



## Answers to Frequently Asked Questions

The Faculty of Economic and Management Sciences (EMS) looks forward to welcoming you as a first-year student in the upcoming academic year! We have compiled answers to some Frequently Asked Questions (FAQs), which will hopefully assist in easing your transition from high school to university.

### FAQs (click on any hyperlinked question below to go directly to the answer)

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For any enquiries, please email:

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1. My application status says 'applied' but I don't know how I will be notified of the progress of my application. How long does it take the University to consider and process my application?

Once your application has been processed, you will receive an email with your student number. This may take up to 15 working days. After receipt of your student number, you can log on to the UP Portal, Student Centre at <https://www.up.ac.za/portalstudent>. Please visit: [www.up.ac.za/portalhelp](http://www.up.ac.za/portalhelp) for step-by-step instructions on how to set up your UP Portal password. You will be able to view your admission status on the UP Portal, Student Centre.

2. What are the admission requirements for international students?

A full or foreign conditional exemption certificate is a prerequisite for enrolment for undergraduate studies at the University of Pretoria in the case of non-South African citizens and students who do not have a South African National Senior Certificate (NSC) or an Independent Examination Board (IEB) qualification. Please read this link <http://www.up.ac.za/international-cooperation-division> which outlines all the information that a prospective international student would need to know.

3. How does the APS work?

The calculation of an Admission Point Score (APS) is based on a candidate's achievement in any SIX recognised National Senior Certificate 20-credit subjects (including subjects from the non-designated subject list, e.g. CAT, Tourism, Hospitality Studies and Civil, Electrical & Mechanical Technology, etc.), by using the NSC seven-point rating scale. Life Orientation is a 10-credit subject and may not be used for calculating the APS. Life Orientation is also not a faculty-specific subject requirement.

Use the table below to calculate your APS:

**National Senior Certificate (NSC) seven-point rating scale**

Achievement level	Description	Percentage
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%

4. Which results should I apply with?

You need to use your final Grade 11 results for the application and you will be conditionally admitted based on those. Your admission status will be finalised upon the release of your final National Senior Certificate (Grade 12) results in January.

#### 5. Is it possible to apply at UP even though I'm upgrading my marks?

Yes it is possible but you are advised to please contact the EMS Faculty Student Administration for detailed information regarding the entrance requirements for the specific degree you are interested in.

#### 6. What if my grade 11 results do not meet the requirements for my degree of first choice?

If your Grade 11 results do not comply with the minimum requirements for your degree of first choice, we propose that for your second choice you apply for a degree with a slightly lower minimum requirement that you do comply with.

For instance, if your degree of first choice requires a level 6 for Mathematics and an APS of 34 and you do not comply based on your Grade 11 marks we suggest that you apply for a second choice degree which may require a level 5 for Mathematics and an APS of 32. If you do comply with the minimum requirements of your first choice degree once the final National Senior Certificate (Grade 12) results are released in January, you are advised to approach the EMS Faculty Student Administration to transfer you to your degree of choice (capacity permitting).

#### 7. What should I consider when deciding on my second choice degree when completing my application form?

Be careful when completing this section of the application form. You should ensure that you meet the minimum requirements of at least one of the two choices you select. Selecting two degrees with exactly the same minimum requirements may lead to great disappointment if you do not comply with the minimum requirements of both your degree choices once the final National Senior Certificate (Grade 12) results are released in January.

For example, if you selected as first and second choice two degrees that both require a level 6 for Mathematics, a level 5 for English and an APS of 34 and you do not achieve a level 6 for Mathematics, you will not be admitted to either degree.

#### 8. What does conditional acceptance mean?

You apply using your Grade 11 results and if you comply with the minimum requirements, you are accepted provisionally based on these results. The provisional acceptance will become final once the National Senior Certificate (NSC Grade 12) results are released in January and you still comply with the minimum requirements for the degree that you have been accepted for.

For example, in Grade 11 you met the minimum requirements for your degree of choice (level 6 for Mathematics, level 5 for English and an APS of 34). At the end of Grade 11 your marks were a level 7 for Mathematics, a level 6 for English and an APS of 39. This would lead to you being provisionally accepted into your degree of choice. Provided you still achieve a minimum of a level 6 for Mathematics, a level 5 for English and an APS of 34 when the final National Senior Certificate (Grade 12) results are released in January, your provisional acceptance will be converted into final acceptance.

9. What happens if my final Grade 12 results no longer meet the minimum requirements for the degree I was accepted for?

If you no longer comply with the minimum requirements for your degree of choice, your provisional acceptance will be revoked and you are advised to approach the EMS Faculty Student Administration to transfer you to a degree for which you do qualify for based on your final National Senior Certificate (Grade 12) results (capacity permitting).

10. Can I apply for midyear/second semester intake?

All our undergraduate study programmes commence in January and we do not accept students in the middle of the academic year. Please familiarise yourself with the University's programmes, minimum requirements and application closing dates by visiting <http://www.up.ac.za/new-students-undergraduate>.

11. Should I write the National Benchmark Test (NBT)?

The NBT is not compulsory for programmes in the Faculty of Economic and Management Sciences but all students are advised to write the test. Writing the test provides you with a safety net in case your final National Senior Certificate (Grade 12) results drop slightly below the minimum requirements set for the degree you have provisionally accepted for based on your Grade 11 results.

Note that should you decide to write the NBT, both the Academic Literacy and Quantitative Literacy (AQL) and Mathematics (MAT) must be written.

This test is extremely valuable if you meet the minimum requirements by a very narrow margin. Under these circumstances we strongly advise that you write the NBT as close as possible to your final National Senior Certificate (Grade 12) exams. For example, in Grade 11 you met the minimum requirements for your degree of choice by the following achievement levels: 6 (70%) for Mathematics, 5 (60%) for English and an APS of 34. If in Grade 12 your final results fall below the minimum requirements, but you meet the prescribed selection levels for the NBT, these could be used to still admit you to your degree of choice. Please note that the Academic Literacy Test does not replace the NBT. Costs for the NBT are in the region of R200, please consult the NBT website for exact details.

**Contact information**

Tel +27 (0)21 650 3523

Website [www.nbt.ac.za](http://www.nbt.ac.za)

12. I received an online contract, does this mean I have been admitted?

Contracts are only generated for admitted students - so if a student receives it they have been provisionally admitted.

13. Can I study a BCom with Mathematical Literacy?

Mathematics is a prerequisite for all BCom degrees. You can consider applying for a BAdmin degree, which is the only programme in the Faculty of Economic and Management Sciences that admits students with Mathematical Literacy. Please keep in mind that your

studies will be extended by a year if you are admitted via the BAdmin route. You are advised to approach the EMS Faculty Student Administration for further information.

14. Do I need to do Accounting in high school if I want to study a BCom and is it true that high school accounting is different from university accounting?

Accounting in high school is a recommended subject but it is not necessary to have done it if you wish to study for a BCom degree at the University of Pretoria. University accounting differs from school accounting in that it focuses on the decisions involved in the preparation of accounts as opposed to the mechanics of recording.

15. How much is the registration fee?

All fee and student account information is available on <https://www.up.ac.za/fees-and-funding>.

16. How much do the tuition fees and books cost in my first year at UP?

The costs vary from one degree to the next, please consult <https://www.up.ac.za/fees-and-funding> for an estimate. The costs for books (including e-resources) are difficult to estimate as they depend on the modules prescribed for the specific degree.

17. What should my reading speed be for me to cope with the volume of work at university?

We recommend a reading speed of 200+ words per minute with 80% comprehension. The higher both your speed and associated comprehension are, the better. Increasing your reading speed requires a lot of effort and dedication, however the benefits are tremendous and will directly impact on your academic success at university. Several reading programmes are available online to assist you.

18. Can I transfer to my degree of choice later in my studies if I do not comply with its minimum requirements at the beginning of my first year or if I change my mind about what I want to study?

If you did not meet the minimum requirements at the beginning of your first year, you are advised to work hard to maintain a good academic record and approach the EMS Faculty Student Administration about transferring to your degree of choice at the end of your first year. Please note that fixed transfer rules apply and these entail meeting pre-set academic requirements throughout the year.

If you change your mind about the degree you want to study, there is an opportunity to transfer to another study programme within the Faculty at the end of the first semester. For example, you can transfer from the general BCom degree to another programme if you meet the minimum requirements.