

# University of Pretoria Yearbook 2016

## General Regulations and Rules of the University of Pretoria and the Glossary of Terms.

### General Regulations

#### First and advanced bachelor's degrees (G.1-G.15)

##### I. FIRST AND ADVANCED BACHELOR'S DEGREES

##### G.1 ADMISSION

1. In order to register for a first bachelor's degree at the University a candidate should
  - (a) be in possession of a National Senior Certificate certified by Umalusi;
  - (b) comply with the particular requirements, prescribed in the admission procedures and faculty regulations of the respective faculties and departments, for admission to particular modules and fields of study.
2. **Admission requirements for candidates with a National Senior Certificate (NSC)**
  - (a) The minimum statutory requirement to obtain university entrance is a National Senior Certificate (NSC) certified by Umalusi with an achievement rating of **4** (50-59%) in **four** recognised 20-credit subjects from the designated subject list.

Please note that Life Orientation is a 10-credit subject.

- (b) **To be able to gain access to a Faculty and specific programmes prospective students require the appropriate combinations of recognised NSC subjects as well as certain levels of achievement in the said subjects.**

In this regard the determination of an admission point score (APS) is explained and a summary of the faculty specific requirements, i.e. the admission point score (APS) per programme and the specific subjects required per programme and their required level of achievement are provided. Take note that there may be additional subject requirements under "Regulations" in the Regulations publication of each Faculty.

- (c) **Determination of an Admission Point Score (APS, old M-Score)**

The calculation is based on a candidate's achievement in six 20-credit recognised subjects, by using the NSC ratings, that is the "1 to 7 scale of achievement". Thus, the highest APS that can be achieved is 42.

**Life Orientation** is excluded from the calculation determining the APS required for admission per faculty.

Rating code	Rating	Marks %
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7	Outstanding achievement	80-100%
6	Meritorious achievement	70-79%
5	Substantial achievement	60-69%
4	Adequate achievement	50-59%
3	Moderate achievement	40-49%
2	Elementary achievement	30-39%
1	Not achieved	0-29%

Preliminary admission is based on the results obtained in the final Grade 11 examination.

Please note: The final Grade 12 results will be the determining factor with regard to admission.

Alternative admission channels: Candidates with an APS lower than required, or without a required subject such as Mathematics, could be considered for admission to a faculty if they meet the additional assessment criteria specified by the University from time to time. Preference will, however, be given to students who comply with the regular admission requirements of the University.

3. A candidate, who does not comply with the requirements in G.1.1(a) above, may also be considered for admission, provided that the candidate

(a) is in possession of a certificate deemed by the University to be equivalent to any of the certificates mentioned in G.1.1(a); or

(b) is a graduate from another tertiary institution or has been granted the status of a graduate of such an institution; or

(c) passes an admissions examination prescribed by the University from time to time.

4. Senate may limit the number of students allowed to register for a field of study, in which case the dean concerned may, at his or her own discretion, select from the students who qualify for registration those who may be admitted.

5. Subject to other faculty regulations and the stipulations of G.1.3 and G.54, a candidate is admitted to a postgraduate bachelor's degree only if he or she is already in possession of a recognised bachelor's degree.

## G.2 REGISTRATION

1. (S.58) A student registers at the University at the time and in a manner determined by the Council from time to time. By virtue of such registration, the student subjects himself or herself to the rules of the University.

2. Registration takes place in accordance with the regulations applicable to the particular degree for which the student registers, and on condition that compliance with the requirements of that degree is the student's responsibility.

3. Subject to exceptions approved by the dean concerned, a student may register for a module only if the official class timetable allows the student to attend all the classes and if there are no test or examination timetable clashes: Provided that this does not apply to students who register for distance education.



4. Subject to exceptions approved by the dean in consultation with the head of the department concerned, a student is not permitted to register for a module later than 15 days after lectures in that quarter or semester have commenced.
5. Closing dates for the amendments to or cancellation of modules (year, semester and quarter modules) are published annually in the University's calendar. If the change or cancellation is done before or on the relevant closing dates, the module will not appear on the student's academic record. After the closing dates for amendment to the selection of modules and fields of study, changes may be made only on the recommendation of the head of the department and with the approval of the dean. In this case, any module that has been cancelled will be reflected on the student's full academic record.
6. Registration for a module taken for non-degree or non-diploma purposes may take place only with the approval of the dean.
7. After registration, a student is obliged to pay the fees due on or before the date stipulated by the Council; and a student who cancels his or her registration, is not entitled to any refund and remains liable for the full amount.

### **G.3 RENEWAL OF REGISTRATION**

1. Students of the University are registered for one year of study, or for a shorter period determined in general or in specific cases by the Council. After a year or period of study has expired, students wishing to continue their studies at the University must renew their registration and pay such fees for renewal of registration as are prescribed by the Council from time to time.
2. Re-registration is permitted only
  - (a) in the case of full-time students, if the student has passed at least the equivalent of four semester modules in a particular year of study, and, in the case of after-hours students, distance education students and students who follow an approved extended study programme, if they have passed at least the equivalent of two semester modules – on condition that faculty boards may stipulate other requirements for progress that students must comply with in order to be readmitted;
  - (b) in the case of full-time students, if the student completes the degree for which he or she is still registered within the prescribed minimum period plus two years and, in the case of after-hours students, distance education students and students who follow an approved extended study programme, if such students still complete their studies within the prescribed minimum period plus three years: provided that faculty boards may stipulate other requirements for progress that students must comply with in order to be readmitted.
3. A student who does not comply with the requirements in G.3.2 and who seeks readmission to the faculty may submit a written request to the dean that his or her application for readmission to the faculty be considered in terms of the set procedure.
4. Regulation G.3.2 applies with the necessary changes, to students from other tertiary institutions who register at the University.

### **G.4 TERMINATION OF REGISTRATION**

A dean may, on the recommendation of a particular faculty committee, cancel the registration of a student or the registration for a module during an academic year, if the student fails to comply with the minimum requirements determined by the faculty board with regard to tests, examinations or any other work – on condition that a student may request that the dean reconsider the decision in terms of the set procedures.



## **G.5 APPLICATION OF OLD AND NEW REGULATIONS**

1. Should a regulation, according to which a curriculum has been compiled, be amended, a student who has started his or her curriculum under the old regulation and who has not interrupted his or her study, may complete such a curriculum in accordance with the old regulation – on condition that a faculty board may formulate special transitional requirements in order to enable that student to complete his study in accordance with the new regulation.
2. A student who has been registered for a degree programme and
  - (a) who has failed to renew his or her registration for such a degree programme in the ensuing calendar year; or
  - (b) who has failed a year of study; or
  - (c) who has not complied with the prescribed requirements for progress in accordance with faculty regulations, is deemed to have interrupted his or her study and forfeits the right to continue studies under the old regulation.

In exceptional cases, a dean may grant such a student permission to continue his or her study in terms of such stipulations as the dean may determine.

## **G.6 CONCURRENT REGISTRATION FOR TWO FIELDS OF STUDY**

With the permission of the dean/deans concerned, a student may register for a degree, diploma or certificate and another degree, diploma or certificate, whether undergraduate or postgraduate, simultaneously, subject to the regulations applicable to the fields of study in question and to any other stipulations the dean/deans may prescribe on the condition that there shall be no overlap in the course content of the first degree, diploma or certificate and the second degree, diploma or certificate. Such a concession may be withdrawn by the dean/deans concerned if the student does not perform satisfactorily.

# **G.7 MINIMUM STUDY PERIODS AND REQUIREMENTS FOR BACHELOR'S DEGREES**

(J.S.16) A bachelor's degree is conferred on a student only if he or she complies with the minimum period of study and other requirements as stipulated in the Joint Statute and the regulations of the University pertaining to the acquisition of that degree.

## **G.8 RECOGNITION OF MODULES PASSED AT THIS UNIVERSITY**

1. (J.S.16) Modules may be recognised for degree purposes only if the date of the student's National Senior Certificate, certified by Umalusi, as specified in G.1.1, becomes effective before 2 April of the academic year in which such a module was completed.
2. If a student wishes to continue his or her study after an interruption, the dean, on the recommendation of the head of the department, may require either that such a student should repeat certain modules already passed or that supplementary work in these modules be undertaken with a view to the continuation of his or her studies.
3. Periods of attendance at and credits for modules which a student obtained at the University and which



did not form part of the requirements for a degree already conferred on a student, may be accepted by the dean in consultation with the head of the department concerned, for a bachelor's degree, provided that the student complies with the stipulations in G.8.1 and G.9.4(a).

4. Periods of attendance at and credits for modules which a student acquired at the University and which formed part of the requirements for a degree already conferred on the student, may be accepted by the dean in consultation with the head of the department concerned for a degree in another faculty, or for a second bachelor's degree in the same faculty, provided that there shall be no overlap in the course content of the first degree and the degree in the other faculty or the second degree in the same faculty and furthermore that the student complies with the stipulations in G.9.4(b).

## **G.9 RECOGNITION OF MODULES/STUDY UNITS PASSED AT OTHER TERTIARY INSTITUTIONS AND THE ADMISSION OF SUCH STUDENTS**

1. (J.S.17) A student who was registered at another tertiary institution, must, on application for admission to this University, submit a certificate of conduct from that tertiary institution, as well as a comprehensive official academic record from the tertiary institution concerned and any other documents that may be required by the head of the department or the dean.

2. (J.S.18) Subject to the stipulations of the Joint Statute, the dean may accept periods of attendance as a registered matriculated student at any other tertiary institution approved by Senate for this purpose, as part of the student's attendance record for a bachelor's degree. Subject to the stipulations of G.9.3, the dean may, furthermore, accept certificates of competence in any module issued by another tertiary institution, and may recognise such modules by means of exemption from class attendance and the examination - provided that such a certificate of competence be accepted only with regard to a module which is recognised by the tertiary institution where it was taken for approved study programmes, and on condition that the student complies with the stipulations in G.8.1. The head of the department concerned may prescribe supplementary requirements if a student wishes to continue with subsequent modules in the subject in question.

3. If there is overlap in the course content of the degree for which the student wishes to enrol or is enrolled and a degree already conferred by another tertiary institution, the dean may not accept certificates of competence in any module and may not recognise such modules that form part of the degree already conferred.

4. A bachelor's degree is conferred on a student in terms of subparagraph (2) only if

- a. the period of the student's attendance is at least equivalent to the full period that is prescribed for the degree;
- b. the student, subject to differently worded requirements approved by Senate on the grounds of previously approved accredited programmes, has attended, at this University, the modules required by the University

(i) for a degree for which the period of attendance is three academic years, at least two academic years - on condition that the student has attended at least half the modules prescribed for that degree, as a registered student for that degree;

(ii) for a bachelor's degree for which the period of attendance is four academic years, at least during the final two academic years;

(iii) for a bachelor's degree for which the period of attendance is four and a half academic years, at least during the final two and a half academic years;

(iv) for a bachelor's degree for which the period of attendance is five academic years, at least during

the final two academic years;

(v) for a bachelor's degree for which the period of attendance is five and a half academic years, at least during the final two and a half academic years;

(vi) for a bachelor's degree for which the period of attendance is six academic years, at least during the final three academic years, with the exception of the Bachelor of Arts (Theology) degree, in which case the student must have attended modules at least during the final two academic years.

## **G.10 REQUIREMENTS FOR ADMISSION TO EXAMINATIONS, PROMOTION TO A SUBSEQUENT YEAR OF STUDY OR IN A MODULE AS WELL AS ATTENDANCE MODULES**

### **1. Satisfactory attendance, preparation and payment of tuition fees**

(a) A student is permitted to enter an examination or to be promoted in a module only if the lecturer of that module, in consultation with the head of the department, certifies that the student has prepared himself or herself satisfactorily by due performance in his or her work and has fulfilled the attendance requirements.

(b) A student may be refused admission to the examination, or promotion to a subsequent year of study, or promotion in a module if the prescribed tuition fees are not paid. A student's final marks may also be withheld should his/her tuition fees be outstanding.

(c) A student may be refused admission to the examination, or promotion to a subsequent year of study, or promotion in a module if he or she fails to fulfil the attendance requirements.

(d) In exceptional circumstances, where it is deemed appropriate, the Dean of a faculty may excuse a student from attending all or part of a module.

### **2. Admission to examination**

Subject to other stipulations in faculty regulations, no minimum year mark or minimum semester mark is required for admission to the examination: Provided that all year and semester modules in a faculty need not be dealt with in the same way, although a large degree of uniformity is desirable.

### **3. Promotion to a subsequent year of study and promotion in a module**

(a) Students who have reached the required standard in a module as stipulated in G.10.3(b), may be promoted, in accordance with authorising faculty regulations, to the next semester or level in a module without writing the prescribed examination, provided that a student receives credit for such promoted modules only if study in those modules is concluded by successfully completing a prescribed examination.

(b) Subject to other faculty regulations, a student reaches the required standard of progress in a module as intended in G.10.3 (a) if he or she has satisfactorily prepared himself or herself by due performance of his or her work and, in addition, has obtained a year/semester mark of at least 65% in the particular module, as composed and calculated in terms of G.11.1(a) and (b).

(c) Students, who have been promoted in a module at another university or who have been promoted without writing the examination therein, may be admitted to a subsequent semester or level in the subject, as the case may be, at this University, on condition that a student can obtain credit for a promoted module only after an examination in the subsequent module has been passed at this University.

### **4. Attendance modules**

Subject to other faculty regulations, a student receives credit for an attendance module only if he or she has attended classes to the satisfaction of the lecturers concerned and has obtained a year or semester mark of at least 50% for their work.



## **G.11 YEAR AND SEMESTER MARKS AND REPETITION OF MODULES**

### **1. Year and semester marks**

(a) Each faculty should, by way of faculty regulations, determine the manner in which year and semester marks are compiled, provided that all year modules and semester modules in a faculty need not be dealt with in the same way, although a large degree of uniformity is desirable.

(b) At the beginning of an academic year or a semester, the head of the department informs the students in his or her department in an appropriate manner concerning the formula for the calculation of the year or semester marks in modules in that department. Before each test, he or she also informs the students of the weight that will be allocated to the results of that test in the calculation of the year or semester mark. Each head of department announces the year or semester marks to the students in his or her department at the latest at the official conclusion of lectures.

### **2. Repetition of modules**

(a) A student who fails a particular examination, is obliged to attend the module(s) concluded by that examination again, unless the dean, on the recommendation of the head of the department concerned, grants exemption from class attendance, in which case the year or semester mark of the student has to be taken into consideration; and exemption in a specific module will be allowed only once.

(b) Application for exemption from class attendance must be submitted within 14 days after the commencement of lectures – provided that deans may consider justifiably late applications.

(c) A student who has failed a module, may be exempted by the dean, in consultation with the head of the department, from the examination in such a module and receive credit for it by virtue of the achievement in a subsequent semester in the module concerned.

## **G.12 ASSESSMENTS (Examinations, tests and essays)**

### **1. Examinations and essays**

An examination in a module may be oral and/or written. Essays are prepared and examined as stipulated in faculty regulations.

### **2. Pass requirements**

2.1 In order to pass a module, a student must

2.1.1 obtain the minimum examination mark prescribed for that module;

2.1.2 obtain a final mark of at least 50%;

2.1.3 comply with the subminimum in subdivisions of modules, as stipulated in the regulations of the particular faculties.

2.2 Each faculty should, by way of faculty regulations, determine the weight that is allocated to the year or semester mark and the examination mark in the calculation of the final mark of the student:

Provided that all year modules and semester modules in a faculty need not be dealt with in the same way, although a large degree of uniformity is desirable.

2.3 Subject to other faculty regulations, a student passes a module with distinction if he or she obtains a final mark of at least 75%.

### **3. Ancillary examinations**

After writing an examination, the examiners may summon a student for an ancillary examination on particular aspects of the work in a module, with a view to awarding a final examination mark.



#### 4. **Supplementary examinations**

4.1 Subject to other faculty regulations, a student may be admitted to a supplementary examination in a module, in cases where

(a) a final mark of between 40% and 49% has been obtained; or

(b) a pass mark has been obtained, but the required subminimum in the examination section of the module or divisions thereof has not been obtained.

4.2 If the module, in which a final mark of between 40% and 49% has been obtained, is a first-semester module at 100 level, a supplementary examination must be granted.

4.3 Subject to other faculty regulations, a student must obtain a final mark of at least 50% in order to pass a supplementary examination. The semester or year mark is not taken into account and the supplementary mark is the final mark.

4.4 The highest final mark that may be awarded to a student in a supplementary examination is 50%.

4.5 Special supplementary examinations are not arranged for students who are unable to write the examination at the times scheduled for supplementary examinations.

4.6 Supplementary examinations cover the same subject matter as was the case for the examinations.

#### 5. **Extraordinary examinations (including the aegrotat)**

5.1 A student who is prevented from preparing for an examination, or from sitting for it, owing to unforeseen circumstances or illness, may be granted permission by the dean to write an extraordinary examination in the particular module(s).

5.2 An application to sit for an extraordinary examination, supported by applicable corroborative proof, should be submitted to the dean in the prescribed manner, within three days of the date of the particular examination that was not written due to unforeseen circumstances – provided that an application that could not be submitted in time, may also be submitted for consideration, provided that there is a valid reason.

5.3 The period to sit for an extraordinary examination is determined by the lecturer, in consultation with the head of the department concerned – on condition that the examination is conducted as soon as possible after the unforeseen circumstances or illness have/has ceased to exist; and on the further condition that such an examination in a module may not be sat for in more than one examination period.

5.4 Should an extraordinary examination be granted, the prescribed fees must be paid by the student; and in cases where the cost of conducting the examination exceeds the prescribed fees, such additional costs may be recovered from the student.

#### 6. **Special examinations**

6.1 A student requiring a limited number of modules to complete his or her degree, may in terms of faculty regulations, be admitted to a special examination.

6.2 If the special examination is conducted before 31 January, such a student must not register again for the module/s in question and the examination is treated as a supplementary examination.

6.3 If the special examination is conducted after 31 January, the student must register again for the module/s in question and a semester mark, examination mark and final mark must be obtained in an appropriate manner.

6.4 In cases where a special examination is conducted after 31 January, the result of the examination will not be taken into consideration with a view to the graduation ceremonies in March/April, and in cases where a special examination is conducted after 30 June, the result of the examination will not be taken into



consideration with a view to the graduation ceremonies in September. Results of special examinations must be submitted to the Head: Student Administration before 15 February and 15 July respectively.

6.5 All the rules applicable to a supplementary examination also apply to a special examination (See G.12.4).

6.6 A student only qualifies for a special examination if he or she sat for the prescribed examination in the final (preceding) year of study.

## 7. General

If a student has sat for an examination, he or she is not entitled to apply for an extraordinary examination (including an aegrotat) on the basis of the following:

- (a) undisclosed illness at the time of the examination;
- (b) that the candidate was underprepared due to illness; or
- (c) the presence of undisclosed special circumstances at the time of the examination.

## G.13 EXAMINERS

An examination in a module must be conducted by one or more examiner/s who is/are not involved with the instruction of that division of the module that is examined, together with one or more of the lecturers of such a module. Should this be impracticable as a result of the death, resignation, absence, illness or any other inability of the lecturer concerned, the dean of the faculty in question, in consultation with the head of the department concerned, may make the necessary arrangements.

## G.14 PERUSAL AND RE-MARKING OF EXAMINATION SCRIPTS

After conclusion of the examinations departments provide feedback to students concerning the framework used by examiners during examinations, provided that in the case of distance education the dean may make other arrangements to provide feedback to students. The head of the department concerned determines the manner in which feedback is provided. Students may apply for the re-marking of examination scripts after perusal of such scripts and within 14 days after the commencement of the lectures of the ensuing semester, and after payment of the prescribed fee. The examiner will be appointed by the head of the department concerned.

## G.15 COMPLIANCE WITH DEGREE REQUIREMENTS AND DEGREE PRIVILEGES

With the exception of an honorary degree, a degree will be conferred on a student only if the student has complied with all the requirements for the particular degree and has reached the level of competence prescribed for each module that is required for the degree, and on condition that no one is entitled to any privileges pertaining to a degree before the degree has been conferred on him or her at a graduation ceremony.

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The information published here is subject to change and may be amended after the publication of this information. The [General Regulations \(G Regulations\)](#) apply to all faculties of the University of Pretoria. It is expected of students to familiarise themselves well with these regulations as well as with the information contained in the [General Rules](#) section. Ignorance concerning these regulations and rules will not be accepted as an excuse for any transgression.

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