General Regulations

Section 4: General Regulations

The General Regulations (G Regulations) apply to all faculties of the University of Pretoria. As with other regulations, rules and prescriptions of the University, it is expected of each student to familiarise himself or herself well with these regulations. Ignorance concerning these regulations will not be accepted as an excuse for any transgression.

Definition of terms

For the purposes of these General Regulations, and unless interpreted differently from the context,

(i) the term "module" also includes the following: semester module and year module; and
(ii) the term "semester mark" includes the mark awarded/achieved in respect of a module of seven weeks' duration, as it is normally examined at the end of the semester in which it is presented.
(iii) S = UP Statute
(iv) J.S. = Joint Statute of the South African Universities

First and advanced bachelor's degrees (G.1–G.15)

I. First and advanced bachelor's degrees

G.1 Admission

1. In order to register for a first bachelor's degree at the University a candidate should:
   a) be in possession of a National Senior Certificate certified by Umalusi, and meet the minimum requirements for admission to bachelor's degree study as gazetted for admission to higher education;
   b) comply with the particular requirements, prescribed in the admission procedures and faculty regulations of the respective faculties and departments, for admission to particular modules and fields of study.

2. Admission requirements for candidates with a National Senior Certificate (NSC)
   a) The minimum statutory requirement to obtain university entrance is a National Senior Certificate (NSC) certified by Umalusi with an achievement rating of **4** (50-59%) in **four** recognised 20-credit subjects from the designated subject list. Please note that Life Orientation is a 10-credit subject.
   b) **To be able to gain access to a Faculty and specific programmes prospective students require the appropriate combinations of recognised NSC subjects as well as certain levels of achievement in the said subjects.** In this regard the determination of an admission point score (APS) is explained and a summary of the faculty specific requirements, i.e. the admission point score (APS) per programme and the specific subjects required per programme and their required level of achievement are provided. Take note that there may be additional subject requirements under "Regulations" in the Regulations publication of each Faculty.
   c) **Determination of an Admission Point Score (APS, old M-Score)**
   The calculation is based on a candidate's achievement in six 20-credit recognised subjects, by using the NSC ratings that is the "1 to 7 scale of achievement". Thus, the highest APS that can be achieved is 42. **Life Orientation** is excluded from the calculation determining the APS required for admission per faculty.

Rating code	Rating	Marks %
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%

   Preliminary admission is based on the results obtained in the final Grade 11 examination.

   PLEASE NOTE: The final Grade 12 results will be the determining factor with regard to admission.

   Alternative admission channels: Candidates with an APS lower than required, or without a required subject such as Mathematics, could be considered for admission to a faculty if they meet the additional assessment criteria specified by the University from time to time. Preference will, however, be given to students who comply with the regular admission requirements of the University.

3. A candidate, who does not comply with the requirements in G.1.1(a) above, may also be considered for admission, provided that the candidate:
   a) is in possession of a certificate deemed by the University to be equivalent to any of the certificates mentioned in G.1.1(a); or
   b) is a graduate from another tertiary institution or has been granted the status of a graduate of such an institution; or
   c) passes an admissions examination prescribed by the University from time to time.

4. Senate may limit the number of students allowed to register for a field of study, in which case the dean concerned may, at his or her own discretion, select from the students who qualify for registration those who may be admitted.

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5. Subject to other faculty regulations and the stipulations of G.1.3 and G.54, a candidate is admitted to a postgraduate bachelor's degree only if he or she is already in possession of a recognised bachelor's degree.

6. A candidate, who, at the time of application, is a registered student at another institution for an undergraduate programme, or was registered at another institution in previous years and did not complete the undergraduate programme he or she was enrolled for, applies as a transferring student. Any transferring student must, apart from complying with the general admission regulations of the University, comply with all the Faculty rules pertaining to:

   a. Admission as a first-year student for the particular academic programme he or she is applying for, and will further be considered for admission based on
   b. his or her full academic record, certificate of conduct, and any additional requirements as deemed relevant by the Dean.

7. A candidate who, at the time of applying, is a registered student at the University of Pretoria and wishes to transfer to another undergraduate programme in the University must, in general (subject to the discretion of the Dean), comply with all the Faculty rules pertaining to admission as a first-year student for the particular academic programme he or she is applying for, and will further be considered for admission based on his or her full academic record and any additional requirements as deemed relevant by the Dean.

8. Subject to other stipulations in Faculty regulations, a student may not enrol for a second or further undergraduate programme without the permission of the Dean. Such applications will, amongst others be considered on the basis of the reasons provided for the change of study field, previous academic achievements, duration of previous studies, ability to finance studies, etc.

G2. Registration

1. (S.58) – A student registers at the University at the time and in a manner determined by the Council from time to time. By virtue of such registration, the student subjects himself or herself to the rules of the University.

2. Registration takes place in accordance with the regulations applicable to the particular degree for which the student registers, and on condition that compliance with the requirements of that degree is the student's responsibility.

3. Subject to exceptions approved by the dean concerned, a student may register for a module only if the official class timetable allows the student to attend all the classes and if there are no test or examination timetable clashes: Provided that this does not apply to students who register for distance education.

4. Subject to exceptions approved by the dean in consultation with the head of the department concerned, a student is not permitted to register for a module later than 15 days after lectures in that quarter or semester have commenced.

5. Closing dates for the amendments to or cancellation of modules (year, semester and quarter modules) are published annually in the University's calendar. 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. After the closing dates for amendment to the selection of modules and fields of study, changes may be made only on the recommendation of the head of the department and with the approval of the dean. In this case, any module that has been cancelled will be reflected on the student's full academic record.

6. Registration for a module taken for non-degree or non-diploma purposes may take place only with the approval of the dean.

7. After registration, a student is obliged to pay the fees due on or before the date stipulated by the Council; and a student who cancels his or her registration, is not entitled to any refund and remains liable for the full amount.

G.3. Renewal of registration

1. Students of the University are registered for one year of study, or for a shorter period determined in general or in specific cases by the Council. After a year or period of study has expired, students wishing to continue their studies at the University must renew their registration and pay such fees for renewal of registration as are prescribed by the Council from time to time.

2. Re-registration is permitted only:

   a) in the case of full-time students, if the student has passed at least the equivalent of four semester modules in a particular year of study, and, in the case of after-hours students, distance education students and students who follow an approved extended programme, if they have passed at least the equivalent of two semester modules – on condition that faculty boards may stipulate other requirements for progress that students must comply with in order to be re-admitted;
   b) in the case of full-time students, if the student completes the degree for which he or she is still registered within the prescribed minimum period plus two years and, in the case of after-hours students, distance education students and students who follow an approved extended programme, if such students still complete their studies within the prescribed minimum period plus three years: provided that faculty boards may stipulate other requirements for progress that students must comply with in order to be readmitted.

3. A student who does not comply with the requirements in G.3.2 and who seeks readmission to the faculty may submit a written request to the dean that his or her application for readmission to the faculty be considered in terms of the set procedure.

4. Regulation G.3.2 applies with the necessary changes, to students from other tertiary institutions who register at the University.

G.4 Termination of registration

A dean may, on the recommendation of a particular faculty committee, cancel the registration of a student or the registration for a module during an academic year, if the student fails to comply with the minimum requirements determined by the faculty board with regard to tests, examinations or any other work – on condition that a student may request that the dean reconsider the decision in terms of the set procedures.

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G5. Application of old and new regulations

1. Should a regulation, according to which a curriculum has been compiled, be amended, a student who has started his or her curriculum under the old regulation and who has not interrupted his or her study, may complete such a curriculum in accordance with the old regulation – on condition that a faculty board may formulate special transitional requirements in order to enable that student to complete his study in accordance with the new regulation.

2. A student who has been registered for a degree programme and

   a) who has failed to renew his or her registration for such a degree programme in the ensuing calendar year; or
   b) who has failed a year of study; or
   c) who has not complied with the prescribed requirements for progress in accordance with faculty regulations, is deemed to have interrupted his or her study and forfeits the right to continue studies under the old regulation.

   In exceptional cases, a dean may grant such a student permission to continue his or her study in terms of such stipulations as the dean may determine.

G.6 Concurrent registration for two fields of study

With the permission of the dean/deans concerned, a student may register for a degree, diploma or certificate and another degree, diploma or certificate, whether undergraduate or postgraduate, simultaneously, subject to the regulations applicable to the fields of study in question and to any other stipulations the dean/deans may prescribe on the condition that there shall be no overlap in the course content of the first degree, diploma or certificate and the second degree, diploma or certificate. Such a concession may be withdrawn by the dean/deans concerned if the student does not perform satisfactorily.

G.7 Minimum study periods and requirements for bachelor's degrees

(J.S.16) – A bachelor's degree is conferred on a student only if he or she complies with the minimum period of study and other requirements as stipulated in the Joint Statute and the regulations of the University pertaining to the acquisition of that degree.

G.8 Recognition of modules passed at this university

1. (J.S.16) – Modules may be recognised for degree purposes only if the date of the student's National Senior Certificate, certified by Umalusi, as specified in G.1.1, becomes effective before 2 April of the academic year in which such a module was completed.

2. If a student wishes to continue his or her study after an interruption, the dean, on the recommendation of the head of the department, may require either that such a student should repeat certain modules already passed or that supplementary work in these modules be undertaken with a view to the continuation of his or her studies.

3. Periods of attendance at and credits for modules which a student obtained at the University and which did not form part of the requirements for a degree already conferred on a student, may be accepted by the dean in consultation with the head of the department concerned, for a bachelor's degree, provided that the student complies with the stipulations in G.8.1 and G.9.4 (a).

4. Periods of attendance at and credits for modules which a student acquired at the University and which formed part of the requirements for a degree already conferred on the student, may be accepted by the dean in consultation with the head of the department concerned for a degree in another faculty, or for a second bachelor's degree in the same faculty, provided that there shall be no overlap in the course content of the first degree and the degree in the other faculty or the second degree in the same faculty and furthermore that the student complies with the stipulations in G.9.4 (b).

G.9 Recognition of modules/study units passed at other tertiary institutions and the admission of such students

1. (J.S.17) – A student who was registered at another tertiary institution, must, on application for admission to this University, submit a certificate of conduct from that tertiary institution, as well as a comprehensive official academic record from the tertiary institution concerned and any other documents that may be required by the head of the department or the dean.

2. (J.S.18) – Subject to the stipulations of the Joint Statute, the dean may accept periods of attendance as a registered matriculated student at any other tertiary institution approved by Senate for this purpose, as part of the student's attendance record for a bachelor's degree. Subject to the stipulations of G.9.3, the dean may, furthermore, accept certificates of competence in any module issued by another tertiary institution, and may recognise such modules by means of exemption from class attendance and the examination – provided that such a certificate of competence be accepted only with regard to a module which is recognised by the tertiary institution where it was taken for approved programmes, and on condition that the student complies with the stipulations in G.8.1. The head of the department concerned may prescribe supplementary requirements if a student wishes to continue with subsequent modules in the subject in question.

3. If there is overlap in the course content of the degree for which the student wishes to enrol or is enrolled and a degree already conferred by another tertiary institution, the dean may not accept certificates of competence in any module and may not recognise such modules that form part of the degree already conferred.

4. A bachelor's degree is conferred on a student in terms of subparagraph (2) only if:

   a) the period of the student's attendance is at least equivalent to the full period that is prescribed for the degree;
   b) the student, subject to differently worded requirements approved by Senate on the grounds of previously approved accredited programmes, has attended, at this University, the modules required by the University:

      i) for a degree for which the period of attendance is three academic years, at least two academic years – on condition that the student has attended at least half the modules prescribed for that degree, as a registered student for that degree;
      ii) for a bachelor's degree for which the period of attendance is four academic years, at least during the final two academic years;

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iii) for a bachelor's degree for which the period of attendance is four and a half academic years, at least during the final two and a half academic years;
iv) for a bachelor's degree for which the period of attendance is five academic years, at least during the final two academic years;
v) for a bachelor's degree for which the period of attendance is five and a half academic years, at least during the final two and a half academic years;
vi) for a bachelor's degree for which the period of attendance is six academic years, at least during the final three academic years, with the exception of the Bachelor of Arts (Theology) degree, in which case the student must have attended modules at least during the final two academic years.

G.10 Requirements for admission to examinations, promotion to a subsequent year of study or in a module as well as attendance modules

1. Satisfactory attendance, preparation and payment of tuition fees

a) A student is permitted to enter an examination or to be promoted in a module only if the lecturer of that module, in consultation with the head of the department, certifies that the student has prepared himself or herself satisfactorily by due performance in his or her work and has fulfilled the attendance requirements.
b) A student may be refused admission to the examination, or promotion to a subsequent year of study, or promotion in a module if the prescribed tuition fees are not paid. A student's final marks may also be withheld should his/her tuition fees be outstanding.
c) A student may be refused admission to the examination, or promotion to a subsequent year of study, or promotion in a module if he or she fails to fulfil the attendance requirements.
d) In exceptional circumstances, where it is deemed appropriate, the Dean of a Faculty may excuse a student from attending all or part of a module.

2. Admission to examination

Subject to other stipulations in faculty regulations, no minimum year mark or minimum semester mark is required for admission to the examination: Provided that all year and semester modules in a faculty need not be dealt with in the same way, although a large degree of uniformity is desirable.

3. Promotion to a subsequent year of study and promotion in a module

a) Students who have reached the required standard in a module as stipulated in G.10.3 (b), may be promoted, in accordance with authorising faculty regulations, to the next semester or level in a module without writing the prescribed examination, provided that a student receives credit for such promoted modules only if study in those modules is concluded by successfully completing a prescribed examination.
b) Subject to other faculty regulations, a student reaches the required standard of progress in a module as intended in G.10.3 (a) if he or she has satisfactorily prepared himself or herself by due performance of his or her work and, in addition, has obtained a year/semester mark of at least 65% in the particular module, as composed and calculated in terms of G.11.1 (a) and (b).
c) Students, who have been promoted in a module at another university or who have been promoted without writing the examination therein, may be admitted to a subsequent semester or level in the subject, as the case may be, at this University, on condition that a student can obtain credit for a promoted module only after an examination in the subsequent module has been passed at this University.

4. Attendance modules

Subject to other faculty regulations, a student receives credit for an attendance module only if he or she has attended classes to the satisfaction of the lecturers concerned and has obtained a year or semester mark of at least 50% for their work.

G.11 Year and semester marks and repetition of modules

1. Year and semester marks

a) Each faculty should, by way of faculty regulations, determine the manner in which year and semester marks are compiled, provided that all year modules and semester modules in a faculty need not be dealt with in the same way, although a large degree of uniformity is desirable.
b) At the beginning of an academic year or a semester, the head of the department informs the students in his or her department in an appropriate manner concerning the formula for the calculation of the year or semester marks in modules in that department. Before each test, he or she also informs the students of the weight that will be allocated to the results of that test in the calculation of the year or semester mark. Each head of department announces the year or semester marks to the students in his or her department at the latest at the official conclusion of lectures.

2. Repetition of modules

a) A student who fails a particular examination, is obliged to attend the module(s) concluded by that examination again, unless the dean, on the recommendation of the head of the department concerned, grants exemption from class attendance, in which case the year or semester mark of the student has to be taken into consideration; and exemption in a specific module will be allowed only once.
b) Application for exemption from class attendance must be submitted within 14 days after the commencement of lectures – provided that deans may consider justifiably late applications.
c) A student who has failed a module, may be exempted by the dean, in consultation with the head of the department, from the examination in such a module and receive credit for it by virtue of the achievement in a subsequent semester in the module concerned.

G.12 Assessments (Examinations, tests and essays)

1. Examinations and essays

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An examination in a module may be oral and/or written. Essays are prepared and examined as stipulated in faculty regulations.

2. Pass requirements

2.1 In order to pass a module, a student must:

2.1.1 obtain the minimum examination mark prescribed for that module;
2.1.2 obtain a final mark of at least 50%;
2.1.3 comply with the subminimum in subdivisions of modules, as stipulated in the regulations of the particular faculties.

2.2 Each faculty should, by way of faculty regulations, determine the weight that is allocated to the year or semester mark and the examination mark in the calculation of the final mark of the student: Provided that all year modules and semester modules in a faculty need not be dealt with in the same way, although a large degree of uniformity is desirable.

2.3 Subject to other faculty regulations, a student passes a module with distinction if he or she obtains a final mark of at least 75%.

3. Ancillary examinations

After writing an examination, the examiners may summon a student for an ancillary examination on particular aspects of the work in a module, with a view to awarding a final examination mark.

4. Supplementary examinations

4.1 Subject to other faculty regulations, a student may be admitted to a supplementary examination in a module, in cases where:

a) a final mark of between 40% and 49% has been obtained; or
b) a pass mark has been obtained, but the required subminimum in the examination section of the module or divisions thereof has not been obtained.

4.2 If the module, in which a final mark of between 40% and 49% has been obtained, is a first-semester module at 100 level, a supplementary examination must be granted.

4.3 Subject to other faculty regulations, a student must obtain a final mark of at least 50% in order to pass a supplementary examination. The semester or year mark is not taken into account and the supplementary mark is the final mark.

4.4 The highest final mark that may be awarded to a student in a supplementary examination is 50%.

4.5 Special supplementary examinations are not arranged for students who are unable to write the examination at the times scheduled for supplementary examinations.

4.6 Supplementary examinations cover the same subject matter as was the case for the examinations.

5. Extraordinary examinations (including the aegrotat)

5.1 A student who is prevented from preparing for an examination, or from sitting for it, owing to unforeseen circumstances or illness, may be granted permission by the dean to write an extraordinary examination in the particular module(s).

5.2 An application to sit for an extraordinary examination, supported by applicable corroborative proof, should be submitted to the dean in the prescribed manner, within three days of the date of the particular examination that was not written due to unforeseen circumstances – provided that an application that could not be submitted in time, may also be submitted for consideration, provided that there is a valid reason.

5.3 The period to sit for an extraordinary examination is determined by the lecturer, in consultation with the head of the department concerned – on condition that the examination is conducted as soon as possible after the unforeseen circumstances or illness have/has ceased to exist; and on the further condition that such an examination in a module may not be sat for in more than one examination period.

5.4 Should an extraordinary examination be granted, the prescribed fees must be paid by the student; and in cases where the cost of conducting the examination exceeds the prescribed fees, such additional costs may be recovered from the student.

6. Special examinations

6.1 A student requiring a limited number of modules to complete his or her degree, may, in terms of faculty regulations, be admitted to a special examination.

6.2 If there is an indication at the end of an academic year that a student qualifies for a special examination in no more than two modules and that such student can complete his or her study programme if he or she is successful, the faculty may require such student to sit for a special examination or examinations. If the student declines the offer, this may be taken into consideration with regard to further residence accommodation and financial support by the University.

6.3 If the special examination is conducted before 31 January, such a student must not register again for the module/s in question and the examination is treated as a supplementary examination.

6.4 If the special examination is conducted after 31 January, the student must register again for the module/s in question and a semester mark, examination mark and final mark must be obtained in an appropriate manner.

6.5 In cases where a special examination is conducted after 31 January, the result of the examination will not be taken into consideration with a view to the graduation ceremonies in March/April, and in cases where a special examination is conducted after 30 June, the result of the examination will not be taken into consideration with a view to the graduation ceremonies in September. Results of special examinations must be submitted to the Head: Student Administration before 15 February and 15 July respectively.

6.6 All the rules applicable to a supplementary examination also apply to a special examination (See G.12.4).

6.7 A student only qualifies for a special examination if he or she sat for the prescribed examination in the final (preceding) year of study.

7. General

If a student has sat for an examination, he or she is not entitled to apply for an extraordinary examination (including an aegrotat) on the basis of the following:

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a) undisclosed illness at the time of the examination;
b) that the candidate was underprepared due to illness; or
c) the presence of undisclosed special circumstances at the time of the examination.

G.13 Examiners

An examination in a module must be conducted by one or more examiner/s who is/are not involved with the instruction of that division of the module that is examined, together with one or more of the lecturers of such a module. Should this be impracticable as a result of the death, resignation, absence, illness or any other inability of the lecturer concerned, the dean of the faculty in question, in consultation with the head of the department concerned, may make the necessary arrangements.

G.14 Perusal and re-marking of examination scripts

After conclusion of the examinations departments provide feedback to students concerning the framework used by examiners during examinations, provided that in the case of distance education the dean may make other arrangements to provide feedback to students. The head of the department concerned determines the manner in which feedback is provided. Students may apply for the re-marking of examination scripts after perusal of such scripts and within 14 days after the commencement of the lectures of the ensuing semester, and after payment of the prescribed fee. The examiner will be appointed by the head of the department concerned.

G.15 Compliance with degree requirements and degree privileges

With the exception of an honorary degree, a degree will be conferred on a student only if the student has complied with all the requirements for the particular degree and has reached the level of competence prescribed for each module that is required for the degree, and on condition that no one is entitled to any privileges pertaining to a degree before the degree has been conferred on him or her at a graduation ceremony.

Honours degrees (G.16–G.29)

Honours degree

G.16 Admission

1) Subject to the stipulations of G.1.3 and G.54, a candidate is admitted to the study for the honours degree only if he or she is in possession of a bachelor's degree.
2) A candidate may be refused admission to an honours degree by the head of the department if he or she does not comply with the level of competence required in the subject as determined by the department – provided that a candidate, who fails to comply with the level of competence required, may be admitted if additional study assignments, as agreed upon, are completed and/or examinations are written.
3) A candidate, who is refused admission to an honours degree, may request that the dean reconsider his or her application for admission in terms of the set procedures.

G.17 Registration

The stipulations of G.2 apply with the necessary changes.

G.18 Renewal of registration

1) The stipulations of G.3.1 apply with the necessary changes.
2) Subject to exceptions approved by the dean, on the recommendation of the head of the department, and in the case of distance education where the dean formulates the stipulations that will apply, a student may not enrol for the same subject for the honours degree more than once.
3) Subject to faculty regulations, a student who is registered for an honours degree must complete his or her study, in the case of full-time students, within one year of registering for the degree, and, in the case of part-time students, within two years of first registering for the degree and, in the case of distance education students, within the period stipulated by the dean.

   Under special circumstances, the dean, on the recommendation of the head of the department, may approve a limited extension of this period.

G.19 Termination of registration

The stipulations of G.4 apply with the necessary changes.

G.20 Application of old and new regulations

The stipulations of G.5 apply with the necessary changes.

G.21 Concurrent registration for two fields of study

The stipulations of G.6 apply with the necessary changes.

G.22 Minimum study periods and requirements for honours degrees

1. (J.S.16) – An honours degree is conferred on a student only if the student has complied with the following minimum periods of study:

   a) One academic year after the qualification has been obtained by virtue of which admission to the study has been granted.
   b) Where an honours degree is followed concurrently with a bachelor's degree, one academic year in addition to the minimum period prescribed for the bachelor's degree in question – provided that in cases of exceptional merit, the University may, in agreement with the Joint Statute, shorten the minimum period of attendance.

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2. In addition to the stipulations of G.22.1, an honours degree is conferred on a student only if the student has complied with all the requirements laid down in faculty regulations.

G.23 Acknowledgement of modules

1. (J.S.18[3]) – Subject to the stipulations of G.22.1, G.23.2 and the Joint Statute, a dean may acknowledge modules passed at another tertiary institution or at this University in a department other than that in which the honours study is undertaken for the honours degree – provided that at least half of the required modules for the degree in question are attended and passed at this University.
2. If there is overlap in the course content of the degree for which the student wishes to enrol or is enrolled and a degree already conferred, the dean may not acknowledge any modules that form part of the degree already conferred.

G.24 Requirements for admission to examinations, promotion to a subsequent year of study, promotion in a module and attendance modules

The stipulations of G.10 apply with the necessary changes.

G.25 Year and semester marks

The stipulations of G.11 apply with the necessary changes.

G.26 Examinations

1. Examinations and research reports
   a) The examination for an honours degree consists of papers, or papers and a research report, and may be oral and/or written.
   b) The nature and extent of the examinations are determined by the dean, on the recommendation of the head of the department.
   c) Research reports are prepared and examined according to the procedures laid down in faculty regulations.
   d) A written examination for an honours degree takes place during the examination periods announced annually.
   e) An oral honours examination may be conducted at a time other than the periods approved for written examinations, provided that this is arranged by the head of the department, in consultation with the dean.
2. Pass requirements

   The stipulations of G.12.2 apply with the necessary changes.
3. Ancillary examinations, supplementary examinations, extraordinary examinations and special examinations

   The stipulations of G.12.3 to G.12.6 apply with the necessary changes.

G.27 Examiners

The stipulations of G.13 apply with the necessary changes.

G.28 Re-marking of examination scripts

The stipulations of G.14 apply with the necessary changes.

G.29 Compliance with degree requirements and degree privileges

The stipulations of G.15 apply with the necessary changes.

Master's degrees (G.30–G.41)

III Master's degree

G30. Types of master's degree

1. There are three types of master's degree (NQF exit level 9, 180 credits) in terms of the Higher Education Qualifications Sub-Framework (HEQSF), namely:
   a) Master's degree by dissertation: a single advanced research project, culminating in the production and acceptance of a dissertation or other forms of research such as a technical report, one or more creative performances or works, or a series of peer-reviewed articles or other research-equivalent outputs,
   b) Master's degree by coursework and mini-dissertation: a coursework programme requiring a high level of theoretical engagement and intellectual independence, and in some cases demonstration of the ability to relate knowledge to a range of contexts for professional practice. It must contain a research project comprising a minimum of 60 credits at NQF level 9, culminating in the acceptance of a mini-dissertation or other forms of research such as technical reports, creative performances or works, or series of peer-reviewed articles or other research-equivalent outputs, and
   c) Professional master's degree: the successful completion of a coursework programme requiring a high level of theoretical engagement and intellectual independence as well as demonstration of the ability to relate knowledge to the resolution of complex problems in appropriate areas of professional practice. In addition, a professional master's degree must include an independent research component that comprises at least a quarter of the credits at NQF level 9, consisting of either a single research or technical project or a series of smaller projects demonstrating innovation or professional expertise.

G.31 Admission

1. As required by the regulations of the faculty in question and subject to the stipulations of G.1.3 and G.54, the minimum admission requirement is a relevant bachelor honours degree or a relevant postgraduate diploma. A relevant bachelor's degree at NQF level 8 may also be recognised as meeting the minimum entry requirement to a cognate master's degree.

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2. A candidate may be refused admission to a master's degree by the head of department if he or she does not comply with the standard of competence in the discipline as determined by the department – provided that a candidate who does not comply with the required level of competence, may be admitted, provided that he or she completes additional study assignments and/or examinations as required by his or her supervisor.
3. A candidate, who is refused admission to a master's degree, may request that the dean reconsider his or her application for admission in terms of the prescribed procedure.

G.32 (a) Registration

1. (S.58) – A student registers at the University at a time and in a manner determined by Council from time to time. By virtue of such registration, the student subjects himself or herself to the rules of the University.
2. Registration takes place in accordance with the regulations applicable to the particular degree for which the student registers, and on condition that compliance with the requirements of that degree is the student's responsibility.
3. After registration, a student is obliged to pay the fees due on or before the date stipulated by Council and a student who cancels his or her registration is not entitled to any refund and remains liable for the full amount.

G.32 (b) Renewal of registration

1. Students of the University are registered for one year of study. After a year has expired, students wishing to continue their studies at the University must renew their registration and pay such fees for renewal of registration as are prescribed by Council from time to time.
2. Subject to exceptions approved by the dean, on the recommendation of the head of department, as set out in paragraph 3 below, a student may not enrol for the same subject for a master's degree more than once. This applies to both modules and the dissertation.
3. Students who are given permission by the dean, on the recommendation of the head of department, to present themselves more than once for an examination in the same department, must pay the full fees for this examination.
4. Students enrolled for a master's degree must complete their studies within two years after first registering for the degree, except for programmes which require a longer period and are specified in faculty regulations.
5. Renewal of registration after the two-year period is permitted only under special circumstances in which case the head of department may approve a limited fixed extension of this period in terms of the set procedures.

G.33 Concurrent registration for two fields of study and duplication of master's degrees

The purpose of this provision is to avoid the awarding of multiple degrees for the same work undertaken and to ensure that degrees with different purposes are not embedded within each other.

1. With the permission of the dean(s) concerned, a student may register simultaneously for a degree, diploma or certificate and another degree, diploma or certificate, whether undergraduate or postgraduate, subject to the regulations applicable to the fields of study in question and to any other stipulations the dean(s) may prescribe on condition that there shall be no overlap in the course content of the first degree, diploma or certificate and the second degree, diploma or certificate. Such a concession may be withdrawn by the dean(s) concerned if the student does not perform satisfactorily.
2. A duplicate master's degree is one at the same level and in the same field as a degree already awarded. Applicants are allowed to enrol for a second degree at master's level only if the second degree is in an unrelated field. A coursework degree at master's level is not regarded as a duplicate of a research master's degree, and therefore applicants who hold a coursework master's degree may be admitted to a research master's degree and vice versa if there is no duplication in the subject matter involved.

G.34 Minimum study periods and requirements for master's degrees

1. A master's degree is conferred on a student only if at least one year has expired after obtaining the qualifications required for master's study – provided that the student is registered for at least 12 months for a master's degree at this University, although the dean may approve a shorter period.
2. A master's degree is conferred on a student only if he or she complies with all the requirements laid down in faculty regulations.

G.35 Acknowledgement of modules

1. For a master's study, a dean may acknowledge examinations passed at other universities or at this University in a department other than that in which the master's study is undertaken – on condition that the mini-dissertation is prepared and examined in terms of these regulations and is completed under the guidance of a supervisor at this University and, on the further condition that at least half of the required modules for that degree are attended and passed at this University.
2. If there is overlap in the course content of the degree for which the student wishes to enrol or is enrolled and a degree already conferred, the dean may not acknowledge any examinations and modules that form part of the degree already conferred.

G.36 Requirements for admission to examinations

1. A student is permitted to enter an examination in a module only if the lecturer of that module, in consultation with the head of department, certifies that the student has prepared himself or herself satisfactorily by due performance in his or her work and has fulfilled the attendance requirements.
2. A student may be refused admission to the examination if the prescribed tuition fees have not been paid. A student's final marks may also be withheld should his or her tuition fees be outstanding.
3. A student may be refused admission to the examination if he or she has failed to fulfil the attendance requirements.

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4. Subject to exceptions approved by the dean, on the recommendation of the head of department, a student may not enter for any master's examination more than twice.

G.37 Examinations

1) General

A master's degree is conferred on a student by virtue of a dissertation, or an examination and a dissertation or another relevant form of research, or examinations and a mini-dissertation or another relevant form of research (see G.30). Examinations may be written in and/or oral form.

2) Oral and written examinations

a) The nature and extent of examinations are determined by the dean of the faculty in question, on the recommendation of the head of department.
b) Written master's examinations take place as announced annually per department.
c) Oral master's examinations may be conducted at times other than those approved for written examinations, provided that these are arranged by the head of department, in consultation with the dean.

G.38 Master's degree by coursework and a mini-dissertation

1. A coursework master's degree is conferred on a student by virtue of examinations (per module) and a mini-dissertation or other research-relevant output.
2. Decisions on the size (number of credits) of the research component of a master's degree by coursework should be made keeping in mind that the University is an internationally recognised South African research-intensive institution of higher learning.
3. Mini-dissertations or other relevant forms of research are prepared and examined according to the instructions that are laid down in the faculty regulations.

G.39 Master's degree by dissertation

1. General

All approvals relating to the preparation and submission of dissertations are given by the dean on the recommendation of the head of department. However, the dean may, at his or her own discretion, delegate such approvals to the head of department or to the Chairperson of the Postgraduate Committee of the faculty.

2. Designation of supervisors

a) The head of department concerned should designate a supervisor from within the faculty for a particular master's study candidate, within one month after the candidate has been registered. The designation by the head of department should be confirmed by the dean.
b) A person designated as supervisor, should hold a qualification equivalent to or higher than the qualification of the postgraduate concerned and have the appropriate stature and experience to supervise postgraduate candidates.
c) A person designated as the supervisor should be appointed to an academic position in the University.
d) On the retirement or resignation of a supervisor from the University's service, he or she may, with approval of the head of department concerned, still act as supervisor for the student for whom he or she was appointed as supervisor, in order to enable such a student to complete his or her dissertation. For this purpose and for this period such a supervisor will be deemed to be an accredited lecturer of the University. This arrangement is allowed to continue until such time as the head of department deems it to be no longer appropriate or necessary. If on the retirement or resignation of a supervisor from the University's service, he or she is no longer prepared to act as supervisor for the student for which he or she was appointed as supervisor, a new supervisor is appointed.
e) The designation of supervisors is submitted to the faculty board for notification.

3. An agreement between the student and the supervisor

a) An agreement between the student and the supervisor should be signed. The document serves as the basis for the interaction between the student and the supervisor. It indicates their individual roles, responsibilities and expectations and makes it clear that they are entering into a binding undertaking with each other.
b) It is the responsibility of the head of department concerned to monitor the progress of a candidate in regard to his or her signed agreement.

4. Approval of topic and title

a) Applications for approval of a topic and title of a dissertation, as well as changes to titles, are submitted to the head of department, for approval by the dean (who may delegate this approval, (see G.39.1 (a)).
b) The dean or delegate approves the application or refers it back to the head of department for amendment by the student.
c) Approved titles of dissertations are submitted to the faculty board for notification.

5. Non-disclosure of the contents of a study

a) Where part or all of the contents of the master's study must remain confidential, the supervisor will be required to submit an application to the dean setting out the grounds for such a request and indicating the duration of the period of confidentiality. This period would normally not exceed 2 (two) years.
b) The dean considers the application and either approves it or refers it back to the supervisor.

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6. Preparation and submission of the dissertation

   a) The supervisor is responsible for advising the student with regard to the proper preparation of the dissertation.
   b) A dissertation should only be submitted with the written permission of the supervisor. Should the supervisor refuse to grant permission for submission, the candidate may request permission to submit from the dean. The dean may allow the dissertation to be submitted for examination or may turn down the request. Should the dean turn down the request, the candidate may refer the matter to the Vice-Principal responsible for research and postgraduate studies, who should convene the Postgraduate Appeals Committee to consider the matter based on reports from the candidate, the supervisor and the Postgraduate Committee. The decision of the Postgraduate Appeals Committee is final. Should the Postgraduate Appeals Committee agree to the request of the candidate, the supervisor has the right to remove his or her name from the dissertation if he or she so wishes.
   c) A dissertation is submitted to the Head: Student Administration, before the closing date for the various graduation ceremonies as announced annually.
   d) On submission of the dissertation the student should also submit a written statement by the supervisor, confirmed by the dean, approving submission of the dissertation.
   e) A student for the master's degree, on submission of the dissertation, has to declare the following in writing: "I declare that the dissertation, which I hereby submit for the degree .....at the University of Pretoria, is my own work and has not previously been submitted by me for a degree at this or any other tertiary institution."
   f) For examination purposes, a student must, in consultation with the supervisor, submit a sufficient number of bound copies of the dissertation, printed on good quality paper and of good letter quality, to the Head: Student Administration. Permission to submit the dissertation in unbound form may be obtained from the supervisor concerned on condition that a copy of the final approved dissertation is presented to the examiners in bound format or electronic format.
   g) Should the supervisor deem it appropriate, an electronic copy of the dissertation must be submitted to the Head: Student Administration for examination purposes in the format specified by the faculty and in accordance with the minimum specifications set by the Department of Library Services. The head of department may determine whether the electronic copies should be submitted instead of or in addition to the paper copies. [The specifications are available at: http://upetd.up.ac.za/authors/publish/standards.htm#specs]
   h) If a dissertation is accepted, but the student is required to make certain amendments in accordance with the examiners' decisions, the amendments should be made to all copies to the satisfaction of the supervisor concerned, who must submit a declaration to this effect to the Head: Student Administration before 15 February for the Autumn graduation ceremonies and before 15 July for the Spring graduation ceremonies.
   i) In addition to the copies already mentioned, each successful student must submit a bound paper copy as well as two electronic copies of the approved dissertation to the Head: Student Administration in the format specified by the faculty and in accordance with the minimum standards set by the Department of Library Services, before 15 February for the Autumn graduation ceremonies and before 15 July for the Spring graduation ceremonies, failing which the degree will only be conferred during a subsequent series of graduation ceremonies. [The specifications are available at: http://upetd.up.ac.za/authors/publish/standards.htm#specs]

7. Progress reports

   a) The supervisor must report once a year in writing to the head of department on the progress of his or her candidate.
   b) Registration for the second year is conditional on satisfactory progress in the first year as confirmed by the head of department. The head of department must record the approval on the electronic system.

8. Intellectual property

   a) All rights in regard to intellectual property that is produced by a student during his or her studies or as a result of any research project conducted at the University or through the use of the equipment of the University, vest in the University, in terms of the contract entered into by the student and/or his or her parents or guardians at registration. This stipulation applies amongst others, where the student works under study guidance or as a member of a project team of the University. It also applies where the student does contract work for a third party as a member of a research team of the University. The University and the student may, however, agree in writing to another arrangement.
   b) A student and the University may conclude an agreement regarding the publication of a research report, a mini-dissertation, a dissertation and/or any article. Should the copyright of the research report, mini-dissertation, dissertation and/or article be the only exploitable intellectual property that arises from such research report, mini-dissertation, dissertation and/or article, the University would normally transfer the copyright to the student, subject to certain conditions. A faculty may, in consultation with the Office of the Registrar, make arrangements that apply to that specific faculty.
   c) In the absence of any agreement, the University has the right to reproduce and/or publish, in any manner it may deem fit, the research report, mini-dissertation, dissertation and/or article, and to distribute such reproduction.
   d) On publication of the research report, mini-dissertation, dissertation and/or article, or an adaptation thereof, it should be stated that it emanates from a master's study at the University. The name of the supervisor and the department, in which the study was completed, should also be acknowledged. Reprints should state the title and date of the original publication.
   e) A student may not submit an article reflecting the content of the dissertation for publication without the permission of the supervisor.
   f) The above should be read in conjunction with the University's Intellectual Property Law Policy: Personnel and Students, as amended from time to time.

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9. Technical editing of the dissertation

Subject to exceptions that have to be approved in writing by the head of department, in consultation with the supervisor, the technical editing of a dissertation should comply with the following requirements:

(a) Title page

The title page of the dissertation which is submitted should contain the following:

i. (The full title of the dissertation)
by
ii. (Full name of the student)
iii. Submitted in partial fulfilment of the requirements for the degree
or
Submitted in fulfilment of the requirements for the degree .....in the Faculty of....., University of Pretoria
iv. (Year and date of submission).

(b) Format and cover

The dissertation should be submitted in a format not larger than A4. The bound copies must be bound in a hard cover, on which the title of the dissertation and the name of the student are printed. The name of the student and the year of submission of the dissertation should appear on the spine of each bound copy.

(c) Ethics statement

The dissertation should contain a statement by the student that he or she has complied with the University's Policy on Research Ethics and Integrity and has in general observed the principles of honesty, objectivity, the duty of care and fairness in giving credit and appropriate acknowledgement to the work of others.

The ethics statement, which should appear after the declaration and before the summary of the dissertation, must contain the following:

Ethics statement

The author, whose name appears on the title page of this dissertation, has obtained, for the research described in this work, the applicable research ethics approval.

The author declares that he/she has observed the ethical standards required in terms of the University of Pretoria's Code of ethics for researchers and the Policy guidelines for responsible research.

10. Synopsis of the dissertation

a) A summary of the dissertation in English of not more than 250 words should be compiled by the student and included in each bound copy of the dissertation.
b) A list of key terms to ensure recovery of the source should also be submitted together with the examination copies of the dissertation.
c) The student submits the summary of the dissertation for approval by the supervisor before final presentation thereof.

11. Evaluation of the dissertation

(a) Appointment of the examination panel

(i) A student should inform the Head: Student Administration, in writing, of the intention to submit the dissertation at least three months prior to submission, in order that examiners can be notified accordingly.
(ii) The supervisor, in consultation with the head of department concerned, compiles a list of names of potential examiners both inside and outside of South Africa from which the dean appoints examiners, provided that at least one internal examiner and at least one external examiner from outside the University are appointed.
(iii) The supervisor may not be an internal examiner.
(iv) An external examiner should not be associated in any way with the candidate or in any way be involved in the research that the candidate has done previously, neither should a substitute examiner in any way be involved in the research that the candidate has done previously.
(v) External examiners must be from different institutions.
(vi) A summary of the dissertation in English of not more than 250 words compiled by the student will be made available to potential examiners in order to enable them to decide whether they have the expertise to accept the nomination.
(vii) As soon as a potential examiner has accepted his or her appointment as examiner, he or she is supplied with a formal letter of appointment as well as the criteria for evaluation. Examiners must sign an acceptance form, which is to be returned to the Head: Student Administration.

(b) Identity of members of the examination panel

(i) The identity of the examiners may not be revealed to the candidate until the examination process has been completed and then only with the consent of the examiner and the head of department.
(ii) The identity of the examiners is made known in the programme of the graduation ceremony at which the degree is to be conferred on the candidate.

(c) Criteria for evaluation

(i) A dissertation must be proof of a candidate's ability to work independently.
(ii) A dissertation should comply with the requirements stipulated by faculties and is also evaluated on the following:

(aa) scientific and academic standard of research; research procedures and techniques; methodology; definition

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and extent of research; theoretical foundation; coverage of literature and comprehension of field of research;
(bb) scientific and academic quality of processing; presentation, analysis and synthesis of data; structure and logical development and arrangement of content; as well as critical findings, conclusions and recommendations;
(cc) editing and use of language;
(dd) technical finish and layout which must meet the requirements set by faculties; and
(ee) whether the dissertation or parts thereof is publishable.

(d) Examiners' reports

(i) Every examiner independently and individually submits a report to the Head: Student Administration. The reports are treated confidentially.

(ii) Every report has to contain **one** of the following recommendations:

(aa) that the degree be conferred without any changes to the dissertation by the candidate;
(bb) that the degree be conferred as soon as minor changes have been made to the dissertation by the candidate, to the satisfaction of the head of department;
(cc) that the degree be conferred as soon as the candidate has made major changes to the dissertation to the satisfaction of the examination panel;
(dd) that the dissertation does not meet the required standard, but that the candidate be invited to review the dissertation and to resubmit the dissertation at a later stage for re-examination;
(ee) that the dissertation be rejected and that the candidate does not pass;
(ff) that the candidate should be called for oral questioning by the examination panel prior to finalisation of the result;
(gg) in addition to the above, the mark that the candidate has achieved: on condition that at least 50% be regarded as a pass mark and at least 75% as a pass with distinction.

(iii) The examiners' reports are made available to the head of department by the Head: Student Administration.

(iv) In the case of a dissertation, the supervisor and the head of the department review the examiners' reports and submit a consolidated report with **one** of the following recommendations to the Postgraduate Committee:

(aa) that the degree be conferred;
(bb) that the degree be conferred as soon as minor changes have been made to the dissertation by the candidate to the satisfaction of the head of the department;
(cc) that the degree be conferred as soon as the candidate has made major changes to the dissertation to the satisfaction of the examination panel;
(dd) that the dissertation does not meet the required standard, but that the candidate be invited to review the dissertation and to resubmit the dissertation at a later stage for re-examination;
(ee) that the dissertation be rejected and that the degree not be conferred on the candidate;
(ff) that the candidate should be called for oral questioning by the examination panel prior to finalisation of the result;
(gg) in addition to the above, the mark that the candidate has achieved: on condition that at least 50% be regarded as a pass mark and 75% as a pass with distinction.

(v) If a dissertation has been rejected the student may submit an amended version or another dissertation within two years, and in such a case the student must bear the full cost of the examination.

(e) Treatment of examiners' reports

(i) Under no circumstances shall any party modify any examiner's report.
(ii) The contents of the examiners' reports or the consolidated examiners' report may only be revealed to the candidate with the permission of the head of department and with the consent of the examiners.
(iii) In the event that the candidate has to make corrections to the dissertation, the relevant section(s) of the examiners' reports will be made available to the candidate by the supervisor in consultation with the head of department in order for the necessary changes to be made to the dissertation.

(f) Finalisation of reports

(i) Should the examiners' reports not reflect substantial consensus, the head of department in consultation with the supervisor, submits a report to the Postgraduate Committee, with a recommended solution. Under no circumstances shall a report of any examiner be ignored.
(ii) Should it be impossible to reach consensus, the dean, after consultation with the Postgraduate Committee and the head of department, appoints an additional external examiner who has international standing in the field of research to evaluate the dissertation and report to the Postgraduate Committee on the matter.
(iii) The Postgraduate Committee, after considering all the reports makes a preliminary decision on the conferment or not of the degree. The recommendation, together with all relevant documentation, is submitted to the dean.
(iv) Should the dean concur with the recommendation, he or she takes a decision accordingly.
(v) Should the dean not concur with the recommendation, he or she consults with the Postgraduate Committee. For purposes of this meeting, the dean becomes a member of the committee and also acts as chair of the committee. The extended committee takes a decision by means of a majority vote. Should there be a tie of votes, the dean has a deciding vote.
(vi) After a decision on the result of the dissertation has been reached, the Head: Student Administration has to
(aa) address a letter to the examiners to thank them for their participation in the examination and for their recommendations;

(bb) inform the examiners of the final result and indicate to them what their further involvement, if any, will be in the remainder of the process; and
(cc) inform the candidate, the supervisor, the co-supervisor and the head of department of the final result.

12. Draft article for publication

a) A dean may require, before or on submission of a dissertation, the submission of a draft article for publication to the supervisor. The draft article should be based on the research that the student has conducted for the dissertation and be approved by the supervisor concerned.
b) 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.

G.40 Compliance with degree requirements and degree privileges

With the exception of an honorary degree, a degree will be conferred on a student only if the student has complied with all the requirements for the particular degree and has reached the level of competence prescribed for the degree, and on condition that no one is entitled to any privileges pertaining to a degree before the degree has been conferred on him or her at a graduation ceremony.

G.41 Conversion of master's by research to doctoral study

1. Purpose

"The defining characteristic of this qualification is that the candidate is required to demonstrate a high level of research capability and to make a significant and original academic contribution at the frontiers of a discipline or field" (2013 HEQSF, p 34).

These regulations give recognition to the achievements of exceptional postgraduate students conducting promising and competitive postgraduate research projects.

2. Requirements

a) Under special circumstances, the dean of a faculty may convert the registration of a candidate for the master's degree to registration for a doctoral degree.
b) For such a conversion, the head of department and the supervisor must be satisfied that the student's completed work is of a standard that would be expected of a doctoral student, that the student is capable of completing a doctoral degree, and that the project is of a standard and scope appropriate to constitute a doctoral study.
c) For such a conversion, the head of department and the supervisor must be satisfied that the student has demonstrated that he or she has the potential to fulfil the requirements of a doctoral degree without having completed a master's degree.

3. Process

a) Application for conversion may be submitted at any time during the course of study for the master's degree.
b) The application for the conversion must include the following documents:
   (i) A detailed progress report by the candidate of the work completed for the master's project. The report must provide proof that the results obtained thus far are of such a standard and scientific significance that conversion to a doctoral project is justified. The report should include details of presentations made at conferences and of material that has been submitted for publication and/or has been published.
   (ii) A detailed proposal for the intended doctoral project, written by the candidate, including the objectives of the project.
   (iii) A recommendation by the supervisor with specific comments on the ability of the applicant as a potential doctoral candidate as well as the feasibility of the conversion, especially with regard to the information provided by the candidate in his/her reports (items (i) and (ii)).
   (iv) A recommendation by the head of department, if he or she is not the supervisor, in which the ability of the candidate as a potential doctoral candidate is confirmed.
   (v) If the dean considers it advisable for the faculty, the candidate may be required to present a seminar to the department in support of the application. In this case, the head of department should include a report on this in his or her recommendation.
c) The application of the candidate, together with the reports and recommendations, is submitted for consideration to the dean, (who may delegate to the Chairperson of the Faculty Postgraduate Committee) for approval. The decision should be submitted to the Faculty Board for approval.

Doctorates (G.42–G.54)

IV. Doctorate

G.42 Admission

1. Subject to cases where a master's degree is not laid down as a prerequisite and subject to the stipulations of G.1.3 and G.54, a candidate is admitted to doctoral study only if he or she is in possession of a master's degree.
2. A candidate may be refused admission to doctoral study by the head of department, if he or she does not comply with the standard of competence in the subject as determined by the department – provided that a candidate who does not comply with the required level of competence, may be admitted, provided that additional study assignments and/or examinations are completed.
3. A candidate, who is refused admission to doctoral study, may request that the dean reconsider his or her application for admission in terms of the prescribed requirements.

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G.43 Registration

1. (S.58) – A student registers at the University at a time and in a manner determined by Council from time to time. By virtue of such registration, the student subjects himself or herself to the rules of the University.
2. Registration takes place in accordance with the regulations applicable to the particular degree for which the student registers, and on condition that compliance with the requirements of that degree is the student's responsibility.
3. After registration, a student is obliged to pay the fees due on or before the date stipulated by Council. A student who cancels his or her registration, is not entitled to any refund and remains liable for the full amount.

G.44 Renewal of registration

1. Students of the University are registered for one year of study, or for a shorter period determined in general or in specific cases by Council. After a year or period of study has expired, students wishing to continue their studies at the University must renew their registration and pay such fees for renewal of registration as are prescribed by Council from time to time.
2. Subject to other faculty regulations, a student for a doctorate must complete his or her studies within three years after first registering for the degree. Under special circumstances, the dean, on the recommendation of the head of department or the Postgraduate Committee, may give approval for a limited fixed extension of this period.

G.45 Termination of registration

A dean may, on the recommendation of a particular Postgraduate Committee, cancel the registration of a student if the student fails to comply with the minimum requirements determined by the faculty board – on condition that a student may request that the dean reconsider the decision in terms of the set procedures. The general rule is that a doctoral student must complete his or her studies within three years, with a possible limited fixed extension, after first registering for the degree.

G.46 Application of old and new regulations

1. Should a regulation, according to which a curriculum has been compiled, be amended, a student who has started his or her curriculum under the old regulation and who has not interrupted his or her study, may complete such a curriculum in accordance with the old regulation – on condition that a faculty board may formulate special transitional requirements in order to enable that student to complete his or her study in accordance with the new regulation.
2. A student who has been registered for a degree programme and
   a) who has failed to renew his or her registration for such a degree programme in the ensuing calendar year; or
   b) who has failed a year of study; or
   c) who has not complied with the prescribed requirements for progress in accordance with faculty regulations, is deemed to have interrupted his or her study and forfeits the right to continue studies under the old regulation.

   In exceptional cases, a dean may grant such a student permission to continue his or her study in terms of such stipulations as the dean may determine.

G.47 Concurrent registration for two fields of study and duplication of doctoral degrees

1. With the permission of the dean(s) concerned, a student may register simultaneously for a degree, diploma or certificate and another degree, diploma or certificate, whether undergraduate or postgraduate, subject to the regulations applicable to the fields of study in question and to any other stipulations the dean(s) may prescribe on condition that there shall be no overlap in the course content of the first degree, diploma or certificate and the second degree, diploma or certificate. Such a concession may be withdrawn by the dean(s) concerned if the student does not perform satisfactorily.
2. A duplicate doctoral degree is one which is at the same level and in the same field as a degree already awarded. Applicants are allowed to enrol for a second degree at doctoral level only if the second degree is in an unrelated field.

G.48 Minimum periods of study and requirements for a doctorate

1. A doctorate is conferred on a student only if:
   1.1 one of the following periods has expired:
      a) at least four years after complying with all the requirements for a three-year bachelor's degree
      b) at least three years after complying with all the requirements for a four-year bachelor's degree
      c) at least two years after complying with all the requirements for a bachelor's degree of five years or more, or
      d) at least two years after complying with all the requirements for a master's degree
   1.2 at least 12 months since registration for the doctorate at this University have expired, unless a shorter period has been approved by the dean.
2. In addition to the stipulations of G.48.1 a doctorate is conferred on a student only if he or she has complied with all the requirements laid down in faculty regulations.

G.49 Examinations

1. General: A doctorate is conferred by virtue of a thesis, provided that the faculties may lay down the additional requirements of written and/or oral examinations.
2. Doctoral examinations
   a) The dean, on the recommendation of the head of department, determines the nature and extent of examinations, as well as the pass requirements.
   b) The results of the examination are presented to the dean for ratification.

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G.50 Theses

1. General

a) Approval of topic and title

i. Applications for the approval of the topic and title of a thesis, as well as changes to titles are submitted to the relevant Postgraduate Committee, on the recommendation of the relevant head of department.
ii. The Postgraduate Committee considers the applications and either approves them or refers them back to the head of department.
iii. In the event of a dispute between the head of department and the Postgraduate Committee an appeal in writing can be made to the dean. The decision of the dean is final.
iv. The titles of theses are submitted to the faculty board and included in the board pack for notification.

b) Non-disclosure of the contents of a study

i. Where part or all of the contents of a doctoral study must remain confidential, the supervisor will be required to submit an application to the Postgraduate Committee setting out the grounds for such a request and indicating the duration of the period of confidentiality. This period would normally not exceed 2 (two) years.
ii. The Postgraduate Committee considers the application and either approves it or refers it back to the supervisor.
iii. In the event of a dispute between the supervisor and the Postgraduate Committee a written appeal can be made to the dean. The decision of the dean is final.

c) Designation of supervisors or co-supervisors

i. The head of department concerned must designate a supervisor and/or a co-supervisor from within the faculty for a particular candidate within one month after the candidate has registered. The designation by the head of department should be confirmed by the Postgraduate Committee. Should the Postgraduate Committee not confirm the designation by the head of department, the matter is referred to the dean for a final decision.
ii. A person designated as supervisor for a doctoral candidate, should hold a qualification that is equivalent to the qualification of the postgraduate candidate concerned, and should have the appropriate stature and experience to supervise postgraduate candidates. If this is not the case the head of department must obtain approval from the Postgraduate Committee for the designation.
iii. A person designated as the main supervisor must be appointed to an academic position in the University. Co-supervisors who do not occupy academic positions in the University may also be appointed.
iv. On the retirement or resignation of a supervisor from the University's service, he or she may, with the approval of the head of department concerned, still act as supervisor for the student for whom he or she was appointed as supervisor, in order to enable such a student to complete his or her thesis. For this purpose and for this period such a supervisor will be deemed to be an accredited lecturer of the University. This arrangement is allowed to continue until such time as the head of department deems it to be no longer appropriate. If on the retirement or resignation of a supervisor from the University's service, he or she is no longer prepared to act as supervisor for the student for whom he or she was appointed as supervisor, a new supervisor is appointed as stipulated in G.50.1(c)(i) to (iii).
v. The designation of supervisors and co-supervisors is submitted to the faculty board for notification.
vi. An agreement between the student and the supervisor should be signed. The document serves as the basis for the interaction between the student and the supervisor. It indicates their individual roles, responsibilities and expectations and makes it clear that they are entering into a binding undertaking with each other.
vii. It is the responsibility of the head of department concerned to monitor the progress of a candidate in regard to his or her signed agreement.

d) Preparation and submission of the thesis

i. The supervisor is responsible for advising the student with regard to the proper preparation of the thesis.
ii. A thesis may only be submitted with the written permission of the supervisor. Should the supervisor refuse to grant permission for submission, the candidate may request permission to submit from the Postgraduate Committee. The Postgraduate Committee may allow the thesis to be submitted for examination or may turn down the request. Should the Postgraduate Committee turn down the request, the candidate may refer the matter to the Vice-Principal responsible for research and postgraduate studies, who should convene the Postgraduate Appeals Committee to consider the matter based on reports from the candidate, the supervisor and the Postgraduate Committee. The decision of the Postgraduate Appeals Committee is final. Should the Postgraduate Appeals Committee agree to the request of the candidate, the supervisor has the right to remove his or her name from the thesis if he or she so wishes.
iii. A thesis is submitted to the Head: Student Administration, before the closing date for the various graduation ceremonies as announced annually.
iv. On submission of the thesis the student should also submit a written statement by the supervisor or the chairperson of the Postgraduate Committee or chairperson of the Postgraduate Appeals Committee, where applicable, approving submission of the thesis. A doctoral student must also submit a CV, approved by the supervisor, on submission of the thesis.
v. A doctoral student, when submitting a thesis, has to declare the following in writing: "I declare that the thesis, which I hereby submit for the degree at the University of Pretoria, is my own work and has not previously been submitted by me for a degree at this or any other tertiary institution."
vi. For examination purposes, a student must, in consultation with the supervisor, submit a sufficient number of bound copies of the thesis, printed on good quality paper and of good letter quality, to the Head: Student Administration. Permission to submit the thesis in unbound form may be obtained from the supervisor concerned on condition that a copy of the final approved thesis is presented to the examiners in bound format or electronic format.

General Regulations

vii. Should the supervisor deem it appropriate, an electronic copy of the thesis must be submitted to the Head: Student Administration for examination purposes in the format specified by the faculty and in accordance with the minimum specifications set by the Department of Library Services. The head of department may determine whether the electronic copies should be submitted instead of or in addition to the paper copies. [The specifications are available at: http://upetd.up.ac.za/authors/publish/standards.htm#specs].

viii. If a thesis is accepted, but the student is required to make certain amendments in accordance with the examiners' decisions, the amendments should be made to all copies to the satisfaction of the supervisor concerned, who must submit a declaration to this effect to the Head: Student Administration before 15 February for the Autumn graduation ceremonies and before 15 July for the Spring graduation ceremonies.

ix. In addition to the copies mentioned in G.50.1(d)(vi), each successful student must submit a bound paper copy as well as two electronic copies of the approved dissertation to the Head: Student Administration in the format specified by the faculty and in accordance with the minimum standards set by the Department of Library Services, before 15 February for the Autumn graduation ceremonies and before 15 July for the Spring graduation ceremonies, failing which the degree will only be conferred during a subsequent series of graduation ceremonies. [The specifications are available at: http://upetd.up.ac.za/authors/publish/standards.htm#specs].

e) Progress reports

i. The supervisor must report once a year in writing to the head of department on the progress of his or her candidate.

ii. Registration for subsequent years is conditional on satisfactory progress in the preceding year as confirmed by the head of department. The head of department must give approval on the electronic system.

f) Preparation of a thesis including published papers

i. In cases where a doctoral candidate has published articles based on results emanating from the doctoral study conducted at the University prior to the submission of the thesis, the thesis may be prepared on the basis of these articles. In such cases the following apply:

- The research reported in the papers must have been conducted while the candidate was registered as a doctoral candidate at the University;
- The thesis must be prepared so as to present the published articles as a coherent body of new knowledge, and must include a comprehensive introductory section giving adequate background and the objectives of the body of research, and a concluding section which summarises the outcomes and significance of the work.
- The articles may be introduced as chapters or sections of the thesis.

ii. The thesis should be accompanied by a letter in which the candidate testifies that the publication/s included in the thesis

- has/have not been submitted previously to this or any other tertiary institution for such a doctoral degree;
- is/are his or her own work, and with regard to such publication/s of which he or she is co-author, that his or her personal contribution to those works is clearly stated;
- has/have given due recognition to the institutional policy on copyright.

iii. A summary of not more than 500 words that indicates the contribution that the work has made to the discipline.

g) Intellectual property

i. All rights in regard to intellectual property that is produced by a student during his or her studies or as a result of any research project conducted at the University or through the use of the equipment of the University, vest in the University, in terms of the contract entered into by the student and/or his or her parents or guardians at registration. This stipulation applies amongst others where the student works under study guidance or as a member of a project team of the University. It also applies where the student does contract work for a third party as a member of a research team of the University. The University and the student may, however, agree in writing to another arrangement.

ii. A student and the University may conclude an agreement regarding the publication of a thesis and/or any article. Should the copyright of the thesis and/or article be the only exploitable intellectual property that arises from such thesis and/or article, the University would normally transfer the copyright to the student, subject to certain conditions. A faculty may, in consultation with the Office of the Registrar, make arrangements that apply to that specific faculty.

iii. In the absence of any agreement, the University has the right to reproduce and/or publish, in any manner it may deem fit, a thesis and/or article as contemplated in G.51, and to distribute such reproduction.

iv. On publication of the thesis or any article as contemplated G.51, or an adaptation thereof, it should be stated that it emanates from a doctoral study at the University. The name of the supervisor and the department, in which the study was completed, should also be acknowledged. Reprints should state the title and date of the original publication.

v. A student may not submit an article for publication reflecting the content of the dissertation without the permission of the supervisor.

vi. The above should be read in conjunction with the University's Intellectual Property Law Policy: Personnel and Students, as amended from time to time.

2. Technical editing of the thesis

a) Subject to exceptions that have to be approved in writing by the head of department, in consultation with the supervisor, the technical editing of a thesis should comply with the following requirements:

b) Title page: The title page of the thesis which is submitted should contain the following:

i. (The full title of the thesis)

by
ii. (Full name of the student)
iii. Submitted in partial fulfilment of the requirements for the degree,
or
Submitted in fulfilment of the requirements for the degree .....in the Faculty of ....., University of Pretoria
iv. (Year and date of submission)

c) Format and cover

The thesis should be submitted in a format not larger than A4. The bound copies must be bound in a hard cover, on which the title of the thesis and the name of the student are printed. The name of the student and the year of submission of the thesis should appear on the spine of each bound copy.

d) Ethics statement

The thesis should contain a statement by the student that he or she has complied with the University's Policy on Research Ethics and Integrity and has in general observed the principles of honesty, objectivity, the duty of care and, fairness in giving credit and appropriate acknowledgement to the work of others. The ethics statement, which should appear after the declaration referred to in G.50.1 (d) (v) and before the summary of the thesis, must contain the following:

Ethics statement: The author, whose name appears on the title page of this thesis, has obtained, for the research described in this work, the applicable research ethics approval. The author declares that he/she has observed the ethical standards required in terms of the University of Pretoria's Code of ethics for researchers and the Policy guidelines for responsible research.

3. Synopsis and abstract of the thesis

a) A summary of the thesis in English of not more than 250 words should be compiled by the student and included in each bound copy of the thesis.
b) In addition to the summary mentioned in G.50.3 (a), an abstract, in English, of the doctoral thesis of 350 words, as well as the title page in English, should be submitted together with the examination copies of the thesis. The abstract will be submitted to the University's Department of Library Services.
c) A list of key terms to ensure recovery of the source should also be submitted together with the examination copies of the thesis.
d) The title of the abstract referred to in G.50.3 (b) should contain the following:
   i. (Full title of the thesis)
   by
   ii. (Full name of the student)
   iii. Supervisor and Co-supervisor
   iv. Department
   v. Degree for which thesis is submitted
e) The student must submit the summary and the abstract of the thesis to the supervisor for approval before final presentation thereof.

4. Evaluation of the thesis

a) Appointment of the examination panel
   i. A student should inform the Head: Student Administration, in writing, of the intention to submit the thesis at least three months prior to submission, in order that examiners can be notified accordingly.
   ii. The Postgraduate Committee appoints the examination panel for a particular candidate subject to the provisions of regulation G.50.4 (a)(iii).
   iii. The supervisor in consultation with the head of department concerned compiles a list of names of potential examiners both inside and outside of South Africa from which the Postgraduate Committee can appoint examiners provided that at least one internal examiner and at least two external examiners from outside the University are appointed, of whom at least one must preferably be from outside South Africa, as well as at least two substitute examiners for purposes of attending the oral examination as provided for in G.50.4(d)(iv). If an internal examiner is not appointed an additional external examiner must be appointed.
   iv. The supervisor may not be an internal examiner.
   v. An external examiner should not be associated in any way with the candidate or in any way be involved in the research that the candidate has done previously, neither should a substitute examiner in any way be involved in the research that the candidate has done previously.
   vi. External examiners must be from different institutions.
   vii. A summary of the thesis in English of not more than 250 words compiled by the student will be made available to potential examiners in order to enable them to decide whether they have the expertise to accept the nomination.
   viii. As soon as a potential examiner has accepted his or her appointment as examiner, he or she is supplied with a formal letter of appointment as well as documentation on the policy of the University concerning examinations. Examiners must sign an acceptance form, which is to be returned to the Head: Student Administration.

b) Identity of members of the examination panel
   i. The identity of the examiners may not be revealed to the candidate until the examination process has been completed and then only with the consent of the examiner and the Postgraduate Committee.
   ii. The identity of the examiners is made known in the programme of the graduation ceremony at which the degree is to be conferred on the candidate.

General Regulations

c) Criteria for evaluation

i. A thesis must contain proof of a candidate's ability to conduct original research that contributes to the development of new knowledge and expertise.

ii. A thesis should comply with the requirements stipulated by faculties and is also evaluated on the following:

(aa) scientific and academic standard of research; research procedures and techniques; methodology; definition and extent of research; theoretical foundation; coverage of literature and comprehension of field of research;

(bb) scientific and academic quality of processing; presentation, analysis and synthesis of data; structure and logical development and arrangement of content; as well as critical findings, conclusions and recommendations;

(cc) editing and use of language;

(dd) technical finish and layout which must meet the requirements set by faculties; and

(ee) whether the thesis or parts thereof is publishable.

iii. A student is allowed to submit a thesis that has been rejected only once in an amended form, and in such a case he or she must bear the full cost of the examination.

d) Examiners' reports

i. Every examiner independently and individually submits a report to the Head: Student Administration. The reports are treated confidentially.

ii. Every report has to contain one of the following recommendations:

(aa) that the degree be conferred without any changes to be made to the thesis by the candidate;

(bb) that the degree be conferred as soon as minor changes have been made to the thesis by the candidate, to the satisfaction of the head of the department;

(cc) that the degree be conferred as soon as the candidate has made major changes to the thesis to the satisfaction of the examination panel;

(dd) that the thesis does not meet the required standard, but that the candidate be invited to review the thesis and to resubmit the thesis at a later stage for re-examination;

(ee) that the thesis be rejected and that the candidate does not pass; or

(ff) that the candidate should be called for oral questioning by the examination panel prior to finalisation of the result.

iii. The examiners' reports are made available to the head of department by the Head: Student Administration.

iv. In the case of a thesis, the examiners' recommendations made in terms of G.50.4 (d)(ii) are preliminary in nature and subject to the successful completion of an oral examination by the candidate as provided for in G.50.4(d)(iv) (aa)–(cc) below, or such recommendations are treated as provided for in G.50.4 (d)(v) below, as the case may be.

(aa) The supervisor arranges an oral examination chaired by the head of department during which the candidate is required to do a presentation on the thesis. The examiners appointed in terms of G.50.4 (a) constitute the examination commission for the oral examination. If an examiner cannot participate in the examination the supervisor calls upon one of the substitute examiners appointed in terms of G.50.4 (a) to act as a member of the examination commission.

(bb) The supervisor in consultation with the head of department makes the relevant section(s) of the examiners' reports available to the candidate in accordance with G.50.4 (e)(iii) beforehand in order for the necessary changes to be made to the thesis before the presentation.

(cc) After the presentation by the candidate, the examination commission constitutes a closed meeting chaired by the head of department to consider the success of the candidate's representation, to review all the examiners' reports and to submit a consolidated report to the Postgraduate Committee with one of the following recommendations:
- that the degree be conferred;
- that the thesis does not meet the required standard, but that the candidate be invited to review the thesis and to resubmit it at a later stage for re-examination; or
- that the thesis be rejected and that the degree not be conferred on the candidate.

v. If all the examiners recommended in terms of G.50.4 (d)(ii)(ee) that the thesis be rejected, the supervisor and the head of department review the examiners' reports and submit a consolidated report to the Postgraduate Committee.

e) Treatment of examiners' reports

i. Under no circumstances shall any party modify any examiner's report.

ii. The contents of the examiners' reports or the consolidated examiners' report may only be revealed to the candidate with the permission of the Postgraduate Committee and with the consent of the examiners.

iii. In the event that the candidate has to make corrections to the thesis, the relevant section(s) of the examiners' reports will be made available to the candidate by the supervisor in consultation with the head of department in order for the necessary changes to be made to the thesis.

f) Finalisation of reports

i. Should the examiners' reports not reflect substantial consensus, the head of department in consultation with the supervisor, submits a report to the Postgraduate Committee with a recommended solution. Under no circumstances shall a report of any examiner be ignored.

ii. Should it be impossible to reach consensus, the dean, after consultation with the Postgraduate Committee and the head of department, appoints an additional external examiner who has international standing in the relevant field of research to evaluate the thesis and report to the dean on the matter.

iii. The Postgraduate Committee, after considering all the reports (including the report mentioned in G.50.4 (f) (ii)) makes a preliminary decision on the conferment or not of the degree. The committee may make any one of the recommendations as indicated in G.50.4 (d) (iv). The recommendation, together with all relevant documentation, is submitted to the dean.
iv. Should the dean concur with the recommendation, he or she takes a decision accordingly.
v. Should the dean not concur with the recommendation, he or she consults with the Postgraduate Committee. For purposes of this meeting, the dean becomes a member of the Postgraduate Committee and also acts as chairperson of the Postgraduate Committee. The extended committee takes a decision by means of a majority vote. Should there be a tie of votes, the dean has a deciding vote.
vi. After a decision has been reached about the thesis as indicated in G.50.4(f)(iii) or (iv), the Head: Student Administration has to:
(aa) address a letter to the examiners to thank them for their participation in the examination and for their recommendations;
(bb) inform the examiners of the final result and indicate to them what their further involvement, if any, will be in the remainder of the process; and
(cc) inform the candidate, the supervisor, the co-supervisor and the head of the department of the final result.

G.51 Article for publication

Before or on submission of a thesis, a student 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 should have been approved by the supervisor. The supervisor shall be responsible for ensuring that the article has been taken through all the processes of revision and resubmission, as may be necessary.

G.52 Compliance with degree requirements and degree privileges

With the exception of an honorary degree, a degree will be conferred on a student only if the student has complied with all the requirements for the particular degree and has reached the level of competence prescribed for the degree, and on condition that no one is entitled to any privileges pertaining to a degree before the degree has been conferred on him or her at a graduation ceremony. The doctorate is not conferred with distinction.

G.53 Doctoral degree by virtue of publications

1. General

This doctoral degree is conferred in those faculties where the relevant faculty regulations make provision for it.

2. Admission

The degree is conferred on a candidate who has completed an extensive body of excellent research.

3. Application

a) A candidate must apply in writing, to the dean, in order to be considered for this degree.
b) Should a student wish to graduate at a particular ceremony, an application must be submitted three months before the closing date of the various graduation ceremonies, which is announced annually.
c) The application must be accompanied by:
i. four sets of copies of the publications by virtue of which application is made;
ii. a report which describes the background relevant to the field of research, and relates the objectives and the content of the papers so as to demonstrate the production of a body of new knowledge;
iii. a summary of not more than 500 words that indicates the contribution that the work has made to the discipline; and
iv. a declaration in which the candidate testifies that the publication(s) submitted for the doctoral degree:
v. has/have not previously been submitted to this or any other tertiary institution for such a doctoral degree;
vi. is/are his or her own work, and with regard to such publication(s) of which he or she is co-author, that his or her personal contribution to those works is clearly stated;
vii. with due recognition given to the author's copyright in accordance with the case.

4. Registration

A candidate must be registered in the manner determined by the University and must pay the prescribed registration fee.

5. Evaluation of the publications

a) The dean appoints a committee, chaired by the chairperson of the Research Committee of which the head of department concerned is a member, to make a recommendation to the faculty board as to whether the works have sufficient substance to be submitted for examination in terms of G.53.5 (b).
b) If the faculty board accepts the recommendation, the Postgraduate Committee appoints an examination panel for a particular candidate, subject to approval by the dean.
c) The head of department concerned compiles a list of names of potential examiners both inside and outside of South Africa from which the Postgraduate Committee chooses at least three external examiners from outside the University, all of whom must be recognised internationally as having made significant contributions to the field of study. Normally, at least two of these examiners would be from outside South Africa.
d) No examiner should have any interest in the candidate or in any way be involved in the research that the candidate has done previously.
e) External examiners must be from different institutions.
f) As soon as a potential examiner has accepted his or her appointment as examiner, he or she is supplied with a formal letter of appointment as well as documentation on the policy of the University concerning examinations. Examiners must sign an acceptance form that is to be returned to the Head: Student Administration.

General Regulations

g) A candidate passes if all the members of the examination panel accept the publications for the purposes of conferring the doctoral degree, and on condition that if all but one of the examiners accept the work, the dean, after consultation with the Postgraduate Committee, may appoint a knowledgeable and esteemed academic of stature from outside the University as additional examiner. If the additional examiner accepts the publications, the candidate passes. If such an examiner also rejects the publications, the doctorate is not conferred.
h) A candidate is considered only once for a doctoral degree based on publications.
i) This degree is not conferred with distinction.
j) After reaching a decision on whether the degree is to be conferred or not, as indicated in G.53.5(g), the Head: Student Administration has to:

i. address a letter to the examiners to thank them for their participation in the examination and for their recommendations;
ii. inform the examiners of the final result and indicate to them what their further involvement, if any, will be in the remainder of the process; and
iii. inform the candidate and the head of department of the final decision.

V. Granting of graduate status with a view to postgraduate study

G.54 Policy on postgraduate student cases and the recognition of prior learning

As the University has a finite capacity in most undergraduate fields (its limits have already been reached or those admitted are selected from a large number of applicants), the University's policy on the recognition of prior learning only applies to student cases at postgraduate level (including postgraduate diplomas). Furthermore, as the University's strategic objective is to be an internationally recognised research- intensive university, admission to postgraduate study by means of the recognition of a prior learning pathway is the exception rather than the rule.

Senate may:

a) grant a graduate of another higher education institution (either in the Republic of South Africa or elsewhere) a status at the University that is equivalent to the status the student had at such other higher education institution.
b) admit a person, who

i. has passed examinations at another university or institution (either in the Republic of South Africa or elsewhere) which Senate deems equivalent to or of a higher standard than the examinations prescribed for a degree at the University, and which are set as a prerequisite for admission to a particular postgraduate programme, or for the admission of such a person as a research student; or
ii. in another manner has reached a standard of competence Senate considers adequate for the purposes of postgraduate study or research at the University, as a student for a postgraduate degree, diploma or certificate.

It is expected of the person referred to in paragraph (b)(ii) to demonstrate the same level of applied competence (fundamental knowledge, understanding of organisation or operating environment, application of essential methods, interpretation, conversion and evaluation of text, problem solving and changing context, information gathering, presentation skills) and autonomy of learning (responsibility for own learning, decision-making, evaluation of own or others' performance, manage learning tasks and research leadership) as a student who entered through the regular entrance pathway.

The manner in which a person's standard of competence referred to in subparagraph (b)(ii) is assessed, the type of evidence required and the role-players involved in the process are determined from time to time by each faculty and form the basis for the motivation of each case to Senate.

To ensure the soundness of the procedure referred to above Senate requires an annual report from every faculty on the progress of candidates admitted under this regulation.

Diplomas and Certificates (G.55–G.56)

VI. Diplomas and Certificates

G.55 Diplomas and Certificates: Subject to provisions to the contrary in faculty regulations, the General Regulations shall apply with the necessary changes to diplomas and certificates.

G.56 Application of old and new regulations

1. Should a regulation, according to which a curriculum has been compiled, be amended, a student who has started his or her curriculum under the old regulation and who has not interrupted his or her study, may complete such a curriculum in accordance with the old regulation – on condition that a faculty board may formulate special transitional requirements in order to enable that student to complete his or her study in accordance with the new regulation.
2. A student who has been registered for a diploma or certificate programme and year; and

a) who has failed to renew his or her registration for such a diploma or certificate programme in the ensuing calendar; or
b) who has failed a year of study; or
c) who has not complied with the prescribed requirements for progress in accordance with faculty regulations,

is deemed to have interrupted his or her study and forfeits the right to continue studies under the old regulation. In exceptional cases, a dean may grant such a student permission to continue his or her study in terms of such stipulations as the dean may determine.

Glossary of terms

Section 5: Glossary of terms

Academic literacy: the minimum level of conversational, reading and writing skills in English or Afrikaans needed to participate successfully in programme of the University of Pretoria

Academic year: the duration of the academic year which is determined by the University Council

Admission regulation: a regulation compiled by the dean concerning the admission of students to a specific programme, which includes a provision regarding the selection process

Anti-semester modules: modules normally presented in the first semester, which can be repeated in the second semester to provide students with another opportunity to attempt passing the modules in question in the same year. (Please note: Only certain department's present modules on an anti- semester basis.)

Block: a module/modules presented as a block in a specified period of time during the academic year

Block mark: a mark calculated from the continuous evaluation opportunities during the course of the presentation of the relevant block

Block examination: examination on the total content of a block. This is scheduled at the end of a block/semester

Final block mark: calculated from the block examination mark and the block mark (continuous evaluation) in a 50:50 or 60:40 ratio

Capita selecta: a specific component or combination of components of an existing module

Certificate of satisfactory preparation: also implies satisfactory attendance of practical classes and clinical work

Church partner: a church with which the University has concluded a formal agreement regarding the training of candidates and the provision of academic personnel

Church-specific: that portion of a programme or theological instruction which takes place in terms of the regulations in the Yearbook, but which deals with the specific perspective, practice or instruction requirements of a church or denominational partner

Colloquium doctum: an interview which the dean, the head of department concerned and the supervisor (if required) may have with a candidate to determine his or her study background and level of scientific knowledge or competence as scholar and researcher

Core module: a compulsory module which is essential to achieving the outcomes for a particular programme

Credit (or credit value): a value unit linked to particular learning activities. In the case of modules, the value is related to the complexity (including the year level at which the module is taken) and the total number of learning hours needed to complete the module successfully. Credit values are also attached to the completion of qualifications: to complete a three-year bachelor's degree, students must normally be awarded a minimum of 360 credits (on average, 120 credits at each of the three year levels, with a minimum of 72 credits at the third-year level). **It is the responsibility of the student to ensure that the diploma/degree programme complies with the total number of credits required to complete the diploma/degree.**

Curriculum: a series of modules which form a programme, grouped together over a specified period of time and in a certain sequence according to the regulations

Denominational training: supplementary theological training which is arranged by the church partner itself, and which is not subject to the faculty regulations

Discipline: demarcated field of study

Elective module: a module from a group of modules which can be selected on an elective basis with the proviso that enough credits are obtained at the specific year level, as required by the relevant qualification

Examination mark: the mark awarded to a student in a module on the basis of an examination in a paper/papers, including practical and clinical examinations, where applicable. If necessary, the examination mark is finalised after ancillary examinations have been completed.

Extended programme: a programme for a degree or diploma completed over a period longer than the minimum duration for that particular degree or diploma according to regulation

Final mark: a mark calculated on the basis of the semester mark/year mark and the examination mark awarded to a student in a module, using a formula which is determined from time to time by means of regulations for every module, with the proviso that should no semester/year mark be required in a module, the examination mark serves as the final mark

Fundamental module: a module which serves as the academic basis or foundation of the core learning activities for a particular programme

General denominational: theological training, which is not denominational-specific

Grade point average based on module credits (GPA): an average mark that is calculated by multiplying the final mark achieved in a module with the credit value of that module and then dividing the sum of these values by the total of the credit values of all the modules for which a student was enrolled. The result of these calculations is a weighted average based on module credits

GS: a combined final mark (the average of the semester/year mark and the examination mark) of between 40% and 49% must be obtained, in order for a student to be admitted to the relevant module

Learning hours (notional hours): the estimated number of hour's students should spend to master the learning content of a particular module or programme. The total number of learning hours for a module consists of the time needed for lectures, tutorials and practical's (contact hours), as well as for self-study, examination preparation and any other activity required by the programme **(notional hours = credits (for a module) x10)**

Glossary of terms

Learning outcome: the end product of a specified learning process, ie the learning result (specific skills) that one intends to achieve at the end of the learning process

Level (or **year level**): the academic level (year) of a module as contained in the module code, which gives an indication of the complexity of the module. A programme that culminates in a national first degree qualification normally consists of first-, second- and third-year level modules

Module: an independent, defined learning unit, designed to result in a specific set of learning outcomes, and which is a component of a programme

Module code: consists of an equal number of letters and digits, which indicate the name of the module, the year of study and the level of the module

Module/semester/year (performance) mark: the mark awarded to a student on the basis of tests, classwork, practical work or any other work which was completed in a module, including continuous evaluation and as prescribed by regulations

NBT: the National Benchmark Tests (NBTs) were commissioned by Higher Education South Africa (HESA) to assess academic readiness of first-year university students as a supplement to secondary school reports on learning achieved in content-specific courses - Academic Literacy, Quantitative Literacy and Mathematics. Please go to www.nbt.ac.za for more information

NQF: National Qualifications Framework. This is a national frame-work in which all SAQA-registered qualifications are listed, arranged on different levels in accordance with the complexity of the qualification

Option: a specific focus area within an existing programme

Programme: a comprehensively planned, structured and coherent set of teaching and learning units (modules) which culminate in a student being awarded a particular qualification (certificate, diploma or degree)

Programme manager: the person responsible for the overhead management, organisation and composition of a particular programme

Promotion: when a student is exempted from the final examination in certain modules, provided that a student's semester or year mark for the module exceeds a certain predetermined minimum percentage (eg 75%)

Qualification: a diploma or a degree which is obtained after attaining the learning outcomes as specified in a coherent learning programme, expressed as an accumulation of credits at specific levels

Registration: the process candidates need to follow to become registered students in accordance with the general requirements and regulations of the University

SAQA: South African Qualifications Authority. This body has been established by law and has as its purpose the registration of qualifications, programmes and unit standards, in order to ensure that specific national and international criteria are achieved

Semester module: a module that extends over one semester (14 weeks)

Specialist module: major module (speciality) in a specific programme

Subject: a demarcated field of study of which one module or more may be chosen for a degree

Syllabus: summary of the contents of a module

Tentamen: an oral discussion comprising of elements of teaching and evaluation

Year module: a module that extends over one year (two semesters; 28 weeks)

The rules published here are subject to change and may be amended prior to the commencement of the academic year. The General Regulations (G Regulations) apply to all faculties of the University of Pretoria. It is expected of each student to familiarise himself or herself well with these regulations as well as with the information contained in the General Rules section. Ignorance concerning these regulations and rules will not be accepted as an excuse for any transgression.