



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

Department of Auditing

Admission information for 2020 BComHons (Internal Auditing)

The internal audit activity is assuming ever-increasing importance in business, in both the private and the public sectors. In business, internal auditing is seen as one of the corner stones of sound corporate governance. This makes it an exciting career choice.

An internal auditor is required to be a well educated and professionally qualified individual, with strong all round business acumen. To ensure that the profession continuously meets the highest standards the internal auditing profession has its own professional body, the Institute of Internal Auditors (IIA) Global. The IIA is based in Florida in the United States of America, with an affiliated Institute in South Africa being based in Johannesburg.

The University of Pretoria's Honours degree in Internal Auditing is accredited as a Centre for Internal Auditing Excellence by the IIA Global. It is one of only eight universities world-wide to be accredited at this level and the only programme in Africa and the Southern Hemisphere with this level of accreditation.

2020 Admission information for the Honours degree in Internal Auditing at the University of Pretoria:

- 1 Applicants must have a degree or be due to complete their degree by the end of 2019. The following 1st year courses or equivalent must have been completed as part of the undergraduate degree:
 - Financial Accounting 1 (FRK 111, 121/122)
 - Economics 1 (EKN 110, 120)
 - Statistics 1 (STK 110, 120) and one of the following:
 - Business Management 1 (OBS 114, 124) or
 - Marketing Management 1 (BEM 110, BEM 122) or
 - Public Administration 1 (PAD 112, 122) or
 - Industrial and Organisational Psychology 1 (BDO 110, 120) as approved by the Departmental Postgraduate Selection Committee in consultation with the Dean.
- 2 A maximum of 80 students will be allowed on the BCom (Hons) Internal Auditing programme. Students will be admitted after all applications have been received (**closing date: 31 October 2019**) and will be admitted on the following criteria. Only complete applications, with all relevant proof of qualifications and academic records attached, will be taken into account. Please take note that the Department of Auditing reserves the right not to fill all 80 spots.
- 3 Students must have:
 - Auditing / Internal Auditing on 3rd year level;
 - Accounting / Financial Accounting on 3rd year level; and
 - Management Accounting / Financial Management on 2nd year level.
- 4 Specific admission requirements:
 - BCom (Financial Sciences) or BCom (Internal Auditing) or BCom (Own choice) – obtained from the University of Pretoria
 - o Successful completion of the relevant degree, having passed all the relevant courses listed in number 3 above.

- **Students will be ranked according to academic performance – and selection will commence from the highest achiever until capacity has been reached.**
- Academic performance will be determined by the calculation of an average of the following five marks*: best of IOK 211 or IOK 221 mark; IOK 311; IOK 321; FRK 311 and FRK 321.
- Applicants will be categorised according to the following three strata for selection purposes:

	Academic Performance Average
First preference	> 60.0%
Second preference	56.0% - 59.9%
Third preference	< 55.9%

**marks used for the ranking average will not consider result of special exam written in January 2020*

- BCom (Informatics) – obtained from the University of Pretoria
 - At least 56% average for the four 3rd year IOK and FRK modules.
 - **Students not meeting the 56% average can still apply – but will be included in the above mentioned academic performance ranking process.**
 - Management Accounting / Financial Management on 2nd year level can be replaced with Informatics.
- BCom (Accounting Sciences) – obtained from the University of Pretoria
 - Successful completion of your Accounting degree.
 - Subject to interview outcome.
- Students who obtained their under graduate degrees from other Universities
 - Students must write an admission examination in December 2019.
 - Students must have a degree on NQF level 7 (BCom or B.Tech).
 - Financial Accounting, Auditing/Internal Auditing on final year level and Finance/Management Accounting on 2nd year level.
 - **The Department of Auditing reserves the right to give preference to students who obtained their undergraduate degree at the University of Pretoria, in case of capacity limitations.**
 - **The Department of Auditing also reserves the right to cancel the admission examination should programme capacity be reached prior to the scheduled examination date.**

5 Part-time students

- As of 2019 part time applications **will no longer be considered.**

6 **Please note that averages for selection purposes are not rounded up.**

7 Additional criteria that will be considered for selection purposes include:

- Whether BCom (Hons) Internal Auditing was the applicant's first or second choice;
- The enrolment period of the applicant for the relevant undergraduate degree (3 years are preferred);
- Whether the applicant obtained their undergraduate degree without supplementary or special examinations.
- Whether the applicant achieved a final mark of above 56% for all internal auditing/auditing modules.

8 A formal interview may be conducted by the selection panel prior to selection.

9 Registered BCom (Hons) Internal Auditing students are not allowed to work full time **and** study full time. Students are however, allowed to work part-time, provided that that the total hours do not exceed 25 hours per week and work time does not interfere with academic activities, such as classes and group assignments.

10 Please note that regardless of meeting the aforementioned minimum requirements, the coordinator in conjunction with the admissions committee reserves the right to request any applicant to write and pass the admission examination additionally.

11 Please also note, that should an applicant be provisionally selected for the course pending the outcome of a special examination result late in January, such students will not be able to register until all conditions

have been met. This may have an impact on the student's ability to attend class, as access to campus is only granted to registered students and classes may commence sooner than the official scheduled start of classes.

- 12 Non South African applicants must also take note that the Department of Auditing does not take responsibility for delays in the visa application process. Classes commence at the end of January 2019, and it is the student's own responsibility to stay up to date with missed classes. In addition, no alternative arrangements can be made for missed assessments due to late registration. **Therefore, make sure that you start the visa application process as early as possible.**
- 13 Some applicants may also be placed on a waiting list for selection. These applicants will be notified during December 2019 and/or January 2020. This waiting list can only be finalised at the end of January 2019. **Therefore, although such applicants will be invited to attend the first meeting they may still be informed that their application was unsuccessful after the meeting.**
- 14 **Please take note that all correspondence with applicants will be done via email. Please make sure that you write your preferred email address very clearly on the departmental application form. In addition: if you have not received any communication from us from 10 December 2019 please send an enquiry to internalaudit@up.ac.za – as this might be an indication of a mistyped email address.** The Department of Auditing does not accept any responsibility for a lack of communication due to errors in email addresses.

How to apply:

The following process should be followed:

Step 1: Apply on-line at UP. Students currently enrolled at UP can use their Student Portal: Self-service: Internal Application. Students not enrolled for 2019 at UP apply via the UP web: www.up.ac.za **Please take note— your application will be rejected if the application is not complete - with all the required documentation added - prior to the deadline.**

Step 2: Complete the Departmental Application form (UP students should see the IOK 311 and/or IOK 321 ClickUP sites, other students can request form via e-mail at internalaudit@up.ac.za) and manually submit the form at the Department of Auditing to the IAEP administrator in EMS 4-97 during the following consulting hours: Mondays to Thursdays between 9:00 and 12:00. Queries in this regard can be addressed to the aforementioned email address or on 012 420 5298 or 012 420 4427. **Please take note that this is a supplementary application form – your application will be rejected if the application form is not complete – and you did not apply on-line (step 1) as well prior to the deadline.**

Step 3: After applications have closed on **31 October 2019**, candidates may be contacted for interviews in November and December.

Step 4: After final results (where applicable) for 2019 degree courses have been released, candidates will be informed on whether they have been admitted, or are required to write an admission examination (applicants from other universities). Non-UP students should send their final results to UP Faculty Admin.

Step 5: Admission test details will be provided to non-UP students and date and venue confirmed for December 2019.

Step 6: Mid-January 2020, final admission done based on admission test results and places available.

Course starts at the end of January 2020.

You are kindly requested to notify us at internalaudit@up.ac.za if you wish to withdraw your application during the selection process.

Contact details for more information

Mr Cobus Janse van Rensburg
Coordinator: Internal Auditing
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FREQUENTLY ASKED QUESTIONS

- 1 **Do I qualify for BCom (Hons) Internal Auditing?**
Refer to the admission requirements on the previous page. The admission requirements differ depending on what degree you have and where you completed your degree.
- 2 **Can I apply for BCom (Hons) Internal Auditing if I did my degree at another University than UP?**
Yes, however you will be required to write and pass the admissions examination in December, before your application will be considered.
- 3 **Do I qualify for BCom (Hons) Internal Auditing with a BTech degree?**
Yes, however you will be required to write and pass the admissions examination in December, before your application will be considered.
- 4 **Do I qualify for BCom (Hons) Internal Auditing with a National Diploma?**
Unfortunately not, you need to have a BCom or BTech degree for your application to be considered.
- 5 **Can I register for BCom (Hons) Internal Auditing on part time basis?**
Unfortunately not. As of 2019 part-time applications will not be considered. BCom (Hons) Internal Auditing is designed to be a full time course with all classes during the day.
- 6 **Can I work and study full time at the same time?**
Unfortunately not. Students are, however allowed to work on a part-time basis, but no exemption of classes can be granted.
- 7 **Can I work on a part-time basis if I am registered as a full time student?**
Yes, Hons students are allowed to work for no more than 25 hours per week, provided that the work time does not interfere with academic activities, such as classes and group assignments.
- 8 **How will my average be calculated for selection purposes?**
The average to be used for selection will be calculated based on your third year Financial Accounting (FRK) 311 & 321 as well as your Internal Auditing (IOK) 2nd year and 3rd year marks. The best mark obtained for either IOK 211 or IOK 221 will be used as well as the marks obtained for IOK 311, IOK 321, FRK 311 and FRK 321 respectively. For example, if you obtained 50% for both FRKs, 65% for IOK 211, 68% for IOK 221 and 65% for both IOK 311 and IOK 321, your average will be calculated as follows:

IOK 211 / 221	FRK 311	FRK 321	IOK 311	IOK 321	Average
68%	50%	50%	65%	65%	59.6%

- 9 **How will my academic performance category be determined?**
Refer to point 4 on page 1 of this document. It will depend on your average as calculated for selection purposes. For example, a student with an average of 59.6% for the above-mentioned four modules will fall in the second preference category. **Please note that averages are not rounded up.**
- 10 **How often will I have to attend classes as a full time student?**
Classes will be from Monday to Thursday between 14:30 and 17:30 with some classes extending until 19:00.
- 11 **What modules will I have to register for if I get selected for the programme?**
The BCom (Hons) Internal Auditing programme consists of the following modules:

Module Code	Module Description	Module Duration
IOK 700	Research in Internal Auditing	Year Module
IOK 701	Applied Internal Auditing	Year Module
IOK 702	Information Technology Risk, Control and Audit	Year Module
IOK 703	Risk Management and Forensic Accounting for Internal Auditors	Year Module
IOK 704	Internal Financial Control	Year Module
BKM 780	Business and Administrative Communication	1 st Semester Module