



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Faculty of Economic and Management Sciences

Fakulteit Ekonomiese en Bestuurswetenskappe
Lefapha la Disaense tša Ekonomi le Taolo

Dear EMS first-year student

Congratulations on successfully completing Grade 12! We wish you all the best for 2022, your first year at the University of Pretoria (UP). We are looking forward to welcoming you from 15 to 18 February for the compulsory online First-year Orientation and to the lectures that will commence on 21 February.

The following information is important to adapt to your first year of study in the Faculty of Economic and Management Sciences:

First-year Orientation programme from 15 to 18 February 2022

Attending the orientation programme is compulsory and will provide you with crucial information on how to effectively manage your first semester, especially during the lockdown period when you will not be able to attend on-campus lectures.

Teaching mode

Under the current lockdown Level 1 regulations, lectures will be conducted online for all first-year students, although summative assessments (semester/year tests and exams) may take place on campus. For more detail refer to: https://www.up.ac.za/media/shared/5/ZP_Files/2022/ems-modes-of-instruction-plan-under-level-1-for-2022.zp215194.pdf. This mode of instruction may change to face-to-face in line with any changes in Covid-19 regulations from Government. The lecturers are all committed to guide you, but you need to ask pertinent questions when you don't understand - this is your responsibility. We are continuously considering ways of refining our academic offering and therefore EMS will adopt a dynamic approach to plan and schedule on-campus teaching and learning activities in accordance with prevailing regulations during 2022.

Resources required for online study

It is important to have an internet-enabled device (smartphone/tablet/laptop) and sufficient data to work online for a large part of the day.

The minimum specifications are as follows:

A laptop with the minimum specifications of an i3 Processor (10th generation or later, or equivalent) with 8 Gb RAM, a 500Gb or larger hard drive. It would be better to buy an i5 Processor (10th generation or later, or equivalent) with 16 Gb RAM, a 500Gb or larger hard drive. A dedicated graphics card is optional and only required should graphics processing be necessary. Please take note of the Departmental websites for minimum specifications in the case where you intend to follow a degree that is driven by Mathematics/Statistics or Informatics. Please check the websites of the different departments carefully. Please note that you need not buy Microsoft Office, as UP makes Office 365 available to you to download for free.

Assessment

Your formative assessments (class tests/assignments) in the first semester will take place online and measures have been introduced to curb unethical behaviour in assessments and these will be strictly enforced. Summative assessments are scheduled to take place on campus.

Your contribution to the academic project

Although your lecturers will do their best to assist and guide you, your studies are a partnership between you and your lecturers and each one of the two partners must bring 100% to the table. To do this, we strongly recommend that you do the following:

1. *Ensure that you have a place that is conducive to studying effectively.* If this is not possible, we suggest that you apply, following the normal process for residence placement, to occupy your room at the University residence or move to your private accommodation. Alternatively, you can apply for campus access to study on campus where Wi-Fi is available and generators will counter the impact of potential load shedding.
2. *You need to be self-driven, disciplined, and diligent, especially in the online environment.*

Prescribed textbooks

You must buy your prescribed textbooks in advance to complete your studies successfully, especially if you are not close to a large centre such as Tshwane or Johannesburg where academic books are easily available. The list of prescribed textbooks for the different modules appear on the EMS website under the **red block** for First-year Students and on departmental websites. Carefully check your module (subject) codes and the associated prescribed textbooks. You will need around R8000/9000 for textbooks for the year.

House Commercii

House Commercii is a valuable source of additional information and also enables contact with fellow students. Please engage with them regularly.

Faculty student advisors (FSAs)

Since you are first-year students, we are aware that you may be anxious and struggle to adapt to this new phase in your life. Should you experience any problems with time management, study methods, daily planning, psychological issues, relationship issues, stress, amongst others, please consult with our highly qualified Faculty Student Advisors (FSAs). More information on this service will be provided during Orientation. The services of the FSAs are confidential and free of charge.

Please visit the Faculty's website (www.up.ac.za/EMS) where we continuously share interesting news and events.

We wish you all the best in the coming academic year. We are looking forward to having you onboard at our world-class faculty.

Kind regards

Margaret Chitiga-Mabugu

Prof Margaret Chitiga-Mabugu
Dean

Theuns Steyn

Prof Theuns Steyn
Acting Deputy Dean: Teaching and Learning