

FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

CHANCELLOR'S EXAMINATION ADMISSION RULES FOR UNDERGRADUATE DEGREES

General Academic Regulation G12 stipulates:

5.1 A student requiring no more than the equivalent of four semester modules to complete his or her qualification (diploma, certificate or degree), may be admitted to the Chancellor's exam.

5.3 A student only qualifies for a Chancellor's exam if they sat for the prescribed examination in the final (preceding) year of study. Faculties may relax this requirement in terms of their faculty regulations, provided such relaxation is applicable to only one module.

All undergraduate BCom and BAdmin degrees:

If a student

- failed four semester modules; or
- failed two year modules; or
- failed one semester or one year module after writing the exam and did not obtain admission to the exam in one other semester or year module but achieved a semester or year mark of at least 35%; or
- needs only one year module or one semester module, did not obtain exam entrance but achieved a semester or year mark of at least 25%.

Students are allowed to write Chancellor's exams in all modules if they comply with one of the stipulations listed above.

NOTE

An application to write a Chancellor's exam is only approved if the student sat for the exams in the academic year immediately preceding the special exams in January or as stated above.

Extra modules or modules for non-degree purposes are not included in the Chancellor's exam concession and permission to write these modules will not be granted.

If any module was deregistered, none of the above concessions will apply.

Note:

The above applies to undergraduate degrees only.

The amended Special Examination Regulations will be effective as from 1 November 2022. The timetable will also be available from 1 November 2022.

Procedure to apply – this process takes place in two steps:

Step 1

How to download the application form on the homepage of the University <https://www.up.ac.za>

- Click on the '**Students**' link;
- Click "Undergraduate" link";
- Download list - select Forms / Request to change information;
- Download/Print the form 'Application for Admission to Chancellor's Examinations';
- Complete, sign and scan as a PDF document

Step 2

Go to your Student Services Portal, Click on Service request

- Click on Create New Request;
- Click on Enrolment related and click on Next;
- Select Chancellor's Exam Application and click on Next;
- Select relevant faculty and click on Next; and
- Upload PDF document from Step 1.

Enter information pertaining to your application and specify the modules