



Answers to Frequently Asked Questions

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

FAQs

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[Click here](#) for any enquiries and to access Faculty Student Administration contact details.

1. My application status says 'applied' but I don't know how I will be notified of the progress of my application. Please tell me how long it takes 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 14 calendar 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 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 his/her best SIX National Senior Certificate subjects, excluding Life Orientation (LO) and all advanced subjects. Life Orientation is not a faculty-specific subject requirement and may not be used for calculating the APS.

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?

While still a learner at school, you need to use your final Grade 11 results for the application and you will be conditionally admitted based on those. Note that we do not consider learner's Grade 12 midyear or any other mark for conditional acceptance. Your admission status will be finalised upon the release of your final National Senior Certificate (NSC or Grade 12) results in January. Once you have left school and thereafter decides to apply to study at the faculty, you should use your final NSC to apply.

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

No it is not always possible, but you are advised to please contact the EMS Faculty Student Administration for detailed information on the following link:

<https://www.up.ac.za/faculty-of-economic-and-management-sciences/article/2594638/faculty-student-administration>

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

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

For instance, if your programme 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 strongly recommend that you apply for a second choice programme which may require a level 5 for Mathematics and an APS of 32. By doing this, you will be conditionally admitted to UP and will be able to transfer or change to your programme of first choice after receiving your final NSC results.

If not admitted to any BCom (including the BCom Extended Programme) or BAdmin study programme at UP in the year before you wish to commence with your studies, we cannot assist you at the beginning of the next year.

7. What if I meet the minimum requirements for my degree/programme of first choice only once the NSC results have been released in January?

If you do comply with the minimum requirements of your first choice programme only once the final National Senior Certificate (Grade 12) results are released in January, you are advised to approach the EMS Faculty Student Administration at the Hillcrest Campus in person as soon as registration opens in January. You may then request an administrator to transfer you to your programme of first choice provided there is available capacity in the target programme. Note that we can only assist you if we have space available in the specific programme.

8. What should I consider when deciding on my second choice programme 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 programmes with exactly the same minimum requirements may lead to great disappointment if you do not comply with the minimum requirements of both your programme 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 programmes 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 programme at the EMS Faculty. Under these circumstances, you are strongly advised to approach the EMS Faculty Student Administration at the Hillcrest Campus in person as soon as registration opens in January. You may then request an administrator to admit you to a programme for which you do meet the minimum admission requirements provided there is available capacity in the target programme. Note that we can only assist you if we have space available in the specific programme.

9. What does “conditionally admitted” mean?

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

For example, in Grade 11 you met the minimum requirements for your programme 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 conditionally admitted into your programme 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 conditional admission will be converted into final admission.

10. What happens if my final Grade 12 results no longer meet the minimum requirements for the programme I was conditionally admitted to?

If you no longer comply with the minimum requirements for your programme of choice, your conditional admission will be revoked and you are advised to approach the EMS Faculty Student Administration at Hillcrest Campus as soon as registration opens in January. Provided we have space available we will transfer you to a programme for which you do qualify for based on your final National Senior Certificate (Grade 12) results.

11. 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/at the beginning of the second half of the 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>.

12. 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, especially if you only just comply with the set admission requirements for your programme of first choice. 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 programme you have conditionally admitted for based on your Grade 11 results. Note that you need to attain certain scores for the different divisions of the NBTs in order for this test to assist you with admission. Merely writing it is not enough.

Note that should you decide to write the NBT, you should write all three divisions: both the Academic Literacy (AL) and Quantitative Literacy (QL) as well as Mathematics (MAT) must be written.

As mentioned earlier, this test is extremely valuable if you currently 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. To secure a slot in later NBTs scheduled later in the year, you need to book sooner

rather than later. For example, in Grade 11 you met the minimum requirements for your programme of choice with 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 in a limited way be used to still admit you to your programme of choice. Please consult the NBT website for more information about the cost of writing the NBT.

Contact information

Tel +27 (0)21 650 3523

Website www.nbt.ac.za

13. I have been conditionally admitted to the EMS Faculty and can see a link for a contract that needs to be printed by me and then completed. What must I do with this hard copy of the contract?

You must access the contract online on the UP Portal, Student Centre, at www.up.ac.za/portalstudent. Now complete the contract online, and then print and sign the contract. As soon as possible thereafter the completed and signed original contract must be submitted to the UP Student Service Centre by hand or per courier or sent by post to Student Service Centre, University of Pretoria, Private Bag X20, Hatfield, 0028.

14. Can I enrol for a BCom programme with Mathematical Literacy?

Mathematics is a prerequisite for all BCom programmes and therefore you unfortunately cannot apply for a BCom programme with Mathematical Literacy. However, you may consider applying for a BAdmin programme, which is the only programme in the Faculty of Economic and Management Sciences that admits students with Mathematical Literacy at a minimum of level 4 (50%).

15. 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 programme at the University of Pretoria. However, if you want to enrol for a programme with Accounting as its major focus, we strongly advise that you do take Accounting at school as it would teach you the basic mechanics. University accounting differs from school accounting in that it focuses on the principles driving accounting and decisions involved in the preparation of accounts as opposed to the mechanics of recording transactions.

16. How much is the registration fee at UP?

The fee for 2020 is R5000 for an undergraduate student.

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

The costs vary from one programme to the next, so please consult the following link <http://www.up.ac.za/en/fees-and-funding/article/1952626/tuition-fees-per-faculty> for an estimate. The costs for books (including e-resources) are difficult to estimate as they depend on the modules prescribed in the curriculum of the specific programme, but students are advised to budget for around R6000 to R7000.

18. 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 levels are, the better for studying at university. Increasing your reading speed requires a lot of effort and dedication, but the long-term benefits are excellent and having a higher reading speed and comprehension level will undoubtedly contribute positively to your academic success at university. Several reading programmes are available online to assist you in improving reading speed and comprehension.

19. Can I transfer to my programme 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, we advise you to work hard to maintain and achieve a good academic record and approach the EMS Faculty Student Administration about transferring to your programme of choice at the end of your first year. Please look at the EMS Website under *Current students* where we explain the process and requirements for transferring to another BCom programme in detail. Click on the following link for the [Transfer Guide](#).

If you change your mind about the programme you want to study, to another BCom programme in the EMS Faculty with the same admission requirements, there is an opportunity to transfer to this other programme within the faculty at the end of the first semester of your first year. For example, you can transfer from the (BCom Economic and Management Sciences/Own Choice) programme (APS 30, Eng level 5, Maths level 5) to another programme if you meet the same minimum requirements, without losing any time, provided you have completed exactly the same modules. If you want to change to a programme with higher admission requirements than the programme you are currently registered for, this can only be done at the end of the year and NOT after the first semester.