

UNIVERSITY OF PRETORIA

GENERAL ACADEMIC REGULATIONS

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GENERAL ACADEMIC REGULATIONS

The General Academic Regulations are academic in nature and differ from the General Student Rules. The General Academic Regulations apply to all faculties of the University of Pretoria.

SECTION A: INTRODUCTION AND GENERAL PROVISIONS

A1 Status and interpretation of the General Academic Regulations

1. The General Academic Regulations of the University of Pretoria (UP), which form part of the Institutional Rules of the University, are approved by Senate and submitted to Council for noting. Council is empowered by section 68(2) of the Higher Education Act 101 of 1997, as amended, to delegate a number of its powers and duties to other internal structures, including Senate and Senate committees. All such delegations that existed before the amendment of these General Academic Regulations and are compatible with these Regulations, remain in place until Council withdraws or amends them.
2. The General Academic Regulations for qualifications offered by the University are based on the statutory requirements imposed by the Higher Education Act, the Higher Education Qualifications Sub-Framework (HEQSF), the Institutional Statute of the University of Pretoria, and the provisions of the Joint Statutes¹ that remain in effect. The regulations apply to all Senate-approved academic programmes that lead to formal qualifications listed in the Programme and Qualification Mix (PQM) of the University.
3. The General Academic Regulations are subject and subordinate to the Constitution of the Republic of South Africa of 1996; all statutory and common law, in particular the Higher Education Act; all other regulations, plans and policies related to higher education in South Africa; and the University Statute.
4. The revised HEQSF applies to all higher education institutions and comprises the following qualification types:
Undergraduate: Higher Certificate, Advanced Certificate, Diploma, Advanced Diploma and Bachelor's degree.
Postgraduate: Postgraduate Diploma, Bachelor Honours degree, Master's degree, Professional Master's degree, Doctoral degree and Professional doctorate.
The HEQSF also accommodates a number of qualifications that owing to, amongst others, their specific vocational or professional training requirements, constitute exceptions to the framework. These include the Bachelor of Education (BEd), the Postgraduate Certificate in Education (PGCE), the Master's degrees in Health Sciences (MMed), the Professional Bachelor's degrees in the Health Sciences (MBChB, BChD and BVSc), etc.
5. The General Academic Regulations apply to all faculties and registered students of the University, as well as all prospective students who have accepted an offer of a place at the University (to the extent applicable). By signing and submitting the prescribed application and registration forms, either on paper or electronically, the applicant or registered student (as the case may be) agrees to be bound by the applicable regulations, rules, policies and resolutions of the University until the registration of the student expires through graduation, or is terminated.

¹ Provisions 16, 17 and 18 of the Joint Statutes relate to admission to the bachelor's and honours degrees, minimum periods of attendance, recognition of modules and certificates of conduct for transferring students. These provisions, as well as the stipulations of the Higher Education Act and the HEQSF, are referred to as "statutory requirements" in the General Academic Regulations.

6. In addition to the General Academic Regulations, there are specific regulations for each faculty and programme. Faculty regulations are supplementary to the General Academic Regulations. Approved faculty-specific regulations do not constitute discrepancies. In cases where there is material conflict, the General Academic Regulations will take precedence, and the relevant faculty regulations will be amended as soon as possible in order to be aligned with the General Academic Regulations.
7. UP policy documents and guidelines must be read in conjunction with the General Academic Regulations, where applicable. In cases where there is conflict, the General Academic Regulations will take precedence, and the relevant UP policy or guidelines shall be amended as soon as possible in order to be aligned with the General Academic Regulations.
8. On registering for a programme, the student bears the responsibility of ensuring that he/she is familiar with the General Academic Regulations applicable to his or her registration, as well as the relevant faculty-specific and programme-specific regulations. Ignorance concerning these regulations will not be accepted as an excuse for any transgression, *or* as a basis for an exception to any of the aforementioned regulations.
9. The General Academic Regulations and the faculty yearbooks are available online. Copies of the General Academic Regulations and relevant yearbooks will be distributed to first-time entering students and must be safeguarded. The regulations and yearbooks of the year of enrolment serve as the regulations applicable to the student and the relevant programme, and remain applicable for the period of study for the particular programme. (See G5.3 and G5.4 for additional information in this regard.)
10. The regulations contained in this document are as approved on the date of publication. However, the regulations are subject to change and may be amended by Senate after the publication of this information.

A2 Faculty regulations

1. Every faculty board makes proposals to Senate for the adoption of faculty regulations with regard to the requirements for qualifications and programmes that are part of the Programme and Qualification Mix (PQM) of the University, and are offered by the relevant faculty.
2. Faculty regulations may contain provisions that are necessary to accommodate programme-specific requirements and faculty-specific procedures and structures.
3. Faculty boards may set requirements for qualifications and programmes that are more onerous than the requirements specified in the General Academic Regulations, but may not set less rigorous requirements than those imposed by the General Academic Regulations.
4. The regulations contained in the faculty yearbook applicable to the curriculum of a programme in the year of a student's enrolment in such programme, will be the prevailing faculty regulations for the duration of such student's enrolment in the particular programme. Any curriculum changes during enrolment for the programme are dealt with by means of transitional measures. (See G5.3 and G5.4 for additional information in this regard.)
5. The minimum and maximum duration of study for a qualification, the composition of the curricula of programmes, and the credit structure of programmes leading to a qualification, are set out in the faculty regulations.

A3 Application, selection and admission

1. Faculties determine minimum admission requirements for each programme that are approved by Senate on an annual basis.
2. The University reserves the right to set selection criteria for selection programmes in addition to minimum admission requirements, and apply such criteria to admit or refuse admission to specific qualifications and programmes, taking into consideration the University's targets in respect of the total number of students, its profile (which includes equity targets), and the capacity available within the University to offer the qualifications and programmes concerned. For non-selection programmes, qualifying candidates are admitted on a first-come-first-served basis.
3. Owing to limited places and supervision available, not all undergraduate and/or postgraduate applicants who meet the minimum admission requirements of a particular programme are guaranteed admission.
4. Prospective students apply to the University in accordance with the admission procedures of the faculty concerned and the general requirements set by the University, which are available on the UP website. No application for admission will be accepted unless the applicant complies with both the general admission requirements and faculty-specific requirements.
5. Final admission to register for undergraduate programmes is based on the National Senior Certificate (NSC), Independent Examination Board (IEB) or other recognised school-leaving examination results (as certified by Umalusi). Provisional admission is based on students' Grade 11 or equivalent results.
6. International applicants wishing to register for undergraduate or postgraduate programmes at the University will be required to demonstrate equivalence with the relevant admission requirements, with certification of equivalence by SAQA or USAf where required, and admission is subject to the conditions set out in the Immigration Act 13 of 2002. The webpage of the International Cooperation Division (ICD) on the UP website contains all information required by prospective international students.
7. The allocation of a number for identification purposes to an applicant who meets the minimum admission requirements does not constitute a right to be admitted to the University as a student.

A4 Recognition of prior learning (RPL)

1. The University may, on the grounds of its policy on the recognition of prior learning (RPL), and subject to Senate-approved oversight mechanisms, admit a student who does not comply with the formal minimum admission requirements for a specific programme if the student is able to prove that he or she has through other means reached an equivalent educational status. Status of this nature is usually programme-specific and may have conditions attached.
2. As is provided for in section 68B of the Higher Education Act, a degree, diploma or certificate can only be conferred or awarded by the University if a student has completed the work and has attained the standard of proficiency (determined through assessment) as required by the Senate of the University. Degrees, diplomas or certificates cannot be conferred or awarded based on RPL. (See G55 for more information in this regard.)

A5 Credit-bearing short courses

A registered UP student who has completed an externally moderated short course presented by Enterprises UP, may obtain credit for an equivalent degree module or modules forming part of a formal programme at the University, subject to the following: The University and Enterprises UP must reach an agreement on the modules that will qualify, the academic programmes at UP to which it will apply, the short-course curriculum to be followed, as well as the assessment criteria and process to be used.

A6 Registration and student status

1. Registration involves a contractual agreement that is annually entered into by the University and the individual in accordance with the regulations of the University and grants student status to such a person. By virtue of such registration, the student subjects himself or herself to the University's institutional rules.²
2. In order to continue with studies at the University, a returning student who has been admitted must register annually, either by means of a paper-based or an electronic registration process, for the learning components that are prescribed for the specific study year, in accordance with these General Academic Regulations as well as the faculty regulations applicable to the qualification, programme and module(s) concerned.
3. A student is personally responsible for ensuring compliance with all the programme and module registration requirements, as well as the timely completion and submission of any formal documents that may be required for registration.
4. The University does not grant registration with retroactive effect.
5. The University reserves the right to refuse or cancel the registration of a student where he or she provides false, incorrect or incomplete information or documentation (regardless of whether this is done intentionally or unintentionally), or where any other condition provided for in these General Academic Regulations is not satisfied.

A7 Language

The language of teaching, learning, assessment and academic administration is determined by the University's Language Policy as approved by Senate and Council.

A8 Progression requirements

1. In order to ensure that a student completes the programme for which he or she is registered within the maximum duration allowed for the programme, and subject to faculty regulations, a student must obtain at least 60% (in the case of three-year programmes) or 66% (in the case of programmes of four to six years' duration) of the total credits that is required for the programme up to the year level for which the student is registered.
2. A student who fails to comply with the progression requirements provided for above does not automatically qualify to continue study in the programme concerned.

² In accordance with Clause 58 of the Statute of the University of Pretoria. Institutional rules refer to all the rules and regulations, including policies, charters, terms of reference etc, academic or otherwise, that give effect to the Statute of the University.

A9 Maximum credit load

An undergraduate student is normally registered for a credit load of no more than 120 credits in any given academic year, except where higher credit loads have been approved by Senate. The dean, in order to enable the student to meet the progression requirements for continuation of study, or to meet the requirements for the completion of the programme for which the student is registered, may allow such a student to register for a credit load not exceeding 150 credits, except where higher credit loads have been approved by Senate.

A10 Dispute resolution

All issues, concerns and complaints related to academic matters are dealt with in accordance with the University's Escalation Policy and the accompanying Guidelines for students for the escalation of matters, which is available on the UP web.

A11 Leave of absence

1. If it is not possible for a registered student at the University of Pretoria to continue with his or her studies/research in a specific year, but he/she intends to continue in the subsequent year, the student must apply in writing to the dean of the relevant faculty for leave of absence. This application must include the following: full name; student number; address; reasons for and period of leave of absence, for example the whole year, first semester (January to June) or second semester (July to December); name of supervisor (where applicable); and the student's intentions for the period after his or her leave of absence.
2. A leave of absence is not granted for more than one year. Approval for a leave of absence in excess of one year will only be granted in circumstances that are regarded as exceptional. Outstanding fees must be paid in full upon the student's return from his or her leave of absence.
3. Students who are granted leave of absence do not have access to classes, the libraries or any other UP facility for the duration of the leave of absence. Where leave of absence has been granted, all modules for the period for which results have not been entered, will be removed from the student's record. For postgraduate dissertations and theses, students are liable for re-registration fees for the year for which leave of absence was granted.
4. A student who has engaged in behaviour that violates regulations, rules or policies of the University, and/or is the subject of a disciplinary enquiry in terms of the University's Disciplinary Code: Students, and/or the disciplinary code of his or her residence, will as a rule not be granted a leave of absence.

A12 Readmission after interruption of studies

1. Where a student's studies are interrupted for a year (except where a leave of absence was granted), or longer, such student must apply for re-admission.
2. Irrespective of the number of modules passed or failed during years of study before readmission, previous years of study, whether at the University or at any other university, contribute to the maximum duration of study for that programme. In respect of a student who has changed study programmes on one or more previous occasions, for whatever reason, the duration of a student's studies during his or her enrolment in any such previous programme(s) will be taken into consideration when assessing a student's continued registration as a University student in circumstances that the student's academic performance/progress is unsatisfactory.

A13 Conducting examinations and tests on Saturdays and in the evenings

Owing to its extensive test and examination programmes, the University is compelled to conduct some tests and examinations on Saturdays and in the evenings. It is therefore not practicable to comply with requests for special tests and examinations to replace those scheduled on Saturdays and in the evenings.

A14 Religious convictions and examinations, tests etc.

1. The University calendar accommodates public holidays as proclaimed by Government, and only religious holidays that correspond to these public holidays are provided for. However, the University operates as a secular institution and no one religion or belief system is favoured above the other. When students request to be absent from any examination, test, class, practical module or other academic commitment, including a test or examination scheduled on a Saturday, due to religious convictions, they must approach their faculty's student administration at least two weeks prior to the relevant date with a written request to be excused from such academic obligations. This request must be supported by a letter from the relevant church, congregation or religious leader that confirms that the student is an active member of that church, congregation or religious group, and the particular date needs to be approved based on the tenets of that religion.
2. The dean will consider the possibility of allowing the student(s) to sit for an alternative examination, test, class, practical module. This alternative examination will be the only opportunity for the student to write such examination etc.

A15 Confidentiality of personal information

The University recognises that a student's personal information (including academic results) belongs to the student and not to his or her parents or guardians. In compliance with the law applicable to the protection and access to personal information, there will be no disclosure of marks or student information, or discussion of a student's performance, with parents or third parties without the prior consent of the student.

A16 Updating of student information

A registered student must ensure that all relevant changes to personal details are updated on the student portal for the purposes of official communication by the University with the student. Official correspondence with students will be addressed to the postal addresses, email addresses and cell phone numbers supplied during registration, or as updated on the student portal.

A17 Students with disabilities

1. Students with disabilities are provided for in accordance with the Policy on students with disabilities. Where practicable, methods of teaching and assessment must be modified to take account of the challenges experienced by students with disabilities. Any modification of programmes requirements or assessment methods will be discussed and agreed on by the relevant faculty, the Disability Unit and the student. Students who wish to submit an application for special assessment conditions based on the grounds of a disability, must do so in accordance with the prescribed procedure.
2. The confidential nature of information regarding a disability will be honoured at all times. The information will only be made known with students' written consent or, where applicable, that of their parents or guardians.

A18 Academic misconduct

1. Academic misconduct refers to any action aimed at gaining or attempting to gain an unfair academic advantage in a formal University assessment, or any activity that could undermine the integrity of academic programmes and research. Academic misconduct includes, but is not limited to plagiarism; research misconduct (including the manipulation of research data, processes and material); failure to comply with formal examination or assessment instructions; the possession of unauthorised material during an examination, etc. All research must be conducted in accordance with the University's Code of ethics for scholarly activities, which is available on the UP web. Academic misconduct is dealt with in terms of the Disciplinary code for students that is set out in the *General Student Rules* and is also available on the UP web.
2. If found guilty of academic misconduct or non-compliance with these regulations, a student could, among other disciplinary measures, forfeit his or her credits for a module and/or be suspended from the University for a period that could range from one year to permanent suspension. Such student's record will be blocked for the period of suspension and he or she will not be entitled to a certificate of good conduct from the University during this period. Students should also take note that, if found guilty of academic misconduct, it may negatively influence their admission to other universities and/or registration with professional bodies.

A19 Plagiarism

Plagiarism is a form of academic misconduct or dishonesty. It is dealt with in terms of the Plagiarism prevention policy and guidelines, as well as the Disciplinary code for students that is available on the UP web.

A20 Certificate of good conduct

1. A student who was registered at any other higher education institution, must upon application for admission to UP, submit a certificate of good conduct and an academic transcript issued by that institution, which indicates that he/she is a person in good standing with the institution.
2. Regardless of what is stated on the certificate of conduct, a student is obliged to disclose any adverse information related to academic or disciplinary matters. Should a student fail to disclose this information, UP reserves the right to cancel the relevant student's admission or registration.

A21 Medical certificates

1. Only medical certificates issued by persons and practitioners registered with the Health Professions Council of South Africa Or the Allied Health Professions Council of South Africa will be accepted.
2. Medical certificates must contain the practice number, address, contact details and signature of the particular practitioner who issued the certificate. The certificate must clearly identify the student and must reflect that a consultation took place and/or that the student was examined on a specific date. The certificate must furthermore indicate the specific days during which the student is unfit to participate in academic activities.
3. A medical certificate will not be accepted if it merely states that the student appeared ill or declared himself or herself unfit.

A22 Affidavits

In the event that there are other valid reasons, apart from illness, for absence from an assessment opportunity (tests and examinations etc.), an affidavit will not be accepted unless it is accompanied by the relevant substantiating documentation.

A23 Conferral/Award of qualifications

No qualification will be awarded unless a student has met all the statutory requirements, as well as the University and faculty-specific requirements for the relevant programme.

A24 Qualifications awarded posthumously

Senate may, on recommendation by a dean, award a degree (with the exception of an honorary degree), diploma or certificate posthumously if the student complied with all the requirements of the qualification concerned before passing away.

A25 Revocation of qualifications

Council, in consultation with Senate and after compliance with the prescripts of the Higher Education Act, may withdraw and revoke any qualification (degree, diploma or certificate) that was awarded, if it is found to have been awarded on the basis of a material error on the part of the University (which revocation must take place within two years of the conferment of such qualification), or as a result of a fraudulent or dishonest act in connection with the obtaining of the relevant degree, diploma or certificate. (See paragraphs 50(4)-(7) of the Statute of the University of Pretoria.)

A26 Bursaries

1. Full information on the various forms of student funding that are available can be accessed on the UP web.
2. In the event that a student, for whatever reason, loses his or her bursary or access to funding, the University is not obliged to provide funding to such student to cover tuition fees, accommodation fees and other related expenses.

A27 General discretion

The Registrar, or the Executive member responsible for Enrolment and Student Administration, or the Director responsible for Enrolment and Student Administration, has the discretion to consider and make an administrative decision on any matter not dealt with expressly in these Regulations, or when extraordinary circumstances so demand in order to prevent undue hardship, or to facilitate a fair administrative outcome.

A28 Transitional arrangements

These General Academic Regulations come into effect on 1 January 2022. Transitional arrangements (approved by Senate and published on the UP web) will be made in respect of academic programmes, where required.

SECTION B: BACHELOR'S DEGREES, CERTIFICATES AND DIPLOMAS (G1–G15)

- GB1 Scope: These General Academic Regulations apply to undergraduate degrees, diplomas and certificates.
- GB2 Types: There are two types of bachelor's degrees, namely general (NQF-level 7, minimum total credits of 360) and professionally-oriented bachelor's degrees (NQF-level 8, minimum total credits of 480). The general bachelor's degree emphasises general principles and theory as preparation for entry into general employment or for a postgraduate programme. The professional bachelor's degree prepares students for professional training, postgraduate studies or professional practice in a wide range of disciplines.
- GB3 Articulation: A bachelor's degree is the minimum entry requirement for admission to an honours degree or a postgraduate diploma. A professional bachelor's degree may also meet the minimum requirement for admission to an appropriate master's programme.

G1 Admission

General note: Compliance with the minimum requirements set out below will not guarantee admission to a bachelor's (undergraduate) degree at the University. Applicants must refer to the applicable faculty admissions regulations for a particular programme.

1. In order to register for a first bachelor's degree at the University, a candidate should:
 - 1.1 have completed the National Senior Certificate (NSC) or an equivalent qualification, and have met the minimum requirements for admission to bachelor's degree study. Students who have completed any other qualification as recognised by Universities South Africa (USAf), should be in possession of and submit proof of an applicable USAf certificate. The final results must be uploaded on the Student Portal. The University, however, reserves the right to request the submission of the original NSC or the certificate of the equivalent qualification, if required; and
 - 1.2 comply with the particular requirements prescribed in the UP Admissions Policy and in the faculty admissions regulations of the respective faculties, for admission to a particular programme.
2. Admission requirements for candidates with a National Senior Certificate (NSC)
 - 2.1 The minimum statutory requirement to obtain university entrance is a National Senior Certificate (NSC) certified by Umalusi with an achievement rating of **4** (50 to 59%) in **four** recognised 20-credit NSC subjects. Please note that Life Orientation is a 10-credit subject.
 - 2.2 In order to gain access to a faculty and specific programmes, prospective students require the appropriate combinations of recognised NSC subjects, as well as certain levels of achievement in the said subjects. A summary of the faculty specific requirements, i.e. the admission point score (APS) per programme, as well as the specific subjects required per programme and their required level of achievement, is available on the UP web under Undergraduate Programme Information.
 - 2.3 Provisional admission is based on the results obtained in the final Grade 11 examination.
 - 2.4 Confirmation of admission is based on the final NSC (or equivalent qualification) results.

- 2.5 Alternative admission channels: Candidates with an APS lower than required, or without a required subject such as Mathematics, may be considered for admission to a faculty if they meet the additional assessment criteria specified by the University from time to time. However, preference will be given to students who comply with the set admission requirements of the University.
3. A candidate may also be considered for admission, provided that the candidate:
 - 3.1 is in possession of a certificate deemed by Universities South Africa (USAf) to be equivalent to any of the certificates mentioned in G1.1; or
 - 3.2 is a graduate from another higher education institution or has been granted the status of a graduate of such an institution; or
 - 3.3 takes and passes an admissions examination prescribed by the University from time to time.
4. Senate may limit the number of students who are allowed to register for a programme in accordance with a faculty's undergraduate admissions regulations, which are determined by the relevant faculty's admissions committee and approved by Senate.
5. A candidate who, at the time of application, is a registered student at another higher education institution for an undergraduate programme, or was registered at another higher education institution in previous years and did not complete the undergraduate programme he or she was enrolled for, is treated as a transferring student.
 - 5.1 Any transferring student must comply with the Institutional Admissions Policy of the University.
 - 5.2 In addition, the student must comply with the faculty admissions regulations as a first-year student for the particular academic programme he or she is applying for, and will further be considered for admission based on his or her full academic record, certificate of conduct, available places and any additional requirements approved by the relevant faculty board and/or Senate.
 - 5.3 Failure by the student to declare his or her status as that of transferee, will render the application and admission invalid.
6. A candidate who, at the time of applying, is a registered student at the University of Pretoria and wishes to transfer to another undergraduate programme at the University:
 - 6.1 must comply with all the faculty admissions regulations as a first-year student for the particular academic programme he or she is applying for;
 - 6.2 will further be considered for admission based on his or her full academic record, available places and any additional requirements approved by the relevant faculty board and/or Senate; and
 - 6.3 must formally apply for admission and will be considered for admission, subject to the requirements mentioned in G1.6.1 and G1.6.2 above and the approval of the two deans involved; or
 - 6.4 alternatively, students can be transferred to another degree in their current faculty, provided they meet the set of transfer regulations prescribed by the faculty.

7. A student who complies with all the requirements as stipulated above, and who has been invited by official UP representatives to participate in any sport or cultural activities on behalf of the University, and who did not apply in time, may be considered for admission subject to the availability of places in the relevant programme and approval by the Director: Department of Enrolment and Student Administration.
8. The decision of a faculty or departmental admissions committee is final.
9. The admission of students with disabilities takes place in accordance with the Policy on students with disabilities. (See Section A17 for more information in this regard.)
10. The admission of international students takes place in accordance with the Institutional Admissions Policy. (See Section A3.6 for more information in this regard.)

G2 Registration

1. A student registers at the University at the time and in the manner determined by Council from time to time. By virtue of such registration, the student subjects himself or herself to the University's Institutional Rules.
2. Registration takes place in accordance with the regulations applicable to the particular programme for which the student registers, and on condition that compliance with the requirements of that programme is the student's responsibility. At the beginning of an academic year, a student registers for all the modules he or she intends taking in that particular year (whether these are first-semester, second-semester or year modules).
3. A student may register for a module only if the official class timetable allows the student to attend all the classes and if there are no test or examination timetable clashes.
4. A student is not permitted to register for a module after the first two weeks of lectures in that quarter or semester have passed, with the exception of cases that have been approved by the Registrar, or the Executive Director or Director responsible for Enrolment and Student Administration, or a duly authorised University official.
5. Closing dates for amendments to or cancellation of modules (year, semester and quarter modules) are published annually in the University's calendar and will be four weeks after the commencement of lectures. If the change or cancellation is done before or on the relevant closing dates, the module will not appear on the student's academic record. Any module cancelled after the closing date will be reflected on the student's full academic record.
6. Registration for a module that is taken for non-degree or non-diploma purposes may take place only with the approval of the dean.
7. After registration, a student is obliged to pay the fees due on or before the date stipulated in the Senate-approved University calendar. A student who cancels his or her registration after the stipulated date, is not entitled to any refund and remains liable for the full tuition fee. The University will levy an administration fee in the case of the deregistration of modules.
8. In the case of the Gordon Institute of Business Science (GIBS), the faculty timetable and regulations will apply.

G3 Renewal of registration

1. Students are registered for one year of study, or for a shorter period as determined in general or in specific cases by Senate. After a year or a period of study has expired, students who

wish to continue their studies at the University must renew their registration and pay such fees for renewal of registration as are prescribed by Council from time to time.

2. In order to register for the next year of study, and subject to specific faculty regulations:
 - 2.1 A student must pass at least 60% of the official credits listed for a year-level of study for a three-year programme. In the case of a programme with a minimum completion time of four to six years, the student must obtain at least 66% of the official credits listed for each year-level of study. A student will be deemed to be in the second, third or a more senior year once he or she enrolls for any module in any of these levels of study.
 - 2.2 A student must be able to complete the programme for which he or she is re-registering, within the prescribed minimum period (years = N) plus one year (N+1).
 - 2.3 Distance education students, students following fully online programmes and students following extended programmes must pass at least the equivalent of two semester modules. However, in these instances faculties may prescribe higher requirements for progress.
 - 2.4 Distance education students, students following fully online programmes and students following extended programmes must comply with the minimum period stipulated in the relevant faculty yearbook.
3. A student who does not comply with the requirements set out in G3.2 is automatically excluded from further registration. Such student may appeal the exclusion in accordance with the procedure as set out in G4.1 below.
4. Regulation G3.2 also applies to transferring students, which includes both internal transfers and external transfers, i.e. from other higher education institutions. Students must note that previous years of study will form part of the total number of years of study towards the achievement of a first bachelor's degree).
5. In the case of GIBS, the faculty timetable and regulations will apply.

G4 Exclusion, dismissal, deregistration of modules and leave of absence

1. Exclusion and dismissal
 - 1.1 A student's programme registration, or registration for a module, may be cancelled by the faculty during an academic year if the student fails to comply with the minimum requirements with regard to tests, examinations or any other work as set out in the faculty yearbook.
 - 1.2 A student whose registration has been cancelled due to failure to comply with the requirements set out in G3.2, may appeal the exclusion by submitting the required documentation by the set deadline. Appeals are considered by the relevant faculty's appeals committee, following which the student may either be readmitted to or dismissed from the programme. Where readmission is granted, the appeals committee may set certain conditions. Should the faculty appeals committee not approve the student's application for readmission, the student may request a review of the faculty's decision by the Senate Review Committee on Readmission. The decision of the Senate Review Committee is final.

2. Deregistration of modules

In the event that a student registers for second-semester modules at the beginning of a year of study, and it becomes evident at the end of the first semester that he or she no longer complies with the prerequisites of the second-semester modules, the registration of such second-semester modules will be cancelled and the student's account will be credited accordingly. It is the student's responsibility to ensure that all affected modules have been cancelled at the beginning of the second semester.

3. Leave of absence

3.1 If it is not possible for a registered student at the University of Pretoria to continue with his or her studies in a specific year, but he or she intends to continue in the subsequent year, the student may apply for a leave of absence.

3.2 A leave of absence is granted by the dean of the relevant faculty, and is not granted for more than one year.

3.3 Where a leave of absence has been granted to a student, all modules for the period for which results have not been entered, will be removed from the student's record. (See Section A11 for more information in this regard.)

G5 Application of amended programme regulations

1. A student must complete a programme in accordance with the regulations that were applicable when he or she first registered for a specific field of study or specialisation.

2. If the programme regulations (i.e. curriculum) are amended, a student who started the programme under the old regulations and who has not interrupted his or her study, may complete such programme in accordance with the old regulations. However, when programme regulations are amended, the faculty may formulate special transitional arrangements in order to enable students to complete the relevant programme in accordance with the new regulations.

3. If a student interrupts his or her studies, or changes to another field of study or specialisation, the regulations for the year in which studies are resumed, or in which the new field of study or specialisation is taken, will apply.

4. If a student failed a year of study, or did not progress as required, and is subsequently readmitted, the new programme regulations will apply.

G6 Concurrent registration for two fields of study

1. Subject to other stipulations in the relevant faculty regulations, an academically exceptional student may concurrently enrol for a second undergraduate programme with the permission of the dean(s) involved. These approvals must be submitted to Senate for noting.

2. Concurrent registration will not be considered during the first year of study.

3. With the permission of the relevant dean(s), a student may register concurrently for a degree, diploma or certificate and another degree, diploma or certificate presented at undergraduate level either at the University (i.e. internally), or another higher education institution (i.e. externally). This concession is subject to the regulations applicable to the programmes and to any other stipulations the relevant faculty or faculties may prescribe.

4. The application for concurrent registration will be strictly based on academic merit and will include compliance with the admissions regulations, assessment of academic achievement and the duration of studies, as well as the ability of the student to finance additional studies. Such a concession may be withdrawn by the relevant dean(s) if the student does not perform satisfactorily.
5. If a student fails to obtain the required permission for concurrent registration in another undergraduate programme and nonetheless proceeds to register for the other programme, such student will be automatically deregistered from the second programme. Any credits accumulated will be regarded as for non-degree purposes.
6. In the instance of concurrent external registration at another higher education institution, permission must be obtained from both deans and the concurrent registration status must be declared. If a student fails to obtain permission for concurrent registration at another higher education institution and nonetheless proceeds to register for the other programme, the other institution will be notified, and immediate deregistration will be requested. Should the student fail to deregister at the other institution, he or she will be deregistered at UP.

G7 Minimum study periods and requirements for bachelor's degrees

1. A bachelor's degree is conferred on a student only if he or she complies with the statutory requirements related to the minimum period of study and the regulations of the University pertaining to the degree.
2. A bachelor's degree is conferred on a student when he or she has complied with the following requirements relating to minimum periods of study:
 - 2.1 The period of the student's attendance must be at least equivalent to the full period that is prescribed for the programme.
 - 2.2 The student, subject to differently worded requirements approved by Senate on the grounds of previously approved accredited programmes, has attended, *at this University*, the modules required by the University:
 - (a) for a programme for which the period of attendance is three academic years, at least two academic years – on condition that the student must have attended at least half the modules prescribed for that programme, as a registered student for that programme;
 - (b) for a programme for which the period of attendance is four academic years, the student must have attended at least the modules of the final two academic years;
 - (c) for a programme for which the period of attendance is five academic years, the student must have attended at least the modules of the final three academic years;
 - (d) for a programme for which the period of attendance is five and a half academic years, the student must have attended at least the modules of the final three academic years;
 - (e) for a bachelor's degree for which the period of attendance is six academic years, the student must have attended at least the modules of the final three academic years.

G8 Recognition of modules passed at the University

1. In accordance with statutory requirements, modules may be recognised for degree purposes only if the date of the student's National Senior Certificate, certified by Umalusi, as specified

in G1.1, becomes effective before 2 April of the academic year in which such a module was completed.

2. If a student wishes to continue his or her study after an interruption, the relevant faculty's admissions committee may require either that such a student must repeat certain modules, or that supplementary work in certain modules must be done with a view to the continuation of his or her studies.
3. Subject to faculty regulations, core and elective modules completed more than five years previously will not be recognised and such modules will have to be repeated.
4. Periods of attendance at and credits for modules which a student obtained at the University and which did not form part of the requirements for a degree already conferred on a student, may be accepted by the faculty's admissions committee for a bachelor's programme. The student must also comply with the stipulations in G8.1 and G7.2.1.
5. Periods of attendance at and credits for modules which a student acquired at the University and which formed part of the requirements for a degree already conferred on the student, may be accepted by the relevant faculty's admissions committee for a degree in another faculty, or for a second bachelor's degree in the same faculty, provided that no more than 50% of the credits may be recognised and, furthermore, that the student complies with the stipulations in G7.2.2.

G9 Recognition of modules passed at other higher education institutions and the admission of such students

1. A student who was registered at another higher education institution, must, on application for admission to this University, submit a certificate of good conduct from that institution in accordance with the statutory requirement in this regard, as well as a comprehensive official academic record from the institution concerned and any other documents that may be required by the relevant faculty's admissions committee.
2. A faculty's admissions committee may accept periods of attendance as a registered National Senior Certificate (NSC) student at any other higher education institution approved by Senate for this purpose, as part of the student's attendance record for a bachelor's degree, subject to the relevant statutory requirements, which determine that at least half (50%) of the required modules for the programme in question are attended and passed at this University. Subject to the stipulations of G9.3, the admissions committee, furthermore, may accept certificates of competence in any module issued by another higher education institution, and may recognise such modules by means of exemption from class attendance and the examination. However, a certificate of competence can be accepted only with regard to a module that forms part of an approved degree, diploma or certificate programme at the other higher education institution, and on condition that the student complies with the stipulations in G8.1. The head of the relevant department may prescribe additional requirements if a student wishes to continue with subsequent modules in the subject in question.
3. If there is overlap between the content of the programme for which the student wishes to enrol or is enrolled and a degree already conferred by another higher education institution, the dean may acknowledge up to 25% of appropriate modules that form part of the degree already conferred, as recommended by the head of department.

G10 Requirements for admission to examinations, promotion to a subsequent year of study or in a module as well as attendance modules

1. Satisfactory attendance, preparation and payment of tuition fees

- 1.1 A student is permitted to enter an examination or to be promoted in a module only if the lecturer for that module, in consultation with the head of department, certifies that the student has prepared himself or herself satisfactorily by due academic performance in his or her work.
- 1.2 A student's final marks may be withheld if his or her tuition fees are outstanding. However, the student will be advised if he or she has qualified for a supplementary or special examination and will be given an opportunity to peruse the examination script.
- 1.3 A student may be refused admission to the examination, or promotion to a subsequent year of study, or promotion in a module, if he or she fails to fulfil the applicable attendance requirements.
- 1.4 Subject to faculty regulations, in cases where a sub-minimum mark is required for progress to a subsequent level in a module, a student who qualifies for a supplementary examination may be allowed to progress to the next level of a module even if he or she fails the supplementary examination. In such cases, the better mark of the examination or supplementary examination will be taken into account in order to allow a student to progress to the next level of the module (the so-called "best fail"). However, the academic record must reflect the original supplementary mark.

2. Admission to examination

Subject to faculty regulations, a year, semester or quarter mark of at least 40% is required for admission to the examination in all undergraduate modules at the University where year, semester and quarter marks apply.

3. Promotion in a module for progression to the subsequent year of study

- 3.1 Students who have reached the required standard in a module may be promoted, in accordance with faculty regulations, to the next semester or level in a module without writing the prescribed examination. A student receives credit for promoted modules only if study in those modules is concluded by successfully completing a prescribed examination in that module at the exit/final level.
- 3.2 Subject to faculty regulations, a student reaches the required standard in a module as intended in G10.3.1 if he or she has obtained a year, semester or quarter mark of at least 65% in the particular module.
- 3.3 Students who have been promoted in a module at another higher education institution will be treated in the same way as UP students, i.e. G10.3.1 and G10.3.2 will apply.

4. Attendance modules

Subject to faculty regulations, a student receives credit for an attendance module if he or she has complied with the requirements for the module and has obtained a year, semester or quarter mark of at least 50%.

G11 Year, semester and quarter marks and repeating of modules

1. Year, semester and quarter marks

- 1.1 The composition of year, semester and quarter marks are set out in the Policy on examinations and related matters, as well as the faculty regulations. The calculation of marks may differ from module to module, although a degree of uniformity is desirable.
- 1.2 At the beginning of an academic year or a semester, the module coordinator informs the students about the formula for the calculation of the year, semester and quarter marks in the relevant modules. The calculation of module marks must be included in the study guide, which is made available at the commencement of a module. Students are responsible for familiarising themselves with the way in which marks are calculated in a specific module.

2. Repeating of modules

- 2.1 A student who fails a module must repeat the module in the next academic year, unless the module is presented during the Summer or Winter School.
- 2.2 Modules may only be repeated twice. The dean, based on the student's academic record, may exercise a discretion to allow the student a third opportunity to repeat a module.

G12 Assessment

1. Examinations, tests and other academic assignments

- 1.1 Assessment refers to examinations, tests and other academic assignments, such as essays etc. and assessment regulations are determined by the relevant faculty board.
- 1.2 An examination and tests in a module may take various forms. The form of the examination and tests must be set out in the study guide for a module. Essays are prepared in accordance with the faculty regulations.
- 1.3 In the case of formal tests for quarter, semester or year modules, a special test may be granted under certain circumstances. The provisions applicable to special examinations also apply to special tests.
- 1.4 In the case of examinations, a special examination, a supplementary examination or a Chancellor's examination may be granted, depending on the circumstances.
- 1.5 Any deviation from the examination or test regulations must be supported by the appropriate documentation, which must be entered on the student record for audit purposes.

2. Pass requirements

- 2.1 In order to pass a module, a student must obtain a final mark of at least 50%, which comprises a combination of the examination mark and the year, semester or quarter mark, as set out in the relevant study guide.
- 2.2 Each faculty, by way of the faculty regulations, must determine the weight that is allocated to the year, semester or quarter mark and the examination mark in the calculation of the final mark of the student. The calculation of marks may differ from

module to module. This information is available in the relevant study guide and students are responsible for familiarising themselves with the way in which marks are calculated in a specific module.

- 2.3 A student passes a module with distinction if he or she obtains a final mark of at least 75%.

3. Supplementary examinations

- 3.1 Subject to faculty regulations, a student is admitted to a supplementary examination in a module, in cases where:

- (a) a final mark of between 40% and 49% has been obtained; or
- (b) a final mark of at least 50% has been obtained, but the required subminimum in the examination has not been obtained.

- 3.2 If the module, in which a final mark of between 40% and 49% has been obtained, is a module at 100 level, a supplementary examination must be granted.

- 3.3 A student must obtain a final mark of at least 50% in order to pass a supplementary examination. The quarter, semester or year mark is not taken into account and the supplementary mark is the final mark.

- 3.4 The highest final mark that may be awarded to a student in a supplementary examination is 50%.

- 3.5 Additional supplementary examinations are not available for students who are unable to write the examination at the times scheduled. This also applies to students who are permitted to write a special examination or test in the supplementary timeslot for religious reasons.

- 3.6 In instances where students are unable to write the examination and supplementary examination as a consequence of a serious medical condition or an accident, such a student must apply for a special dispensation, with the support of the dean, to the Registrar, who will make a final decision.

- 3.7 Supplementary examinations cover the same subject matter as was the case for the examinations.

4. Special examinations

- 4.1 A student who is prevented from writing the standard examination due to illness or other qualifying circumstances, may be granted permission by the dean to write a special examination in the particular module(s).

- 4.2 An application to write a special examination, accompanied by supporting documentation in the form of a medical certificate issued by a registered medical practitioner in the case of illness (see Section A21 for more information on medical certificates), or appropriate supporting documents in the case of other qualifying circumstances (see Section A22 for more information on affidavits), accompanied by a letter of motivation, must be submitted to the dean in the prescribed manner, within three days of the date of the particular examination that was not written. If an application could not be submitted on time, a late application supported by the required documentation and a valid reason or motivation for the late application must be submitted to the dean for consideration.

4.3 The date for a special examination is determined by the lecturer, in consultation with the head of the relevant department, if it cannot take place on the scheduled examination or supplementary examination dates. The examination must be conducted as soon as possible after the qualifying circumstances or illness have/has ceased to exist.

5. Chancellor's examinations

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 examination.

5.2 If, subject to faculty regulations, there is an indication at the end of an academic year that a student qualifies for a Chancellor's examination in no more than the equivalent of four semester modules, and that such student can complete his or her qualification if he or she is successful, the faculty may require such student to write a Chancellor's examination or examinations. If the student declines the offer, this may be taken into consideration with regard to further residence accommodation and financial support by the University.

5.3 A student only qualifies for a Chancellor's examination if he or she 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 semester module.

5.4 In the case of a student who passes a module on the basis of the Chancellor's examination, the result of the Chancellor's examination does not replace the failed mark of such module on a student's academic record and it is recorded as an additional mark.

5.5 In order to qualify for the next graduation opportunity, the results of the Chancellor's examination must be submitted to the relevant faculty's head of student administration by the closing dates announced for the Autumn and the Spring graduation ceremonies, respectively.

6. General

6.1 Further examinations

If a student has presented him- or herself for an examination, such student may not apply for a further examination on the basis of the following:

- (a) any undisclosed illness at the time of the examination, which may have impacted on his or her ability to prepare for, or performance in, the examination; or
- (b) the presence of undisclosed special circumstances at the time of the examination, which may have impacted on his or her ability to prepare for or performance in the examination.

6.2 Costs associated with examinations

- (a) Where applicable, any costs related to the conducting of an examination (for example, if it is written at an embassy, etc.), or a supplementary or special examination, or a Chancellor's examination, may be recovered from the student.

- (b) The full costs will be recovered from any student who requires to write an examination away from the relevant campus, and the costs will be shared if there are multiple students involved. Payment must be made in advance.

6.3 Adjustment of marks

No automatic adjustment of final individual marks from 38% and 39% to 40%, or from 48% and 49% to 50%, or from 73% and 74% to 75%, for the purposes of obtaining access to a supplementary examination, or a pass mark, or a distinction may occur.

6.4 Changing of marks

Once finalised, no person may change a mark for any module without the approval of the dean or the faculty examinations committee. The reason for the decision must be recorded in full for audit purposes.

6.5 Summer and Winter Schools

Where applicable, Summer and Winter Schools provide undergraduate students who have failed an examination, with a further opportunity to complete the module in a specific academic year. The mark obtained does not replace the failed mark of such module on a student's academic record and it is recorded as an additional mark.

G13 Examiners

1. Examinations in a module involve the following:
 - 1.1 The internal examiner, who is the lecturer(s) presenting a particular module.
 - 1.2 The internal moderator, who is a qualified, competent and experienced academic employee of the University who is not involved with the instruction of that component of the module that is examined.
 - 1.3 In the case of a final-year module, the independent external examiner, who is a qualified, competent and experienced academic who is neither an employee of the University nor has any relationship with the University that may compromise his or her independent judgement.
2. The lecturer (internal examiner) is responsible for the drafting of the examination paper and memorandum for a particular module.
3. The internal moderator ensures that the questions that have been set in the examination paper are suitable, appropriate and relevant, and also determines the standard of the answers and the quality of the evaluation by means of examining a sample of the answer scripts.
4. An examination in a final-year module (first- and second-semester modules) at undergraduate level must be reviewed by one or more internal examiner(s) of such module, as well as an external examiner. In these instances, the external examiner performs the same functions as the internal moderator. Should this be impracticable as a result of the death, resignation, illness, or absence for any other reason, or any other inability of the lecturer, the dean of the faculty, in consultation with the head of department, will make alternative arrangements.
5. In the case of GIBS, the faculty regulations will apply.

G14 Perusal and re-marking of examination scripts

1. Perusal

- 1.1 In the interest of transparency and accountability, students have the right to verify their results and the marking framework should be made available to them for perusal. Perusal applies to all examinations, i.e. standard, supplementary, special and Chancellors' examinations. The allocation of marks is not debated with lecturers, although marking errors are corrected, where applicable.
- 1.2 The purpose of perusal is twofold: first, feedback serves as a learning opportunity and provides guidance to students on where and how they need to focus their attention in relation to their learning, and secondly, it allows for making an informed decision on whether to apply for a remark or not.
- 1.3 The head of department determines the manner in which feedback is provided, although it must be ensured that feedback to students is given prior to the commencement of supplementary examinations and at least one full working day before the supplementary examination in the particular module takes place.
- 1.4 In the case of distance-education students and students studying fully online, the dean may make other arrangements to provide feedback to students.

2. Remarking

- 2.1 Students have the right to apply for the remarking of examination scripts after perusal of such scripts.
- 2.2 Subject to faculty regulations, the application for a remark must be done within 14 calendar days after the commencement of the lectures of the ensuing semester, and after payment of the prescribed fee.
- 2.3 The examiner will be appointed by the head of the relevant department.
- 2.4 The mark awarded after remarking of an examination answer script will be regarded as the final result of the examination even though it could be lower than the original mark.
- 2.5 In cases where a supplementary, special or Chancellor's examination answer script is remarked, the mark awarded will be regarded as the final mark even though it could be lower than the original mark. The highest final mark that may be awarded to a student for a remarked supplementary examination is 50%.
- 2.6 Should the re-marking of a standard examination, supplementary, special or Chancellor's answer script result in a pass mark, the student may be refunded the appropriate amount. In all other cases, the fee is forfeited to the University.
- 2.7 Students are obliged to write the supplementary examination, should they qualify for it, pending the outcome of the requested remark. Students will not be entitled to an additional supplementary examination by virtue of marks awarded to them as a result of remarking.

3. Tests

The provisions regarding perusal and remarking are also applicable to formal year, semester and quarterly tests in modules.

G15 Compliance with qualification requirements and privileges, and qualification with distinction

1. A qualification (degree, diploma or certificate) will be conferred on a student only if the student has complied with all the requirements for the particular qualification and has reached the level of competence prescribed for each module that is required for the qualification.
2. No-one is entitled to any privileges pertaining to a qualification before such qualification has been conferred on him or her at a graduation ceremony. In respect of professional registrations, faculties may issue confirmation letters to the relevant professional bodies prior to the graduation ceremonies.
3. Qualification with distinction

Except where faculty regulations stipulate additional requirements, a qualification is awarded with distinction if a student meets the following requirements:

- 3.1 obtained a weighted average of at least 75% (not rounded), based on the minimum number of modules prescribed for the qualification in question; and
- 3.2 completed the qualification in the minimum period; and
- 3.3 did not fail or repeat any module during an additional examination. The result of a discontinuation of a module(s) will not be taken into account when calculating a qualification with distinction.

SECTION C: HONOURS DEGREES AND POSTGRADUATE DIPLOMAS (G16–G29)

- GC1 Scope: These General Academic Regulations, with the necessary changes, also apply to postgraduate diplomas.
- GC2 Level: The honours degree and the postgraduate diploma are postgraduate specialisation qualifications at NQF-level 8 of at least 120 credits that prepare students for research-based postgraduate study.
- GC3 Articulation: An honours degree and a postgraduate diploma both constitute the minimum entry requirement for admission to an appropriate master's degree.

G16 Admission

1. Compliance with the minimum requirements set out below will not guarantee admission to an honours degree at the University. In addition to institutional requirements, programme-specific admission requirements are determined by the relevant faculty board, approved by Senate and contained in the relevant faculty yearbook. Furthermore, specific admission criteria may be applied as the University only has a limited number of places available.
2. A candidate is admitted to an honours programme only if he or she is in possession of an appropriate bachelor's degree, or an appropriate advanced diploma, subject to G16.3.
3. Admission is subject to the stipulations of G1.3 and G55, which determine that a candidate may be considered for admission to an honours programme if he or she is a graduate from another higher education institution or has been granted the status of a graduate of such an institution; or, if he or she, by means of the recognition of prior learning (RPL), is deemed to have reached a standard of competence that is considered by Senate to be adequate for the purposes of admission as a student for an honours degree or a postgraduate diploma (Senate Discretionary Admission).
4. A candidate may be refused admission to an honours degree by the head of department if he or she does not comply with the level of competence required in the subject discipline as determined by the department. A candidate who fails to comply with the level of competence required, may be admitted if additional study assignments, as set out in the admissions criteria, are completed and/or examinations are written.
5. An applicant who has been refused admission to an honours degree may submit an appeal against the decision to the relevant dean.

G17 Registration

1. A student registers for an honours degree at the University at the time and in the manner determined by Council from time to time, subject to confirmation that they have met the minimum admission requirements and have been selected. By virtue of such registration, the student subjects himself or herself to the University's Institutional Rules.
2. Registration takes place in accordance with the regulations applicable to the particular honours programme for which the student registers, and on condition that compliance with the requirements of that programme is the student's responsibility. At the beginning of an academic year, a student registers for all the modules he or she intends taking in that particular year (whether these are first-semester, second-semester or year modules).
3. A student is not permitted to register for a module after the first two weeks of lectures in that semester have passed, with the exception of cases that have been approved by the

Registrar, or the Executive Director or Director responsible for Enrolment and Student Administration, or a duly authorised University official.

4. Closing dates for amendments to or cancellation of modules (year and semester modules) are published annually in the University's calendar, and will be four weeks after the commencement of lectures. If the change or cancellation is done before or on the relevant closing dates, the module will not appear on the student's academic record. Any module cancelled after the closing dates will be reflected on the student's full academic record.
5. Registration for a module that is taken for non-degree or non-diploma purposes may take place only with the written approval of the dean.
6. After registration, a student is obliged to pay the fees due on or before the date stipulated in the Senate-approved University calendar. A student who cancels his or her registration after the stipulated date, is not entitled to any refund and remains liable for the full tuition fee. The University will levy an administration fee in the case of deregistration of modules.
7. In the case of GIBS, the faculty timetable and regulations will apply.

G18 Renewal of registration

1. The duration of an honours degree is one year. Under exceptional circumstances, an extension of one year may be approved by the relevant dean.
 - 1.1 A full-time student who is registered for an honours degree must complete his or her study within one year of registering for the degree.
 - 1.2 Distance-education students who are registered for an honours degree must complete their studies within two years of first registering for the degree.
2. Students who, with the permission of the dean, continue their studies at the University after a year or period of study has expired, must renew their registration and pay such fees for renewal of registration as are prescribed by Council from time to time.
3. A student may not enrol for the same module in the honours degree more than once, unless the dean has approved a second enrolment based on an application supported by a valid reason or motivation.

G19 Exclusion, dismissal, deregistration of modules and leave of absence

1. Exclusion and dismissal
 - 1.1 A student's programme registration, or registration for a module, may be cancelled by the faculty during an academic year if the student fails to comply with the minimum requirements with regard to tests, examinations or any other work as set out in the faculty yearbook.
 - 1.2 A student whose registration has been cancelled, may appeal the exclusion by submitting the required documentation by the set deadline. Appeals are considered by the relevant faculty's appeals committee, following which the student can either be readmitted or the cancellation may be upheld. Should the application to be readmitted be declined by the faculty's appeals committee, the student may request a review of the faculty's decision by the Senate Review Committee on Readmission. The decision of the Senate Review Committee is final.

2. Deregistration of modules

In the event that a student registers for second-semester modules at the beginning of a year of study, and it becomes evident at the end of the first semester that he or she no longer complies with the prerequisites of the second-semester modules, the registration of such second-semester modules will be cancelled and the student's account will be credited accordingly. It is the student's responsibility to ensure that all affected modules have been cancelled at the beginning of the second semester.

3. Leave of absence

3.1 If it is not possible for a registered student at the University of Pretoria to continue with his or her honours studies in a specific year, but he or she intends to continue in the subsequent year, the student may apply for a leave of absence.

3.2 A leave of absence is granted by the dean of the relevant faculty, and is not granted for more than one year.

3.3 Where a leave of absence has been granted to a student, all modules for the period for which results have not been entered, will be removed from the student's record. (See Section A11 for more information in this regard.)

G20 Application of amended programme regulations

1. A student must complete a programme in accordance with the regulations, which were applicable when he or she first registered for the programme.

2. If the programme regulations (i.e. the curriculum) are amended, a student who started the programme under the old regulations and who has not interrupted his or her study, may complete such programme in accordance with the old regulations. However, when programme regulations are amended, the faculty may formulate special transitional arrangements in order to enable students to complete the relevant programme in accordance with the new regulations.

3. If a student interrupts his or her studies, or changes to another field of study or specialisation, the regulations of the year in which studies are resumed, or in which the new field of study or specialisation is taken, will apply.

4. If a student failed a year of study, or did not progress as required, and is subsequently readmitted, the new programme regulations will apply.

G21 Concurrent registration for two fields of study

1. Concurrent registration for two postgraduate programmes is not allowed, except in the case of exceptional academic achievement, and then only with the permission of the dean(s) involved. These approvals must be submitted to Senate for noting.

2. In cases where professional bodies require it, concurrent registration for two programmes is permitted.

3. The application for concurrent registration will be strictly based on academic merit and will include compliance with the admissions regulations, assessment of academic achievement and the duration of studies, as well as the ability of the student to finance additional studies. Such a concession may be withdrawn by the relevant dean(s) if the student does not perform satisfactorily.

4. If a student fails to obtain the required permission for concurrent registration in another programme and nonetheless proceeds to register for the other programme, such student will be automatically deregistered from the second programme. Any credits accumulated will be regarded as for non-degree purposes. In the event that a student registers at another higher education institution without the required permission, he or she must deregister from the programme offered at the second institution, failing which such student will be deregistered from the UP programme.

G22 Minimum study periods

1. An honours degree is conferred on a student only if he or she complies with the statutory requirements related to the minimum period of study and the regulations of the University pertaining to the degree.
2. Therefore, the student must have been registered for the honours programme for one academic year after obtaining the bachelor's degree or advanced diploma that gave access to the honours programme, and must have obtained all the credits for such undergraduate programme.
3. Where an honours degree is followed concurrently with a bachelor's degree, one academic year in addition to the minimum period prescribed for the bachelor's degree in question is permitted. In cases of exceptional merit, Senate may shorten the minimum period of attendance.

G23 Recognition of modules

1. A dean may recognise, on recommendation of the head of department, modules passed at another higher education institution or at the University in a department other than that in which the honours study is undertaken for the honours programme, provided that in accordance with the relevant statutory requirements, at least half (50%) of the required modules for the programme in question are attended and passed at this University.
2. If there is overlap between the content of the programme for which the student wishes to enrol or is enrolled in and a degree already conferred, the dean may acknowledge up to 25% of appropriate modules that form part of the degree already conferred, as recommended by the head of department.
3. If a student wishes to continue his or her studies after an interruption, the relevant faculty's admissions committee, on the recommendation of the head of department, may require that such student repeats certain modules, or that supplementary work in certain modules be done with a view to the continuation of his or her studies.
4. Any module completed more than five years previously will not be recognised and such module will have to be repeated.

G24 Requirements for admission to examinations

1. Satisfactory attendance, preparation and payment of tuition fees
 - 1.1 A student is permitted to enter an examination in a module only if the lecturer for that module, in consultation with the head of department, certifies that the student has prepared himself or herself satisfactorily by due academic performance in his or her work and has fulfilled the attendance requirements, where required.

- 1.2 A student's final marks may be withheld if his or her tuition fees are outstanding. However, the student will be advised if he or she has qualified for a supplementary or special examination, and will be given an opportunity to peruse the examination script.

2. Admission to examination

Subject to faculty regulations, a year mark or semester mark of at least 40% is required for admission to the examination in all honours modules at the University where year and semester marks apply.

G25 Year and semester marks

1. Year and semester marks

- 1.1 Each faculty must indicate in the faculty regulations the way in which year and semester marks are compiled. The calculation of marks may differ from module to module, although a degree of uniformity is desirable.

- 1.2 At the beginning of an academic year or a semester, the module coordinator informs the students about the formula for the calculation of the year or semester marks in the relevant modules. The calculation of module marks must be included in the study guide, which is made available at the commencement of a module. Students are responsible for familiarising themselves with the way in which marks are calculated in a specific module.

2. Repeating of modules

A student may only enrol for a module for a second time with the written approval of the dean, based on an application supported by a valid reason or motivation.

G26 Assessment

1. The assessment of honours-level modules takes place in accordance with faculty-specific regulations as determined by the relevant faculty board and contained in the relevant faculty yearbook and study guides. This includes the consideration and granting of supplementary and special assessment opportunities for such modules. Faculty regulations regarding assessment are determined with due consideration of these General Academic Regulations as well as the Policy on Examinations and Related Matters that are approved by Senate.

2. Format

- 2.1 The format of the assessment of modules comprising an honours programme is approved by the faculty board and published in the relevant study guide.

- 2.2 Where a written examination forms part of the assessment, the dates must be published in the formal examinations timetable of the University, provided that these examinations coincide with the formal University examinations.

- 2.3 Where the assessment is conducted in another format, the arrangements in this regard will be made and communicated by the relevant head of department.

- 2.4 In the case of examinations, a supplementary examination or special examination may be granted depending on the circumstances. In the case of year and semester tests, a special test may be granted under certain circumstances. The provisions

applicable to special examinations also apply to special tests. The research component of the honours degree does not qualify for an additional assessment opportunity.

3. Pass requirements

- 3.1 In order to pass a module, a student must obtain a final mark of at least 50%, which comprises a combination of the examination mark and the year or semester mark, as set out in the relevant study guide.
- 3.2 Each faculty, by way of the faculty regulations, must determine the weight that is allocated to the year or semester mark and the examination mark in the calculation of the final mark of the student, where applicable. The calculation of marks may differ from module to module. This information is available in the relevant study guide and students are responsible for familiarising themselves with the way in which marks are calculated in a specific module.
- 3.3 A student passes a module with distinction if he or she obtains a final mark of at least 75%.

4. Supplementary examinations

Supplementary examinations are normally not granted at honours level. In cases where faculties make provision for supplementary examinations, the following general regulations apply:

- 4.1 Subject to faculty regulations, a student is admitted to a supplementary examination in a module, in cases where:
 - (a) a final mark of between 40% and 49% has been obtained; or
 - (b) a final mark of at least 50% has been obtained, but the required subminimum in the examination has not been obtained.
- 4.2 A student must obtain a final mark of at least 50% in order to pass a supplementary examination. The semester or year mark is not taken into account and the supplementary mark is the final mark.
- 4.3 The highest final mark that may be awarded to a student in a supplementary examination is 50%.
- 4.4 Additional supplementary examinations are not available for students who are unable to write the examination at the times scheduled. This also applies to students who are permitted to write a special examination or test in the supplementary timeslot for religious reasons.
- 4.5 In instances where students are unable to write the examination and supplementary examination as a consequence of a serious medical condition or an accident, such a student must apply for a special dispensation, with the support of the dean, to the Registrar, who will make a final decision.
- 4.6 Supplementary examinations cover the same subject matter as was covered in the examinations.

5. Special examinations

- 5.1 A student who is prevented from writing the standard examination due to illness or other qualifying circumstances, may be granted permission by the dean to write a special examination in the particular module(s).
- 5.2 An application to write a special examination, accompanied by supporting documentation in the form of a medical certificate issued by a registered medical practitioner in the case of illness (see Section A21 for more information on medical certificates), or appropriate supporting documents in the case of other qualifying circumstances (see Section A22 for more information on affidavits), accompanied by a letter of motivation, must be submitted to the dean in the prescribed manner, within three days of the date of the particular examination that was not written. If an application could not be submitted on time, a late application supported by the required documentation and a valid reason or motivation must be submitted to the dean for consideration.
- 5.3 The date for a special examination is determined by the lecturer, in consultation with the head of the relevant department, if it cannot take place on the scheduled examination or supplementary examination dates. The examination must be conducted as soon as possible after the qualifying circumstances or illness have/has ceased to exist.

6. General

6.1 Further examinations

If a student has presented him- or herself for an examination, such student may not apply for a further examination on the basis of the following:

- (a) any undisclosed illness at the time of the examination, which may have impacted on his or her ability to prepare or performance in the examination; or
- (b) the presence of undisclosed special circumstances at the time of the examination, which may have impacted on his or her ability to prepare for, or performance in, the examination.

6.2 Costs associated with examinations

- (a) Where applicable, any costs related to conducting of an examination (for example, if it is written at an embassy, etc.), or a supplementary or special examination, may be recovered from the student.
- (b) The full costs will be recovered from any student who requires to write an examination away from the relevant campus, and the costs will be shared if there are multiple students involved. Payment must be made in advance.

6.3 Adjustment of marks

No automatic adjustment of final individual marks from 38% and 39% to 40%, or from 48% and 49% to 50%, or from 73% and 74% to 75%, for the purposes of obtaining access to a supplementary examination, or a pass mark, or a distinction may occur.

6.4 Changing of marks

Once finalised, no person may change a mark for any module without the approval of the dean or the faculty examinations committee. The reason for the decision must be recorded in full for audit purposes.

7. Research component and ethics approval

All honours degree programmes must contain a research component of at least 30 credits. Research undertaken as part of an honours programme and, where applicable, a postgraduate diploma, is conducted in accordance with the University's Code of ethics for scholarly activities, which is available on the UP web, as well as the relevant faculty regulations. To this end, all research proposals must be submitted for ethics clearance/approval/exemption to the relevant faculty research and/or research ethics committee. These committees have the authority to consider, approve or reject research proposals within the guidelines of the general policy.

G27 Examiners

1. Subject to faculty regulations, examinations in an honours-level module involve the following:
 - 1.1 The internal examiner, who is the lecturer(s) presenting a particular module.
 - 1.2 The internal moderator, who is a qualified, competent and experienced academic employee of the University who is not involved with the instruction of that component of the module that is examined.
 - 1.3 The independent external examiner, who is a qualified, competent and experienced academic who is neither an employee of the University nor has any relationship with the University that may compromise his or her independent judgement.
2. The lecturer (internal examiner) is responsible for the drafting of the examination paper and memorandum for a particular module.
3. The internal moderator ensures that the questions that have been set in the examination paper are suitable, appropriate and relevant, and also determines the standard of the answers and the quality of the evaluation by means of examining a sample of the answer scripts.
4. Examinations in all honours modules must be reviewed by one or more internal examiner(s) of such a module, as well as an external examiner. In these instances, the external examiner performs the same functions as the internal moderator. Should this be impracticable as a result of the death, resignation, illness, or absence for any other reason, or any other inability of the lecturer, the dean of the faculty, in consultation with the head of department, will make alternative arrangements.
5. In the case of GIBS, the faculty regulations will apply.

G28 Perusal and re-marking of examination scripts

1. Perusal
 - 1.1 In the interests of transparency and accountability, students have the right to verify their results and the marking framework should be made available to them for perusal. Perusal applies to all examinations, i.e. standard, supplementary and special examinations. The allocation of marks is not debated with lecturers, although marking errors are corrected, where applicable.
 - 1.2 The purpose of perusal is twofold: first, feedback serves as a learning opportunity and provides guidance to students on where and how they need to focus their attention in

relation to their learning; and secondly, it allows for making an informed decision on whether to apply for a remark or not.

- 1.3 The head of department determines the manner in which feedback is provided, although it must be ensured that feedback to students is given prior to the commencement of supplementary examinations and at least one full working day before the supplementary examination before the supplementary examination in the particular module takes place.
- 1.4 In the case of distance education students, the dean may make other arrangements to provide feedback to students.

2. Remarking

- 2.1 Students have the right to apply for the remarking of examination scripts after perusal of such scripts.
- 2.2 Subject to faculty regulations, the application for a remark must be done within 14 calendar days after the commencement of the lectures of the ensuing semester, and after payment of the prescribed fee.
- 2.3 The examiner will be appointed by the head of department.
- 2.4 The mark awarded after remarking of an examination answer script will be regarded as the final result of the examination, even though it could be lower than the original mark.
- 2.5 In cases where a supplementary or special examination answer script is remarked, the mark awarded will be regarded as the final mark, even though it could be lower than the original mark. The highest final mark that may be awarded to a student for a remarked supplementary examination is 50%.
- 2.6 Should the re-marking of a standard examination, supplementary or special answer script result in a pass mark, the student may be refunded the appropriate amount. In all other cases, the fee is forfeited to the University.
- 2.7 Students are obliged to write the supplementary examination, should they qualify for it, pending the outcome of the requested remark. Students will not be entitled to an additional supplementary examination by virtue of marks awarded to them as a result of remarking.

3. Tests

The provisions regarding perusal and remarking are also applicable to formal semester tests in modules at honours and postgraduate diploma level.

4. In the case of GIBS, the faculty timetable and regulations will apply.

G29 Compliance with qualification requirements and privileges, and qualification with distinction

1. A qualification (honours degree, postgraduate diploma or postgraduate certificate) will be conferred on a student only if the student has complied with all the requirements for the particular qualification, and has reached the level of competence prescribed for each module that is required for the qualification.

2. No one is entitled to any privileges pertaining to an honours degree or postgraduate diploma before the qualification has been conferred on him or her at a graduation ceremony. In respect of professional registrations, faculties may issue confirmation letters to the relevant professional bodies prior to the graduation ceremonies.

3. Qualification with distinction

Except where faculty regulations stipulate additional requirements, an honours degree or postgraduate diploma is awarded with distinction if a student meets the following requirements:

- 3.1 obtained a weighted average of at least 75% (not rounded), based on the minimum number of modules prescribed for the qualification in question; and
- 3.2 completed the qualification in the minimum period; and
- 3.3 did not fail or repeat any module during an additional examination. The result of a discontinuation of a module(s) will not be taken into account when calculating a qualification with distinction.

SECTION D: MASTER'S DEGREES (G30–G41)

GD1 Joint master's degrees: Joint master's degrees are presented and awarded in accordance with the University of Pretoria's Policy on the offering of joint degrees at master's and doctoral level in collaboration with other higher education institutions. A joint master's degree is one degree offered by two or more higher education institutions together, for one study programme that has been jointly developed and implemented by the participating higher education institutions. Students who have completed the full programme obtain a degree awarded by any one of the participating institutions and participation of other institutions is acknowledged on the degree certificate by co-branding, and is recognised by the participating institutions.

GD2 Level: A master's degree is a postgraduate qualification of at least 180 credits at NQF-level 9. All variants of a master's degree must include a significant research component in the form of a research project.

GD3 Articulation: A master's degree constitutes the minimum entry requirement for admission to a related doctoral degree.

G30 Types of master's degrees

1. The Higher Education Qualifications Sub-Framework (HEQSF) distinguishes three types of master's degrees, namely:

1.1 A master's degree by dissertation: a single advanced research project, culminating in the production and acceptance of a dissertation or other forms of research such as a technical report, one or more creative performances or works, or a series of peer-reviewed articles or other research-equivalent outputs.

1.2 A master's degree by coursework and mini-dissertation: a coursework programme requiring a high level of theoretical engagement and intellectual independence, and in some cases demonstration of the ability to relate knowledge to a range of contexts for professional practice. It must contain a research project comprising at least 60 credits, culminating in the acceptance of a mini-dissertation or other forms of research such as technical reports, creative performances or works, or a series of peer-reviewed articles or other research-equivalent outputs.

1.3 A professional master's degree: the successful completion of a coursework programme requiring a high level of theoretical engagement and intellectual independence as well as demonstration of the ability to apply knowledge to the resolution of complex problems in appropriate areas of professional practice. In addition, a professional master's degree must include a research component that comprises at least 45 credits, consisting of either a single research or technical project such as a case study, or a series of smaller projects demonstrating innovation or professional expertise.

2. Whereas a general master's degree is aimed at educating and training researchers who can contribute to the development of knowledge at an advanced level, the professional master's degree is aimed at educating and training graduates for advanced and specialised professional employment with the ability to contribute to the development of knowledge at an advanced level.

3. All provisions relevant to master's degrees by coursework also apply to professional master's degrees.

G31 Admission

1. Compliance with the minimum requirements will not guarantee admission to a master's degree at the University. In addition to institutional requirements, programme-specific admission requirements are determined by the relevant faculty board, approved by Senate and included in the relevant faculty yearbook. Furthermore, specific admission criteria may be applied, as the University only has a limited number of places available. A candidate may also be refused admission to a master's degree, even if he or she meets the standard of competence in the discipline, if the relevant department lacks adequate supervision capacity.
2. A candidate is admitted to a master's programme only if he or she is in possession of an appropriate honours degree, or an equivalent qualification (such as a professional bachelor's degree or a postgraduate diploma) at NQF Level 8 in the same or a relevant field of study.
3. Admission is subject to the stipulations of G1.3 and G55, which determine that a candidate may be considered for admission to a master's programme if he or she is a graduate from another higher education institution or has been granted the status of a graduate of such an institution; or, if he or she, by means of the recognition of a prior learning (RPL), is deemed to have reached a level of competence that is considered by Senate to be adequate for the purposes of admission as a student for a master's degree (Senate Discretionary Admission).
4. A candidate may be refused admission to a master's degree by the head of department if he or she does not comply with the level of competence required in the subject discipline as determined by the department. A candidate who fails to comply with the level of competence required, may be admitted if additional study assignments, as set out in the admissions criteria, are completed and/or examinations are written.

G32 Registration, renewal of registration, termination of registration, leave of absence and application of amended programme regulations

1. Registration
 - 1.1 A student registers for a master's degree at the University at the time and in the manner determined by Council from time to time, subject to confirmation that they have met the minimum admission requirements and have been selected. By virtue of such registration, the student subjects himself or herself to the University's Institutional Rules.
 - 1.2 Registration takes place in accordance with the regulations applicable to the particular master's programme for which the student registers, and on condition that compliance with the requirements of that programme is the student's responsibility.
 - 1.3 Students of the University are registered for one year of study. Students who continue their studies at the University after a year has expired, must renew their registration. After registration, a student is obliged to pay the fees due on or before the date stipulated in the Senate-approved University calendar. A student who cancels his or her registration after the stipulated date, is not entitled to any refund and remains liable for the full tuition fee. The University has a right to levy an administration fee in the case of deregistration of modules, where applicable.
2. Renewal of registration
 - 2.1 Students enrolled for a master's degree must complete their studies within two years after first registering for the degree, except where faculty regulations stipulate otherwise in respect of programmes which require a longer period, such as certain professional master's programmes.

- 2.2 Renewal of registration after the two-year period is permitted only in exceptional circumstances in which case the dean, on recommendation of the head of department and the research and/or postgraduate committee of the faculty, may approve a limited fixed extension of this period in accordance with the relevant procedures.
 - 2.3 Subject to the approval of the dean, on the recommendation of the head of department, a student may not enrol for the same module in a coursework master's degree more than twice. Where a student is permitted to repeat a module, he or she must register for the failed module and pay the relevant fees for the module.
 - 2.4 A student who fails the research component of a coursework master's programme, or the dissertation in a research master's programme, cannot resubmit the same research project a second time for examination. The student, if he or she is allowed to register a second time, will be required to register a new topic.
3. Termination of registration
 - 3.1 If student's progress is unsatisfactory in terms of the faculty regulations approved by the faculty board, the research and/or postgraduate committee of the faculty may terminate the student's registration on the recommendation of the relevant head of department, based on a detailed report submitted by the supervisor(s) that is recorded on the graduate research management system.
 - 3.2 In the case of a coursework master's programme, the student's programme registration, or registration for a module, may be terminated by the faculty during an academic year if the student fails to comply with the minimum requirements with regard to tests, examinations or any other work as set out in the faculty yearbook. In cases where the failure to perform relates to the research component, the termination must be confirmed by the head of department or the research and/or postgraduate committee of the faculty.
 - 3.3 The student may lodge an appeal with the dean against the decision of the research and/or postgraduate committee to terminate his or her registration. The dean may refer the matter to the Senate Committee for Research and Postgraduate Education for review. The Senate Committee's decision is final.
 4. Leave of absence
 - 4.1 If it is not possible for a registered student at the University of Pretoria to continue with his or her master's studies in a specific year, but he or she intends to continue in the subsequent year, the student may apply for a leave of absence.
 - 4.2 A leave of absence is granted by the dean of the relevant faculty, and is not granted for more than one year.
 - 4.3 Where a leave of absence has been granted to a student, where applicable, all modules for the period for which results have not been entered, will be withdrawn from the student's record. (See Section A11 for more information in this regard.)
 5. Application of amended programme regulations
 - 5.1 A master's student must complete a programme in accordance with the regulations which were applicable when he or she first registered for the programme.

- 5.2 If the programme regulations (i.e. the curriculum) are amended, a student who has started the programme under the old regulations and who has not interrupted his or her study, may complete such programme in accordance with the old regulations. However, when programme regulations are amended, the faculty may formulate special transitional arrangements in order to enable students to complete the relevant programme in accordance with the new regulations.
- 5.3 If a student interrupts his or her studies, or changes to another field of study or specialisation, the regulations of the year in which studies are resumed, or in which the new field of study or specialisation is taken, will apply.

G33 Concurrent registration for two fields of study and duplication of master's degrees

1. Concurrent registration

- 1.1 Concurrent registration for two postgraduate programmes is not allowed except in the case of exceptional academic achievement and then only with the permission of the dean(s) involved. These approvals must be submitted to Senate for noting.
- 1.2 The application for concurrent registration will be strictly based on academic merit and will include compliance with the admissions regulations, assessment of academic achievement and the duration of studies, as well as the ability of the student to finance additional studies. Such a concession may be removed by the relevant dean(s) if the student does not perform satisfactorily.
- 1.3 In accordance with the statutory requirements, students may progress horizontally between qualifications if they meet the minimum requirements for admission to the target qualification. Therefore, students wishing to enrol for a master's degree concurrently with an honours degree, must have completed another honours degree or a postgraduate diploma.
- 1.4 If a student fails to obtain the required permission for concurrent registration in another programme and nevertheless proceeds to register for the other programme, such student will be automatically deregistered from the second programme. Any credits accumulated will be regarded as for non-degree purposes. In the event that a student registers at another higher education institution without the required permission, he or she must deregister from the programme offered at the second institution, failing which such student will be deregistered from the UP programme.

2. Duplication of master's degrees

- 2.1 The purpose of this provision is to avoid the awarding of multiple degrees for the same work undertaken, and to ensure that degrees with different purposes are not embedded within each other.
- 2.2 A duplicate master's degree is one at the same level and in the same field as a degree already awarded. Applicants are allowed to enrol for a second degree at master's level only if the second degree is in an unrelated topic. A coursework degree at master's level is not regarded as a duplicate of a research master's degree in the same field, and therefore applicants who hold a coursework master's degree may be admitted to a research master's degree and vice versa if there is no duplication in the subject matter involved.

G34 Minimum study periods and requirements for master's degrees

1. A master's degree is conferred on a student only if he or she complies with the statutory requirements related to the minimum period of study and the regulations of the University pertaining to the degree.
2. A master's degree is conferred on a student only if at least one year has expired after obtaining the qualifications required for master's study, provided that the student is registered for at least 12 months for a master's degree at this University. However, a shorter period may be approved by Senate.

G35 Recognition of modules

1. For a master's degree, a dean may recognise examinations passed at other universities or at this University in a department other than that in which the master's study is undertaken. This recognition is on condition that the mini-dissertation is prepared and examined in terms of these regulations and is completed under the guidance of a supervisor at this University and, on the further condition that at least 75% (three quarters) of the required modules for that degree, of which one must be the mini-dissertation, are attended and passed at this University.
2. If there is overlap between the content of the degree for which the student wishes to enrol or is enrolled, and a degree already conferred, the dean may acknowledge up to 25% of appropriate modules that form part of the degree already conferred, as recommended by the head of department.

G36 Requirements for admission to examinations (coursework master's programmes)

1. Satisfactory attendance, preparation and payment of tuition fees
 - 1.1 A student is permitted to enter an examination in a coursework master's module if he or she meets the requirements as set out in the faculty yearbook or study guide of the relevant module.
 - 1.2 A student is permitted to enter an examination in a coursework master's module only if the lecturer of that module, in consultation with the head of department, certifies that the student has prepared himself or herself satisfactorily by due performance in his or her work and has fulfilled the attendance requirements, where required.
 - 1.3 A student's final marks may be withheld if his or her tuition fees are outstanding. However, the student will be advised if he or she has qualified for a special examination, and will be given an opportunity to peruse the examination script.

2. Admission to examination

Subject to faculty regulations, a year mark or semester mark of at least 40% is required for admission to the examination in all coursework master's modules at the University where year and semester marks apply.

G37 Assessment of coursework modules

1. The assessment of coursework master's-level modules takes place in accordance with faculty-specific regulations as determined by the relevant faculty board and contained in the relevant yearbooks and study guides. This includes the consideration and granting of special assessment opportunities for such modules as well as the perusal and remarking of

examination scripts. Faculty regulations regarding assessment are determined with due consideration of these General Academic Regulations, as well as the Policy on examinations and related matters that are approved by Senate.

2. Format

- 2.1 The format of the assessment of modules comprising a coursework master's programme is approved by the faculty board and published in the relevant study guide.
- 2.2 Examinations may be conducted in written or oral format.
- 2.3 In the case of examinations, a supplementary examination or a special examination may be granted depending on the circumstances. In the case of semester tests, a special test may be granted under certain circumstances. The provisions applicable to special examinations also apply to special tests.

3. Pass requirements

- 3.1 In order to pass a master's coursework module, a student must obtain a final mark of at least 50%.
- 3.2 Each faculty, by way of the faculty regulations, must determine the weight that is allocated to the year or semester mark and the examination mark in the calculation of the final mark of the student, where applicable. The calculation of marks may differ from module to module. This information is available in the relevant study guide and students are responsible for familiarising themselves with the way in which marks are calculated in a specific module.
- 3.3 Subject to faculty regulations, a student passes a coursework module with distinction if he or she obtains a final mark of at least 75%.

4. Supplementary examinations

Supplementary examinations are normally not granted at master's level. In cases where faculties make provision for supplementary examinations, the following general regulations apply:

- 4.1 Subject to faculty regulations, a student is admitted to a supplementary examination in a module, in cases where:
 - (a) a final mark of between 40% and 49% has been obtained; or
 - (b) a final mark of at least 50% has been obtained, but the required subminimum in the examination has not been obtained.
- 4.2 A student must obtain a final mark of at least 50% in order to pass a supplementary examination. The semester or year mark is not taken into account and the supplementary mark is the final mark.
- 4.3 The highest final mark that may be awarded to a student in a supplementary examination is 50%.
- 4.4 Additional supplementary examinations are not available for students who are unable to write the examination at the times scheduled. This also applies to students who are permitted to write a special examination or test in the supplementary timeslot for religious reasons.

4.5 In instances where students are unable to write the examination and supplementary examination as a consequence of a serious medical condition or an accident, such a student must apply for a special dispensation, with the support of the dean, to the Registrar, who will make a final decision.

4.6 Supplementary examinations cover the same subject matter as was covered in the examinations.

5. Special examinations

5.1 A student who is prevented from writing the standard examination due to illness or other qualifying circumstances, may be granted permission by the dean to write a special examination in the particular module(s).

5.2 An application to write a special examination, accompanied by supporting documentation in the form of a medical certificate issued by a registered medical practitioner in the case of illness (see Section A21 for more information on medical certificates), or appropriate supporting documents in the case of other qualifying circumstances (see Section A22 for more information on affidavits), accompanied by a letter of motivation, must be submitted to the dean in the prescribed manner, within three days of the date of the particular examination that was not written. If an application could not be submitted on time, a late application supported by the required documentation and a valid reason or motivation for the late application must be submitted to the dean for consideration.

5.3 The date for a special examination is determined by the lecturer, in consultation with the head of the relevant department, if it cannot take place on the scheduled examination or supplementary examination dates. The examination must be conducted as soon as possible after the qualifying circumstances or illness have/has ceased to exist.

6. General

6.1 Further examinations

If a student has presented him- or herself for an examination, such student may not apply for a further examination on the basis of the following:

- (a) any undisclosed illness at the time of the examination, which may have impacted on his or her ability to prepare or performance in the examination; or
- (b) the presence of undisclosed special circumstances at the time of the examination, which may have impacted on his or her ability to prepare for, or performance in, the examination.

6.2 Costs associated with examinations

- (a) Where applicable, any costs related to conducting of an examination (for example, if it is written at an embassy, etc.), or a supplementary or special examination, may be recovered from the student.
- (b) The full costs will be recovered from any student who requires to write an examination away from the relevant campus and the costs will be shared if there are multiple students involved. Payment must be made in advance.

6.3 Adjustment of marks

No automatic adjustment of final individual marks from 48% and 49% to 50%, or from 73% and 74% to 75%, for the purposes of obtaining a pass mark or a distinction, may occur.

6.4 Changing of marks

Once finalised, no person may change a mark for any module without the approval of the faculty examinations committee. The reason for the decision must be recorded in full for audit purposes.

G38 Master's degree by coursework and mini-dissertation

1. A coursework master's degree, which includes a professional master's degree, is conferred on a student by virtue of the assessment of modules as prescribed by the relevant faculty regulations, as well as a mini-dissertation or other research-relevant output.
2. Mini-dissertations or other relevant forms of research are prepared and examined according to the instructions that are set out in the faculty regulations.
3. Joint master's degrees by coursework are dealt with in terms of the Policy on the offering of joint degrees at master's and doctoral level in collaboration with other institutions.

G39 Master's degree by dissertation

1. General

- 1.1 All approvals relating to the preparation and submission of dissertations for a research master's degree are given by the dean on the recommendation of the head of department and the supervisor. However, the dean may, at his or her own discretion, delegate such approvals to the head of department or to the chairperson of the research and/or postgraduate committee of the faculty.
- 1.2 In the event of any dispute related to postgraduate processes and procedures, the matter is to be referred to the dean.
- 1.3 Joint master's degrees by research are dealt with in terms of the Policy on the offering of joint degrees at master's and doctoral level in collaboration with other institutions.

2. Allocation of supervisors and co-supervisors

- 2.1 The head of department in which the master's student is registered must submit the name of a supervisor from within the faculty for a particular master's study candidate to the research and/or postgraduate committee of the faculty within one month after the candidate has registered.
- 2.2 A person who has been designated as a supervisor, must hold a qualification equivalent to, or higher than the qualification being pursued by the postgraduate student concerned, and have the appropriate stature and experience to supervise postgraduate students.
- 2.3 A person designated as the supervisor must be appointed to an academic position in the University. Should it be required due to capacity constraints, a suitable external supervisor and an internal co-supervisor may be appointed with the approval of the

research and/or postgraduate committee on the recommendation of the head of department.

- 2.4 On the retirement or resignation of a supervisor from the University's service, he or she may, with approval of the relevant head of department, still act as supervisor for the student for whom he or she was appointed as supervisor, in order to enable such a student to complete his or her dissertation. For this purpose and period, such a supervisor will be deemed to be an accredited lecturer of the University. This arrangement is allowed to continue for a two-year period. If, on the retirement or resignation of a supervisor from the University's service, he or she is no longer prepared to act as supervisor for a student for which he or she was appointed as supervisor, a new supervisor must be appointed by the head of department within two months after the retirement or resignation. In these instances, the supervisor who is unwilling to continue must notify the head of department at least two months before the date of termination of his or her services and must assist in finding an appropriate supervisor to take over, in addition to doing a detailed handover to the new supervisor. On the death of a supervisor, the head of department submits the names of possible supervisors to the research and/or postgraduate committee of the faculty for consideration and appointment.
- 2.5 In accordance with the Policy on Emeritus Professorships, an emeritus professor may act as a supervisor for a master's student.
- 2.6 A list of appointed supervisors must be submitted to the relevant faculty board annually for noting.

3. Agreement between student and supervisor

- 3.1 An agreement in writing must be concluded between the student and the supervisor. The document serves as the basis for the interaction between the student and the supervisor. It indicates their individual roles and responsibilities, as well as the expectations and timelines, and makes it clear that they are entering into a binding undertaking with each other.
- 3.2 It is the responsibility of the supervisor, the head of department and the research and/or postgraduate committee to monitor the progress of a candidate in regard to his or her signed agreement in accordance with the relevant faculty regulations.

4. Approval of topic and title

- 4.1 Applications for approval of a topic and title of a dissertation, as well as changes to titles, are submitted with the recommendation of the head of department to the research and/or postgraduate committee of the faculty for approval.
- 4.2 Approved titles and changes to the titles of dissertations are submitted to the faculty board and to Senate for noting.

5. Approval by research ethics committee

Research undertaken by a master's student is conducted in accordance with the University's Code of ethics for scholarly activities, which is available on the UP web, as well as the relevant faculty regulations. To this end, all research proposals must be submitted for ethics clearance/approval/exemption to the relevant faculty research and/or research ethics committee. Faculty research ethics committees have the authority to consider and approve or reject research proposals within the guidelines of the general policy.

6. Non-disclosure of contents of a study

- 6.1 Where part or all of the contents of the master's study must remain confidential, the supervisor will be required to submit an application in writing to the research and/or postgraduate committee, setting out the grounds for such a request and indicating the duration of the period of confidentiality.
- 6.2 The research and/or postgraduate committee considers the application and either approves it or refers it back to the supervisor.
- 6.3 The faculty must keep record of the decisions and the embargo, and the information must be shared with the Department of Library Services.

7. Preparation and submission of dissertation

- 7.1 The supervisor is responsible for advising the student with regard to the proper preparation of the dissertation.
- 7.2 A dissertation should be submitted with the written permission of the supervisor. Should the supervisor refuse to grant permission for submission, the candidate may request permission to submit from the research and/or postgraduate committee. The research and/or postgraduate committee may allow the dissertation to be submitted for examination or may turn down the request. Should the research and/or postgraduate committee turn down the request, the candidate may refer the matter to the dean who, in turn, may refer the matter, accompanied by reports from the candidate, the supervisor and the research and/or postgraduate committee of the faculty, to the Senate Committee for Research and Postgraduate Education for review. The Senate Committee will convene a subcommittee to consider such cases. The decision of the Senate Committee is final. Should the Senate Committee agree to the request of the candidate, the supervisor has the right to remove his or her name from the dissertation if he or she so wishes.
- 7.3 A dissertation is submitted to the Head: Student Administration of the faculty, before the closing date for the various graduation ceremonies as announced annually.
- 7.4 On submission of the dissertation, the candidate must also submit a written statement by the supervisor approving submission of the dissertation.
- 7.5 A candidate for the master's degree, on submission of the dissertation, must declare the following in writing: "I declare that the dissertation, which I hereby submit for the degree at the University of Pretoria, is my own work and has not previously been submitted by me for a degree at this or any other tertiary institution."
- 7.6 For examination purposes, a candidate must submit, in consultation with the supervisor (or co-supervisor where applicable), the dissertation in the format determined by the faculty and the examiner(s), which could include a soft-bound copy/copies, as well as an electronic copy, to the Head: Student Administration of the faculty.
- 7.7 The electronic copy of the dissertation must be submitted to the Head: Student Administration of the faculty for examination purposes in the format specified by the faculty and in accordance with the minimum specifications set by the Department of Library Services.

- (a) The web page containing the Research Guide that can be accessed via a link on the Postgraduate Banner on the UP homepage, provides postgraduate students with the necessary information, including on the format of dissertations.
- (b) The guidelines for submitting a dissertation are also available on the web page containing the Research Guide.

7.8 If a dissertation is accepted after evaluation as provided for in G39.12, but the student is required to make certain amendments in accordance with the examiners' decisions, the amendments should be made to the satisfaction of the supervisor or appropriate body, such as the research and/or postgraduate committee. A declaration to this effect must be submitted to the Head: Student Administration of the faculty by the closing dates announced for the Autumn and the Spring graduation ceremonies, respectively.

7.9 After the evaluation process (see G39.12) has been completed, a successful student must submit an electronic copy of the approved dissertation to the Head: Student Administration in the format specified by the faculty and in accordance with the minimum standards set by the Department of Library Services, by the closing dates announced for the Autumn and the Spring graduation ceremonies, respectively, failing which the degree will only be conferred during a subsequent series of graduation ceremonies.

8. Progress reports

8.1 The supervisor monitors the progress of master's candidates continuously by means of the graduate research management system.

8.2 Any re-registration is conditional on satisfactory progress in the first year, as confirmed by the research and/or postgraduate committee based on the report(s) submitted by the head of department, as provided by the supervisor. The head of department must record the approval on the graduate research management system.

8.3 The head of department must submit a consolidated written report on all master's degree candidates to the research and/or postgraduate committee of the faculty twice a year.

8.4 The research and/or postgraduate committee must submit a consolidated report on the progress of all master's candidates in a faculty annually to the faculty board for noting (under Section B), as well as to the Senate Committee for Research and Postgraduate Education, the Senate Executive and Senate for noting.

9. Intellectual property

9.1 All rights in respect of intellectual property that is produced by a student during his or her studies or as a result of any research project conducted at the University or through the use of the equipment of the University, vest in the University, in terms of the contract entered into by the student and/or his or her parents or guardians at registration. This stipulation applies, amongst others, where the student works under study guidance or as a member of a project team of the University. It also applies where the student does contract work for a third party as a member of a research team of the University. The University and the student may, however, agree in writing to another arrangement.

- 9.2 A student and the University may conclude an agreement regarding the publication of a research report, a mini- dissertation, a dissertation and/or any article. Should the copyright of the research report, mini-dissertation, dissertation and/or article be the only exploitable intellectual property that arises from such research report, mini-dissertation, dissertation and/or article, the University would normally transfer the copyright to the student, subject to certain conditions. A faculty may, in consultation with the Office of the Registrar, make arrangements that apply to that specific faculty.
- 9.3 All other arrangements and faculty-specific arrangements in respect of intellectual property must be reduced to writing and stored electronically by the faculty.
- 9.4 In the absence of any agreement, the University has the right to reproduce and/or publish, in any manner it may deem fit, the research report, mini-dissertation, dissertation and/or article, and to distribute such reproduction.
- 9.5 On publication of the research report, mini-dissertation, dissertation and/or article, or an adaptation thereof, it must be stated that it emanates from a master’s degree study at the University. The name of the supervisor and the department in which the study was completed, should also be acknowledged. Reprints should state the title and date of the original publication.
- 9.6 A student may not submit an article reflecting the content of the dissertation for publication without the permission of the supervisor or the head of department where applicable.
- 9.7 These provisions must be read in conjunction with the University’s Intellectual Property Law Policy: Personnel and Students, as amended from time to time.

10. Technical editing of the dissertation

Subject to exceptions that have to be approved in writing by the head of department, in consultation with the supervisor, the technical editing of a dissertation must comply with the following requirements:

10.1 Title page

The title page of the dissertation must contain the following:

The full title of the dissertation
 by
 Full name of the student
 Student number
 Full names of Supervisor and Co-supervisor
 Submitted in partial fulfilment of the requirements for the degree
 or
 Submitted in fulfilment of the requirements for the degree

 in the Faculty of, University of Pretoria
 Year and date of submission

10.2 Format and style

The format and style of the dissertation must comply with the requirements specified by the faculty.

10.3 Ethics statement

- (a) The dissertation should contain a statement by the student that he or she has complied with the University's Code of ethics for scholarly activities and has, in general, observed the principles of honesty, objectivity, the duty of care and fairness in giving credit and appropriate acknowledgement to the work of others.
- (b) The ethics statement, which should appear after the declaration and before the synopsis of the dissertation, must contain the following wording:

Ethics statement

The author, whose name appears on the title page of this dissertation, has obtained the required research ethics approval/exemption for the research described in this work.

The author declares that he/she has observed the ethical standards required in terms of the University of Pretoria's Code of ethics for scholarly activities.

11. Synopsis and abstract of the dissertation

- 11.1 The student must compile a synopsis, which is a summary of the dissertation, comprising not more than 250 words, in English and include it as part of the dissertation.
- 11.2 In addition to the synopsis, an abstract of the dissertation in English, comprising not more than 350 words, as well as the title page in English, must be submitted together with the examination copies of the dissertation. The abstract will be submitted to the University's Department of Library Services.
- 11.3 The title page of the abstract must contain the following:

Full title of the dissertation
by
Full name of the student
Student number
Full names of Supervisor and Co-supervisor
Name of Department and Faculty
Degree for which dissertation is submitted

- 11.4 A list of key terms to ensure recovery of the source must also be submitted together with the examination copies of the dissertation.
- 11.5 The student must submit the synopsis and abstract to the supervisor for approval.

12. Evaluation of the dissertation

12.1 Appointment of the examination panel

- (a) A student should inform the Head: Student Administration, in writing, of the intention to submit the dissertation at least three months prior to submission, in order that examiners can be notified accordingly.

- (b) The supervisor, in consultation with the head of department, compiles a list of names of potential examiners both inside and outside of South Africa from which the research and/or postgraduate committee of the faculty appoints examiners. External examiners must have the necessary qualifications, experience and expertise to qualify for such appointment. The examination panel is appointed in accordance with the criteria set out below:
 - (i) Subject to faculty regulations, at least two examiners, of which one may be an internal examiner, must be appointed to the examination panel for a master's degree by dissertation.
 - (ii) Subject to faculty regulations, at least one external examiner must be appointed in the case of a mini-dissertation.
 - (iii) The external examiner(s), who are from outside the University, may not have any formal association with the University.
 - (iv) The external examiner(s) may not, in any way, be involved in the preparation of the specific dissertation. An external examiner may also not be associated, in any way, with the candidate or be involved in the research that the candidate had conducted previously.
 - (v) Where more than one external examiner is appointed, they may not be from the same institution.
 - (vi) There may not be a close personal or professional relationship between the supervisor or co-supervisor and the internal and/or external examiner(s), which may affect the integrity of the evaluation of the dissertation.
 - (vii) The supervisor and/or co-supervisor may not act as an internal examiner.
 - (viii) Extraordinary professors and honorary professors of the University are not regarded as external examiners. Extraordinary and emeritus professors may be appointed as internal examiners. An emeritus professor will only be regarded as "external" three years after retirement.
- (c) The synopsis of the dissertation will be made available to potential examiners to enable them to decide whether they have the expertise to accept the nomination.
- (d) As soon as a potential examiner has accepted his or her appointment as examiner, he or she is supplied with a formal letter of appointment, as well as the criteria for evaluation. Examiners must sign the acceptance form, which is to be returned to the Head: Student Administration of the relevant faculty within 10 working days.
- (e) The faculty's Head: Student Administration must keep record of all decisions about and communication with examiners.

12.2 Identity of members of the examination panel

- (a) The identity of the examiners may not be revealed to the candidate until the examination process has been completed, and then only with the consent of the examiner and the head of department.
- (b) The identity of the examiners is made known in the programme of the graduation ceremony at which the degree is to be conferred on the candidate.

12.3 Criteria for evaluation

- (a) A dissertation must be proof of a candidate's ability to work independently.

- (b) A dissertation should comply with the requirements stipulated by faculties and is also evaluated on the following:
 - (i) scientific and academic standard of research; research procedures and techniques; methodology; definition and extent of research; theoretical foundation; coverage of literature and comprehension of field of research;
 - (ii) scientific and academic quality of processing; presentation, analysis and synthesis of data; structure and logical development and arrangement of content; as well as critical findings, conclusions and recommendations;
 - (iii) editing and use of language;
 - (iv) technical finish and layout, which must meet the requirements set by the relevant faculty; and
 - (v) whether the dissertation or parts thereof is publishable.

12.4 Examiners' reports

- (a) Every examiner independently and individually submits a report to the Head: Student Administration of the relevant faculty. The reports are treated confidentially.
- (b) Every report must contain **one** of the following recommendations:
 - (i) that the degree be conferred without any changes to the dissertation by the candidate;
 - (ii) that the degree be conferred as soon as minor changes have been made to the dissertation by the candidate, to the satisfaction of the supervisor and the head of department;
 - (iii) that the degree be conferred as soon as the candidate has made major changes to the dissertation to the satisfaction of the examiner/examination panel;
 - (iv) that the dissertation does not meet the required standard, but that the candidate be invited to review the dissertation and to resubmit the dissertation at a later stage for re-examination;
 - (v) that the dissertation be rejected and that the candidate does not pass.
- (c) In addition to the recommendation, the report should indicate the mark that the candidate has achieved, with the understanding that at least 50% is regarded as a pass mark and at least 75% as a pass with distinction.
- (d) The examiners' reports are made available to the head of department by the Head: Student Administration.
- (e) The supervisor and the head of department review the examiners' reports and submit a consolidated report with **one** of the following recommendations to the research and/or postgraduate committee:
 - (i) that the degree be conferred;
 - (ii) that the degree be conferred as soon as minor changes have been made to the dissertation by the candidate to the satisfaction of the supervisor and the head of department;
 - (iii) that the degree be conferred as soon as the candidate has made major changes to the dissertation to the satisfaction of the examiner/examination panel;
 - (iv) that the dissertation does not meet the required standard, but that the candidate be invited to review the dissertation and to resubmit the dissertation at a later stage for re-examination;

- (v) that the dissertation be rejected and that the degree not be conferred on the candidate.
- (f) In addition to the recommendation, the report should indicate the mark that the candidate has achieved, with the understanding that at least 50% is regarded as a pass mark and at least 75% as a pass with distinction.
- (g) If a dissertation has been rejected on the basis that it does not meet the required standard, the student may submit an amended version within 12 months, and in such case the student must bear the full cost of the examination.

12.5 Treatment of examiners' reports

- (a) Under no circumstances may any party modify any examiner's report.
- (b) The contents of the examiners' reports or the consolidated examiners' report may only be revealed to the candidate with the permission of the head of department and with the consent of the examiners.
- (c) In the event that the candidate has to make corrections to the dissertation, the relevant section(s) of the examiners' reports will be made available to the candidate by the supervisor in consultation with the head of department, in order for the necessary changes to be made to the dissertation.

12.6 Finalisation of reports

- (a) Should the examiners' reports not reflect substantial consensus, the head of department in consultation with the supervisor, submits a report to the research and/or postgraduate committee, with a recommended solution. Under no circumstances shall a report of any examiner be ignored.
- (b) Should it be impossible to reach consensus, the dean, after consultation with the research and/or postgraduate committee and the head of department, appoints an additional external examiner who has international standing in the field of research, to evaluate the original dissertation and report to the research and/or postgraduate committee on the matter.
- (c) The research and/or postgraduate committee, after considering all the reports (including the report from the additional examiner with international standing in the relevant field), makes a preliminary decision on the conferment or not of the degree. The recommendation, together with all relevant documentation, is submitted to the dean.
- (d) Should the dean concur with the recommendation, he or she takes a decision accordingly.
- (e) Should the dean not concur with the recommendation, he or she consults with the research and/or postgraduate committee. For purposes of this meeting, the dean becomes a member of the committee and also acts as chair of the committee. The extended committee takes a decision by means of a majority vote. Should there be a tie of votes, the dean has a deciding vote. If the dean is the supervisor, the responsibility will fall to the deputy dean responsible for research.
- (f) After a decision on the result of the dissertation has been reached, the Head: Student Administration of the relevant faculty must:

- (i) address a letter to the examiners to thank them for their participation in the examination and for their recommendations;
- (ii) inform the examiners of the final result and indicate to them what their further involvement, if any, will be in the remainder of the process; and
- (iii) inform the candidate, the supervisor, the co-supervisor and the head of department of the final result.

13. Draft article for publication

13.1 A dean may require, before or on submission of a dissertation, the submission of a draft article for publication to the supervisor. The draft article should be based on the research that the student has conducted for the dissertation and must be approved by the supervisor.

13.2 The supervisor must support the student in taking the paper through all the processes of revision and resubmission that are necessary and/or appropriate in order to prepare an article that is ready for publication.

14. Retention and preservation of research data

14.1 The data generated through research conducted at the University of Pretoria must be managed in accordance with the Research Data Management policy and the related Research Data Management procedure. The policy enables the verification of the research and is aimed at the protection of students, researchers, principal investigators and the University against a variety of disputes concerning published or patented research, and the retention of detailed research records for later access.

14.2 The Research Guide web page that can be accessed via a link on the Postgraduate Banner on the UP homepage, provides postgraduate students with the necessary information, including information on Research Data Management (RDM) as well as the relevant policy and procedure.

G40 Compliance with degree requirements and degree privileges, and qualification with distinction

1. A coursework master's degree, including a professional master's degree, will be conferred on a student only after the successful completion of every requirement of each component of the relevant degree programme, including the achievement of a pass mark for each of the prescribed coursework modules, the submission and successful evaluation of the mini-dissertation or other research-relevant output, and compliance with any additional conditions stipulated in the faculty regulations.

2. A master's degree by dissertation will be conferred on a student only after the successful completion of every requirement of each component of the relevant degree programme, including the submission and successful evaluation of a research-based dissertation, and compliance with any additional conditions stipulated in the faculty regulations.

3. A master's degree is not deemed to be completed if the electronic version of the dissertation or mini-dissertation or other research-relevant output has not been submitted to the relevant faculty administration prior to the date of closure of the graduation/finalist list for the forthcoming graduation ceremony.

4. No one is entitled to any privileges pertaining to a master's degree before the qualification has been conferred on him or her at a graduation ceremony. In respect of professional

registrations, faculties may issue confirmation letters to the relevant professional bodies prior to the graduation ceremonies.

5. Qualification with distinction

Except where faculty regulations stipulate additional requirements, a master's degree is awarded with distinction if a student meets the following requirements:

- 5.1 obtained a weighted average of at least 75% (not rounded), based on the minimum number of modules prescribed for the coursework master's degree in question; or
- 5.2 obtained a mark of 75% or above for the research-based dissertation; and
- 5.3 completed the qualification within the maximum period allowed for master's study, but not in less than the prescribed minimum period of one academic year; and
- 5.4 in the case of a coursework master's degree, did not fail or repeat any module during an additional examination. The result of a discontinuation of a module(s) will not be taken into account when calculating a qualification with distinction.

G41 Conversion of master's by dissertation to doctoral study

1. Purpose

- 1.1 This regulation gives recognition to the achievements of exceptional postgraduate students who conduct promising and competitive postgraduate research projects, and is based on the description of doctoral-level research provided in the Higher Education Qualifications Sub-Framework (HEQSF (2013), p 36): "The defining characteristic of [a doctoral degree] is that the candidate is required to demonstrate a high level of research capability and to make a significant and original academic contribution at the frontiers of a discipline or field."
- 1.2 In exceptional cases, where the scope and impact of a project that was originally registered for a research master's programme prove to expand beyond the initial expectation, and where the project is expected to make a novel contribution to the body of knowledge in the subject discipline, students – with the concurrence of the supervisor and co-supervisor(s) – may apply to have their registration converted to a doctoral level.

2. Requirements

- 2.1 The application for conversion from master's study to doctoral study may be submitted at any time during the course of study for the master's degree before the dissertation is submitted for examination, subject to 2.2 below.
- 2.2 A conversion may only be considered and submitted by the relevant faculty board to Senate for approval, if at least one year of study has been completed after the first registration for the master's dissertation.
- 2.3 For such a conversion, the head of department and the supervisor and co-supervisors must be satisfied of the following:
 - (a) That the student's completed work is of a standard that would be expected of a doctoral student, that the student is capable of completing a doctoral degree, and that the project is of a standard and scope appropriate to constitute a doctoral study; and

- (b) that the student has demonstrated the potential to fulfil the requirements of a doctoral degree without having completed a master's degree.

2.4 Where the registration of a student for a master's degree by research is converted to registration for a doctoral degree, the student must register for at least one additional academic year before the doctoral degree can be conferred if such student has been registered for the minimum period specified for the master's programme.

2.5 A student whose registration has been amended from a master's programme to a doctoral programme is not entitled to be conferred a master's qualification for the project under consideration, irrespective of whether the doctoral thesis is completed or failed. The conversion is extraordinary and irreversible in nature.

3. Process

3.1 The application for the conversion must include the following documents:

- (a) A detailed progress report by the candidate on the work completed for the master's project. The report must provide proof that the results obtained thus far are of such a standard and scientific significance that conversion to a doctoral project is justified. The report should include details of presentations made at conferences, as well as of material that has been submitted for publication and/or has been published.
- (b) A detailed proposal for the intended doctoral project, prepared by the candidate, including the objectives of the project.
- (c) A recommendation by the supervisor with specific comments on the ability of the applicant as a potential doctoral candidate, as well as the feasibility of the conversion, especially with regard to the information provided by the candidate in the report and proposal referred to above.
- (d) A recommendation by the head of department, if he or she is not the supervisor, in which the ability of the candidate as a potential doctoral candidate is confirmed.
- (e) If the dean considers it advisable for the faculty, the candidate may be required to present a seminar to the department in support of the application. In this case, the head of department should include a report on this in his or her recommendation.

3.2 The application of the candidate, together with the reports and recommendations, is submitted for consideration to the dean (who may delegate the responsibility to the research and/or postgraduate committee). The recommendation of the research and/or postgraduate committee should be submitted to the relevant faculty board for recommendation for approval to the Senate Committee for Research and Postgraduate Education. The approval of the conversion must be submitted to Senate for noting.

SECTION E: DOCTORAL DEGREES (G42–G55)

- GE1 Types: The Higher Education Qualifications Sub-Framework (HEQSF) distinguishes two types of doctoral degree, namely the doctoral degree and a professional doctorate (refer to G52). In addition, the University may also award a doctorate (also referred to as a higher doctorate in the HEQSF) on the basis of a distinguished record of research in the form of published works, creative works and/or other scholarly contributions (refer to G53).
- GE2 Level: A doctoral degree is a postgraduate qualification of at least 360 credits at NQF Level 10. It requires a candidate to undertake research at the most advanced academic levels culminating in the submission, assessment and acceptance of a thesis. Coursework may be required as preparation or value addition to the research, but is not credit-bearing and is therefore not taken into account during the examination of the thesis and the determination of the final result.
- GE3 Articulation: A doctoral degree is the highest qualification type awarded within the HEQSF framework.
- GE4: Joint doctoral degrees: Joint doctoral degrees are presented and awarded in accordance with the University of Pretoria's Policy on the offering of joint degrees at master's and doctoral level in collaboration with other higher education institutions.

G42 Admission

1. Compliance with the minimum requirements will not guarantee admission to doctoral study at the University. In addition to institutional requirements, programme-specific admission requirements are determined by the relevant faculty board, approved by Senate and contained in the relevant faculty yearbook. Furthermore, a candidate may also be refused admission to doctoral study, even if he or she meets the required level of competence in the discipline, if the relevant department lacks adequate supervision capacity.
2. A candidate is admitted to doctoral study only if he or she is in possession of an appropriate master's degree, except in cases where a master's degree is not stipulated as a prerequisite.
3. Admission is subject to the stipulations of G1.3 and G55, which determine that a candidate may be considered for admission to doctoral study if he or she is a graduate from another higher education institution or has been granted the status of a graduate of such an institution; or, if he or she, by means of the recognition of prior learning (RPL), is deemed to have reached a level of competence Senate considers adequate for the purposes of admission as a student for a doctoral degree (Senate Discretionary Admission).
4. The admission of candidates who do not comply with the approved admission requirements as set out in the faculty's admissions regulation, may be considered by the research and/or postgraduate committee of the faculty with due consideration of the approved admissions regulation.

G43 Registration

1. A student registers for doctoral study at the University at the time and in the manner determined by Council from time to time, subject to confirmation that they have met the minimum admissions requirements and have been selected. By virtue of such registration, the student subjects himself or herself to the University's Institutional Rules.
2. Registration takes place in accordance with the regulations applicable to the particular doctoral programme for which the student registers, and on condition that compliance with the requirements of that programme is the student's responsibility.

3. After registration, a student is obliged to pay the fees due on or before the date stipulated in the Senate-approved University calendar. A student who cancels his or her registration, is not entitled to any refund and remains liable for the full amount.

G44 Renewal of registration and leave of absence

1. Students of the University are registered for one year of study. Students who continue their studies at the University after a year has expired, must renew their registration. After registration, a student is obliged to pay the fees due on or before the date stipulated in the Senate-approved University calendar. A student who cancels his or her registration after the stipulated date, is not entitled to any refund and remains liable for the full tuition fee.
2. Subject to other faculty regulations, a student for a doctoral degree must complete his or her studies within three years after first registering for the degree. Under special circumstances, the dean, on the recommendation of the research and/or postgraduate committee of the faculty, may give approval for a limited fixed extension of this period.
3. Leave of absence
 - 3.1 If it is not possible for a registered student at the University of Pretoria to continue with his or her doctoral studies in a specific year, but he or she intends to continue in the subsequent year, the student may apply for a leave of absence.
 - 3.2 A leave of absence is granted by the dean of the relevant faculty, and is not granted for more than one year. (See Section A11 for more information in this regard.)

G45 Termination of registration

1. If student's progress is unsatisfactory in terms of the faculty regulations approved by the faculty board, the research and/or postgraduate committee of the faculty may terminate the student's registration on the recommendation of the relevant head of department based on a detailed report submitted by the supervisor(s) that is recorded on the graduate research management system.
2. The student may lodge an appeal with the dean against the decision of the research and/or postgraduate committee to terminate his or her registration. The dean may refer the matter to the Senate Committee for Research and Postgraduate Education for review. The Senate Committee's decision is final.

G46 Application of amended programme regulations

1. A doctoral student must complete a programme in accordance with the regulations which were applicable when her or she first registered for the programme.
2. If the programme regulations (i.e. the curriculum) are amended, a student who has started the programme under the old regulations and who has not interrupted his or her study, may complete such programme in accordance with the old regulations. However, when programme regulations are amended, the faculty may formulate special transitional arrangements in order to enable students to complete the relevant programme in accordance with the new regulations.
3. A student who has been registered for a degree programme and who has failed to renew his or her registration for such a degree programme in the ensuing calendar year, or who has not complied with the prescribed requirements for progress in accordance with faculty

regulations, is deemed to have interrupted his or her study and forfeits the right to continue studies under the old regulations.

G47 Concurrent registration for two fields of study and duplication of doctoral degrees

1. Concurrent registration
 - 1.1 Concurrent registration for two postgraduate programmes is not allowed except in the case of exceptional academic achievement, and then only with the permission of the dean(s) involved. These approvals must be submitted to Senate for noting.
 - 1.2 The application for concurrent registration will be strictly based on academic merit and will include compliance with the admissions regulations, assessment of academic achievement and the duration of studies, as well as the ability of the student to finance additional studies. Such a concession may be withdrawn by the relevant dean(s) if the student does not perform satisfactorily.
 - 1.3 If a student fails to obtain the required permission for concurrent registration in another programme, and nonetheless proceeds to register for the other programme, such student will be automatically deregistered from the second programme. Any credits accumulated will be regarded as for non-degree purposes. In the event that a student registers at another higher education institution without the required permission, he or she must deregister from the programme offered at the second institution, failing which such student will be deregistered from the UP programme.
2. Duplication of doctoral degrees
 - 2.1 The awarding of multiple degrees for the same work is not allowed in order to ensure that degrees with different purposes are not embedded within each other.
 - 2.2 A duplicate doctoral degree is one which is at the same level and in the same field as a degree already awarded. Applicants are allowed to enrol for a second degree at doctoral level only if the second degree is in an unrelated topic.

G48 Minimum study periods and requirements for doctoral degrees

1. A doctoral degree is conferred on a student only if he or she complies with the statutory requirements related to the minimum period of study and the regulations of the University pertaining to the degree.
2. A doctoral degree is conferred on a student only if one of the following periods has expired:
 - 2.1 at least four years after complying with all the requirements for a three-year bachelor's degree;
 - 2.2 at least three years after complying with all the requirements for a four-year bachelor's degree;
 - 2.3 at least two years after complying with all the requirements for a bachelor's degree of five years or more; or
 - 2.4 at least two years after complying with all the requirements for a master's degree.
3. In addition to the above, a doctoral degree is conferred on a student only if the student is registered for at least 12 months for a doctoral degree at this University.

G49 Assessment

1. A doctoral study is assessed on the basis of a doctoral thesis in the traditional format or in the form of a collection of published works, creative works and/or other scholarly contributions (articles and essays etc.).
2. Oral defense: The faculty regulations may determine that an oral defense should form part of the academic requirements for the qualification.
3. A professional doctorate is assessed on the outcome of the research component as well as the required coursework in accordance with the approved faculty regulations. (See G52 on the professional doctorate.) The assessment of coursework modules must be set out in the relevant study guides. This includes the format and pass requirements as well as consideration and granting of special assessment opportunities for such modules. Faculty regulations regarding assessment are determined with due consideration of these General Academic Regulations and the Policy on examinations and related matters that are approved by Senate.

G50 Theses

1. General
 - 1.1 In the event of a dispute between the head of department and/or supervisor and/or the faculty research and/or postgraduate committee, or between the supervisors, or between the supervisor and the student, regarding decisions related to postgraduate processes and procedures, the matter is to be referred to the dean. If a dispute remains unresolved, it is to be referred to the Vice-Principal responsible for Research and Postgraduate Education.
 - 1.2 Allocation of supervisors and co-supervisors
 - (a) The relevant head of department must submit the names of a supervisor and/or a co-supervisor from within the faculty for a particular doctoral candidate to the research and/or postgraduate committee of the faculty within one month after the candidate has registered. Allocation of a supervisor only takes place after registration.
 - (b) A person designated as the supervisor for a doctoral candidate, must hold a qualification that is equivalent to the qualification the postgraduate candidate is registered for, and must have the appropriate stature and experience to supervise postgraduate candidates. If this is not the case, the head of department must obtain approval from the research and/or postgraduate committee for the designation and must appoint an appropriately qualified and experienced co-supervisor.
 - (c) A person designated as the supervisor must be appointed to an academic position in the University. Co-supervisors who do not occupy academic positions in the University may also be appointed. Should it be required due to capacity constraints, a suitable external supervisor and an internal co-supervisor may be appointed with the approval of the research and/or postgraduate committee, on the recommendation of the head of department.
 - (d) On the retirement or resignation of a supervisor from the University's service, he or she may, with the approval of the head of department, still act as

supervisor for the student for whom he or she was appointed as supervisor, in order to enable such a student to complete his or her thesis. This arrangement is allowed to continue for a two-year period. If, on the retirement or resignation of a supervisor from the University's service, he or she is no longer prepared to act as supervisor for the student for whom he or she was appointed as supervisor, a new supervisor must be appointed by the head of department within two months after the retirement or resignation. In these instances, the supervisor who is unwilling to continue must notify the head of department at least two months before the date of termination of his or her services and must assist in finding an appropriate supervisor to take over, in addition to doing a detailed handover to the new supervisor. On the death of a supervisor, the head of department submits the names of possible supervisors to the research and/or postgraduate committee of the faculty for consideration and appointment.

- (e) In accordance with the Policy on Emeritus Professorships, an emeritus professor may act as supervisor or co-supervisor for a doctoral student.
- (f) A list of appointed supervisors must be submitted to the relevant faculty board for noting.

1.3 Agreement between student and supervisor

- (a) An agreement in writing must be concluded between the student and the supervisor. The document serves as the basis for the interaction between the student and the supervisor. It indicates their individual roles and responsibilities, as well as the expectations and timeline, and makes it clear that they are entering into a binding undertaking with each other.
- (b) It is the responsibility of the supervisor, the head of department and the research and/or postgraduate committee to monitor the progress of a candidate in regard to his or her signed agreement in accordance with the relevant faculty regulations.

1.4 Approval of topic and title

- (a) Applications for the approval of the topic and title of a thesis, as well as changes to titles, are submitted to the relevant faculty research and/or postgraduate committee, on the recommendation of the relevant head of department.
- (b) The research and/or postgraduate committee considers the applications and either approves them or refers them back to the head of department.
- (c) Approved titles and changes to the titles of theses are submitted to the faculty board and to Senate for noting.

1.5 Approval by research ethics committee

Research undertaken by a doctoral student is conducted in accordance with the University's Code of ethics for scholarly activities, which is available on the UP web, and the relevant faculty regulations. To this end, all research proposals must be submitted for ethics clearance/approval/exemption to the relevant faculty research and/or research ethics committee. Faculty research ethics committees have the authority to consider and approve or reject research proposals within the guidelines of the general policy.

1.6 Non-disclosure of the contents of a study

- (a) Where part or all of the contents of a doctoral study must remain confidential, the supervisor will be required to submit an application in writing to the research and/or postgraduate committee, setting out the grounds for such a request and indicating the duration of the period of confidentiality.
- (b) The research and/or postgraduate committee considers the application and either approves it or refers it back to the supervisor.
- (c) The faculty must keep record of the decisions and the embargo, and the information must be shared with the Department of Library Services.

1.7 Preparation and submission of the thesis

- (a) The supervisor is responsible for advising the student with regard to the proper preparation of the thesis.
- (b) A thesis should be submitted with the written permission of the supervisor. Should the supervisor refuse to grant permission for submission, the candidate may request permission to submit from the research and/or postgraduate committee. The research and/or postgraduate committee may allow the thesis to be submitted for examination, or may turn down the request. Should the research and/or postgraduate committee turn down the request, the candidate may refer the matter to the dean who, in turn, may refer the matter, accompanied by reports from the candidate, the supervisor and the research and/or postgraduate committee of the faculty, to the Senate Committee for Research for review. The Senate Committee will convene a subcommittee to consider such cases. The decision of the Senate Committee is final. Should the Senate Committee agree to the request of the candidate, the supervisor has the right to remove his or her name from the thesis if he or she so wishes.
- (c) A thesis is submitted to the Head: Student Administration of the faculty, before the closing date for the various graduation ceremonies as announced annually.
- (d) On submission of the thesis, the student must also submit a written statement by the supervisor or the chairperson of the research and/or postgraduate committee or chairperson of the ad hoc Postgraduate Appeals Committee, where applicable, approving submission of the thesis. A doctoral student must also submit an abridged CV, approved by the supervisor, on submission of the thesis.
- (e) A candidate for the doctoral degree, on submission of the thesis, must declare the following in writing: "I declare that the thesis, which I hereby submit for the degree at the University of Pretoria, is my own work and has not previously been submitted by me for a degree at this or any other tertiary institution."
- (f) A candidate must submit, in consultation with the supervisor (or co-supervisor where applicable), the thesis in the format determined by the faculty and the examiner(s), which could include a soft-bound copy/copies, as well as an electronic copy, to the Head: Student Administration of the faculty.
- (g) The electronic copy of the thesis must be submitted to the faculty's Head: Student Administration for examination purposes in the format specified by the

faculty and in accordance with the minimum specifications set by the Department of Library Services.

- (i) The web page containing the Research Guide that can be accessed via a link on the Postgraduate Banner on the UP homepage, provides postgraduate students with the necessary information, including on the format of theses.
 - (ii) The guidelines for submitting a thesis are also available on the web page containing the Research Guide.
- (h) If a thesis is accepted after evaluation as provided for in G50.4, but the student is required to make certain amendments in accordance with the examiners' decisions, the amendments should be made to the satisfaction of the supervisor(s) or appropriate body, such as the research and/or postgraduate committee. A declaration to this effect must be submitted to the Head: Student Administration of the faculty by the dates announced for the Autumn and the Spring graduation ceremonies, respectively.
- (i) After the evaluation process (see G50.4) has been completed, a successful student must submit an electronic copy of the approved thesis to the faculty's Head: Student Administration in the format specified by the faculty, and in accordance with the minimum standards set by the Department of Library Services, by the dates announced for the Autumn and the Spring graduation ceremonies, respectively, failing which the degree will only be conferred during a subsequent series of graduation ceremonies.

1.8 Progress reports

- (a) The supervisor monitors the progress of doctoral candidates continuously by means of the graduate research management system.
- (b) Any re-registration is conditional on satisfactory progress in the previous years, as confirmed by the research and/or postgraduate committee based on the report(s) submitted by the head of department, and provided by the supervisor. The head of department must record the approval on the graduate research management system.
- (c) The head of department must submit a consolidated written report on all doctoral candidates to the research and/or postgraduate committee of the faculty twice a year.
- (d) The research and/or postgraduate committee must submit a consolidated report on the progress of all doctoral candidates to the faculty board annually for noting (under Section B), as well as to the Senate Committee for Research and Postgraduate Education, the Senate Executive and Senate for noting.

1.9 Preparation of a thesis based on published papers

- (a) In cases where a doctoral candidate has published articles based on results emanating from the doctoral study conducted at the University prior to the submission of the thesis, the thesis may be prepared on the basis of these articles. The following requirements are applicable in these cases:
 - (i) The research reported in the papers must have been conducted while the candidate was registered as a doctoral candidate at the University. In exceptional cases, where a candidate for a research master's has been

- permitted to convert to a doctoral programme, the research conducted as part of the master's programme may also be taken into account for the purposes of this regulation.
- (ii) The articles must have been published in accredited journals and relevant international journals.
 - (iii) The thesis must be prepared so as to present the published articles as a coherent body of new knowledge, and must include a comprehensive introductory section giving adequate background and the objectives of the body of research, as well as a concluding section which summarises the outcomes and significance of the work.
 - (iii) The articles may be introduced as chapters or sections of the thesis.
- (b) The thesis should be accompanied by a letter in which the candidate declares the following in respect of the publications included in the thesis:
- (i) The publications have not been submitted previously to this or any other tertiary institution for such a doctoral degree.
 - (ii) The publications are his or her own work, and with regard to such publications of which he or she is co-author, his or her personal contribution to those works have been clearly stated.
 - (iii) Due recognition has been given to the institutional policy on copyright in the publications.
- (c) A summary of not more than 500 words that indicates the contribution the work has made to the discipline, must be included.

1.10 Intellectual property

- (a) All rights in respect of intellectual property that is produced by a student during his or her studies, or as a result of any research project conducted at the University, or through the use of the equipment of the University, vest in the University, in terms of the contract entered into by the student and/or his or her parents or guardians at registration. This stipulation applies, amongst others, where the student works under study guidance or as a member of a project team of the University. It also applies where the student does contract work for a third party as a member of a research team of the University. The University and the student may, however, agree in writing to another arrangement.
- (b) A student and the University may conclude an agreement regarding the publication of a thesis and/or any article. Should the copyright of the thesis and/or article be the only exploitable intellectual property that arises from such thesis and/or article, the University would normally transfer the copyright to the student, subject to certain conditions. A faculty may, in consultation with the Office of the Registrar, make arrangements that apply to that specific faculty.
- (c) All other arrangements and faculty-specific arrangements in respect of intellectual property must be reduced to writing and stored electronically by the faculty.
- (d) In the absence of any agreement, the University has the right to reproduce and/or publish, in any manner it may deem fit, a thesis and/or article as contemplated in G51, and to distribute such reproduction.
- (e) On publication of the thesis or an article as contemplated G51, or an adaptation thereof, it should be stated that it emanates from a doctoral study at the University. The name of the supervisor and the department in which the study

was completed, should also be acknowledged. Reprints should state the title and date of the original publication.

- (f) A student may not submit an article reflecting the content of the dissertation for publication without the permission of the supervisor or the head of department, where applicable.
- (g) These provisions must be read in conjunction with the University's Intellectual Property Law Policy: Personnel and Students, as amended from time to time.

2. Technical editing of the thesis

Subject to exceptions that have to be approved in writing by the head of department, in consultation with the supervisor, the technical editing of a thesis must comply with the following requirements:

2.1 Title page

The title page of the thesis must contain the following:

The full title of the thesis
by
Full name of the student
Student number
Full names of Supervisor and Co-supervisor
Submitted in partial fulfilment of the requirements for the degree
or
Submitted in fulfilment of the requirements for the degree
.....
in the Faculty of....., University of Pretoria
Year and date of submission.

2.2 Format and style

The format and style of the thesis must comply with the requirements specified by the faculty.

2.3 Ethics statement

- (a) The thesis must contain a statement by the student that he or she has complied with the University's Code of ethics for scholarly activities and has, in general, observed the principles of honesty, objectivity, the duty of care and, fairness in giving credit and appropriate acknowledgement to the work of others.
- (b) The ethics statement, which should appear after the declaration and before the synopsis of the thesis, must contain the following wording:

Ethics statement

The author, whose name appears on the title page of this thesis, has obtained the required research ethics approval/exemption for the research described in this work.

The author declares that he/she has observed the ethical standards required in terms of the University's Code of ethics for scholarly activities.

3. Synopsis and abstract of the thesis

- 3.1 The student must compile a synopsis, which is a summary of the thesis in English, and comprising not more than 250 words, and include it as part of the thesis.
- 3.2 In addition to the synopsis, an abstract of the thesis in English, comprising not more than 350 words, as well as the title page in English, must be submitted together with the examination copies of the thesis. The abstract will be submitted to the University's Department of Library Services.
- 3.3 The title page of the abstract must contain the following:

Full title of the thesis
by
Full name of the student
Student number
Full names of Supervisor and Co-supervisor
Name of Department and Faculty
Degree for which thesis is submitted

- 3.4 A list of key terms to ensure recovery of the source must also be submitted together with the examination copies of the thesis.
- 3.5 The student must submit the synopsis and the abstract of the thesis to the supervisor for approval.

4. Evaluation of the thesis

4.1 Appointment of the examination panel

- (a) A student should inform the Head: Student Administration, in writing, of the intention to submit the thesis at least three months prior to submission, in order that examiners can be notified accordingly.
- (b) The research and/or postgraduate committee of the faculty appoints the examination panel for a particular candidate in accordance with the criteria set out below:
 - (i) The supervisor, in consultation with the relevant head of department, compiles a list of names of potential examiners, both domestic and international, from which the research and/or postgraduate committee appoints examiners. External examiners must have the necessary qualifications, experience and expertise to qualify for such appointment.
 - (ii) At least three examiners, of which no more than one may be an internal examiner, must be appointed to the examination panel. One of the external examiners from outside the University must preferably be an international examiner. At least two substitute examiners must also be appointed for purposes of attending the oral examination as provided for in G50.4.4(e)(ii) below.
 - (iii) If an internal examiner is not appointed, an additional external examiner must be appointed.
 - (iv) The external examiners may not have any formal association with the University.
 - (v) The external examiners may not in any way be involved in the preparation of the specific thesis. An external examiner (or a substitute examiner) may

- also not be associated in any way with the candidate or in any way be involved in the research that the candidate had conducted previously.
- (vii) Where more than one external examiner is appointed, they may not be from the same institution.
 - (viii) There may not be a close personal or professional relationship between the supervisor or co-supervisor and the internal and/or external examiner(s), which may affect the integrity of the evaluation of the thesis.
 - (ix) The supervisor and/or co-supervisor may not act as an internal examiner.
 - (x) Extraordinary professors and honorary professors of the University are not regarded as external examiners. Extraordinary and emeritus professors may be appointed as internal examiners. An emeritus professor will only be regarded as “external” three years after retirement.

- (c) The synopsis of the thesis will be made available to potential examiners to enable them to decide whether they have the expertise to accept the nomination.
- (d) As soon as a potential examiner has accepted his or her appointment as examiner, he or she is supplied with a formal letter of appointment, as well as documentation on the policy of the University concerning examinations. Examiners must sign the acceptance form, which is to be returned to the Head: Student Administration within 10 working days.
- (e) The faculty’s Head: Student Administration must keep record of all decisions about and communication with examiners.

4.2 Identity of members of the examination panel

- (a) The identity of the examiners may not be revealed to the candidate until the examination process has been completed, and then only with the consent of the examiner and the research and/or postgraduate committee of the faculty.
- (b) The identity of the examiners is made known in the programme of the graduation ceremony at which the degree is to be conferred on the candidate.

4.3 Criteria for evaluation

- (a) A thesis must contain proof of a candidate’s ability to conduct original research that contributes to the development of new knowledge and expertise.
- (b) A thesis should comply with the requirements stipulated by faculties and is also evaluated on the following:
 - (i) scientific and academic standard of research; research procedures and techniques; methodology; definition and extent of research; theoretical foundation; coverage of literature and comprehension of field of research;
 - (ii) scientific and academic quality of processing; presentation, analysis and synthesis of data; structure and logical development and arrangement of content; as well as critical findings, conclusions and recommendations;
 - (iii) editing and use of language;
 - (iv) technical finish and layout which must meet the requirements set by faculties; and
 - (v) whether the thesis or parts thereof is publishable.

4.4 Examiners' reports

- (a) Every examiner independently and individually submits a report to the Faculty's Head: Student Administration. The reports are treated confidentially.
- (b) Every report must contain one of the following recommendations:
 - (i) that the degree be conferred without any changes to be made to the thesis by the candidate;
 - (ii) that the degree be conferred as soon as minor changes have been made to the thesis by the candidate, to the satisfaction of the head of department;
 - (iii) that the degree be conferred as soon as the candidate has made major changes to the thesis to the satisfaction of the examiner/examination panel;
 - (iv) that the thesis does not meet the required standard, but that the candidate be invited to review the thesis and to resubmit the thesis at a later stage for re-examination;
 - (v) that the thesis be rejected and that the candidate does not pass.
- (c) The examiners' reports are made available to the head of department by the Head: Student Administration.
- (d) In the case of a thesis, the examiners' recommendations are preliminary in nature and subject to the successful completion of revisions as required by examiners and the recommendation of the research and/or postgraduate committee.
- (e) The research and/or postgraduate committee may decide that the candidate should be called for oral questioning to confirm the recommendation of the examination panel. In this case:
 - (i) The supervisor arranges an oral examination chaired by the head of department during which the candidate is required to do a presentation on the thesis.
 - (ii) The examiners appointed to the examination panel constitute the examination commission for the purposes of the oral examination. If an examiner cannot participate in the examination, the supervisor calls upon one of the substitute examiners to act as a member of the examination commission.
 - (iii) If the degree is to be conferred without any changes as contemplated in G50.4.4(b)(i), the supervisor provides a short report on the result to the research and/or postgraduate committee for recommendation to the dean.
 - (iv) If the examiners recommend revisions as set out in G50.4.4(b)(ii) to (iv), these revisions must be completed, and the revised thesis submitted to the supervisor or research and/or postgraduate committee or supervisor, as indicated by the examiners.
 - (v) The supervisor, in consultation with the head of department, makes the relevant section(s) of the examiners' reports available to the candidate in order for the necessary changes to be made to the thesis before the review or re-examination.
 - (vi) If deemed necessary by the chair of the research and/or postgraduate committee, the examination commission may be constituted in a closed meeting (which may be telephonic or electronic), chaired by the head of department, to consider the revised thesis, to review all the examiners'

reports and to submit a consolidated report to the research and/or postgraduate committee.

- (f) The research and/or postgraduate committee subsequently makes **one** of the following recommendations to the dean as chair of the faculty board:
 - (i) that the degree be conferred; or
 - (ii) that the thesis does not meet the required standard, but that the candidate be invited to revise the thesis and to resubmit it at a later stage for review, by the head of department; or
 - (iii) that the thesis does not meet the required standard, but that the candidate be invited to revise the thesis and submit it for re-examination by the examination panel within a year; or
 - (iv) that the thesis be rejected and that the degree not be conferred on the candidate.
- (g) Where a thesis has been rejected on the basis that it does not meet the required standard and the candidate has been invited to review the thesis, the student is allowed to resubmit the thesis that has been rejected only once in an amended form, and in such a case he or she must bear the full cost of the examination.

4.5 Treatment of examiners' reports

- (a) Under no circumstances may any party modify any examiner's report.
- (b) The contents of the examiners' reports or the consolidated examiners' report may only be revealed to the candidate with the permission of the research and/or postgraduate committee and with the consent of the examiners.
- (c) In the event that the candidate has to make corrections to the thesis, the relevant section(s) of the examiners' reports will be made available to the candidate by the supervisor in consultation with the head of department, in order for the necessary changes to be made to the thesis.

4.6 Finalisation of reports

- (a) Should the examiners' reports not reflect substantial consensus, the head of department in consultation with the supervisor, submits a report to the research and/or postgraduate committee with a recommended solution. Under no circumstances shall a report of any examiner be ignored.
- (b) Should it be impossible to reach consensus, the dean, after consultation with the research and/or postgraduate committee and the head of department, appoints an additional external examiner who has international standing in the relevant field of research to evaluate the thesis and report to the research and/or postgraduate committee on the matter.
- (c) The research and/or postgraduate committee, after considering all the reports (including the report from the additional examiner with international standing in the relevant field), makes a preliminary decision on the conferment or not of the degree. The committee may make any one of the following recommendations:
 - (i) that the degree be conferred; or
 - (ii) that the thesis does not meet the required standard, but that the candidate be invited to revise the thesis and to resubmit it at a later stage for review, by the head of department; or

- (iii) that the thesis does not meet the required standard, but that the candidate be invited to revise the thesis and submit it for re-examination by the examination committee; or
 - (iv) that the thesis be rejected and that the degree not be conferred on the candidate.
- (d) The recommendation, together with all relevant documentation, is submitted to the dean.
 - (e) Should the dean concur with the recommendation, he or she takes a decision accordingly.
 - (f) Should the dean not concur with the recommendation, he or she consults with the research and/or postgraduate committee. For purposes of this meeting, the dean becomes a member of the research and/or postgraduate committee and also acts as chairperson of the research and/or postgraduate committee. The extended committee takes a decision by means of a majority vote. Should there be a tie of votes, the dean has a deciding vote. If the dean is the supervisor, the responsibility will fall to the deputy dean responsible for research.
 - (g) After a decision on the result of the thesis has been reached, the Head: Student Administration must:
 - (i) address a letter to the examiners to thank them for their participation in the examination and for their recommendations;
 - (ii) inform the examiners of the final result and indicate to them what their further involvement, if any, will be in the remainder of the process; and
 - (iii) inform the candidate, the supervisor, the co-supervisor and the head of department of the final result.

4.7 Retention and preservation of research data

- (a) The data generated through research conducted at the University of Pretoria must be managed in accordance with the Research Data Management policy and the related Research Data Management procedure. The policy enables the verification of the research and is aimed at the protection of students, researchers, principal investigators and the University against a variety of disputes concerning published or patented research, and the retention of detailed research records for later access.
- (b) The Research Guide web page that can be accessed via a link on the Postgraduate Banner on the UP homepage, provides postgraduate students with the necessary information, including information on Research Data Management (RDM) as well as the relevant policy and procedure.

G51 Article for publication

1. The submission of an article suitable for publication in an accredited publication, based on the thesis, is a prerequisite for the conferment of a doctoral degree.
2. Before or on submission of a thesis, a student must submit proof of submission of an article issued by an accredited journal, to the Head: Student Administration. The submitted article should be based on the research that the student has conducted for the thesis, and the affiliation of both the student and the supervisor should be listed as the University of Pretoria.

3. The supervisor must support the student in taking the paper through all the processes of revision and resubmission that are necessary and/or appropriate in order to prepare an article that is ready for publication.
4. The journal article must have been approved by the supervisor and submitted to a journal for publication before the doctoral degree may be conferred.

G52 Professional doctorate

1. General

- 1.1 The defining characteristic of this qualification is that, in addition to the demonstration of high level research capability, it requires the ability to integrate theory with practice through the application of theoretical knowledge to highly complex problems in a wide range of professional contexts.
- 1.2 All regulations applicable to the doctoral degree as set out in G42 to G55 also apply to the professional doctorate, where relevant.
- 1.3 The title PhD should not be used for a Professional Doctorate.

2. Admission

The minimum admission requirement is an appropriate master's degree.

3. Purpose and structure

- 3.1 The professional doctorate provides education and training for a career in the professions and/or industry, and is designed around the development of high level performance and innovation in a professional context.
- 3.2 Candidates are required to undertake a combination of coursework and advanced research leading to the submission, assessment and acceptance of a research component comprising an original thesis or another form of research that is commensurate with the nature of the discipline or field and the specific area of enquiry.
- 3.3 The research component should comprise at least 60% of the degree.
- 3.4 Professional doctorates may also include appropriate forms of work-integrated learning.

G53 Doctoral degree by virtue of publications

1. General

- 1.1 The degree is conferred on a candidate who has a distinguished record of research in the form of published works that are judged by leading international experts to have made an exceptional and independent contribution to one or more disciplines or fields of study.
- 1.2 A minimum of three articles or other published works, that have been published over the preceding three years, with at least one article or other work being published in the year of application, are required.

1.3 The work must have been published in accredited journals and relevant international journals.

2. Admission

The minimum admission requirement is an appropriate master's degree.

3. Application

3.1 A candidate must apply in writing, to the dean, in order to be considered for this degree.

3.2 Should a student wish to graduate at a particular ceremony, an application must be submitted three months before the date of closure of the graduation/finalist lists for the various graduation ceremonies, which is announced annually.

3.3 The application must be accompanied by the following:

- (a) Four sets of copies of the publications by virtue of which application is made.
- (b) A report which describes the background relevant to the field of research, and relates the objectives and the content of the articles or other published work in order to demonstrate the production of a body of new knowledge.
- (c) A summary of not more than 500 words that indicates the contribution that the work has made to the discipline.
- (d) A declaration in which the candidate attests the following in respect of the publications submitted for the doctoral degree:
 - (i) The publications have not been submitted previously to this or any other tertiary institution for such a doctoral degree.
 - (ii) He or she is the sole author of the publications that are submitted.
 - (iii) Due recognition has been given to the institutional policy on copyright in the publications.

4. Registration

A candidate must be registered in the manner determined by the University and must pay the prescribed initial payment. After registration, a student is obliged to pay the fees due on or before the stipulated date. A student who cancels his or her registration, is not entitled to any refund and remains liable for the full amount.

5. Evaluation of the publications

5.1 The dean appoints a committee, chaired by the chairperson of the faculty research and/or postgraduate committee, of which the relevant head of department is a member, to make a recommendation to the faculty board as to whether the works have sufficient substance to be submitted for examination by an appointed examination panel consisting of external examiners.

5.2 The faculty board considers the matter and, if the recommendation of the committee is accepted, submits a recommendation to Senate for approval to commence with the examination process.

- 5.3 After Senate approval, the research and/or postgraduate committee of the faculty appoints the examination panel for the candidate in accordance with the criteria set out below:
- (a) The relevant head of department compiles a list of names of potential examiners both domestic and international, from which the research and/or postgraduate committee appoints at least three external examiners, all of whom must be recognised internationally as having made significant contributions to the field of study. Normally, at least two of these examiners would be from outside South Africa.
 - (b) The external examiners may not have any formal association with the University.
 - (c) The external examiners may not in any way be involved in the preparation of the specific thesis. An external examiner may also not be associated in any way with the candidate, or in any way be involved in the research that the candidate had conducted previously.
 - (d) Where more than one external examiner is appointed, they may not be from the same institution.
- 5.4 As soon as a potential examiner has accepted his or her appointment as examiner, he or she is supplied with a formal letter of appointment as well as documentation on the policy of the University concerning examinations. Examiners must sign the acceptance form, which is to be returned to the faculty's Head: Student Administration within 10 working days. The Head: Student Administration must keep record of all decisions about, and communication with, examiners.
- 5.5 A candidate passes if all the members of the examination panel accept the publications for the purposes of conferring the doctoral degree, and on condition that, if all but one of the examiners accept the work, the dean, after consultation with the research and/or postgraduate committee, may appoint a knowledgeable and esteemed academic from outside the University as additional examiner. If the additional examiner accepts the publications, the candidate passes. If such an examiner also rejects the publications, the doctorate is not conferred.
- 5.6 The conferral of the doctoral degree based on publications is submitted to the relevant faculty board for recommendation for approval.
- 5.7 A candidate is considered only once for a doctoral degree based on publications.
- 5.8 A doctoral degree by virtue of publications is not deemed to be completed if the electronic version of the research-relevant output has not been submitted to the relevant faculty administration prior to the date of closure of the graduation/finalist list for the forthcoming graduation ceremony.
- 5.9 Once it has been confirmed that the degree is to be conferred or not, the Head: Student Administration must:
- (a) address a letter to the examiners to thank them for their participation in the examination and for their recommendations;
 - (b) inform the examiners of the final result and indicate to them what their further involvement, if any, will be in the remainder of the process; and
 - (c) inform the candidate and the head of department of the final result.

G54 Compliance with degree requirements and degree privileges

1. A doctoral degree will be conferred on a student only after the successful completion of every requirement of each component of the relevant degree programme, including the submission and successful evaluation of the thesis, as well as compliance with any additional conditions stipulated in the faculty regulations.
2. A professional doctorate will be conferred on a student only after the successful completion of every requirement of each component of the relevant degree programme, including the achievement of a pass mark for each of the prescribed coursework modules, the submission and successful evaluation of the thesis or other research-relevant output, and compliance with any additional conditions stipulated in the faculty regulations .
3. A doctoral degree, including a doctoral degree by virtue of publications and a professional doctorate, is not deemed to be completed if the electronic version of the thesis or other research-relevant output has not been submitted to the relevant faculty administration prior to the date of closure of the graduation/finalist list for the forthcoming graduation ceremony.
4. No one is entitled to any privileges pertaining to a doctoral degree, a doctoral degree by virtue of publications or a professional doctorate, before the qualification has been conferred on him or her at a graduation ceremony.
5. A doctoral degree, including a doctoral degree by virtue of publications and a professional doctorate, is not conferred with distinction.

G55 Postgraduate student cases and the recognition of prior learning

1. As the University has a finite capacity in most undergraduate fields (its limits have already been reached or those admitted are selected from a large number of applicants), the University's policy on the recognition of prior learning generally only applies to postgraduate studies (including postgraduate diplomas). As the University's strategic objective is to be an internationally recognised research-intensive university, admission to postgraduate study by means of the recognition of a prior learning pathway is the exception rather than the rule.
2. Senate may:
 - 2.1 grant a graduate of another higher education institution (either in the Republic of South Africa or elsewhere) a status at the University that is equivalent to the status the student had at such other higher education institution.
 - 2.2 admit a person, who –
 - (a) has passed examinations at another university or institution (either in the Republic of South Africa or elsewhere) which Senate deems equivalent to or of a higher standard than the examinations prescribed for a degree at the University, and which are set as a prerequisite for admission to a particular postgraduate programme, or for the admission of such a person as a research student; or
 - (b) in another manner has reached a level of competence Senate considers adequate for the purposes of postgraduate study or research at the University, as a student for a postgraduate degree, diploma or certificate.
 - 2.3 It is expected of the person referred to in G55.2.2(b), to demonstrate the same level

of applied competence (fundamental knowledge, understanding of organisation or operating environment, application of essential methods, interpretation, conversion and evaluation of text, problem solving and changing context, information gathering, and presentation skills) and autonomy of learning (responsibility for own learning, decision-making, evaluation of own or others' performance, manage learning tasks and research leadership) as a student who entered through the regular admission pathway.

- 2.4 The manner in which a person's level of competence referred to in G55.2.2(b) is assessed, the type of evidence required, and the role-players involved in the process are determined from time to time by each faculty and form the basis for the motivation of each case to Senate.
- 2.5 To ensure the soundness of the procedure referred to above, Senate requires an annual report from every faculty on the progress of candidates admitted under this regulation.

SECTION F: GLOSSARY OF TERMS APPLICABLE TO THE GENERAL ACADEMIC REGULATIONS

Note: The definitions and terms may not necessarily be listed alphabetically. Where applicable, they may be listed in accordance with the relevance to the topic.

Academic year: a calendar period in which a student registers for a level of his/ her academic programme. The duration of the academic year is determined by the University Council.

Admissions policy: the policy of the University in terms of Section 37 of the Higher Education Act, which creates a legally binding framework for determining admission requirements and selection procedures that is approved by Senate and Council.

Admissions regulation: a regulation compiled by the dean concerning the admission of students to a specific programme, which includes a provision regarding the selection process.

Admission point score (APS): the individual score which represents the Grade 12/NSC marks that universities use to determine whether an applicant complies with the specific programme requirements.

Assessment: the process in which evidence is gathered and academic judgements are made about students' performance in relation to agreed and defined criteria. Assessment refers to examinations, tests and other academic assignments, such as essays etc. that serve as an opportunity for learning and improvement, and contribute to the final measurement of students' overall achievement at a certain level.

Certificate: a document that is issued as evidence of compliance with the requirements of subsidised and continuing education programmes.

Chancellor's examination: an additional examination opportunity that is granted to undergraduate students in their final year of study who require a limited number of modules to complete their qualifications.

Competence: the ability to suitably integrate knowledge with skills and apply this within a particular context.

Credit: a value unit linked to particular learning activities. In the case of modules, the value is related to the complexity (including the year level at which the module is taken) and the total number of learning hours needed to complete the module successfully. Credit values are also attached to the completion of qualifications. *It is the responsibility of the student to ensure that the diploma/degree programme complies with the total number of credits required to complete the diploma/degree.*

Curriculum: a series of modules which form a programme, grouped together over a specified period of time and in a certain sequence, with a view to achieving desired outcomes in terms of knowledge, competencies and attributes. It encompasses the compulsory/core and fundamental modules, and if relevant, the elective modules, as well as the credit allocation of each.

Department/School: a substructure that forms part of a Faculty.

Discipline: demarcated field of study.

Dissertation and mini-dissertation: A *dissertation* is a written report, to be submitted as part of the fulfilment conditions for a master's qualification. A dissertation could be either in the traditional form of a research report, or a collection of articles or essays. In some cases, the output may be expanded, supplemented or supported through patents, designs, artefacts, computer code, or other

material or intangible items produced in the course of the research, which faculty regulations may specify as an explicit requirement of the degree.

A *mini-dissertation* is a written document, more limited in scope and length than a full research master's dissertation, which communicates the work pursued in the course of the project. Its context and outcome provide evidence that the candidate is conversant with the method of research in partial compliance with the requirements for the prescribed outcomes of a coursework master's degree.

Distance Education: a mode of provision, based primarily on a set of teaching and learning strategies (or educational methods) that utilises a computer network to present or distribute some educational content. Online programmes are equivalent to on-campus contact programmes in terms of admission criteria and overall workload.

Examination: a final summative/comprehensive assessment which, upon its completion, can confirm that the student has achieved the prescribed outcomes of the module concerned.

Examination mark: the mark awarded to a student in a module on the basis of an examination in a paper/papers, including practical and clinical examinations, where applicable.

Extended programme: a programme for a degree or diploma completed over a period longer than the minimum duration for that particular degree or diploma according to regulation.

Fees: the collective fees associated with applying for, enrolling in and annually registering for an academic programme. Fees include all prescribed programme-related fees. It does not include expenses related to accommodation and participation in voluntary activities.

Tuition fee: the fee per module.

Faculty Board: a body that governs a faculty and regulates its activities.

Final mark: a mark calculated on the basis of the quarter mark/semester mark/year mark and the examination mark awarded to a student in a module, using a formula which is determined from time to time by means of regulations for every module. The formula used for a particular module is made known to the students in the study guide at the start of the respective semester or year. Only the final mark is used to determine whether a student passes a module (with or without distinction), or fails a module.

General Academic Regulations: the regulations contained in this document.

Grade point average (GPA): an average mark that is calculated by multiplying the final mark achieved in a module with the credit value of that module, and dividing the sum of these values by the total of the credit values of all the modules for which a student was enrolled. The result of these calculations is a weighted average based on module credits. The marks achieved in additional opportunities provided to students to complete a module, such as in the Summer and Winter Schools and the Chancellor's examination, are recorded as additional marks and have an influence on the grade point average.

Grade score (GS): the combined final mark that is obtained by calculating the average of the year, semester or quarter mark and the examination mark. Subject to faculty regulations, if a grade score (GS) of between 40% and 49% is obtained, a student will be allowed to enrol for the next level of the relevant module.

Learning hours (notional hours): the estimated number of hour's students should spend to master the learning content of a particular module or programme. The total number of learning hours for a module consists of the time needed for lectures, tutorials and practical's (contact hours), as well as for self-study, examination preparation and any other activity required by the programme (*notional hours = credits (for a module) x10*).

Level (or year level): the academic level (year) of a module as contained in the module code, which gives an indication of the complexity of the module. A programme that culminates in a national first degree qualification normally consists of first-, second- and third-year level modules.

Moderator: a competent internal or external assessor who is familiar with the module/programme content, and who ensures that the assessment practice in a module or academic programme meets national and institutional requirements.

Mode of delivery: in addition to the traditional format of contact teaching, the University has developed various other modes of delivery, including blended, hybrid, online and distance learning. The General Academic Regulations are applicable to all accredited programmes, irrespective of the mode of delivery.

Module: an independent, defined learning unit, designed to result in a specific set of learning outcomes, and which is a component of a programme.

Compulsory/core module: a module that students must register for as part of a particular programme, and whose outcomes must be achieved successfully before a qualification can be awarded. The successful completion of a core module at one year level is usually a pre-requisite to register for the succeeding (next level) core module in the same specialisation.

Elective module: any module that can be exchanged for another module as provided for in the programme. Such module supplements the core and fundamental modules to ensure that the outcomes of the programme are achieved.

Fundamental module: a module which serves as the academic basis or foundation of the learning activities for a particular programme.

Prerequisite module: a module that a student must pass before continuing with the more advanced module.

Year module: a module that extends over two semesters (approximately 28 academic weeks).

Semester module: a module that extends over one semester (approximately 14 academic weeks).

Quarter module: a module that extends over one term (approximately 7 academic weeks) within a particular semester.

Module code: consists of an equal number of letters and digits, which indicate the name of the module, the year of study and the level of the module.

Module/semester/year/quarter (performance) mark: refers to the final mark awarded to a student for a completed module. It is calculated according to a formula that is based on a combination of particular weightings, and is set out in the relevant study guide at the commencement of a module.

NBT: the National Benchmark Tests (NBTs) were commissioned by USAf to assess academic readiness of first-year university students as a supplement to secondary school reports on learning achieved in content-specific courses: Academic Literacy, Quantitative Literacy and Mathematics. Go to www.nbt.ac.za for more information.

NQF and HEQSF: The *National Qualifications Framework (NQF)* is a national framework in which all SAQA-registered qualifications are listed, arranged on different levels in accordance with the complexity of the qualification.

The *Higher Education Qualification Sub-framework (HEQSF)* comprises the new and aligned NQF levels.

Outcomes: a demonstration of relevant abilities or competencies (including knowledge, skills, attitudes and values). These refer to the minimum expected levels of competence that students must achieve upon completion of a study unit or a learning task in a module.

Programme: A degree, certificate or diploma programme is the combination of modules (curriculum) prescribed for a specific degree, diploma or certificate programme.

Duration of a programme: the minimum study period for which students must be registered towards a particular programme in order to qualify for a qualification after they have successfully completed all the prescribed modules.

Promotion: when a student is exempted from the final examination in certain modules, provided that a student's semester or year mark for the module exceeds a certain predetermined minimum percentage (e.g. 65%). Not all faculties allow promotion in modules.

Progression: the advancement of students who meet the minimum requirements of a particular study level from that particular study level to the next (e.g. from the first-year level to the second-year level) as determined per programme by the academic department and the relevant faculty board, approved by Senate and contained in the faculty regulations.

Qualification: a certificate, diploma or a degree which is obtained after attaining the learning outcomes as specified in a coherent learning programme, expressed as an accumulation of credits at specific levels.

Recognition of prior learning (RPL): the recognition for learning acquired through work experience, in-service training, self-study or life experience such as voluntary or community work.

Registration: the process candidates need to follow to become registered students in accordance with the general requirements and regulations of the University.

Research proposal: a document outlining the proposed study in accordance with the faculty requirements. The plan must be designed to answer the research question and it must also provide a description of the objectives, design, methodology and statistics used, where applicable.

Study guide: a document prepared to guide the study of the content of a module with a view to achieve the desired module and learning outcomes. A study guide is developed by an academic staff member.

Supervisor and co-supervisor: a *supervisor* is the person appointed by the University to give academic guidance to a student registered for a postgraduate research project under his or her name and to ensure the provision of adequate support for the research project prior to enrolment. A *co-supervisor* is a person who, in consultation with the supervisor, is appointed to give guidance to a student in those areas where the supervisor is not sufficiently familiar with the full scope of the field to be covered in the project, where the project is multidisciplinary or for purposes of mentorship.

Thesis: a treatise or a collection of articles or essays, prepared for assessment purposes, which represents a distinct, original contribution to the knowledge of and insight into a field of study, either by the disclosure of new facts or by the exercise of an independent and critical ability, in full compliance with the requirements of a doctorate from the University.

USAf: refers to Universities South Africa, an organisation representing the public universities in South Africa. Matriculation exemption is a legal requirement for first-degree study at a South African university. USAf's Matriculation Board and Admissions Committee issues a certificate of exemption on application to prospective students who have obtained a National Senior Certificate (NSC) without endorsement, or to prospective students who have obtained an equivalent foreign school-leaving qualification, and who meet the requirements of the published regulations of and wish to pursue first degree studies at a South African university.

Weighted average: a weighted average percentage differs from an average percentage in that a weighted average returns a number that depends on the variables of both value and weight, e.g. a student obtained a 70% semester mark and a 50% examination mark; then the final average mark is $60\% (70 + 50)/2 = 60\%$ (average).