application for a degree programme at the University of Pretoria (UP) –

- is transferring from one faculty at the University of Pretoria to the Faculty of Humanities or
- has started with tertiary studies at UP, then moved to another tertiary institution and wants to be readmitted at UP or
- is a registered student at another tertiary institution.

##### **2.1 Guidelines/rules for transferring students:**

- A transferring student will be considered based on meeting the faculty-specific admission regulations and requirements.
- Admission of transferring students will always depend on the availability of space in the programme.
- Students need to familiarise themselves with faculty-specific admission regulations and requirements.
- The closing date for application to be transferred to the Faculty of Humanities is aligned with the University closing date.
- Internal applications may be submitted until 30 September.
- No application will be considered after the closing date.
- Students applying for selection degree programmes must follow the closing dates as outlined in the faculty



brochure.

- Terms of reference as outlined by departments will apply to students applying for selection degree programmes.

## **2.2 Internal application to transfer (from another faculty to the Faculty of Humanities or from one Faculty of Humanities degree to another)**

- Students who apply to transfer to the Faculty of Humanities must submit an online application to transfer, as well as a letter of motivation, in order to be considered for admission in the following year.
- For a student applying to transfer, the Committee considers the Admission Point Score (APS) according to the Faculty requirements, as well as the student's academic performance during the preceding year (as stipulated in Faculty Regulation Section 9 (Specific requirements for undergraduate programmes) below).
- In addition to the above students transferring to BA specialising in Law are required to pass all the prescribed modules in their current degree programmes.
- No mid-year applications or admission will be considered.
- Applications requiring discretionary admissions will be reviewed by the Faculty Admission Committee.
- If a degree programme has reached its maximum number of admissions, the Faculty may decline to consider an application for a transfer.
- Students must apply through the Student Portal.
- The outcome will be available after the final results are released at the end of the year.

## **2.3 Transferring students from other recognised institutions to UP**

Also refer to General Academic Regulations G1, G7 and G9.

- Students who are currently enrolled in other institutions must submit their first-semester academic record or proof of registration during the application process.
- The final official academic transcript signed and stamped by the institution as well as the certificate of conduct must be submitted after the final examination results are available.
- In the case where the credit system differs from the one used by UP, students will be considered on the following criteria:
  - Students must have passed 60% of the modules/subjects equivalent to 72 credits or more if they were first-year students and
  - 60% of the modules/subjects in their prior year at the other university equivalent to at least 100 credits or more if they are senior students.
- The Faculty Admissions Committee will consider the application based on the Admission Point Score according to the Faculty requirements, the student's academic performance during the preceding year (as stipulated in Faculty Regulation 9 (Specific requirements for undergraduate programmes) below) as well as the certificate of conduct.
- In addition to the above students transferring to BA specialising in Law are required to pass all the prescribed modules in their current degree programme.
- No application will be considered after the closing date.
- No decision will be finalised if the official academic transcript as well as the certificate of conduct are not submitted
- If a degree programme is already full, the Faculty may decline to consider an application for a transfer.
- Subject to Faculty regulations, core and elective modules completed more than five years previously will not be recognised and such modules will have to be repeated.



### **3. Application to be readmitted (after academic exclusion/dismissal)**

Also refer to General Academic Regulations G4 and G19.

- Students who apply to be readmitted after academic exclusion/dismissal must submit an online application for admission in the following year.
- The following documents must be submitted together with the online application for the student to be considered for readmission:
  - an academic transcript if they are registered in other recognised institutions after exclusion/dismissal,
  - a certificate of conduct,
  - their own letter of motivation.
  - other supporting documents.
- The Faculty Admissions Committee will consider the student's application based on overall academic performance, the student's letter of motivation and other supporting documents.
- Students are required to follow the closing dates as outlined on the University website.
- No application will be considered after the closing date.
- In the absence of complete supporting documentation, the Committee will not be able to take a decision, and the application will be rejected.
- It is the student's responsibility to provide all the required and relevant information.
- The Faculty is entitled to verify the documents or proof submitted.

### **4. Admission of returning students after the interruption of studies and the Leave of absence**

Also refer to General Academic Regulation G4.

- A returning student is a student who, at the time of application for a degree programme was previously registered at UP and did not complete the programme enrolled for due to unforeseen circumstances; and did not enroll at another tertiary institution.
- When the online application opens for admission in the following year, students must submit their application on the University website.
- Students who were granted a Leave of absence can contact the Student Administration at the beginning of the returning year to be assisted with readmission

### **5. Cancellation and deregistration of module**

#### **5.1 Cancellation of modules**

Also refer to General Academic Regulation G2.5.

- Closing dates for students to make changes or cancellation of modules (year, semester and quarter modules) are published annually in the University's calendar and the cut-off date will be four weeks after the commencement of lectures.
- If the change or cancellation is done before or on the relevant closing dates, the module will not appear on the student's academic record. Any module cancelled after the closing date will be reflected on the student's full academic record.

#### **5.2 Deregistration of modules**

Also refer to General Academic Regulation G4.2.

- In the event that a student registers for second-semester modules at the beginning of a year of study, and it becomes evident at the end of the first semester that they no longer comply with the prerequisites for the second-semester modules, the registration of such second-semester modules will be cancelled and the student's



account will be credited accordingly.

- It is the student's responsibility to ensure that all affected modules have been deregistered at the beginning of the second semester.

## **6. Permission to complete one year or two semester modules at the required level in other institutions**

- Permission may be granted to a student with a limited number of outstanding modules to complete one year or two semester modules at the required level in other recognised institutions with the proviso that the module content is similar to the module(s) offered at UP.

- This concession can only be granted if the student failed the applicable outstanding module(s) at UP and will be in a position to comply with all the requirements of the degree by passing the module(s) at other institutions.

- Such a concession will only be valid for one year. If the module(s) are not completed successfully, an extension will not be granted.

- To obtain permission, an application form, available on the University website, must be submitted to the department for approval and to the Student Administration before the closing date for module changes.

## **7. Community engagement**

- The Faculty of Humanities creates opportunities for community engagement to promote social responsibility, through modules designed for this purpose. Students be required to register for community engagement modules if stipulated as part of a study programme that has been approved by Senate.

## **8. Deviations from the prescribed programme combination**

- Any deviation from a prescribed programme or programme combination (e.g. recognition of credits already obtained, admission to further modules, deviations from the prescribed module structure, etc.) may only be made subject to the approval of the Dean, after consultation with the programme manager and coordinator concerned.

## **9. Specific requirements for undergraduate programmes**

- Prospective students must check which requirements apply to particular programmes and modules offered in the Faculty of Humanities and other faculties. The details of the particular requirements for programmes are set out in the section on curricula.

- Should a student wish to take a module offered by another faculty, they must determine the admission requirements for that module, as well as the subminimum required for examinations, supplementary examinations, and the number of credits allocated by the faculty concerned.

### **9.1 Maximum number of credits**

- Any student who wishes to undertake additional credits above the 120 credits specified for the degree must seek the advice of the programme coordinators and obtain their permission in writing before being allowed to register.

- Permission is granted based on the student's excellent academic performance.

- If permission is granted:

- Students at first-year level may add no more than 12 credits (ONE first-year module) per semester (maximum 48 hours per week).

- Students at second-year level may add no more than 20 credits (ONE additional 20 credit module or ONE additional 12 credit module) per semester (maximum 53.3 hours per week).



- Students at third-year level may add no more than 30 credits (ONE third-year module or ONE second-year module) per semester (maximum 60 hours per week).
- Students who are granted permission to take additional credits must pass all modules in a semester before being given permission to take additional credits in the subsequent semester.

## 9.2 Class attendance

- Since the Faculty places a high premium on the development of thinking skills and specific academic competencies, class attendance in all modules and for the full duration of a programme is compulsory for all students enrolled in degree programmes of the Faculty of Humanities.
- Where the electronic media (such as clickUP) dominate in a module, students are obliged to comply with all requirements as prescribed for the specific module.
- Students may be refused admission to the examination in a particular module if they have failed to fulfil the published attendance requirements in that module.
- At the beginning of a module, the study guide for that module will inform students about the requirements and monitoring of class attendance in that particular module.

## 9.3 Recognition of modules passed

Also refer to General Academic Regulations G8 and G23.

- The maximum duration for the retention of credits after an interruption in studies is five (5) years.
- If a student wishes to continue with a degree at a higher (second, third or fourth) year level after an interruption, they will have to repeat all previous modules within that programme passed more than five years prior to the year in which they plan to re-register.

## 9.4 Assessment

Also refer to General Academic Regulation G12.

- The regulations set out below apply to the assessment of modules in the Faculty of Humanities, but departments may, in exceptional cases and in consultation with the Dean, make alternative arrangements for specific modules.
- At the beginning of a module, the study guide for that module will inform students about all arrangements regarding assessment in that particular module.

### 9.4.1 Examinations

- Unless otherwise stipulated, a minimum year/semester mark of at least 40% in a module is required for admission to the examination for that module.
- Unless otherwise stipulated, in the calculation of the final mark for a module in which an examination is written, the year/semester mark will carry a weight of 50% and the examination mark a weight of 50%. The year/semester mark is calculated on the basis of at least two assessments in semester modules and four assessments in year modules.
- In order to pass a module, a final mark of at least 50% as well as a minimum examination mark of 40% must be obtained, except when a module is completed without a scheduled examination.
- Students will pass a module with distinction if a final mark of at least 75% is achieved.
- Students who do not have examination entrance will not be allowed to write examination.
- The final results for all modules will only be published by Student Administration after approval thereof by the external examiner or external moderator.



### 9.4.2 Supplementary and special examinations

- Both supplementary examinations and special examinations are written in the supplementary examination period. Special examinations have the same duration and format as the main examination for the module. The supplementary examination may differ in duration and format from the main examination.
- Students who have been admitted to a special examination will not be given the opportunity to write a supplementary examination in the module.
- Students may be admitted to a supplementary examination in a module in the following cases:
  - a. if a final mark of between 40% and 49% was obtained; or
  - b. if a final mark of 50% was obtained, but not the required examination subminimum of 40%.
- In the calculation of the final mark for the supplementary examination, the year/semester mark carries a weight of 50% and the supplementary examination mark a weight of 50% (ie the same as for the main examination in the module). The highest final mark that may be awarded following the supplementary examination is 50%. Students must obtain a subminimum of at least 40% in the supplementary examination to pass the module.
- In the calculation of the final mark for a special examination, the same principle applies as for the main examination in the module (ie the year/semester mark carries a weight of 50% and the examination mark a weight of 50% unless otherwise stipulated).
- No special supplementary examination will be granted to students who could not write the scheduled supplementary examination.
- Students who did not write the main examination on the scheduled day may apply for special examination at the Student Administration office.
- Students whose special examination application were denied will not be permitted to write the special examination.
- Academic staff members are not allowed to grant students access to such examinations.
- Applications for these examinations must be handed in together with a valid medical certificate and/or supporting documentation/affidavits not later than three working days after writing the main examination.
- A medical certificate will not be accepted where it states that students appeared ill or declared themselves unfit to write the examination.
- The medical practitioner must be consulted on or before the date on which the examination was scheduled.

Please take note of the following:

- Students must submit their documentation to the faculty where the degree programme is registered.
- A medical certificate will not be accepted if it does not contain the physical address and telephone number of the doctor/medical practice as well as the practice number. In cases where a reason other than sickness is given, students must submit an affidavit that reflects the reason for their absence from the examination.
- An affidavit will not be accepted unless it is accompanied by the relevant substantiating documentation.
- It is the responsibility of students to ascertain whether their requests have been successful or not.
- Students are required to follow guidelines for special examination application as outlined by the Department of Enrolment and Student Administration (DESA). The information is posted on click-UP before the start of every examination. Students who have been granted permission to write a special examination and who then fail to write the examination will not qualify for any further special examinations.

### 9.4.3 Chancellor's examination in the Faculty of Humanities

Also refer to General Academic Regulation G12.5.

- Students who have complied with all the requirements of a degree with the exception of at most a year module, or the equivalent thereof, in which they obtained a final mark of at least 40%, may, with the approval of the



Dean, on recommendation of the head(s) of department, be admitted to a Chancellor's examination at the beginning of January.

- Students who obtained a final mark of less than 40% in any of the applicable modules will not be considered. The maximum final mark that may be awarded is 50%. Students only qualify for a Chancellor's examination if they have completed the prescribed examination in their final year of study.

#### **9.4.4 Perusal of examination answer scripts**

Also refer to General Academic Regulation G14.1.

- After the main examination, departments will give students the opportunity to peruse their examination answer scripts and give feedback about the criteria used by examiners.

- The date/time of the perusal and the manner in which feedback is given shall be determined by the department concerned and notices will be posted online by departments about when perusal will take place.

- Students who are unable to attend the official perusal session may apply to the department for an opportunity to see the examination answer script.

- No lecturer is under any obligation to grant any student such a perusal opportunity more than two weeks after the commencement of the following semester.

#### **9.4.5 Remarking of examination answer scripts**

Also refer to General Academic Regulation G14.2.

- Students may apply for remarking of an examination answer script after perusal of such a script, but within 14 calendar days after the commencement of lectures in the next semester.

- Students who wish to have their scripts remarked must pay the prescribed fee and submit their request to the Dean of Humanities (Student Administration office), who will inform the department concerned if a remark is granted.

- The answer script will then be remarked by an examiner appointed by the relevant head of department. Marks will be adjusted according to the remarking and students may be awarded a supplementary examination if they are eligible.

#### **9.4.6 Release of examination marks**

- Final marks will be released by the Student Administration office after which students may access results via the Student Portal.

- Lecturers may destroy examination answer scripts once a period of one year has passed from the date on which the examination was written.

### **9.5 Departmental test policy**

- Departmental test policy will be communicated to students by means of study guides and/or departmental guidelines.

- Students who do not comply with the relevant requirements may be penalised.

### **9.6 Progression requirements**

Also refer to General Academic Regulation A8 and G3

A student must be able to complete the programme for which they are re-registering, within the prescribed minimum period (years = N) plus two years (N+).

Progression to the next academic year level is permitted only if:

- First-year students in extended (four-year and five-year) programmes – Pass 50% of the required credit units for the first year of the degree programme.

- First-year students in the extended programmes in the School of the Arts (BA Fine Arts five-year programme, BMus five-year programme and BDram four-year programme) must pass all the modules at the end of the first



year of study as stipulated in the yearbooks of these programmes.

- Senior students in extended (four-year and five-year) programmes – Pass 60% of the required credit units for each academic year level of the degree programme.
- First-year students in a three-year programme – Pass 60% of the required credit units for each academic year level of the degree programme.
- First-year students in a four-year programme – Pass 66% of the required credit units for each academic year level of the degree programme.
- Senior students in a three-year programme – A minimum of 80 credits is required for a degree with 120 credits for each year level. For the credit units exceeding 120, the minimum required credits will exceed 80.
- Senior students in a four-year programme – A minimum of 100 credits is required for a degree with 120 credits for each year level. For the credit units exceeding 120, the minimum required credits will exceed 100.

Modules that fall outside of the curriculum will be marked as extra and will not be included in the credit calculation.

## 9.7 Letters of concern and Exclusion

- A student who did not perform well after the first semester examination will be issued with a letter of concern. The letter will be posted on the Student Portal.
- A student who is excluded/dismissed from further studies in terms of the faculty regulations will be notified through their portal at the end of the year. The notification will be posted on the Student Portal.
- Students must apply through the Student Portal to the Faculty Appeals Committee for readmission by the set deadline.
- If the excluded/dismissed students are to be readmitted, the Faculty Appeals Committee will determine the conditions of readmission.
- Should the student not be readmitted to further studies by the Faculty Appeals Committee, they will be informed through the Student Portal.
- Students should be aware that the faculty decision is final. Should they wish to appeal the faculty decision, they have the option to request a review from the Senate Review Committee through the Student Portal.
- Students are advised to read the guidelines for academic exclusion before submitting appeals online:

<https://www.up.ac.za/students/article/2635078/undergraduate>

The following will be implemented for academic poor performance:

- a. First-year students (in an extended programme) who do not perform well in the first semester will be issued with a letter of concern, if they do not pass the stipulated 50% of the required credits in the first semester
- b. First-year students (in a three-year programme) who do not perform well in the first semester will be issued with a letter of concern, if they do not pass the stipulated 60% of the required credits in the first semester.
- c. First-year students (in a four-year programme) who do not perform well in the first semester will be issued with a letter of concern i.e. if they do not pass the stipulated 66% of the required credits in the first semester.
- d. Senior students in a four-year or five-year (extended) programme who do not perform well in the first semester will be issued with a letter of concern i.e. if they do not pass the stipulated 60% of the required credits in the first semester.
- e. Senior students (in a three-year programme) who do not perform well in the first semester will be issued with a letter of concern i.e. if they do not pass the 60% of the required credits in the first semester.
- f. Senior students (in a four-year programme) who do not perform well in the first semester will be issued

with a letter of concern i.e. if they do not pass the 66% of the required credits in the first semester.  
g. Senior students who were excluded at the end of the previous academic year, will be dismissed from the Faculty if they fail to meet specific conditions after being registered at the beginning of the current academic year.

h. In the case of (a, b, c, d, e and f) students may be excluded/dismissed at the end of the year if they did not comply with the progression requirements as outlined in Section 9 (Specific requirements for undergraduate programmes) above, refer to General Academic Regulation A8 and G3.

### **9.8 Humanities Special**

- This programme is designed for students who have completed an undergraduate degree and who would like to register modules for non-degree purposes.
- The maximum study period for a module/s is one year.
- All registration for modules requires approval from the departments.
- Students may only be allowed to register a limited number of modules.
- No application will be allowed after the closing date.

### **9.9 Awarding of credits obtained by exchange students**

- If there is a formal exchange agreement between the department in the faculty and the department in the faculty of an overseas higher education institution, the mark obtained by the exchange student from the other overseas institution can be recognised if there is an agreed equivalence in the modules and assessment standards of the two institutions for the relevant modules.
- These matters must be agreed upon before student commences any exchange programme.
- Students must consult their respective departments before considering an international opportunity for an exchange programme.

### **9.10 Degree with distinction**

Also refer to General Academic Regulation G15.3.3.

Except where otherwise indicated for individual programmes, in order to be awarded a degree/qualification with distinction, a student has to obtain a weighted average of at least 75% (not rounded) across four semester modules (or the equivalent thereof) at the highest year level of a programme and within the minimum period prescribed for the degree programme.

## **Postgraduate**

### **10. Specific regulations applicable to postgraduate qualifications**

#### **10.1 Academic literacy**

- Academic literacy and language competency according to guidelines could be required.
- New postgraduate students may be required to provide proof of their academic literacy.

#### **10.2 Credit for modules**

No credit will be given for modules which form part of another degree programme where the student has already complied with the requirements of such a degree. The rule is also applicable in instances where the student is currently registered for more than one degree programme.

#### **10.3 Recognition of modules passed**

The maximum duration for the retention of credits after an interruption in studies is three (3) years. If a student wishes to continue their postgraduate studies after an interruption, they will have to repeat all modules passed

more than three years previously.

#### **10.4 Awarding of credits obtained at other institutions**

- If there is an exchange agreement between the Faculty and international institution, the mark obtained by an exchange student at the overseas institution can be recognised if there is agreed equivalence in the modules and assessment standards of the two institutions for the relevant modules.
- These matters must be agreed upon before student commences any exchange programme.
- Students must consult their respective departments before considering an international opportunity for an exchange programme.

#### **10.5 Renewal of registration**

##### **10.5.1 Honours degree**

Also refer to General Academic Regulation G18.

- Subject to exceptions approved by the Dean, on the recommendation of the relevant head of department, a student may not sit for an examination for the honours degree more than twice in the same module.
- A student who is registered for an honours degree must complete their study within one year of registering for the degree.
- Under special circumstances, the Dean, on the recommendation of the relevant head of department, may give approval for a limited extension of this period.

##### **10.5.2 Master's degree**

Also refer to General Academic Regulation G32.

- Subject to exceptions approved by the Dean, on the recommendation of the relevant head of department, a student may not enrol for the same module for a master's degree more than once. This applies to both modules and the dissertation.
- Students enrolled for a master's degree must complete their studies within two years after first registering for the degree, except for programmes in the applied social sciences, which include but are not limited to the following disciplines: augmentative and alternative communication, audiology, criminology, psychology, social work, and, speech-language pathology, which require a longer period to comply with the requirements of their professions, as regulated.
- Renewal of registration after the two-year period is permitted only under special circumstances where the Dean, in consultation with the relevant department or the Postgraduate Committee, may give approval for a limited fixed extension of this period in terms of the set procedures.
- Unless otherwise granted permission by the Dean, a student who has been registered for a master's degree programme and who has failed to renew their registration for such a degree programme in the ensuing calendar year, or who has not complied with the prescribed requirements for progress in accordance with faculty regulations, is deemed to have interrupted their study and forfeits the right to continue studies under the old regulations.

##### **10.5.3 Doctoral programme**

Also refer to General Academic Regulation G44.

- Students at the University registered for doctoral studies must renew their registration and pay such fees for renewal of registration annually as prescribed by Council.
- Subject to other Faculty regulations, a doctoral student must complete their studies within three years after first registering for the degree.
- Under special circumstances, the Dean, on the recommendation of the relevant head of department and the

Chair of the Postgraduate Committee, may give approval for a limited fixed extension of this period.

### **10.6 Procedures with regard to registration for master's and doctoral degree programmes (by research)**

Also refer to A12, G17, G32 and G43.

Postgraduate students, who fail to renew their registration annually, are regarded as having had an interruption in their studies.

a. Students enrolling for the master's degrees (by research only) must:

Submit an approved research proposal after registration for a specific degree programme and in consultation with their supervisors. The research proposal for the dissertation must be approved by relevant departmental research committees, after which it must be submitted to the Research Ethics Committee of the Faculty of Humanities for final approval before any research or data collection may commence.

b. Students admitted for the coursework master's degrees must:

Submit a research proposal for a mini-dissertation beforehand to the Research Ethics Committee of the Faculty of Humanities for approval before commencing any research or data collection. Also refer to General Academic Regulation G39.5.

c. Students admitted to the doctoral degrees must:

Submit an approved research proposal upon registration of a specific degree programme. The research proposal for the thesis must be approved by the departmental research committee in consultation with the supervisors, after which it must be submitted to the Research Ethics Committee of the Faculty of Humanities for final approval before any research or data collection may commence.

### **10.7 Study periods and requirements for degrees**

#### **10.7.1 Honours degree**

- An honours degree is only conferred on a student if the student has complied with the one-year period of study.
- In addition to the stipulations of G22.1, an honours degree is only conferred on a student if the student has complied with all the requirements set out in these Faculty regulations.

#### **10.7.2 Master's degree**

Also refer to General Academic Regulation G34.

- A master's degree is only conferred on a student, if the student has been registered for at least one year.
- A master's degree is conferred on a student only if they comply with all the requirements set out in the respective study programmes.

#### **10.7.3 Master's degree by coursework and mini-dissertation**

- A coursework master's degree is conferred on a student by virtue of examination or, other relevant assessment procedures approved by the Dean; and a mini- dissertation or other research relevant output.
- Mini-dissertations or other relevant forms of research are prepared and examined according to the instructions that are set out in point 8 of the Faculty regulations.

#### **10.7.4 Doctoral degree**

- A doctoral degree is only conferred on a student, if the student has been registered for at least two years.
- A doctoral degree is conferred on a student only if they comply with all the requirements set out in the



respective study programmes.

## **10.8 Assessment**

### **10.8.1 Assessment of honours degree**

Also refer to General Academic Regulation G26.

- The regulations given below apply to the assessment of postgraduate modules in an honours degree programme and offered by departments and schools in the Faculty of Humanities.
- Departments/Schools may, in exceptional cases and in consultation with the Dean, make alternative arrangements with regard to specific modules.
- At the beginning of a module, students must be informed in the study guide about the arrangements regarding assessment in that particular module.

#### **10.8.1.1 Examinations**

- a. A minimum progress mark of 40% is required for admission to the examination.
- b. In the calculation of the final mark for the module in which an examination is written, the progress mark will carry a weight of a minimum of 50% and the examination a weight of a minimum of 50%. The progress mark is calculated on the basis of at least two assessments done during the period that the module is presented. The 50/50 weighting can be amended with the permission of the Dean.
- c. In order to pass a module, a final mark of at least 50% and a minimum examination mark of 40% must be obtained, except when a module can be completed without a scheduled examination.
- d. A student will pass a module with distinction if a final mark of at least 75% is achieved within the minimum period prescribed for the degree.
- e. A module may be completed without a scheduled examination\* provided that:
  - all the outcomes of the module have been evaluated by means of continuous assessment;
  - the final mark is based on the student's performance in at least three assessment opportunities for semester modules and five assessment opportunities for a year module;
  - a final mark of at least 50% is obtained; and
  - students are not provided with an additional opportunity for assessment such as a supplementary examination or a retest.

**\*NB The Dean's permission must be obtained beforehand in such cases.**

- f. The compulsory research component of the honours degree does not qualify for an additional assessment opportunity.
- g. The final results for all modules will only be published after recommendation of the external examiners. No results will be released beforehand.

#### **10.8.1.2 Supplementary and special examinations**

- Supplementary and special examinations are normally not granted at honours level.
- In exceptional cases, these examinations may be granted in consultation with the Postgraduate Committee and with permission from the Dean.

### **10.8.2 Assessment of master's coursework modules**

Also refer to General Academic Regulation G37.

- The regulations given below apply to the assessment of postgraduate modules for master's degree programmes with coursework offered by departments and schools in the Faculty of Humanities.
- Departments/Schools may, in exceptional cases and in consultation with the Dean, make alternative arrangements with regard to specific modules.
- At the beginning of a module, students must be informed in the study guide about the arrangements regarding



assessment in that particular module.

### 10.8.2.1 Examination

- a. A minimum progress mark of 40% is required for admission to the examination.
- b. In the calculation of the final mark for the module in which an examination is written, the progress mark will carry a weight of a minimum of 50% and the examination a weight of a minimum of 50%. The progress mark is calculated on the basis of at least two assessments done during the period that the module is presented. The 50-50 weighting can be amended with the permission of the Dean.
- c. In order to pass a module, a final mark of at least 50% and a minimum examination mark of 40% must be obtained, except when a module can be completed without a scheduled examination.
- d. A student will pass a module with distinction if a final mark of at least 75% is achieved within the minimum period prescribed for the degree.
- e. A module may be completed without a scheduled examination\* provided that:
  - all the outcomes of the module have been evaluated by means of continuous assessment;
  - the final mark is based on the student's performance in at least three assessment opportunities for semester modules and five assessment opportunities for a year module;
  - a final mark of at least 50% is obtained; and
  - students are not provided with an additional opportunity for assessment, such as a supplementary examination or a retest.

#### \* NB The Dean's permission must be obtained beforehand in such cases

- f. The final results for all modules will only be published after recommendation of external examiners. No results will be released beforehand.
- g. Two examiners are required to evaluate a mini-dissertation. At least one of these examiners must be from outside the University of Pretoria from a recognised academic institution or must carry sufficient academic recognition in terms of specialisation and experience in the field to warrant such an appointment.
- h. Supervisors may not act as internal examiners for mini-dissertations.
- i. Upon receipt of examination reports, the head of the relevant department, through the non-examining chairperson or the Chair of the Postgraduate Committee, must assess the reports and provide a motivation whether the mini-dissertation passes, passes with distinction or fails. Where examiners require revisions of the mini-dissertation, the non-examining chair should also recommend these as well to the Chair of the Postgraduate Committee.
- j. The recommended final mark of the mini-dissertation should be based on the qualitative review of the examination reports. As such, averaging of the examiners mark is only recommended when the difference between the examiners is not more than 10 marks. Where there is a divergence of views on the part of examiners, and marks awarded reflect such, the final mark should be decided based on the quality of the reports available. Where both reports are of poor quality, or one of them is adjudicated as such, the reports must be referred to the Postgraduate Committee for further recommendation. Normally a third, and preferably an external reviewer, must be nominated to finalise the assessment of the mini-dissertation.

### 10.8.3 Assessment of master's by research examination

Students must submit a dissertation on an approved topic for examination.

The following regulations must be read in conjunction with the General Academic Regulation G39:

- a. Two examiners are required to evaluate a dissertation. At least one of these examiners must be from outside the University of Pretoria from a recognised academic institution or must carry sufficient academic recognition in terms of specialisation and experience in the field to warrant such an appointment.
- b. Supervisors may not act as internal examiners for dissertations.



c. Upon receipt of examination reports, the head of the relevant department, through the non-examining chairperson or the Chair of the Postgraduate Committee, must assess the reports and provide a motivation whether the dissertation passes, passes with distinction or fails. Where examiners require revisions of the dissertation, the non-examining chair should also recommend these as well to the Chair of the Postgraduate Committee.

d. The recommended final mark of the dissertation should be based on the qualitative review of the examination reports. As such, averaging of the examiners mark is only recommended when the difference between the examiners is not more than 10 marks. Where there is a divergence of views on the part of examiners, and marks awarded reflect such, the final mark should be decided based on the quality of the reports available. Where both reports are of poor quality, or one of them is adjudicated as such, the reports must be referred to the Postgraduate Committee for further recommendation. Normally a third, and preferably an external reviewer, must be nominated to finalise the assessment of the dissertation.

#### **10.8.4 Assessment of doctoral examinations**

Students must submit a thesis on an approved topic for examination.

Refer to General Academic Regulation G49.

##### **10.8.4.1. Oral examination**

- The candidate must undergo an oral doctoral examination or equivalent before the degree can be conferred. This examination, which can be in the format of defense or a performance or a seminar is done before a panel of examiners appointed by the Dean, in consultation with the Chair of the Postgraduate Committee and the relevant head of department, and supervisor. Where appropriate, the Dean may also grant an exemption from such examination.

- The Chair of the Postgraduate Committee grants an exemption based on a submission by the non-examining chair who must motivate for such exemption by virtue of the candidate having published aspects of the thesis, or presented to the broader academic or public audience such as seminars or conferences or generated creative outputs or equivalent.

Refer to General Academic Regulation G49.2.

##### **10.8.5. Arbitration**

- A candidate may not fail a mini-dissertation/dissertation/thesis twice. In such an event, the relevant examination reports as well as a mini-dissertation/dissertation/thesis will be referred to another examiner, approved by the Postgraduate Committee.

- If there is no consensus between the examiners, the non-examining chairperson must indicate this in their report and recommend a result for consideration by the Dean or the Chair of the Postgraduate Committee. When there are considerable differences of views, and no other result is agreed upon, an arbitrator may be appointed on the recommendation of the non-examining chair and with the approval of the Chair of the Postgraduate Committee. The arbitrator will be sent a copy of the thesis as well as copies of the reports of the original examiners to consider these and recommend a decision. Such a decision is final.

- During arbitration, the identity of the original examiners will not be revealed to either the arbitrator or the candidate.

- The final decision based on the arbitration report will be communicated to the department at this stage. If the outcome of this process is a recommendation of resubmission after extensive revision, the original panel of examiners should be appointed to re-examine the thesis. If these are not available to do so, or there are sufficient grounds for not appointing the same panel of examiners, another examiner or other examiners may be appointed.

## **11. Degree with distinction**



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- Except where otherwise indicated for individual programmes, a student has to obtain a weighted average of at least 75% (not rounded) in order to pass the degree with distinction and within the minimum period prescribed for the degree programme.
  - A distinction for a mini-dissertation or dissertation should be awarded when there is a unanimous recommendation by all the examiners. Where one examiner is not in favour of awarding a distinction, the non-examining chairperson should make a recommendation to the Chair of the Postgraduate Committee on what the final mark is or whether to consult the examiner not in favour to finalise the matter.
  - A distinction awarded for a mini-dissertation does not imply that the degree will be awarded with distinction.
  - The doctoral degree cannot be conferred with distinction.

## **12. Draft article for publication for master's by research**

General Academic Regulation G39.13 must be read in conjunction with the Faculty guidelines for co-publication of articles.

- The draft article should be based on the research that the student has conducted for the dissertation and be approved by the supervisor concerned.
- The supervisor should then have the opportunity to take the paper through all the processes of revision and resubmission as may be necessary and/or appropriate in order to achieve publication.
- Instead of an article, master's degrees with a practical or creative component may submit evidence of such practical or creative output as required for the fulfilment of the requirements for the degree. These include, and are not limited to programmes such as fine arts, visual arts, literary arts, music, theatre, performance, dance, design and film.

## **13. Article for publication for a doctoral degree**

General Academic Regulation G51 must be read in conjunction with the Faculty guidelines for co-publication of articles.

- A student, before or on submission of a thesis, must submit proof of submission of an article issued by an accredited journal, to the Head: Student Administration.
- The submitted article should be based on the research that the student has conducted for the thesis and be approved by the supervisor.
- The supervisor must support the student in taking the paper through all processes of revision and resubmission, as may be necessary.
- The article must reflect the relevant department affiliation.
- Instead of an article, doctoral degrees with a practical or creative component may submit evidence of such practical or creative output as required for the fulfilment of the requirements for the degree. These include and are not limited to programmes such as fine arts, visual arts, literary arts, music, theatre, performance, dance, design and film.

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### **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.