



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

Transfer Guide 2023/2024

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. Note that there may be space limitations on some degrees and then academic merit will be the deciding factor.
- The transfer approval panel reserves the right to use their discretion to the benefit of students.
- **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 mailit to 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. Please note this closing date is only for current UP students. Other students please refer to the applicable closing dates available on the UP Web under What to Study.*
- 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 one year to allow transferring students to complete an undergraduate qualification in a maximum of four years – see General Academic Regulation G3.2.2 and G3.2.4. A student must have passed at least 60% of modules (including dropped 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 stating that they gave a bachelor's pass 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 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.

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.

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 before 30 November for changing your degree in 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) for closing dates.

A. STUDENTS AT HATFIELD CAMPUS FROM THEIR FIRST YEAR

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

TO: BCom Accounting Sciences FROM another BCom degree

Candidates can only transfer **TO** BCom Accounting Sciences at the end of their first year.

The following ring-fenced modules are implemented for BCom (Accounting Sciences) during 2023 for the first time and students studying towards another BCom degree during 2023, will thus not have STC122 (mostly), ALL126, BUS100, RRP100 and FDM100.

Important note: For the above reason, no student from another BCom degree at UP will in future be allowed to transfer from that degree directly into the second year of BCom (Accounting Sciences). Transferring to the BCom (Accounting Sciences) degree after completing your first year in another BCom degree, will thus mean that you will take at least four years of study at UP to complete your first undergraduate degree, being the BCom (Accounting Sciences) degree.

Applicants will be considered for admission to the first year of BCom (Accounting Sciences) degree if they:

- Obtained an Admission Point Score (APS) of 34; **and**
- Obtained at least a level 5 (60% - 69% for English Language; **and**
- Obtained at least a level 6 (70% - 79%) for Mathematics

OR

- Successfully registered for and passed all prescribed modules in the student's first year of the previous BCom degree; **and**
- Achieved 70% in STK 120 or 65% in STC 122; **and**
- Obtained a cumulative grade point average (CGPA) of at least 65% for all second semester prescribed modules of their first year in the previous BCom degree (excluding AIM and ALL).

NOTE: Students who know that they want to transfer to BCom (Accounting Sciences) are encouraged (although this is not compulsory) to register and complete STC 122 rather than STK 120 in their first year of their other BCom degree as it will assist them in future. Note that this will require a specific request to their degree administrator and will only be allowed if they achieved more than 60% for STK 110, which is the prerequisite for registering for STC 122.

To be considered for transfer to the BCom (Accounting Sciences) degree, students from other faculties at UP 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/IEB results or equivalent, that is
 - Obtained an Admission Point Score (APS) of 34; **and**
 - Obtained at least a level 5 (60% - 69% for English Language; **and**
 - Obtained at least a level 6 (70% - 79%) for Mathematics
- 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.

- Will be expected to complete the BCom (Accounting Sciences) degree in minimum time.
- Students who have already completed their first degree in minimum time, must contact the CA Programme Coordinator (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 will be based on academic merit.

To be considered for transfer to the BCom (Accounting Sciences) degree at UP, students currently enrolled for a SAICA accredited accounting degree at another university, should consider the following:

- Since the changes in the new BCom (Accounting Sciences) degree are unique, students transferring from another university will need to repeat Year 1 of the new BCom (Accounting Sciences) degree at UP. They must have achieved at least the following at their previous institution:
 - 65% average/CGPA for all prescribed 1st year modules at their previous institution; **and**
 - 65% for Statistics.

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 RRP 100); **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); **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 (including dropped 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:

- 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 all modules **and**
- Final admission is dependent on the capacity of the programme.

Or

- Obtained at least a 60% weighted average for Statistics 110 and 120 (STK 110, 120) or
- Obtained at least 60% for STK 110 and passed STC 122; or
- Obtained 65% for Statistics 113 and 65% for STK 123 respectively (STK 113, STK 123; **and**
- An average of 60% for Financial Accounting 111, 121 (FRK 111, 121); or
- Can be credited for FRK 111 and FRK 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, the following will apply

- Students who had a Grade 12 APS of at least 34 and at least a 6 for Mathematics;
or
- Students must have passed AIM 111 and 121 (or equivalent), ALL 124 (if applicable), EKN 110 and 120, STK 110, INF 112, INF 183 and OBS 114; **and**
- Failed only RRP 100 and receive credit for FRK 111 and FRK 121. Credit for FRK 111 and FRK 121 is based on performance in RRP 100 at the end of the year and will be communicated at the start of the respective academic year; **and**
- Final admission is dependent on the capacity of the programme.

For more information regarding possible credit for FRK 111 and FRK 121, please contact 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 (Statistics 113 and 123 (STK 113, 123) is not acceptable); **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. to transfer.

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 (including dropped 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 (including dropped 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 (including dropped 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% or STC 122. (Statistics 113 and 123 (STK 113, 123) is not acceptable); ;
- The entire academic record will be assessed; **and**
- A student must have passed at least 60% of modules (including dropped 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 (including dropped 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 WST 111 and 121. Refer to General Academic Regulation G3
- Students who are enrolled for STK 113 and 123, will transfer to first year as STK 121 (in the first semester) and STK 122 (in the second semester) must still be passed. Refer to General Academic Regulation G3.2.2 and G3.2.4 for number of years allowed to complete a qualification.
- 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 (including dropped 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). Limited spaces are available and applicants will be selected based on academic performance.

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 (including dropped 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.

Note: 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

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**. **Now read the note (*) below very carefully to ensure you know what is applicable to your degree.**

** Note that students who want to continue with a BCom (Econometrics) degree will need to register for and pass WTW 135 & WTW 143 (not BAM 133) **as well as** WST 133 & WST 143.*

*Students who want to continue with a BCom (Economics) degree must register for and pass WTW 135 & WTW 143 (not BAM 133) **as well as** STK 133 & STK 143.*

For students who want to continue with a BCom (Investment Management) degree, BAM 133 is replaced by WTW 135 and these students must register for and pass WTW 135 and STK 133 & 143 (at the required level). However, these students will not be required to do WTW 143 in the second semester.

*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.*

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 (their first year at Hatfield), provided they meet the transfer requirements, and successfully complete this second year at UP on the Hatfield Campus. Note that students registering for BCom (Investment Management) ONLY, **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 transfer to the two above-mentioned degree programmes. The following requirements must be met:

For BCom (Accounting Sciences)

- **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%.

- **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 after achieving 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 2nd semester modules: EKN 120, FRK 121, INF 112, INF 264, OBS 124 and STC 122 (excluding AIM and ALL)).

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

Students who meet all the above requirements will be able to transfer to the first year of BCom (Accounting Sciences), but they will be required to register for the following mix of modules: First year modules would be RRP 100, BUS 100, FDM 120 and ALL 126. In addition, they must register for the following 2nd year modules/subjects that would normally form part of the BCom (Accounting Sciences) degree curriculum, provided they meet the set prerequisites. These modules are INF 264, WST 212 and HRC 220. Students from the BCom (Extended Programme) will therefore NOT be able to register for RRP200, FDM 200, GOA 200, KRG 201, BPE 221 or TXA 200 during their first year in BCom (Accounting Sciences).

** 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, as explained earlier**)

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)

• 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%.
- 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.
- Students who want to transfer to the above-mentioned programme must be able to complete the degree in a reasonable period of time.
- 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.
- 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.
- 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)

- **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%.
- **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.**
- **Students who want to transfer to the above-mentioned programme must be able to complete the degree in a reasonable period of time.**
- **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.
- **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.**
- 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)

- **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%.
- **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.**
- **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.**
- 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

- **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 (60% respectively); and
 - BAM (Basic Business Mathematics) 133 with at least 60%.
- **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.**
- 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. Note that this programme has a limited number of spaces available and hence only the best students will be selected as far as space allows.
- 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 any of the following BCom degrees:

BCom (Business Management), (Human Resource Management), (Marketing Management), (Supply Chain Management), (Agribusiness Management) or 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.

G. 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
 - **BAM** (Basic Business Mathematics) 133 with at least 55%
 - **STK** (Statistics) 133, 143 with an average of 65%;
- or**
- **WST** (Mathematical Statistics) 133 and 143;

In addition to point 1, students must register for all the modules prescribed for students wanting to transfer to a 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.

- 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.
- 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 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

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

Website: 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

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Head of EMS Administration

Mrs E Carelsen

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Fax: +27 12 420 3063

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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) or BCom (Financial Sciences)

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

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. Specifically register for EKN 120, OBS 124, FRK 121, INF 112 and STC 122 in the second semester. **Note:** STC 122 registration may require assistance of the relevant degree administrator if this is not possible online and the set prerequisites must be met to do so.

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). Specifically register for EKN 120, KRG 120, OBS 124, FRK 121 and STC 122 in the second semester. **Note:** STC 122 registration may require assistance of the relevant degree administrator if this is not possible online and the set prerequisites must be met to do so.

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 (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 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.