

# TRANSFER GUIDE 2024/2025



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

## Faculty of Economic and Management Sciences

Fakulteit Ekonomiese en Bestuurswetenskappe  
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## **Preface**

Welcome to the EMS Transfer Guide—a robust and indispensable resource designed to support both staff and students in navigating the intricacies of transferring to an undergraduate degree programme within the Faculty of Economic and Management Sciences (EMS) at the University of Pretoria (UP). Whether you're considering a transfer within EMS, transitioning internally from other faculties within UP, or joining us from tertiary institutions outside UP, this guide is tailored to provide clarity and guidance throughout the transfer process.

At the heart of this transfer guide are essential rules and regulations that serve as the foundation for seamless transitions. These rules form the cornerstone of our commitment to facilitating smooth and transparent transfers, ensuring that every student's journey to an EMS undergraduate degree is as efficient and informed as possible.

## **Eligibility Criteria for Transfer to an Undergraduate Degree Programme within EMS**

To be considered for transfer, students must meet the following criteria:

1. They must have been registered in only one other faculty or institution.
2. They should have successfully passed at least 60% of modules (including dropped modules) enrolled during the period registered for the previous degree programme.
3. They must be capable of completing the degree programme at EMS within the required N+1 period. Notice: Please be advised that all years enrolled in an undergraduate programme, whether internally at the University of Pretoria or externally at other tertiary institutions, will be taken into account for the N+1 requirement.
4. They must adhere to the specific EMS requirements outlined in this guide, as detailed in Tables 1 through 4. Please be aware that meeting the transfer requirements outlined does not guarantee automatic approval for transfer. Transfers can only be accommodated if there is availability within the programme to which the student seeks transfer.

## **Timing Criteria for Transfer to an Undergraduate Degree Programme within EMS**

The timing for transferring to an undergraduate degree programme within EMS is outlined as follows:

**Table 1:** Students within EMS: After completing the first semester of the first year of registration, provided the student's NSC/IEB results meet the minimum requirements set for the specific EMS degree programme.

**Table 2:** Students internally within UP (all faculties) and students from outside UP: After completing the first year of an undergraduate academic programme outside EMS, provided the student's NSC/IEB results meet the minimum requirements set for the specific EMS degree programme. Please be advised that applications for transfer under Table 2 will only be allowed if the student's prior registration at UP or any other tertiary institution does not exceed one year.

**Table 3:** Students internally within UP (all faculties): After completing the first year of an undergraduate academic programme, even if the student's NSC/IEB results fall below the minimum requirements set for the specific EMS degree programme, but the student has demonstrated academic progress. Please be advised that applications for transfer under Table 3 will only be allowed if the student's prior registration at UP does not exceed one year.

**Table 4:** Students within EMS: After completing two years of study in a degree programme within EMS. Please be advised that applications for transfer under Table 4 will only be allowed if the student's prior registration at UP does not exceed two years.

These guidelines delineate the various opportunities and timeframes available for students to transfer smoothly into an undergraduate degree programme within the Faculty of Economic and Management Sciences. Each table provides comprehensive information to facilitate informed decision-making and adherence to the transfer process.

**TABLE 1: Students within EMS (After completing the first semester of the first year)**

June/July (After semester 1)				
<b>EMS students</b> have the opportunity to transfer to one of the designated undergraduate degree programmes below within the EMS domain, provided they meet the specified requirements outlined in Table 1	Minimum requirements for NSC/IEB			Transfer requirements
	Achievement level		APS	
	English Home Language or English First Additional Language	Mathematics		
<b>BCom specialising in:</b>				
Business Management	5	4	30	Minimum requirements for NSC/IEB <b>and</b> Passed in semester 1 <ul style="list-style-type: none"><li>• FRK 111</li><li>• EKN 110</li><li>• OBS 114</li><li>• STK 110</li></ul>
Human Resource Management				
Marketing Management				
Supply Chain Management				
Financial Sciences	5	5	32	
Economics	5	5	32	Minimum requirements <b>and</b> Passed in semester 1 <ul style="list-style-type: none"><li>• FRK 111</li><li>• EKN 110</li><li>• OBS 114</li><li>• STK 110 (with 60%)</li></ul>
Econometrics	5	6	32	Minimum requirements <b>and</b> Passed in semester 1 <ul style="list-style-type: none"><li>• FRK 111</li><li>• EKN 110</li><li>• OBS 114</li><li>• WST 111</li></ul>
Investment Management	5	6	34	Minimum requirements <b>and</b> Passed in semester 1 <ul style="list-style-type: none"><li>• FRK 111</li><li>• EKN 110</li><li>• OBS 114</li><li>• STK 110 (with 60%)</li></ul>

**How do I apply to transfer?**

EMS students applying for transfer after the first semester of the first year of registration, 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**.

**TABLE 2: Students internally within UP and students from outside UP (NSC/IEB results meet minimum requirements and student completed first year of an undergraduate academic programme, demonstrating academic progress)**

Nov/Dec (End of first year)				
<b>Non-EMS students</b> also have the opportunity to transfer to one of the designated undergraduate degree programmes below within the EMS domain, provided they meet the specified requirements outlined in Table 2	Minimum requirements for NSC/IEB			Transfer requirements
	Achievement level		APS	
	English Home Language or English First Additional Language	Mathematics		
<b>BCom specialising in:</b>				
Business Management	5	4	30	Minimum requirements for NSC/IEB  <i>(Plus: successfully passed at least 60% of modules (including dropped modules) enrolled during the period registered for the previous degree programme)</i>
Economic and Management Sciences				
Human Resource Management				
Marketing Management				
Supply Chain Management				
Agribusiness Management	5	5	30	
Informatics				
Economics	5	5	32	
Financial Sciences				
Law				
Statistics				
Econometrics	5	6	32	
Investment Management	5	6	34	
<b>BCom in Accounting Sciences</b>	5	6	34	
<b>BAdmin specialising in:</b> Public Management and International Relations	5	3	28	

### How do I apply to transfer?

**UP students (EMS and other Faculties):** Students applying for transfer at the end of the first year of registration, 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 internal transfer applications is **31 January**.

**Non-UP students:** Students from other tertiary institutions must apply within the official application period set by UP. The closing date for external applications are typically from **1 April to 30 June**.

**Please be advised that applications for transfer under Table 2 will only be allowed if the student's prior registration at UP or any other tertiary institution does not exceed one year.**

**TABLE 3: Students internally within UP (NSC/IEB results below minimum requirements, but student completed first year of an undergraduate academic programme, demonstrating academic progress)**

<p><b>UP students</b> have the opportunity to transfer internally to one of the designated undergraduate degree programmes below within the EMS domain, provided they meet the specified requirements outlined in Table 3</p>	<p>Minimum achievement level for NSC/IEB  <b>Mathematics</b></p>	<p>Transfer requirements</p>
<b>BCom specialising in:</b>		
Business Management	4	<p>Minimum achievement level for NSC/IEB Mathematics <b>or</b> Must have passed Statistics STK 133 and STK 143 with an average of at least 60% <b>or</b> Must have passed Statistics STK 113 and STK 123 with an average of at least 60% <b>or</b> Must have passed Statistics STK 110 and STK 120 or the equivalent thereof</p>
Economic and Management Sciences		
Human Resource Management		
Marketing Management		
Supply Chain Management		
Agribusiness Management	5	<p>Minimum achievement level for NSC/IEB Mathematics <b>or</b> Must have passed Statistics STK 133 and STK 143 with an average of at least 65% <b>or</b> Must have passed Statistics STK 113 and STK 123 with an average of at least 65% <b>or</b> Must have passed Statistics STK 110 and STK 120 or the equivalent thereof with an average of 60% <b>or</b> Must have passed Statistics STK 110 with at least 60% and also passed STC 122</p>
Informatics		
Economics		
Financial Sciences		
Law		
Statistics		
Econometrics	6	<p>Minimum achievement level for NSC/IEB Mathematics <b>or</b> Must have passed Mathematics WTW 114 and WTW 124 or the equivalent thereof</p>
Investment Management	6	<p>Minimum achievement level for NSC/IEB Mathematics <b>or</b> Must have passed Statistics STK 110 and STK 120 or the equivalent thereof with an average of 65% <b>or</b> Must have passed Statistics STK 110 with at least 60% and also passed STC 122</p>
<b>BCom in Accounting Sciences</b>		
<b>BAdmin specialising in:</b> Public Management and International Relations	3	<p>Minimum achievement level for NSC/IEB Mathematics <b>or</b> Must have passed EKN 110</p>

**How do I apply to transfer?**

**UP students:** Students applying for transfer at the end of the first year of registration, 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 internal transfer applications is **31 January**.

**TABLE 4: Students within EMS (After completing the second year of an EMS degree programme)**

EMS students have the opportunity to transfer to one of the designated undergraduate degree programmes below within the EMS domain, provided they meet the specified requirements outlined in Table 4	Transfer requirements
<b>BCom specialising in:</b>	
Agribusiness Management	<p>Must have passed all first year specialisation modules:</p> <ul style="list-style-type: none"> <li>- Financial Accounting (FRK 111, FRK 121/122)</li> <li>- Economics (EKN 110 and EKN 120)</li> <li>- Business Management (OBS 114 and OBS124)</li> </ul> <p><i>(For Human Resource Management, BDO 121 is an additional requirement. For Marketing Management, BEM 120 is an additional requirement)</i></p> <p><b>and</b></p> <p>Must have passed Statistics STK 110 and STK 120 or the equivalent thereof</p>
Business Management	
Economic and Management Sciences	
Human Resource Management	
Marketing Management	
Supply Chain Management	
Economics	<p>Must have passed all first year specialisation modules:</p> <ul style="list-style-type: none"> <li>- Financial Accounting (FRK 111, FRK 121/122)</li> <li>- Economics (EKN 110 and EKN 120)</li> <li>- Business Management (OBS 114 and OBS124)</li> </ul> <p><b>and</b></p> <p>Must have passed Statistics STK 110 and STK 120 or the equivalent thereof with an average of 60%</p> <p><b>or</b></p> <p>Must have passed Statistics STK 110 with at least 60% and also passed STC 122</p>
Financial Sciences	
Law	
Statistics	
Econometrics	<p>Must have passed all first year specialisation modules:</p> <ul style="list-style-type: none"> <li>- Financial Accounting (FRK 111, FRK 121/122)</li> <li>- Economics (EKN 110 and EKN 120)</li> <li>- Business Management (OBS 114 and OBS124)</li> <li>- Mathematical Statistics (WST 111 and WST 121)</li> </ul> <p><b>and</b></p> <p>Must have passed Mathematics WTW 114 and WTW 124 or the equivalent thereof</p>
Investment Management	<p>Must have passed all first year specialisation modules:</p> <ul style="list-style-type: none"> <li>- Financial Accounting (FRK 111, FRK 121/122)</li> <li>- Economics (EKN 110 and EKN 120)</li> <li>- Business Management (OBS 114 and OBS124)</li> </ul> <p><b>and</b></p> <p>Must have passed Statistics STK 110 and STK 120 or the equivalent thereof with an average of 65%</p> <p><b>or</b></p> <p>Must have passed Statistics STK 110 with at least 60% and also passed STC 122</p>

**How do I apply to transfer?**

**EMS students:** Students applying for transfer at the end of the second year of registration, 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 internal transfer applications is **31 January**.