

FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES
CHANCELLOR'S EXAMINATION ADMISSION RULES FOR UNDERGRADUATE DEGREES
JANUARY 2024

Requirements to qualify for a chancellor's exam

Also refer to General Academic Regulation G12

- A student requiring no more than 4 semester or 2 year modules to complete their qualification may apply to write a chancellor's exam. Please note modules that comprises an integrated practical component (e.g. INF 370) are excluded from this concession.
- A student only qualifies for a Chancellor's exam if they sat for the prescribed examination in the final (preceding) year of study. Faculties may relax this requirement in terms of their faculty regulations, provided such relaxation is applicable to one module only.

All undergraduate BCom and BAdmin degrees:

If a student

- failed 4 semester modules; **or**
- failed 2 year modules; **or**
- failed 1 semester or 1 year module after writing the exam and did not obtain admission to the exam in 1 other semester or 1 other year module but achieved a semester or year mark of at least 35%; **or**
- needs only 1 year module or 1 semester module, did not obtain exam entrance but achieved a semester or year mark of at least 25%.

Students are allowed to write Chancellor's exams in a maximum of 4 semester or 2 year modules if they comply with one of the conditions listed above.

Procedure to apply

Step 1

- Download the application form available at: <https://www.up.ac.za/students/article/2745831/forms-request-to-change-information>
- Complete, sign and scan/save the form as a pdf document

Step 2

Go to your Student Center accessible via your Student Portal, Click on Service request

- Click on Create New Request;
- Click on Enrolment Related and click on Next;
- Select Special Exam Application and click on Next;
- Select relevant faculty and click on Next;
- Upload applicable documents in PDF format.
- Submit

NOTE

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

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

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

The above applies to undergraduate degrees only.

The amended Special Examination Regulations will be effective as from 1 November 2023.

The timetable will be available from 1 December 2023.

