



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

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## Faculty of Economic and Management Sciences

Fakulteit Ekonomiese en Bestuurswetenskappe  
Lefapha la Disaense tša Ekonomi le Taolo

# Transfer Guide 2022/2023

Make today matter

## PRINCIPLES GUIDING TRANSFER

### *Basic rules guiding transfers*

- You need to pass **all** modules you are currently registered for in your first semester or first year of your current degree to prove to us you can cope at university if you want to transfer to a degree with a higher Maths requirement.
- If you cope well and meet the set transfer requirements (starting on page 3 of this document), we shall allow you to transfer to your degree of choice.
- **When can I transfer** to my degree of choice?
  - *If the NSC requirements for your current degree and the degree you wish to transfer to (target degree), are the same, you may transfer to your target degree at the **end of the first semester** of your first year, since the first semester modules of all BCom degrees in the faculty are mostly generic (exceptions are evident in the case of BCom (Accounting Sciences), (Economics), (Econometrics), (Investment Management), (Law) and Informatics)).*
  - *If NSC requirements of your target degree is at a higher level than that of your current degree, you can only transfer to your degree of choice at the **end of the first year**. Note that you still need to enrol for and pass **all** prescribed modules for your current degree and should not drop modules with the aim to meet the transfer requirements.*
  - *In the case of BCom (Accounting Sciences) there are limited possibilities to transfer to a degree with lower entrance requirements either in the middle or at the end of the year, provided certain requirements are met.*
- **How do I apply to transfer?**
  - *Students applying for transfer after the first semester, should print a hard copy application form from the EMS Website, to be found under the blue **Current Students** tile, complete it manually, sign and scan and PDF it and mail it to [ems@up.ac.za](mailto:ems@up.ac.za).*
  - *Students applying for transfer at the end of the first year, must apply online on the **Student Portal** under **Student Centre** and then the link **Internal Applications**. Follow the prompts to complete three application steps.*
  - *The closing date for applications to transfer at the beginning of the next academic year is 30 November.*
- You are, despite the fact that you transferred to another degree, still expected to complete your three year BCom degree within a maximum of 4 years.

**THE DETAIL TRANSFER GUIDE PER DEGREE STARTS ON THE NEXT PAGE.**

## TRANSFER GUIDE

***Please note that students who were DISMISSED at their previous faculty/institution due to poor academic performance will not be considered for transfer to the Faculty of Economic and Management Sciences at the University of Pretoria.***

***Also note that only ONE TRANSFER during your undergraduate studies between UP faculties or another institution, will be allowed. Furthermore, the following is relevant in this regard:***

- A student who has been registered in only one faculty/institution e.g. the Faculty of Engineering and Build Environment can apply for transfer to the Faculty of Economic and Management Sciences.
- For example, if a student has first transferred from the Faculty of Engineering and Build Environment to the Faculty of Natural and Agricultural Sciences and then wants to transfer to the Faculty of Economic and Management Sciences, they will not be allowed to transfer to the Faculty of Economic and Management Sciences as this would be the second transfer.
- The period of study at the previous faculty/institution may not have exceeded two years to allow transferring students to complete an undergraduate qualification in a reasonable period. A student must have passed at least 60% of modules enrolled during the period registered for the previous degree.
- When a student transfers from another tertiary institution, the University of Pretoria's Faculty of Economic and Management Sciences generally credits first year modules (see specific degrees below for exceptions), if the course content of the modules are similar. The credits will be granted, if the student's matriculation exemption certificate becomes effective before 2 April of the academic year in which such a module was completed (see G.8.1).

### RECOGNITION OF MODULES/STUDY UNITS PASSED AT OTHER TERTIARY INSTITUTIONS AND THE ADMISSION OF SUCH STUDENTS

#### Refer to General Academic Regulation G9

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 for an uncompleted qualification, 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 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 for a completed qualification that form part of the degree already conferred, as recommended by the head of department.

### TRANSFER OF CREDITS FROM ANOTHER TERTIARY INSTITUTION

The Faculty of Economic and Management Sciences generally credits only first year modules passed at another tertiary institution, provided the course content of the modules are similar to the modules presented at this University as well as in terms of G.8.1. (Please refer to specific degrees below for exceptions).

## How to apply

In order to be considered for transfer admission to the University of Pretoria's Faculty of Economic and Management Sciences, an applicant has to submit an online application before the closing date (See page 2) and upload all the applicable forms as listed below:

1. An official academic transcript from the previous tertiary institution attended, together with a certificate of conduct. If a candidate is currently registered at another tertiary institution, an official academic record must be submitted as soon as the final results are available.
2. A copy of the curriculum of the modules you will be requesting credits for.
3. Your final Grade 12 school-leaving certificate (South African NSC or IEB matric certificate of full exemption or any other Grade 12 equivalent certificate with full exemption, obtainable from Universities South Africa USAf). The Grade 12 equivalent exemption certificate must be accompanied by your high school records, e.g. SAT scores, IGCSE, A/O Levels, etc.
4. All the other documents required, e.g. identity documents, proof of payment of application fee, etc.

After receipt of your end of academic year transcript, your application will be considered for admission. Should you have completed your first year previously, you should submit your academic record without delay and not wait for the end of your second year.

It is recommended that all new students attend the Orientation Programme, even if they will be registering for the second year. During registration, your application form for credits should be submitted to the Student Administration Office in the Faculty for approval of credits. It may also be required that you submit the form to the heads of department for approval. In this case, you will have to submit the academic record and syllabus. You may consult the administrator of your degree regarding information about the degree and modules for which you intend to register.

Should you be transferring from another faculty or programme within the University, also see the admission requirements as shown below:

### **TIMING OF TRANSFERS BETWEEN BCOM AND OTHER DEGREES AT THE UNIVERSITY OF PRETORIA**

Students will only be allowed for transfer to another BCom degree at the end of the first semester, if they were enrolled for exactly the same modules and met the entrance requirements of their new chosen degree.

Special cases of individual students from other faculties who will be able to pass at least four core modules at the end of the year, will also be considered for transfer in the middle of the year.

***Students who are registered for a BCom (Accounting Sciences) degree and wish to transfer to a BCom (Financial Sciences) degree in the middle of the year may do so, if they can be credited with FRK 111 and have passed STK 110. The process related to the crediting of FRK 111 based on performance in FRK 101, is set out in the next four paragraphs:***

- Students with an equivalent year mark of 40% and above in FRK 101, by the end of the first semester, will get recognition for FRK 111 and be credited for this module. (**NOTE:** This recognition will only be granted if the student obtained the above results in the current academic year and registers for FRK 121/122 in the same academic year, that is the second semester.)
- Students with an equivalent year mark of between 20% and 39% in FRK 101 by the end of the first semester, will be allowed to write the exemption test for FRK 111 after the first semester or at the beginning of the second semester of the specific academic year (if applicable). Should they pass this exemption test, they will be credited for FRK 111 and may request to register for FRK 121/122 by sending an email to [ems@up.ac.za](mailto:ems@up.ac.za).
- Students that do not pass the exemption test in July, but have an equivalent year mark of between 20% and 39% in FRK 101 at the end of the first semester, may register for the FRK 111 Winter School in July (if presented). If they successfully complete the Winter School, they will be credited with FRK 111 and may continue with FRK 121/122 in the second semester.
- Students with an equivalent year mark of below 20% in FRK 101 by the end of the first semester, may either carry on with FRK 101 until the end of the year (not advised) or alternatively, register and enrol for the FRK 111 Winter School. If they successfully complete the Winter School, they will be credited with FRK 111 and may continue with FRK 121/122 in the second semester.

For additional information regarding possible credit for FRK 111, please contact [frk1support@up.ac.za](mailto:frk1support@up.ac.za)

***Internal candidates registered at other faculties and for other BCom degrees not eligible for transfer at the end of the first semester, will only be allowed to transfer at the end of the second semester of their first academic year if they meet the set transfer requirements. An online internal application must be submitted 30 November for the following year, even if marks are not available at that stage. All other candidates must refer to the University website ([www.up.ac.za](http://www.up.ac.za)) for closing dates.***

## **A. STUDENTS AT HATFIELD CAMPUS FROM THEIR FIRST YEAR**

### **I. Candidates who wish to transfer/convert to BCom (Accounting Sciences)**

**Please note:** Students who do not comply with the Grade 12 admission requirements for a BCom (Accounting Sciences) degree, are strongly advised to enrol for a BCom (Own Choice) or BCom (Financial Sciences) degree depending on whether they comply with the APS and Maths requirements of the respective degrees.

**Non-BCom students meeting the following requirements may apply for conversion, if:**

- The minimum Grade 12 admission requirements to the BCom (Accounting Sciences) degree have been met and the student is not currently registered for a BCom degree (please refer to the online faculty yearbook).
- The entire tertiary academic record (if applicable) will be assessed when the CA Programme Co-ordinator or Head of the Department makes the final decision on admission. A student must have passed at least 60% of modules enrolled for in the previous degree.
- Final admission is dependent on the capacity of the programme.

**Other BCom students may apply for conversion at the end of their first year, if:**

- All modules in the student's first year of the previous BCom degree have been successfully completed **and**
- The student has obtained a final mark of 80% in FRK 121\*; **and**
- 75% in STK 120, **and**
- A 75% average in the following 2<sup>nd</sup> semester modules: EKN 120, FRK 121, KRG 120, OBS 124 and STK 120 (**excluding** AIM, ALL and INF). For students enrolled for BCom (Financial Sciences) and BCom (Economic and Management Sciences/Own Choice) with a view to transferring to BCom (Accounting Sciences), it is **compulsory** to register for and pass KRG 110 and 120 in their first year. It is not compulsory to register for and pass these two modules for BCom (Financial Sciences) if you want to continue with BCom (Financial Sciences), only if you want to transfer.
- Students who do not register for and pass KRG 110 and 120 in their first year, will not be able to transfer to the second year of BCom (Accounting Sciences) under any circumstances. Such students will have to register for the modules prescribed in the next section where students are only allowed to proceed to the first year of BCom (Accounting Sciences).
- **STK 113 and STK 123 on their own** shall not be taken into consideration, as STK 120/STK 121 or STK 122 has not yet been passed. Such students should transfer to BCom (Financial Sciences) at the end of their first year if they comply and may attempt a transfer to BCom (Accounting Sciences) again at the end of their second year of BCom (Financial Sciences).

**Students who meet the above requirements will be able to transfer to BCom (Accounting Sciences), and will be able to register for all 2<sup>nd</sup> year modules of this degree. Specific arrangements apply in respect of STK 122, KRG 110 and KRG 120.**

**NOTE: STUDENTS WHO HAVE NOT ENROLLED FOR AND PASSED KRG 110 AND 120 IN THEIR FIRST YEAR, WILL AUTOMATICALLY BE TRANSFERRED TO THE **FIRST YEAR** OF BCOM (ACCOUNTING SCIENCES) IF THEY MEET ALL OTHER REQUIREMENTS UNDER THE SECTION DIRECTLY ABOVE.**

## **OR**

- All modules in the student's first year of the previous BCom degree have been successfully completed; **and**
- The student has obtained a final mark of 70% in FRK 121\*; **and**
- 70% in STK 120; **and**
- A 65% average in the following 2<sup>nd</sup> semester modules: EKN 120, FRK 121, KRG 120, OBS 124 and STK 120 (**excluding**

AIM, ALL and INF)).

- STK 113 and STK 123 on their own shall not be taken into consideration, as STK 120/STK 121 or STC 122 has not yet been passed. Such students should transfer to BCom (Financial Sciences) at the end of their first year if they comply and may attempt a transfer to BCom (Accounting Sciences) again at the end of their second year of BCom (Financial Sciences) provided they then comply with the second-year transfer requirements.

**Students who meet the above requirements will be able to transfer to BCom (Accounting Sciences), however they will be required to register for FRK 101 and will thus extend their studies by a year. Such students will therefore not be able to register for FRK 201, FBS 200 or ODT 200, however they may register for other 2<sup>nd</sup> year modules.**

*\* FRK 121 Summer school results or repeated modules will not be considered.*

**NOTE:** STUDENTS WHO HAVE NOT ENROLLED FOR AND PASSED KRG 110 AND 120, **WILL NOT BE ALLOWED TO TRANSFER TO BCOM (ACCOUNTING SCIENCES) SECOND YEAR EVEN IF THEY HAVE MET ALL OTHER REQUIREMENTS TO BE TRANSFERRED TO THE FIRST YEAR OF ACCOUNTING SCIENCES IN THE SECTION DIRECTLY ABOVE.**

### **For students previously registered at other universities:**

**Students from other Universities doing a SAICA accredited BCom (Accounting Sciences) or equivalent degree, can be admitted to a BCom (Accounting Sciences) degree at the University of Pretoria if they have obtained:**

- A 65% average for all first year modules at the other university and 60% for Accounting and 65% for Statistics (full year and equivalent) respectively in their first year at the other institution. These students will be able to proceed with their second year of study.

**Students from other Universities doing a more general BCom degree can be admitted to a BCom(Accounting Sciences) degree at the University of Pretoria if they have obtained:**

- 70% for Accounting;
- 70% for Statistics (full year and equivalent); **and**
- **A 65% average in their first year without failing any module; and**
- Achieved at least an APS of 30, English of 5 and Mathematics of 5 in the NSC or equivalent exam.

**These students will not be able to proceed with their second year of study and will have to repeat FRK 101 and other modules required to align their modules with those prescribed for the CA programme at UP.**

**Students meeting the following minimum requirements at the end of their second year of BCom (Financial Sciences) studies may apply for conversion to BCom (Accounting Sciences):**

To convert to BCom Accounting Sciences, students must have been registered for all prescribed modules of the second year of BCom (Financial Sciences) and have obtained final marks of at least 65% in:

- BAC 200;
- FBS 210 (or equivalent) and FBS 220 (65% in each semester);
- IAU 200; **and**
- 60% for BEL 200.

Students who meet the above requirements and who have not failed any modules up to the end of their second academic year, will be eligible to transfer to BCom (Accounting Sciences) and register for BEL 200, FBS 200, FRK 201, KRG 200 and ODT 200 and any other outstanding 2<sup>nd</sup> year modules applicable to the BCom (Accounting Sciences) degree. They will thus add a year to their studies and only be able to complete their BCom (Accounting Sciences) degree in four years.

### **Students from other faculties**

Students from other faculties must comply with the minimum NSC requirements for BCom (Accounting Sciences), must not have been dismissed at their previous faculty and must have passed at least 60% of all modules registered for in their previous degree.

**To be considered for transfer to the BCom (Accounting Sciences) degree, students from other faculties who have not yet completed their degrees and now wish to transfer:**

- Must have complied with or exceeded the admission requirements set for BCom (Accounting Sciences) based on their NSC results;
- Must have passed at least 60% of their prescribed modules in their previous degree during the first year of study if transferring at the end of their first year at UP or at least all first year modules and 60% of the prescribed modules for the second year of their previous degree;
- Students who have already completed their first degree in minimum time, must contact the CA Programme Co-ordinator (indicated on the website of the Department of Accounting) via email and a motivation for their request as well as their entire academic transcript to date must accompany the email;
- Transfers are subject to capacity in the programme and based on academic merit.

**II. Candidates who wish to transfer/convert to BCom (Investment Management)**

**For students registered in the Faculty of Economic and Management Sciences:**

Students must have obtained:

- At least 60% in Statistics 110 and Statistics 120 or STC 122 respectively. If students did not pass STC 122, they must complete the Summer School to convert STK 120 to STC 122 and will only be allowed to attend the Summer School if they achieved at least 60% for STK 120; **and**
- An average of 60% for Financial Accounting 111, 121 (FRK 111, 121) (or FRK 101); **and**
- An average of 60% for Economics 110, 120 (EKN 110, 120).
- The Grade 12 APS and performance in Mathematics, as well as the entire tertiary academic record will be assessed when taking the final decision by the Head of the Department (HOD);
- A student must have passed at least 60% of modules enrolled for the previous degree if transferring from another faculty; **and**
- Final admission is dependent on the capacity of the programme.

**NB:** Marks for Summer and Winter schools will be capped at 50% when calculating averages.

**For students previously registered in other faculties:**

- An Academic Point Score (APS) of 34; **and**
- Mathematics 6 (70%–79%); **and**
- A level 5 (60–69%) in English Language.
- The entire tertiary academic record will be assessed when the Head of the Department makes the final decision;
- A student must have passed at least 60% of modules enrolled for the previous degree; **and**
- Final admission is dependent on the capacity of the programme.

**III. Candidates who wish to transfer/convert to BCom (Financial Sciences)**

**Students registered for a BCom degree other than BCom (Accounting Sciences) in the EMS Faculty, must have obtained:**

- Obtained at least a 60% weighted average for Statistics 110 and 120 (STK 110, 120) or
- 70% for Statistics 113 and 123 (STK 113, STK 123) respectively; **and**

- An average of 60% for Financial Accounting 111, 121 (FRK 111, 121); **and**
- The Grade 12 APS and performance in Mathematics, as well as the entire tertiary academic record will be assessed when the Head of the Department makes the final decision; **and**
- Final admission is dependent on the capacity of the programme.

**NB:** Marks for Summer and Winter schools will be capped at 50% when calculating averages.

**In the case of students registered for BCom (Accounting Sciences) in the EMS Faculty who had an APS of at least 34 and at least a 6 for Mathematics who wish to transfer to BCom (Financial Sciences), the following will apply:**

- Students must have passed AIM 111 and 121 (or equivalent), ALL 124 (if applicable), EKN 110 and 120, STK 110, INF 112, INF 183, KRG 110 and 120 and OBS 114 and 124; **and**
- Failed only FRK 101 (see NOTE below); **and**
- Passed the exams of the Summer School for FRK 121 in January; **and**
- Final admission is dependent on the capacity of the programme.

**NOTE: Students who are registered for a BCom (Accounting Sciences) degree and wish to transfer to a BCom (Financial Sciences) degree at the end of the academic year may do so, provided they are eligible to be credited with FRK 111 and 121. The process related to the crediting of FRK 111 and 121 based on performance in FRK 101, is set out in the next three paragraphs:**

- Students with a final mark (the final mark is calculated after considering the exam and year marks or supplementary mark, whichever is the higher) of 40% and above in FRK 101 by the end of the year, will be granted credit for FRK 111 and 121. They may apply to register for BAC 200 without writing any further examinations by sending an email to Student Administration at [ems@up.ac.za](mailto:ems@up.ac.za) clearly requesting this. (**IMPORTANT:** Credit for these two modules will only be granted if the student obtained the above results in one academic year and registers for BAC 200 in the immediately following academic year – not more than 12 weeks may lapse between receiving the final mark of FRK 101 and registering for BAC 200).
- Students that have a final mark (refer above explanation of the meaning of final mark) of 39% and below in FRK 101 at the end of the year, may register for the FRK 121 Summer School in January (if presented). If they successfully complete the Summer School and pass, they will be granted credit for FRK 111 and FRK 121 and may continue with BAC 200 in the second year.
- Students who do not successfully complete and pass the FRK 121 Summer School (if presented) will not be allowed to transfer to BCom (Financial Sciences) and will be transferred to BCom (Economic and Management Sciences/Own Choice).

For more information regarding possible credit for FRK 111 and FRK 121, please contact [frk1support@up.ac.za](mailto:frk1support@up.ac.za)

**For students previously registered in other faculties:**

- An Academic Point Score (APS) of 32; **and**
- Mathematics 5 (60%–69%); **and**
- A level 5 (60–69%) in English Language.
- The student must have passed at least 60% of the modules enrolled for in the previous degree.
- The entire tertiary academic record will be assessed when the Head of the Department makes the final decision; **and**
- Final admission is dependent on the capacity of the programme.

#### IV. Candidates who wish to transfer/convert to BCom (Econometrics) or BCom (Economics) at the end of their first year

##### For students registered in the Faculty of Economic and Management Sciences:

- A final mark of at least 60% in Economics EKN 110 and EKN 120 (each) **and** at least 60% in Statistics STK 110, STK 120 or STC 122; **and**
- At least a final mark of 50% in Financial Accounting FRK 111 and FRK 122/121 (each) **and** Mathematics (WTW 114 and WTW 124) for BCom (Econometrics) or (WTW 134, WTW 146 and WTW 148) for BCom (Economics); **and**
- The Grade 12 APS and performance in Mathematics, assessed by the Head of the Department/Course Coordinator for selection purposes; or
- A CGPA of at least 60% and all modules passed; and
- Final admission is dependent on the capacity of the programme.

**NOTE:** No credit will be granted for WST 111 or WST 121 as is needed for BCom (Econometrics), based on the STK modules. Students may transfer, but will have to start with WST 111 in the first semester of the next year.

##### For students previously registered in other faculties:

###### Econometrics

- An Admission Point Score (APS) of 32; **or** a cumulative weighted average of 60% **and**
- Mathematics 6 (70%–79%); **and**
- A level 5 (60–69%) in English Language.
- Final admission is dependent on the capacity of the programme; **and**
- A student must have passed at least 60% of modules enrolled for the previous degree in the other faculty; **and**
- The entire tertiary academic record will be assessed by the Head of the Department/Course Coordinator for selection purposes.

###### Economics

- An Admission Point Score (APS) of 32 or a cumulative weighted average of 60%; **and**
- Mathematics 5 (60%–69%); **and**
- A level 5 (60–69%) in English Language.
- Final admission is dependent on the capacity of the programme;
- A student must have passed at least 60% of modules enrolled for the previous degree in the other faculty; **and**
- The entire tertiary academic record will be assessed by the Head of the Department/Course Coordinator for selection purposes.

##### For students previously registered at other universities:

- The applications of these candidates will be considered on an individual basis by the Admissions Committee of the Faculty, based on selection requirements, as well as previous tertiary academic achievements, in consultation with the Head of Department.
- Successful candidates can only obtain credit for at most 50% of the modules required for the specific degrees; the remaining modules must be completed at UP.
- Transfer candidates from other universities must be registered at the University of Pretoria for at least two years before a BCom degree may be awarded.

## **V. Candidates who wish to transfer/convert to the following BCom degrees:**

### **BCom (Agribusiness Management)**

Applicants will be considered for admission if they:

- Obtained an Admission Point Score (APS) of 32; **and**
- Obtained at least a level 5 (60% - 69%) for English Language;  
**or**
- A CGPA of at least 60% and all modules passed; and
- Obtained at least a level 5 (60% – 69%) for Mathematics in the final Grade 12 examination or have passed Statistics 113 and 123 with an average of at least 60%;
- The entire academic record will be assessed; **and**
- A student must have passed at least 60% of modules enrolled for the previous degree in another faculty.

### **BCom (Informatics) # Information Systems**

Applicants will be considered for admission if they:

- Obtained an Admission Point Score (APS) of 30; **and**
- Obtained at least a level 5 (60% - 69%) for English Language;  
**or**
- A CGPA of at least 60% and all modules passed; and
- Obtained at least a level 5 (60% – 69%) for Mathematics in the final Grade 12 examination or have passed Statistics 110 and 120 with an average of at least 60%;
- The entire academic record will be assessed; **and**
- A student must have passed at least 60% of modules enrolled for the previous degree in another faculty.

**Note:** Students who want to transfer to BCom (Informatics) must personally consult with the Head of the Department of Informatics for permission to transfer after complying with the above requirements.

### **BCom (Law)**

**Applicants complying with the requirements set out immediately below will be considered for admission to BCom (Law) on academic merit (but acceptance is not guaranteed), if:**

- They meet at least the Admission Point Score (APS) of 32 or a cumulative weighted average (CGPA) of 60%;
- They have obtained a level 5 (60 – 69%) for Mathematics;  
**or**
- Obtained at least 70% in STK 113 and STK 123; or
- Have passed both STK 110 and 120; **and**
- They have obtained a level 5 (60–69%) in English Language.
- The entire tertiary academic record will be assessed by the Head of the Department/Programme Coordinator for selection purposes; and
- A student must have passed at least 60% of modules enrolled for in their previous degree in another faculty.

## **BCom (Statistics and data science)**

### **Applicants will be considered for admission if they:**

- Have obtained an Admission Point Score (APS) of at least 30 or a cumulative weighted average (CGPA) of 60%; **and**
- A level 5 (60–69%) in Mathematics; **or**
- At least 70% in STK 113 and STK 123; **or**
- Have passed WTW 114 or its equivalent; **and**
- Obtained a level 5 (60–69%) in English Language.
- A student must have passed at least 60% of modules enrolled for the previous degree in another faculty.

### **For students previously registered at other Universities/Institutions/Faculties as well as students previously registered at the Faculty of Economic and Management Sciences, who wish to transfer/convert to any of the following degrees:**

- BCom (Economic and Management Sciences/General/Own Choice)
- BCom (Business Management)
- BCom (Human Resource Management)
- BCom (Marketing Management)
- BCom (Supply Chain Management).

## **Requirements**

Applicants will be considered for admission to any of the above-mentioned BCom degree programs if they:

- Obtained an Admission Point Score (APS) of 30; **and**
- Obtained at least a level 5 (60% - 69%) for English Language; **or**
- A CGPA of at least 60% and all modules passed; **and**
- Obtained at least a level 4 (50% – 59%) for Mathematics in the final Grade 12 examination or have passed Statistics 113 and 123 with an average of at least 60%;
- The entire academic record will be assessed; **and**
- A student must have passed at least 60% of modules enrolled for the previous degree in another faculty.

Students who want to transfer to one of the above-mentioned programmes must be able to complete the degree in a reasonable period of time, deemed to be a maximum of 4 years.

## **Students with international qualifications should meet all the requirement admission requirements.**

### **VI Students who wish to transfer from BAdmin to BCom should meet the following requirements:**

Transferring from a BAdmin degree, initially requiring an APS of 28 and Mathematics = 3 or Mathematical Literacy = 4, is possible to **only** BCom degrees requiring an APS = 30, Maths = 4 and Eng = 5 (these represent the BCom (Business Management, Human Resource Management, Marketing Management and Supply Chain Management Sciences) as well as the BCom (Economic and Management Sciences/General/Own Choice)) degrees). If students meet the requirements set out below, the transfer will take place at the end of the first academic year at the EMS Faculty at UP and this will result in a student automatically extending their studies by a full academic year to four years. To qualify for such a

transfer, a student must have registered for and passed all the following modules in the BAdmin degree at the levels stipulated:

#### **First semester modules**

- AIM 111 Academic information management 111
- STK 113 Statistics 113 - pass with a minimum level of **60%**
- EKN 110 Economics 110 - pass with a minimum level of **55%**
- PAD 112 Public administration 112
- PUF 110 Public resource management 110

#### **Second semester modules**

- AIM 121 Academic information management 121
  - ALL 124 Academic literacy for Economic and Management Sciences 124
  - PAD 122 Public administration 122
  - STK 123 Statistics 123 - pass with a minimum level of **60%**
  - EKN 120 Economics 120 - pass with a minimum level of **55 %**
- or**
- BDO 121 Industrial and organizational psychology 121 – pass with a minimum level of **55%**

#### **Year module**

- PTO 101 Politics 101

**BAdmin students who do not pass all the above modules and at the specified levels, will not be transferred to the BCom degrees listed.**

**Note that this matter is not open for negotiation and no concessions will be made.**

## B. STUDENTS WHO STARTED ON THE MAMELODI CAMPUS

### VII Students currently on the BCom (Extended Programme) – Mamelodi ECP/Learning Programme

*Note that Year 1 at Mamelodi Campus is designed with a view to develop the necessary skills to enable a student to perform successfully at Hatfield Campus in Year 2. Students therefore need to spend at least 40 hours per week on developing themselves during this year and equip themselves with, amongst others, the necessary English and Mathematical skills.*

To continue at Hatfield Campus, students must enrol for and **PASS ALL** the following modules during:

#### **Year 1 (At Mamelodi Campus and the first year at UP)**

- **AIM** (Academic information management) 111, 121
- **LST** (Language, life and study skills) 133, 143
- **FRK** (Financial Accounting) 133, 143
- **OBS** (Business Management) 133, 143
- **STK** (Statistics 133\*, 143\*) **OR** **WST** (Mathematical Statistics 133\*, 143\*); **and**
- **WTW** (Mathematics 135\*, 143\*) **or** **BAM (Basic Business Mathematics) 133** as explained in the note below.

*\* Note that students who want to continue with a BCom (Econometrics) degree will need to register for and pass WTW 135 & WTW 143 as well as WST 133 & WST 143 and for a BCom (Economics) degree WTW 135 & WTW 143 as well as STK 133 & STK 143.*

*Students who want to continue with any of the other BCom degrees need to register for and pass only **BAM 133** at the required level, except in the case of BCom (Investment Management) which still requires WTW135 and STK 133 & 143 (at the required level) and they will not be required to do WTW 143 in the second semester.*

Students who passed all their Year 1 modules at the Mamelodi Campus will enrol for the modules associated with their chosen degree during Year 2 on Hatfield Campus and need to study the information below carefully. **Prescribed first semester modules for each target degree of choice appear in the Extended Programme Appendix 1 (at the back of this document).**

#### **Year 2 (Hatfield Campus and second year at UP)**

- A. Students who wish to eventually transfer to the **BCom (Accounting Sciences)** and **BCom (Investment Management)** degrees, must transfer to a **BCom (Own Choice)** or **BCom (Financial Sciences)** degree in Year 2, provided they meet the transfer requirements, and complete this second year at UP on the Hatfield Campus. Note that they **must** in addition to other modules associated with these two degrees, also register for KRG 110 and 120 during this year. After successfully passing the first two years (one year at Mamelodi and the next at Hatfield), they may apply for the two above-mentioned degree programmes. The following requirements must be met:

#### **For BCom (Accounting Sciences)**

##### **1. Must pass all modules in Year 1 at Mamelodi Campus:**

- **AIM** (Academic information management) 111, 121
- **LST** (Language, life and study skills) 133, 143
- **FRK** (Financial Accounting) 133, 143
- **OBS** (Business Management) 133, 143
- **STK** (Statistics) 133, 143 with an average of 70%; **and**
- **BAM** (Basic Business Mathematics) 133 with at least 70%.

**2. Must register in the first semester at Hatfield for all the modules prescribed for students wanting to transfer to the BCom (Accounting Sciences) degree as set out in Extended Programme Appendix 1 (at the back of this document) as well as all other relevant modules prescribed for the second semester of their current degree (BCom (Economic and Management Sciences/Own Choice) or (Financial Sciences)) and pass all prescribed modules enrolled for in Year 2 and obtain by the end of Year 2 at Hatfield Campus:**

- At least 70% for Financial Accounting FRK 121\* (students are also **strongly advised** to enrol for FRK 111 in the first semester of Year 2 at Hatfield Campus to maintain and enhance their Accounting skills); **and**
- At least 70% for Statistics STK 121 in the first semester of Year 2 at Hatfield Campus and at least 70% for STK 133 and 143; **and**
- Students wanting to transfer to BCom (Accounting Sciences) must register for and pass **STC 122** in the second semester; **and**
- A 65% average calculated using the following 2<sup>nd</sup> semester modules: EKN 120, FRK 121, KRG 120, OBS 124 and STC 122 (excluding INF, AIM and ALL)).

**The entire academic record of a student will be assessed by the Head of Department or CA Programme Co-ordinator when making the final decision on whether transfer will be allowed.**

**Students who meet all the above requirements will be able to transfer to BCom (Accounting Sciences), but they will be required to register for FRK 101. Students from the BCom (Extended Programme) will therefore not be able to register for FRK 201, FBS 200 or ODT 200, but they may register for other 2<sup>nd</sup> year modules/subjects required as part of the BCom (Accounting Sciences) degree.**

*\* FRK 121 Summer school results will not be considered.*

### **For BCom (Investment Management)**

**1. Must pass in Year 1 at the Mamelodi Campus:**

- **AIM** (Academic information management) 111, 121
- **LST** (Language, life and study skills) 133, 143
- **FRK** (Financial Accounting) 133, 143
- **OBS** (Business Management) 133, 143
- **STK** (Statistics) 133, 143 with an average of 70%; **and**
- **WTW** (Mathematics) 135 with at least 70%. (**IMPORTANT: Not BAM 133**)

**2. Must register in the first semester at Hatfield for all the modules prescribed for students wanting to transfer to the BCom (Investment Management) degree as set out in Extended Programme Appendix 1 (at the back of this document) as well as all other relevant modules prescribed for the second semester of their current degree (BCom (Economic and Management Sciences/Own Choice) or (Financial Sciences)) and pass all prescribed modules enrolled for in Year 2 and obtain by the end of Year 2 at Hatfield Campus:**

- At least a 60% for Financial Accounting (FRK) 121; Economics (EKN) 110 & 120 and 60% in Statistics (STK 121/STC 122) after obtaining at least 70% for each of STK 133 and 143 and 70% for WTW 135 in Year 1.

**3. The entire academic record of a student will be assessed by the Head of Department when taking the final decision on whether a transfer will be allowed.**

### **B. Students who wish to transfer to BCom (Econometrics)**

**1. Must pass in Year 1 at Mamelodi Campus:**

- **AIM** (Academic information management) 111, 121
- **LST** (Language, life and study skills) 133, 143
- **FRK** (Financial Accounting) 133, 143
- **OBS** (Business Management) 133, 143

- **WST** (Mathematical statistics) 133, 143 with an average of 70%; **and**
  - **WTW** (Mathematics) 135, 143 with an average of 70%.
2. **The entire academic record of a student will be assessed by the Head of Department when taking the final decision on whether a transfer will be allowed.**
  3. **Students who want to transfer to the above-mentioned programme must be able to complete the degree in a reasonable period of time.**
  4. **During Year 2 (the second year at UP), students have to register for WTW 153 in order to be credited with WTW 114. WTW 114 is equivalent to WTW 135 + WTW 143 + WTW 153.**
    - **Also, during the first semester of Year 2, students transferring to BCom (Econometrics) will have to register for WST 153 in order to be credited with WST 111.**
    - **WST 111 is equivalent to WST 133 + WST 143 + WST 153.**
  5. **In addition to point 4, students must register for all the modules prescribed for students wanting to transfer to the BCom (Economics) and (Econometrics) degrees as set out in Extended Programme Appendix 1 (at the back of this document) for the first semester at Hatfield Campus as well as all other relevant modules prescribed for the second semester of BCom (Economics) or (Econometrics) as far as prerequisites allow.**
  6. In the **second semester at Hatfield**, Mamelodi students who were successful in the first semester, will register for all the second semester modules of their target degree, provided they have met the relevant prerequisites.

### **C. Students who wish to transfer to BCom (Economics)**

1. **Must pass in Year 1 at the Mamelodi Campus:**
  - **AIM** (Academic information management) 111, 121
  - **LST** (Language, life and study skills) 133, 143
  - **FRK** (Financial Accounting) 133, 143
  - **OBS** (Business Management) 133, 143
  - **STK** (Statistics) 133, 143 with an average of 60% **or** **WST** (Mathematical statistics) 133, 143 with an average of 55%; **and**
  - **WTW** (Mathematics) 135, 143 with an average of 60%.
2. **The entire academic record of a student will be assessed by the Head of Department when taking the final decision on whether a transfer will be allowed.**
3. **Students who want to transfer to the above-mentioned programme must be able to complete the degree in a reasonable period of time.**
4. **During the first semester of Year 2 (the second year at UP), students have to register for WTW 154 in order to be credited with WTW 134. WTW 134 is equivalent to WTW 143 + WTW 154.**
  - **Also, during the first semester of Year 2, students transferring to BCom (Economics) will have to register for STK 121 in order to be credited with STK 120. Students have to achieve at least 60% for STK 121 to qualify to proceed with STC 122 (compulsory) in the second semester of Year 2.**
  - **STK 110 is equivalent to STK 133 + STK 143.**
5. **In addition to point 4, students must register for all the modules prescribed for students wanting to transfer to the BCom (Economics) degree as set out in Extended Programme Appendix 1 (at the back of this document) for the first semester at Hatfield Campus as well as all other relevant modules prescribed for the second semester of BCom (Economics) as far as prerequisites allow.**
6. In the **second semester at Hatfield**, Mamelodi students who were successful in the first semester, will register for all the second semester modules of their target degree, provided they have met the relevant prerequisites.

## D. Students who wish to transfer to BCom (Financial Sciences)

### 1. Must pass in Year 1 at the Mamelodi Campus :

- AIM (Academic information management) 111, 121
- LST (Language, life and study skills) 133, 143
- FRK (Financial Accounting) 133, 143 with an average of 70%
- OBS (Business Management) 133, 143
- STK (Statistics) 133 and 143 with 60% respectively; **and**
- BAM (Basic Business Mathematics) 133 with at least 60%.

2. In addition to complying with point 1, students must register for all the modules prescribed for students wanting to transfer to the BCom (Financial Sciences) degree as set out in Extended Programme Appendix 1 (at the back of this document) to this transfer guide for the first semester at Hatfield Campus as well as all other relevant modules prescribed for the second semester of BCom (Financial Sciences) as far as prerequisites allow.

3. The entire academic record of a student will be assessed by the Head of Department when taking the final decision on whether a transfer will be allowed.

4. In the second semester at Hatfield, Mamelodi students who were successful in the first semester, will register for all the second semester modules of their target degree, provided they have met the relevant prerequisites.

## E. Students who wish to transfer to BCom (Informatics) # Information Systems

### 1. Must pass in Year 1 at the Mamelodi Campus:

- AIM (Academic information management) 111, 121
- LST (Language, life and study skills) 133, 143
- FRK (Financial Accounting) 133, 143
- OBS (Business Management) 133, 143
- STK (Statistics) 133, 143 and achieve an average of 60% respectively); **and**
- BAM (Basic Business Mathematics) 133 with at least 60%.

2. In addition to point 1, students must register for all the modules prescribed for students wanting to transfer to the BCom (Informatics) degree as set out in Extended Programme Appendix 1 (at the back of this document) for the first semester at Hatfield Campus as well as all other relevant modules prescribed for the second semester of BCom (Informatics) as far as prerequisites allow.

3. The entire academic record of a student will be assessed by the Head of Department when taking the final decision on whether a transfer will be allowed.

4. In the second semester at Hatfield, Mamelodi students who were successful in the first semester, will register for all the second semester modules of their target degree, provided they have met the relevant prerequisites.

## F. Students who wish to transfer to BCom (Agribusiness Management)

### 1. Must pass in Year 1 at the Mamelodi Campus:

- Passed **all** prescribed modules under the requirements set out on page 13, under VI, Year 1 and obtained in all those modules collectively a CGPA of at least 60% in Year 1 at the UP Mamelodi Campus; **and**
- Obtained at least 60% for BAM (Basic Business Mathematics) 133; **and**
- Obtained at least 60% in STK 133 and at least 60% in STK 143; **and**
- Obtained an average of at least 60% for LST 133 and 143.

2. In addition to point 1, students must register for all the modules prescribed for students wanting to transfer to the above-mentioned BCom degrees as set out in Extended Programme Appendix 1 (at the back of this document) for the first semester at Hatfield Campus as well as all other relevant modules prescribed for the second semester of the above-mentioned BCom degrees as far as prerequisites allow.
3. The entire academic record of a student will be assessed by the Head of Department when taking the final decision on whether a transfer will be allowed.
4. In the second semester at Hatfield, Mamelodi students who were successful in the first semester, will register for all the second semester modules of their target degree, provided they have met the relevant prerequisites.

**G. Students who wish to transfer to any of the BCom degrees in Management Sciences cluster of the EMS Faculty [BCom (Business Management), (Human Resource Management), (Marketing Management) or (Supply Chain Management)] or the other BCom and BAdmin degrees**

**1. Must pass in Year 1 at the Mamelodi Campus:**

- AIM (Academic information management) 111, 121
- LST (Language, life and study skills) 133, 143
- FRK (Financial Accounting) 133, 143
- OBS (Business Management) 133, 143
- STK (Statistics) 133, 143; and
- BAM (Basic Business Mathematics) 133.

2. In addition to point 1, students must register for all the modules prescribed for students wanting to transfer to the above-mentioned BCom degrees as set out in Extended Programme Appendix 1 (at the back of this document) for the first semester at Hatfield Campus as well as all other relevant modules prescribed for the second semester of the above-mentioned BCom degrees as far as prerequisites allow.
3. The entire academic record of a student will be assessed by the Head of Department when taking the final decision on whether a transfer will be allowed.
4. In the second semester at Hatfield, Mamelodi students who were successful in the first semester, will register for all the second semester modules of their target degree, provided they have met the relevant prerequisites.

**H. Students who wish to transfer to BCom (Statistics and Data Science)**

**Must pass in Year 1 at the Mamelodi Campus:**

- AIM (Academic information management) 111, 121
- LST (Language, life and study skills) 133, 143
- FRK (Financial Accounting) 133, 143
- OBS (Business Management) 133, 143
- STK (Statistics) 133, 143 with an average of 65%; and
- BAM (Basic Business Mathematics) 133 with at least 55%.

**In addition to point 1, students must register for all the modules prescribed for students wanting to transfer to the BCom (Statistics and Data Science) degree as set out in Extended Programme Appendix 1 (at the back of this document) for the first semester at Hatfield Campus as well as all other relevant modules prescribed for the second semester of BCom (Statistics and Data Science) as far as prerequisites allow.**

5. **The entire academic record of a student will be assessed by the Head of Department when taking the final decision on whether a transfer will be allowed.**
6. In the second semester at Hatfield, Mamelodi students who were successful in the first semester, will register for all the second semester modules of their target degree, provided they have met the relevant prerequisites.

## I. Students from the Mamelodi Campus, who wish to transfer to BCom (Law):

These students will only be able to transfer to this degree if they comply with the following requirements:

- Passed **all** prescribed modules listed under the requirements set out on page 13, under VI, Year 1 and obtained in all those modules collectively a GPA of at least 60% in Year 1 at the UP Mamelodi Campus; **and**
- Obtained at least 60% for **BAM** (Basic Business Mathematics) 133; **and**
- Obtained at least 70% in STK 133 and at least 70% in STK 143; **and**
- Obtained an average of at least 60% for LST 133 and 143.
- **Note that the entire tertiary academic record of an applicant will be assessed by the Head of the Department/Programme Coordinator for selection purposes. Although all applicants who apply for the transfer to BCom (Law) will be considered for admission based on academic merit, acceptance is not guaranteed as capacity is limited.**
- Final admission remains dependent on the capacity of the programme.

### NOTE:

In highly exceptional circumstances entirely at the discretion of the Dean of the Faculty of Economic and Management Sciences, students from other institutions who apply for transfer to the BCom (Extended Programme) may be admitted if they comply with all the admission requirements. Note that **NO CREDITS** will be granted for modules passed previously at another tertiary institution.

## IMPORTANT CONTACT INFORMATION

### New applications:

#### UP Call Centre

Tel: +27 12 420 3111

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

Fax: [+27 12 420 4555](tel:+27124204555)

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

### Exemptions and other related matters:

Universities South Africa (USAF)

Postal address: PO Box 27392  
Sunnyside  
0132

Physical address: Unisa Sunnyside Campus

Building 3, Level 1  
Cnr. Rissik and Steve Biko Street,  
Sunnyside Pretoria  
South Africa

Tel: +27 010 591 4401/2

Fax: +27 86 680 5727

[Website: www.universitiessa.ac.za](http://www.universitiessa.ac.za)

### Administrator of BCom (Extended Programme)

Ms S Qokose

Tel: +27 12 420 3328

Email: [sibabalwe.qokose@up.ac.za](mailto:sibabalwe.qokose@up.ac.za)

### Head of EMS Administration

Mrs E Carelsen

Tel: +27 12 420 3327

Fax: +27 12 420 3063

Email: [elma.carelsen@up.ac.za](mailto:elma.carelsen@up.ac.za)

## APPENDIX 1: EXTENDED CURRICULUM PROGRAMME (BCOM)

### General

Please see below the prescribed modules (per degree) for the first semester of **Year 2** in the case of students transferring successfully to Hatfield Campus from Mamelodi Campus.

In all instances the total credit count of first semester modules is around 50 credits.

**NOTE:** In the **second semester at Hatfield**, Mamelodi students who were successful in the first semester, will register for all the second semester modules of their target degree, provided they have met the relevant prerequisites.

### A1. Prescribed first semester modules for BCom (Accounting Sciences) via BCom (Economic and Management Sciences/ Own Choice)

EKN 110

FRK 111 – **Very strongly** recommended for BCom (Accounting Sciences) students to ensure that their knowledge remain current and thus ensuring success in FRK 121 in the second semester.

INF 183

KOB 182/281

KRG 110

STK 121 - **Must enrol** for this module in the first semester and achieve at least 60% to qualify to enrol for STC 122 in the second semester (passing STC 122 is compulsory).

**NB:** See second semester guidance in the third paragraph under General above.

### A2. Prescribed first semester modules for BCom (Investment Management) directly after completing Year 1 at Mamelodi Campus

EKN 110

FRK 111 – **Very strongly** recommended for BCom (Investment Management) students to ensure that their knowledge remain current and thus ensuring success in the second semester.

INF 183

KOB 182/281

KRG 110

STK 121 - **Must enrol** for this module in the first semester and must achieve 60% to qualify to enrol for STC 122 in the second semester (passing STC 122 is compulsory).

**NB:** See second semester guidance in the third paragraph under General above.

### B1. Prescribed first semester modules for BCom (Econometrics)

EKN 110

FIL 251 – Strongly recommended

INF 183

INF 264

KOB 182/281

WST 153 – Note that WST 153 + WST 133 + WTW 143 = WST 111

WTW 153 – Note that WTW 153 + WTW 135 + WTW 143 = WTW 114

**NB:** See second semester guidance in the third paragraph under General above.

### B2. and C. Prescribed first semester modules for BCom (Economics)

EKN 110

FIL 251

INF 183

KOB 182/281

STK 121 – **Must enrol** for this module in the first semester and must achieve 60% to qualify to enrol for STC 122 in the second semester (passing STC 122 is compulsory).

WTW 154 – Note that WTW 135 + WTW 143 + WTW 154 = WTW 134

**NB:** See [second semester guidance](#) in the third paragraph under General above.

**D. Prescribed first semester modules for BCom (Financial Sciences) & BCom (Economic and Management Sciences/Own Choice)**

BER 210 – For students **not** wanting to do BCom (Accounting Sciences) and BCom (Investment Management)  
 EKN 110  
 FIL 251  
 INF 183  
 STK 121 – **Must enrol** for this module in the first semester.

**NB:** See [second semester guidance](#) in the third paragraph under General above.

**E. Prescribed first semester modules BCom (Informatics)**

EKN 110  
 INF 113  
 INF 154  
 INF 171 (Year module and thus enrolled for in both first and second semesters)  
 INF 183  
 STK 121 – **Must enrol** for this module in the first semester and must achieve 60% to qualify to enrol for STC 122 in the second semester (passing STC 122 is compulsory).

**NB:** See [second semester guidance](#) in the third paragraph under General above.

**F. Prescribed first semester modules for BCom (Marketing Management) / (Business Management) / (Supply Chain Management) / (Human Resource Management)/ (Agribusiness Management)**

EKN 110  
 INF 183  
 KOB 182/281  
 BER 210  
 STK 121 – **Must enrol** for this module in the first semester.

**NB:** See [second semester guidance](#) in the third paragraph under General above.

**G. Prescribed first semester modules for BCom (Statistics and Data Science)**

INF 154 (provided the student achieved more than 50% for STK 133 and 143 or WST 133 and 143)

EKN 110  
 FBS 112  
 INF 171  
 INF 183  
 STK 121 – **Must enrol** for this module in the first semester and achieve 60% to enrol for STC 122 in the second semester (passing STC 122 is compulsory).

**NB:** See [second semester guidance](#) in the third paragraph under General above.

**H. Prescribed first semester modules for BCom (Law)**

EKN 110  
 ENG 118 or ENG 110  
 JUR 110  
 PSR 110  
 STK 121 - **Must enrol** for this module in the first semester.

**NB:** See [second semester guidance](#) in the third paragraph under General above.