University of Pretoria Yearbook 2019

Faculty of Economic and Management Sciences

Faculty regulations and information

The rules for the degrees published here are subject to change and may be amended after the publication of this information.

The General Regulations (G. Regulations) and General Rules apply to all faculties of the University of Pretoria. It is expected of all students to familiarise themselves well with these regulations and rules as well as all faculty-specific and programme-specific regulations and information as stipulated in the online yearbook. Ignorance concerning these regulations will not be accepted as an excuse for any transgression.

Selection

A selection procedure takes place prior to admission to some of the degree programmes in this Faculty.

Undergraduate programmes

a. The basic module unit of the Faculty has a duration of 14 weeks. Candidates for the BCom and BAdmin degrees who have not passed at least 50% of the modules enrolled for in a particular year of study at the end of an academic year, should apply for readmission to the degree programme. (Also consult General Regulation G. 3.2)
b. If a student has passed less than the required minimum 50% of the credits required for a particular year of study, he/she will not be readmitted to the Faculty of Economic and Management Sciences. Such a student may however, apply in writing to the Faculty's Admissions Committee to be readmitted conditionally provided he/she submits convincing documentary evidence to support the application for readmission. Note that the Admissions Committee may set further conditions with regards to the student's academic progress and may deny a student's application for readmission.

Permission to complete one year- or two semester modules on third year level at another institution

Permission may be granted to a student with a limited number of modules outstanding to complete one year or two semester modules on third year level at the University of South Africa (Unisa) with the proviso that the module content is similar to the module(s) offered at UP. This concession can only be granted if the student has already registered for and failed the relevant outstanding module(s) at UP and will be able to comply with all the requirements for the degree by passing the module(s) at Unisa. The concession will only be valid for one year and if the module(s) are not completed successfully, an extension will not be granted. A written application must be submitted to Student Administration before the final date for module changes.

General

The Dean has the right of authorisation regarding matters not provided for in the General Regulations or in the Faculty regulations.

The Senate may limit the number of students allowed to register for a degree programme, in which case the Dean concerned may, at his/her own discretion, select from the students who qualify for admission those who may be admitted.

Transferring students from other institutions

The applications of candidates who have previously been registered at another tertiary institution are considered

by the Admissions Committee of the Faculty on the basis of their Grade 12 results **and** tertiary academic achievements. An academic record, as well as the final school-leaving results is required for such applications.

NB: Candidates who are still registered at another university must submit an academic record of their studies to the faculty as soon as possible after their final examinations. The closing date for these applications is also **30 September**.

Academic literacy
Training in academic literacy is offered as part of the study programmes. Please refer to the curricula for more information.

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. (See General Reg G.6.)

Minimum study periods and requirements for bachelor's degrees
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. (See General Regulation G.7.)

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).

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.

Examinations

a. A student is admitted to an examination 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/her work and has fulfilled the attendance requirements. Class attendance in all modules and for the full duration of all programmes is compulsory for all students.
b. A student may be refused admission to the examination or promotion to a subsequent year of study if the prescribed tuition fees are not paid.
c. A student may be refused admission to the examination or promotion to a subsequent year of study if he/she fails to fulfil the attendance requirements. Class attendance in all modules and for the full duration of all programmes is compulsory for all students.
d. In exceptional cases, where it is deemed appropriate, the dean of a faculty may excuse a student from attending all or part of a module.
e. The minimum semester mark to be admitted to an examination in a first-semester module on 100-level is 30%, and the semester/year mark for admission to an examination in all other modules is 40%.
f. The examinations for first-semester modules take place in May/June, while all other examinations (second-semester modules and year modules) take place in October/November (also consult General Regulation G.12).

Pass requirements and subminima in examinations

A final mark of at least 50% is required to pass a module. The year or semester mark must fall within a range of 40%-60% and the examination mark must fall within a range of 40%-60% of the final mark. Deviations from this rule can be approved by the Dean. The formula that is used to determine the final mark will be specified in the study guide of the module.

Ancillary examinations
After completion of an examination and before the examination results are announced, the examiners may summon a student for an ancillary examination on particular aspects of the work of that module.

Re-marking of examination papers
After an examination, departments give feedback to students about the framework that was used by the examiners during the examination. The way in which feedback is given, is determined by the heads of department. Students may apply for re-marking of an examination paper after perusal and within 14 calendar days of commencement of lectures in the next semester. The prescribed fee has to be paid. The paper will then be re-marked by an examiner appointed by the head of the department (also consult General Regulation G.14).

Supplementary examinations
(Also consult General Regulation G.12, par. 4.3, 4.4, 4.5)

a. Supplementary examinations in first-semester modules take place after the May/June examinations, while those in second-semester and year modules take place after the October/November examinations.
b. A student may be admitted to a supplementary examination in a module, in cases where

i. a final mark of between 40% and 49% has been obtained, or
ii. a pass mark has been obtained, but the required subminimum in the examination section of the module or divisions thereof has not been obtained.

c. 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 examina-tion must be granted. For all other modules, the Department has the discretion to allow a student to write a supplementary examination.
d. To pass a supplementary examination, a student must obtain a final mark of 50% – the semester or year mark is not taken into consideration.
e. The highest final percentage a student can obtain in a supplementary examination is 50%.
f. Special supplementary examinations are not arranged for students who are unable to write the examination for whatever reason, at the scheduled times.
g. Supplementary examinations cover the same subject matter as was the case for the examinations.

Aegrotat/extraordinary examinations
(Also consult General Regulation G.12, par. 5.1 and 5.2)

a. 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 aegrotat/extraordinary examination in the particular module(s).
b. An application to sit for an aegrotat/extraordinary examination, supported by applicable corroborative proof (for example an original medical certificate), must be uploaded on the Student Portal not later than 3 (three) days after the module should have been written. The original documents must be submitted to the Student Administration office as soon as possible, provided that an application that could not be submitted on time may also be submitted for consideration, if a valid reason exists.n.
c. Once a student has sat for an examination, he or she may not afterwards apply for an aegrotat/extraordinary examination on the basis of unforeseen circumstances or illness.
d. A student who has been granted permission to write an aegrotat/ extraordinary examination, and then fails to

write the examination will not be allowed another opportunity to write any further examination in the specific module.

e. A student who wrote an aegrotat/extraordinary examination does not qualify for a supplementary examination.

Special examinations

(See General Regulation G.12, par. 6.1)

a. A student registered for a BCom or BAdmin degree programme and who complies with all the requirements for the degree, with the exception of a limited number of modules, or the equivalent, may be admitted to a special examination in the module(s) concerned at the end of the following semester or earlier. Refer to the EMS Special Examination Rules for Undergraduate degrees available at https://www.up.ac.za/media/shared/5/ZP_Files/2018/special-exam-rules-nov-2018.zp165368.pdf.
b. A student only qualifies for a special examination if he/she were admitted to and sat for the prescribed examination in the final (preceding) examination period.
c. If the special examination is conducted before 31 January, such a student must not register again for the module/s concerned and the examination is treated as a supplementary examination.
d. If the special examination is conducted after 31 January, the student must register again for the module/s concerned and a semester mark, examina-tion mark and final mark must be obtained in an appropriate manner. In such a case, the result of the examination will not be taken into consideration with a view to the graduation ceremonies in March/April.
e. All the regulations applicable to a supplementary examination, also apply to a special examination (Reg G.12.4).

Application of old and new regulations and validity of modules

(See General Regulations G.3 and G.5)

Subject to transitional measures laid down by the Faculty, a student must complete his or her degree in accordance with the regulations that were applicable when he or she first registered for a specific field of study or specialisation. If a student interrupts his or her studies or changes a field of study or specialisation, the regulations applicable in the year in which studies are resumed, or the field of study is changed, apply.

A student who fails to renew their registration for a degree or a module within the five years of first registration for the degree will need to apply for re-registration as outlined in General Regulation G.3.2 and obtain written permission from all Heads of Departments confirming acceptance of validity of previously passed modules.

Recognition of modules

(See General Regulations G.8 and G.9)

Credit for modules passed at other institutions is restricted to first-year (100-level) modules, provided that the date of the student's National Senior Certificate with admission to degree studies becomes effective before 2 April of the academic year in which such a module was completed.

Credits for modules 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 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 another faculty or the second degree in the same faculty and furthermore that the student complies with the stipulations in General Regulation G.9.4(b).

Postgraduate programmes:

1. General selection principles for postgraduate study

In the Faculty of Economic and Management Sciences, all postgraduate applicants are subject to a selection

process which differs from department to department and will be published in the departmental brochures and on the departmental webpages.

Selection is based on the content of and performance in the prior degree, bridging arrangements (where required), academic merit, prior work experience and research ability (For more detail, please refer to the departmental postgraduate selection criteria on the departmental website).

The HOD in consultation with the departmental Postgraduate Selection Committee reserves the right to request students to write an admission examination or to prescribe additional admission requirements or additional modules when deemed necessary (For more detail, please refer to the departmental postgraduate selection criteria).

Admission for all qualifications is subject to supervisory capacity in the field of specialisation in the relevant department and the department has the right to limit the number of students per year. The maximum number of students to be admitted per year will be published on the departmental website.

Research proposals for master's and doctoral applicants should be in line with the research focus of the Department which is published on the departmental website.

Only applicants who comply with the requirements set out in this document will be considered for selection. However, the achievement of the requirements does not guarantee admission as only a limited number of students can be accommodated.

2. Consideration will be given for the diversity profile of students in accordance with the University strategy.

Incomplete applications and applications that are received after the closing date will not be considered for selection.

Any false information provided by a student in his/her application will result in the exclusion of the application.

Selected applicants must, within 30 days from receiving the letter of admission, return the acceptance form and pay the prescribed deposit. Applicants, who comply with the minimum requirements but are not selected, will be placed on a waiting list and will be considered for admission when space becomes available.

A dean may, on the recommendation of a particular Postgraduate Committee, cancel the registration of a student if the student fails to comply with the minimum requirements determined by the faculty board – on condition that a student may request that the dean reconsider the decision in terms of the set procedures. The general rule is that a student for a doctorate must complete his or her studies within three years, with a possible limited fixed extension, after first registering for the degree.

3. Renewal of registration

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.

Re-registration for an honours degree or a postgraduate diploma is permitted only if the student has passed at least the equivalent of four semester or two year modules in a particular year of study – on condition that faculty boards may stipulate other requirements for progress that students must comply with in order to be readmitted.

Subject to exceptions approved by the Dean, on the recommendation of the head of the department, a student may not sit for an examination for a postgraduate qualification more than twice in the same subject. This applies to both modules and the dissertation.

4. Recognition of modules passed at this university

If a student wishes to continue his/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/her studies.

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 an honours degree, provided that the student complies with the stipulations in G.8.1 and G.9.4(a).

5. Degree with distinction

In order to be awarded a postgraduate degree/diploma with distinction, a student must meet the following criteria:

- Obtain a Grade Point Average of at least 75% including at least 75% for the research component in the case of an Honours degree; 75% in the mini-dissertation in the case of a coursework Master's degree or 75% for a full dissertation Master's degree.
- Complete the degree/diploma within the minimum period prescribed.
- Only the final mark of the first attempt to pass the modules or dissertation will be considered.
- The GPA will be not be rounded up to a whole number.

Exceptional cases will be considered by the Dean.

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