



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Faculty of Economic and Management Sciences

Fakulteit Ekonomiese en Bestuurswetenskappe
Lefapha la Disaense tša Ekonomi le Taolo

CA Programme

Department of Accounting

Information Brochure for full-time Postgraduate Diploma
in Accounting Sciences

(07220036)

and full-time Certificate in the Theory of Accountancy

(07210011)

2020

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1. INTRODUCTION

The full-time Postgraduate Diploma in Accounting Sciences (PGDAS) and Certificate in the Theory of Accountancy (CTA) Programme presented by the University of Pretoria (UP) is accredited by the South African Institute of Chartered Accountants (SAICA) as part of its education requirements to qualify as a Chartered Accountant.

The Chartered Accountant qualification is the highest professional accountancy qualification in South Africa. A Chartered Accountant is an expert in the broad field of Accountancy that includes the following primary subject areas (disciplines): Financial Accounting, External Auditing, Financial Management and Taxation (split slightly differently in the SAICA Competency Framework). Chartered Accountants are characterised by their multi-disciplinary approach, analytical ability and systematic and logical approach to problem solving. The successful completion of the UP PGDAS and CTA Programme provides a candidate with admission to the Initial Test of Competence (ITC) of SAICA.

At postgraduate level, we follow a strong student-centered approach, with great emphasis on insight, understanding, application and interdisciplinary interaction. Your lecturers will manage the learning process efficiently and professionally, but the successful completion of the PGDAS and CTA Programme depends on your commitment. The Departments presenting these Financial Sciences modules strive to mold students academically and ethically in order to become professionally educated Chartered Accountants, (CA(SA)s), and Registered Auditors.

The PGDAS and CTA Programme is offered on a **full-time** basis only.

2. IMPORTANT DATES

- Closing date for applications (Only SAICA accredited undergraduate programmes should apply)
 - : 1. UP Electronic PGD application: All UP students must apply electronically on the Student Portal, Internal Applications close by **10 September 2019**
Departmental electronic PGD application and signed hard copy: Students from the University of Pretoria must submit by **30 September 2019**
 - 2. Top performing students from other SAICA accredited programmes and SA universities should apply on the UP website by **30 September 2019**
Departmental electronic PGD application and e-mailed signed copy: Students from other universities must submit by **31 October 2019**
 - 3. International students currently studying at UP must submit by 31 August 2019
- Selection communication (ClickUp/E-mail)
 - :
 - Round 1 by 5 December 2019 (UP only)
 - Round 2 by 11 December 2019 (UP and other students)

- Information session : Wednesday 8 January 2020 in Economic & Management Sciences Building, Hall 2-150/2-151 directly after FRK 705 CEV 1 and FBS 705 CEV 1
- Electronic PGD registration •NOTE (i)• : All postgraduate students MUST register online
- FRK 705 and FBS 705 CEV Test 1 •NOTE (ii)• : 8 January 2020
- First semester lectures commence •NOTE (iii)• : 9 January 2020
- Second semester lectures commence : 14 July 2020
- Tests and examinations : Test dates and exam dates will be published in the Learners' Guides of the respective academic modules.

•NOTE (i)• All postgraduate students MUST register **online**. If you encounter any difficulty with registration, Faculty Administration will be available from 8 to 10 January 2020 to assist you. Enquiries can be directed to Ms Fhumulani Badugela, Faculty Administration at (012) 420 2289 or fhumulani.badugela@up.ac.za.

•NOTE (ii)• For the scope of these FRK 705 and FBS 705 CEV tests, please refer to the separate admission letter that will be sent to you by e-mail and also to the website of the Department of Accounting. Note that the two CEV tests are written on 8 January 2020. You will **not** be writing CEVs in **Auditing 705 and Taxation 705** on this date.

•NOTE (iii)• The first FRK 705 and FBS 705 CEV tests will be written on 8 January 2020 and lectures will only commence on 9 January 2020. Lectures will be presented as follows:

1. Thursday (9 January 2020) and Friday (10 January 2020).

Only Financial Accounting 705 will present contact lectures during this week, and during the following timeslots:

Date	Module	Time	Venue Group 1	Venue Group 2
9 January 2020	FRK 705	08:00 – 13:00	EMS 2-150	EMS 2-151
10 January 2020	FRK 705	08:00 – 13:00	EMS 2-150	EMS 2-151

NOTE: Financial Management 705 video clips on Strategy with a duration of 8 hours and accompanying slides, will be uploaded on ClickUp to be watched and mastered between 9 and 15 January 2020. The content will be assumed to be pre-existing knowledge thereafter and will be built on and further developed during the contact lectures of 16 and 17 January 2020. It is crucial that you watch and study the content listed here.

2. Tuesday (14 January 2020) to Friday (17 January 2020).

Only Financial Accounting and Financial Management will present contact lectures during this week, and these will take place during the following time slots:

Date	Module	Time	Venue Group 1	Venue Group 2
14 January 2020	FRK 705	08:00 – 13:00	EMS 2-150	EMS 2-151
15 January 2020	FRK 705	08:00 – 13:00	EMS 2-150	EMS 2-151
16 January 2020	FBS 705	08:00 – 13:00	EMS 2-150	EMS 2-151
	FRK 705	08:00 – 13:00	EMS 2-150	EMS 2-151
17 January 2020	FRK 705	08:00 – 13:00	EMS 2-150	EMS 2-151
	FBS 705	10:30 – 12:30	EMS 2-150	EMS 2-151

Students staying in residence during 2020, **MUST** apply for early accommodation at the Client Service Centre **before the end of November 2019**.

3. ADMISSION REQUIREMENTS

Please note that Department of Accounting reserves the right to limit the number of students admitted to the PGDAS and CTA Programme, taking cognisance of available capacity in respect of teaching infrastructure and human resources.

3.1 Basic requirements

3.1.1 UP students who want to be admitted to the PGDAS and CTA in 2020, are herewith notified of the following admission requirements:

A candidate may be admitted to the PGDAS and CTA in 2020 on condition that he/she obtained at least the following marks in **2019**:

- (a) an average final mark of 57% in the following four modules: FRK 300, ODT 300, FBS 300 and BEL 300; AND
- (b) a final mark of 53% or more in each of the following four modules: FRK 300, ODT 300, FBS 300 and BEL 300.

NOTE: Students will not be selected for the PGDAS/CTA if they wrote supplementary exams or special exams in terms of the normal UP regulations.

The University of Pretoria will limit access to the PGDAS/CTA to only those students who have successfully completed their undergraduate degree in a maximum of 4 years, unless a valid written justification is submitted for consideration. The written justification must be e-mailed to **pgd-acc-ems@up.ac.za**. Students with shorter degree completion times will receive preference, where after candidates with longer completion times will be considered if capacity allows. This condition will be strictly applied at the end of 2019 for the PGDAS/CTA of 2020.

3.1.2 Since capacity on the PGDAS/CTA is limited, only top performing candidates who have obtained an accredited BCom (Accounting Sciences) degree or equivalent from another university in **2019** are invited to apply (*to be assessed and approved on application to the University of Pretoria*):

- (a) Candidates applying in this category will only be considered if they exceed the selection requirements for UP students set out under 3.1.1 above, by at least 10%. In addition, students from other universities must have completed their undergraduate degrees in minimum time, not have failed any of the four core modules at any time during their degree and only the best candidates from this

pool will be selected after all UP students meeting the selection requirements have been accommodated, provided capacity is available.

3.2 Special exam timetable (not for selection purposes, but merely for information purposes)

2020			
DATE	MODULE	VENUE	TIME
Monday * 13 January	FRK 300	EMS 2-150 *	14:00 – 17:00
Tuesday * 14 January	BEL 300	EMS 2-150 *	14:00 – 17:00
Wednesday * 15 January	FBS 300	EMS 2-150 *	14:00 – 17:00
Thursday * 16 January	ODT 300	EMS 2-150 *	14:00 – 17:00

* Should the dates and/or lecture halls change, you will be advised of such changes in your letter of selection. For this purpose you **must please ensure** that your application form contains your **most up-to-date** contact details.

4. APPLICATION FOR ADMISSION

Please ensure that you understand the admission requirements in Section 3 above, before considering the application procedure in this section.

4.1 Candidates who were registered students at UP during 2019:

Candidates that are registered at UP currently (third years) will receive this brochure when it is handed out in class. The brochure is also available on our webpage (<https://www.up.ac.za/-accounting/article/35678/postgraduate-courses>).

Candidates that are current UP students (third years or in Commerce Special Undergraduate) must apply on the UP website for the PGDAS electronically/online by 10 September 2019.

UP students who applied electronically will by 16 September 2019, receive an e-mail containing a link that they must click on to complete a departmental electronic application form. **NOTE:** The e-mail will be sent to your UP e-mail address. This electronic departmental application form and a signed hard copy thereof must be completed and submitted by 30 September 2019.

DEPARTMENTAL APPLICATION PROCESS

On receipt of the e-mail with the link to the departmental electronic application form, follow the following steps:

1. Ensure that you are close to a printer and your device is linked to it.
2. Ensure that you have a clear recent photograph of yourself on hand as well as a black pen.
3. Click on the link to open the departmental electronic application form and complete it fully and accurately.
4. Once you have completed the departmental electronic application form, PDF it and print it.

5. Check the content of the printed form, correct any errors manually and read the declaration of consent in respect of releasing your information to SAICA and then sign the form certifying agreement and correctness of content.
6. Submit the signed form with the attached photograph at the Accounting Helpdesk (EMS 2-75) in the box placed there for this purpose.
7. All the above must be completed by 30 September 2019 at 15h00.

Note that if the completed electronic departmental application form is not submitted and received by 30 September (for UP students only) 2019, your application will be cancelled.

- 4.2 Candidates who are top performing candidates and from other SAICA accredited undergraduate programmes and universities:

Candidates who are not current UP students (third years from other universities in 2019) must apply on the UP website by 30 September 2019. No late applications will be accepted.

Excellent students from other SAICA accredited programmes and universities who applied electronically at UP will by 25 October receive an e-mail containing a link that they must click on to complete a departmental electronic application form. This electronic departmental application form must be completed and submitted by 31 October 2019 at 15h00 and applicants from outside UP are requested to follow exactly the same **DEPARTMENTAL APPLICATION PROCESS** set out under 4.1 above, but the date in point 6 will change to 31 October and signed forms etc. must be sent to the following e-mail address **pgd-acc-ems@up.ac.za**.

Note that if the electronic departmental application form is not received by 31 October 2019 (for excellent students from other SAICA accredited undergraduate programmes and universities), your application will be cancelled and ignored. We will request final academic records later on to conclude the selection process.

- 4.3 Selected candidates (from 4.1 and 4.2) will be advised of the outcome of selection per ClickUp by 11 December 2019 at the latest and there after e-mails will be sent out. **Please do not enquire before 11 December 2019!!**

- 4.4 **Students from outside South Africa**

All international citizens have to obtain a valid Study Visa to study at the University of Pretoria as well as proof of membership of a medical insurance scheme as prescribed by the University and should be in possession of both these documents to formally register at UP. Detail information in this regard are available on the University website: www.up.ac.za and should be complied with strictly and in all respects.

5. PROGRAMME STRUCTURE

5.1 Postgraduate Diploma in Accounting Sciences (07220036)

This full-time diploma is the specialised postgraduate diploma for candidates who are preparing for the relevant examinations of the South African Institute of Chartered Accountants.

Compulsory modules (**full-time only**)

- BEL 705 Taxation 705
- FBS 705 Financial Management 705
- FRK 705 Financial Accounting 705
- ODT 705 Auditing 705.

Candidates must pass the four modules mentioned above to meet the requirements for the Postgraduate Diploma in Accounting Sciences (PGDAS).

5.2 The Certificate in the Theory of Accountancy (CTA) (07210011)

In order to be admitted to the Initial Test of Competence (ITC) of The South African Institute of Chartered Accountants (SAICA), a candidate must obtain a CTA at an accredited university.

The CTA is only awarded to graduate candidates who have passed the following modules/subjects (*in alphabetical order*) for the field of specialisation, Accounting Sciences, at the University of Pretoria (or equivalent modules accepted by the CA Programme Coordinator):

1. Auditing (ODT) 200, 300, 705
2. Business Management (OBS) 114
3. Commercial Law (KRG) 110, 120, 200
4. Communication Management (KOB) 283
5. Economics (EKN) 110, 120
6. Financial Accounting (FRK) 100 or 101, 201, 300, 705
7. Financial Management (FBS) 121, 200, 300, 705
8. Informatics (INF) 112 and 281
9. Professional Ethics (BPE) 211
10. Statistics (STK) 110
11. Taxation (BEL) 200, 300, 705.

Note that Financial Accounting 705, Auditing 705, Financial Management 705 and Taxation 705 must be passed at this University during the **same examination session**. For this purpose "**the same examination session**" includes the supplementary examination session immediately following the examination session, but **not** special examinations. No special examinations will be written from January 2021 onward.

NOTE: You cannot upload RMP 701 electronically, Faculty Administration will do it for you. Please do not phone or e-mail us to find out how this should be done – you cannot do it at all.

5.3 Test, exam and supplementary examination information (this may change for 2020)

5.3.1 Four joint **continual evaluation tests** (CEV tests) per year, (in addition to other CEV tests that Departments may introduce themselves) will have the following format:

- CEV tests are normally written in 2 sessions (2 modules per session) with a 30 minute break between the two sessions.
- Reading time of 10 minutes per 60 minute writing time is allowed during the CEV tests.
- Detail guidance will be communicated in class.

5.3.2 There will be three **test series**: one in April, one in June/July and one in September, and these will be compiled as follows:

- a. April: Four question papers with the following mark allocation: FRK 200 marks, ODT, BEL and FBS 120 marks each. The format of these papers will be communicated to you before the tests take place.
- b. June/July: Two consecutive days with two test sessions per day. The duration of each test session is 3 hours that consists of 30 minutes reading time and 2,5 hours writing time. A range of the mark allocations for the competencies to be tested will be announced.
- c. September: Four question papers with the following mark allocation: FRK 160 marks, ODT maximum 120 marks, BEL and FBS 120 marks each. The format of these papers will be communicated to you before the tests take place.

5.3.3 The **exam** will consist of 4 papers with the following mark allocation: FRK , FBS and ODT 200 marks each and BEL 160 marks.

5.3.4 The **supplementary exams** will commence approximately 6 days after the release of the year-end exam results. The supplementary exams are written over a period of about 10 days and will finish at the latest on 23 November 2020 provided all goes according to plan. The mark allocation for supplementary exams for FRK and BEL are 120 marks each, for ODT a maximum of 120 marks and for FBS a maximum of 150 marks.

In the case of candidates who did not pass all four modules of the Postgraduate Diploma in Accounting Sciences (PGDAS) during the year-end exam session, a supplementary exam is granted for the module(s) not passed, provided the candidate achieved a final mark of at least 45% in the relevant module(s).

5.4 Recess

NOTE: The recess periods for the PGDAS/CTA do not coincide with the normal UP recess periods.

There will be a recess of one week in the last week of April and a recess of approximately two weeks after the July test series.

6. ENQUIRIES

6.1 Academic enquiries

Prof. Johan (JGI) Oberholster
Department of Accounting
University of Pretoria

Room: EMS 2-17
Telephone: (012) 420-2422/3927
Email: johan.oberholster@up.ac.za

6.2 Administrative enquiries and application forms

Department of Accounting
University of Pretoria

Room: EMS 2-48
Telephone: (012) 420-2422
Email: pgd-acc-ems@up.ac.za
Website: <http://www.up.ac.za/-accounting>

6.3 Contact persons in respective departments

<i>DEPARTMENT</i>	<i>CONTACT PERSON</i>	<i>ASSISTANT</i>
ACCOUNTING	Prof M Stiglingh	Ms S van den Berg EMS 2-44 Tel: 012 420 3420
FINANCIAL MANAGEMENT	Prof J Hall	Ms K Jeewa EMS 3-13 Tel: 012 420 3795
AUDITING	Prof K Barac	Ms T Laubscher EMS 4-88 Tel: 012 420 4427
TAXATION	Prof T Steyn	Ms M Mokgapa EMS 4-15 Tel: 012 420 4983

7. FINANCIAL SUPPORT TO POSTGRADUATE STUDENTS

7.1 Bursaries offered by outside institutions

Full details on bursaries offered and awarded by outside institutions, appear in the publication Postgraduate Bursaries and Awards for Study and Research in the Human Sciences, which is obtainable at the Division Bursaries and Loans of the HSRC.

7.2 University of Pretoria postgraduate bursaries

Bursaries for postgraduate studies that do not contain a research component, are not guaranteed and are awarded very seldom, if ever.

8. LECTURING TIMETABLE

The various subject courses (modules) are presented on a **full-time basis** only. Note that lectures will already commence on **9 January 2020**. The first FRK 705 and FBS 705 CEV tests will be written on **8 January 2020**.

The full-time PGDAS and CTA Programme is presented in English only from 2020.

8.1 Normal weekly timetable (this may change in 2020). Detail timetables per module will be handed out at the first information session on 8 January 2020

Group 1: (EMS 2-150)

SUBJECT	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BEL705	Refer to the note below this timetable	08:00-10:15		10:45-13:00	
FBS705		10:45-13:00		08:00-10:15	
FRK705			08:00-10:15		10:45-13:00
ODT705			10:45-13:00		08:00-10:15

Group 2: (EMS 2-151)

SUBJECT	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BEL705	Refer to the note below this timetable	10:45-13:00		08:00-10:15	
FBS705		08:00-10:15		10:45-13:00	
FRK705			10:45-13:00		08:00-10:15
ODT705			08:00-10:15		10:45-13:00

NOTE: You are advised to **immediately** refer to the work programme for 2020 in the respective modules' learner guides in order to identify the Mondays during the 2020 academic year on which CEV tests are to be written, or on which lectures have been scheduled.

8.2 Lectures outside the normal academic calendar

• **Starting earlier**

- FRK 705 CEV Test 1 and FBS 705 CEV Test 1 will take place on 8 January 2020 and lectures also commence on 9 January 2020.
- Second semester lectures commence on Tuesday 14 July 2020.

Students staying in residence during 2020 **MUST** apply for early accommodation at the Client Service Centre **before the end of November 2019**.

• **Different dates for the end of the first quarter and semester**

- Lectures for the first quarter will continue up to and including 27 March 2020.
- Lectures for the first semester will continue up to and including 2 June 2020.

Details of all the above lectures will be published in the Learners' Guides of the respective academic modules.

9. COMMERCE SPECIAL UNDERGRADUATE (07180001)

1. UP students who have not attained the admission/selection requirements for the PGDAS/CTA after completing their BCom (Accounting Sciences) degree in either three or four years, will be allowed to enroll for Commerce Special Undergraduate (07180001) in order to improve their marks with a view to selection for the next PGDAS intake. Such students must enroll for FRK 300, BEL 300, FBS 300 and ODT 300 simultaneously.

2. UP students who did not complete their BCom (Accounting Sciences) degree in the year immediately preceding the PGDAS/CTA but earlier will also be required to register for Commerce Special Undergraduate (see modules in 1 above.)
3. Students with non-SAICA accredited undergraduate accounting degrees with Financial Accounting, Financial Management and Auditing/Internal Auditing all at third year level and Taxation at at least 2nd year level, may apply for Commerce Special Undergraduate (see modules in 1 above) provided they have attained an average of 70% for their third year modules and have completed their prior degree in a maximum of three years. Depending on their range of undergraduate modules, Commercial Law or other modules may be added to the syllabus of Commerce Special Undergraduate.

The application procedures are as follows:

1. If you **are not** currently a registered student in the Faculty of Economic and Management Sciences, you must complete an online application for Commerce Special Undergraduate (07180001). Closing date for online applications is 12 December 2019.

Link: <https://www.up.ac.za/online-application>

2. If you **are** a registered student in the Faculty of Economic and Management Sciences, you must complete an internal application, which is available on your UP Student Service Center. Closing date for internal applications for Commerce Special Undergraduate (07180001) is 12 December 2019.

**UNIVERSITY OF PRETORIA
CALENDAR 2020
MAIN DATES**

1 January		New Year's Day
3 January		Academic year commences
6 January		Commencement of online registration for senior students
6 - 17 January		Summer School
13 January		Commencement of online registration for first year students
13 - 25 January		Assisted online registration for first year students at Hillcrest campus
24 - 26 January		Special orientation for non-RSA students
25 January		Welcome Day
27 - 31 January	1.	Orientation programme for new first year students at Hatfield
	2.	Assisted online registration of senior students at Hillcrest campus
30 January		Closing date: Submission of final marks for Autumn Graduation
1 February		INSYNC first year concert
3 February		Lectures commence for quarter 1 and semester 1
10 February		Anniversary of the University's founding
15 February		Rag
17 February		Closing date for amendments or cancellation of modules, without paying fees (quarter 1, 2 and semester 1)
20 March	1.	Lectures end for quarter 1
	2.	Lectures end for March recess
21 - 31 March		March recess
21 March		Human Rights Day
1 April	1.	Lectures resume after recess
	2.	Lectures commence for quarter 2
10 April		Good Friday
13 April		Family Day
27 April		Freedom Day
29 April		Monday timetable is followed
30 April		Friday timetable is followed
1 May		Workers' Day
18 May - 27 June		Cooling off period for all non-academic student activities before and during the examination period
25 May	1.	Lectures end for quarter 2 and semester 1
	2.	Last day for discontinuation of modules
29 May - 20 June		Examinations of first-quarter, second-quarter and first- semester modules
15 June		No examination day
16 June		Youth Day
22 - 27 June		Supplementary examinations of first-quarter, second- quarter and first-semester modules
26 June		Closing date: Submission of final marks for spring graduation
30 June		Last day for submission of supplementary examination marks of first-quarter, second-quarter and first-semester modules
28 June - 12 July		July recess
29 June - 10 July		Winter School
13 July		Lectures commence for quarter 3 and semester 2
3 August		Closing date for amendments or cancellation of modules, without paying fees (quarter 3, 4 and semester 2)
9 August		National Women's Day
10 August		Public Holiday in terms of legislation
15 August		# Choose UP day

28 August		Lectures end for September recess
29 August - 6 September		September recess
7 September	1.	Lectures resume after recess
	2.	Lectures end for quarter 3
8 September		Lectures commence for quarter 4
23 September		Spring Day
24 September		Heritage Day
19 October - 28 November		Cooling off period for all non-academic student activities before and during the examination period
27 October		Thursday timetable is followed
28 October	1	Lectures end for quarter 4 and semester 2
	2.	Last day for discontinuation of modules
2-21 November		Examination of third-quarter, fourth-quarter, second- semester and year modules
23-28 November		Supplementary examinations of third-quarter, fourth- quarter second-semester and year modules
28 November		Academic year ends
1 December		Last day for submission of supplementary examination marks of third-quarter, fourth- quarter, second-semester and year modules
16 December		Day of Reconciliation
23 December		University closes at 10:00
25 December		Christmas Day
26 December		Day of Goodwill
4 January 2021		Academic year commences

GRADUATION CEREMONIES 2020

7 April	GIBS Graduation Ceremony
8 April - 8 May	Autumn Graduation Ceremonies
8 - 11 September	Spring Graduation Ceremonies
10 December	Graduation Ceremony for LLM in Human Rights

PUBLIC SCHOOL CALENDAR FOR GAUTENG 2020

15 January - 20 March	First quarter
31 March - 12 June	Second quarter
7 July - 18 September	Third quarter
29 September - 2 December	Fourth quarter