

TRANSFER GUIDE 2025/2026



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



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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 are 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 well informed as possible.

Terms and Conditions Underpinning a Transfer Request Submitted to EMS

By submitting a transfer request to EMS in terms of this guide, the requesting students confirm that they are aware and accept –

- (1) that meeting the EMS transfer requirements outlined in this guide **does not guarantee automatic approval** for the transfer. Transfers can only be accommodated if there is space available within the EMS programme to which the student seeks transfer, and
- (2) that the EMS Faculty's Transfer Approval Panel reserves the right to use their discretion in making decisions related to transfer requests submitted to EMS and that **their decision is final** and not open for debate or appeal, and
- (3) that transfer options within EMS are restricted to the academic programmes listed in Tables 1 through 3 included in this guide. If a particular academic programme is not included in the designated Table, transferring to that specific programme is not an available option, and
- (4) that they comply with the General Regulations of the University of Pretoria.

Eligibility Criteria for Transfer to an Undergraduate Degree Programme within EMS

To be considered for transfer in terms of this guide, students must meet the following eligibility criteria:

1. they must comply with the UP General Regulations,¹ **AND**
2. they must comply with all of the requirements outlined in the EMS Transfer Guide,² **AND**
3. they must comply especially with **UP Regulation G3** that governs the renewal of registrations. The following subsections of this regulation underpin the eligibility criteria for transfers to EMS in terms of the EMS Transfer Guide:

1.1 Subsection G3.2.1 – Academic progress

A student must pass at least 60% (at least 75 credits) of the official credits listed for the (first) year-level of study for a three- year programme or at least 66% (at least 80 credits) for a four-year programme.

EMS Transfer Guide Requirements – students will be eligible to transfer to EMS if:

- ✓ they are first-year students registered for an undergraduate programme at UP (Internal transfer) or at another higher education institution (External transfer), **and**
- ✓ they have passed at least 60%, or 66% where relevant, of the prescribed first-year **Core Academic Module Credits** of the programme that they are registered for. **Please note:** foundation and/or fundamental modules **are not** considered to determine the set percentages of 60% or 66%.

¹ Available at: <https://www.up.ac.za/yearbooks/2025/rules>

² Please note that this version of the EMS Transfer Guide replaces any older versions dated before the effective date of this version (Refer to the bottom of the page for the date), or any undated versions available from any source.

1.2 Subsections G3.2.2 and G3.4 – Maximum period for completion of an undergraduate programme

A student must be able to complete the programme for which they are re-registering (*transferring to*), within the prescribed minimum period (years = N) plus two years (N+2). Internal and External transferring students must note that previous years of study will form part of the total number of years of study towards the achievement of a first bachelor's degree.

EMS Transfer Guide Requirements – students will be eligible to transfer to EMS if:

- ✓ *they have been registered in only one other faculty in UP, or only one other institution outside UP, for no longer than one academic year, and*
- ✓ *they are able to complete the undergraduate programme in EMS that they wish to transfer to in a maximum period of four years to be able to comply with the N+2 requirement.*

1.3 Subsection G3.3 – Exclusions and dismissals



A (**First-year UP**) student who does not comply with the requirements set out in G3.2 is automatically excluded from further registration. Such student may appeal the exclusion in accordance with the procedure as set out in G4.1. In terms of Regulation G4.1, a (**First-year UP**) student whose registration has been cancelled due to failure to comply with the requirements set out in G3.2, may appeal the exclusion. Appeals are considered by the relevant faculty's appeals committee, following which the student may either be readmitted to or dismissed from the programme. Where readmission is granted, the faculty appeals committee may set certain conditions.

EMS Transfer Guide – First-year UP students that were excluded by their relevant faculty at the end of their first academic year will be eligible to transfer to EMS (EMS students internally) if:

- ✓ *they successfully appealed their exclusion on a faculty level in terms of UP regulation G4.1, and*
- ✓ *the relevant faculty's appeals committee granted the student readmission on condition that the student transfer to another academic programme within UP, and*
- ✓ *the student complies with all of the other transfer requirements set out in this EMS Transfer Guide.*

Timing and Transfer Guidelines

These guidelines delineate the various opportunities and timeframes available for internal and external students to transfer smoothly into an undergraduate degree programme within the Faculty of Economic and Management Sciences.

Category	Timing	Main transfer criteria	Detailed Criteria Tables 
<u>EMS students</u> (registered for their <u>first-year</u> of an undergraduate degree programme) <u>in the EMS Faculty</u>	At the end of the <u>first semester</u> (Mid-year transfer)	The EMS student <u>meets the minimum NSC/IEB requirements</u> set for the EMS degree programme that the student wants to transfer to, and the student <u>passed all of the first-year, first-semester prescribed modules</u> in the main examination (First-time pass). <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">Please note: Students writing supplementary exams at the end of the first-semester, or attend Winter Schools, will not be eligible for a mid-year transfer</div>	Table 1
	At the end of the <u>first academic year</u>	The EMS student <u>meets the minimum NSC/IEB requirements</u> set for the EMS degree programme that the student wants to transfer to, and the student is <u>permitted to reregister at UP in terms of UP Regulation G3</u> as applied for purposes of this EMS Transfer Guide.	Table 2
		The EMS student's <u>NSC/IEB results fall below the minimum requirements</u> set for the EMS degree programme that the student wants to transfer to, but the student has demonstrated <u>acceptable academic progress</u> as reflected by the results of the prescribed first-year modules of the <u>BCom programme</u> that the student is enrolled for, and the student is <u>permitted to reregister at UP in terms of UP Regulation G3</u> as applied for purposes of this EMS Transfer Guide.	Table 3 
<u>UP students</u> (registered for the <u>first-year</u> of an undergraduate degree programme) <u>in one of the other faculties at UP</u>	At the end of the <u>first academic year</u>	The UP student <u>meets the minimum NSC/IEB requirements</u> set for the EMS degree programme that the student wants to transfer to, and the student is <u>permitted to reregister at UP in terms of UP Regulation G3</u> as applied for purposes of this EMS Transfer Guide.	Table 2
<u>External students from other higher education institutions</u> registered for the <u>first-year</u> of an undergraduate degree programme	At the end of the <u>first academic year</u>	The external transferring student <u>meets the minimum NSC/IEB requirements</u> set for the EMS degree programme that the student wants to transfer to, and the student <u>complies with the UP admissions requirements in terms of UP Regulation G1</u> and the student is <u>permitted to (re)register at UP in terms of UP Regulation G3</u> (See Point 1.2 on page 3).	Table 2

³ Each Table provides comprehensive information to facilitate informed decision-making before submitting a transfer application to EMS.

⁴ **Please note:** Table 3 is only available for EMS students already enrolled on a BCom programme in EMS and who want to transfer to another BCom programme. EMS students enrolled on the BAdmin Public Management and International Relations programme and who wants to transfer to a BCom programme in EMS must refer to **Annexure A** of this document for the conditions and requirements.

TABLE 1:

First-year EMS students who meet the minimum NSC/IEB requirements set for the EMS degree programme that the student wants to transfer to at the end of the first semester (midyear transfer).

June/July (Midyear transfer at the end of Semester 1)				
First-year EMS students have the opportunity to transfer to one of the undergraduate degree programmes listed below, provided that they meet the specified requirements outlined in this Table 1 .	Minimum requirements for NSC/IEB			Transfer requirements
	Achievement level		APS	
	English (Home Language or First Additional Language)	Mathematics		
BCom specialising in:				
<i>Business Management</i>	5	4	30	Meet the minimum requirements for NSC/IEB, and A first-time pass of all of the first-year, first-semester prescribed modules.
<i>Human Resource Management</i>				
<i>Marketing Management</i>				
<i>Supply Chain Management</i>				
<i>Agribusiness Management</i>	5	5	30	Meet the minimum requirements for NSC/IEB, and A first-time pass of all of the first-year, first-semester prescribed modules, and Passed STK 110 with a final mark of at least 60%.
<i>Financial Management Sciences</i>	5	5	32	
<i>Statistics and Data Science</i>	5	5	32	
<i>Investment Management</i>	5	6	34	
<i>Economics</i>	5	5	32	Meet the minimum requirements for NSC/IEB, and A first-time pass of all of the first-year, first-semester prescribed modules, and Passed STK 110 with a final mark of at least 60%, and Passed EKN 110 with a final mark of at least 60%.
<i>Econometrics</i>	5	6	32	

WHEN AND HOW TO APPLY FOR A MIDYEAR TRANSFER IN TERMS OF TABLE 1

When?

The opening date for first-year EMS students to submit a midyear transfer request in terms of Table 1 is **1 July 2025** and the closing date is **11 July 2025**.

How?

EMS first-year students will be able to apply for a midyear transfer by completing a digital **EMS Student Midyear Transfer Request Form**. The link to the digital version of this form will be made available to EMS first-year students on clickUP under UPO 107 Y1 2025 on 1 July 2025. At that time, students may also contact the EMS Faculty Student Administrators to get the link. **Please note, EMS Faculty will not accept any old manual forms that were used in prior years.**

TABLE 2:

First-year UP students from all faculties within UP (internal), and first-year students from other higher education institutions (external), who meet the minimum NSC/IEB requirements set for the EMS degree programme that the student wants to transfer to at the end of their first academic year.

December/January (Transfer at the end of the first academic year)					
First-year UP students, as well as first-year students external from UP, have the opportunity to transfer to one of the undergraduate degree programmes listed below, provided that they meet the specified requirements outlined in this Table 2 .	Minimum requirements for NSC/IEB			Transfer requirements	
	Achievement level		APS		
	English (Home Language or First Additional Language)	Mathematics			
BCom specialising in:					
Business Management	5	4	30	Meet minimum requirements for NSC/IEB and Renewal of registration in terms of UP Regulation G3 as applied for purposes of the <i>EMS Transfer Guide</i> <div>Please note: The Grade 12 APS and performance in Mathematics, as well as the entire tertiary academic record of a student will be assessed when taking the final decision to allow a student to transfer in terms of this Table 2 or not</div>	
Economic and Management Sciences (3-year programme)					
Human Resource Management					
Marketing Management					
Supply Chain Management					
Agribusiness Management	5	5	30		
Information Systems					
Economics	5	5	32		
Financial Management Sciences					
Law					
Statistics and Data Science					
Econometrics	5	6	32		
Investment Management	5	6	34		
BCom in Accounting Sciences	5	6	34		
Important conditions in relation to transfers to the BCom in Accounting Sciences programmes in terms of Table 2: To ensure compliance with UP Regulation G3's N+2 rule, students seeking to transfer to the BCom in Accounting Sciences programme, as outlined in Table 2, must acknowledge and accept the specific relevant condition below that if the transferring student does not pass <u>ALL</u> of the prescribed first-year modules of the BCom in Accounting Sciences programme on their first attempt – <ul style="list-style-type: none">• The EMS internal transferring student will automatically return to the second year of their original EMS programme, and• The internal transferring student from other faculties in UP and the external transferring student from other institutions outside UP, will not be able to comply with the N+2 rule and will therefore be excluded from EMS.					
BAdmin specialising in: Public Management and International Relations	5	3	28		

WHEN AND HOW TO APPLY FOR TRANSFER IN TERMS OF TABLE 2

Internal UP students:

When?

The opening date for first-year EMS students to submit a transfer request at the end of the first-year is **1 October 2025** and the closing date is **15 December 2025**.

How?

Internal UP 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.

External (non-UP) students:

When?

The opening date for first-year external transferring students to apply to UP for admission for 2025 is around the beginning of **April 2025** and the closing date is around the end of **June 2025**.

How?

External students transferring from other higher education institutions must apply on the normal admissions system of UP.

TABLE 3:

First-year EMS BCom students who's NSC/IEB results fall below the minimum requirements set for the EMS degree programme that the student wants to transfer to, but the student has demonstrated acceptable academic progress at the end of the first year. (First-year EMS **BAdmin** students – Refer to Annexure A)

December/January (Transfer at the end of the first academic year)	
First-year EMS BCom students have the opportunity to transfer to one of the undergraduate degree programmes listed below, provided that they meet the specified requirements outlined in this Table 3.	Transfer requirements
	<p>(1) Renewal of registration in terms of UP Regulation G3 as applied for purposes of the EMS Transfer Guide, and</p> <ul style="list-style-type: none"> passed ALL of the prescribed (per the yearbook) first-year modules of the EMS programme that they are registered for, and achieved a cumulative Grade Point Average (CGPA) of at least 60% for the first-year, PLUS <p>Additional Requirements set out in the relevant no (2) below:</p>
BCom specialising in:	
Economic and Management Sciences (3-year programme)	<p>(2) Additional Requirements Achieved a level 4 for NSC/IEB Mathematics in Grade 12, or passed STK 113 and passed STK 123; or passed STK 110, as well as STK 120 (STK 121⁵), or passed STC 122.</p>
Business Management	
Human Resource Management	
Marketing Management	
Supply Chain Management	
Agribusiness Management	<p>(2) Additional Requirements Achieved a level 5 for NSC/IEB Mathematics in Grade 12, or passed STK 113 (with at least 60%) and passed STK 123 (with at least 60%); or passed STK 110 (with at least 60%) and passed STK 120 (STK 121), or STC 122.</p>
Law	
Information systems	<p>(2) Additional Requirements Achieved a level 5 for NSC/IEB Mathematics in Grade 12, or passed STK 113 (with at least 75%) and passed STK 123 (with at least 75%); or passed STK 110 (with at least 70%) and passed STK 120 (STK 121) (with at least 70%), or STC 122 (with at least 70%).</p>
Statistics and Data Science	
Financial Management Sciences	<p>(2) Additional Requirements Achieved a level 5 for NSC/IEB Mathematics in Grade 12, or passed STK 113 and STK 123 (with an average of at least 60%); or passed STK 110 and STK 120 (STK 121), or STC 122 (with an average of at least 60%), and Passed FRK 111 and FRK 121 with an average of 60%.</p>
Economics	<p>(2) Additional Requirements Achieved a level 6 for NSC/IEB Mathematics in Grade 12, or passed STK 110 (with at least 60%) and passed STK 120 (STK 121), or STC 122, (with at least 60%), and Passed EKN 110 (with at least 60%), and passed EKN 120 (with at least 60%).</p>
Econometrics	
Investment Management	<p>(2) Additional Requirements Achieved a level 6 for NSC/IEB Mathematics in Grade 12, or passed STK 110 (with at least 60%) and passed STK 120, (STK 121), or STC 122, (with at least 60%), and Passed FRK 111 and FRK 121 with an average of 60%, or passed RRP 100.</p>
BCom in Accounting Sciences	Renewal of registration in terms of UP Regulation G3 as applied for purposes of this EMS Transfer Guide, and <ul style="list-style-type: none"> pass ALL of the prescribed first-year modules of the EMS programme that they are registered for, and achieved a cumulative Grade Point Average (CGPA) of at least <u>65%</u> for the first-year, and achieved at least 70% for STK 120, or 65% for STC 122, and achieved at least 70% for FRK 111 and at least 70% for FRK 121.
<p><i>Important conditions in relation to transfers to the BCom in Accounting Sciences programmes from another BCom programme in EMS:</i></p> <p>a. The first-year modules in the BCom in Accounting Sciences differ significantly from those in other BCom programmes within EMS. Due to this difference, students from another BCom programme within EMS cannot directly enter the second year of the BCom in Accounting Sciences programme. As a result, students transferring to the BCom in Accounting Sciences will need to study at UP for at least four years to complete their first undergraduate degree.</p> <p>b. To ensure compliance with UP Regulation G3's N+2 rule, EMS students seeking to transfer to the BCom in Accounting Sciences programme, as outlined in Table 3, must acknowledge and accept the specific condition that if the transferring student does not pass ALL of the prescribed first-year modules of the BCom in Accounting Sciences programme on their first attempt, they will automatically return to the second year of their original EMS programme. This condition is essential for maintaining academic progress.</p>	

When and how to apply for transfer in terms of Table 3

When?

The opening date for first-year EMS students to submit a transfer request at the end of the first-year is **1 October 2025** and the closing date is **15 December 2025**.

How?

EMS students applying for a 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.

⁵ STK 121 is the anti-semester of STK 120 and is offered in the first semester.

Annexure A

EMS first-year students on the BAdmin specialising in Public Administration programme who wish at the end of their first year to transfer to a BCom programme in EMS

Transferring from the BAdmin programme to a BCom programme in EMS is possible. However, due to the lower initial admission requirements of the BAdmin programme (APS = 28 plus Mathematics = 3 or Mathematical Literacy = 4), the BCom options available to transfer to are limited to those programmes where the minimum admission requirements are APS = 30 plus Mathematics. The specific programmes are:

BCom specialising in:

- Business Management
- Human Resource Management
- Marketing Management
- Supply Chain Management
- and
- BCom 3- year curriculum programme

Please note that if a transfer request is successful and the student is allowed to transfer, 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 specialising in Public Administration programme in their first year of study 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 organisational psychology 121 – pass with a minimum level of **55%**

Year module

- PTO 101 Politics 101

If students meet the requirements set out above, the student can submit a request for a transfer.

When and how to apply for transfer

When?

*The opening date to submit a transfer request at the end of the first-year is **1 October 2025** and the closing date is **15 December 2025**.*

How?

*Students must apply online on the **Student Portal** under **Student Centre** and then the link **Internal Applications**. Follow the prompts to complete three application steps.*