

UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

# EMS Engage

Faculty of Economic and Management Sciences at the University of Pretoria



## Message from the Dean

I warmly welcome you to the Faculty of Economic and Management Sciences (EMS) at the University of Pretoria.

In 2020, our Faculty proudly celebrates 100 years of producing exceptional business professionals and we are excited by the prospect of having you as part of our 2021 cohort of first-year students.

Whether you intend to pursue a BCom or BAdmin degree, you can be certain of our commitment to developing and preparing our students to become the next generation of business leaders, entrepreneurs, managers and government officials with high ethical standards, who can bring an innovative outlook in their respective working environments.

Over the course of your studies in our Faculty, you can look forward being provided with high quality classroom experiences and engagement with research that matters to take you to great heights. You will enjoy the benefits of the excellent support systems we have in place to help you to graduate on time and to move on to either the workplace or commence with your post-graduate studies.

*We look forward to welcoming you as a new EMS student and assisting you to take the first steps towards your future career.*

**Prof Elsabé Loots**, Dean of the Faculty of Economic and Management Sciences

## Edition 4 | Contents

1	Introduction
2	EMS in a nutshell
3	An exciting student life awaits
4-5	EMS students make their mark
6	Meet your Faculty Student Advisors
7	Your degree of first choice is within reach
8	Frequently Asked Questions

## Stand a chance to win a R1,000 book voucher

Win!

Test your general knowledge while learning some interesting facts about your new university in our EMS Quiz Whiz search. Visit [www.up.ac.za/ems-new-student](http://www.up.ac.za/ems-new-student) for your chance to win big!



Scan this QR code or visit [www.up.ac.za/ems-new-student](http://www.up.ac.za/ems-new-student) to watch student videos, see programme infographics and take part in our EMS Quiz Whiz search.



Get the latest updates from our Faculty:



## #ChooseUP for a world-class qualification

As the time draws near for you to begin your undergraduate studies, you can rest assured that your decision to study at the University of Pretoria is one of the best you could ever make. This publication is filled with information on what sets the Faculty of Economic and Management Sciences apart and how it can enable you to advance THE UP WAY.

Make today matter

[www.up.ac.za/ems](http://www.up.ac.za/ems)

# EMS in a nutshell

In the Faculty of Economic and Management Sciences we strive for excellence in our teaching and learning, we innovate and develop real world skills and solutions and have a positive impact on society. This means that you will develop into a well-rounded, critical thinking individual who lives as an ethical citizen and is an asset to the workplace and society as a whole. Read more about our world-class programmes.

## Accredited programmes

The EMS Faculty contributes to UP's international competitiveness and national relevance by ensuring that our academic and research programmes conform to the highest standards.

We are extremely proud of the fact that, where applicable and available, a number of our degrees are accredited by statutory and professional bodies at national and international level. Accreditation is an additional confirmation that graduates will have received the best quality education.

The following programmes are accredited by professional or statutory bodies:

Degree	Accreditation body
<ul style="list-style-type: none"> <li>BCom (Accounting Sciences)</li> <li>BCom (Financial Sciences)</li> <li>BCom (Investment Management)</li> </ul>	 Association of Chartered Certified Accountants (ACCA)
<ul style="list-style-type: none"> <li>BCom (Accounting Sciences)</li> <li>Postgraduate Diploma (Accounting Sciences)</li> </ul>	 South African Institute of Chartered Accountants (SAICA)
<ul style="list-style-type: none"> <li>BCom (Investment Management)</li> </ul>	 CFA® Institute University Affiliation Program
<ul style="list-style-type: none"> <li>BCom (Financial Sciences)</li> <li>BCom Honours (Financial Sciences)</li> </ul>	 Chartered Institute of Management Accountants (CIMA)
<ul style="list-style-type: none"> <li>BCom Honours (Taxation)</li> </ul>	 South African Institute of Tax Professionals (SAIT)
<ul style="list-style-type: none"> <li>BCom (Supply Chain Management)</li> </ul>	 European Logistics Association (ELA)
<ul style="list-style-type: none"> <li>BCom (Human Resource Management)</li> <li>BCom Honours (Human Resource Management and Labour Relations)</li> <li>MCom (Human Resource Management)</li> <li>MPhil (Human Resource Management)</li> <li>MPhil (Labour Relations Management)</li> </ul>	 South African Board for People Practitioners (SABPP)
<ul style="list-style-type: none"> <li>MCom (Industrial and Organisational Psychology)</li> </ul>	 Health Professions Council for South Africa (HPCSA)
	 The Faculty of Economic and Management Sciences is also a proud member of AACSB International (the Association to Advance Collegiate Schools of Business).

Continued accreditation is subject to the relevant academic departments adhering to these professional bodies' requirements and expectations. Accreditation visits are performed according to a pre-determined schedule to ensure compliance and renew accreditation.



## Did you know?

- The top-performing UP Chartered Accounting (CA) programme has over the past decade had an exceptional average pass rate of 94% in the first CA professional exam, while 70% of the Top 10 performers in this 2020 exam, came from UP.
- The Department of Auditing is one of only nine Centres of Excellence of the International Institute of Internal Auditors and offers an internal auditing programme that prepares you to become a globally certified and work-ready internal audit practitioner.
- The Department of Business Management offers programmes that cover the entire business lifecycle, from the entrepreneurial phase to specific growth strategies and internationalisation.
- The Department of Economics, recently ranked tied first in the country, has an unrivalled reputation in generating well-qualified economists.
- The programmes in the Department of Financial Management will equip you to obtain a world class professional qualification.
- The Human Resource Management programme provides a platform for generating and spreading winning workplace ideas.
- In our Marketing Management degree, industry partners provide real-life challenges to students to gain practical experience.
- If service is your passion, then the SPMA is your home. Your BAdmin studies will enable you to advocate for, and support change in your community through innovative public sector service delivery.
- UP as a centre for tax knowledge excellence manifests in our students' winning performance in the EY Young Tax Professional of the Year competition.

## International Rankings

### QS World University Rankings by Subject 2020

Accounting and Finance: **151-200**  
Economics and Econometrics: **251-300**

### Times Higher Education World University Rankings by Subject 2020

Business and Economics: **301-400**

### ShanghaiRanking's Global Ranking of Academic Subjects (ARWU) 2020

Economics: **151-200**  
Finance: **151-200**

## How we prepare you for the dynamic world of work



### EXCELLENT TEACHING

Support by innovative lecturers



### TECHNOLOGY-SUPPORTED LEARNING

Hybrid teaching and learning model



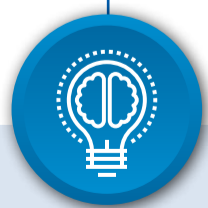
### HANDS-ON EXPERIENCE

Interaction with industry and public sector partners



### WORK READINESS

Access to professional online development programmes



### BUSINESS INCUBATOR

Free access to the UP Business Incubator to nurture your entrepreneurial spirit

# An exciting student life awaits

There is a vibrant student life in the Faculty, made possible by the student societies, which provide valuable experiences and opportunities for students to learn skills that will empower them to be leaders both on campus and in the workplace after completing their studies.

## EMS Faculty House: Commercii











Economic and Management Sciences Faculty House  
Ekonomiese en Bestuurswetenskappe Fakulteitshuis

The Faculty house Commercii caters for the needs of all students registered for a BCom or BAdmin degree. It provides assistance to first-year students, academic development skills, community outreach work, leadership and social interaction that make student life worthwhile.

There are also discipline specific sub-houses that help to bridge the gap between students and prospective employers in the industry:

### Sub-houses and eligible members

	<b>BAdmin@Tuks:</b> Public Management and International Relations students
	<b>FIN'EST:</b> Financial Sciences, Investment Management and Informatics students
	<b>House CA:</b> Accounting Sciences students
	<b>House IA:</b> Internal Auditing students
	<b>HR Tuks:</b> Human Resource Management students
	<b>MC Experience:</b> Marketing Management, Business Management and Supply Chain Management students
	<b>Tax@Tuks:</b> Taxation students
	<b>YES@Tuks:</b> Economics, Econometrics, Agribusiness and Statistics students

## From the Commercii desk

Dear Class of 2020,

*Your matric story will be one for the history books! Not only are you probably worried about the pandemic occurring in the world right now, but there's also so much uncertainty as to how we are going to get through this year. In the words of Tom Hanks, "Of course it's hard. If it were easy, everyone would do it. It's the hard that makes it great".*

*We hope you look back at the past 12 years of your school career with much pride and joy, because this has indeed been a long journey. For the mere fact that you are still standing right now, we cannot fully express how proud we are of you and how far you've come. Your hopes to get your certificate, get into university or work as an intern are still valid, hold on to them tightly. In as much as we don't know how this all began or why it is happening, in the end, we can still make it. With the same end that we've dreamt of, we can still make it, we are going to make it.*

*Life is not easy, but we should beware of falling into the victim trap. It might not seem fair to get a few months of school while all your predecessors got a full year, but life is not fair, never was and never will be. The time to finally close off the chapter of your school days has come, now is the time to show up and recap on the past 12 years of knowledge. Remember to do so in a calm and collected manner. It's a stressful time, we know, but your goals and visions are counting on you and what you are doing at this moment.*

*The main thing is to remain resilient in this time. It's surely not going to be easy but it's going to be worth it. Always remember that most things are more rewarding when you break a sweat to get them. Forgive yourself when you don't always do your best. Be reminded that this is your own race, so do it at your own pace. Challenge yourself to beat your personal best, but don't demoralise yourself by taking on more than you can actually handle.*

*Study smart in order to achieve your goals, but in the same breath, don't forget to rest and recharge. You are the author of your own book, but before you can get anyone else to believe it, you have to believe in it first. Take this pen and start writing the best chapters of your life!*



## The 2019/20 Commercii Executive Committee

### Standing, from left:

Phenyo Khwinana, Tariro Maphosa, Caleb Vergotine, Tyla Loubser, Kobus Enslin, Palesa Tsotetsi and Angel Sebopetsa

### Seated, from left:

Thato Magano, Sevashen Thaver, Amelia Veldschoen, Koketso Wanyane and Lebogang Nchabeleng

# EMS students make their mark

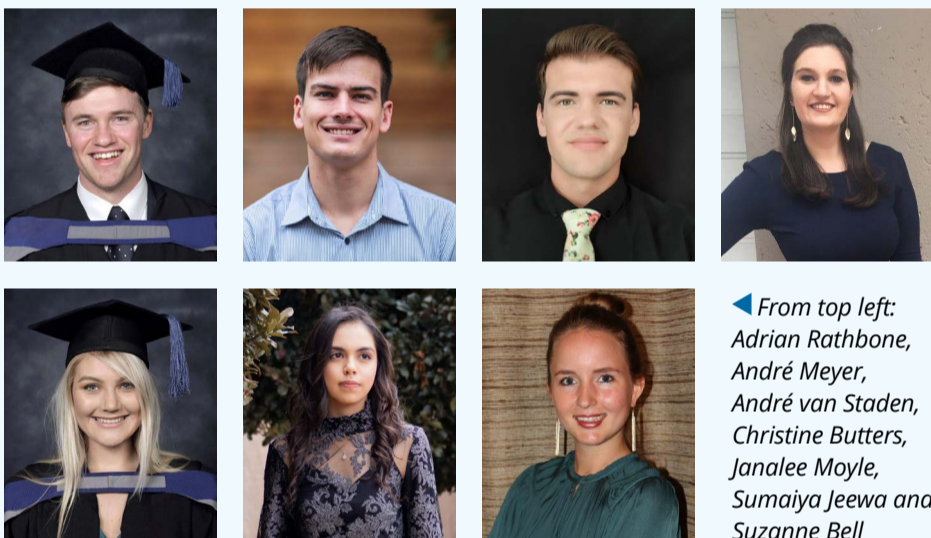
The world-class qualifications offered in the Faculty of EMS are viewed favourably by employers and are used by students to open doors to exciting opportunities. Continuous exposure to the latest global trends in business and management education enables our graduates to confidently contend with peers from across the globe and make their mark in their chosen fields. These are a selection of some the exceptional achievements of our students:

## Accounting Sciences students take 7 spots in the Top 10 of SAICA exam

[Click here to view the full article](#)

UP took the number one spot in the January 2020 Initial Test of Competence (ITC) of the South African Institute of Chartered Accountants (SAICA), which is the first of the two qualifying exams written and passed by all chartered accountants. The pass rate achieved by UP graduates in this challenging professional exam was 92% for all candidates compared to the national pass rate of 59%. This pass rate placed UP in the first position in South Africa by a substantial margin and the University also boasts having an 86% pass rate among African candidates, again leading in this area.

In addition, UP students also achieved the virtually impossible by taking a total of seven of the top ten positions out of the cohort of 3 657 candidates who wrote the exam.



◀ From top left: Adrian Rathbone, André Meyer, André van Staden, Christine Butters, Janalee Moyle, Sumaiya Jeewa and Suzanne Bell

## SPMA student spreads hope in the midst of pandemic

[Click here to view the full article](#)

"Giving back to the community has always been something which I've held near to my heart. The COVID-19 pandemic got me thinking a lot. Taking into account that people were losing their jobs, and children who usually got meals at schools won't be getting any, I knew that I had to try and ease a few families' lives," says Whade Williams, a School for Public Management and Administration (SPMA) student.

This, he says, inspired him to work with friends and family to provide grocery packages that include essential items such as toiletries, non-perishable foods as well as fresh vegetables to over 1 500 needy households in the North West province, during the first few weeks of lockdown.

Whade is a second-year student and explains: "One of the reasons why I'm studying a BAdmin in International Relations and Public Administration is so that I can bring change into our communities, fixing the municipalities and changing the lives of individuals by correcting the system."

► Whade Williams on day one of food distribution



## Autumn 2020 graduation goes virtual

[Click here to view the full article](#)

When the COVID-19 pandemic disrupted the arrangements for graduation, which is one of the most celebrated university traditions, the University of Pretoria took an innovative step to ensure that students could still celebrate this milestone.

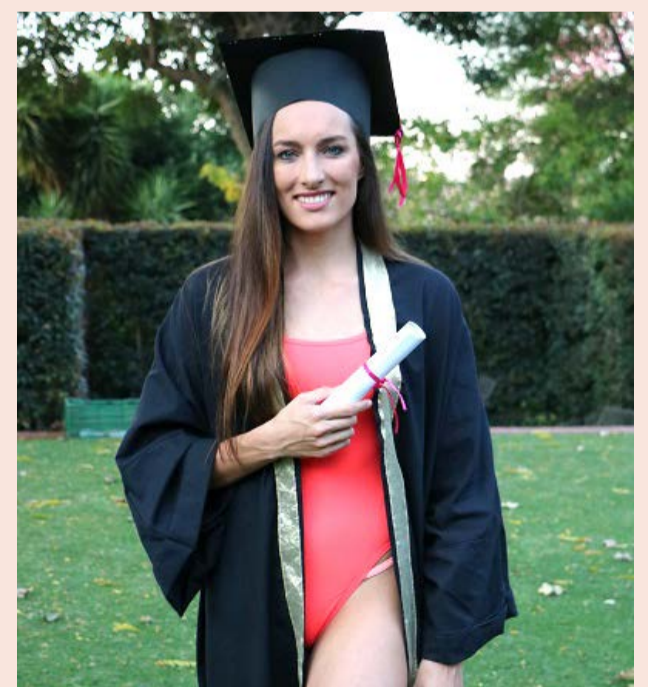
The autumn 2020 graduation ceremony was a virtual event presided over by UP Vice-Chancellor and Principal Professor Tawana Kupe, which enabled students to receive all rights and privileges associated with their degrees and to take the first steps in pursuing their career ambitions. Graduates from the Faculty of Economic and Management Sciences were among 11 000 UP students who received their qualifications in absentia.

During the virtual ceremony, the Faculty of EMS conferred 16 doctorate degrees, 258 master's degrees, 433 honours degrees, 468 postgraduate diplomas and 1364 bachelor's degrees.

Among the graduates was swimming sensation Tatjana Schoenmaker, who received her BCom degree in Financial Sciences. Some of her notable sporting achievements include winning the South African Sports Star of the Year and South African Sportswoman of the Year awards in 2019.

Based on her academic and sports experience at UP, she passes on the following advice to current and prospective students: "Enjoy it! Persevere! Sure, at times it will be tough, but at the end of the day it will be worth it. Anyone can do it...and at Tuks the staff is always willing to help out. While I'm doing well in my swimming, I'm also fortunate enough and grateful to say that I have a degree to fall back on, so, if my swimming doesn't work out for me, I always have my BCom to help me out."

► In a fun tribute to her sporting career Tatjana wore a swimming costume with her gown.



## EMS student wins Budget Speech Competition

[Click here to view the full article](#)

Matifadza Bingudza, an honours student in Investment Management was crowned the winner of the undergraduate category of the annual Nedbank and Old Mutual Budget Speech Competition for 2019. Matifadza's winning essay saw her beating nine other hopefuls from universities around the country to claim the top prize in the undergraduate category, receiving a R60 000 prize at the gala dinner held after the budget speech by Finance Minister Tito Mboweni in February 2020.

She received a BCom (Investment Management) degree with distinction during the 2020 virtual UP autumn graduation and says, "I can emphatically say that the lecturers we have at UP are world-class and uphold a level of excellence that I am extremely grateful to have been taught under. Not only are our lecturers able to cover the prescribed course content in a professional and understandable manner, but perhaps more importantly the fact that we were continuously encouraged to be cognisant of the world we live in and actively analyse, internalise and subsequently apply what we learn in class to real life. The emphasis that is placed on the ability to synthesise information and form meaningful opinions is extremely valuable – both within the competition itself and in the world of work."

Matifadza was congratulated by UP Vice-Chancellor and Principal, Professor Tawana Kupe who said, "UP is proud of you. You are a symbol of the high-quality graduates that we produce."



From left: Mr Iain Williamson, CEO: Old Mutual; Dr David Masondo, Deputy Minister of Finance; Matifadza Bingudza, Budget Speech Competition winner and Mr Mike Brown, CEO: Nedbank ▲

## UP student wins EY SA Young Tax Professional of the Year title



▲ From left: Tayla Swartz, Lungelo Motsamai (lecturer), Cheyleen Rugan and Melandri Wiese

[Click here to view the full article](#)

The EY Young Tax Professional of the Year (YTPY) competition is an annual challenge designed to reward and foster the next generation of tax leaders from across the globe.

Nine out of the 20 students who were invited to showcase their skills during the 2019 leg of the competition at the EY offices in Sandton were from the University of Pretoria. Cheyleen Rugan was selected as the South African winner and was joined by fellow UP honours in Taxation students Melandri Wiese and Tayla Swartz in the top 3.

She went to represent the country at the global competition in Amsterdam in November 2019. The University of Pretoria is proud of yet another prestigious achievement in the EY YTPY. Johan Small, Benjamin Mbana and Karl Frenzel are UP alumni that have also won the South African YTPY competition. Benjamin and Karl won both the South African and the international competitions in 2014 and 2016 respectively.

## UP alumnus makes it onto Forbes Africa list



▲ Thobo Khathola

[Click here to view the full article](#)

Thobo Khathola, a BCom (Economics) graduate, has made it onto the Forbes Africa 30 under 30 list, as well as the cover of the April 2020 issue of *Forbes Africa* magazine.

The EMS alumnus from Botswana is the founder, managing director and CEO of Lion Tutoring, a private tutoring organisation that tutors students in public and private schools, from Grade 1 to tertiary level.

Thobo says his success is as a result of the University of Pretoria preparing him to be an entrepreneur.

*"We had modules like Business Management – which were mandatory – and Entrepreneurship. I also went the extra mile to register in an organisation called Enactus UP which gave us the platform to practice our entrepreneurial skills in communities such as Mohlakeng, Mamelodi and Soshanguve to mention a few."*

## Marketing students impress industry partner



[Click here to view the full article](#)

Through the Department of Marketing's strong ties with industry, students are often challenged to put the theory they have learned during their studies into practice to solve marketing challenges for industry partners.

For a recent exam project, the students had an opportunity to gain insight and work on an industry challenge when they were tasked to develop a marketing strategy to increase sales for Italtile's specific target markets.

Italtile Marketing Manager Nicole Russell said, 'I am so super excited to share with you some of the changes we have done to our marketing after our student presentations last year. The main "pain" we took out from last year is that our digital presence/creative is lacking substantially. We have made some drastic changes. We have moved mountains on our digital platform creative and we have only just started. We grew by 2 800 followers (on social media) in our first week and a half—so cheers to the students—we heard you, we listened, we are most grateful.'

◀ Nicole Russell, Marketing Manager of Italtile (second from the left), and students from the Department of Marketing Management enjoying a cup of Craft Coffee

# Meet your Faculty Student Advisors

Making the transition from high school to university can be an exciting journey of self-discovery and the uncertainty that comes with this major life change often leaves many students in need of additional coping tools. One of the support structures all EMS can turn to are the Faculty Student Advisors (FSAs).

They offer individual consultations and/or group workshops to assist students to deal with:

- Adjustment to university life
- Academic support
- Goal setting and motivation
- Time management
- Study methods
- Test and exam preparation
- Stress management
- Career exploration
- First generation orientation for first-year students
- Mamelodi/Hatfield student orientation for second-year students
- Phafoga early warning system, which identifies students who are at potential risk of failing in high impact modules and recommend or provide appropriate support. Phafoga is a Sepedi word that means “wake up and be alert”.

Services are offered free of charge to all EMS registered students by appointment only.

## FSAs at your service

**Mr Danny Ramollo** | Email [danny.ramollo@up.ac.za](mailto:danny.ramollo@up.ac.za)

**Ms Zinhle Sibiya** | Email [zinhle.sibiya@up.ac.za](mailto:zinhle.sibiya@up.ac.za)

**Mr Nhlanhla Maphetu** | Email [nhlanhla.maphetu@up.ac.za](mailto:nhlanhla.maphetu@up.ac.za)



## Top 10 tips to prepare yourself for the next chapter of your academic journey

Our FSAs assist a lot of first-year students to adjust to the academic and emotional demands of university life. These are their tried and tested tips that you can implement during your matric year so that you lay a solid foundation for the next chapter that awaits you:



Believe in yourself and your vision, have confidence in your abilities and do not underestimate your potential.



Find a spot you are comfortable working in as this will increase your productivity and your confidence.



Embrace change and learn to persevere because a growth mindset and consistent effort will help you achieve your goals.



Seek help and consult with someone you trust when you feel stuck and overwhelmed.



Form discussions groups with peers on social platforms.



Plan and structure each day by setting daily goals and keep yourself accountable, this equips you with time management skills.



Focus on what's important at a time. If attending an online class is the primary goal, attend class, do not multitask by trying to attend class and attempt to complete other tasks at the same time.



Take breaks when your goals are reached and reward yourself after your hard work. YOU DESERVE IT!



Have FUN but keep in mind it's a short noun for a reason.



Familiarise yourself with FLY@UP, visit [www.up.ac.za/fly@up](http://www.up.ac.za/fly@up)

# Your degree of first choice is within reach

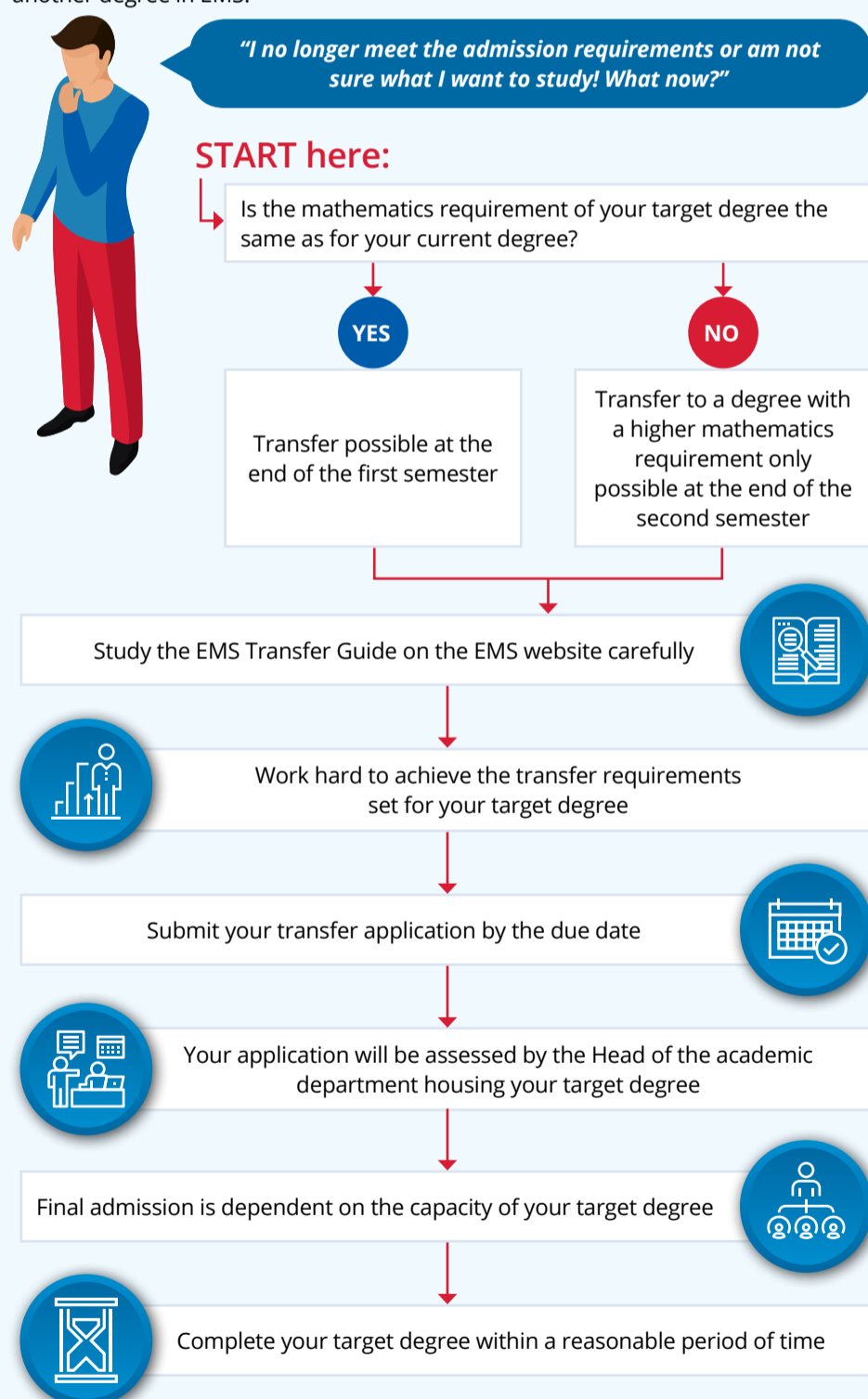
Your matric year is arguably one of the most crucial in your schooling career as your performance during this year will play a huge role in determining which study programmes you qualify to pursue at the University of Pretoria.

Two of the common causes of first-year students not initially registering for their degree of first choice – that is, the degree that they actually wanted to pursue in the first place – are National Senior Certificate (NSC) results that do not comply with the minimum admission requirements and uncertainty about what to study when enrolling at UP.

To assist students that find themselves in either of these situations, the Faculty of Economic and Management Sciences has created a generic first semester for all BCom degrees as well as a transfer mechanism that these students may utilise to migrate to their degree of first choice (hereafter target degree). This can be done either at the middle or at the end of their first year at EMS.

## EMS Transfer Process

A simple guide for currently enrolled first-year students wishing to transfer to another degree in EMS:



## Building a solid foundation with the BCom – Extended programme

The BCom – Extended Programme provides you with the opportunity to pursue a career in commerce by following an extended curriculum. It is designed to accommodate students who did not initially meet the minimum admission requirements for the BCom degree they wish to pursue. Such students need more academic support and a stronger foundational basis, but if they are willing to work hard they will achieve success, earn their degree and realise their goal.

The Four-Year Extended Programme comprises two distinct phases:

### Phase 1: 1st year (Mamelodi Campus)

- Content is delivered at a reduced pace using a variety of methods to remedy possible gaps in foundational knowledge via our extended curriculum.
- Smaller tutorial groups allow more individual attention and dedicated support to students.
- Students are assisted to develop critical thinking and practical skills, which are crucial to long-term academic success.
- Focused attention is placed on developing students' language skills as good reading and communication skills are key in the study and work environment.

### Phase 2: 2nd to 4th year (Hatfield Campus)

- Students must pass all their modules during Phase 1 to be transferred to Phase 2.
- Degrees in the Management Sciences are immediately accessible at the commencement of Phase 2.
- Transfer to degrees with a National Senior Certificate Mathematics requirement of 5 and above are only accessible if students meet the stringent transfer requirements set out in the EMS Transfer Guide (see [www.up.ac.za/ems](http://www.up.ac.za/ems)) by the end of their first year on the Hatfield Campus.

Many students who embark on the BCom Extended Programme have excelled in their academic programmes as they successfully bridged the gap between school and university at the Mamelodi Campus.

## Student success story



▲ Bonga Madlala

**Bonga Madlala, completed BCom (Investment Management) and BComHons (Financial Management)**

*'The biggest benefit for me doing the BCom – Extended Programme was definitely being able to get acquainted with the university setting before the official first year on the Hatfield Campus. Being exposed to university modules at a slightly lower level than the standard first-year level prepared me well.'*

*It may seem like you are part of a rejected few because you do not initially meet the requirements for your degree of choice, but in the long term you will definitely appreciate the experience.*

*Seize the opportunity and make the most of the Mamelodi experience. It may not seem like it now, but you will be ahead of a lot of people who will be arriving as first-years on the Hatfield Campus.'*

## Important terminology

At the beginning of the academic year you will register for a degree offered by the Faculty of Economic and Management Sciences, for example BCom (Business Management) or BAdmin (Public Management and International Relations). Each degree consists of a number of prescribed modules.

### Degrees and modules

Modules are independent, defined learning units to which codes and credits are allocated. The academic level of a module is indicated in the module code. The module code consists of an equal number of capital letters and digits, which indicate the name of the module, the year of study, the period of study and the level of the module. For example, EKN 110 is the code for Economics 110, a first-year, first-semester module. The first digit indicates the year of study in which the module is taken or the academic year in which it is presented for the first time, and the second digit mostly indicates in which semester the module is presented. Modules are either semester modules (14 weeks) or year modules (28 weeks). More information on the composition of degrees is contained in the Regulation Booklet of the Faculty of Economic and Management Sciences, which can also be accessed on UP's website.

### Study guides

The teaching model of the University of Pretoria makes provision for an outcome-based, learning-centred, hybrid-learning environment. Students are expected to participate actively in learning activities and will receive guidance on how to manage their own learning activities. Study guides are issued for all modules and are a primary source of guidance and information to students. A study guide describes the curriculum and specifies the outcomes expected of a particular module. It also provides a framework for the organisational components of that module. It sets out the syllabus structure, study themes, learning goals, self-study assignments, prescribed text books, the calculation of semester marks and final marks, the dates of tests and examinations and the contact information of lecturers, tutors, faculty student advisors and faculty administrators.

### Module/semester/year mark

Module/semester/year mark is the mark awarded to a student on the basis of tests, class work, practical work or any other work that was completed in a module. This mark determines whether a student has gained access to the examination and contributes 50% of the final module mark. It is thus crucial to work consistently for a good semester or year mark.



## Frequently asked questions

(Question = Q Answer=A)

### About class attendance

It is a regulation of the Faculty that students must attend all classes.

**Q: Why is class attendance important?**

**A:** Class attendance forms an integral part of the teaching and learning model and difficult concepts are explained in class. Students should prepare beforehand for classes to gain the maximum benefit from a class. Class attendance may be taken into consideration when calculating students' semester or year marks.

**Q: If a student misses a class, where can he or she obtain the lecture?**

**A:** The student must contact the responsible lecturer, preferably before the lecture, to make the necessary arrangements.

### About time spent on studies and credits

The credits attached to a module gives an indication of the number of hours a student should devote to a module to pass at the end of a semester or year. Most first-year semester modules carry a load of 10 credits and this translates into 100 hours of study, including homework, class attendance, class tests and semester tests.

**Q: If a student is registered for 12 semester modules during his/her first year, how much time should be devoted to studies on a weekly basis?**

**A:** At 10 credits per semester module, this would equate 120 credits or 1 200 hours per year. An academic semester is around 15 weeks long (including exams), so a student should spend 40 hours per week on studies, i.e. 8 hours per week day.

### About clickUP

clickUP is a web-based information system that provides academic information on modules and basic information to students on study guides, marks, individual exam timetables, account details and other administrative matters. Important notices from lecturers are also sent to students via clickUP. Students are guided during the registration period on how to access clickUP.

### About transferring between degrees

**Q: Is it possible to change from one BCom degree to another in your first year?**

**A:** Yes, it is possible. If you want to change to a degree with identical entrance requirements, the change can be effected after the first or second semesters. If the entrance requirements of the degree you want to change to are higher than the degree you are currently registered for, you will only be able to transfer at the end of the year. To do so, you must meet set transfer requirements. The transfer requirements are quite strict and students must perform themselves into their new chosen programmes.



### About tests

In each module, students are expected to write a number of year tests or semester tests.

**Q: What is the role of test marks in calculating the mark required for admission to the examination?**

**A:** Each test mark contributes a certain percentage to the student's semester mark or year mark. Students require a semester/year mark of at least 40% per module to gain admission to the examination of the module. This is explained in the study guide.

**Q: How can a student obtain access to his or her test results?**

**A:** Through clickUP and from the written tests that are returned to students.

**Q: If a student did not write a test, what should he or she do?**

**A:** The student must submit a medical certificate to the relevant academic department within three working days.

**Q: Where does one find test dates?**

**A:** In the relevant study guide, on clickUP, or at the academic department.

### About examinations

The final module mark is calculated as a combination of the examination mark and the semester/year mark. Information on the calculation is provided in the study guide.

**Q: What percentage is required for a distinction in a module?**

**A:** A final module mark of 75%+.

**Q: What percentage constitutes a fail?**

**A:** A final module mark of less than 50%.

**Q: What is perusal?**

**A:** Students can view marked examination papers, suggested solutions and the marking plan at a specific venue. The dates for perusal are usually provided in the examination question paper.

**Q: How does one obtain access to a student's final results?**

**A:** If you are a registered student, you can view and print your academic record, which indicates the subjects you have done with the symbols obtained for each subject on the UP Portal.

**Q: If a student did not write an exam, what should he or she do?**

**A:** In the case of illness, a medical certificate must be submitted to the Faculty's Student Administration office no later than three working days after the module should have been written. In the case of the death of a close relative, a death certificate must be submitted. In all other instances, a student must pay the aegrotat examination fee and submit an affidavit to the Faculty's Student Administration office.

Visit the Faculty of Economic and Management Sciences' webpage at [www.up.ac.za/ems](http://www.up.ac.za/ems) for more information about the Faculty's regulations.

For more information, please contact:

**The Client Service Centre of the University of Pretoria**

**Tel** 012 420 3111

**Email** [ssc@up.ac.za](mailto:ssc@up.ac.za)

**The Faculty of Economic and Management Sciences Student Administration**

**Tel** 012 420 3347 / 3329

**Email** [ems@up.ac.za](mailto:ems@up.ac.za)

**Student Affairs of the University of Pretoria**

**Tel** 012 420 2371 / 6555



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