



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Faculty of Economic and
Management Sciences

Fakulteit Ekonomiese en Bestuurswetenskappe
Lefapha la Disaense tša Ekonomi le Taolo

Transfer Guide 2019/2020

Make today matter

PRINCIPLES GUIDING TRANSFER

Please consider these important points in respect of transfers between two BCom degrees or between a BCom degree and the BAdmin degree in the EMS Faculty before proceeding to the detail Transfer Guide on page 3.

- At EMS we understand that studying for your degree of choice is an important component of your success, but we also do not want to set you up for failure.
- We understand that you had the opportunity to be selected for your initial degree of choice based on your Gr 12 NSC results, but for some reason or other, you either did not meet the admission requirements for your degree choice or made a wrong degree choice even though you did meet the admission requirements for your new degree of choice.
- We would like to assist you in transferring to your degree of choice (target degree), but before doing that, we need to be sure that you can cope with the degree you are currently registered for. This is especially true before effecting a transfer to a target degree with higher admission requirements, but even if you are transferring to a degree with lower entry requirements.
- Since you are the only person who can prove to us that you do have what it takes to study towards your target degree, the ball is squarely in your court. You need to prove your ability and commitment to us by performing well in the degree you are currently registered for.
- You are, despite the fact that you transferred to another degree, still expected to complete your three year BCom degree within a maximum of five years.

Basic rules guiding transfers

- You need to pass **all** modules you are currently registered for in your first semester or first year to prove to us you can cope at university
- If you cope well and meet the set transfer requirements (see Transfer Guide on page 3 in this document), we shall allow you to transfer to your degree of choice.
- **When can I transfer** to my degree of choice?
 - *If the NSC requirements for your current degree and the degree you wish to transfer to (target degree), are the same, you may transfer to your target degree at the **end of the first semester**, since the first semester modules of all BCom degrees in the faculty are mostly generic (exceptions are evident in the case of BCom (Accounting Sciences), (Economics), (Econometrics), (Investment Management) and (Law)).*
 - *If NSC requirements of your target degree is at a higher level than that of your current degree, you can only transfer to your degree of choice at the **end of the first year**. Note that you still need to enrol for and pass **all** prescribed modules for your current degree and should not drop modules with the aim to meet the transfer requirements.*
 - *In the case of BCom (Accounting Sciences) there are limited possibilities to transfer to a degree with lower entrance requirements either in the middle or at the end of the year, provided certain requirements are met.*
- **How do I apply to transfer?**
 - *Students applying for transfer after the **first semester**, should obtain a hard copy application form from EMS Student Administration, Room 1-12.*
 - *Students applying for transfer at the end of the **first year**, must apply online on the **Student Portal** under **Student Centre** and then the link **Internal Applications**. Follow the prompts to complete three application steps.*

THE DETAIL TRANSFER GUIDE PER DEGREE STARTS ON THE NEXT PAGE.

TRANSFER GUIDE

Please note that students who were DISMISSED at their previous faculty/institution due to poor academic performance will not be considered for transfer to the Faculty of Economic and Management Sciences at the University of Pretoria.

Also note that only ONE TRANSFER between UP faculties will be allowed. Furthermore the following is relevant in this regard:

- A student who has been registered in only one faculty e.g. the Faculty of Engineering and Build Environment can apply for transfer to the Faculty of Economic and Management Sciences.
- For example, if a student has first transferred from the Faculty of Engineering and Build Environment to the Faculty of Natural and Agricultural Sciences and then wants to transfer to the Faculty of Economic and Management Sciences, he/she will not be allowed for transfer to the Faculty of Economic and Management Sciences as this would be the second transfer.
- The period of study at the previous faculty may not have exceeded two years to allow transferring students to complete an undergraduate qualification in a reasonable period. A student must have passed at least 50% of modules enrolled during the period registered for the previous degree.
- When a student transfers from another tertiary institution, the University of Pretoria's Faculty of Economic and Management Sciences generally credits first-year modules (see specific degrees below for exceptions), if the course content of the modules are similar. The credits will be granted, if the student's matriculation exemption certificate becomes effective before 2 April of the academic year in which such a module was completed (see G.8.1).

RECOGNITION OF MODULES/STUDY UNITS PASSED AT OTHER TERTIARY INSTITUTIONS AND THE ADMISSION OF SUCH STUDENTS General Regulation G.9

The regulation stipulates that:

1. (J.S.17) A student who was registered at another tertiary institution must 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, when applying for admission to this University.
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 the 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 examinations – with the proviso that such is recognised by the tertiary institution where it was taken for approved study programmes, and on condition that the student complies with the stipulations in G8.1. The head of department concerned may prescribe supplementary requirements if a student wishes to continue with subsequent modules in the subject in question.
3. If there is an 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) of G.9 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 the 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.

TRANSFER OF CREDITS FROM ANOTHER TERTIARY INSTITUTION

The Faculty of Economic and Management Sciences generally credits first year modules passed at another tertiary institution, provided the course content of the modules are similar to the modules presented at this University as well as in terms of G.8.1. (Please refer to specific degrees below for exceptions).

How to apply

In order to be considered for transfer admission to the University of Pretoria's Faculty of Economic and Management Sciences, an applicant has to submit an application before the closing date (form available (www.up.ac.za/en/current-students/article/256887/forms-request-to-change-information)). The application form should include the following documents:

1. An official academic transcript from the previous tertiary institutions attended, together with a certificate of conduct. If a candidate is currently registered at another tertiary institution, an official academic record must be submitted as soon as the final results are available.
2. A copy of the curriculum of the modules you will be requesting credits for.
3. Your final Grade 12 school-leaving certificate (South African NSC or IEB matric certificate of full exemption or any other Grade 12 equivalent certificate with full exemption, obtainable from Universities South Africa USA). The Grade 12 equivalent exemption certificate must be accompanied by your high school records, e.g. SAT scores, HIGCSE, IGCSE, A/O Levels, etc.
4. All the other documents required, e.g. identity documents, proof of payment of application fee, etc.

After receipt of your end of academic year transcript, your application will be considered for admission. Should you have completed your first year previously, you should submit your academic record without delay and not wait for the end of your second year. Once approved, you will be sent information regarding registration, together with an application form for credits of modules.

It is recommended that all new students attend the Orientation Programme, even if they will be registering for the second year. During registration, your application form for credits should be submitted to the Student Administration Office in the Faculty for approval of credits. It may also be required that you submit the form to the heads of department for approval. In this case, you will have to submit the academic record and syllabus. You may consult the student advisors regarding information about the degree and modules for which you intend to register. Once the credits have been captured on the system, you will receive a confirmation letter indicating which credits have been granted.

Should you be transferring from another faculty or programme within the University, also see the admission requirements as shown below:

TIMING OF TRANSFERS BETWEEN BCOM AND OTHER DEGREES AT THE UNIVERSITY OF PRETORIA

Students will only be allowed for transfer to another BCom degree at the end of the first semester, if they were enrolled for exactly the same modules and met the entrance requirements of their new chosen degree.

Special cases of individual students from other faculties who will be able to pass at least four core modules at the end of the year, will also be considered for transfer in the middle of the year.

Students who are registered for a BCom (Accounting Sciences) degree and wish to transfer to a BCom (Financial Sciences) degree in the middle of the year may do so, if they can be credited with FRK 111. The process related to the crediting of FRK 111 based on performance in FRK 100/101, is set out in the next four paragraphs:

- Students with an equivalent year mark of 40% and above in FRK 100/101, by the end of the first semester, will get recognition for FRK 111 and be credited for this module. They may register for FRK 121/122 at Student Administration (Room 1-12) without writing any further examinations. (**NOTE:** This recognition will only be granted if the student obtained the above results in the current academic year and registers for FRK 121/122 in the same academic year.)
- Students with an equivalent year mark of between 20% and 39% in FRK 100/101 by the end of the first semester, will be allowed to write the exemption test for FRK 111 at the beginning of July of the applicable academic year. Should they pass this exemption test, they will be credited for FRK 111 and may register for FRK 121/122 at Student Administration (Room 1-12).

- Students that do not pass the exemption test in July, but have an equivalent year mark of between 20% and 39% in FRK 100/101 at the end of the first semester, may register for the FRK 111 Winter School in July. If they successfully complete the Winter School, they will be credited with FRK 111 and may continue with FRK 121/122 in the second semester.
- Students with an equivalent year mark of below 20% in FRK 100/101 by the end of the first semester, may either carry on with FRK 100 until the end of the year (not advised) or alternatively, register and enrol for the FRK 111 Winter School. If they successfully complete the Winter School, they will be credited with FRK 111 and may continue with FRK 121/122 in the second semester.

For more information regarding possible credit for FRK 111, please contact the One Stop Service of the Department of Accounting.

Internal candidates registered at other faculties and for other BCom degrees not eligible for transfer at the end of the first semester, will only be allowed to transfer at the end of the second semester of their first academic year if they meet the set transfer requirements and may submit an application form before 31 October for the following year. All other candidates must refer to the University website (www.up.ac.za) for closing dates.

TRANSFER REQUIREMENTS

- **Students on Hatfield Campus - see I to V below.**
- **Students on the BCom (Extended Programme) at Mamelodi Campus - see VI below.**

I. Candidates who wish to convert to BCom (Accounting Sciences)

Please note: Students who do not comply with the Grade 12 admission requirements for a BCom (Accounting Sciences) degree, are strongly advised to enrol for a BCom (Own Choice) or BCom (Financial Sciences) degree.

Non-BCom students meeting the following requirements may apply for conversion, if:

- The minimum Grade 12 admission requirements to the BCom (Accounting Sciences) degree have been met and the student is not currently registered for a BCom degree (please refer to the online faculty yearbook).
- The entire tertiary academic record (if applicable) will be assessed when the CA Programme Co-ordinator or Head of the Department makes the final decision on admission. A student must have passed at least 50% of modules enrolled for in the previous degree.
- Final admission is dependent on the capacity of the programme.

Other BCom students may apply for conversion at the end of their first year, if:

- All modules in the student's first year of the previous BCom degree have been successfully completed **and**
- The student has obtained a final mark of 80% in FRK 121*; **and**
- 75% in STK 120, **and**
- A 75% average in the following 2nd semester modules: EKN 120, FRK 121, KRG 120, OBS 124 and STK 120 (excluding AIM, ALL and INF)).
- STK 113 and STK 123 cannot be taken into consideration, as STK 120/STK 121 has not yet been passed.

Students who meet the above requirements will be able to convert to BCom (Accounting Sciences), and will be able to register for all 2nd year modules of this degree. Specific arrangements apply in respect of FBS 121, KRG 110 and KRG 120.

OR

- All modules in the student's first year of the previous BCom degree have been successfully completed; **and**
- The student has obtained a final mark of 70% in FRK 121*; **and**
- 70% in STK 120; **and**
- A 65% average in the following 2nd semester modules: EKN 120, FRK 121, KRG 120, OBS 124 and STK 120 (excluding AIM, ALL and INF)).
- STK 113 and STK 123 cannot be taken into consideration, as STK 120/STK 121 has not yet been passed.

Students who meet the above requirements will be able to convert to BCom (Accounting Sciences), however they will be required to register for FRK 100/101 and will thus extend their studies by a year. Such students will therefore not be able to register for FRK 201, FBS 200 or ODT 200, however they may register for other 2nd year modules.

** FRK 121 Summer school results or repeated modules will not be considered.*

For students previously registered at other universities:

Students from other Universities doing a SAICA accredited BCom (Accounting Sciences) or equivalent degree, can be admitted to a BCom (Accounting Sciences) degree at the University of Pretoria if they have obtained:

- A 65% average and 60% for Accounting and 65% for Statistics in their first year. These students will be able to proceed with their second year of study.

Students from other Universities doing a general BCom degree can be admitted to a BCom (Accounting Sciences) degree at the University of Pretoria if they have obtained:

- 70% for Accounting;
- 70% for Statistics; **and**
- A 65% average in their first year without failing any module; **and**
- Achieved at least an APS of 30, English of 5 and Mathematics of 5 in the NSC or equivalent exam.

These students will not be able to proceed with their second year of study and will have to repeat FRK 100/101 and other modules required to align their modules with those prescribed for the CA programme at UP.

Students meeting the following minimum requirements at the end of their second year of BCom (Financial Sciences) studies may apply for conversion to BCom (Accounting Sciences):

To convert, students must have obtained final marks of 65% in:

- FRK 211 and FRK 221;
- FBS 210 and FBS 220;
- IOK 211 and IOK 221; **and**
- 60% for BEL 200.

Students who meet the above requirements and have not failed any modules up to the end of their second academic year, will be able to transfer to BCom (Accounting Sciences) and register for FRK 201, FBS 200, BEL 200 and ODT 200 and any other outstanding 2nd year modules applicable to the BCom (Accounting Sciences) degree. They will thus only be able to complete their degree in four years.

To be considered for conversion at the end of their third year of BCom (Financial Sciences) studies, students must have:

- Completed their degree within three years and have a third year average of at least 70%;
- Achieved at least 60% for BEL 200;
- Been registered for and passed FBS, FRK and IOK at third year level (with at least 63% for each semester module);
and
- Contact the CA Co-ordinator.

II. Candidates who wish to convert to BCom (Investment Management)

Only students meeting the following minimum requirements may apply:

For students registered in the Faculty of Economic and Management Sciences:

Students must have obtained:

At least 60% in Statistics 110 and 120 respectively; **and**

- An average of 60% for Financial Accounting 111, 121 (FRK 111, 121) (or FRK 100/101); **and**
- An average of 60% for Economics 110, 120 (EKN 110, 120).
- The Grade 12 APS and performance in Mathematics, as well as the entire tertiary academic record will be assessed when taking the final decision by the Head of the Department (HOD);
- A student must have passed at least 50% of modules enrolled for the previous degree if transferring from another faculty; **and**
- Final admission is dependent on the capacity of the programme.

NB: Marks for Summer and Winter schools will be capped at 50% when calculating averages.

For students previously registered in other faculties:

- An Academic Point Score of 34; **and**
- Mathematics 6 (70%–79%); **and**
- A level 5 (60–69%) in English Language.
- The entire tertiary academic record will be assessed when the Head of the Department makes the final decision;
- A student must have passed at least 50% of modules enrolled for the previous degree; **and**
- Final admission is dependent on the capacity of the programme.

III. Candidates who wish to convert to BCom (Financial Sciences)

Only Economic and Management Sciences students meeting the following minimum requirements and who are registered for a BCom degree other than BCom (Accounting Sciences) may apply under the rules set out immediately below:

- Obtained at least a 60% weighted average for Statistics 110 and 120 (STK 110, 120) or
- 70% for Statistics 113 and 123 (STK 113, STK 123) respectively; **and**
- An average of 60% for Financial Accounting 111, 121 (FRK 111, 121); **and**
- The Grade 12 APS and performance in Mathematics, as well as the entire tertiary academic record will be assessed when the Head of the Department makes the final decision; **and**
- Final admission is dependent on the capacity of the programme.

NB: Marks for Summer and Winter schools will be capped at 50% when calculating averages.

In the case of students registered for BCom (Accounting Sciences) in the Faculty of Economic and Management Sciences who had an APS of at least 34 and at least a 6 for Mathematics who wish to transfer to BCom (Financial Sciences), the following will apply:

- Students must have passed AIM 111 and 121 (or equivalent), ALL 124 (if applicable), EKN 110 and 120, STK 110, INF 112, KRG 110 and 120 and OBS 114 and 124; **and**
- Failed only FRK 100/101 (see NOTE below); **and**
- Passed the exams of the Summer School for FRK 121 in January; **and**
- Final admission is dependent on the capacity of the programme.

NOTE: Students who are registered for a BCom (Accounting Sciences) degree and wish to transfer to a BCom (Financial Sciences) degree at the end of the academic year may do so, provided they are eligible to be credited with FRK 111 and 121. The process related to the crediting of FRK 111 and 121 based on performance in FRK 100/101, is set out in the next three paragraphs:

- Students with a final mark of 40% and above in FRK 100/101 by the end of the year, will be granted recognition for FRK 111 and 121 and be credited for these modules. They may register for FRK 211 at Student Administration (Room 1-12) without writing any further examinations. (**IMPORTANT:** Credit for these two modules will only be granted if the student obtained the above results in one academic year and registers for FRK 211 in the

immediately following academic year – not more than 12 weeks may lapse between receiving the final mark of FRK 100/101 and registering for FRK 211).

- Students that have a final mark of **39% and below in FRK 100/101** at the end of the year, may register for the FRK 121 Summer School in January. If they successfully complete the Summer School and pass, they will be credited with FRK 111 and FRK 121 and may continue with FRK 211/221 in the second year.
- Students who do not successfully complete and pass the FRK 121 Summer School will not be allowed to transfer to BCom (Financial Sciences) and will be transferred to BCom (Own Choice).

For more information regarding possible credit for FRK 111 and FRK 121, please contact the One Stop Service of the Department of Accounting.

For students previously registered in other faculties:

- An Academic Point Score (APS) of 32; **and**
- Mathematics 5 (60%–69%); **and**
- A level 5 (60–69%) in English Language.
- The student must have passed at least 50% of the modules enrolled for in the previous degree.
- The entire tertiary academic record will be assessed when the Head of the Department makes the final decision; **and**
- Final admission is dependent on the capacity of the programme.

IV. Candidates who wish to convert to BCom (Economics) or BCom (Econometrics) at the end of their first year

Only students meeting the following minimum requirements may apply:

For students registered in the Faculty of Economic and Management Sciences:

- A final mark of at least 60% in Economics EKN110 and EKN120 **and** at least 60% in Statistics STK110 and STK120; **and**
- At least a final mark of 50% in Financial Accounting (FRK111 and FRK122) **and** Mathematics (WTW 114 and WTW 124) or (WTW 134, WTW 146 and WTW 148) for BCom (Economics); **and**
- The Grade 12 APS and performance in Mathematics, assessed by the Head of the Department/Course Coordinator for selection purposes; **and**
- Final admission is dependent on the capacity of the programme.

NOTE: No credit will be granted for WST 111 or WST 121 as is needed for BCom (Econometrics), based on the STK modules. Students can transfer but will have to start with WST 111 in the first semester of the next year.

For students previously registered in other faculties:

Econometrics

- An Academic Point Score of 32; **or** a cumulative weighted average of 60% **and**
- Mathematics 6 (70%–79%); **and**
- A level 5 (60–69%) in English Language.
- Final admission is dependent on the capacity of the programme; **and**
- A student must have passed at least 50% of modules enrolled for the previous degree; **and**
- The entire tertiary academic record will be assessed by the Head of the Department/Course Coordinator for selection purposes.

Economics

- An Academic Point Score of 32 or a cumulative weighted average of 60%; **and**
- Mathematics 5 (60%–69%); **and**

- A level 5 (60–69%) in English Language.
- Final admission is dependent on the capacity of the programme;
- A student must have passed at least 50% of modules enrolled for the previous degree; **and**
- The entire tertiary academic record will be assessed by the Head of the Department/Course Coordinator for selection purposes.

For students previously registered at other universities:

- The applications of these candidates will be considered on an individual basis by the Admissions Committee of the Faculty, based on selection requirements, as well as previous tertiary academic achievements, in consultation with the Head of Department.
- Successful candidates can only obtain credit for at most 50% of the modules required for the specific degrees; the remaining modules must be completed at UP.
- Transfer candidates from other universities must be registered at the University of Pretoria for at least two years before a BCom degree may be awarded.

V. Candidates who wish to convert to the following BCom degrees:

BCom (Statistics)

Applicants will be considered for admission if they:

- Have obtained an Admissions Point Score of at least 30 or a cumulative weighted average of 60%; **and**
- A level 5 (60–69%) in Mathematics; **or**
- At least 70% in STK 113 and STK 123; **or**
- Have passed WTW 114 or its equivalent; **and**
- Obtained a level 5 (60–69%) in English Language.
- A student must have passed at least 50% of modules enrolled for the previous degree in another faculty.

BCom (Law)

Applicants will be considered for admission, but acceptance is not guaranteed, if:

- They meet at least the Admissions Point Score of 32 or a cumulative weighted average of 60%; **and**
- They have obtained a level 5 (60 – 69%) for Mathematics; **or**
- Obtained at least 70% in STK 113 and STK 123; **and**
- They have obtained a level 5 (60–69%) in English Language.
- **The entire tertiary academic record will be assessed by the Head of the Department/Course Coordinator for selection purposes; and**
- A student must have passed at least 50% of modules enrolled for in the previous degree in another faculty; **and**
- Final admission is dependent on the capacity of the programme.

For students previously registered at other Universities/Institutions/Faculties as well as students previously registered at the Faculty of Economic and Management Sciences, who wish to convert to any of the following degrees:

- BCom
- BCom (Business Management)
- BCom (Human Resource Management)
- BCom (Informatics) # Information Systems
- BCom (Marketing Management)

- BCom (Supply Chain Management).

Requirements

Applicants will be considered for admission to any of the above-mentioned BCom degree programs if they:

- Obtained an Admissions Point Score (APS) of 30; **and**
- Obtained at least a level 5 (60% - 69%) for English Language; **and**
- Obtained at least a level 4 (50% – 59%) for Mathematics in the final Grade 12 examination or have passed Statistics 113 and 123 with an average of at least 60%.
- The entire academic record will be assessed; **and**
- A student must have passed at least 50% of modules enrolled for the previous degree in another faculty.

Students who want to transfer to one of the above-mentioned programmes must be able to complete the degree in a reasonable period of time.

Note: Students who want to transfer to BCom (Informatics) must personally consult with the Head of the Department of Informatics for permission to transfer after complying with the above requirements.

Students with international qualifications should meet the following English admission requirements:

- Passed the institutional proficiency test; required mark (P) proficient.
- TOEFL: Writing 22; speaking 23; reading 21; listening 17; total 83.
- OLD SAT: Critical reading 550; writing 500 **or** NEW SAT: Reading and Writing combined 640.
- IELTS: Pass mark 6.

PLEASE PROCEED TO THE NEXT PAGE FOR DETAIL GUIDANCE ON THE BCOM (EXTENDED PROGRAMME) THE FIRST YEAR OF WHICH IS PRESENTED ON THE MAMELODI CAMPUS OF THE UNIVERSITY OF PRETORIA.

VI. Students currently on the BCom (Extended Programme) – Mamelodi Learning Programme

Note that Year 1 at Mamelodi Campus is designed to develop the necessary skills to enable a student to perform successfully at Hatfield Campus in Year 2. Students therefore need to spend at least 40 hours per week on developing themselves during this year and equip themselves with, amongst others, the necessary English and Mathematical skills.

To continue at Hatfield Campus, students must enrol for and **pass all** the following modules during:

Year 1 (At Mamelodi Campus and the first year at UP)

- AIM (Academic information management) 111, 121
- LST (Language, life and study skills) 133, 143
- FRK (Financial Accounting) 133, 143
- OBS (Business Management) 133, 134
- STK (Statistics 133, 143) OR WST (Mathematical Statistics 133, 143); and
- WTW (Mathematics 133*, 143*).

* Note that students who want to continue with a BCom (Econometrics) degree will need to register for and pass WTW 133 & WTW 143 as well as WST 133 & WST 143 and for a BCom (Economics) degree WTW 133 & WTW 143 as well as STK 133 & STK 143. Students who want to continue with any of the other BCom degrees need to register for and pass only WTW 133 and STK 133 & 143 and will not be required to do WTW 143 in the second semester.

Students who passed all their Year 1 modules at the Mamelodi Campus will enrol for the modules associated with their chosen degree during Year 2 on Hatfield Campus and need to study the information below carefully.

Year 2 (Hatfield Campus and second year at UP)

- A. Students who wish to eventually transfer to the **BCom (Accounting Sciences)** and **BCom (Investment Management)** degrees, must transfer to a **BCom (Own Choice)** or **BCom (Financial Sciences)** degree in Year 2 and complete this second year at UP on the Hatfield Campus. Note that they should in addition to other modules associated with these two degrees, also register for KRG 110 and 120 during this year. After successfully passing the first two years (one year at Mamelodi and the next at Hatfield), they can apply for the above-mentioned two degree programmes. The following requirements must be met:

For BCom (Accounting Sciences)

1. Must pass all modules in Year 1 at Mamelodi Campus:

- AIM (Academic information management) 111, 121
- LST (Language, life and study skills) 133, 143
- FRK (Financial Accounting) 133, 143
- OBS (Business Management) 133, 143
- STK (Statistics 133, 143) with an average of 70%; and
- WTW (Mathematics) 133 with 60%.

2. Must pass all modules in Year 2 and obtain by the end of Year 2 at Hatfield Campus:

- At least 70% for Financial Accounting FRK 121* (students are also **strongly advised** to enrol for FRK 111 in the first semester of Year 2 at Hatfield Campus to not lose their Accounting skills); and
- At least 70% for Statistics STK 120/121 and at least 70% for STK 133 and 143; and
- A 65% average in the following 2nd semester modules: EKN 120, FRK 121, KRG 120, OBS 124 and STK 120 (**excluding** INF, AIM and ALL)).

The entire academic record will be assessed by the Head of Department or CA Programme Co-ordinator when making the final decision on transfer.

Students who meet all the above requirements will be able to transfer to BCom (Accounting Sciences), but they will be required to register for FRK 101. Students from the BCom (Extended Programme) will therefore not be able to register for FRK 201, FBS 200 or ODT 200, but they may register for other 2nd year subjects required as part of the BCom (Accounting Sciences) degree.

** FRK 121 Summer school results will not be considered.*

For BCom (Investment Management)

1. Must pass in Year 1 at the Mamelodi Campus:

- AIM (Academic information management) 111, 121
- LST (Language, life and study skills) 133, 143
- FRK (Financial Accounting) 133, 143
- OBS (Business Management) 133, 143
- STK (Statistics 133, 143) with an average of 70%; and
- WTW (Mathematics) 133 with 70%.

2. Must pass all modules and by the end of Year 2 at Hatfield Campus and meet the following requirements:

- Obtained at least a 60% for Financial Accounting (FRK) 121; Economics (EKN) 110, 120 and 60% in Statistics (STK 120/121) after obtaining at least 70% for each of STK 133 and 143 and 70% for WTW 133 in Year 1.

3. The entire academic record will be assessed by the Head of Department when taking the final decision.

B. Students who wish to transfer to BCom (Econometrics)

1. Must pass:

- AIM (Academic information management) 111, 121
- LST (Language, life and study skills) 133, 143
- FRK (Financial Accounting) 133, 143
- OBS (Business Management) 133, 143
- WST (Mathematical statistics) 133, 143 with an average of 70%; and
- WTW (Mathematics) 133, 143 with an average of 70%.

2. During the first semester of Year 2 (the second year at UP), students have to register for WTW 153 in order to be credited with WTW 114. WTW 114 is equivalent to WTW 133 + WTW 143 + WTW 153.

- Also, during the first semester of Year 2, students transferring to BCom (Econometrics) will have to register for WST 153 in order to be credited with WST 111.
- WST 111 is equivalent to WST 133 + WST 143 + WST 153.

3. The entire academic record will be assessed by the Head of Department when taking the final decision.

4. Students who want to transfer to one of the above-mentioned programmes must be able to complete the degree in a reasonable period of time.

C. Students who wish to transfer to BCom (Economics)

1. Must pass:

- AIM (Academic information management) 111, 121
- LST (Language, life and study skills) 133, 143

- **FRK** (Financial Accounting) 133, 143
 - **OBS** (Business Management) 133, 143
 - **STK** (Statistics) 133, 143 with an average of 60% **or** **WST** (Mathematical statistics) 133, 143 with an average of 55%; **and**
 - **WTW** (Mathematics) 133, 143 with an average of 60%.
2. **During the first semester of Year 2 (the second year at UP), students have to register for WTW 154 in order to be credited with WTW 134. WTW 134 is equivalent to WTW 143 + WTW 154.**
 - Also, during the first semester of Year 2, students transferring to BCom (Economics) will have to register for STK 121 in order to be credited with STK 120.
 - STK 110 is equivalent to STK 133 + STK 143.
 3. **The entire academic record will be assessed by the Head of Department when taking the final decision.**
 4. **Students who want to transfer to one of the above-mentioned programmes must be able to complete the degree in a reasonable period of time.**

D. Students who wish to transfer to BCom (Financial Sciences)

1. **Must pass:**
 - **AIM** (Academic information management) 111, 121
 - **LST** (Language, life and study skills) 133, 143
 - **FRK** (Financial Accounting) 133, 143 with an average of 70%
 - **OBS** (Business Management) 133, 143
 - **STK** (Statistics 133, 143) with an average of 70%; **and**
 - **WTW** (Mathematics 133).
2. **The entire academic record will be assessed by the Head of Department when taking the final decision.**

E. Students who wish to transfer to BCom (Informatics) # Information Systems

1. **Must pass:**
 - **AIM** (Academic information management) 111, 121
 - **LST** (Language, life and study skills) 133, 143
 - **FRK** (Financial Accounting) 133, 143
 - **OBS** (Business Management) 133, 143
 - **STK** (Statistics 133, 143) with an average of 60%; **and**
 - **WTW** (Mathematics) 133.
2. **The entire academic record will be assessed by the Head of Department when taking the final decision.**

F. Students who wish to transfer to any of the BCom degrees in Management Sciences cluster of the EMS Faculty [BCom (Business Management), (Human Resource Management), (Marketing Management) or (Supply Chain Management)] or the other BCom and BAdmin degrees

1. **Must pass:**
 - **AIM** (Academic information management) 111, 121
 - **LST** (Language, life and study skills) 133, 143
 - **FRK** (Financial Accounting) 133, 143

- **OBS** (Business Management) 133, 143
- **STK** (Statistics 133, 143); **and**
- **WTW** (Mathematics) 133.

2. **The entire academic record will be assessed by the Head of Department when taking the final decision.**

G. Students who wish to transfer to BCom (Statistics)

1. **Must pass:**

- **AIM** (Academic information management) 111, 121
- **LST** (Language, life and study skills) 133, 143
- **FRK** (Financial Accounting) 133, 143
- **OBS** (Business Management) 133, 143
- **STK** (Statistics 133, 143) with an average of 65%; **and**
- **WTW** (Mathematics) 133 with 50%.

2. **The entire academic record will be assessed by the Head of Department when taking the final decision.**

NOTE:

Students from other institutions who apply for transfer to the BCom (Extended Programme) may be admitted if they comply with all the admission requirements. **NO CREDIT** will be granted for modules passed previously at another tertiary institution.

H. Students from Mamelodi Campus cannot transfer to BCom (Law) as the number of students admitted to this programme is capped

IMPORTANT CONTACT INFORMATION

New applications:

UP Call Centre

Tel: +27 12 420 3111

Email: csc@up.ac.za

Fax: +27 12 420 4555

Website: www.up.ac.za

Exemptions and other related matters:

Universities South Africa (USAF)

Postal address: PO Box 27392

Physical address: Unisa Sunnyside Campus

Sunnyside

Building 3, Level 1

0132

Cnr. Rissik and Steve Biko Street,

Sunnyside Pretoria

South Africa

Tel: +27 010 591 4401/2

Fax: +27 86 680 5727

Website: www.universitiessa.ac.za

Administrator of BCom (Extended Programme)

Ms I Dire

Tel: +27 12 420 5278

Email: dire@up.ac.za

Head of EMS Administration

Mrs E Carelsen

Tel: +27 12 420 3327

Fax: +27 12 420 3063

Email: elma.carelsen@up.ac.za