

# GENERAL ACADEMIC REGULATIONS AND STUDENT RULES

## 2024



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
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Make today matter

**GENERAL ACADEMIC REGULATIONS AND STUDENT RULES****TABLE OF CONTENTS****A message from the Director of Enrolment and Student Administration**

<b>GENERAL ACADEMIC REGULATIONS</b> .....	<b>1</b>
<b>SECTION A: INTRODUCTION AND GENERAL PROVISIONS</b> .....	<b>1</b>
A1 Status and interpretation of the General Academic Regulations .....	1
A2 Faculty regulations .....	2
A3 Application, selection and admission .....	3
A4 Recognition of prior learning (RPL) .....	3
A5 Credit-bearing short courses .....	4
A6 Registration and student status .....	4
A7 Language .....	4
A8 Progression requirements .....	4
A9 Maximum credit load .....	5
A10 Dispute resolution.....	5
A11 Leave of absence .....	5
A12 Readmission after interruption of studies.....	6
A13 Conducting examinations and tests on Saturdays and in the evenings.....	6
A14 Religious convictions and examinations, tests etc. ....	6
A15 Confidentiality of personal information.....	6
A16 Updating of student information.....	6
A17 Students with disabilities .....	7
A18 Academic misconduct .....	7
A19 Plagiarism .....	7
A20 Certificate of good conduct.....	7
A21 Medical certificates.....	8
A22 Affidavits .....	8
A23 Awarding of qualifications.....	8
A24 Qualifications awarded posthumously .....	8
A25 Revocation of qualifications.....	8
A26 Bursaries.....	8
A27 General discretion .....	9
A28 Transitional arrangements.....	9
<b>SECTION B: BACHELOR'S DEGREES, CERTIFICATES AND DIPLOMAS (G1–G15)</b> .....	<b>9</b>
G1 Admission .....	9
G2 Registration.....	11
G3 Renewal of registration.....	12
G4 Exclusion, dismissal, deregistration of modules and leave of absence .....	13
G5 Application of amended programme regulations.....	13
G6 Concurrent registration for two fields of study.....	14
G7 Minimum study periods and requirements for bachelor's degrees .....	14
G8 Recognition of modules passed at the University .....	15
G9 Recognition of modules passed at other higher education institutions and the admission of such students .....	15
G10 Requirements for admission to examinations, promotion to a subsequent year of study or in a module as well as attendance modules .....	16
G11 Year, semester and quarter marks and repeating of modules .....	17
G12 Assessment.....	17
G13 Examiners .....	20
G14 Perusal and remarking of examination scripts .....	21

G15	Compliance with qualification requirements and privileges, and qualification with distinction .....	22
<b>SECTION C: HONOURS DEGREES AND POSTGRADUATE DIPLOMAS (G16–G29).....</b>		<b>23</b>
G16	Admission .....	23
G17	Registration .....	23
G18	Renewal of registration.....	24
G19	Exclusion, dismissal, deregistration of modules and leave of absence .....	24
G20	Application of amended programme regulations.....	25
G21	Concurrent registration for two fields of study .....	25
G22	Minimum study periods .....	26
G23	Recognition of modules .....	26
G24	Requirements for admission to examinations .....	26
G25	Year and semester marks .....	27
G26	Assessment.....	27
G27	Examiners .....	30
G28	Perusal and remarking of examination scripts .....	30
G29	Compliance with qualification requirements and privileges, and qualification with distinction .....	31
<b>SECTION D: MASTER’S DEGREES (G30–G41) .....</b>		<b>32</b>
G30	Types of master’s degrees .....	32
G31	Admission .....	33
G32	Registration, renewal of registration, termination of registration, leave of absence and application of amended programme regulations .....	33
G33	Concurrent registration for two fields of study and duplication of master’s degrees .....	35
G34	Minimum study periods and requirements for master’s degrees .....	36
G35	Recognition of modules .....	36
G36	Requirements for admission to examinations (coursework master’s programmes).....	37
G37	Assessment of coursework modules .....	37
G38	Master’s degree by coursework and mini-dissertation .....	39
G39	Master’s degree by dissertation.....	40
G40	Compliance with degree requirements and degree privileges, and qualification with distinction .....	49
G41	Conversion of master’s by dissertation to doctoral study .....	50
<b>SECTION E: DOCTORAL DEGREES (G42–G55).....</b>		<b>51</b>
G42	Admission .....	51
G43	Registration.....	52
G44	Renewal of registration and leave of absence .....	52
G45	Termination of registration.....	53
G46	Application of amended programme regulations.....	53
G47	Concurrent registration for two fields of study and duplication of doctoral degrees .....	53
G48	Minimum study periods and requirements for doctoral degrees.....	54
G49	Assessment.....	54
G50	Theses .....	55
G51	Article for publication .....	65
G52	Professional doctorate.....	65
G53	Doctoral degree by virtue of publications .....	66
G54	Compliance with degree requirements and degree privileges.....	68
G55	Postgraduate student cases and the recognition of prior learning.....	69
<b>SECTION F: GLOSSARY OF TERMS APPLICABLE TO THE GENERAL ACADEMIC REGULATIONS.....</b>		<b>70</b>

<b>GENERAL STUDENT RULES</b> .....	<b>75</b>
<b>SECTION A: GENERAL STUDENT RULES</b> .....	<b>75</b>
1. Code of Conduct for Students .....	75
2. Disciplinary Code for Students .....	80
3. Important rules, policies, procedures and instructions .....	90
3.1 Policies and other important documents.....	90
3.2 Information governance and privacy protection (iGaPP) awareness.....	91
3.3 Procedure to report cases of violence or discrimination.....	91
3.4 Escalation of student issues .....	92
3.5 Non-compliance to policies, rules and procedures.....	96
3.6 Failure to fulfil financial obligations .....	96
<b>SECTION B: ACADEMIC MATTERS</b> .....	<b>97</b>
1. Academic assessment .....	97
1.1 Modes of assessment .....	97
1.2 Registration for examinations .....	97
1.3 Admission to examinations.....	97
1.4 General instructions for sit-down and on-campus online examinations.....	98
1.5 General instructions for off-campus online and computer-based examinations .....	100
1.6 Announcement of results.....	103
1.7 Remarking of examination answer scripts .....	103
1.8 Conducting of examinations and tests on Saturdays .....	103
1.9 Examinations on religious holidays.....	104
<b>2. GENERAL ACADEMIC MATTERS</b> .....	<b>104</b>
2.1 Language Policy.....	104
2.2 Application of amended programme regulations.....	104
2.3 Registration for a particular year of study .....	104
2.4 Recognition of modules .....	104
2.5 Termination of studies .....	105
2.6 Credits for modules passed by unregistered students .....	105
2.7 Plagiarism .....	105
2.8 Agreement for postgraduate study .....	105
2.9 Leave of absence.....	105
2.10 Graduation and certification.....	106
<b>SECTION C: GENERAL STUDENT SERVICES</b> .....	<b>106</b>
<b>1. DEPARTMENT OF STUDENT AFFAIRS</b> .....	<b>106</b>
1.1 Student health services .....	106
1.2 Students with disabilities .....	107
<b>2. DEPARTMENT OF ENROLMENT AND STUDENT ADMINISTRATION (DESA)</b> .....	<b>107</b>
2.1 Student Service Centre .....	107
2.2 Career services .....	108
<b>3. DEPARTMENT OF RESIDENCE AFFAIRS</b> .....	<b>108</b>
3.1 Student accommodation.....	108
3.2 Rules for student accommodation .....	108
<b>4. DEPARTMENT OF FINANCE</b> .....	<b>109</b>
4.1 Fees and funding.....	109
4.2 Changes to regulations and fees .....	109

<b>5.</b>	<b>FACULTIES</b> .....	<b>109</b>
5.1	Faculty administration .....	109
5.2	Prescribed books.....	110
5.3	Study guides .....	110
5.4	Timetables.....	110
5.5	Use of cellular phones and other recording devices during lectures and practicals ...	110
<b>6.</b>	<b>INFORMATION TECHNOLOGY SERVICES (ITS)</b> .....	<b>110</b>
6.1	The use of UP computer facilities .....	110
<b>7.</b>	<b>EDUCATION INNOVATION</b> .....	<b>111</b>
7.1	Orientation.....	111
<b>8.</b>	<b>DEPARTMENT OF INSTITUTIONAL ADVANCEMENT (DIA)</b> .....	<b>111</b>
8.1	Distribution of publications.....	111
<b>9.</b>	<b>DEPARTMENT OF SPORT</b> .....	<b>111</b>
9.1	TuksSport.....	111
<b>SECTION D: GENERAL ACCESS, SECURITY AND TRAFFIC RULES</b> .....		<b>112</b>
<b>1.</b>	<b>DEPARTMENT OF SECURITY SERVICES</b> .....	<b>112</b>
1.1	General access .....	112
1.2	The use of student cards .....	112
1.3	Occupational health and safety .....	112
1.4	Use of Municipal property .....	113
1.5	Meetings, gatherings and demonstrations .....	113
<b>2.</b>	<b>GENERAL SECURITY</b> .....	<b>117</b>
2.1	Firing of rockets and explosives .....	117
2.2	Use of drones on University grounds.....	117
2.3	Carrying and storage of firearms .....	117
2.4	Evacuation of lecture halls/laboratories .....	118
2.5	Pets on campus .....	118
2.6	Smoking policy .....	118
<b>3.</b>	<b>TRAFFIC AND PARKING REGULATIONS OF THE UNIVERSITY OF PRETORIA.</b>	<b>119</b>

## A message from the Director of Enrolment and Student Administration

Dear students,

On behalf of the University and particularly the Department of Enrolment and Student Administration, it is my singular pleasure to extend a warm welcome to each and every one of you as you commence the 2024 academic year. I hope that you experience good health and high spirits as we embark on a new academic year filled with promise, growth, and exciting opportunities, and that it will remain with you throughout your time with us.

It is thrilling to witness the arrival of a new cohort of bright minds, each bringing a unique set of talents, aspirations, and perspectives. The journey ahead promises to be intellectually stimulating, socially enriching, and personally transformative. Whether you are a returning student or a newcomer to our academic community, be assured that you are considered as an integral part of the vibrant tapestry that makes our university a hub of learning, innovation and transformation.

At UP, we are committed to providing you with a supportive and intellectually challenging environment that fosters academic excellence, critical thinking, and social and personal development. Taking care of your mental health is just as important as your academic career. Make sure to incorporate self-care activities into your routine, whether it's reading, exercising, or simply taking a break. Our dedicated faculty members are here to guide you, inspire you, and share their wealth of knowledge as you navigate your academic pursuits. It is essential to highlight the ethical use of generative AI in our academic processes, ensuring that technological advancements contribute positively to your educational experience. Additionally, the respective faculty administration teams are ready to assist you with any questions or concerns you may have to ensure that your university experience is seamless and rewarding. Don't hesitate to reach out to them, they are here to help you succeed.

This publication (commonly referred to as the G Regulations) also comprises vital information crucial for guiding you through your entire tenure as a UP student, up to graduation. To ensure a meaningful experience at UP, I recommend

acquainting yourself with the contents of this publication, as it is imperative for all students to thoroughly familiarise themselves with its information. The General Academic Regulations and Student Rules publication encompasses essential topics, including pertinent policies, related procedures, regulations, and rules that bear relevance to your academic journey. You will find further programme- and faculty-specific information in the online faculty yearbooks. These publications should be read in conjunction with each other.

As you embark on this academic adventure, I encourage you to embrace every opportunity for holistic growth, engage with your peers and professors, and immerse yourself in the diverse array of academic and extracurricular activities our university has to offer. The friendships you forge, the knowledge you gain, and the experiences you accumulate will undoubtedly shape your future in profound ways. Make the most of this invaluable opportunity, and remember that the entire university community is here to support you in your pursuit of knowledge and personal growth.

May this academic year be filled with curiosity, discovery, and achievement. I look forward to witnessing your academic journey unfold and celebrating your successes along the way. Once again, welcome to the 2024 academic year!

Warm regards,



**Dr AM Mathekga**

**Director: Department Enrolment and Student Administration (DESA)**



## GENERAL ACADEMIC REGULATIONS

The General Academic Regulations are academic in nature and differ from the General Student Rules. The General Academic Regulations apply to all faculties of the University of Pretoria.

### SECTION A: INTRODUCTION AND GENERAL PROVISIONS

#### A1 Status and interpretation of the General Academic Regulations

1. The General Academic Regulations of the University of Pretoria (UP), which form part of the Institutional Rules of the University, are approved by Senate and submitted to Council for noting. Council is empowered by section 68(2) of the Higher Education Act 101 of 1997, as amended, to delegate a number of its powers and duties to other internal structures, including Senate and Senate committees. All such delegations that existed before the amendment of these General Academic Regulations and are compatible with these Regulations, remain in place until Council withdraws or amends them.
2. The General Academic Regulations for qualifications offered by the University are based on the statutory requirements imposed by the Higher Education Act, the Higher Education Qualifications Sub-Framework (HEQSF), the Institutional Statute of the University of Pretoria, and the provisions of the Joint Statutes<sup>1</sup> that remain in effect. The regulations apply to all Senate-approved academic programmes that lead to formal qualifications listed in the Programme and Qualification Mix (PQM) of the University.
3. The General Academic Regulations are subject and subordinate to the Constitution of the Republic of South Africa of 1996; all statutory and common law, in particular the Higher Education Act; all other regulations, plans and policies related to higher education in South Africa; and the University Statute.
4. The revised HEQSF applies to all higher education institutions and comprises the following qualification types:  
Undergraduate: Higher Certificate, Advanced Certificate, Diploma, Advanced Diploma and Bachelor's degree.  
Postgraduate: Postgraduate Diploma, Bachelor Honours degree, Master's degree, Professional Master's degree, Doctoral degree and Professional doctorate.  
 The HEQSF also accommodates a number of qualifications that owing to, amongst others, their specific vocational or professional training requirements, constitute exceptions to the framework. These include the Bachelor of Education (BEEd), the Postgraduate Certificate in Education (PGCE), the Master's degrees in Health Sciences (MMed), the Professional Bachelor's degrees in the Health Sciences (MBCChB, BChD and BVSc), etc.
5. The General Academic Regulations apply to all faculties and registered students of the University, as well as all prospective students who have accepted an offer of a place at the University (to the extent applicable). By signing and submitting the prescribed application and registration forms, either on paper or electronically, the applicant or registered student (as the case may be) agrees to be bound by the applicable regulations, rules, policies and resolutions of the University until the registration of the student expires through graduation, or is terminated.

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<sup>1</sup> Provisions 16, 17 and 18 of the Joint Statutes relate to admission to the bachelor's and honours degrees, minimum periods of attendance, recognition of modules and certificates of conduct for transferring students. These provisions, as well as the stipulations of the Higher Education Act and the HEQSF, are referred to as "statutory requirements" in the General Academic Regulations.



6. In addition to the General Academic Regulations, there are specific regulations for each faculty and programme. Faculty regulations are supplementary to the General Academic Regulations. Approved faculty-specific regulations do not constitute discrepancies. In cases where there is material conflict, the General Academic Regulations will take precedence, and the relevant faculty regulations will be amended as soon as possible in order to be aligned with the General Academic Regulations.
7. The General Academic Regulations must be read in conjunction with relevant UP policies, faculty admissions regulations, yearbooks, brochures and other guidelines, where applicable. In cases where there is conflict, the General Academic Regulations will take precedence, and the relevant UP policy or guidelines shall be amended as soon as possible in order to be aligned with the General Academic Regulations.
8. On registering for a programme, the student bears the responsibility of ensuring that they are familiar with the General Academic Regulations applicable to their registration, as well as the relevant faculty-specific and programme-specific regulations. Ignorance concerning these regulations will not be accepted as an excuse for any transgression, or as a basis for an exception to any of the aforementioned regulations.
9. The General Academic Regulations and the faculty yearbooks are available online. Appropriate links to the General Academic Regulations and faculty yearbooks where it can be accessed will be made available to students. The regulations and yearbooks of the year of enrolment serve as the regulations applicable to the student and the relevant programme, and remain applicable for the period of study for the particular programme. (See G5.3 and G5.4 for additional information in this regard.)
10. The regulations contained in this document are as approved on the date of publication. However, the regulations are subject to change and may be amended by Senate after the publication of this information.

## **A2 Faculty regulations**

1. Every faculty board makes proposals to Senate for the adoption of faculty regulations with regard to the requirements for qualifications and programmes that are part of the Programme and Qualification Mix (PQM) of the University, and are offered by the relevant faculty.
2. Faculty regulations may contain provisions that are necessary to accommodate programme-specific requirements and faculty-specific procedures and structures.
3. Faculty boards may set requirements for qualifications and programmes that are more onerous than the requirements specified in the General Academic Regulations, but may not set less rigorous requirements than those imposed by the General Academic Regulations.
4. The regulations contained in the faculty yearbook applicable to the curriculum of a programme in the year of a student's enrolment in such programme, will be the prevailing faculty regulations for the duration of such student's enrolment in the particular programme. Any curriculum changes during enrolment for the programme are dealt with by means of transitional measures. (See G5.3 and G5.4 for additional information in this regard.)
5. The minimum and maximum duration of study for a qualification, the composition of the curricula of programmes, and the credit structure of programmes leading to a qualification, are set out in the faculty regulations.

### **A3 Application, selection and admission**

1. Faculties determine minimum admission requirements for each programme that are approved by Senate on an annual basis.
2. The University reserves the right to set selection criteria for selection programmes in addition to minimum admission requirements, and apply such criteria to admit or refuse admission to specific qualifications and programmes, taking into consideration the University's targets in respect of the total number of students, its profile (which includes equity targets), and the capacity available within the University to offer the qualifications and programmes concerned.
3. Owing to limited places and the availability of supervision, not all undergraduate and/or postgraduate applicants who meet the minimum admission requirements of a particular programme are guaranteed admission.
4. Prospective students apply to the University in accordance with the admission procedures of the faculty concerned and the general requirements set by the University, which are available on the UP website. No application for admission will be accepted unless the applicant complies with both the general admission requirements and faculty-specific requirements.
5. Final admission to register for undergraduate programmes is based on the National Senior Certificate (NSC), Independent Examination Board (IEB) or other recognised school-leaving examination results, or equivalent school leaving certificates with an Exemption Certificate issued by Universities South Africa (USAf). Conditional admission is based on students' Grade 11 or equivalent results.
6. Applicants from countries other than South Africa wishing to register for undergraduate or postgraduate programmes at the University will be required to demonstrate equivalence with the relevant admission requirements, with certification of equivalence by SAQA or USAf where required, and admission is subject to the conditions set out in the Immigration Act 13 of 2002. The webpage of the International Cooperation Division (ICD) on the UP website contains all information required by prospective students from countries other than South Africa.

In order to assist with foreign qualification verification and comparability in postgraduate cases, the University uses the Foreign Qualification Review (FQR) function as approved by Senate. It should be noted that this does not replace the requirement for the student to obtain the necessary certification.

7. The allocation of a number for identification purposes to an applicant who meets the minimum admission requirements does not constitute a right to be admitted to the University as a student.

### **A4 Recognition of prior learning (RPL)**

1. The University may, on the grounds of its policy on the recognition of prior learning (RPL), and subject to Senate-approved oversight mechanisms, admit a student who does not comply with the formal minimum admission requirements for a specific programme if the student is able to prove that they have through other means reached an equivalent educational status. Status of this nature is usually programme-specific and may have conditions attached.
2. As is provided for in section 68B of the Higher Education Act, a degree, diploma or certificate can only be conferred or awarded by the University if a student has completed the work and

has attained the standard of proficiency (determined through assessment) as required by the Senate of the University. Degrees, diplomas or certificates cannot be conferred or awarded based on RPL. (See G55 for more information in this regard.)

#### **A5 Credit-bearing short courses**

A registered UP student who has completed an externally moderated short course presented by Enterprises UP, may obtain credit for an equivalent degree module or modules forming part of a formal programme at the University, subject to the following: The University and Enterprises UP must reach an agreement on the modules that will qualify, the academic programmes at UP to which it will apply, the short-course curriculum to be followed, as well as the assessment criteria and process to be used.

#### **A6 Registration and student status**

1. Registration involves a contractual agreement that is annually entered into by the University and the individual in accordance with the regulations of the University and grants student status to such a person. By virtue of such registration, the student subjects themselves to the University's institutional rules.<sup>2</sup>
2. In order to continue with studies at the University, a returning student who has been admitted must register annually, by means of an electronic registration process, for the learning components that are prescribed for the specific study year, in accordance with these General Academic Regulations as well as the faculty regulations applicable to the qualification, programme and module(s) concerned.
3. A student is personally responsible for ensuring compliance with all the programme and module registration requirements, as well as the timely completion and submission of any formal documents that may be required for registration.
4. The University does not grant registration with retroactive effect. Persons who are not registered for a programme are not regarded as students and no credits will be given to students for modules in these programmes, irrespective of their performance.
5. The University reserves the right to refuse or cancel the registration of a student where they provide false, incorrect or incomplete information or documentation (regardless of whether this is done intentionally or unintentionally), or where any other condition provided for in these General Academic Regulations is not satisfied.

#### **A7 Language**

The language of teaching, learning, assessment and academic administration is determined by the University's Language Policy as approved by Senate and Council.

#### **A8 Progression requirements**

1. In order to ensure that a student completes the programme for which they are registered within the maximum duration allowed for the programme, and subject to faculty regulations, a student must complete at least 60% (in the case of three-year programmes) or 66% (in the case of programmes of four to six years' duration) of the total credits that are required for the programme up to the year level for which the student is registered.

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<sup>2</sup> In accordance with Clause 58 of the Statute of the University of Pretoria. Institutional rules refer to all the rules and regulations, including policies, charters, terms of reference etc, academic or otherwise, that give effect to the Statute of the University.

2. A student who fails to comply with the progression requirements provided for above does not automatically qualify to continue study in the programme concerned.

#### **A9 Maximum credit load**

An undergraduate student is normally registered for a credit load of no more than 120 credits in any given academic year, except where higher credit loads have been approved by Senate. The dean, in order to enable the student to meet the progression requirements for continuation of study, or to meet the requirements for the completion of the programme for which the student is registered, may allow such a student to register for a credit load not exceeding 150 credits, except where higher credit loads have been approved by Senate.

#### **A10 Dispute resolution**

All issues, concerns and complaints related to academic matters are dealt with in accordance with the University's Escalation Policy and the accompanying Guidelines for students for the escalation of matters, which is available on the UP web.

#### **A11 Leave of absence**

1. If it is not possible for a registered student at the University of Pretoria to continue with their studies/research in a specific year, but they intend to continue in the subsequent year, the student must apply in writing to the dean of the relevant faculty for leave of absence. This application must include the following: full name; student number; address; reasons for and period of leave of absence, for example the whole year, first semester (January to June) or second semester (July to December); name of supervisor (where applicable); and the student's intentions for the period after their leave of absence.
2. A leave of absence is not granted for more than one year. Approval for a leave of absence in excess of one year will only be granted in circumstances that are regarded as exceptional. Outstanding fees must be paid in full upon the student's return from leave of absence.
3. In the case of undergraduate and honours students, where leave of absence has been granted before the date stipulated in the Senate-approved University calendar for the cancellation of modules, a student is not obliged to pay the fees due. In the event that the leave of absence is granted after this stipulated date, a student will not be entitled to any refund and will remain liable for full tuition fee. In the case of master's and doctoral students, all outstanding fees must be paid in full upon the student's return from their or her leave of absence. For more information on fees payable, please contact the Finance department. In exceptional circumstances, and on submission of a detailed motivation, the Registrar, in consultation with the Executive Director: Finance and the relevant dean, may consider alternative arrangements with regard to fees.
4. Students who are granted leave of absence do not have access to classes, the libraries or any other UP facility for the duration of the leave of absence. Where leave of absence has been granted before the stipulated due dates, all modules for the period for which results have not been entered, will be removed from the student's record. For postgraduate and other research components, students are liable for re-registration fees for the year for which leave of absence was granted.
5. A student who has engaged in behaviour that violates regulations, rules or policies of the University, and/or is the subject of a disciplinary enquiry in terms of the University's Disciplinary Code: Students, and/or the disciplinary code of their residence, will as a rule not be granted a leave of absence.

### **A12 Readmission after interruption of studies**

1. Where a student's studies are interrupted for a year (except where a leave of absence was granted), or longer, such student must apply for readmission.
2. Irrespective of the number of modules passed or failed during years of study before readmission, previous years of study, whether at the University or at any other university, contribute to the maximum duration of study for that programme. In respect of a student who has changed study programmes on one or more previous occasions, for whatever reason, the duration of a student's studies during their enrolment in any such previous programme(s) will be taken into consideration when assessing a student's continued registration as a University student in circumstances that the student's academic performance/progress is unsatisfactory.

### **A13 Conducting examinations and tests on Saturdays and in the evenings**

Owing to its extensive test and examination programmes, the University is compelled to conduct some tests and examinations on Saturdays and in the evenings. It is therefore not feasible to comply with requests for special tests and examinations to replace those scheduled on Saturdays and in the evenings.

### **A14 Religious convictions and examinations, tests etc.**

1. The University calendar accommodates public holidays as proclaimed by Government, and only religious holidays that correspond to these public holidays are provided for. However, the University operates as a secular institution and no one religion or belief system is favoured above the other. When students request to be absent from any examination, test, class, practical module or other academic commitment, including a test or examination scheduled on a Saturday, due to religious convictions, they must approach their faculty's student administration at least two weeks prior to the relevant date with a written request to be excused from such academic obligations. This request must be supported by a letter from the relevant church, congregation or religious leader that confirms that the student is an active member of that church, congregation or religious group, and the particular date needs to be approved based on the tenets of that religion.
2. The dean will consider the possibility of allowing the student(s) to sit for an alternative examination, test, class, practical module. This alternative examination will be the only opportunity for the student to write such examination etc.

### **A15 Confidentiality of personal information**

The University recognises that a student's personal information (including academic results) belongs to the student and not to their parents or guardians. In compliance with the law applicable to the protection and access to personal information, there will be no disclosure of marks or student information, or discussion of a student's performance, with parents or third parties without the prior consent of the student.

### **A16 Updating of student information**

A registered student must ensure that all relevant changes to personal details are updated on the student portal for the purposes of official communication by the University with the student. Official correspondence with students will be addressed to the postal addresses, email addresses and cell phone numbers supplied during registration, or as updated on the student portal.

**A17 Students with disabilities**

1. Students with disabilities are provided for in accordance with the Policy on students with disabilities. Where practicable, methods of teaching and assessment must be modified to take account of the challenges experienced by students with disabilities. Any modification of programmes requirements or assessment methods will be discussed and agreed on by the relevant faculty, the Disability Unit and the student. Students who wish to submit an application for special assessment conditions based on the grounds of a disability, must do so in accordance with the prescribed procedure.
2. The confidential nature of information regarding a disability will be honoured at all times. The information will only be made known with students' written consent or, where applicable, that of their parents or guardians.

**A18 Academic misconduct**

1. Academic misconduct refers to any action aimed at gaining or attempting to gain an unfair academic advantage in a formal University assessment, or any activity that could undermine the integrity of academic programmes and research. Academic misconduct includes, but is not limited to plagiarism; research misconduct (including the manipulation of research data, processes and material); failure to comply with formal examination or assessment instructions; the possession of unauthorised material during an examination, etc. All research must be conducted in accordance with the University's Code of ethics for scholarly activities, which is available on the UP web. Academic misconduct is dealt with in terms of the Disciplinary code for students that is set out in the *General Student Rules* and is also available on the UP web.
2. If found guilty of academic misconduct or non-compliance with these regulations, a student could, among other disciplinary measures, forfeit their credits for a module and/or be suspended from the University for a period that could range from one year to permanent suspension. Such student's record will be blocked for the period of suspension and they will not be entitled to a certificate of good conduct from the University. Students should also take note that, if found guilty of academic misconduct, it may negatively influence their admission to other universities and/or registration with professional bodies.
3. In cases of minor misconduct, as defined in faculty regulations, matters may be dealt with at the faculty level. Each faculty will provide detailed regulations in this regard.

**A19 Plagiarism**

Plagiarism is a form of academic misconduct or dishonesty. It is dealt with in terms of the Plagiarism prevention policy and guidelines, as well as the Disciplinary code for students that is available on the UP web.

**A20 Certificate of good conduct**

1. A student who was registered at any other higher education institution, must upon application for admission to UP, submit a certificate of good conduct and an academic transcript issued by that institution, which indicates that they are a person in good standing with the institution.
2. Regardless of what is stated on the certificate of conduct, a student is obliged to disclose any adverse information related to academic or disciplinary matters. Should a student fail to disclose this information, UP reserves the right to cancel the relevant student's admission or registration. All information relating to the students' applications, including any disclosures, will be taken into consideration in making a decision regarding admission.

### **A21 Medical certificates**

1. Only medical certificates issued and signed by persons and practitioners registered with the Health Professions Council of South Africa or the Allied Health Professions Council of South Africa will be accepted. In addition to the above, the University will accept medical certificates or sick notes issued by the qualified, registered health practitioners who are staff at the University Health Clinic. In the event of a medical certificate being issued outside of South Africa, the certificate must be issued by a practitioner registered with an equivalent body in the country of issue.
2. Medical certificates must contain the practice number, address, contact details and signature of the particular practitioner who issued the certificate. The certificate must clearly identify the student and must reflect that a consultation took place and/or that the student was examined on a specific date. The certificate must furthermore indicate the specific days during which the student is unfit to participate in academic activities.
3. A medical certificate will not be accepted if it merely states that the student appeared ill or declared themselves unfit.

### **A22 Affidavits**

In the event that there are other valid reasons, apart from illness, for absence from an assessment opportunity (tests and examinations etc.), an affidavit will not be accepted unless it is accompanied by the relevant substantiating documentation.

### **A23 Awarding of qualifications**

No qualification will be awarded unless a student has met all the statutory requirements, as well as the University and faculty-specific requirements for the relevant programme.

### **A24 Qualifications awarded posthumously**

Senate may, on recommendation by a dean, award a degree (with the exception of an honorary degree), diploma or certificate posthumously if the student complied with all the requirements of the qualification concerned before passing away.

### **A25 Revocation of qualifications**

Council, in consultation with Senate and after compliance with the prescripts of the Higher Education Act, may withdraw and revoke any qualification (degree, diploma or certificate) that was awarded, if it is found to have been awarded on the basis of a material error on the part of the University (which revocation must take place within two years of the conferment of such qualification), or as a result of a fraudulent or dishonest act in connection with the obtaining of the relevant degree, diploma or certificate. (See paragraphs 50(4)-(7) of the Statute of the University of Pretoria.)

### **A26 Bursaries**

1. Full information on the various forms of student funding that are available can be accessed on the UP web.
2. In the event that a student, for whatever reason, lose their bursary or access to funding, the University is not obliged to provide funding to such student to cover tuition fees, accommodation fees and other related expenses.

**A27 General discretion**

The Registrar, or the Director responsible for Enrolment and Student Administration, has the discretion to consider and make an administrative decision on any matter not dealt with expressly in these Regulations, or when extraordinary circumstances so demand in order to prevent undue hardship, or to facilitate a fair administrative outcome.

**A28 Transitional arrangements**

These General Academic Regulations came into effect on 1 January 2022. Transitional arrangements will be made in respect of academic programmes, where required.

**SECTION B: BACHELOR'S DEGREES, CERTIFICATES AND DIPLOMAS (G1–G15)**

**GB1** Scope: These General Academic Regulations apply with the necessary changes to undergraduate degrees, diplomas and certificates.

**GB2** Types: There are two types of bachelor's degrees, namely general (NQF-level 7, minimum total credits of 360) and professionally-oriented bachelor's degrees (NQF-level 8, minimum total credits of 480). The general bachelor's degree emphasises general principles and theory as preparation for entry into general employment or for a postgraduate programme. The professional bachelor's degree prepares students for professional training, postgraduate studies or professional practice in a wide range of disciplines.

**GB3** Articulation: A bachelor's degree is the minimum entry requirement for admission to an honours degree or a postgraduate diploma. A professional bachelor's degree may also meet the minimum requirement for admission to an appropriate master's programme.

**G1 Admission**

*General note*: Compliance with the minimum requirements set out below will not guarantee admission to a bachelor's (undergraduate) degree at the University. Applicants must refer to the applicable Senate approved general regulations, Institutional Admission Policy and faculty admissions regulations for a particular programme.

1. In order to register for a first bachelor's degree at the University, a candidate should:
  - 1.1 have completed the National Senior Certificate (NSC), Independent Examinations Board (IEB) or other recognised school leaving qualification or an equivalent qualification with an Exemption Certificate issued by Universities South Africa (USAf), and have met the minimum requirements for admission to bachelor's degree study. The final results must be uploaded on the Student Portal. The University, however, reserves the right to request the submission of the original NSC or the certificate of the equivalent qualification, if required; and
  - 1.2 comply with the particular requirements prescribed in the UP Admissions Policy and in the faculty admissions regulations of the respective faculties, for admission to a particular programme.



2. Admission requirements for candidates with a National Senior Certificate (NSC)
  - 2.1 The minimum statutory requirement to obtain university entrance is a National Senior Certificate (NSC) certified by Umalusi with an achievement rating of **4** (50 to 59%) in **four** recognised 20-credit NSC subjects. Please note that Life Orientation is a 10-credit subject.
  - 2.2 In order 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. A summary of the faculty specific requirements, i.e. the admission point score (APS) per programme, as well as the specific subjects required per programme and their required level of achievement, is available on the UP web (What to Study page)
  - 2.3 Conditional admission is based on the students' Grade 11 or equivalent results.
  - 2.4 Final admission is based on the NSC (or equivalent qualification) results.
  - 2.5 Alternative admission channels: Candidates with an APS lower than required, or without a required subject such as Mathematics, may be considered for admission to a faculty if they meet the additional assessment criteria specified by the University from time to time. However, preference will be given to students who comply with the set admission requirements of the University.
3. A candidate may also be considered for admission, provided that the candidate:
  - 3.1 is in possession of a certificate deemed by Universities South Africa (USAf) to be equivalent to any of the certificates mentioned in G1.1; or
  - 3.2 is a graduate from another higher education institution or has been granted the status of a graduate of such an institution; or
  - 3.3 takes and passes an admissions examination prescribed by the University where relevant.
4. Senate may limit the number of students who are allowed to register for a programme in accordance with a faculty's undergraduate admissions regulations, which are determined by the relevant faculty's admissions committee and approved by Senate.
5. A candidate who, at the time of application, is a registered student at another higher education institution for an undergraduate programme, or was registered at another higher education institution in previous years and did not complete the undergraduate programme they were enrolled for, is treated as a transferring student.
  - 5.1 Any transferring student must comply with the Institutional Admissions Policy of the University.
  - 5.2 In addition, the student must comply with the faculty admissions regulations as a first-year student for the particular academic programme they are applying for, and will further be considered for admission based on their full academic record, certificate of conduct, available places and any additional requirements approved by the relevant faculty board and/or Senate.
  - 5.3 Failure by the student to declare their status as that of transferee, will render the application and admission invalid.

6. A candidate who, at the time of applying, is a registered student at the University of Pretoria and wishes to transfer to another undergraduate programme at the University, is regarded as a returning student, and
  - 6.1 must comply with all the faculty admissions regulations as a first-year student for the particular academic programme they are applying for;
  - 6.2 will further be considered for admission based on their full academic record, available places and any additional requirements approved by the relevant faculty board and/or Senate; and
  - 6.3 must formally apply for admission and will be considered for admission, subject to the requirements mentioned in G1.6.1 and G1.6.2 above and the approval of the two deans involved; or
  - 6.4 alternatively, students can be transferred to another degree in their current faculty, provided they meet the set of transfer regulations prescribed by the faculty.
7. A student who complies with all the requirements as stipulated above, and who has been invited by official UP representatives to participate in any sport or cultural activities on behalf of the University, and who did not apply in time, may be considered for admission subject to the availability of places in the relevant programme and approval by the Director: Department of Enrolment and Student Administration.
8. The decision of a faculty or departmental admissions committee is final.
9. The admission of students with disabilities takes place in accordance with the Policy on students with disabilities. (See Section A17 for more information in this regard.)
10. The admission of applicants from countries other than South Africa takes place in accordance with the Institutional Admission Policy, faculty admissions regulations and relevant guidelines. (See Section A3.6 for more information in this regard.)

## **G2 Registration**

1. A student registers at the University for an academic programme at the time and in the manner determined by Council from time to time. By virtue of such registration, the student subjects themselves to the University's Institutional Rules.
2. Registration takes place in accordance with the regulations applicable to the particular programme for which the student registers, and on condition that compliance with the requirements of that programme is the student's responsibility. At the beginning of an academic year, a student registers for all the modules they intend taking in that particular year (whether these are first-semester, second-semester or year modules).
3. 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.
4. A student is not permitted to register for an academic year, or additional module/s after the first two weeks of lectures in that quarter or semester have passed. Students who missed this deadline must apply to the faculty administration, submitting valid reasons and applicable supporting documentation. Exceptional cases must be approved by the Director: Enrolment and Student Administration, or a duly authorised University official.

In exceptional circumstances, and on submission of a detailed motivation, the dean of the relevant faculty, in consultation with the relevant deputy dean or equivalent, head of

department and course coordinator/supervisor may accept such a late registration. Where modules are shared, a detailed motivation must be submitted to the relevant deans.

5. Closing dates for amendments to or cancellation of modules (year, semester and quarter modules) are published annually in the University's calendar and will be four weeks after the commencement of lectures. If the change or cancellation is done before or on the relevant closing dates, the module will not be included for purposes of the calculation of the GPA on the student's academic record. Any module cancelled after the closing date will be reflected on the student's full academic record and will be taken into account when calculating the final marks.
6. Registration for a module that is 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 in the Senate-approved University calendar. A student who cancels their registration after the stipulated date, is not entitled to any refund and remains liable for the full tuition fee. The University will levy an administration fee in the case of late deregistration of modules.
8. In the case of the Gordon Institute of Business Science (GIBS), the faculty timetable and regulations will apply.

### **G3 Renewal of registration**

1. Students are registered for one year of study, or for a shorter period as determined in general or in specific cases by Senate. After a year or a period of study has expired, students who wish to continue their studies at the University must renew their registration and pay such fees for renewal of registration as are prescribed by Council from time to time.
2. In order to register for the next year of study, and subject to specific faculty regulations:
  - 2.1 A student must pass at least 60% of the official credits listed for a year-level of study for a three-year programme. In the case of a programme with a minimum completion time of four to six years, the student must obtain at least 66% of the official credits listed for each year-level of study. A student will be deemed to be in the second, third or a more senior year once they enrol for any module in any of these levels of study.
  - 2.2 A student must be able to complete the programme for which they are re-registering, within the prescribed minimum period (years = N) plus one year (N+1).
  - 2.3 Distance education students, students following fully online programmes and students following extended programmes (where applicable) must pass at least the equivalent of two semester modules. However, in these instances faculties may prescribe higher requirements for progress.
  - 2.4 Distance education students, students following fully online programmes and students following extended programmes must comply with the minimum period stipulated in the relevant faculty yearbook.
3. A 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 below.
4. Regulation G3.2 also applies to transferring students, which includes both internal transfers and external transfers, i.e. from other higher education institutions. 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).

5. In the case of GIBS, the faculty timetable and regulations will apply.

#### **G4 Exclusion, dismissal, deregistration of modules and leave of absence**

##### 1. Exclusion and dismissal

- 1.1 A student's programme registration, or registration for a module, may be cancelled by the faculty during an academic year if the student fails to comply with the minimum requirements with regard to tests, examinations or any other work as set out in the faculty yearbook.
- 1.2 A student whose registration has been cancelled due to failure to comply with the requirements set out in G3.2, may appeal the exclusion by submitting the required documentation by the set deadline. 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. Should the faculty appeals committee not approve the student's application for readmission, the student may request a review of the faculty's decision by the Senate Review Committee on Readmission. The decision of the Senate Review Committee is final.

##### 2. Deregistration of modules

In the event that a student registers for second-semester modules at the beginning of a year of study, and it becomes evident at the end of the first semester that they no longer comply with the prerequisites of the second-semester modules, the registration of such second-semester modules will be cancelled and the student's account will be credited accordingly. It is the student's responsibility to ensure that all affected modules have been cancelled at the beginning of the second semester.

##### 3. Leave of absence

- 3.1 If it is not possible for a registered student at the University of Pretoria to continue with their studies in a specific year, but they intend to continue in the subsequent year, the student may apply for a leave of absence.
- 3.2 A leave of absence is granted by the dean of the relevant faculty, and is not granted for more than one year.
- 3.3 Where a leave of absence has been granted to a student, all modules for the period for which results have not been entered, will be removed from the student's record. (See Section A11 for more information in this regard.)

#### **G5 Application of amended programme regulations**

1. A student must complete a programme in accordance with the regulations that were applicable when her or she first registered for a specific field of study or specialisation.
2. If the programme regulations (i.e. curriculum) are amended, a student who started the programme under the old regulations and who has not interrupted their study, may complete such programme in accordance with the old regulations. However, when programme regulations are amended, the faculty may formulate special transitional arrangements in order to enable students to complete the relevant programme in accordance with the new regulations.

3. If a student interrupts their studies, or changes to another field of study or specialisation, the regulations for the year in which studies are resumed, or in which the new field of study or specialisation is taken, will apply.
4. If a student failed a year of study, or did not progress as required, and is subsequently readmitted, the new programme regulations will apply.

#### **G6 Concurrent registration for two fields of study**

1. Subject to other stipulations in the relevant faculty regulations, an academically exceptional student may concurrently enrol for a second undergraduate programme with the permission of the dean(s) involved. These approvals must be submitted to Senate for noting.
2. Concurrent registration will not be considered during the first year of study.
3. With the permission of the relevant dean(s), a student may register concurrently for a degree, diploma or certificate and another degree, diploma or certificate presented at undergraduate level either at the University (i.e. internally), or another higher education institution (i.e. externally). This concession is subject to the regulations applicable to the programmes and to any other stipulations the relevant faculty or faculties may prescribe.
4. The application for concurrent registration will be strictly based on academic merit and will include compliance with the admissions regulations, assessment of academic achievement and the duration of studies, as well as the ability of the student to finance additional studies. Such a concession may be withdrawn by the relevant dean(s) if the student does not perform satisfactorily.
5. If a student fails to obtain the required permission for concurrent registration in another undergraduate programme and nonetheless proceeds to register for the other programme, such student will be automatically deregistered from the second programme. Any credits accumulated will be regarded as for non-degree purposes.
6. In the instance of concurrent external registration at another higher education institution, permission must be obtained from both deans and the concurrent registration status must be declared. If a student fails to obtain permission for concurrent registration at another higher education institution and nonetheless proceeds to register for the other programme, the other institution will be notified, and immediate deregistration will be requested. Should the student fail to deregister at the other institution, they will be deregistered at UP.

#### **G7 Minimum study periods and requirements for undergraduate qualifications**

1. A bachelor's degree is conferred on a student only if they comply with the statutory requirements related to the minimum period of study and the regulations of the University pertaining to the degree.
2. A bachelor's degree is conferred on a student when they have complied with the following requirements relating to minimum periods of study:
  - 2.1 The period of the student's attendance must be at least equivalent to the full period that is prescribed for the programme.
  - 2.2 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:
    - (a) for a qualification for which the period of attendance is three academic years, at least two academic years – on condition that the student must have attended

at least half the modules prescribed for that programme, as a registered student for that programme;

- (b) for a qualification for which the period of attendance is four academic years, the student must have attended at least the modules of the final two academic years;
- (c) for a qualification for which the period of attendance is five academic years, the student must have attended at least the modules of the final three academic years;
- (d) for a qualification for which the period of attendance is five and a half academic years, the student must have attended at least the modules of the final three academic years;
- (e) for a bachelor's degree for which the period of attendance is six academic years, the student must have attended at least the modules of the final three academic years.

### **G8 Recognition of modules passed at the University**

1. In accordance with statutory requirements, modules may be recognised for degree purposes only if the date of the student's National Senior Certificate, certified by Umalusi, as specified in G1.1, becomes effective before 2 April of the academic year in which such a module was completed.
2. If a student wishes to continue their study after an interruption, the relevant faculty's admissions committee may require either that such a student must repeat certain modules, or that supplementary work in certain modules must be done with a view to the continuation of their studies.
3. Subject to faculty regulations, core and elective modules completed more than five years previously will not be recognised and such modules will have to be repeated.
4. 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 faculty's admissions committee for a bachelor's programme. The student must also comply with the stipulations in G8.1 and G7.2.1.
5. 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 relevant faculty's admissions committee for a degree in another faculty, or for a second bachelor's degree in the same faculty, provided that no more than 50% of the credits may be recognised and, furthermore, that the student complies with the stipulations in G7.2.2.

### **G9 Recognition of modules passed at other higher education institutions and the admission of such students**

1. A student who was registered at another higher education institution, must, on application for admission to this University, submit a certificate of good conduct from that institution in accordance with the statutory requirement in this regard, as well as a comprehensive official academic record from the institution concerned and any other documents that may be required by the relevant faculty's admissions committee. Subject to faculty regulations, core and elective modules completed more than five years previously will not be recognised and such modules will have to be repeated.

2. A faculty's admissions committee may accept periods of attendance as a registered student at any other higher education institution approved by Senate for this purpose, as part of the student's attendance record for a bachelor's degree, subject to the relevant statutory requirements, which determine that at least half (50%) of the required modules for the programme in question are attended and passed at this University. Subject to the stipulations of G9.3, the admissions committee, furthermore, may accept certificates of competence in any module issued by another higher education institution, and may recognise such modules by means of exemption from class attendance and the examination. However, a certificate of competence can be accepted only with regard to a module that forms part of an approved degree, diploma or certificate programme at the other higher education institution, and on condition that the student complies with the stipulations in G8.1. The head of the relevant department may prescribe additional requirements if a student wishes to continue with subsequent modules in the subject in question.
3. If there is overlap between the content of the programme for which the student wishes to enrol or is enrolled and a degree already conferred by another higher education institution, the dean may acknowledge up to 25% of appropriate modules that form part of the degree already conferred, as recommended by the head of department.

**G10 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
  - 1.1 A student is permitted to enter an examination or to be promoted in a module only if the lecturer for that module, in consultation with the head of department, certifies that the student has prepared themselves satisfactorily by due academic performance in their work.
  - 1.2 A student's final marks may be withheld if their tuition fees are outstanding. However, the student will be advised if they have qualified for a supplementary or special examination and will be given an opportunity to peruse the examination script.
  - 1.3 A student may be refused admission to the examination, or promotion to a subsequent year of study, or promotion in a module, if they fail to fulfil the applicable attendance requirements.
  - 1.4 Subject to faculty regulations, in cases where a sub-minimum mark is required for progress to a subsequent level in a module, a student who qualifies for a supplementary examination may be allowed to progress to the next level of a module even if they fail the supplementary examination. In such cases, the better mark of the examination or supplementary examination will be taken into account in order to allow a student to progress to the next level of the module (the so-called "best fail"). However, the academic record must reflect the original supplementary mark.
2. Admission to examination

Subject to faculty regulations, a year, semester or quarter mark of at least 40% is required for admission to the examination in all undergraduate modules at the University where year, semester and quarter marks apply.
3. Promotion in a module for progression to the subsequent year of study
  - 3.1 Students who have reached the required standard in a module may be promoted, in accordance with faculty regulations, to the next semester or level in a module without

writing the prescribed examination. A student receives credit for promoted modules only if study in those modules is concluded by successfully completing a prescribed examination in that module at the exit/final level.

- 3.2 Subject to faculty regulations, a student reaches the required standard in a module as intended in G10.3.1 if they have obtained a year, semester or quarter mark of at least 65% in the particular module.
- 3.3 Students who have been promoted in a module at another higher education institution will be treated in the same way as UP students, i.e. G10.3.1 and G10.3.2 will apply.

#### 4. Attendance modules

Subject to faculty regulations, a student receives credit for an attendance module if they have complied with the requirements for the module and has obtained a year, semester or quarter mark of at least 50%.

### **G11 Year, semester and quarter marks and repeating of modules**

#### 1. Year, semester and quarter marks

- 1.1 The composition of year, semester and quarter marks are set out in the Policy on examinations and related matters, as well as the faculty regulations. The calculation of marks may differ from module to module, although a degree of uniformity is desirable.
- 1.2 At the beginning of an academic year or a semester, the module coordinator informs the students about the formula for the calculation of the year, semester and quarter marks in the relevant modules. The calculation of module marks must be included in the study guide, which is made available at the commencement of a module. Students are responsible for familiarising themselves with the way in which marks are calculated in a specific module.

#### 2. Repeating of modules

- 2.1 A student who fails a module must repeat the module in the next academic year, unless the module is presented during the Summer or Winter School.
- 2.2 Modules may only be repeated once. The dean, based on the student's academic record, may exercise a discretion to allow the student a third opportunity to register for a module.

### **G12 Assessment**

#### 1. Examinations, tests and other academic assignments

- 1.1 Assessment refers to examinations, tests and other academic assignments, such as essays etc. and assessment regulations are determined by the relevant faculty board.
- 1.2 An examination and tests in a module may take various forms. The form of the examination and tests must be set out in the study guide for a module. Essays are prepared in accordance with the faculty regulations.



- 1.3 In the case of formal tests for quarter, semester or year modules, a special test may be granted under certain circumstances. The provisions applicable to special examinations also apply to special tests.
  - 1.4 In the case of examinations, a special examination, a supplementary examination or a Chancellor's examination may be granted, depending on the circumstances.
  - 1.5 Any deviation from the examination or test regulations must be supported by the appropriate documentation, which must be entered on the student record for audit purposes.
2. Pass requirements
    - 2.1 In order to pass a module, a student must obtain a final mark of at least 50%, which comprises a combination of the examination mark and the year, semester or quarter mark, as set out in the relevant study guide.
    - 2.2 Each faculty, by way of the faculty regulations, must determine the weight that is allocated to the year, semester or quarter mark and the examination mark in the calculation of the final mark of the student. The calculation of marks may differ from module to module. This information is available in the relevant study guide and students are responsible for familiarising themselves with the way in which marks are calculated in a specific module.
    - 2.3 A student passes a module with distinction if they obtain a final mark of at least 75%.
3. Supplementary examinations
    - 3.1 Subject to faculty regulations, a student is 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 final mark of 50% has been obtained, but the required subminimum in the examination has not been obtained.
    - 3.2 If the module, in which a final mark of between 40% and 49% has been obtained, is a module at 100 level, a supplementary examination must be granted.
    - 3.3 A student must obtain a final mark of 50% in order to pass a supplementary examination. The quarter, semester or year mark is not taken into account and the supplementary mark is the final mark.
    - 3.4 The highest final mark that may be awarded to a student in a supplementary examination is 50%.
    - 3.5 Additional supplementary examinations are not available for students who are unable to write the examination at the times scheduled. This also applies to students who are permitted to write a special examination or test in the supplementary timeslot for religious reasons.
    - 3.6 In instances where students are unable to write the examination and supplementary examination as a consequence of a serious medical condition or an accident, such a student must apply for a special dispensation, with the support of the dean, to the Registrar, who will make a final decision.
    - 3.7 Supplementary examinations cover the same subject matter as was the case for the examinations.

#### 4. Special examinations

- 4.1 A student who is prevented from writing the standard examination due to illness or other qualifying circumstances, may be granted permission by the dean to write a special examination in the particular module(s).
- 4.2 An application to write a special examination, accompanied by supporting documentation in the form of a medical certificate issued by a registered medical practitioner in the case of illness (see Section A21 for more information on medical certificates), or appropriate supporting documents in the case of other qualifying circumstances (see Section A22 for more information on affidavits), accompanied by a letter of motivation, must be submitted to the dean in the prescribed manner, within three days of the date of the particular examination that was not written. If an application could not be submitted on time, a late application supported by the required documentation and a valid reason or motivation for the late application must be submitted to the dean for consideration.
- 4.3 The date for a special examination is determined by the lecturer, in consultation with the head of the relevant department, if it cannot take place on the scheduled examination or supplementary examination dates. The examination must be conducted as soon as possible after the qualifying circumstances or illness have/has ceased to exist.

#### 5. Chancellor's examinations

- 5.1 A student requiring no more than the equivalent of four semester modules (or two year modules or one year module and two semester modules) to complete their qualification (diploma, certificate or degree), may be admitted to the Chancellor's examination.
- 5.2 If, subject to faculty regulations, there is an indication at the end of an academic year that a student qualifies for a Chancellor's examination in no more than the equivalent of four semester modules, and that such student can complete their qualification if they are successful, the faculty may require such student to write a Chancellor's examination or examinations. If the student declines the offer, this may be taken into consideration with regard to further residence accommodation and financial support by the University.
- 5.3 A student only qualifies for a Chancellor's examination if they sat for the prescribed examination in the final (preceding) year of study. Faculties may relax this requirement in terms of their faculty regulations, provided such relaxation is applicable to only two semester modules or one year module.
- 5.4 In the case of a student who passes a module on the basis of the Chancellor's examination, the result of the Chancellor's examination does not replace the failed mark of such module on a student's academic record and it is recorded as an additional mark.
- 5.5 In order to qualify for the next graduation opportunity, the results of the Chancellor's examination must be submitted to the relevant faculty's head of student administration by the closing dates announced for the Autumn and the Spring graduation ceremonies, respectively. It must be noted that a Chancellor's examination is a once-off opportunity.

## 6. General

### 6.1 Further examinations

If students presented themselves for an examination, they may not apply for a further examination on the basis of the following:

- (a) any undisclosed illness at the time of the examination, which may have impacted on their ability to prepare for, or performance in, the examination; or
- (b) the presence of undisclosed special circumstances at the time of the examination, which may have impacted on their ability to prepare for or performance in the examination.

### 6.2 Costs associated with examinations

- (a) Where applicable, any costs related to the conducting of an examination (for example, if it is written at an embassy, etc.), or a supplementary or special examination, or a Chancellor's examination, may be recovered from the student.
- (b) The full costs will be recovered from any student who requires to write an examination away from the relevant campus, and the costs will be shared if there are multiple students involved. Payment must be made in advance.

### 6.3 Adjustment of marks

No automatic adjustment of final individual marks from 38% and 39% to 40%, or from 48% and 49% to 50%, or from 73% and 74% to 75%, for the purposes of obtaining access to a supplementary examination, or a pass mark, or a distinction may occur.

### 6.4 Changing of marks

Once finalised, no person may change a mark for any module without the approval of the dean or the faculty examinations committee. The reason for the decision must be recorded in full for audit purposes.

### 6.5 Summer and Winter Schools

Where applicable, Summer and Winter Schools provide undergraduate students who have failed an examination, with a further opportunity to complete the module in a specific academic year. The mark obtained does not replace the failed mark of such module on a student's academic record and it is recorded as an additional mark.

## **G13 Examiners**

### 1. Examinations in a module involve the following:

- 1.1 The internal examiner, who is the lecturer(s) presenting a particular module.
- 1.2 The internal moderator, who is a qualified, competent and experienced academic employee of the University who is not involved with the instruction of that component of the module that is examined.
- 1.3 In the case of a final-year module, the independent external examiner, who is a qualified, competent and experienced academic who is neither an employee of the University nor has any relationship with the University that may compromise their independent judgement.

2. The lecturer (internal examiner) is responsible for the drafting of the examination paper and memorandum for a particular module.
3. The internal moderator ensures that the questions that have been set in the examination paper are suitable, appropriate and relevant, and also determines the standard of the answers and the quality of the evaluation by means of examining a sample of the answer scripts.
4. An examination in a final-year module (first- and second-semester modules) at undergraduate level must be reviewed by one or more internal examiner(s) of such module, as well as an external examiner. In these instances, the external examiner performs the same functions as the internal moderator. Should this be impracticable as a result of the death, resignation, illness, or absence for any other reason, or any other inability of the lecturer, the dean of the faculty, in consultation with the head of department, will make alternative arrangements.
5. In the case of GIBS, the faculty regulations will apply.

#### **G14 Perusal and remarking of examination scripts**

1. Perusal
  - 1.1 In the interest of transparency and accountability, students have the right to verify their results and the marking framework should be made available to them for perusal. Perusal applies to all examinations, i.e. standard, supplementary, special and Chancellors' examinations. The allocation of marks is not debated with lecturers, although marking errors are corrected, where applicable.
  - 1.2 The purpose of perusal is twofold: first, feedback serves as a learning opportunity and provides guidance to students on where and how they need to focus their attention in relation to their learning, and secondly, it allows for making an informed decision on whether to apply for a remark or not.
  - 1.3 The head of department determines the manner in which feedback is provided, although it must be ensured that feedback to students is given prior to the commencement of supplementary examinations and at least one full working day before the supplementary examination in the particular module takes place.
  - 1.4 In the case of distance-education students and students studying fully online, the dean may make other arrangements to provide feedback to students.
2. Remarking
  - 2.1 Students have the right to apply for the remarking of examination scripts after perusal of such scripts.
  - 2.2 Subject to faculty regulations, the application for a remark must be done within 14 calendar days after the commencement of the lectures of the ensuing semester, and after payment of the prescribed fee.
  - 2.3 The examiner will be appointed by the head of the relevant department.
  - 2.4 The mark awarded after remarking of an examination answer script will be regarded as the final result of the examination even though it could be lower than the original mark.

- 2.5 In cases where a supplementary, special or Chancellor's examination answer script is remarked, the mark awarded will be regarded as the final mark even though it could be lower than the original mark. The highest final mark that may be awarded to a student for a remarked supplementary examination is 50%.
- 2.6 Should the remarking of a standard examination, supplementary, special or Chancellor's answer script result in a pass mark, the student may be refunded the appropriate amount. In all other cases, the fee is forfeited to the University.
- 2.7 Students are obliged to write the supplementary examination, should they qualify for it, pending the outcome of the requested remark. Students will not be entitled to an additional supplementary examination by virtue of marks awarded to them as a result of remarking.

### 3. Tests

The provisions regarding perusal and remarking are also applicable to formal year, semester and quarterly tests in modules.

## **G15 Compliance with qualification requirements and privileges, and qualification with distinction**

1. A qualification (degree, diploma or certificate) will be conferred on a student only if the student has complied with all the requirements for the particular qualification and has reached the level of competence prescribed for each module that is required for the qualification.
2. No-one is entitled to any privileges pertaining to a qualification before such qualification has been awarded to them at a graduation ceremony. In respect of professional registrations, faculties may issue confirmation letters to the relevant professional bodies prior to the graduation ceremonies.
3. Qualification with distinction

Except where faculty regulations stipulate additional requirements, a qualification is awarded with distinction if a student meets the following requirements:

- 3.1 obtained a weighted average of at least 75% (not rounded), based on the minimum number of modules prescribed for the qualification in question; and
- 3.2 completed the qualification in the minimum period; and
- 3.3 did not fail or repeat any module during an additional examination. The result of a discontinuation of a module(s) will not be taken into account when calculating a qualification with distinction.

## SECTION C: HONOURS DEGREES AND POSTGRADUATE DIPLOMAS (G16–G29)

- GC1 Scope: These General Academic Regulations, with the necessary changes, also apply to postgraduate diplomas.
- GC2 Level: The honours degree and the postgraduate diploma are postgraduate specialisation qualifications at NQF-level 8 of at least 120 credits that prepare students for research-based postgraduate study.
- GC3 Articulation: An honours degree and a postgraduate diploma both constitute the minimum entry requirement for admission to an appropriate master's degree.

### G16 Admission

1. Compliance with the minimum requirements set out below will not guarantee admission to an honours degree at the University. In addition to institutional requirements, programme-specific admission requirements are determined by the relevant faculty board, approved by Senate and contained in the relevant faculty yearbook. Furthermore, specific admission criteria may be applied as the University only has a limited number of places available.
2. A candidate is admitted to an honours programme only if they are in possession of an appropriate bachelor's degree, or an appropriate advanced diploma, subject to G16.3.
3. Admission is subject to the stipulations of G1.3 and G55, which determine that a candidate may be considered for admission to an honours programme if they are a graduate from another higher education institution or have been granted the status of a graduate of such an institution; or, if they, by means of the recognition of prior learning (RPL), are deemed to have reached a standard of competence that is considered by Senate to be adequate for the purposes of admission as a student for an honours degree or a postgraduate diploma (Senate Discretionary Admission).
4. A candidate may be refused admission to an honours degree by the head of department if they do not comply with the level of competence required in the subject discipline as determined by the department. A candidate who fails to comply with the level of competence required, may be admitted if additional study assignments, as set out in the admissions criteria, are completed and/or examinations are written.
5. An applicant who has been refused admission to an honours degree may submit an appeal against the decision to the relevant dean.

### G17 Registration

1. A student registers for an honours degree at the University at the time and in the manner determined by Council from time to time, subject to confirmation that they have met the minimum admission requirements and have been selected. By virtue of such registration, the student subjects themselves to the University's Institutional Rules.
2. Registration takes place in accordance with the regulations applicable to the particular honours programme for which the student registers, and on condition that compliance with the requirements of that programme is the student's responsibility. At the beginning of an academic year, a student registers for all the modules they intend taking in that particular year (whether these are first-semester, second-semester or year modules).
3. A student is not permitted to register for a module after the first two weeks of lectures in that semester have passed, with the exception of cases that have been approved by the Registrar, or the Executive Director or Director responsible for Enrolment and Student Administration, or a duly authorised University official.

4. Closing dates for amendments to or cancellation of modules (year and semester modules) are published annually in the University's calendar, and will be four weeks after the commencement of lectures. If the change or cancellation is done before or on the relevant closing dates, the module will not be included for purposes of the calculation of the GPA on the student's academic record. Any module cancelled after the closing dates will be reflected on the student's full academic record and will be taken into account when calculating the final marks.
5. Registration for a module that is taken for non-degree or non-diploma purposes may take place only with the written approval of the dean.
6. After registration, a student is obliged to pay the fees due on or before the date stipulated in the Senate-approved University calendar. A student who cancels their registration after the stipulated date, is not entitled to any refund and remains liable for the full tuition fee. The University will levy an administration fee in the case of deregistration of modules.
7. In the case of GIBS, the faculty timetable and regulations will apply.

### **G18 Renewal of registration**

1. The duration of an honours degree is one year. Under exceptional circumstances, an extension of one year may be approved by the relevant dean.
  - 1.1 A full-time student who is registered for an honours degree must complete their study within one year of registering for the degree.
  - 1.2 Students in distance-education and online programmes who are registered for an honours degree or a postgraduate diploma must complete their studies within two years of first registering for the programme.
2. Students who, with the permission of the dean, continue their studies at the University after a year or period of study has expired, must renew their registration and pay such fees for renewal of registration as are prescribed by Council from time to time.
3. A student may not enrol for the same module in the honours degree more than once, unless the dean has approved a second enrolment based on an application supported by a valid reason or motivation.

### **G19 Exclusion, dismissal, deregistration of modules and leave of absence**

1. Exclusion and dismissal
  - 1.1 A student's programme registration, or registration for a module, may be cancelled by the faculty during an academic year if the student fails to comply with the minimum requirements with regard to tests, examinations or any other work as set out in the faculty yearbook.
  - 1.2 A student whose registration has been cancelled, may appeal the exclusion by submitting the required documentation by the set deadline. Appeals are considered by the relevant faculty's appeals committee, following which the student can either be readmitted or the cancellation may be upheld. Should the application to be readmitted be declined by the faculty's appeals committee, the student may request a review of the faculty's decision by the Senate Review Committee on Readmission. The decision of the Senate Review Committee is final.

## 2. Deregistration of modules

In the event that a student registers for second-semester modules at the beginning of a year of study, and it becomes evident at the end of the first semester that they no longer comply with the prerequisites of the second-semester modules, the registration of such second-semester modules will be cancelled and the student's account will be credited accordingly. It is the student's responsibility to ensure that all affected modules have been cancelled at the beginning of the second semester.

## 3. Leave of absence

3.1 If it is not possible for a registered student at the University of Pretoria to continue with their honours studies in a specific year, but they intend to continue in the subsequent year, the student may apply for a leave of absence.

3.2 A leave of absence is granted by the dean of the relevant faculty, and is not granted for more than one year.

3.3 Where a leave of absence has been granted to a student, all modules for the period for which results have not been entered, will be removed from the student's record. (See Section A11 for more information in this regard.)

## **G20 Application of amended programme regulations**

1. A student must complete a programme in accordance with the regulations, which were applicable when they first registered for the programme.

2. If the programme regulations (i.e. the curriculum) are amended, a student who started the programme under the old regulations and who has not interrupted their study, may complete such programme in accordance with the old regulations. However, when programme regulations are amended, the faculty may formulate special transitional arrangements in order to enable students to complete the relevant programme in accordance with the new regulations.

3. If a student interrupts their studies, or changes to another field of study or specialisation, the regulations of the year in which studies are resumed, or in which the new field of study or specialisation is taken, will apply.

4. If a student failed a year of study, or did not progress as required, and is subsequently readmitted, the new programme regulations will apply.

## **G21 Concurrent registration for two fields of study**

1. Concurrent registration for two postgraduate programmes is not allowed, except in the case of exceptional academic achievement, and then only with the permission of the dean(s) involved. These approvals must be submitted to Senate for noting.

2. In cases where professional bodies require it, concurrent registration for two programmes is permitted.

3. The application for concurrent registration will be strictly based on academic merit and will include compliance with the admissions regulations, assessment of academic achievement and the duration of studies, as well as the ability of the student to finance additional studies. Such a concession may be withdrawn by the relevant dean(s) if the student does not perform satisfactorily.



4. If a student fails to obtain the required permission for concurrent registration in another programme and nonetheless proceeds to register for the other programme, such student will be automatically deregistered from the second programme. Any credits accumulated will be regarded as for non-degree purposes. In the event that a student registers at another higher education institution without the required permission, they must deregister from the programme offered at the second institution, failing which such student will be deregistered from the UP programme.

## **G22 Minimum study periods**

1. An honours degree is awarded to a student only if they comply with the statutory requirements related to the minimum period of study and the regulations of the University pertaining to the degree.
2. Therefore, the student must have been registered for the honours programme for one academic year after obtaining the bachelor's degree or advanced diploma that gave access to the honours programme, and must have obtained all the credits for such undergraduate programme.
3. Where an honours degree is followed concurrently with a bachelor's degree, one academic year in addition to the minimum period prescribed for the bachelor's degree in question is permitted. In cases of exceptional merit, Senate may shorten the minimum period of attendance.

## **G23 Recognition of modules**

1. A dean may recognise, on recommendation of the head of department, modules passed at another higher education institution or at the University in a department other than that in which the honours study is undertaken for the honours programme, provided that in accordance with the relevant statutory requirements, at least half (50%) of the required modules for the programme in question are attended and passed at this University.
2. If there is overlap between the content of the programme for which the student wishes to enrol or is enrolled in and a degree already awarded, the dean may acknowledge up to 25% of appropriate modules that form part of the degree already awarded, as recommended by the head of department.
3. If a student wishes to continue their studies after an interruption, the relevant faculty's admissions committee, on the recommendation of the head of department, may require that such student repeats certain modules, or that supplementary work in certain modules be done with a view to the continuation of their studies.
4. Any module completed more than five years previously will not be recognised and such module will have to be repeated.

## **G24 Requirements for admission to examinations**

1. Satisfactory attendance, preparation and payment of tuition fees
  - 1.1 A student is permitted to enter an examination in a module only if the lecturer for that module, in consultation with the head of department, certifies that the student has prepared themselves satisfactorily by due academic performance in their work and has fulfilled the attendance requirements, where required.

- 1.2 A student's final marks may be withheld if their tuition fees are outstanding. However, the student will be advised if they have qualified for a supplementary or special examination, and will be given an opportunity to peruse the examination script.

2. Admission to examination

Subject to faculty regulations, a year mark or semester mark of at least 40% is required for admission to the examination in all honours modules at the University where year and semester marks apply.

## **G25 Year and semester marks**

1. Year and semester marks

- 1.1 Each faculty must indicate in the faculty regulations the way in which year and semester marks are compiled. The calculation of marks may differ from module to module, although a degree of uniformity is desirable.

- 1.2 At the beginning of an academic year or a semester, the module coordinator informs the students about the formula for the calculation of the year or semester marks in the relevant modules. The calculation of module marks must be included in the study guide, which is made available at the commencement of a module. Students are responsible for familiarising themselves with the way in which marks are calculated in a specific module.

2. Repeating of modules

A student may only enrol for a module for a second time with the written approval of the dean, based on an application supported by a valid reason or motivation.

## **G26 Assessment**

1. The assessment of honours-level modules takes place in accordance with faculty-specific regulations as determined by the relevant faculty board and contained in the relevant faculty yearbook and study guides. This includes the consideration and granting of supplementary and special assessment opportunities for such modules. Faculty regulations regarding assessment are determined with due consideration of these General Academic Regulations as well as the Policy on Examinations and Related Matters that are approved by Senate.

2. Format

- 2.1 The format of the assessment of modules comprising an honours programme is approved at faculty level and published in the relevant study guide.

- 2.2 Where a written examination forms part of the assessment, the dates must be published in the formal examinations timetable of the University, provided that these examinations coincide with the formal University examinations.

- 2.3 Where the assessment is conducted in another format, the arrangements in this regard will be made and communicated by the relevant head of department.

- 2.4 In the case of examinations, a supplementary examination or special examination may be granted depending on the circumstances. In the case of year and semester tests, a special test may be granted under certain circumstances. The provisions applicable to special examinations also apply to special tests. The research

component of the honours degree does not qualify for an additional assessment opportunity.

3. Pass requirements

- 3.1 In order to pass a module, a student must obtain a final mark of at least 50%, which comprises a combination of the examination mark and the year or semester mark, as set out in the relevant study guide.
- 3.2 Each faculty, by way of the faculty regulations, must 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, where applicable. The calculation of marks may differ from module to module. This information is available in the relevant study guide and students are responsible for familiarising themselves with the way in which marks are calculated in a specific module.
- 3.3 A student passes a module with distinction if they obtain a final mark of at least 75%.

4. Supplementary examinations

Supplementary examinations are normally not granted at honours level. In cases where faculties make provision for supplementary examinations, the following general regulations apply:

- 4.1 Subject to faculty regulations, a student is 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 final mark of 50% has been obtained, but the required subminimum in the examination has not been obtained.
- 4.2 A student must obtain a final mark of 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.
- 4.3 The highest final mark that may be awarded to a student in a supplementary examination is 50%.
- 4.4 Additional supplementary examinations are not available for students who are unable to write the examination at the times scheduled. This also applies to students who are permitted to write a special examination or test in the supplementary timeslot for religious reasons.
- 4.5 In instances where students are unable to write the examination and supplementary examination as a consequence of a serious medical condition or an accident, such a student must apply for a special dispensation, with the support of the dean, to the Registrar, who will make a final decision.
- 4.6 Supplementary examinations cover the same subject matter as was covered in the examinations.

5. Special examinations

- 5.1 A student who is prevented from writing the standard examination due to illness or other qualifying circumstances, may be granted permission by the dean to write a special examination in the particular module(s).

- 5.2 An application to write a special examination, accompanied by supporting documentation in the form of a medical certificate issued by a registered medical practitioner in the case of illness (see Section A21 for more information on medical certificates), or appropriate supporting documents in the case of other qualifying circumstances (see Section A22 for more information on affidavits), accompanied by a letter of motivation, must be submitted to the dean in the prescribed manner, within three days of the date of the particular examination that was not written. If an application could not be submitted on time, a late application supported by the required documentation and a valid reason or motivation must be submitted to the dean for consideration.
- 5.3 The date for a special examination is determined by the lecturer, in consultation with the head of the relevant department, if it cannot take place on the scheduled examination or supplementary examination dates. The examination must be conducted as soon as possible after the qualifying circumstances or illness have/has ceased to exist.

## 6. General

### 6.1 Further examinations

If students presented themselves for an examination, such students may not apply for a further examination on the basis of the following:

- (a) any undisclosed illness at the time of the examination, which may have impacted on their ability to prepare or performance in the examination; or
- (b) the presence of undisclosed special circumstances at the time of the examination, which may have impacted on their ability to prepare for, or performance in, the examination.

### 6.2 Costs associated with examinations

- (a) Where applicable, any costs related to conducting of an examination (for example, if it is written at an embassy, etc.), or a supplementary or special examination, may be recovered from the student.
- (b) The full costs will be recovered from any student who requires to write an examination away from the relevant campus, and the costs will be shared if there are multiple students involved. Payment must be made in advance.

### 6.3 Adjustment of marks

No automatic adjustment of final individual marks from 38% and 39% to 40%, or from 48% and 49% to 50%, or from 73% and 74% to 75%, for the purposes of obtaining access to a supplementary examination, or a pass mark, or a distinction may occur.

### 6.4 Changing of marks

Once finalised, no person may change a mark for any module without the approval of the dean or the faculty examinations committee. The reason for the decision must be recorded in full for audit purposes.

## 7. Research component and ethics approval

All honours degree programmes must contain a research component of at least 30 credits. Research undertaken as part of an honours programme and, where applicable, a postgraduate diploma, is conducted in accordance with the University's Code of ethics for scholarly activities, which is available on the UP web, as well as the relevant faculty

regulations. To this end, all research proposals must be submitted for ethics clearance/approval/exemption to the relevant faculty research and/or research ethics committee. These committees have the authority to consider, approve or reject research proposals within the guidelines of the general policy.

## **G27 Examiners**

1. Subject to faculty regulations, examinations in an honours-level module involve the following:
  - 1.1 The internal examiner, who is the lecturer(s) presenting a particular module.
  - 1.2 The internal moderator, who is a qualified, competent and experienced academic employee of the University who is not involved with the instruction of that component of the module that is examined.
  - 1.3 The independent external examiner, who is a qualified, competent and experienced academic who is neither an employee of the University nor has any relationship with the University that may compromise their independent judgement.
2. The lecturer (internal examiner) is responsible for the drafting of the examination paper and memorandum for a particular module.
3. The internal moderator ensures that the questions that have been set in the examination paper are suitable, appropriate and relevant, and also determines the standard of the answers and the quality of the evaluation by means of examining a sample of the answer scripts.
4. Examinations in all honours modules must be reviewed by one or more internal examiner(s) of such a module, as well as an external examiner. In these instances, the external examiner performs the same functions as the internal moderator. Should this be impracticable as a result of the death, resignation, illness, or absence for any other reason, or any other inability of the lecturer, the dean of the faculty, in consultation with the head of department, will make alternative arrangements.
5. In the case of GIBS, the faculty regulations will apply.

## **G28 Perusal and remarking of examination scripts**

1. Perusal
  - 1.1 In the interests of transparency and accountability, students have the right to verify their results and the marking framework should be made available to them for perusal. Perusal applies to all examinations, i.e. standard, supplementary and special examinations. The allocation of marks is not debated with lecturers, although marking errors are corrected, where applicable.
  - 1.2 The purpose of perusal is twofold: first, feedback serves as a learning opportunity and provides guidance to students on where and how they need to focus their attention in relation to their learning; and secondly, it allows for making an informed decision on whether to apply for a remark or not.
  - 1.3 The head of department determines the manner in which feedback is provided, although it must be ensured that feedback to students is given prior to the commencement of supplementary examinations and at least one full working day before the supplementary examination before the supplementary examination in the particular module takes place.

1.4 In the case of distance education students, the dean may make other arrangements to provide feedback to students.

## 2. Remarking

2.1 Students have the right to apply for the remarking of examination scripts after perusal of such scripts.

2.2 Subject to faculty regulations, the application for a remark must be done within 14 calendar days after the commencement of the lectures of the ensuing semester, and after payment of the prescribed fee.

2.3 The examiner will be appointed by the head of department.

2.4 The mark awarded after remarking of an examination answer script will be regarded as the final result of the examination, even though it could be lower than the original mark.

2.5 In cases where a supplementary or special examination answer script is remarked, the mark awarded will be regarded as the final mark, even though it could be lower than the original mark. The highest final mark that may be awarded to a student for a remarked supplementary examination is 50%.

2.6 Should the remarking of a standard examination, supplementary or special answer script result in a pass mark, the student may be refunded the appropriate amount. In all other cases, the fee is forfeited to the University.

2.7 Students are obliged to write the supplementary examination, should they qualify for it, pending the outcome of the requested remark. Students will not be entitled to an additional supplementary examination by virtue of marks awarded to them as a result of remarking.

## 3. Tests

The provisions regarding perusal and remarking are also applicable to formal semester tests in modules at honours and postgraduate diploma level.

4. In the case of GIBS, the faculty timetable and regulations will apply.

## **G29 Compliance with qualification requirements and privileges, and qualification with distinction**

1. A qualification (honours degree, postgraduate diploma or postgraduate certificate) will be awarded to a student only if the student has complied with all the requirements for the particular qualification, and has reached the level of competence prescribed for each module that is required for the qualification.

2. No one is entitled to any privileges pertaining to an honours degree or postgraduate diploma before the qualification has been awarded to them at a graduation ceremony. In respect of professional registrations, faculties may issue confirmation letters to the relevant professional bodies prior to the graduation ceremonies.

3. Qualification with distinction

Except where faculty regulations stipulate additional requirements, an honours degree or postgraduate diploma is awarded with distinction if a student meets the following requirements:

- 3.1 obtained a weighted average of at least 75% (not rounded), based on the minimum number of modules prescribed for the qualification in question; and
- 3.2 completed the qualification in the minimum period; and
- 3.3 did not fail or repeat any module during an additional examination. The result of a discontinuation of a module(s) will not be taken into account when calculating a qualification with distinction.

## SECTION D: MASTER'S DEGREES (G30–G41)

GD1 Joint master's degrees: Joint master's degrees are presented and awarded in accordance with the University of Pretoria's Policy on the offering of joint degrees at master's and doctoral level in collaboration with other higher education institutions. A joint master's degree is one degree offered by two or more higher education institutions together, for one study programme that has been jointly developed and implemented by the participating higher education institutions. Students who have completed the full programme obtain a degree awarded by any one of the participating institutions and participation of other institutions is acknowledged on the degree certificate by co-branding, and is recognised by the participating institutions.

GD2 Level: A master's degree is a postgraduate qualification of at least 180 credits at NQF-level 9. All variants of a master's degree must include a significant research component in the form of a research project.

GD3 Articulation: A master's degree constitutes the minimum entry requirement for admission to a related doctoral degree.

### G30 Types of master's degrees

1. The Higher Education Qualifications Sub-Framework (HEQSF) distinguishes three types of master's degrees, namely:

1.1 A master's degree by dissertation: a single advanced research project, culminating in the production and acceptance of a dissertation or other forms of research such as a technical report, one or more creative performances or works, or a series of peer-reviewed articles or other research-equivalent outputs.

1.2 A master's degree by coursework and mini-dissertation: a coursework programme requiring a high level of theoretical engagement and intellectual independence, and in some cases demonstration of the ability to relate knowledge to a range of contexts for professional practice. It must contain a research project comprising at least 60 credits, culminating in the acceptance of a mini-dissertation or other forms of research such as technical reports, creative performances or works, or a series of peer-reviewed articles or other research-equivalent outputs.

1.3 A professional master's degree: the successful completion of a coursework programme requiring a high level of theoretical engagement and intellectual independence as well as demonstration of the ability to apply knowledge to the resolution of complex problems in appropriate areas of professional practice. In addition, a professional master's degree must include a research component that comprises at least 45 credits, consisting of either a single research or technical project such as a case study, or a series of smaller projects demonstrating innovation or professional expertise.

2. Whereas a general master's degree is aimed at educating and training researchers who can contribute to the development of knowledge at an advanced level, the professional master's degree is aimed at educating and training graduates for advanced and specialised professional employment with the ability to contribute to the development of knowledge at an advanced level.

3. All provisions relevant to master's degrees by coursework also apply to professional master's degrees.

### **G31 Admission**

1. Compliance with the minimum requirements will not guarantee admission to a master's degree at the University. In addition to institutional requirements, programme-specific admission requirements are determined by the relevant faculty board, approved by Senate and included in the relevant faculty yearbook. Furthermore, specific admission criteria may be applied, as the University only has a limited number of places available. A candidate may also be refused admission to a master's degree, even if they meet the standard of competence in the discipline, if the relevant department lacks adequate supervision capacity.

2. A candidate is admitted to a master's programme only if they are in possession of an appropriate honours degree, or an equivalent qualification (such as a professional bachelor's degree or a postgraduate diploma) at NQF Level 8 in the same or a relevant field of study.

3. Admission is subject to the stipulations of G1.3 and G55, which determine that a candidate may be considered for admission to a master's programme if they are a graduate from another higher education institution or have been granted the status of a graduate of such an institution; or, if they, by means of the recognition of a prior learning (RPL), are deemed to have reached a level of competence that is considered by Senate to be adequate for the purposes of admission as a student for a master's degree (Senate Discretionary Admission).

4. A candidate may be refused admission to a master's degree by the head of department if he or she do not comply with the level of competence required in the subject discipline as determined by the department. A candidate who fails to comply with the level of competence required, may be admitted if additional study assignments, as set out in the admissions criteria, are completed and/or examinations are written.

### **G32 Registration, renewal of registration, termination of registration, leave of absence and application of amended programme regulations**

#### **1. Registration**

1.1 A student registers for a master's degree at the University at the time and in the manner determined by Council from time to time, subject to confirmation that they have met the minimum admission requirements and have been selected. By virtue of such registration, the student subjects themselves to the University's Institutional Rules.



- 1.2 Registration takes place in accordance with the regulations applicable to the particular master's programme for which the student registers, and on condition that compliance with the requirements of that programme is the student's responsibility.
- 1.3 Students of the University are registered for one year of study. Students who continue their studies at the University after a year has expired, must renew their registration. After registration, a student is obliged to pay the fees due on or before the date stipulated in the Senate-approved University calendar. A student who cancels their registration after the stipulated date, is not entitled to any refund and remains liable for the full tuition fee. The University has a right to levy an administration fee in the case of deregistration of modules, where applicable.

## 2. Renewal of registration

- 2.1 Students enrolled for a master's degree must complete their studies within two years after first registering for the degree, except where faculty regulations stipulate otherwise in respect of programmes which require a longer period, such as certain professional master's programmes.
- 2.2 Renewal of registration after the two-year period is permitted only in exceptional circumstances in which case the dean, on recommendation of the head of department and the research and/or postgraduate committee of the faculty, may approve a limited fixed extension of this period in accordance with the relevant procedures.
- 2.3 Subject to the approval of the dean, on the recommendation of the head of department, a student may not enrol for the same module in a coursework master's degree more than twice. Where a student is permitted to repeat a module, they must register for the failed module and pay the relevant fees for the module.
- 2.4 A student who fails the research component of a coursework master's programme, or the dissertation in a research master's programme, cannot resubmit the same research project a second time for examination. The student, if they are allowed to register a second time, will be required to register a new topic.

## 3. Termination of registration

- 3.1 If student's progress is unsatisfactory in terms of the faculty regulations approved by the faculty board, the research and/or postgraduate committee of the faculty may terminate the student's registration on the recommendation of the relevant head of department, based on a detailed report submitted by the supervisor(s) that is recorded on the graduate research management system.
- 3.2 In the case of a coursework master's programme, the student's programme registration, or registration for a module, may be terminated by the faculty during an academic year if the student fails to comply with the minimum requirements with regard to tests, examinations or any other work as set out in the faculty yearbook. In cases where the failure to perform relates to the research component, the termination must be confirmed by the head of department or the research and/or postgraduate committee of the faculty.
- 3.3 The student may lodge an appeal with the dean against the decision of the research and/or postgraduate committee to terminate their registration. The dean may refer the matter to the Senate Committee for Research and Postgraduate Education for review. The Senate Committee's decision is final.

4. Leave of absence
  - 4.1 If it is not possible for a registered student at the University of Pretoria to continue with their master's studies in a specific year, but they intend to continue in the subsequent year, the student may apply for a leave of absence.
  - 4.2 A leave of absence is granted by the dean of the relevant faculty, and is not granted for more than one year.
  - 4.3 Where a leave of absence has been granted to a student, where applicable, all modules for the period for which results have not been entered, will be removed from the student's record. (See Section A11 for more information in this regard.)
5. Application of amended programme regulations
  - 5.1 A master's student must complete a programme in accordance with the regulations which were applicable when they first registered for the programme.
  - 5.2 If the programme regulations (i.e. the curriculum) are amended, a student who has started the programme under the old regulations and who has not interrupted their study, may complete such programme in accordance with the old regulations. However, when programme regulations are amended, the faculty may formulate special transitional arrangements in order to enable students to complete the relevant programme in accordance with the new regulations.
  - 5.3 If a student interrupts their studies, or changes to another field of study or specialisation, the regulations of the year in which studies are resumed, or in which the new field of study or specialisation is taken, will apply.
  - 5.4 A student who has been registered for a master's degree programme and who has failed to renew their registration for such a degree programme in the ensuing calendar year, or who has not complied with the prescribed requirements for progress in accordance with faculty regulations, is deemed to have interrupted their study and forfeits the right to continue studies under the old regulations.

### **G33 Concurrent registration for two fields of study and duplication of master's degrees**

1. Concurrent registration
  - 1.1 Concurrent registration for two postgraduate programmes is not allowed except in the case of exceptional academic achievement and then only with the permission of the dean(s) involved. These approvals must be submitted to Senate for noting.
  - 1.2 The application for concurrent registration will be strictly based on academic merit and will include compliance with the admissions regulations, assessment of academic achievement and the duration of studies, as well as the ability of the student to finance additional studies. Such a concession may be removed by the relevant dean(s) if the student does not perform satisfactorily.
  - 1.3 In accordance with the statutory requirements, students may progress horizontally between qualifications if they meet the minimum requirements for admission to the target qualification. Therefore, students wishing to enrol for a master's degree concurrently with an honours degree, must have completed another honours degree or a postgraduate diploma.

- 1.4 If a student fails to obtain the required permission for concurrent registration in another programme and nevertheless proceeds to register for the other programme, such student will be automatically deregistered from the second programme. Any credits accumulated will be regarded as for non-degree purposes. In the event that a student registers at another higher education institution without the required permission, they must deregister from the programme offered at the second institution, failing which such student will be deregistered from the UP programme.

## 2. Duplication of master's degrees

- 2.1 The purpose of this provision is to avoid the awarding of multiple degrees for the same work undertaken, and to ensure that degrees with different purposes are not embedded within each other.
- 2.2 A duplicate master's degree is one at the same level and in the same field as a degree already awarded. Applicants are allowed to enrol for a second degree at master's level only if the second degree is in an unrelated topic. A coursework degree at master's level is not regarded as a duplicate of a research master's degree in the same field, and therefore applicants who hold a coursework master's degree may be admitted to a research master's degree and vice versa if there is no duplication in the subject matter involved.

### **G34 Minimum study periods and requirements for master's degrees**

1. A master's degree is awarded to a student only if they comply with the statutory requirements related to the minimum period of study and the regulations of the University pertaining to the degree.
2. A master's degree is awarded to a student only if at least one year has expired after obtaining the qualifications required for master's study, provided that the student is registered for at least 12 months for a master's degree at this University. However, a shorter period may be approved by Senate.

### **G35 Recognition of modules**

1. For a master's degree, a dean may recognise examinations passed at other universities or at this University in a department other than that in which the master's study is undertaken. This recognition is on condition that the mini-dissertation is prepared and examined in terms of these regulations and is completed under the guidance of a supervisor at this University and, on the further condition that at least 75% (three quarters) of the required modules for that degree, of which one must be the mini-dissertation, are attended and passed at this University.
2. If there is overlap between the content of the degree for which the student wishes to enrol or is enrolled, and a degree already awarded, the dean may acknowledge up to 25% of appropriate modules that form part of the degree already awarded, as recommended by the head of department.
3. Any module completed more than five years previously will not be recognised and such module (or an equivalent) will have to be repeated for a coursework master's programme. Also refer to G35.1 above.

**G36 Requirements for admission to examinations (coursework master's programmes)**

1. Satisfactory attendance, preparation and payment of tuition fees
  - 1.1 A student is permitted to enter an examination in a coursework master's module if they meet the requirements as set out in the faculty yearbook or study guide of the relevant module.
  - 1.2 A student is permitted to enter an examination in a coursework master's module only if the lecturer of that module, in consultation with the head of department, certifies that the student has prepared themselves satisfactorily by due performance in their work and has fulfilled the attendance requirements, where required.
  - 1.3 A student's final marks may be withheld if their tuition fees are outstanding. However, the student will be advised if they have qualified for a special examination, and will be given an opportunity to peruse the examination script.

## 2. Admission to examination

Subject to faculty regulations, a year mark or semester mark of at least 40% is required for admission to the examination in all coursework master's modules at the University where year and semester marks apply.

**G37 Assessment of coursework modules**

1. The assessment of coursework master's-level modules takes place in accordance with faculty-specific regulations as determined by the relevant faculty board and contained in the relevant yearbooks and study guides.  
This includes the consideration and granting of special assessment opportunities for such modules as well as the perusal and remarking of examination scripts. Faculty regulations regarding assessment are determined with due consideration of these General Academic Regulations, as well as the Policy on examinations and related matters that are approved by Senate.
2. Format
  - 2.1 The format of the assessment of modules comprising a coursework master's programme is approved by the faculty board and published in the relevant study guide.
  - 2.2 Examinations may be conducted in written or oral format.
  - 2.3 In the case of examinations, a supplementary examination or a special examination may be granted depending on the circumstances. In the case of semester tests, a special test may be granted under certain circumstances. The provisions applicable to special examinations also apply to special tests.
3. Pass requirements
  - 3.1 In order to pass a master's coursework module, a student must obtain a final mark of at least 50%.
  - 3.2 Each faculty, by way of the faculty regulations, must 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, where applicable. The calculation of marks may differ from module to module. This information is available in the relevant study guide and

students are responsible for familiarising themselves with the way in which marks are calculated in a specific module.

- 3.3 Subject to faculty regulations, a student passes a coursework module with distinction if they obtain a final mark of at least 75%.

#### 4. Supplementary examinations

Supplementary examinations are normally not granted at master's level. In cases where faculties make provision for supplementary examinations, the following general regulations apply:

- 4.1 Subject to faculty regulations, a student is 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 final mark of at least 50% has been obtained, but the required subminimum in the examination has not been obtained.

- 4.2 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.

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

- 4.4 Additional supplementary examinations are not available for students who are unable to write the examination at the times scheduled. This also applies to students who are permitted to write a special examination or test in the supplementary timeslot for religious reasons.

- 4.5 In instances where students are unable to write the examination and supplementary examination as a consequence of a serious medical condition or an accident, such a student must apply for a special dispensation, with the support of the dean, to the Registrar, who will make a final decision.

- 4.6 Supplementary examinations cover the same subject matter as was covered in the examinations.

#### 5. Special examinations

- 5.1 A student who is prevented from writing the standard examination due to illness or other qualifying circumstances, may be granted permission by the dean to write a special examination in the particular module(s).

- 5.2 An application to write a special examination, accompanied by supporting documentation in the form of a medical certificate issued by a registered medical practitioner in the case of illness (see Section A21 for more information on medical certificates), or appropriate supporting documents in the case of other qualifying circumstances (see Section A22 for more information on affidavits), accompanied by a letter of motivation, must be submitted to the dean in the prescribed manner, within three days of the date of the particular examination that was not written. If an application could not be submitted on time, a late application supported by the required documentation and a valid reason or motivation for the late application must be submitted to the dean for consideration.

- 5.3 The date for a special examination is determined by the lecturer, in consultation with the head of the relevant department, if it cannot take place on the scheduled examination or supplementary examination dates. The examination must be conducted as soon as possible after the qualifying circumstances or illness have/has ceased to exist.

## 6. General

### 6.1 Further examinations

If students presented themselves for an examination, such students may not apply for a further examination on the basis of the following:

- (a) any undisclosed illness at the time of the examination, which may have impacted on their ability to prepare or performance in the examination; or
- (b) the presence of undisclosed special circumstances at the time of the examination, which may have impacted on their ability to prepare for, or performance in, the examination.

### 6.2 Costs associated with examinations

- (a) Where applicable, any costs related to conducting of an examination (for example, if it is written at an embassy, etc.), or a supplementary or special examination, may be recovered from the student.
- (b) The full costs will be recovered from any student who requires to write an examination away from the relevant campus and the costs will be shared if there are multiple students involved. Payment must be made in advance.

### 6.3 Adjustment of marks

No automatic adjustment of final individual marks from 48% and 49% to 50%, or from 73% and 74% to 75%, for the purposes of obtaining a pass mark or a distinction, may occur.

### 6.4 Changing of marks

Once finalised, no person may change a mark for any module without the approval of the faculty examinations committee. The reason for the decision must be recorded in full for audit purposes.

## **G38 Master's degree by coursework and mini-dissertation**

1. A coursework master's degree, which includes a professional master's degree, is awarded to a student by virtue of the assessment of modules as prescribed by the relevant faculty regulations, as well as a mini-dissertation or other research-relevant output.
2. Mini-dissertations or other relevant forms of research are prepared and examined according to the instructions that are set out in the faculty regulations.
3. Joint master's degrees by coursework are dealt with in terms of the Policy on the offering of joint degrees at master's and doctoral level in collaboration with other institutions.

### **G39 Master's degree by dissertation**

#### 1. General

- 1.1 All approvals relating to the preparation and submission of dissertations for a research master's degree are given by the dean on the recommendation of the head of department and the supervisor. However, the dean may, at their own discretion, delegate such approvals to the head of department or to the chairperson of the research and/or postgraduate committee of the faculty.
- 1.2 In the event of any dispute related to postgraduate processes and procedures, the matter is to be referred to the dean.
- 1.3 Joint master's degrees by research are dealt with in terms of the Policy on the offering of joint degrees at master's and doctoral level in collaboration with other institutions.

#### 2. Allocation of supervisors and co-supervisors

- 2.1 The head of department in which the master's student is registered must submit the name of a supervisor from within the faculty for a particular master's study candidate to the research and/or postgraduate committee of the faculty within one month after the candidate has registered.
- 2.2 A person who has been designated as a supervisor, must hold a qualification equivalent to, or higher than the qualification being pursued by the postgraduate student concerned, and have the appropriate stature and experience to supervise postgraduate students.
- 2.3 A person designated as the supervisor must be appointed to an academic position in the University. Should it be required due to capacity constraints, a suitable external supervisor and an internal co-supervisor may be appointed with the approval of the research and/or postgraduate committee on the recommendation of the head of department.
- 2.4 On the retirement or resignation of a supervisor from the University's service, they may, with approval of the relevant head of department, still act as supervisor for the student for whom they were appointed as supervisor, in order to enable such a student to complete their dissertation. For this purpose and period, such a supervisor will be deemed to be an accredited lecturer of the University. This arrangement is allowed to continue for a maximum period of two years. If, on the retirement or resignation of a supervisor from the University's service, they are no longer prepared to act as supervisor for a student for which they were appointed as supervisor, a new supervisor must be appointed by the head of department within two months after the retirement or resignation. In these instances, the supervisor who is unwilling to continue must notify the head of department at least two months before the date of termination of their services and must assist in finding an appropriate supervisor to take over, in addition to doing a detailed handover to the new supervisor. On the death of a supervisor, the head of department submits the names of possible supervisors to the research and/or postgraduate committee of the faculty for consideration and appointment.
- 2.5 In accordance with the Policy on Emeritus Professorships, an emeritus professor may act as a supervisor for a master's student.
- 2.6 A list of appointed supervisors must be submitted to the relevant faculty board annually for noting.

3. Agreement between student and supervisor

- 3.1 An agreement in writing must be concluded between the student and the supervisor. The document serves as the basis for the interaction between the student and the supervisor. It indicates their individual roles and responsibilities, as well as the expectations and timelines, and makes it clear that they are entering into a binding undertaking with each other.
- 3.2 It is the responsibility of the supervisor, the head of department and the research and/or postgraduate committee to monitor the progress of a candidate in regard to their signed agreement in accordance with the relevant faculty regulations.

4. Approval of topic and title

- 4.1 Applications for approval of a topic and title of a dissertation, as well as changes to titles, are submitted with the recommendation of the head of department to the research and/or postgraduate committee of the faculty for approval.
- 4.2 Approved titles and changes to the titles of dissertations are submitted to the faculty board and to Senate for noting.

5. Approval by research ethics committee

Research undertaken by a master's student is conducted in accordance with the University's Code of ethics for scholarly activities, which is available on the UP web, as well as the relevant faculty regulations. To this end, all research proposals must be submitted for ethics clearance/approval/exemption to the relevant faculty research and/or research ethics committee. Faculty research ethics committees have the authority to consider and approve or reject research proposals within the guidelines of the general policy.

6. Non-disclosure of contents of a study

- 6.1 Where part or all of the contents of the master's study must remain confidential, the supervisor will be required to submit an application in writing to the research and/or postgraduate committee, setting out the grounds for such a request and indicating the duration of the period of confidentiality.
- 6.2 The research and/or postgraduate committee considers the application and either approves it or refers it back to the supervisor.
- 6.3 The faculty must keep record of the decisions and the embargo, and the information must be shared with the Department of Library Services.

7. Preparation and submission of dissertation

- 7.1 The supervisor is responsible for advising the student with regard to the proper preparation of the dissertation.
- 7.2 A dissertation should be submitted with the written permission of the supervisor. Should the supervisor refuse to grant permission for submission, the candidate may request permission to submit from the research and/or postgraduate committee. The research and/or postgraduate committee may allow the dissertation to be submitted for examination or may turn down the request. Should the research and/or postgraduate committee turn down the request, the candidate may refer the matter to the dean who, in turn, may refer the matter, accompanied by reports from the



candidate, the supervisor and the research and/or postgraduate committee of the faculty, to the Senate Committee for Research and Postgraduate Education for review. The Senate Committee will convene a subcommittee to consider such cases. The decision of the Senate Committee is final. Should the Senate Committee agree to the request of the candidate, the supervisor has the right to remove their name from the dissertation if they so wish.

- 7.3 A dissertation is submitted to the Head: Student Administration of the faculty, before the closing date for the various graduation ceremonies as announced annually.
- 7.4 On submission of the dissertation, the candidate must also submit a written statement by the supervisor approving submission of the dissertation.
- 7.5 A candidate for the master's degree, on submission of the dissertation, must declare the following in writing: "I declare that the dissertation, which I hereby submit for the degree ..... at the University of Pretoria, is my own work and has not previously been submitted by me for a degree at this or any other tertiary institution."
- 7.6 For examination purposes, a candidate must submit, in consultation with the supervisor (or co-supervisor where applicable), the dissertation in the format determined by the faculty and the examiner(s), which could include a soft-bound copy/copies, as well as an electronic copy, to the Head: Student Administration of the faculty.
- 7.7 The electronic copy of the dissertation must be submitted to the Head: Student Administration of the faculty for examination purposes in the format specified by the faculty and in accordance with the minimum specifications set by the Department of Library Services.
  - (a) The web page containing the Research Guide that can be accessed via a link on the Postgraduate Banner on the UP homepage, provides postgraduate students with the necessary information, including on the format of dissertations.
  - (b) The guidelines for submitting a dissertation are also available on the web page containing the Research Guide.
- 7.8 If a dissertation is accepted after evaluation as provided for in G39.12, but the student is required to make certain amendments in accordance with the examiners' decisions, the amendments should be made to the satisfaction of the supervisor or appropriate body, such as the research and/or postgraduate committee. A declaration to this effect must be submitted to the Head: Student Administration of the faculty by the closing dates announced for the Autumn and the Spring graduation ceremonies, respectively.
- 7.9 After the evaluation process (see G39.12) has been completed, a successful student must submit an electronic copy of the approved dissertation to the Head: Student Administration in the format specified by the faculty and in accordance with the minimum standards set by the Department of Library Services, by the closing dates announced for the Autumn and the Spring graduation ceremonies, respectively, failing which the degree will only be awarded during a subsequent series of graduation ceremonies.

## 8. Progress reports

- 8.1 The supervisor monitors the progress of master's candidates continuously by means of the graduate research management system.
- 8.2 Any re-registration is conditional on satisfactory progress in the first year, as confirmed by the research and/or postgraduate committee based on the report(s) submitted by the head of department, as provided by the supervisor. The head of department must record the approval on the graduate research management system.
- 8.3 The head of department must submit a consolidated written report on all master's degree candidates to the research and/or postgraduate committee of the faculty twice a year.
- 8.4 The research and/or postgraduate committee must submit a consolidated report on the progress of all master's candidates in a faculty annually to the faculty board for noting (under Section B), as well as to the Senate Committee for Research and Postgraduate Education, the Senate Executive and Senate for noting.

## 9. Intellectual property

- 9.1 All rights in respect of intellectual property that is produced by a student during their studies or as a result of any research project conducted at the University or through the use of the equipment of the University, vest in the University, in terms of the contract entered into by the student and/or their parents or guardians at registration. This stipulation applies, amongst others, where the student works under study guidance or as a member of a project team of the University. It also applies where the student does contract work for a third party as a member of a research team of the University. The University and the student may, however, agree in writing to another arrangement.
- 9.2 A student and the University may conclude an agreement regarding the publication of a research report, a mini- dissertation, a dissertation and/or any article. Should the copyright of the research report, mini-dissertation, dissertation and/or article be the only exploitable intellectual property that arises from such research report, mini-dissertation, dissertation and/or article, the University would normally transfer the copyright to the student, subject to certain conditions. A faculty may, in consultation with the Office of the Registrar, make arrangements that apply to that specific faculty.
- 9.3 All other arrangements and faculty-specific arrangements in respect of intellectual property must be reduced to writing and stored electronically by the faculty.
- 9.4 In the absence of any agreement, the University has the right to reproduce and/or publish, in any manner it may deem fit, the research report, mini-dissertation, dissertation and/or article, and to distribute such reproduction.
- 9.5 On publication of the research report, mini-dissertation, dissertation and/or article, or an adaptation thereof, it must be stated that it emanates from a master's degree study at the University. The name of the supervisor and the department in which the study was completed, should also be acknowledged. Reprints should state the title and date of the original publication.
- 9.6 A student may not submit an article reflecting the content of the dissertation for publication without the permission of the supervisor or the head of department where applicable.

9.7 These provisions must be read in conjunction with the University's Intellectual Property Law Policy: Personnel and Students, as amended from time to time.

10. Technical editing of the dissertation

Subject to exceptions that have to be approved in writing by the head of department, in consultation with the supervisor, the technical editing of a dissertation must comply with the following requirements:

10.1 Title page

The title page of the dissertation must contain the following:

The full title of the dissertation  
by  
Full name of the student  
Student number  
Full names of Supervisor and Co-supervisor  
Submitted in partial fulfilment of the requirements for the degree  
or  
Submitted in fulfilment of the requirements for the degree  
.....  
in the Faculty of ....., University of Pretoria  
Year and date of submission

10.2 Format and style

The format and style of the dissertation must comply with the requirements specified by the faculty.

10.3 Ethics statement

- (a) The dissertation should contain a statement by the student that they have complied with the University's Code of ethics for scholarly activities and has, in general, observed the principles of honesty, objectivity, the duty of care and fairness in giving credit and appropriate acknowledgement to the work of others.
- (b) The ethics statement, which should appear after the declaration and before the synopsis of the dissertation, must contain the following wording:

**Ethics statement**

The author, whose name appears on the title page of this dissertation, has obtained the required research ethics approval/exemption for the research described in this work.

The author declares that they have observed the ethical standards required in terms of the University of Pretoria's Code of ethics for scholarly activities.

11. Synopsis and abstract of the dissertation

11.1 The student must compile a synopsis, which is a summary of the dissertation, comprising not more than 250 words, in English and include it as part of the dissertation.

11.2 In addition to the synopsis, an abstract of the dissertation in English, comprising not more than 350 words, as well as the title page in English, must be submitted together with the examination copies of the dissertation. The abstract will be submitted to the University's Department of Library Services.

11.3 The title page of the abstract must contain the following:

Full title of the dissertation  
by  
Full name of the student  
Student number  
Full names of Supervisor and Co-supervisor  
Name of Department and Faculty  
Degree for which dissertation is submitted

11.4 A list of key terms to ensure recovery of the source must also be submitted together with the examination copies of the dissertation.

11.5 The student must submit the synopsis and abstract to the supervisor for approval.

## 12. Evaluation of the dissertation

### 12.1 Appointment of the examination panel

- (a) A student should inform the Head: Student Administration, in writing, of the intention to submit the dissertation at least three months prior to submission, in order that examiners can be notified accordingly.
- (b) The supervisor, in consultation with the head of department, compiles a list of names of potential examiners both inside and outside of South Africa from which the research and/or postgraduate committee of the faculty appoints examiners. External examiners must have the necessary qualifications, experience and expertise to qualify for such appointment. The examination panel is appointed in accordance with the criteria set out below:
  - (i) Subject to faculty regulations, at least two examiners, of which one may be an internal examiner, must be appointed to the examination panel for a master's degree by dissertation.
  - (ii) Subject to faculty regulations, at least one external examiner must be appointed in the case of a mini-dissertation.
  - (iii) The external examiner(s), who are from outside the University, may not have any formal association with the University (e.g. they may not be former employees of the University, whether retired or resigned). A former employee of the University will only be regarded as "external" three years after retirement or resignation.
  - (iv) The external examiner(s) may not, in any way, be involved in the preparation of the specific dissertation. An external examiner may also not be associated, in any way, with the candidate or be involved in the research that the candidate had conducted previously.
  - (v) Where more than one external examiner is appointed, they may not be from the same institution.
  - (vi) There may not be a close personal or professional relationship between the supervisor or co-supervisor and the internal and/or external examiner(s), which may affect the integrity of the evaluation of the dissertation.

- (vii) The supervisor and/or co-supervisor may not act as an internal examiner.
  - (viii) Extraordinary professors and honorary professors of the University are not regarded as external examiners. Extraordinary and emeritus professors may be appointed as internal examiners. An emeritus professor will only be regarded as “external” three years after retirement.
- (c) The synopsis of the dissertation will be made available to potential examiners to enable them to decide whether they have the expertise to accept the nomination.
  - (d) As soon as a potential examiner has accepted their appointment as examiner, they are supplied with a formal letter of appointment, as well as the criteria for evaluation. Examiners must sign the acceptance form, which is to be returned to the Head: Student Administration of the relevant faculty within 10 working days.
  - (e) The faculty’s Head: Student Administration must keep record of all decisions about and communication with examiners.

#### 12.2 Identity of members of the examination panel

- (a) The identity of the examiners may not be revealed to the candidate until the examination process has been completed, and then only with the consent of the examiner and the head of department.
- (b) The identity of the examiners is made known in the programme of the graduation ceremony at which the degree is to be awarded to the candidate.

#### 12.3 Criteria for evaluation

- (a) A dissertation must be proof of a candidate’s ability to work independently.
- (b) A dissertation should comply with the requirements stipulated by faculties and is also evaluated on the following:
  - (i) scientific and academic standard of research; research procedures and techniques; methodology; definition and extent of research; theoretical foundation; coverage of literature and comprehension of field of research;
  - (ii) scientific and academic quality of processing; presentation, analysis and synthesis of data; structure and logical development and arrangement of content; as well as critical findings, conclusions and recommendations;
  - (iii) editing and use of language;
  - (iv) technical finish and layout, which must meet the requirements set by the relevant faculty; and
  - (v) whether the dissertation or parts thereof is publishable.

#### 12.4 Examiners’ reports

- (a) Every examiner independently and individually submits a report to the Head: Student Administration of the relevant faculty. The reports are treated confidentially.
- (b) Every report must contain **one** of the following recommendations:
  - (i) that the degree be awarded without any changes to the dissertation by the candidate;

- (ii) that the degree be awarded as soon as minor changes have been made to the dissertation by the candidate, to the satisfaction of the supervisor and the head of department;
  - (iii) that the degree be awarded as soon as the candidate has made major changes to the dissertation to the satisfaction of the examiner/examination panel;
  - (iv) that the dissertation does not meet the required standard, but that the candidate be invited to review the dissertation and to resubmit the dissertation at a later stage for re-examination;
  - (v) that the dissertation be rejected and that the candidate does not pass.
- (c) In addition to the recommendation, the report should indicate the mark that the candidate has achieved, with the understanding that at least 50% is regarded as a pass mark and at least 75% as a pass with distinction.
- (d) The examiners' reports are made available to the head of department by the Head: Student Administration.
- (e) The head of department in consultation with the supervisor review the examiners' reports and submit a consolidated report with **one** of the following recommendations to the research and/or postgraduate committee:
- (i) that the degree be awarded;
  - (ii) that the degree be awarded as soon as minor changes have been made to the dissertation by the candidate to the satisfaction of the supervisor and the head of department;
  - (iii) that the degree be awarded as soon as the candidate has made major changes to the dissertation to the satisfaction of the examiner/examination panel;
  - (iv) that the dissertation does not meet the required standard, but that the candidate be invited to review the dissertation and to resubmit the dissertation at a later stage for re-examination;
  - (v) that the dissertation be rejected and that the degree not be awarded to the candidate.
- (f) In addition to the recommendation, the report should indicate the mark that the candidate has achieved, with the understanding that at least 50% is regarded as a pass mark and at least 75% as a pass with distinction.
- (g) If a dissertation does not meet the required standard, but the candidate is invited to review the dissertation and resubmit an amended dissertation, the student may submit an amended version within 12 months, and in such case the student must bear the full cost of the examination. If a dissertation is rejected, the student cannot resubmit the same research project a second time for examination. The student, if they are allowed to register a second time, will be required to register a new topic.

#### 12.5 Treatment of examiners' reports

- (a) Under no circumstances may any party modify any examiner's report.
- (b) The contents of the examiners' reports or the consolidated examiners' report may only be revealed to the candidate with the permission of the head of department and with the consent of the examiners.
- (c) In the event that the candidate has to make corrections to the dissertation, the relevant section(s) of the examiners' reports will be made available to the

candidate by the supervisor in consultation with the head of department, in order for the necessary changes to be made to the dissertation.

#### 12.6 Finalisation of reports

- (a) Should the examiners' reports not reflect substantial consensus, the head of department in consultation with the supervisor, submits a report to the research and/or postgraduate committee, with a recommended solution. Under no circumstances shall a report of any examiner be ignored.
- (b) Should it be impossible to reach consensus, the dean, after consultation with the research and/or postgraduate committee and the head of department, appoints an additional external examiner who has international standing in the field of research, to evaluate the original dissertation and report to the research and/or postgraduate committee on the matter.
- (c) The research and/or postgraduate committee, after considering all the reports (including the report from the additional examiner with international standing in the relevant field), makes a preliminary decision on the conferment or not of the degree. The recommendation, together with all relevant documentation, is submitted to the dean.
- (d) Should the dean concur with the recommendation, they take a decision accordingly.
- (e) Should the dean not concur with the recommendation, they consult with the research and/or postgraduate committee. For purposes of this meeting, the dean becomes a member of the committee and also acts as chair of the committee. The extended committee takes a decision by means of a majority vote. Should there be a tie of votes, the dean has a deciding vote. If the dean is the supervisor, the responsibility will fall to the deputy dean responsible for research.
- (f) After a decision on the result of the dissertation has been reached, the Head: Student Administration of the relevant faculty must:
  - (i) address a letter to the examiners to thank them for their participation in the examination and for their recommendations;
  - (ii) inform the examiners of the final result and indicate to them what their further involvement, if any, will be in the remainder of the process; and
  - (iii) inform the candidate, the supervisor, the co-supervisor and the head of department of the final result.

#### 13. Draft article for publication

- 13.1 A dean may require, before or on submission of a dissertation, the submission of a draft article for publication to the supervisor. The draft article should be based on the research that the student has conducted for the dissertation and must be approved by the supervisor.
- 13.2 The supervisor must support the student in taking the paper through all the processes of revision and resubmission that are necessary and/or appropriate in order to prepare an article that is ready for publication.

## 14. Retention and preservation of research data

- 14.1 The data generated through research conducted at the University of Pretoria must be managed in accordance with the Research Data Management policy and the related Research Data Management procedure. The policy enables the verification of the research and is aimed at the protection of students, researchers, principal investigators and the University against a variety of disputes concerning published or patented research, and the retention of detailed research records for later access.
- 14.2 The Research Guide web page that can be accessed via a link on the Postgraduate Banner on the UP homepage, provides postgraduate students with the necessary information, including information on Research Data Management (RDM) as well as the relevant policy and procedure.

**G40 Compliance with degree requirements and degree privileges, and qualification with distinction**

1. A coursework master's degree, including a professional master's degree, will be awarded to a student only after the successful completion of every requirement of each component of the relevant degree programme, including the achievement of a pass mark for each of the prescribed coursework modules, the submission and successful evaluation of the mini-dissertation or other research-relevant output, and compliance with any additional conditions stipulated in the faculty regulations.
2. A master's degree by dissertation will be awarded to a student only after the successful completion of every requirement of each component of the relevant degree programme, including the submission and successful evaluation of a research-based dissertation, and compliance with any additional conditions stipulated in the faculty regulations.
3. A master's degree is not deemed to be completed if the electronic version of the dissertation or mini-dissertation or other research-relevant output has not been submitted to the relevant faculty administration prior to the date of closure of the graduation/finalist list for the forthcoming graduation ceremony.
4. No one is entitled to any privileges pertaining to a master's degree before the qualification has been awarded to them at a graduation ceremony. In respect of professional registrations, faculties may issue confirmation letters to the relevant professional bodies prior to the graduation ceremonies.
5. Qualification with distinction

Except where faculty regulations stipulate additional requirements, a master's degree is awarded with distinction if a student meets the following requirements:

- 5.1 obtained a weighted average of at least 75% (not rounded), based on the minimum number of modules prescribed for the coursework master's degree in question; or
- 5.2 obtained a mark of 75% or above for the research-based dissertation; and
- 5.3 completed the qualification within the maximum period allowed for master's study, but not in less than the prescribed minimum period of one academic year; and
- 5.4 in the case of a coursework master's degree, did not fail or repeat any module during an additional examination. The result of a discontinuation of a module(s) will not be taken into account when calculating a qualification with distinction.



## **G41 Conversion of master's by dissertation to doctoral study**

### 1. Purpose

- 1.1 This regulation gives recognition to the achievements of exceptional postgraduate students who conduct promising and competitive postgraduate research projects, and is based on the description of doctoral-level research provided in the Higher Education Qualifications Sub-Framework (HEQSF (2013), p 36): "The defining characteristic of [a doctoral degree] is that the candidate is required to demonstrate a high level of research capability and to make a significant and original academic contribution at the frontiers of a discipline or field."
- 1.2 In exceptional cases, where the scope and impact of a project that was originally registered for a research master's programme prove to expand beyond the initial expectation, and where the project is expected to make a novel contribution to the body of knowledge in the subject discipline, students – with the concurrence of the supervisor and co-supervisor(s) – may apply to have their registration converted to a doctoral level.

### 2. Requirements

- 2.1 The application for conversion from master's study to doctoral study may be submitted at any time during the course of study for the master's degree before the dissertation is submitted for examination, subject to 2.2 below.
- 2.2 A conversion may only be considered and submitted by the relevant faculty board to Senate for approval, if at least one year, or no more than two years of study, have been completed after the first registration for the master's dissertation.
- 2.3 For such a conversion, the head of department and the supervisor and co-supervisors must be satisfied of the following:
  - (a) That the student's completed work is of a standard that would be expected of a doctoral student, that the student is capable of completing a doctoral degree, and that the project is of a standard and scope appropriate to constitute a doctoral study; and
  - (b) that the student has demonstrated the potential to fulfil the requirements of a doctoral degree without having completed a master's degree.
- 2.4 Where the registration of a student for a master's degree by research is converted to registration for a doctoral degree, the student must register for at least one additional academic year before the doctoral degree can be awarded if such student has been registered for the minimum period specified for the master's programme.
- 2.5 A student whose registration has been amended from a master's programme to a doctoral programme is not entitled to be awarded a master's qualification for the project under consideration, irrespective of whether the doctoral thesis is completed or failed. The conversion is extraordinary and irreversible in nature.

### 3. Process

- 3.1 The application for the conversion must include the following documents:
  - (a) A detailed progress report by the candidate on the work completed for the master's project. The report must provide proof that the results obtained thus

far are of such a standard and scientific significance that conversion to a doctoral project is justified. The report should include details of presentations made at conferences, as well as of material that has been submitted for publication and/or has been published.

- (b) A detailed proposal for the intended doctoral project, prepared by the candidate, including the objectives of the project.
- (c) A recommendation by the supervisor with specific comments on the ability of the applicant as a potential doctoral candidate, as well as the feasibility of the conversion, especially with regard to the information provided by the candidate in the report and proposal referred to above.
- (d) A recommendation by the head of department, if they are not the supervisor, in which the ability of the candidate as a potential doctoral candidate is confirmed.
- (e) If the dean considers it advisable for the faculty, the candidate may be required to present a seminar to the department in support of the application. In this case, the head of department should include a report on this in their recommendation.

3.2 The application of the candidate, together with the reports and recommendations, is submitted for consideration to the dean (who may delegate the responsibility to the research and/or postgraduate committee). The recommendation of the research and/or postgraduate committee should be submitted to the relevant faculty board for recommendation for approval to the Senate Committee for Research and Postgraduate Education. The approval of the conversion must be submitted to Senate for noting.

## SECTION E: DOCTORAL DEGREES (G42–G55)

GE1 Types: The Higher Education Qualifications Sub-Framework (HEQSF) distinguishes two types of doctoral degree, namely the doctoral degree and a professional doctorate (refer to G52). In addition, the University may also award a doctorate (also referred to as a higher doctorate in the HEQSF) on the basis of a distinguished record of research in the form of published works, creative works and/or other scholarly contributions (refer to G53).

GE2 Level: A doctoral degree is a postgraduate qualification of at least 360 credits at NQF Level 10. It requires a candidate to undertake research at the most advanced academic levels culminating in the submission, assessment and acceptance of a thesis. Coursework may be required as preparation or value addition to the research of the doctoral degree, but is not credit-bearing and is therefore not taken into account during the examination of the thesis and the determination of the final result.

GE3 Articulation: A doctoral degree is the highest qualification type awarded within the HEQSF framework.

GE4: Joint doctoral degrees: Joint doctoral degrees are presented and awarded in accordance with the University of Pretoria's Policy on the offering of joint degrees at master's and doctoral level in collaboration with other higher education institutions.

### G42 Admission

1. Compliance with the minimum requirements will not guarantee admission to doctoral study at the University. In addition to institutional requirements, programme-specific admission requirements are determined by the relevant faculty board, approved by Senate and

contained in the relevant faculty yearbook. Furthermore, a candidate may also be refused admission to doctoral study, even if they meet the required level of competence in the discipline, if the relevant department lacks adequate supervision capacity.

2. A candidate is admitted to doctoral study only if they are in possession of an appropriate master's degree, except in cases where a master's degree is not stipulated as a prerequisite.
3. Admission is subject to the stipulations of G1.3 and G55, which determine that a candidate may be considered for admission to doctoral study if they are a graduate from another higher education institution or has been granted the status of a graduate of such an institution; or, if they, by means of the recognition of prior learning (RPL), are deemed to have reached a level of competence Senate considers adequate for the purposes of admission as a student for a doctoral degree (Senate Discretionary Admission).
4. The admission of candidates who do not comply with the approved admission requirements as set out in the faculty's admissions regulation, may be considered by the research and/or postgraduate committee of the faculty with due consideration of the approved admissions regulation.

#### **G43 Registration**

1. A student registers for doctoral study at the University at the time and in the manner determined by Council from time to time, subject to confirmation that they have met the minimum admissions requirements and have been selected. By virtue of such registration, the student subjects themselves to the University's Institutional Rules.
2. Registration takes place in accordance with the regulations applicable to the particular doctoral programme for which the student registers, and on condition that compliance with the requirements of that programme is the student's responsibility.
3. After registration, a student is obliged to pay the fees due on or before the date stipulated in the Senate-approved University calendar. A student who cancels their registration, is not entitled to any refund and remains liable for the full amount.

#### **G44 Renewal of registration and leave of absence**

1. Students of the University are registered for one year of study. Students who continue their studies at the University after a year has expired, must renew their registration. After registration, a student is obliged to pay the fees due on or before the date stipulated in the Senate-approved University calendar. A student who cancels their registration after the stipulated date, is not entitled to any refund and remains liable for the full tuition fee.
2. Subject to other faculty regulations, a student for a doctoral degree must complete their studies within three years after first registering for the degree. Under special circumstances, the dean, on the recommendation of the research and/or postgraduate committee of the faculty, may give approval for a limited fixed extension of this period.
3. Leave of absence
  - 3.1 If it is not possible for a registered student at the University of Pretoria to continue with their doctoral studies in a specific year, but they intend to continue in the subsequent year, the student may apply for a leave of absence.
  - 3.2 A leave of absence is granted by the dean of the relevant faculty, and is not granted for more than one year. (See Section A11 for more information in this regard.)

**G45 Termination of registration**

1. If student's progress is unsatisfactory in terms of the faculty regulations approved by the faculty board, the research and/or postgraduate committee of the faculty may terminate the student's registration on the recommendation of the relevant head of department based on a detailed report submitted by the supervisor(s) that is recorded on the graduate research management system.
2. The student may lodge an appeal with the dean against the decision of the research and/or postgraduate committee to terminate their registration. The dean may refer the matter to the Senate Committee for Research and Postgraduate Education for review. The Senate Committee's decision is final.

**G46 Application of amended programme regulations**

1. A doctoral student must complete a programme in accordance with the regulations which were applicable when her or she first registered for the programme.
2. If the programme regulations (i.e. the curriculum) are amended, a student who has started the programme under the old regulations and who has not interrupted their study, may complete such programme in accordance with the old regulations. However, when programme regulations are amended, the faculty may formulate special transitional arrangements in order to enable students to complete the relevant programme in accordance with the new regulations.
3. A student who has been registered for a degree programme and who has failed to renew their registration for such a degree programme in the ensuing calendar year, or who has not complied with the prescribed requirements for progress in accordance with faculty regulations, is deemed to have interrupted their study and forfeits the right to continue studies under the old regulations.

**G47 Concurrent registration for two fields of study and duplication of doctoral degrees**

1. Concurrent registration
  - 1.1 Concurrent registration for two postgraduate programmes is not allowed except in the case of exceptional academic achievement, and then only with the permission of the dean(s) involved. These approvals must be submitted to Senate for noting.
  - 1.2 The application for concurrent registration will be strictly based on academic merit and will include compliance with the admissions regulations, assessment of academic achievement and the duration of studies, as well as the ability of the student to finance additional studies. Such a concession may be withdrawn by the relevant dean(s) if the student does not perform satisfactorily.
  - 1.3 If a student fails to obtain the required permission for concurrent registration in another programme, and nonetheless proceeds to register for the other programme, such student will be automatically deregistered from the second programme. Any credits accumulated will be regarded as for non-degree purposes. In the event that a student registers at another higher education institution without the required permission, they must deregister from the programme offered at the second institution, failing which such student will be deregistered from the UP programme.

2. Duplication of doctoral degrees

- 2.1 The awarding of multiple degrees for the same work is not allowed in order to ensure that degrees with different purposes are not embedded within each other.
- 2.2 A duplicate doctoral degree is one which is at the same level and in the same field as a degree already awarded. Applicants are allowed to enrol for a second degree at doctoral level only if the second degree is in an unrelated topic.

**G48 Minimum study periods and requirements for doctoral degrees**

1. A doctoral degree is awarded to a student only if they comply with the statutory requirements related to the minimum period of study and the regulations of the University pertaining to the degree.
2. A doctoral degree is awarded to a student only if one of the following periods has expired:
  - 2.1 at least four years after complying with all the requirements for a three-year bachelor's degree;
  - 2.2 at least three years after complying with all the requirements for a four-year bachelor's degree;
  - 2.3 at least two years after complying with all the requirements for a bachelor's degree of five years or more; or
  - 2.4 at least two years after complying with all the requirements for a master's degree.
3. In addition to the above, a doctoral degree is awarded to a student only if the student is registered for at least 12 months for a doctoral degree at this University.

**G49 Assessment**

1. A doctoral study is assessed on the basis of a doctoral thesis in the traditional format or in the form of a collection of published works, creative works and/or other scholarly contributions (articles and essays etc.).
2. Oral defense: The faculty regulations may determine that an oral defense should form part of the academic requirements for the qualification.
3. A professional doctorate is assessed on the outcome of the research component as well as the required coursework modules in accordance with the approved faculty regulations. (See G52 on the professional doctorate.) The assessment of coursework modules must be set out in the relevant study guides. This includes the format and pass requirements as well as consideration and granting of special assessment opportunities for such modules. Faculty regulations regarding assessment are determined with due consideration of these General Academic Regulations and the Policy on examinations and related matters that are approved by Senate.

**G50 Theses**

## 1. General

1.1 In the event of a dispute between the head of department and/or supervisor and/or the faculty research and/or postgraduate committee, or between the supervisors, or between the supervisor and the student, regarding decisions related to postgraduate processes and procedures, the matter is to be referred to the dean. If a dispute remains unresolved, it is to be referred to the Vice-Principal responsible for Research and Postgraduate Education.

## 1.2 Allocation of supervisors and co-supervisors

- (a) The relevant head of department must submit the names of a supervisor and/or a co-supervisor from within the faculty for a particular doctoral candidate to the research and/or postgraduate committee of the faculty within one month after the candidate has registered. Allocation of a supervisor only takes place after registration.
- (b) A person designated as the supervisor for a doctoral candidate, must hold a qualification that is equivalent to the qualification the postgraduate candidate is registered for, and must have the appropriate stature and experience to supervise postgraduate candidates. If this is not the case, the head of department must obtain approval from the research and/or postgraduate committee for the designation and must appoint an appropriately qualified and experienced co-supervisor.
- (c) A person designated as the supervisor must be appointed to an academic position in the University. Co-supervisors who do not occupy academic positions in the University may also be appointed. Should it be required due to capacity constraints, a suitable external supervisor and an internal co-supervisor may be appointed with the approval of the research and/or postgraduate committee, on the recommendation of the head of department.
- (d) On the retirement or resignation of a supervisor from the University's service, they may, with the approval of the head of department, still act as supervisor for the student for whom they were appointed as supervisor, in order to enable such a student to complete their thesis. This arrangement is allowed to continue for a maximum period of two years. If, on the retirement or resignation of a supervisor from the University's service, they are no longer prepared to act as supervisor for the student for whom they were appointed as supervisor, a new supervisor must be appointed by the head of department within two months after the retirement or resignation. In these instances, the supervisor who is unwilling to continue must notify the head of department at least two months before the date of termination of their services and must assist in finding an appropriate supervisor to take over, in addition to doing a detailed handover to the new supervisor. On the death of a supervisor, the head of department submits the names of possible supervisors to the research and/or postgraduate committee of the faculty for consideration and appointment.
- (e) In accordance with the Policy on Emeritus Professorships, an emeritus professor may act as supervisor or co-supervisor for a doctoral student.
- (f) A list of appointed supervisors must be submitted to the relevant faculty board for noting.

1.3 Agreement between student and supervisor

- (a) An agreement in writing must be concluded between the student and the supervisor. The document serves as the basis for the interaction between the student and the supervisor. It indicates their individual roles and responsibilities, as well as the expectations and timeline, and makes it clear that they are entering into a binding undertaking with each other.
- (b) It is the responsibility of the supervisor, the head of department and the research and/or postgraduate committee to monitor the progress of a candidate in regard to their signed agreement in accordance with the relevant faculty regulations.

1.4 Approval of topic and title

- (a) Applications for the approval of the topic and title of a thesis, as well as changes to titles, are submitted to the relevant faculty research and/or postgraduate committee, on the recommendation of the relevant head of department.
- (b) The research and/or postgraduate committee considers the applications and either approves them or refers them back to the head of department.
- (c) Approved titles and changes to the titles of theses are submitted to the faculty board and to Senate for noting.

1.5 Approval by research ethics committee

Research undertaken by a doctoral student is conducted in accordance with the University's Code of ethics for scholarly activities, which is available on the UP web, and the relevant faculty regulations. To this end, all research proposals must be submitted for ethics clearance/approval/exemption to the relevant faculty research and/or research ethics committee. Faculty research ethics committees have the authority to consider and approve or reject research proposals within the guidelines of the general policy.

1.6 Non-disclosure of the contents of a study

- (a) Where part or all of the contents of a doctoral study must remain confidential, the supervisor will be required to submit an application in writing to the research and/or postgraduate committee, setting out the grounds for such a request and indicating the duration of the period of confidentiality.
- (b) The research and/or postgraduate committee considers the application and either approves it or refers it back to the supervisor.
- (c) The faculty must keep record of the decisions and the embargo, and the information must be shared with the Department of Library Services.

1.7 Preparation and submission of the thesis

- (a) The supervisor is responsible for advising the student with regard to the proper preparation of the thesis.
- (b) A thesis should be submitted with the written permission of the supervisor. Should the supervisor refuse to grant permission for submission, the candidate may request permission to submit from the research and/or postgraduate committee. The research and/or postgraduate committee may allow the thesis

to be submitted for examination, or may turn down the request. Should the research and/or postgraduate committee turn down the request, the candidate may refer the matter to the dean who, in turn, may refer the matter, accompanied by reports from the candidate, the supervisor and the research and/or postgraduate committee of the faculty, to the Senate Committee for Research for review. The Senate Committee will convene a subcommittee to consider such cases. The decision of the Senate Committee is final. Should the Senate Committee agree to the request of the candidate, the supervisor has the right to remove their name from the thesis if they so wish.

- (c) A thesis is submitted to the Head: Student Administration of the faculty, before the closing date for the various graduation ceremonies as announced annually.
- (d) On submission of the thesis, the student must also submit a written statement by the supervisor or the chairperson of the research and/or postgraduate committee or chairperson of the ad hoc Postgraduate Appeals Committee, where applicable, approving submission of the thesis.
- (e) A candidate for the doctoral degree, on submission of the thesis, must declare the following in writing: "I declare that the thesis, which I hereby submit for the degree ..... at the University of Pretoria, is my own work and has not previously been submitted by me for a degree at this or any other tertiary institution."
- (f) A candidate must submit, in consultation with the supervisor (or co-supervisor where applicable), the thesis in the format determined by the faculty and the examiner(s), which could include a soft-bound copy/copies, as well as an electronic copy, to the Head: Student Administration of the faculty.
- (g) The electronic copy of the thesis must be submitted to the faculty's Head: Student Administration for examination purposes in the format specified by the faculty and in accordance with the minimum specifications set by the Department of Library Services.
  - (i) The web page containing the Research Guide that can be accessed via a link on the Postgraduate Banner on the UP homepage, provides postgraduate students with the necessary information, including on the format of theses.
  - (ii) The guidelines for submitting a thesis are also available on the web page containing the Research Guide.
- (h) If a thesis is accepted after evaluation as provided for in G50.4, but the student is required to make certain amendments in accordance with the examiners' decisions, the amendments should be made to the satisfaction of the supervisor(s) or appropriate body, such as the research and/or postgraduate committee. A declaration to this effect must be submitted to the Head: Student Administration of the faculty by the dates announced for the Autumn and the Spring graduation ceremonies, respectively.
- (i) After the evaluation process (see G50.4) has been completed, a successful student must submit an electronic copy of the approved thesis to the faculty's Head: Student Administration in the format specified by the faculty, and in accordance with the minimum standards set by the Department of Library Services, by the dates announced for the Autumn and the Spring graduation ceremonies, respectively, failing which the degree will only be awarded during a subsequent series of graduation ceremonies.



1.8 Progress reports

- (a) The supervisor monitors the progress of doctoral candidates continuously by means of the graduate research management system.
- (b) Any re-registration is conditional on satisfactory progress in the previous years, as confirmed by the research and/or postgraduate committee based on the report(s) submitted by the head of department, and provided by the supervisor. The head of department must record the approval on the graduate research management system.
- (c) The head of department must submit a consolidated written report on all doctoral candidates to the research and/or postgraduate committee of the faculty twice a year.
- (d) The research and/or postgraduate committee must submit a consolidated report on the progress of all doctoral candidates to the faculty board annually for noting (under Section B), as well as to the Senate Committee for Research and Postgraduate Education, the Senate Executive and Senate for noting.

1.9 Preparation of a thesis based on published papers

- (a) In cases where a doctoral candidate has published articles based on results emanating from the doctoral study conducted at the University prior to the submission of the thesis, the thesis may be prepared on the basis of these articles. The following requirements are applicable in these cases:
  - (i) The research reported in the papers must have been conducted while the candidate was registered as a doctoral candidate at the University. In exceptional cases, where a candidate for a research master's has been permitted to convert to a doctoral programme, the research conducted as part of the master's programme may also be taken into account for the purposes of this regulation.
  - (ii) The articles must have been published in accredited journals and relevant international journals.
  - (iii) The thesis must be prepared so as to present the published articles as a coherent body of new knowledge, and must include a comprehensive introductory section giving adequate background and the objectives of the body of research, as well as a concluding section which summarises the outcomes and significance of the work.
  - (iv) The articles may be introduced as chapters or sections of the thesis.
- (b) The thesis should be accompanied by a letter in which the candidate declares the following in respect of the publications included in the thesis:
  - (i) The publications have not been submitted previously to this or any other tertiary institution for such a doctoral degree.
  - (ii) The publications are their own work, and with regard to such publications of which they are co-author, their personal contribution to those works have been clearly stated.
  - (iii) Due recognition has been given to the institutional policy on copyright in the publications.
- (c) A summary of not more than 500 words that indicates the contribution the work has made to the discipline, must be included.

### 1.10 Intellectual property

- (a) All rights in respect of intellectual property that is produced by a student during their studies, or as a result of any research project conducted at the University, or through the use of the equipment of the University, vest in the University, in terms of the contract entered into by the student and/or their parents or guardians at registration. This stipulation applies, amongst others, where the student works under study guidance or as a member of a project team of the University. It also applies where the student does contract work for a third party as a member of a research team of the University. The University and the student may, however, agree in writing to another arrangement.
- (b) A student and the University may conclude an agreement regarding the publication of a thesis and/or any article. Should the copyright of the thesis and/or article be the only exploitable intellectual property that arises from such thesis and/or article, the University would normally transfer the copyright to the student, subject to certain conditions. A faculty may, in consultation with the Office of the Registrar, make arrangements that apply to that specific faculty.
- (c) All other arrangements and faculty-specific arrangements in respect of intellectual property must be reduced to writing and stored electronically by the faculty.
- (d) In the absence of any agreement, the University has the right to reproduce and/or publish, in any manner it may deem fit, a thesis and/or article as contemplated in G51, and to distribute such reproduction.
- (e) On publication of the thesis or an article as contemplated G51, or an adaptation thereof, it should be stated that it emanates from a doctoral study at the University. The name of the supervisor and the department in which the study was completed, should also be acknowledged. Reprints should state the title and date of the original publication.
- (f) A student may not submit an article reflecting the content of the dissertation for publication without the permission of the supervisor or the head of department, where applicable.
- (g) These provisions must be read in conjunction with the University's Intellectual Property Law Policy: Personnel and Students, as amended from time to time.

## 2. Technical editing of the thesis

Subject to exceptions that have to be approved in writing by the head of department, in consultation with the supervisor, the technical editing of a thesis must comply with the following requirements:

### 2.1 Title page

The title page of the thesis must contain the following:

The full title of the thesis  
by  
Full name of the student  
Student number  
Full names of Supervisor and Co-supervisor  
Submitted in partial fulfilment of the requirements for the degree  
or

Submitted in fulfilment of the requirements for the degree  
.....  
in the Faculty of....., University of Pretoria  
Year and date of submission.

2.2 Format and style

The format and style of the thesis must comply with the requirements specified by the faculty.

2.3 Ethics statement

- (a) The thesis must contain a statement by the student that they have complied with the University's Code of ethics for scholarly activities and has, in general, observed the principles of honesty, objectivity, the duty of care and, fairness in giving credit and appropriate acknowledgement to the work of others.
- (b) The ethics statement, which should appear after the declaration and before the synopsis of the thesis, must contain the following wording:

**Ethics statement**

The author, whose name appears on the title page of this thesis, has obtained the required research ethics approval/exemption for the research described in this work.

The author declares that they have observed the ethical standards required in terms of the University's Code of ethics for scholarly activities.

3. Synopsis and abstract of the thesis

- 3.1 The student must compile a synopsis, which is a summary of the thesis in English, and comprising not more than 250 words, and include it as part of the thesis.
- 3.2 In addition to the synopsis, an abstract of the thesis in English, comprising not more than 350 words, as well as the title page in English, must be submitted together with the examination copies of the thesis. The abstract will be submitted to the University's Department of Library Services.
- 3.3 The title page of the abstract must contain the following:

Full title of the thesis  
by  
Full name of the student  
Student number  
Full names of Supervisor and Co-supervisor  
Name of Department and Faculty  
Degree for which thesis is submitted

- 3.4 A list of key terms to ensure recovery of the source must also be submitted together with the examination copies of the thesis.
- 3.5 The student must submit the synopsis and the abstract of the thesis to the supervisor for approval.

#### 4. Evaluation of the thesis

##### 4.1 Appointment of the examination panel

- (a) A student should inform the Head: Student Administration, in writing, of the intention to submit the thesis at least three months prior to submission, in order that examiners can be notified accordingly.
- (b) The research and/or postgraduate committee of the faculty appoints the examination panel for a particular candidate in accordance with the criteria set out below:
  - (i) The supervisor, in consultation with the relevant head of department, compiles a list of names of potential examiners, both domestic and international, from which the research and/or postgraduate committee appoints examiners. External examiners must have the necessary qualifications, experience and expertise to qualify for such appointment.
  - (ii) At least three examiners, of which no more than one may be an internal examiner, must be appointed to the examination panel. One of the external examiners from outside the University must preferably be an international examiner. At least two substitute examiners must also be appointed for purposes of attending the oral examination as provided for in G50.4.4(e)(ii) below.
  - (iii) If an internal examiner is not appointed, an additional external examiner must be appointed.
  - (iv) The external examiners may not have any formal association with the University (e.g. they may not be former employees of the University, whether retired or resigned). A former employee of the University will only be regarded as “external” three years after retirement or resignation.
  - (v) The external examiners may not in any way be involved in the preparation of the specific thesis. An external examiner (or a substitute examiner) may also not be associated in any way with the candidate or in any way be involved in the research that the candidate had conducted previously.
  - (vii) Where more than one external examiner is appointed, they may not be from the same institution.
  - (viii) There may not be a close personal or professional relationship between the supervisor or co-supervisor and the internal and/or external examiner(s), which may affect the integrity of the evaluation of the thesis.
  - (ix) The supervisor and/or co-supervisor may not act as an internal examiner.
  - (x) Extraordinary professors and honorary professors of the University are not regarded as external examiners. Extraordinary and emeritus professors may be appointed as internal examiners. An emeritus professor will only be regarded as “external” three years after retirement.
- (c) The synopsis of the thesis will be made available to potential examiners to enable them to decide whether they have the expertise to accept the nomination.
- (d) As soon as a potential examiner has accepted their appointment as examiner, they are supplied with a formal letter of appointment, as well as documentation on the policy of the University concerning examinations. Examiners must sign the acceptance form, which is to be returned to the Head: Student Administration within 10 working days.

- (e) The faculty's Head: Student Administration must keep record of all decisions about and communication with examiners.

#### 4.2 Identity of members of the examination panel

- (a) The identity of the examiners may not be revealed to the candidate until the examination process has been completed, and then only with the consent of the examiner and the research and/or postgraduate committee of the faculty.
- (b) The identity of the examiners is made known in the programme of the graduation ceremony at which the degree is to be awarded to the candidate.

#### 4.3 Criteria for evaluation

- (a) A thesis must contain proof of a candidate's ability to conduct original research that contributes to the development of new knowledge and expertise.
- (b) A thesis should comply with the requirements stipulated by faculties and is also evaluated on the following:
  - (i) scientific and academic standard of research; research procedures and techniques; methodology; definition and extent of research; theoretical foundation; coverage of literature and comprehension of field of research;
  - (ii) scientific and academic quality of processing; presentation, analysis and synthesis of data; structure and logical development and arrangement of content; as well as critical findings, conclusions and recommendations;
  - (iii) editing and use of language;
  - (iv) technical finish and layout which must meet the requirements set by faculties; and
  - (v) whether the thesis or parts thereof is publishable.

#### 4.4 Examiners' reports

- (a) Every examiner independently and individually submits a report to the Faculty's Head: Student Administration. The reports are treated confidentially.
- (b) Every report must contain **one** of the following recommendations:
  - (i) that the degree be awarded without any changes to be made to the thesis by the candidate;
  - (ii) that the degree be awarded as soon as minor changes have been made to the thesis by the candidate, to the satisfaction of the supervisor and the head of department;
  - (iii) that the degree be awarded as soon as the candidate has made major changes to the thesis to the satisfaction of the examiner/examination panel;
  - (iv) that the thesis does not meet the required standard, but that the candidate be invited to review the thesis and to resubmit the thesis at a later stage for re-examination;
  - (v) that the thesis be rejected and that the candidate does not pass.
- (c) The examiners' reports are made available to the head of department by the Head: Student Administration.
- (d) In the case of a thesis, the examiners' recommendations are preliminary in nature and subject to the successful completion of revisions as required by examiners and the recommendation of the research and/or postgraduate committee.

- (e) The research and/or postgraduate committee may decide that the candidate should be called for oral questioning to confirm the recommendation of the examination panel. In this case:
- (i) The supervisor arranges an oral examination chaired by the head of department during which the candidate is required to do a presentation on the thesis.
  - (ii) The examiners appointed to the examination panel constitute the examination commission for the purposes of the oral examination. If an examiner cannot participate in the examination, the supervisor calls upon one of the substitute examiners to act as a member of the examination commission.
  - (iii) If the degree is to be awarded without any changes as contemplated in G50.4.4(b)(i), the supervisor provides a short report on the result to the research and/or postgraduate committee for recommendation to the dean.
  - (iv) If the examiners recommend revisions as set out in G50.4.4(b)(ii) to (iv), these revisions must be completed, and the revised thesis submitted to the supervisor or research and/or postgraduate committee or supervisor, as indicated by the examiners.
  - (v) The supervisor, in consultation with the head of department, makes the relevant section(s) of the examiners' reports available to the candidate in order for the necessary changes to be made to the thesis before the review or re-examination.
  - (vi) If deemed necessary by the chair of the research and/or postgraduate committee, the examination commission may be constituted in a closed meeting (which may be telephonic or electronic), chaired by the head of department, to consider the revised thesis, to review all the examiners' reports and to submit a consolidated report to the research and/or postgraduate committee.
- (f) The research and/or postgraduate committee subsequently makes one of the following recommendations to the dean as chair of the faculty board:
- (i) that the degree be awarded; or
  - (ii) that the thesis does not meet the required standard, but that the candidate be invited to revise the thesis and to resubmit it at a later stage for review, by the head of department; or
  - (iii) that the thesis does not meet the required standard, but that the candidate be invited to revise the thesis and submit it for re-examination by the examination panel within a year; or
  - (iv) that the thesis be rejected and that the degree not be awarded to the candidate.
- (g) If a thesis does not meet the required standard, but the candidate is invited to review the thesis and resubmit an amended thesis, the student may submit an amended version within 12 months, and in such case the student must bear the full cost of the examination. If a thesis is rejected, the student cannot resubmit the same research project a second time for examination. The student, if they are allowed to register a second time, will be required to register a new topic.

#### 4.5 Treatment of examiners' reports

- (a) Under no circumstances may any party modify any examiner's report.

- (b) The contents of the examiners' reports or the consolidated examiners' report may only be revealed to the candidate with the permission of the research and/or postgraduate committee and with the consent of the examiners.
- (c) In the event that the candidate has to make corrections to the thesis, the relevant section(s) of the examiners' reports will be made available to the candidate by the supervisor in consultation with the head of department, in order for the necessary changes to be made to the thesis.

#### 4.6 Finalisation of reports

- (a) Should the examiners' reports not reflect substantial consensus, the head of department in consultation with the supervisor, submits a report to the research and/or postgraduate committee with a recommended solution. Under no circumstances shall a report of any examiner be ignored.
- (b) Should it be impossible to reach consensus, the dean, after consultation with the research and/or postgraduate committee and the head of department, appoints an additional external examiner who has international standing in the relevant field of research to evaluate the thesis and report to the research and/or postgraduate committee on the matter.
- (c) The research and/or postgraduate committee, after considering all the reports (including the report from the additional examiner with international standing in the relevant field), makes a preliminary decision on the conferment or not of the degree. The committee may make any one of the following recommendations:
  - (i) that the degree be awarded; or
  - (ii) that the thesis does not meet the required standard, but that the candidate be invited to revise the thesis and to resubmit it at a later stage for review, by the head of department; or
  - (iii) that the thesis does not meet the required standard, but that the candidate be invited to revise the thesis and submit it for re-examination by the examination committee; or
  - (iv) that the thesis be rejected and that the degree not be awarded to the candidate.
- (d) The recommendation, together with all relevant documentation, is submitted to the dean.
- (e) Should the dean concur with the recommendation, they take a decision accordingly.
- (f) Should the dean not concur with the recommendation, they consult with the research and/or postgraduate committee. For purposes of this meeting, the dean becomes a member of the research and/or postgraduate committee and also acts as chairperson of the research and/or postgraduate committee. The extended committee takes a decision by means of a majority vote. Should there be a tie of votes, the dean has a deciding vote. If the dean is the supervisor, the responsibility will fall to the deputy dean responsible for research.
- (g) After a decision on the result of the thesis has been reached, the Head: Student Administration must:
  - (i) address a letter to the examiners to thank them for their participation in the examination and for their recommendations;

- (ii) inform the examiners of the final result and indicate to them what their further involvement, if any, will be in the remainder of the process; and
- (iii) inform the candidate, the supervisor, the co-supervisor and the head of department of the final result.

#### 4.7 Retention and preservation of research data

- (a) The data generated through research conducted at the University of Pretoria must be managed in accordance with the Research Data Management policy and the related Research Data Management procedure. The policy enables the verification of the research and is aimed at the protection of students, researchers, principal investigators and the University against a variety of disputes concerning published or patented research, and the retention of detailed research records for later access.
- (b) The Research Guide web page that can be accessed via a link on the Postgraduate Banner on the UP homepage, provides postgraduate students with the necessary information, including information on Research Data Management (RDM) as well as the relevant policy and procedure.

### **G51 Article for publication**

1. The submission of an article suitable for publication in an accredited publication, based on the thesis, is a prerequisite for the conferment of a doctoral degree.
2. Before or on submission of a thesis, a student must submit proof of submission of an article issued by an accredited journal, to the Head: Student Administration. The submitted article should be based on the research that the student has conducted for the thesis, and the affiliation of both the student and the supervisor should be listed as the University of Pretoria.
3. The supervisor must support the student in taking the paper through all the processes of revision and resubmission that are necessary and/or appropriate in order to prepare an article that is ready for publication.
4. The journal article must have been approved by the supervisor and submitted to a journal for publication before the doctoral degree may be awarded.

### **G52 Professional doctorate**

1. General
  - 1.1 The defining characteristic of this qualification is that, in addition to the demonstration of high-level research capability, it requires the ability to integrate theory with practice through the application of theoretical knowledge to highly complex problems in a wide range of professional contexts.
  - 1.2 All regulations applicable to the doctoral degree as set out in G42 to G55 also apply to the professional doctorate, where relevant.
  - 1.3 The title PhD should not be used for a Professional Doctorate.
2. Admission

The minimum admission requirement is an appropriate master's degree.



3. Purpose and structure

- 3.1 The professional doctorate provides education and training for a career in the professions and/or industry, and is designed around the development of high-level performance and innovation in a professional context.
- 3.2 Candidates are required to undertake a combination of coursework and advanced research leading to the submission, assessment and acceptance of a research component comprising an original thesis or another form of research that is commensurate with the nature of the discipline or field and the specific area of enquiry.
- 3.3 The research component should comprise at least 60% of the degree.
- 3.4 Professional doctorates may also include appropriate forms of work-integrated learning.

**G53 Doctoral degree by virtue of publications**

1. General

- 1.1 The degree is awarded to a candidate who has a distinguished record of research in the form of published works that are judged by leading international experts to have made an exceptional and independent contribution to one or more disciplines or fields of study.
- 1.2 A minimum of three articles or other published works, that have been published over the preceding three years, with at least one article or other work being published in the year of application, are required.
- 1.3 The work must have been published in accredited journals and relevant international journals.

2. Admission

The minimum admission requirement is an appropriate master's degree.

3. Application

- 3.1 A candidate must apply in writing, to the dean, in order to be considered for this degree.
- 3.2 Should a student wish to graduate at a particular ceremony, an application must be submitted three months before the date of closure of the graduation/finalist lists for the various graduation ceremonies, which is announced annually.
- 3.3 The application must be accompanied by the following:
  - (a) Four sets of copies of the publications by virtue of which application is made.
  - (b) A report which describes the background relevant to the field of research, and relates the objectives and the content of the articles or other published work in order to demonstrate the production of a body of new knowledge.

- (c) A summary of not more than 500 words that indicates the contribution that the work has made to the discipline.
- (d) A declaration in which the candidate attests the following in respect of the publications submitted for the doctoral degree:
  - (i) The publications have not been submitted previously to this or any other tertiary institution for such a doctoral degree.
  - (ii) They are the sole author of the publications that are submitted.
  - (iii) Due recognition has been given to the institutional policy on copyright in the publications.

#### 4. Registration

A candidate must be registered in the manner determined by the University and must pay the prescribed initial payment. After registration, a student is obliged to pay the fees due on or before the stipulated date. A student who cancels their registration, is not entitled to any refund and remains liable for the full amount.

#### 5. Evaluation of the publications

- 5.1 The dean appoints a committee, chaired by the chairperson of the faculty research and/or postgraduate committee, of which the relevant head of department is a member, to make a recommendation to the faculty board as to whether the works have sufficient substance to be submitted for examination by an appointed examination panel consisting of external examiners.
- 5.2 The faculty board considers the matter and, if the recommendation of the committee is accepted, submits a recommendation to Senate for approval to commence with the examination process.
- 5.3 After Senate approval, the research and/or postgraduate committee of the faculty appoints the examination panel for the candidate in accordance with the criteria set out below:
  - (a) The relevant head of department compiles a list of names of potential examiners both domestic and international, from which the research and/or postgraduate committee appoints at least three external examiners, all of whom must be recognised internationally as having made significant contributions to the field of study. Normally, at least two of these examiners would be from outside South Africa.
  - (b) The external examiners may not have any formal association with the University.
  - (c) The external examiners may not in any way be involved in the preparation of the specific thesis. An external examiner may also not be associated in any way with the candidate, or in any way be involved in the research that the candidate had conducted previously.
  - (d) Where more than one external examiner is appointed, they may not be from the same institution.
- 5.4 As soon as a potential examiner has accepted their appointment as examiner, they are supplied with a formal letter of appointment as well as documentation on the policy of the University concerning examinations. Examiners must sign the acceptance form, which is to be returned to the faculty's Head: Student Administration within 10 working

days. The Head: Student Administration must keep record of all decisions about, and communication with, examiners.

- 5.5 A candidate passes if all the members of the examination panel accept the publications for the purposes of conferring the doctoral degree, and on condition that, if all but one of the examiners accept the work, the dean, after consultation with the research and/or postgraduate committee, may appoint a knowledgeable and esteemed academic from outside the University as additional examiner. If the additional examiner accepts the publications, the candidate passes. If such an examiner also rejects the publications, the doctorate is not awarded.
- 5.6 The conferral of the doctoral degree based on publications is submitted to the relevant faculty board for recommendation for approval.
- 5.7 A candidate is considered only once for a doctoral degree based on publications.
- 5.8 A doctoral degree by virtue of publications is not deemed to be completed if the electronic version of the research-relevant output has not been submitted to the relevant faculty administration prior to the date of closure of the graduation/finalist list for the forthcoming graduation ceremony.
- 5.9 Once it has been confirmed that the degree is to be awarded or not, the Head: Student Administration must:
  - (a) address a letter to the examiners to thank them for their participation in the examination and for their recommendations;
  - (b) inform the examiners of the final result and indicate to them what their further involvement, if any, will be in the remainder of the process; and
  - (c) inform the candidate and the head of department of the final result.

#### **G54 Compliance with degree requirements and degree privileges**

1. A doctoral degree will be awarded to a student only after the successful completion of every requirement of each component of the relevant degree programme, including the submission and successful evaluation of the thesis, as well as compliance with any additional conditions stipulated in the faculty regulations.
2. A professional doctorate will be awarded to a student only after the successful completion of every requirement of each component of the relevant degree programme, including the achievement of a pass mark for each of the prescribed coursework modules, the submission and successful evaluation of the thesis or other research-relevant output, and compliance with any additional conditions stipulated in the faculty regulations.
3. A doctoral degree, including a doctoral degree by virtue of publications and a professional doctorate, is not deemed to be completed if the electronic version of the thesis or other research-relevant output has not been submitted to the relevant faculty administration prior to the date of closure of the graduation/finalist list for the forthcoming graduation ceremony.
4. No one is entitled to any privileges pertaining to a doctoral degree, a doctoral degree by virtue of publications or a professional doctorate, before the qualification has been awarded to them at a graduation ceremony.

5. A doctoral degree, including a doctoral degree by virtue of publications and a professional doctorate, is not awarded with distinction.

#### **G55 Postgraduate student cases and the recognition of prior learning**

1. As the University has a finite capacity in most undergraduate fields (its limits have already been reached or those admitted are selected from a large number of applicants), the University's policy on the recognition of prior learning generally only applies to postgraduate studies (including postgraduate diplomas). As the University's strategic objective is to be an internationally recognised research-intensive university, admission to postgraduate study by means of the recognition of a prior learning pathway is the exception rather than the rule.
2. Senate may:
  - 2.1 grant a graduate of another higher education institution (either in the Republic of South Africa or elsewhere) a status at the University that is equivalent to the status the student had at such other higher education institution.
  - 2.2 admit a person, who –
    - (a) has passed examinations at another university or institution (either in the Republic of South Africa or elsewhere) which Senate deems equivalent to or of a higher standard than the examinations prescribed for a degree at the University, and which are set as a prerequisite for admission to a particular postgraduate programme, or for the admission of such a person as a research student; or
    - (b) in another manner has reached a level of competence Senate considers adequate for the purposes of postgraduate study or research at the University, as a student for a postgraduate degree, diploma or certificate.
  - 2.3 It is expected of the person referred to in G55.2.2(b), to demonstrate the same level of applied competence (fundamental knowledge, understanding of organisation or operating environment, application of essential methods, interpretation, conversion and evaluation of text, problem solving and changing context, information gathering, and presentation skills) and autonomy of learning (responsibility for own learning, decision-making, evaluation of own or others' performance, manage learning tasks and research leadership) as a student who entered through the regular admission pathway.
  - 2.4 The manner in which a person's level of competence referred to in G55.2.2(b) is assessed, the type of evidence required, and the role-players involved in the process are determined from time to time by each faculty and form the basis for the motivation of each case to Senate.
  - 2.5 To ensure the soundness of the procedure referred to above, Senate requires an annual report from every faculty on the progress of candidates admitted under this regulation.

## SECTION F: GLOSSARY OF TERMS APPLICABLE TO THE GENERAL ACADEMIC REGULATIONS

**Note:** The definitions and terms may not necessarily be listed alphabetically. Where applicable, they may be listed in accordance with the relevance to the topic.

**Academic year:** a calendar period in which a student registers for a level of his/ her academic programme. The duration of the academic year is determined by the University Council.

**Admissions policy:** the policy of the University in terms of Section 37 of the Higher Education Act, which creates a legally binding framework for determining admission requirements and selection procedures that is approved by Senate and Council.

**Admissions regulation:** a regulation compiled by the dean concerning the admission of students to a specific programme, which includes a provision regarding the selection process.

**Admission point score (APS):** the individual score which represents the Grade 12/NSC marks that universities use to determine whether an applicant complies with the specific programme requirements.

**Assessment:** the process in which evidence is gathered and academic judgements are made about students' performance in relation to agreed and defined criteria. Assessment refers to examinations, tests and other academic assignments, such as essays etc. that serve as an opportunity for learning and improvement, and contribute to the final measurement of students' overall achievement at a certain level.

**Certificate:** a document that is issued as evidence of compliance with the requirements of subsidised and continuing education programmes.

**Chancellor's examination:** an additional examination opportunity that is granted to undergraduate students in their final year of study who require a limited number of modules to complete their qualifications.

**Competence:** the ability to suitably integrate knowledge with skills and apply this within a particular context.

**Credit:** a value unit linked to particular learning activities. In the case of modules, the value is related to the complexity (including the year level at which the module is taken) and the total number of learning hours needed to complete the module successfully. Credit values are also attached to the completion of qualifications. *It is the responsibility of the student to ensure that the diploma/degree programme complies with the total number of credits required to complete the diploma/degree.*

**Curriculum:** a series of modules which form a programme, grouped together over a specified period of time and in a certain sequence, with a view to achieving desired outcomes in terms of knowledge, competencies and attributes. It encompasses the compulsory/core and fundamental modules, and if relevant, the elective modules, as well as the credit allocation of each.

**Department/School:** a substructure that forms part of a Faculty.

**Discipline:** demarcated field of study.

**Dissertation and mini-dissertation:** A *dissertation* is a written report, to be submitted as part of the fulfilment conditions for a master's qualification. A dissertation could be either in the traditional form of a research report, or a collection of articles or essays.

In some cases, the output may be expanded, supplemented or supported through patents, designs, artefacts, computer code, or other material or intangible items produced in the course of the research, which faculty regulations may specify as an explicit requirement of the degree.

A *mini-dissertation* is a written document, more limited in scope and length than a full research master's dissertation, which communicates the work pursued in the course of the project. Its context and outcome provide evidence that the candidate is conversant with the method of research in partial compliance with the requirements for the prescribed outcomes of a coursework master's degree.

**Distance Education:** a mode of provision, based primarily on a set of teaching and learning strategies (or educational methods) that utilises a computer network to present or distribute some educational content. Online programmes are equivalent to on-campus contact programmes in terms of admission criteria and overall workload.

**Examination:** a final summative/comprehensive assessment which, upon its completion, can confirm that the student has achieved the prescribed outcomes of the module concerned.

**Examination mark:** the mark awarded to a student in a module on the basis of an examination in a paper/papers, including practical and clinical examinations, where applicable.

**Extended programme:** a programme for a degree or diploma completed over a period longer than the minimum duration for that particular degree or diploma according to regulation.

**Fees:** the collective fees associated with applying for, enrolling in and annually registering for an academic programme. Fees include all prescribed programme-related fees. It does not include expenses related to accommodation and participation in voluntary activities.

*Tuition fee:* the fee per module.

**Faculty Board:** a body that governs a faculty and regulates its activities.

**Final mark:** a mark calculated on the basis of the quarter mark/semester mark/year mark and the examination mark awarded to a student in a module, using a formula which is determined from time to time by means of regulations for every module. The formula used for a particular module is made known to the students in the study guide at the start of the respective semester or year. Only the final mark is used to determine whether a student passes a module (with or without distinction), or fails a module.

**General Academic Regulations:** the regulations contained in this document.

**Grade point average (GPA):** an average mark that is calculated by multiplying the final mark achieved in a module with the credit value of that module, and dividing the sum of these values by the total of the credit values of all the modules for which a student was enrolled. The result of these calculations is a weighted average based on module credits. The marks achieved in additional opportunities provided to students to complete a module, such as in the Summer and Winter Schools and the Chancellor's examination, are recorded as additional marks and have an influence on the grade point average.

**Grade score (GS):** the combined final mark that is obtained by calculating the average of the year, semester or quarter mark and the examination mark. Subject to faculty regulations, if a grade score (GS) of between 40% and 49% is obtained, a student will be allowed to enrol for the next level of the relevant module.

**Learning hours (notional hours):** the estimated number of hour's students should spend to master the learning content of a particular module or programme. The total number of learning hours for a module consists of the time needed for lectures, tutorials and practical's (contact hours), as well as for self-study, examination preparation and any other activity required by the programme (*notional hours = credits (for a module) x10*).

**Level (or year level):** the academic level (year) of a module as contained in the module code, which gives an indication of the complexity of the module. A programme that culminates in a national first degree qualification normally consists of first-, second- and third-year level modules.

**Moderator:** a competent internal or external assessor who is familiar with the module/programme content, and who ensures that the assessment practice in a module or academic programme meets national and institutional requirements.

**Mode of delivery:** in addition to the traditional format of contact teaching, the University has developed various other modes of delivery, including blended, hybrid, online and distance learning. The General Academic Regulations are applicable to all accredited programmes, irrespective of the mode of delivery.

**Module:** an independent, defined learning unit, designed to result in a specific set of learning outcomes, and which is a component of a programme.

*Compulsory/core module:* a module that students must register for as part of a particular programme, and whose outcomes must be achieved successfully before a qualification can be awarded. The successful completion of a core module at one year level is usually a pre-requisite to register for the succeeding (next level) core module in the same specialisation.

*Elective module:* any module that can be exchanged for another module as provided for in the programme. Such module supplements the core and fundamental modules to ensure that the outcomes of the programme are achieved.

*Fundamental module:* a module which serves as the academic basis or foundation of the learning activities for a particular programme.

*Prerequisite module:* a module that a student must pass before continuing with the more advanced module.

*Year module:* a module that extends over two semesters (approximately 28 academic weeks).

*Semester module:* a module that extends over one semester (approximately 14 academic weeks).

*Quarter module:* a module that extends over one term (approximately 7 academic weeks) within a particular semester.

*Module code:* consists of an equal number of letters and digits, which indicate the name of the module, the year of study and the level of the module.

**Module/semester/year/quarter (performance) mark:** refers to the final mark awarded to a student for a completed module. It is calculated according to a formula that is based on a combination of particular weightings, and is set out in the relevant study guide at the commencement of a module.

**NBT:** the National Benchmark Tests (NBTs) were commissioned by USAf to assess academic readiness of first-year university students as a supplement to secondary school reports on learning achieved in content-specific courses: Academic Literacy, Quantitative Literacy and Mathematics. Go to [www.nbt.ac.za](http://www.nbt.ac.za) for more information.

**NQF and HEQSF:** The *National Qualifications Framework (NQF)* is a national framework in which all SAQA-registered qualifications are listed, arranged on different levels in accordance with the complexity of the qualification.

The *Higher Education Qualification Sub-framework (HEQSF)* comprises the new and aligned NQF levels.

**Outcomes:** a demonstration of relevant abilities or competencies (including knowledge, skills, attitudes and values). These refer to the minimum expected levels of competence that students must achieve upon completion of a study unit or a learning task in a module.

**Programme:** A degree, certificate or diploma programme is the combination of modules (curriculum) prescribed for a specific degree, diploma or certificate programme.

*Duration of a programme:* the minimum study period for which students must be registered towards a particular programme in order to qualify for a qualification after they have successfully completed all the prescribed modules.

**Promotion:** when a student is exempted from the final examination in certain modules, provided that a student's semester or year mark for the module exceeds a certain predetermined minimum percentage (e.g. 65%). Not all faculties allow promotion in modules.

**Progression:** the advancement of students who meet the minimum requirements of a particular study level from that particular study level to the next (e.g. from the first-year level to the second-year level) as determined per programme by the academic department and the relevant faculty board, approved by Senate and contained in the faculty regulations.

**Qualification:** a certificate, diploma or a degree which is obtained after attaining the learning outcomes as specified in a coherent learning programme, expressed as an accumulation of credits at specific levels.

**Recognition of prior learning (RPL):** the recognition for learning acquired through work experience, in-service training, self-study or life experience such as voluntary or community work.

**Registration:** the process candidates need to follow to become registered students in accordance with the general requirements and regulations of the University.

**Research proposal:** a document outlining the proposed study in accordance with the faculty requirements. The plan must be designed to answer the research question and it must also provide a description of the objectives, design, methodology and statistics used, where applicable.

**Study guide:** a document prepared to guide the study of the content of a module with a view to achieve the desired module and learning outcomes. A study guide is developed by an academic staff member.

**Supervisor and co-supervisor:** a *supervisor* is the person appointed by the University to give academic guidance to a student registered for a postgraduate research project under their name and to ensure the provision of adequate support for the research project prior to enrolment.

A *co-supervisor* is a person who, in consultation with the supervisor, is appointed to give guidance to a student in those areas where the supervisor is not sufficiently familiar with the full scope of the field to be covered in the project, where the project is multidisciplinary or for purposes of mentorship.

**Thesis:** a treatise or a collection of articles or essays, prepared for assessment purposes, which represents a distinct, original contribution to the knowledge of and insight into a field of study, either by the disclosure of new facts or by the exercise of an independent and critical ability, in full compliance with the requirements of a doctorate from the University.

**USAf:** refers to Universities South Africa, an organisation representing the public universities in South Africa. Matriculation exemption is a legal requirement for first-degree study at a South African university. USAf's Matriculation Board and Admissions Committee issues a certificate of exemption on application to prospective students who have obtained a National Senior Certificate (NSC) without endorsement, or to prospective students who have obtained an equivalent foreign school-leaving qualification, and who meet the requirements of the published regulations of and wish to pursue first degree studies at a South African university.

**Weighted average:** a weighted average percentage differs from an average percentage in that a weighted average returns a number that depends on the variables of both value and weight, e.g. a student obtained a 70% semester mark and a 50% examination mark; then the final average mark is  $60\% (70 + 50)/2 = 60\%$  (average).

**Late deregistration of modules:** the period in which students are allowed to cancel modules without financial implications. The applicable period within which the modules may be cancelled is usually four weeks after the commencement of a semester.



**Returning student:** a student who registers annually at the University in order to continue and complete their studies.

**Transferring student:** a candidate who, at the time of application, is a registered student at another higher education institution for an undergraduate programme, or was registered at another higher education institution in previous years and did not complete the undergraduate programme they were enrolled for.

## GENERAL STUDENT RULES

### SECTION A: GENERAL STUDENT RULES

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

#### Policies and Rules

It is required of each student to acquaint themselves thoroughly with the policies and related procedures, regulations, rules and instructions of the University.

### 1. CODE OF CONDUCT FOR STUDENTS

#### PREAMBLE

This Code of Conduct for Students reflects the core values of the University of Pretoria (“The UP Way”) as encapsulated in the Preamble to the Statute of the University, and should be read in conjunction with the University of Pretoria’s Disciplinary Rules for Students, as well as all other applicable policies, regulations and rules of the University.

The conduct of each student is important for sustaining an environment conducive to freedom of enquiry and the search for knowledge and truth. Therefore, the University community requires a commitment from every registered student to –

- Uphold the values and principles of the University of Pretoria by not acting in a manner that may bring the name of the University of Pretoria into disrepute;
- represent the University with pride and commitment;
- promote the good name of the University of Pretoria;
- strive towards building an inclusive University culture;
- embrace the diversity of our University and all its students and staff;
- address unfair discrimination and violence in all their manifestations wherever they may be encountered; and
- protect and uphold the integrity of the University’s qualifications in all their dealings with the University.

#### 1. COMPLIANCE WITH THE CODE OF CONDUCT

All registered students of the University are required to read and understand the Code of Conduct for Students (“the Code”) and to ensure that they comply with the letter as well as the spirit, being the content and underlying intention of the Code. Therefore, students will be required to declare that they have read and understood the Code during the annual registration process.

The Code is based on the principles of ethical and appropriate behaviour within the University and wider social context. These principles are at the core of the University's everyday activities and the main reason for its existence, namely providing quality academic education and training of students, enhancing the holistic support of students to promote their success, as well as the fostering of norms and values of excellence.

The principles of academic integrity and honesty are inherent requirements for the preservation of the integrity of the qualifications awarded by the University. Safeguarding such principles is essential to establishing and maintaining an environment that is conducive to sound academic practices and in shaping individuals who will add value to society and maintain the University's reputation and the integrity of its qualifications nationally and globally.

## **2. SCOPE**

The Code of Conduct applies to all registered students of the University of Pretoria.

All students of the University are required to conduct themselves in an appropriate manner in their day to day activities, including their dealings with other students, staff, external organisations and the community.

The Code applies to students' conduct both on and off University premises, where they are engaged in activities and services as students of the University, or where they represent or are seen to represent the University, or are otherwise identified as students of the University.

The Code applies to all academic and community engagement activities, including but not limited to, the use of the University's internet and IT infrastructure, social media network, all online learning platforms, all communications, class attendance, submitting and writing of assignments, essays, theses, dissertations, research reports, reports or assessments, or interacting with fellow students.

Students must at all times, comply with all general, academic, financial and administrative policies and regulations as reflected from time to time in the University's General Academic Regulations, General Student Rules, Faculty Yearbooks, information booklets, and on its website. Students bear the responsibility of ensuring that they are familiar with these policies and regulations and ignorance will not be accepted as an excuse for any transgression, or as *a basis for an exception to any of these policies and regulations.*

## **3. DEFINITIONS**

Unless the context indicates otherwise, the terms used in this Code have the following meaning:

Academic dishonesty/ misconduct	:	Academic dishonesty or misconduct refers to any action aimed at gaining or attempting to gain an unfair academic advantage in a formal University assessment, or any activity that could undermine the integrity of academic programmes and research. Academic misconduct includes, but is not limited to plagiarism; research misconduct (including the manipulation of research data, processes and material); failure to comply with formal examination or assessment instructions; the possession of unauthorised material during an examination, etc.
Code of Conduct	:	A set of rules outlining the norms and values of the University and is linked to the behaviour expected from students.
Community Engagement	:	Community Engagement is entrenched in UP's strategic objectives and in its vision and mission statements. At UP, Community Engagement is treated as an integral part of teaching and learning, and research, and is aimed at promoting critical citizenship. UP's faculties and student voluntary organisations use their skills and knowledge base to empower and assist communities in their development ventures.
Discrimination	:	Any act or omission that directly or indirectly disadvantages another person based on one or more of the prohibited grounds. Please refer to the University's Anti-discrimination policy in this regard.
Ethical behaviour	:	Ethical behaviour is characterised by honesty, fairness and equity in interpersonal, professional and academic relationships and in research and scholarly activities. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people.
Favouritism and nepotism	:	Favouritism refers to the practice of giving unfair preferential treatment to one person or group at the expense of another, while nepotism is a form of favouritism that unfairly benefits relatives and friends. Both are regarded as unethical behaviour.
Freedom of expression	:	Freedom of expression is one of the civil freedoms guaranteed in section 16 of the Constitution, in accordance with which everyone has the right to freedom of expression, which includes freedom of the press and other media; freedom to receive or impart information or ideas; freedom of artistic creativity; and academic freedom and freedom of scientific research. However, this right does not extend to incitement to violence, or hate speech that is based on race, ethnicity, gender or religion, and that constitutes incitement to cause harm. Academic freedom means the freedom of teachers and students to teach, study, and pursue knowledge and research without unreasonable interference; although complying with the relevant policies, rules and regulations.
Harassment and Sexual harassment	:	Conduct that constitutes harassment or sexual harassment is set out in the University's Anti-discrimination policy.
Hate speech	:	The various forms of communication that constitute hate speech are set out in the University's Anti-discrimination policy.
Prohibited grounds	:	The Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000 defines prohibited grounds as –

- “(a) race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth; or
- (b) any other ground where discrimination based on that other ground –
  - (i) causes or perpetuates systemic disadvantage;
  - (ii) undermines human dignity; or
  - (iii) adversely affects the equal enjoyment of a person’s rights and freedoms in a serious manner that is comparable to discrimination on a ground in paragraph (a).”

University premises : All campuses, facilities, buildings and vehicles of the University, whether they are owned or leased, and regardless of the location, including student residences.

Violation/Breach of Confidentiality : A breach of confidentiality, or violation of confidentiality, is the unauthorised disclosure of confidential and personal information.

- (a) Confidential information is institutional information that is available only to authorised persons. The details are contained in the University’s Information Governance policy (for the link to the policy see paragraph 6.1 below).
- (b) Personal information means any information relating to an identifiable individual (living or deceased) or an existing organisation (a company, public body, university, etc). In this regard, the University’s Protection of Personal Information (Privacy) policy is based on the principles of privacy protection as set out in the Protection of Personal Information Act 4 of 2013 (POPIA) and the guidelines provided in the POPIA Industry Code of Conduct: Public Universities.

## **4. PRINCIPLES**

### **4.1 Ethical Conduct**

UP requires compliance with the regulations and rules of the University and with the laws of the country, the ethical treatment of people, animals and the environment, and the ethical use of resources and property.

At UP, we are committed to achieving the highest standards of teaching and learning, research and community engagement and to conducting these activities with integrity, objectivity and fairness, and in compliance with the applicable laws and regulations.

At UP, we do not tolerate dishonesty in any form, including but not limited to fraud, theft, academic dishonesty or misconduct, favouritism and nepotism, or the violation of confidentiality.

At UP, we condemn all forms of unfair discrimination, intolerance of the diverse cultures within the UP community, as well as violence of any kind.

### **4.2 Respectful Conduct**

UP is committed to equal opportunities, and therefore promotes human rights and social responsibility, freedom of expression, trustworthiness, integrity, fairness, and treating others with courtesy, civility and dignity.

At UP, we do not tolerate unfair discrimination or harassment on the basis of, amongst others, race, gender, religion, disability, sexual orientation, or any category as defined in the Constitution of South Africa, or disrespect for persons or property.

### **4.3 Responsible Conduct**

At UP, we have a duty to be aware of the obligations imposed by laws, policies and regulations, and to report potential instances of non-compliance.

Responsible conduct means that we uphold the principles of transparency, inclusivity, accountability, caring, good practice and taking mutual responsibility for maintaining an environment that is conducive to safety, security, health and wellbeing.

Responsible conduct therefore implies that we will prevent the misuse of personal and University information and property, as well as the name of the University, improper financial dealings, practices that threaten the safety, security, health and wellbeing of ourselves and others, and actions that impinge on the rights of others.

## **5. CONSEQUENCES OF NON-COMPLIANCE**

Students are responsible for the consequences of their actions, and violation of the standards set out in the Code may result in the University taking action under the *Disciplinary Rules for Students*.

## 2. DISCIPLINARY CODE FOR STUDENTS

### (Rules prescribed by the University Council)

#### PREAMBLE

The University of Pretoria's Disciplinary Rules for Students ("Disciplinary Rules") are prescribed by the University Council. The Disciplinary Rules must be read *inter alia* in conjunction with the Code of Conduct for Students.

The Disciplinary Rules are based on, and informed by, the principles of academic integrity and honesty, as well as appropriate behaviour within the wider institutional context. These principles are at the core of the University's everyday activities and its main reason for existence, namely the academic education and training of students, as well as the fostering of norms and values of excellence in a wider sense. Disciplinary Rules recognise the fact that the safeguarding of the aforementioned principles is an inherent requirement for the preservation of the integrity of the various qualifications awarded by the University. Safeguarding such principles is essential for establishing and maintaining an environment that is conducive to sound academic practices in general, and contribute to shaping individuals who will add value to society.

The Disciplinary Rules provide for corrective and punitive measures to be applied in appropriate circumstances and, together with the Code of Conduct for Students, to provide guidance to students to correct behaviour where necessary. Furthermore, Disciplinary Rules promote the fair and lawful adjudication of disciplinary enquiries and the imposition of appropriate disciplinary measures.

A specific objective of the Disciplinary Rules is to, in the interest of both students and the University, initiate and finalise all disciplinary proceedings as speedily as possible without undue delay.

In terms of the Disciplinary Rules, the University will implement all reasonable measures to protect the interests of students, staff members, contractors and members of the public, on all its campuses or other premises. The Disciplinary Rules also have as an objective, the promotion and protection of the interests of the University as an educational institution.

The Disciplinary Rules are not intended to be a comprehensive set of rules that makes provision for every possible objectionable and punishable act by a student, and as such, these rules will not be assigned an overly literal or strict interpretation. Consequently, when evaluating the conduct of a student to determine whether such conduct amounts to misconduct, and/or when considering whether the specific conduct of a student falls within the ambit of a specific rule or charge, the determining factor will at all times, be the misbehaviour or wrongdoing such a rule is aimed at deterring.

## 1. DEFINITION OF MISCONDUCT

The acts set out below are categorised as misconduct in terms of the Disciplinary Rules.

1.1 If a student –

1.1.1 contravenes or attempts to contravene any regulation, rule, directive or instruction of the University;

1.1.2 refuses to obey any lawful instruction or request by any Council member, lecturer, contractor, staff member or security officer of the University, or any other person who is by law in a position of authority or to whom authority is delegated by the University, or acts contrary to such instruction or request;

1.1.3 is guilty of any intentional or negligent act or failure to act which results in:

- (a) the good name of the University being brought into disrepute or otherwise compromised;
- (b) the maintenance of order and discipline at the University being prejudiced or otherwise compromised;
- (c) the proper course of teaching, research, and/or community service at the University being prejudiced or otherwise compromised;

1.1.4 without limiting the generality of paragraphs 1.1.1 to 1.1.3,

- (a) unlawfully infringes another person's human rights as contained in the Bill of Rights, Chapter 2 of the Constitution, 1996;
- (b) performs an act which is an offence in terms of South African law and such an act is prejudicial to the University or its staff, guests, contractors or students;
- (c) in University context, infringes a person's copyright or any other intellectual property right, including but not limited to plagiarism;
- (d) in University context –
  - (i) acts in a dishonest manner or attempts to act in a dishonest manner, which includes any form of conduct involving deception, for example theft, unauthorised possession of property, bribery, fraud, forgery or giving false or misleading statements. (These acts do not constitute a closed list of possible transgressions involving dishonesty for purposes of this paragraph);
  - (ii) intimidates, assaults, attempts to assault any person or engages in fighting;
  - (iii) makes any misrepresentation with regard to any administrative process, which includes but is not limited to the following: misrepresentations regarding academic and other records, including degree and diploma certificates and other documents; misrepresentations regarding illness; misrepresentations made to persuade or attempt to persuade the University to administratively act in a way that the University would not or probably would not have acted in the absence of such misrepresentation;
  - (iv) forges a document (which includes but is not limited to generating a false document and/or presenting it as a legitimate document, changing an existing document, inter alia, by including false or misleading information, or forging another person's signature on any document);



- (v) presents a forged document, inter alia, as described in paragraph 1.1.4(d)(iv) with the aim to mislead; and/or
- (vi) plagiarises by stating, or implying, original authorship of someone else's written or creative work (words, images, ideas, opinions, discoveries, artwork, music, recordings, computer-generated work), and/or by incorporating such work or material, in whole or in part, into the student's own work without properly acknowledging or citing the source;
- (e) uses property of the University or under the University's control unlawfully or without permission, or damages such property in a manner that may give rise to liability for damages;
- (f) enters or occupies or attempts to enter or occupy any University or University-controlled premises or building or part thereof without permission;
- (g) engages in conduct that is indecent or improper on University or University-controlled premises or at a University-related function or activity at any location or in circumstances where such a student represents or is seen to represent the University, or is otherwise identified as a student of the University;
- (h) in any manner, infringes or attempts to infringe upon the freedom of movement of a student, contractor or staff member of the University or a member of the public who is present on University or University-controlled premises or at a University-related function or activity at any location or in circumstances where the student who causes such infringement represents or may be seen to represent the University;
- (i) engages in conduct that is insulting, indecent or improper towards a student, contractor or staff member of the University or a member of the public who is present on University or University-controlled premises or at a University function or activity at any location or in circumstances where the student acting in this manner represents or may be seen to represent the University;
- (j) in contravention of the provisions of South African law or a rule of the University, unlawfully possesses, distributes, buys, sells, uses, and/or is under the influence of a dependency-inducing substance (such as alcohol or drugs, including but not limited to any drug as defined in section 1 of the Drugs and Drug Trafficking Act 140 of 1992, or any Act that amends or replaces it) while present on University or University-controlled premises or at a University-related function or activity at any location or in circumstances where such a student represents or is seen to represent the University, or is otherwise identified as a student of the University;
- (k) accepts or attempts to obtain any benefit, information, or access to information in an inappropriate manner, which may place any student in an advantageous position academically in relation to other students in any manner whatsoever;
- (l) intentionally or negligently provides false or incorrect information, and such action is to the detriment or potential detriment of the University; and/or
- (m) assists or encourages another student to commit an act that constitutes misconduct.

1.2 Section A18 of the General Academic Regulations contains more information on academic misconduct and its impact and must be read together with these rules.

## **2. PROCEDURE IN CASES OF MISCONDUCT**

### **2.1 General**

- 2.1.1 In the event of an alleged transgression of these Disciplinary Rules, a charge of misconduct will be laid with the Office of the Registrar through the Legal Services Division.
- 2.1.2 If the Registrar is of the opinion that a formal charge of misconduct against a student is warranted, the Registrar may have such a charge formulated.
- 2.1.3 The Registrar is not obliged, but reserves the right to, at any time, inform the parent/s or legal guardian of a student<sup>3</sup> (notwithstanding the student having reached the legal age of majority), of any disciplinary investigation and/or proceedings conducted against the student in a manner which the Registrar deems appropriate under the circumstances.
- 2.1.4 If the student is a minor, the student's parent/s or legal guardian will be informed of the proceedings and may attend the proceedings. An agreement may be entered into with a student who is a minor, with the assistance of the parent/s or legal guardian.
- 2.1.5 The Registrar may appoint a University staff member (full-time or part-time) or a person from outside the University with appropriate legal qualifications, who may act as an initiator in proceedings before the Disciplinary Committee (Students).

### **2.2 Expedited informal procedure**

- 2.2.1 The Registrar may, in an official capacity and at own discretion, investigate a complaint, finalise the matter and impose a penalty by agreement with an alleged transgressor, in an expedited manner, or refer a charge of misconduct for investigation.
- 2.2.2 The Registrar may impose a penalty as is provided for in paragraph 3.1.2 and summarily dispose of the matter. In the event that any other penalty provided for in paragraph 3.1 is agreed upon, the agreement between the Registrar and the student must be confirmed by the Disciplinary Committee (Students).

### **2.3 Temporary suspension or removal of a student from University-controlled premises or a residence pending a disciplinary procedure**

- 2.3.1 The Registrar may, at own discretion, if there are reasonable grounds to suspect that a student has committed serious misconduct, or in any other appropriate circumstances, temporarily suspend a student from a residence or deny a student access to any or all University-controlled premises, including but not limited to lecture venues, pending the outcome of a disciplinary investigation and/or process.

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<sup>3</sup> Clarification: Despite the introduction of the Protection of Personal Information Act (and the provisions of the relevant UP policy), the Registrar has the right to inform the parents/guardian where there is a sense that the student may need emotional support and may otherwise pose a threat to their own safety.

- 2.3.2 The Registrar is entitled to act in the manner set out above if it is regarded as reasonably necessary in order to protect the interests of the student involved, other students, contractors, staff members, members of the public and/or the University.
- 2.3.3 The student is entitled to make verbal and/or written representations to the Registrar if such a student is of the opinion that the grounds referred to in paragraph 2.3.1 above do not exist or do not justify temporary suspension, or that compelling additional circumstances exist that should be taken into consideration.
- 2.3.4 The Registrar will consider the abovementioned representations in a fair and just manner, taking into account all the relevant circumstances.

## **2.4 Formal plea and penalty procedure**

- 2.4.1 In the event that a charge or charges have been formulated against a student, and the student –
- (a) freely and voluntarily admits the charge/s as formulated;
  - (b) has been given the opportunity to make representations to the Registrar or the duly appointed representative on the appropriate disciplinary measures and relevant aspects; and
  - (c) has freely and voluntarily entered into a plea and penalty agreement with the University;

the Registrar may take disciplinary steps against the student in accordance with paragraph 3.

- 2.4.2 The charge, admission of guilt and disciplinary measures imposed will be noted and recorded by the Chairperson of the Disciplinary Committee (Students), in the presence of the student, or the student and/or such a student's parent/s or legal guardian, or the student and/or such a student's qualified and practising legal representative. A judge from the Constitutional Tribunal may attend the proceedings as an observer as envisaged in paragraph 4.4.
- 2.4.3 The Chairperson of the Disciplinary Committee (Students) may, should it at any time before a student is found guilty, appear that such a student wishes to revisit the plea and penalty agreement or wishes to make further representations, refer the matter to the Registrar or the duly appointed representative, for further consideration.
- 2.4.4 The Chairperson of the Disciplinary Committee (Students) may, if appropriate, remand the matter for purposes of a formal disciplinary proceeding and/or formal submissions in mitigation and aggravation on behalf of the student and the University respectively. The matter will then be reconvened and an initiator appointed in accordance with paragraph 2.1.5.
- 2.4.5 The manner in which the plea and penalty procedures are managed or dealt with and recorded, may be adapted when circumstances require it, provided that a student is not unduly prejudiced.

## 2.5 Formal disciplinary procedure

- 2.5.1 If charges against a student have been formulated as envisaged in paragraph 2.1.2 and the student denies these charge/s, the Legal Services Division, acting on behalf of the Registrar, may convene a disciplinary investigation by the Disciplinary Committee (Students). The Committee will determine whether the student is guilty of the alleged misconduct and decide on disciplinary measures in accordance with the Disciplinary Rules.
- 2.5.2 The written charge will be compiled and delivered to the student concerned. In the document, the student will be summoned to appear before the Disciplinary Committee (Students) on a date that is to be determined in order to answer to the charge/s.
- 2.5.3 A student is entitled to be accompanied by a parent or parents or a legal guardian and/or a qualified and practising legal representative during the disciplinary proceedings. The Chairperson of the Disciplinary Committee (Students) may give permission to a third party other than the parent/s or guardian or legal representative of the student to assist the student. This third party will be allowed to provide general support to the student, but may not act as a legal representative.
- 2.5.4 Should a student decide to retain the services of a qualified and practising legal representative, these services will be retained entirely at such a student's own discretion and own expense. The name and contact details of the legal representative must be submitted to the Legal Services Division prior to the date of the disciplinary proceedings. Neither the University nor the student will, during the course of a disciplinary proceeding, have any claim against each other pertaining to the costs incurred by a party in respect of legal representation.
- 2.5.5 The procedure followed during any particular disciplinary proceeding will be determined by the Chairperson of the Disciplinary Committee (Students), taking into account the rules of fair administrative justice. The procedure includes that students –
- (a) are provided with sufficient details of the charge/s against them;
  - (b) are afforded reasonable time to prepare for proceedings;
  - (c) do not have to incriminate themselves;
  - (d) are asked whether they understand the charge/s and are requested to enter a plea of guilty or not guilty to the charge/s;
  - (e) are permitted to call witnesses to give evidence in their favour;
  - (f) are allowed to cross-examine anyone who gives evidence against them;
  - (g) are allowed to present their cases to the Disciplinary Committee (Students);
  - (h) are allowed to address the Disciplinary Committee (Students) on any relevant aspect;
  - (i) are allowed to present mitigating circumstances if found guilty of any charge/s against them;
  - (j) are entitled to be informed of any further internal processes (any possible appeal), which they may pursue and the possible consequences or results of such processes; and

- (k) are, upon submitting a request in writing, provided with written reasons for any decision made by the Disciplinary Committee (Students) within a reasonable period of time.
- 2.5.6 In turn, the University is also allowed to call witnesses and to cross-examine students' witnesses, and to present its case as well as aggravating circumstances to the Disciplinary Committee (Students).
- 2.5.7 The Disciplinary Committee (Students) will keep minutes of the proceedings or ensure that such minutes are kept in a manner that it deems appropriate.
- 2.5.8 If so requested in writing by a student who has been found guilty of any charge, the Disciplinary Committee (Students) must furnish written reasons for its decision and/or disciplinary measures imposed within a reasonable period after such a request has been made. After submission of the mentioned written reasons, the Disciplinary Committee (Students) will have fulfilled its function.

### **3. PENALTIES**

- 3.1 Upon finding a student guilty of misconduct and having heard evidence in mitigation and/or aggravation, the Chairperson may impose any one of, or a combination of penalties. The Chairperson may –
  - 3.1.1 reprimand the student;
  - 3.1.2 temporarily or permanently deprive the student of any right or privilege associated with such a student's registration at the University;
  - 3.1.3 impose a fine not exceeding the amount determined from time to time for this purpose by Council, and/or order the student to pay an amount which amounts to the actual damage caused by the student and/or to reimburse any other party for damages suffered;
  - 3.1.4 compel the student to perform community service within the University for a specified number of hours as are deemed to be reasonable given the nature and seriousness of the transgression and the evidence presented to the Committee;
  - 3.1.5 deny the student the right or privilege to register for a particular module, or revoke a credit obtained in a module;
  - 3.1.6 suspend the student's registration for a specified period;
  - 3.1.7 permanently expel a student from the University;
  - 3.1.8 deny the student the privilege of re-registering as a student at the University; and/or
  - 3.1.9 suspend the awarding of any degree, qualification and/or other award pending the finalisation of any disciplinary proceeding or the expiry of any suspended penalty, or receipt of payment, or compliance with any disciplinary measure or penalty.
- 3.2 The Chairperson may suspend any of the above penalties wholly or in part on condition that the student adheres to or complies with any measure imposed, which is designed to correct behaviour, educate students and/or act as incentive to modify behaviour.

- 3.3 If an appeal against a decision of the Disciplinary Committee (Students) is lodged in terms of paragraph 5, the Chairperson may, in appropriate circumstances, suspend any disciplinary measure imposed by the Committee pending the result of the appeal.

#### **4. DISCIPLINARY COMMITTEE (STUDENTS)**

- 4.1 The Disciplinary Committee (Students) consists of one member, namely the Chairperson, provided that an additional member may be co-opted as envisaged in paragraph 4.2. The Chairperson will be appointed from the ranks of the following categories of persons:
- 4.1.1 a University staff member (full-time or part-time) with a legal qualification;  
or
- 4.1.2 an external person with a legal qualification, appointed by the Vice-Chancellor and Principal, or the Registrar as delegated by the Vice-Chancellor and Principal, to act as the Chairperson of the disciplinary investigation.
- 4.2 The Chairperson of the Disciplinary Committee (Students) may, in cases where the subject matter is of a complicated nature and/or requires specific expertise, or where it may otherwise be desirable, co-opt a second member to the Committee for purposes of adjudication upon a specific matter. In such instances the second member of the Committee must be –
- 4.2.1 an academic staff member of the University in the case of academic matters;  
or
- 4.2.2 a staff member of the University, who may be an academic or a member of the professional or support services staff, in the case of all other matters; and should any dispute arise as to whether a staff member is an academic or a member of the professional or support services staff, the matter will be decided on by the Chairperson.
- 4.3 Staff members referred to in paragraph 4.2 will contribute their expertise as is appropriate and will be included in all deliberations of the Disciplinary Committee (Students) where the staff member's opinion will be considered, but will not have a vote with regards to the finding.
- 4.4 The Constitutional Tribunal may appoint a registered student of the University from the ranks of the serving Constitutional Tribunal Judges, as defined in the University of Pretoria Constitution for Student Governance, to act as an observer during the course of any disciplinary proceedings. Such a Constitutional Tribunal Judge must be of good academic standing and be at least at a third-year level of study. The Constitutional Tribunal Judge will make contributions to the proceedings as are appropriate and will be included in all deliberations of the Disciplinary Committee (Students), where the Constitutional Tribunal Judge's opinion will be considered, but will not have a vote with regards to the finding.
- 4.5 The Constitutional Tribunal will be allowed time to nominate or appoint a replacement for a Constitutional Tribunal Judge who cannot be present at a disciplinary proceeding, provided that the requirements of paragraph 4.4 are complied with and it does not

unnecessarily delay proceedings. Should it not be possible to appoint a replacement within five working days, the disciplinary proceeding may lawfully continue without representation from the ranks of the judges of the Constitutional Tribunal.

- 4.6 Disciplinary proceedings (which include associated appeal procedures) are of a strictly confidential nature and will be treated as such by all the parties present or otherwise involved with the relevant proceedings. This confidentiality obligation will extend to any documentation utilised or information disclosed for purposes of such proceedings. The University reserves the right to obtain a written undertaking of confidentiality from any relevant party.

## **5. APPEAL PROCEDURE**

- 5.1 A student may appeal against the finding and/or the disciplinary measures imposed by the Disciplinary Committee (Students) in accordance with the following procedure:
- 5.1.1 The student may appeal to the Disciplinary Appeal Committee of Senate against the conviction and/or the disciplinary measures imposed by the Disciplinary Committee (Students) by lodging a written Notice of Appeal with the Registrar.
- 5.1.2 The written Notice of Appeal must be lodged with the Registrar not later than 10 (ten) business days after the decision of the Disciplinary Committee (Students) has been communicated to the student. The Notice of Appeal must be accompanied by an amount not exceeding R2 000 (Two Thousand Rand) or another amount as determined by Council from time to time, which will serve as part-payment for costs related to the appeal: provided that in deserving cases the Registrar may at own discretion, decrease the amount payable or waive payment.
- 5.1.3 The grounds of appeal must be furnished in detail in the Notice of Appeal and must indicate clearly whether the appeal is lodged against the finding and penalty or only the penalty.
- 5.1.4 On receipt of the Notice of Appeal, a copy will be submitted to the Chairperson of the Disciplinary Committee (Students), whereupon the Committee will prepare a response to the grounds of the appeal within a reasonable time and submit it to the Registrar.
- 5.1.5 The Registrar or a duly appointed representative, will then arrange for the appeal to be heard as soon as possible by the Disciplinary Appeal Committee of Senate.
- 5.1.6 The Disciplinary Appeal Committee of Senate may confirm, alter or set aside the finding and is entitled to suspend, increase or reduce any penalty and/or disciplinary measure imposed. Should the Disciplinary Appeal Committee of Senate set aside the finding and/or penalty imposed by the Disciplinary Committee (Students), or reduce the disciplinary measures imposed on the student, the amount paid by the student in accordance with paragraph 5.1.2 will be refunded.

- 5.1.7 The appeal will be adjudicated on the basis of the documentation before the Disciplinary Appeal Committee of Senate and no verbal representation on behalf of the student or the University will be permitted.

## **6. DISCIPLINARY APPEAL COMMITTEE OF SENATE**

- 6.1 The Disciplinary Appeal Committee of Senate consists of:

6.1.1 the Chairperson of Senate or a duly appointed nominee, who may be a University staff member (full-time or part-time) or a person from outside the University, and who will act as Chairperson of the Committee;

and

6.1.2 one permanent academic staff member from the Faculty of Law, who must be a professor in the Faculty if the Chairperson is not academically qualified in law;

and

6.1.3 one other permanent academic staff member from any faculty within the University.

6.2 With regard to the staff members referred to in paragraphs 6.1.2 and 6.1.3 above, the proviso is that a staff member, who has served as a member of the Disciplinary Committee (Students) in respect of a certain matter, may not serve as a member of the Disciplinary Appeal Committee of Senate in respect of the same matter.

## **7. GENERAL**

7.1 If a student refuses or fails to attend a disciplinary hearing, the hearing may be continued in the absence of such a student in a manner which the Disciplinary Committee (Students) deems appropriate, taking into account all the relevant circumstances.

7.2 If the student elects to retain the services of a legal representative, it is the student's responsibility to ensure that such a representative is reasonably available and present at the proceedings. Should the matter be delayed in an unreasonable manner by a legal representative, the Chairperson may at own discretion, decide to proceed with the matter in the absence of the legal representative.

7.3 If a student's misconduct also constitutes a breach of any professional or ethical code of a profession they are preparing to enter, the University will provide this information to such profession upon request by the relevant professional body. The consent of the relevant student will be obtained in this regard. In cases where the University has a legal obligation to disclose the information, the consent of the student is not required.

7.4 In the event that a student is found guilty of a transgression of a serious nature which also constitutes a criminal offence, the University is entitled to, and in certain circumstances obliged to, in addition to any internal proceedings instituted, report the matter to the South African Police Service.



- 7.5 Any reference to the Registrar of the University in the Disciplinary Rules shall, unless specifically stipulated otherwise, include the duly appointed representative who is authorised to act as such with regard to all aspects set out in the Disciplinary Rules.
- 7.6 If the Vice-Chancellor and Principal is of the opinion that the circumstances of a specific case warrant it, the Vice-Chancellor and Principal may perform some or all of the actions performed by the Registrar in terms of the Disciplinary Rules for Students or, alternatively in accordance with section 68(3) of the Higher Education Act 101 of 1997, as amended, may delegate the authority to perform these functions to another staff member of the University.
- 7.7 Nothing in this document prohibits the Council of the University from promulgating specific disciplinary codes and procedures for regulating conduct in residences or in other units within the University where it is regarded as necessary by the Council. Such disciplinary codes and procedures, where applicable, will operate in a concurrent manner with the Disciplinary Rules for Students. They have the same status within the limited context within which they operate but do not replace the Disciplinary Rules for Students.

### **3. IMPORTANT RULES, POLICIES, PROCEDURES AND INSTRUCTIONS**

#### **3.1 Policies and other important documents**

The latest approved versions of all University policies, procedures and guidelines and other supporting documents that apply to students are available on the STUDENT POLICIES page on the student intranet under the following categories:

[Accommodation policies](#)

[Facilities management policies](#)

[IT policies](#)

[Governance and compliance policies](#)

[Research policies](#)

[Safety, Health and Environment policies](#)

[Security Services policies](#)

[Student administration policies](#)

[Student life policies](#)

[Teaching and learning policies](#)

Selected policies and other important documents are also available on the [UP POLICIES page](#) of the University website.

Please note that the latest version of any policy, regulation, rule or code will be applicable.

Questions regarding institutional policies, including how to find policies, whether a policy applies to a particular situation, or other questions can be addressed to the Manager: Information Governance at [janine.esterhuizen@up.ac.za](mailto:janine.esterhuizen@up.ac.za)

### 3.2 Information governance and privacy protection (iGaPP) awareness

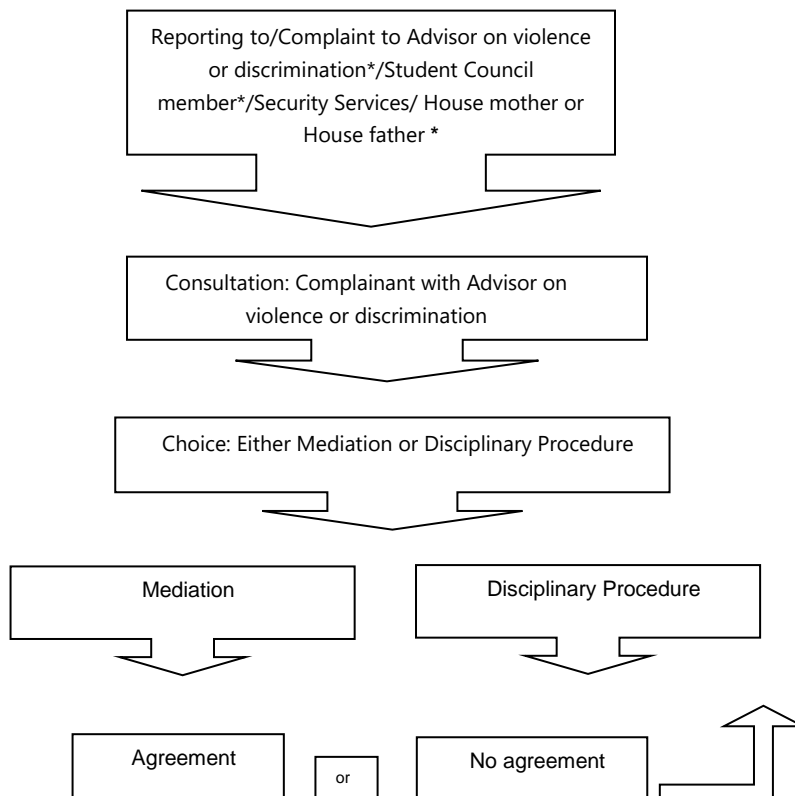
Our students are at the heart of everything we do at the University and we deal with a lot of information. The Information Governance Office is responsible for overall information governance and has established the information governance and privacy protection (iGaPP) programme. This is to ensure compliance with the University's Information Governance policies and data protection legislation such as the Protection of Personal Information Act (POPIA) and the European Union's General Data Protection Regulation.

We have created [privacy notices](#) to help students understand how we collect, use, and protect their personal information.

To learn more or if you have any questions about the iGaPP programme, please visit the [iGaPP website](#) or contact us by sending an email to [igapp@up.ac.za](mailto:igapp@up.ac.za).

### 3.3 Procedure to report cases of violence or discrimination

The procedures to be followed by a complainant in reporting cases of violence or discrimination are set out in the Anti-discrimination policy as follows:



\*Student Council member. Tel: +27 (0)12 420 6554

#### Advisors on Sexual Harassment:

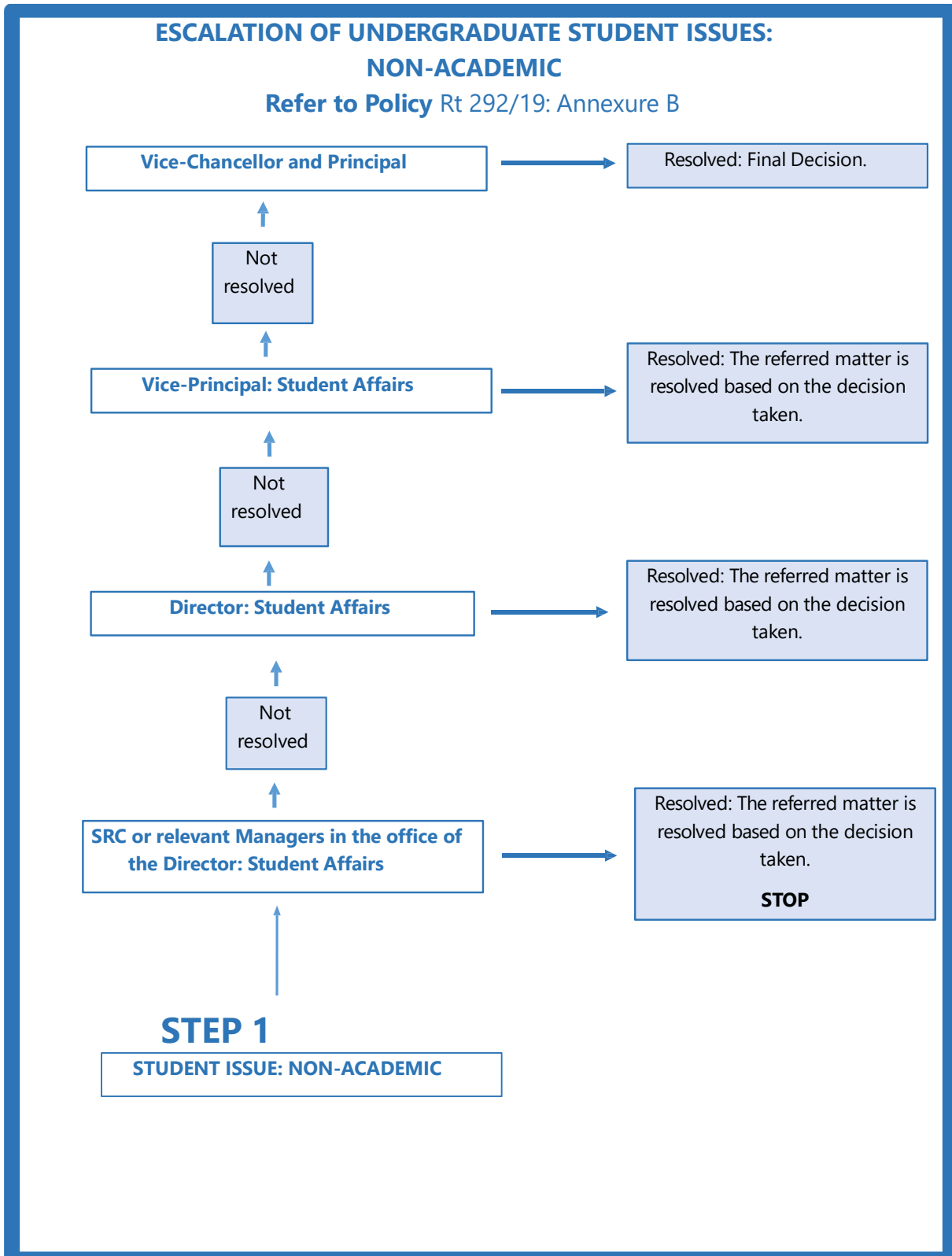
Questions and advice on sexual harassment can be addressed to advisors at: [antisexualharassment@up.ac.za](mailto:antisexualharassment@up.ac.za)

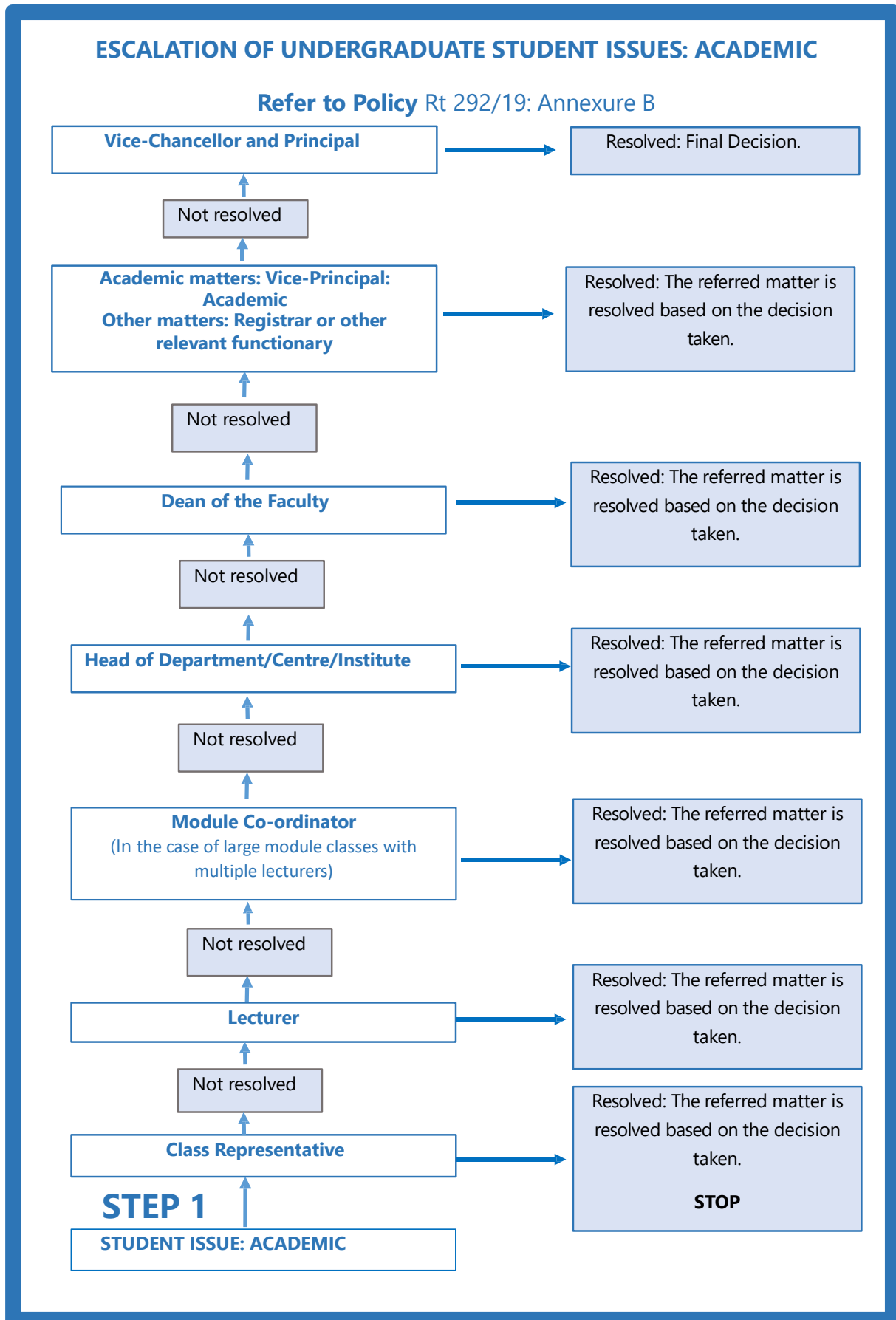
**24-hour crisis line:** Tel +27 (0)12 420 2310 or 0800 006 428 (toll free),

For psycho-social support and counselling contact the UP Counselling Careline: 0800747747

### 3.4 Escalation of Student Issues

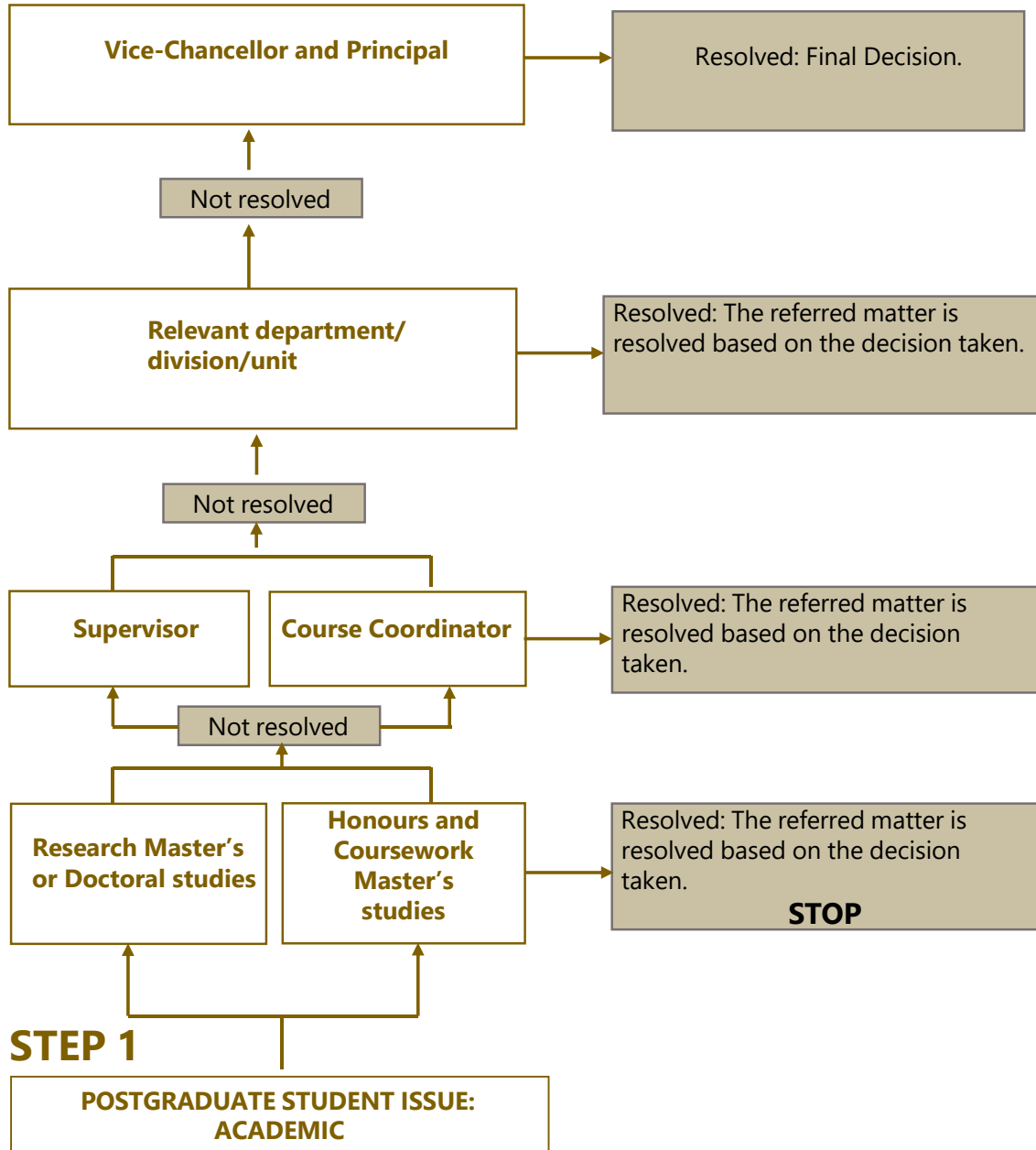
Students who encounter a difficulty or wish to raise a concern or take up an issue, should do so in accordance with the Escalation Policy. The following steps will assist undergraduate and postgraduate students when reporting academic and non-academic issues:



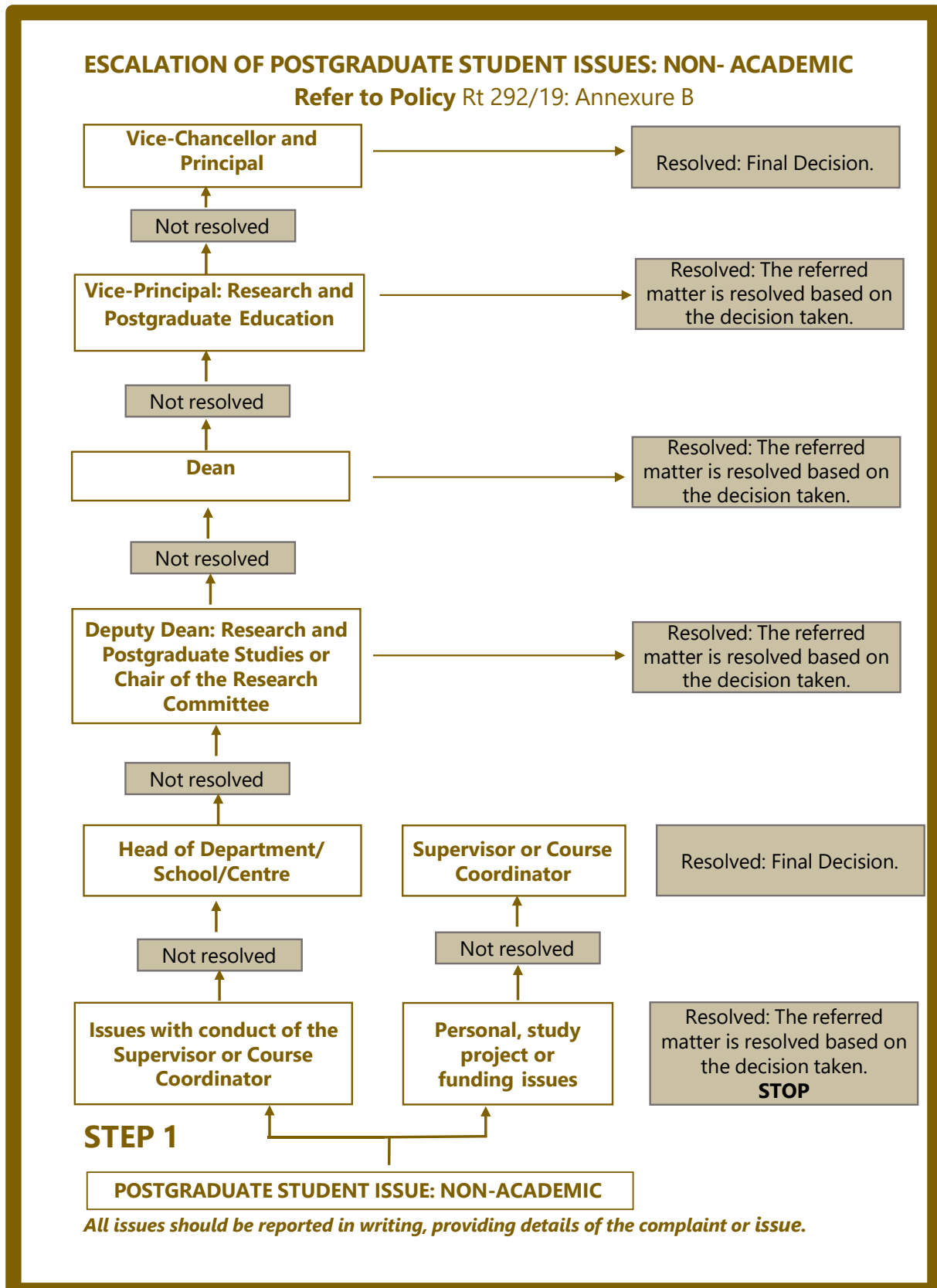


## ESCALATION OF POSTGRADUATE STUDENT ISSUES: - ACADEMIC

Refer to Policy Rt 292/19: Annexure B



*All issues should be reported in writing, providing details of the complaint or issue.*



### **3.5 Non-Compliance to Policies, Rules and Procedures**

A student's non-compliance with the rules and regulations of the University may constitute misconduct and will be dealt with in terms of the Disciplinary Rules. Whilst a disciplinary investigation against a student is in process, the student's record is flagged as such on the system. Details are provided as to who the student should contact for further information.

### **3.6 Failure to fulfil financial obligations**

A student's failure to fulfil their financial obligations towards the University does not constitute misconduct as intended in the disciplinary rules and procedures of the University. However, the University reserves the right to:

- 3.6.1 levy interest on unpaid amounts at an interest rate equal to that of the prime rate of the University's bankers as of 1 February of the year concerned, and to hold the student responsible for such amounts;
- 3.6.2 withhold a student's final marks;
- 3.6.3 refuse registration for a following term;
- 3.6.4 deny admission to examinations;
- 3.6.5 deny admission to lectures/practical sessions;
- 3.6.6 deny the student a certificate of conduct;
- 3.6.7 withhold a student's academic record;
- 3.6.8 withhold a student's degree/diploma certificate;
- 3.6.9 deny the student admission to accommodation in a residence;
- 3.6.10 deny the student access to meals in a residence;
- 3.6.11 terminate the student's accommodation in a residence;
- 3.6.12 have the debt listed with a credit bureau; and/or
- 3.6.13 hand the account over to the University of Pretoria's attorneys or debt collectors in order to collect the outstanding fees, in which case the student will be liable for the costs incurred.

**NOTE:** Non-compliance with a student's financial obligations does not deprive the student of their right to perusal of examination scripts in terms of General Academic Regulation G14.

## **SECTION B: ACADEMIC MATTERS**

Students are responsible to familiarise themselves with the General Academic Regulations and the General Student Rules as well as the relevant faculty-specific and programme-specific rules and regulations. Ignorance of these rules and regulations will not be accepted as an excuse for any transgression, or as a basis for an exception to any of the aforementioned rules and regulations.

### **1. ACADEMIC ASSESSMENT**

Students need to familiarise themselves with the General Academic Regulations applicable to examinations and related matters. Students must also take note of the relevant faculty-specific policies on examinations, as well as any examination-related information provided in the respective study guides.

#### **1.1 Modes of Assessment**

##### **1.1.1 Sit-down examinations**

A sit-down examination allows students to physically sit for an examination. Question papers are distributed and students are required to write the answers on specially supplied examination answer books. These examinations are also physically invigilated to ensure that students complete the examination with integrity.

##### **1.1.2 Online examinations**

An online examination allows for examinations to be conducted via the intranet. Students must answer questions in a pre-determined time-frame.

##### **1.1.3 Computer-based testing (CBT)**

Computer-based testing refers to the use of computers to deliver the examinations or tests as opposed to pen and paper. These tests are delivered online via the internet or by way of using a specific computer system.

#### **1.2 Registration for Examinations**

At the beginning of the year, a student indicates on their registration form in which modules they will be writing examinations. If, however, the student later decides not to write an examination in a module(s), they must inform the Faculty Student Administration office of the faculty concerned.

#### **1.3 Admission to Examinations**

1.3.1 A student is admitted to an examination in a module only if they have prepared themselves satisfactorily through the proper execution of the work, and subject to other faculty stipulations has obtained a semester/year mark of at least 40%, provided that for all first-semester modules at the 100-level a student must obtain a semester mark of at least 30%.

1.3.2 In the calculation of the year mark, performance in tests and assignments (tasks) are taken into consideration.



1.3.3 It is therefore essential that a student attends classes regularly, writes all tests and completes all work assignments. A student who, as a result of unforeseen circumstances, is prevented from attending classes, writing tests or completing assignments on time, should contact the lecturer(s) concerned without delay in order to make alternative arrangements. Neglect to do so could result in admission to the examination being denied.

1.3.4 Tests and examinations

1.3.4.1 Tests: In the event of illness, a valid and acceptable medical certificate must be submitted to the Departmental Administration concerned and arrangements must be made with the lecturer(s) concerned.

1.3.4.2 Examinations: In the event of illness, a valid and acceptable medical certificate must be submitted to the Faculty Student Administration concerned.

1.3.5 The names of students who have not been admitted to examinations are announced on ClickUP by the various departments on the last day of lecturing for the semester. Students must personally ascertain whether or not they have been admitted to an examination in a particular module.

**1.4 General instructions for sit-down and on-campus online examinations**

1.4.1 No access to the test or examination venue will be allowed without a valid student card. Students are obliged to identify themselves positively by means of a valid student card when writing a test or examination.

1.4.2 No person may purport to be a registered student and/or write a test or examination on behalf of another student.

1.4.3 No student may enter the test or examination venue later than half an hour after commencement of a test or examination session. No student may leave the test or examination venue earlier than half an hour after commencement of a test or examination session. In the case of on-campus online assessment, a student may not enter the venue after the punctual commencement of the test or examination session.

1.4.4 Students must obey all the instructions given by an invigilator immediately.

1.4.5 Students may not bring into the test or examination venue or have in their possession during any test or examination, any of the following:

- bags (satchels)
- handbags
- pencil cases or bags (unless these are transparent)
- unauthorised apparatus
- books and other study material (save in the case of open-book assessments)
- any piece of paper, no matter how small
- notes of any nature whatsoever.

Mere possession of any of the aforementioned, irrespective of whether the student acted intentionally or negligently or innocently, is regarded as a serious transgression of the rules and subsequently as serious academic misconduct.

It remains the student's responsibility to verify, prior to the commencement of a test or examination, that none of the aforementioned items are in their possession.

- 1.4.6 A student in possession of any electronic means of communication or similar devices, including but not limited to cellular phones or cellular phone watches (smart watches), or any electronic portable devices, including but not limited to laptops, tablets and/or iPads, must ensure that such electronic device is switched off and placed on the floor under their chair and out of their line of sight. These devices may remain on the student's person and may not be switched on or handled by the student at all during the test or examination session. Cellular phones may not be used as a substitute for calculators. If an on-campus online assessment is conducted on the student's own device, students are not allowed to use any additional electronic devices beyond the device on which they are taking the assessment.
- 1.4.7 Students are responsible for providing their own writing material (stationery), apparatus, electronic device and other material in accordance with the requirements and specifications or instructions set by the lecturer concerned (i.e. open book tests or examinations). If a bag is used for these items, the items must be placed in a sealable, transparent plastic bag. Exchange of such items between students will not be permitted.
- 1.4.8 It is important that the surname, full names, EMPLID, and signature of the student are provided in the relevant space on the test or examination answer script, as well as the attendance slips. If so preferred by the student, this information may be treated as confidential by folding and sealing the top portion of the examination or test answer script. The covered portion may only be opened by the examiner if the student number is incorrect or illegible. The marks for the assessment should be added to the attendance slip after the online assessment, if requested. All scripts must be completed in indelible ink. Scripts completed in pencil or erasable ink will not be marked and the writer (student) will not qualify for an additional evaluation opportunity (test/examination).
- 1.4.9 Once the invigilator has announced the commencement of the test or examination, all conversation or any other form of communication between students must cease. During the course of the test or examination, no communication of any nature whatsoever may take place between students.
- 1.4.10 No student may assist or attempt to assist another student, or obtain help, or attempt to obtain help from another student during a test or examination. In the event that the nature of the examination allows for students to engage in discussion with each other, the lecturer must state this explicitly in the instructions and the examination must be conducted in a separate examination venue, where the discussions will not disrupt other students.
- 1.4.11 Students may not act dishonestly in any way whatsoever. Dishonest conduct includes, but is not limited to:
- dishonesty with regard to any assessment, whether it be a test or an examination, or with regard to the completion and/or submission of any other academic task or assignment;
  - plagiarism (using the work of others as though it is your own without acknowledging the source);
  - the submission of work by a student with a view to assessment when the work in question is that of someone else either in full or in part, or where it is the result of collusion between the student and another person or persons. The exception is group work as determined by the lecturer concerned.
- 1.4.12 Writing on any paper other than that provided for test or examination purposes is strictly prohibited. Students may also not write on the test or examination question paper, except in the case of fill-in and multiple-choice question papers.
- 1.4.13 Rough work should be done in the test or examination answer script and then crossed out. No pages may be removed from the test or examination answer script.

- 1.4.14 Smoking is not permitted in the test or examination venue, and students will also not be permitted to leave the venue during the test or examination for this purpose.
- 1.4.15 Only in exceptional circumstances will a student be given permission to leave the test or examination venue temporarily, and then only under the supervision of an invigilator.
- 1.4.16 Students may not take used or unused answer scripts from the test or examination venue.
- 1.4.17 Immediately after the invigilator announces during a test or examination that the time has expired, students must stop writing. In the case of online assessment on campus, students are automatically stopped from working on the computer when the login time expires.
- 1.4.18 Students may bring their own watches to the test/examination venue; however, smart watches will not be allowed.

## **1.5 General instructions for off-campus online and computer-based examinations**

- 1.5.1 Only registered students will be allowed to access online assessments in the University's systems.
- 1.5.2 Students are responsible to
  - set up their own devices, internet connection and have enough data to be able to take the required off-campus online assessments;
  - familiarise themselves with the online assessment system by doing any practice assessments requested by a lecturer;
  - familiarise themselves with all communication about an online assessment sent by the lecturer;
  - consider the impact of interruption of electricity supply during an assessment and take appropriate action to find alternative electricity supply with which to complete an assessment, or alert their lecturer of their inability to complete the assessment.
- 1.5.3 If required by the lecturer, students are obliged to identify themselves positively when writing an off-campus online assessment, via systems used by the lecturer.
- 1.5.4 No person may purport to be a registered student and/or write a test or examination on behalf of another student.
- 1.5.5 The availability of the links to access off-campus online assessments will be visible to students who qualified for a particular examination. The time period for these links vary. Follow the instructions of lecturers explicitly as some may limit students' access to the test or examination after the test or examination session has commenced.
- 1.5.6 If so indicated by the lecturer in the assessment instructions, students are not allowed to use any additional electronic devices beyond the device on which they are taking the assessment. These devices include but are not limited to cellular phones or cellular phone watches (smart watches), or any electronic portable devices, including but not limited to laptops, tablets and/or iPads. Cellular phones may not be used as a substitute for calculators.
- 1.5.7 Students are responsible for providing their own writing material (stationery), apparatus, computer/mobile apps and other material in accordance with the requirements and specifications or instructions set out by the lecturer concerned.
- 1.5.8 If it is required to submit a written paper (including rough work) via the online systems, it is important that the surname, full names, EMPLID and signature of the student is provided on each page of the paper, and that the first page of the paper is scanned/photographed with the student card on top of it.
- 1.5.9 Once the time period for a particular assessment starts, and during the course of the test or examination, no communication of any nature whatsoever may take place between students.
- 1.5.10 Once a student accesses an online assessment, the student is viewed as present for that assessment.

- 1.5.11 Once a student accesses an online assessment, it is an indication that the student consents to comply with the UP integrity statement: “The University of Pretoria commits itself to producing academic work of integrity. I affirm that I am aware of and have read the Rules and Policies of the University, which prohibit any unethical, dishonest or improper conduct during tests, assignments, examinations and/or any other forms of assessment. I am aware that no student or any other person may assist or attempt to assist another student, or obtain help, or attempt to obtain help from another student or any other person during tests, assessments, assignments, examinations and/or any other forms of assessment”.
- 1.5.12 No student may assist or attempt to assist another student, or obtain help, or attempt to obtain help from another individual or resource during a test or examination. In the event that the nature of the examination allows for students to engage in discussion with each other, or to consult resources, the lecturer must state this explicitly in the instructions.
- 1.5.13 Students may not act dishonestly in any way whatsoever. Dishonest conduct includes, but is not limited to:
- dishonesty with regard to any assessment, whether it be a test or an examination, or with regard to the completion and/or submission of any other academic task or assignment;
  - plagiarism (using the work of others as though it is your own without acknowledging the source);
  - the submission of work by a student for assessment when the work in question is that of someone else either in full or in part, or where it is the result of collusion between the student and another person or persons. The exception is group work as determined by the lecturer concerned.
- 1.5.14 Students have to submit their online assessments by the due date and time of such an assessment. Lecturers may:
- (i) enforce automatic submission of online assessment at the expiration time of an assessment,
  - (ii) prevent late submission, or
  - (iii) enforce penalties for late submission. Academic departments decide on the rules/penalties that apply to students who submit their assessments late.
- Such rules should be communicated to students before an assessment takes place.
- 1.5.15 In some cases, parts of the assessment may be done sequentially using different online assessment tools. To ensure students start each section at the same time, there may be time breaks to allow students with additional time to complete the first section.
- 1.5.16 Students must submit their online submissions in the prescribed format, with the correct naming conventions indicated by the lecturer, where applicable.
- 1.5.17 It is the student’s responsibility to ensure that assessments are submitted. If no submission is received for an assessment which the student accessed, the student will not receive another opportunity to complete the assessment.
- 1.5.18 It is the student’s responsibility to ensure that the submission receipt sent from the system via email, is kept as proof of the submission. If no receipts are sent, the submission was unsuccessful and the assessment should be submitted again as soon as possible. If such a submission is not allowed by the system, the student should contact the lecturer immediately.

- 1.5.19 If students experience technical issues during an off-campus online assessment, they must inform the lecturer and relevant departments immediately of their issue(s) on the communication channel specified by the lecturer (e.g. discussion board, email etc). Relevant proof of the issue, e.g. a screen capture/video should accompany this communication. Without this proof, technical problems will be ignored as a reason for failure to complete/take an assessment.
- 1.5.20 If students experienced technical issues during the examinations, the lecturer may grant time extensions to the affected student/s to accommodate for the lost time. These time extensions will be dealt with according to the Academic Department's guidelines, taking into account the duration of an assessment, the time the technical problem occurred and other factors that were beyond the student's control.
- 1.5.21 In case of invigilated off-campus online assessments, students must strictly obey all the instructions given by an invigilator. These instructions could include, but are not limited to biometric identification, typing biometrics and a scan of the student's environment in which the assessment is taken. The lecturer and/or invigilator may indicate that the presence of any of the following is prohibited:
- bags (satchels)
  - handbags
  - pencil cases or bags
  - unauthorised apparatus
  - unauthorised additional electronic devices, which include but are not limited to cellular phones, or cellular phone watches (smart watches), or any electronic portable devices, including but not limited to laptops, tablets and/or iPads
  - books and other study material (except as indicated in paragraph 7 above)
  - any piece of paper, no matter how small
  - notes of any nature whatsoever.

Mere possession of any of the aforementioned, irrespective of whether the student acted intentionally or negligently or innocently, is regarded as a serious transgression of the rules and subsequently as serious academic misconduct.

It remains the student's responsibility to verify, prior to the commencement of a test or examination, that none of the aforementioned items are in their possession.

- 1.5.22 If an off-campus online assessment is invigilated, a student will be given permission to leave the test or examination only in exceptional circumstances.
- 1.5.23 A student must apply to write a special examination, accompanied by the required supporting documentation (i.e. a medical certificate issued by a registered medical practitioner in the case of illness). Also consult Section A21 in the G Regulations for more information on medical certificates.

**NOTE:** Students should take note that, if found guilty of academic misconduct or non-compliance with these rules, a student could, among other disciplinary measures, forfeit their credits for a module and/or be suspended from the University for a period that could range from one year to permanent suspension. Such a student's record will be blocked for the period of suspension and they will not be entitled to a certificate of good conduct from the University during this period. Students should also take note that, if found guilty of academic misconduct, it may negatively influence their admission to other universities and/or registration with professional councils.

Incidences of plagiarism or unethical behaviour can be reported by using the UP Ethics hotline: toll-free telephone number: 0800 227 007 or UP's Department of Internal Audit and Compliance Services can be contacted on [fraud@up.ac.za](mailto:fraud@up.ac.za) Incidents can also be reported to an alternative secure email address: [confidential@wisecall.eu.com](mailto:confidential@wisecall.eu.com) or a free-post address: JHZ 1815, Helderkruin, 1733. All communication is dealt with anonymously.

## **1.6 Announcement of Results**

- 1.6.1 Departments may only display results via a computer result list issued by the Head: Student Administration.
- 1.6.2 Final results can be viewed on the UP Student Portal.
- 1.6.3 The results of students who have not paid their tuition fees or are in possession of outstanding library material will be withheld unless they qualify for supplementary examinations. The results of the supplementary examinations will also be withheld until the tuition fees are paid and/or outstanding library material is returned.

## **1.7 Remarking of examination answer scripts**

(Also consult General Academic Regulation G14.)

- 1.7.1 A student must submit a written application for the remarking of an examination answer script to the Faculty Head: Student Administration within 14 calendar days after the commencement of lectures in the ensuing semester.
- 1.7.2 The mark(s) awarded after remarking of an examination answer script will be regarded as the final result(s) for the examination even though it could be lower than the original mark.
- 1.7.3 In cases where a supplementary, special or Chancellor's examination answer script is remarked, the mark awarded will be regarded as the final mark even though it could be lower than the original mark. The highest final mark that may be awarded to a student in a supplementary examination is 50%.
- 1.7.4 Students are obliged to write a special or supplementary examination while awaiting the outcome of a remark, in which awarded marks are disputed. No additional examination opportunity will be granted, should the student fail to write the special or supplementary examination.
- 1.7.5 Information regarding the fee for remarking is available from the Student Service Centre (SSC) and the fee should be paid at the SSC before the application will be considered.
- 1.7.6 Should the remarking result in a pass mark, the student concerned may be refunded the appropriate amount.
- 1.7.7 Students will not be entitled to an additional supplementary examination by virtue of marks awarded to them as a result of remarking.
- 1.7.8 Remarking results will be made known as soon as possible.

## **1.8 Conducting of examinations and tests on Saturdays**

Due to its extensive tests and examination programmes, the University is compelled to conduct some tests and examinations on Saturdays. It is therefore not practicable to accede to requests for special tests and examinations that are exclusively intended to substitute programmes scheduled for Saturdays.

## **1.9 Examinations on religious holidays**

In its calendar, the University accommodates public holidays as proclaimed by Government. Only religious holidays that correspond to any of these public holidays are accommodated in the calendar. However, the University operates as a secular institution and no one religion or belief system is favoured above the other. When students request to be absent from any examination, test, class, practical module or other academic commitment due to a religious objection, they should approach their faculty's student administration at least two weeks prior to the relevant date with a written request to be excused from such academic obligations. This request should be supported by a letter from the relevant church, congregation or religious leader that confirms that the student is an active member of that church, congregation or religious group and that the particular date needs to be sanctified based on the tenets of that religion.

The Dean (or delegated representative) will consider the possibility of allowing the student(s) to sit for an alternative examination, test, class, practical module. Where an alternative test or examination opportunity is granted, this will be the sole opportunity for the student to write in accordance with the conditions as provided in the relevant Yearbook. Also consult Section A14 in the General Academic Regulations.

## **2. GENERAL ACADEMIC MATTERS**

### **2.1 Language Policy**

The language of teaching, learning, assessment and academic administration is determined by the University's Language Policy as approved by Senate and Council. This policy can be found on the student intranet at:

<https://www1.up.ac.za/webcenter/portal/StudentIntranetTemp/topic?contentID=UPPR500899>

### **2.2 Application of amended programme regulations**

(Also consult General Academic Regulation G5.)

Students must complete their degree in accordance with the regulations which were applicable when they first registered for a specific field of study or specialisation. If students interrupt their studies for a year or more, or change to another field of study or specialisation, the regulations of the year in which studies are resumed, or in which the new field of study or specialisation is commenced, apply.

### **2.3 Registration for a particular year of study**

Consult Section A6 in the General Academic Regulations, as well as G2 for undergraduate degrees, G17 for honours degrees and postgraduate diplomas, G32 for master's degrees and G43 for doctoral degrees.

### **2.4 Recognition of modules**

Consult General Academic Regulations G8, G9, G23 and G35 for information concerning modules passed at the University and modules passed at other higher education institutions.

## 2.5 Termination of studies

A student who decides to terminate their studies during the course of the academic year, must notify the University in writing and the notification (on the official form) of the termination of studies must be submitted to the accounts consultants at the Student Service Centre. All changes of modules must be communicated in writing at the relevant student administration office. Also consult Section A6 in General Academic Regulations, as well as G32 and G45, respectively for master's and doctoral degrees.

## 2.6 Credits for modules passed by unregistered students

There are persons who attend lectures, write tests and examinations and in this manner earn "marks", but have either not registered for modules/or as students.

These marks will not be communicated to any person before they have provided proof of registration as a student in that module(s). A student cannot obtain any credits in a specific academic year for a module "passed" in this manner during a previous academic year and for which they were not registered. This arrangement applies even where the student is prepared to pay the tuition fees in respect of such modules. Also consult General Academic Regulations G2.6 and G3.3.

## 2.7 Plagiarism

Plagiarism is when you present someone else's ideas – published or unpublished – as if they were your own. Other people's ideas may be contained in written text (journal articles, textbooks, etc.), visual text (graphics, photographs, etc.), multimedia products (websites, media productions, etc.), music (compositions, lyrics, etc.), and spoken text (speeches, lectures, etc.). Plagiarism is a serious offence and a student could be charged with misconduct which could lead to suspension from the University. For further information on plagiarism visit the following website: [www.ais.up.ac.za/plagiarism/index.htm](http://www.ais.up.ac.za/plagiarism/index.htm). Also refer to Section A19 in the General Academic Regulations.

## 2.8 Agreement for postgraduate study

Also refer to G39.3 in the General Academic Regulations for master's degrees and G50.1(1.3) for doctoral degrees. An agreement between the student and the supervisor should be signed at the commencement of postgraduate study. The document serves as the basis for the interaction between the student and the supervisor. It indicates their individual roles, responsibilities and expectations and makes it clear that they are entering into a binding undertaking with each other.

## 2.9 Leave of absence

Also refer to Section A11 in General Academic Regulations, as well as G4 for undergraduate degrees, G19 for honours degrees and postgraduate diplomas, G32 for master's degrees and G44 for doctoral degrees.

If it is impossible for a registered student at the University of Pretoria to continue with their studies/research in a specific year, but they intend to continue in the subsequent year, the student must apply in writing to the dean of the relevant faculty for **leave of absence**. The application must



include: full names, student number, address, reasons and period for leave of absence, for example the whole year, first semester (January to June) or second semester (July to December), name of supervisor (where applicable), and the student's intentions for the period after their leave of absence. However, in accordance with the applicable regulations of the University of Pretoria, leave of absence is not granted for more than one year. Any outstanding fees should be paid in full upon the student's return from their leave of absence.

Students who are granted leave of absence do not have access to classes, the library or any other UP facility for the duration of the leave of absence. Where leave of absence has been granted, all courses for the period for which results have not been entered, will be removed from the student's record. For postgraduate programmes, students are liable for re-registration fees for the year for which leave of absence was granted.

## **2.10 Graduation and Certification**

Information about graduations and certification will be communicated to final-year students accordingly. More information is available at <https://www.up.ac.za/up-graduations>

## **SECTION C: GENERAL STUDENT SERVICES**

### **1. DEPARTMENT OF STUDENT AFFAIRS**

The Department of Student Affairs is located in the Student Affairs Building (opposite the clinic) on the Hatfield Campus. Here students, parents and other interested parties are welcome to make enquiries or discuss problems, whether they concern studies, accommodation, funds, social activities, personal problems or a variety of other matters.

The Director: Student Affairs has regular contact with the leaders of various religious communities who are represented on campus, and serves as a member of the respective Faculty Boards, the Senate and Institutional Forum.

The Department of Student Affairs (DSA) consists of five Units:

- Student Governance Unit
- Student Development Unit
- Student Counselling Unit
- Student Health Services Unit
- Disability Unit

#### **1.1 Student Health Services**

The Student Health Services provide essential primary healthcare services to all registered UP students on the different campuses. These services are available at the Hatfield Campus every weekday and on the other campuses it is provided by a healthcare professional, on a rotational basis.

Student Health Services on the Hatfield Campus is staffed by:

- Medical doctors
- Professional nurses
- Dieticians
- Optometrists
- HIV peer counsellors (or Befrienders, who are specially trained CSA&G volunteers)

Services are FREE to all registered students of the University of Pretoria. Additional information can be accessed at:

<https://www.up.ac.za/student-health-services/article/2645164/campus-clinic>

**Where to find Student Health Services on the various UP campuses:**

- Hatfield Campus - Student Health Services Building (directly opposite the Roosmaryn Building)
- Onderstepoort Campus - Arnold Theiler Building
- Mamelodi Campus - Education Building
- Groenkloof Campus - Letlotlo Building Level 2
- Prinshof (Medical) Campus - Tswelopelo Building

**1.2 Students with Disabilities**

The Disability Unit supports students with disabilities in partnership with departments and faculties. Parents and students are requested to communicate with the Disability Unit regarding all matters concerning students with disabilities at [du@up.ac.za](mailto:du@up.ac.za)

**2. DEPARTMENT OF ENROLMENT AND STUDENT ADMINISTRATION (DESA)**

**2.1 Student Service Centre**

The Division for Student Services is committed to client service excellence across a wide range of integrated services. They are constantly striving to support our students throughout their full academic life cycle, from prospective students to alumni. Services are provided for all the University's clients (including current and prospective students, parents, employers, alumni and staff) based on consolidating all general front office/client facing processes.

Extensive services are provided at the Student Service Centre at Hatfield (in the glass foyer under the Humanities building), but walk-in services are also available at the Groenkloof, Mamelodi, Onderstepoort and Prinshof campuses.

Services include:

- user support (voice, walk-in, email, mail, web, fax)
- residence enquiries
- user support for online applications and registrations
- payments and student accounts
- student finance and financial aid
- access cards and parking
- career services and student jobs

### **Student Service Centre contact details**

Enquiries: Tel: **+27 (0)12 420 3111**

Postal address: University of Pretoria, Private Bag X20, Hatfield, 0028, South Africa

Email: [ssc@up.ac.za](mailto:ssc@up.ac.za)

## **2.2 Career Services**

Career Services at UP provides a centre of support for UP students and graduates to assist them in preparing for their careers, because “your success matters”. Career Services is a division that is located in the Old Chemistry building on the Hatfield campus. Students are welcomed in a friendly environment where they can receive advice and assistance to plan and prepare for their careers. These services can be accessed at: <https://www.up.ac.za/career-services>

## **3. DEPARTMENT OF RESIDENCE AFFAIRS**

### **3.1 Student accommodation**

The same online application form that is used to apply for a programme, is also used as an application for residence accommodation. If you did not apply together with your study application, you may still apply on the UP Student Portal. Renewal of residence accommodation for subsequent study years is based on academic merit. You will be required to reapply for a space in the residence annually. Unfortunately, residence placement cannot be guaranteed as the demand far exceeds the places available. Admission to a programme does not also automatically ensure residence accommodation.

Students registered for Distance Education programmes are responsible for arranging their own transport, accommodation and food during contact sessions and examinations.

Placement queries may be directed to [tuksres.placement@up.ac.za](mailto:tuksres.placement@up.ac.za)

### **3.2 Rules for student accommodation**

Matters concerning University-controlled residences are described fully in the TuksRes Rules and Regulations, which is available on the University website, as well as the Department of Residence Affairs and Accommodation (90 Duxbury Road). These rules, regulations and procedures provide a framework for the management of all UP residences, undergraduate as well as postgraduate, and for maintaining discipline and order and providing a supportive, enabling and safe study and living environment. As such, they constitute the official policy of the University of Pretoria.

The rules and regulations are subject to the Statute of the University of Pretoria and supersede all internal house rules that may be introduced in any individual residence. Residence students are subject to the applicable rules and regulations pertaining to residences. Ignorance of the rules will not be considered as an excuse for any transgression. It is advised that students familiarise themselves with the content of the TuksRes Rules and Regulations. Any queries in this regard may be forwarded to [tuksres@up.ac.za](mailto:tuksres@up.ac.za).

## 4. DEPARTMENT OF FINANCE

### 4.1 Fees and Funding

Once you have been accepted to study the programme of your choice, fees are payable. There are average costs per year per programme, but in some programmes, there may be differences, depending on the costs of the individual modules that you choose. Fees refer to the total tuition costs, but remember that you will still have to add in extra costs for textbooks, essential photocopying and printing, transport, food and accommodation. You can apply for funding to help pay your fees. Funding takes the form of bursaries, scholarships and loans. There are financial aid options available through the NSFAS, in the form of a bursary which is not repayable. There are also bursaries available, which are generally given based on academic merit. Please remember to take note of the opening and closing dates to apply for each of the funding options and the dates when fees are due. Additional information can be accessed at:

Student fees: <https://www.up.ac.za/student-fees>

Student funding: <https://www.up.ac.za/student-funding>

Financial Aid: <https://www.up.ac.za/article/2894107/financial-aid>

### 4.2 Changes to regulations and fees

The University reserves the right to amend regulations and syllabi where necessary and to change module fees without prior notice.

**NOTE:** The fees advertised and thus levied in respect of a module or programme presentation represents a combination of the costs associated with the formal services rendered (for example lecturers, practicals, access to laboratories, consumables used in laboratories, etc.) as well as associated indirect overheads such as the provision of library and recreation facilities, security and cleaning services, electricity and water supply, etc. Therefore, the fees in respect of a module or programme presentation cannot simply be reconciled with the visible services that are rendered in respect of such a module or programme.

## 5. FACULTIES

### 5.1 Faculty administration

The Faculty administration office is the first port of call where prospective and registered undergraduate and postgraduate students can discuss all queries or concerns related to their studies or any other academic matters. Students are advised to consult the Infoguide for more information on where to find the respective administration offices for each faculty.

## **5.2 Prescribed books**

Lists of prescribed books will be made available in certain faculties. The respective lecturers will provide information regarding prescribed books to students at the commencement of lectures.

The complete content of each Distance Education programme is contained in the learning materials that students receive. It is not necessary to purchase any additional textbooks. Extracts from referenced textbooks are provided with the learning materials. Students also receive envelopes, assignment covers and writing pads to submit their assignments.

## **5.3 Study guides**

Study guides are provided by the respective faculties to registered students and contain information pertaining to the respective modules that students are registered for.

## **5.4 Timetables**

All registered students have to access the Student Portal to obtain their personal timetable relating to lectures, tests and examinations for the modules they have registered for.

## **5.5 Use of cellular phones and other recording devices during lectures and practicals**

Cellular phones may only be used to record lectures with the permission of the lecturer. However, in the case of students with special needs, prior arrangements should be made to obtain the necessary approval.

# **6. INFORMATION TECHNOLOGY SERVICES (ITS)**

## **6.1 The use of UP computer facilities**

The University's computer facilities are used subject to the Code of Conduct for Users of the Student Computing Environment. Conduct in contravention with the code, will be dealt with in accordance with the provisions thereof.

The Code of Conduct for Users of the Student Computing Environment can be viewed at <https://www1.up.ac.za/cs/groups/staff/@public/documents/document/mdaw/mda0/~edisp/004227.pdf>

All users of the Student Computing Lab must read and agree to the Code of Conduct prior to the use of the computer facilities. A hard copy of the Code can be obtained on request at any of the computer laboratories.

## 7. EDUCATION INNOVATION

### 7.1 Orientation

In terms of the policy determined by the University Council, no form of initiation of first-year students or any other students is permitted. A welcoming programme will be presented.

## 8. DEPARTMENT OF INSTITUTIONAL ADVANCEMENT (DIA)

### 8.1 Distribution of publications

**Internal publications:** Use of the corporate identity on all University of Pretoria publications aimed at internal and external audience should be signed off by the Director: Institutional Advancement and the Brand Specialist.

**External publications:** With the exception of publications that have been officially approved, no publications, e.g. external newspapers, pamphlets or flyers may be distributed on the campuses without the prior approval of the Director: Institutional Advancement.

## 9. DEPARTMENT OF SPORT

### 9.1 TuksSport

The Department of Sport is situated at the Hillcrest Campus. A broad variety of sports is available to students whether they are beginners, elite athletes or simply those students who are looking for something new. More than 30 clubs are available for students to choose from. Information can be accessed at <https://www.up.ac.za/tukssport>

## **SECTION D: GENERAL ACCESS, SECURITY AND TRAFFIC RULES**

### **1. DEPARTMENT OF SECURITY SERVICES**

The Department of Security Services performs according to a well-structured operational plan and with crucial strategies that are truly outcomes based, in place. It combines decades of sound experience, common sense and a true liking and respect for others, all in a day's work.

#### **Emergency telephone numbers:**

0800 00 64 28

012 420 2310/2760

#### **1.1 General access**

- 1.1.1 The University reserves the right to deny persons and organisations access to its grounds and buildings.
- 1.1.2 Admission to the premises of the University is under all circumstances subject to the Control of Access to Public Premises and Vehicles Act, Act 53 of 1985.
- 1.1.3 Persons who enter and park on the premises of the University do so at their own risk. Therefore, the University does not accept liability for any accident or damage suffered by a person as a result of the use of the grounds or buildings of the University.
- 1.1.4 The use of the grounds and buildings of the University is subject to the policy and procedural provisions determined by the University Council.
- 1.1.5 Climbing University buildings, accessing roofs of these buildings without permission or any other related unauthorised act is prohibited.
- 1.1.6 Unless the Traffic Regulations expressly determine otherwise, the traffic rules applicable to public roads contained in Art. 93(1) of the National Road Traffic Act (Act 93 of 1996), as amended, also apply to the premises of the University.

#### **1.2 The use of student cards**

Each student is responsible for the safekeeping of their student card. A student card may only be used by the registered student to whom the card was issued. A student card may not be abused and care should be taken by the card holder that the card is not used in such a way that it may pose a security risk to the University, i.e. by lending, sharing or giving it to someone else. Should a student no longer be a registered student at the University of Pretoria, the student card issued to that particular student may no longer be used for any purpose whatsoever.

#### **1.3 Occupational health and safety**

All students of the University must at all times comply with the provisions regarding occupational health and safety as set out in the Occupational Health and Safety Act, Act 85 of 1993, including all rules and work proceedings as set out by the University in the interest of health and safety.

## 1.4 Use of Municipal property

The permission of the Municipality must be obtained when municipal property is entered or the air space above Tshwane is used for the execution of any student activity.

## 1.5 Meetings, Gatherings and Demonstrations

### 1.5.1 CODE OF CONDUCT FOR MEETINGS

Note: This section must be read in conjunction with the Gathering and demonstrations policy for students, available on the University's website.

In addition, the general principles contained in the Code of Conduct for Students are also applicable.

#### A. Points of departure

The University of Pretoria is a reflection of the society it functions in and is therefore subject to the processes affecting it. These processes may cause differences of opinion and inherent tensions. In accordance with the Constitution of the Republic of South Africa, it is the University of Pretoria's mission to foster a culture of freedom of speech and free expressions of opinion on campus. This mission however, can only be brought to fruition in an environment where all parties practice this right while simultaneously accepting the accompanying responsibilities. Students have the right to express their disagreement or satisfaction with particular views or actions but on specific conditions.

The conditions include:

- a sensitivity for the rights of others;
- respect for political, cultural and religious differences;
- tolerance of opposing opinions.

Free speech should also honour individual privacy, dignity and personal choice. Commitment to this regulation implies that students accept these responsibilities and that they conform to them.

#### B. Aim

To agree on the details of a code of conduct for meetings with a view to ensuring the continued and responsible exercising of freedom of speech and expression of opinion during meetings.

#### C. Definitions

##### 1. Speakers

Persons from within or outside the University, irrespective of their political or other affiliations, who are invited to address staff members, students and the general public on University premises or to participate in any prearranged function or action.

##### 2. Convener

2.1 In the case of invitations to participate in organised student activities, irrespective of whether the meeting was scheduled in advance, the convener is the **SRC** and/or the student body which issued the invitation.

2.2 In the case of invitations to participate in meetings or programmes that do not form part of student activities, the convener is the person and/or the organisation who issued the invitation.



**3. During the proceeding of the meeting/gathering**

- 3.1 The official proceedings is the period that follows on the announcement by the chairperson or convener of the meeting of the commencement of the proceedings, or their attempt to make such an announcement, and lasts until the chairperson or convener announces that the proceedings have ended. For this purpose, the customary time allowed for questions is considered to be part of the official proceedings.
- 3.2 For the purposes of this code of conduct the concept “during the meeting” has the same meaning as “during a gathering”.

**4. Protest**

Protest as intended in paragraph E of this code of conduct for meetings and which is made in the prescribed manner during the proceedings, or at some other appropriate time, in terms of the organiser’s rules of procedure.

**5. Unauthorised protest**

Protest that does not conform to the definition and other rules of procedure contained in this code of conduct.

**6. Applicant**

A staff member or a student of the University, or an organisation affiliated with the SRC, who applies to the organisers for the protest.

**7. Students’ Representative Council (SRC)**

The Students’ Representative Council of the University of Pretoria as elected and constituted in terms of the Constitution of the SRC and the Students’ Senate.

**8. University authority**

The Rectorate or any other organ or division of the University, including, where applicable, an authorised staff member of the University.

**9. Invitations**

- 9.1 In accordance with a particular situation, all invitations to speakers are issued by the convener after consultation with the University authorities.
- 9.2 Notwithstanding any provision in this code, the Rectorate can, if it is of the opinion that a particular meeting will have a detrimental effect on or will endanger the orderly course of teaching and research and the maintenance of order and discipline, either prohibit the issuing of particular invitations or demand that they be withdrawn.

**10. Guests of the University**

For the purposes of this code of conduct speakers are considered to be guests of the University who should always be afforded courtesy and be treated in accordance with the civilised norms and the standards the University attempts to uphold.

**D. Responsibilities of conveners**

1. The convener has the following responsibilities:
- (a) The safety and wellbeing of speakers from the moment they enter the University premises until they leave the premises after their visit.

- (b) The control of admission to all meetings, adhering to the policy provisions laid down by the Council in this regard.
- (c) The provision of information to the chairperson of a meeting to familiarise themselves with their obligations in terms of this code of conduct. The chairperson or convener must inform those present adequately beforehand of the content of this code.
- (d) All reasonable measures and precautions required to ensure the orderly course of the proceedings.
- (e) The conveners may request that the Department Security Services should render support in the execution of the obligations mentioned in D.1(a), (b) and (d), provided that:
  - i. a written application for support is submitted beforehand to the Department Security Services;
  - ii. the obligations to be taken over by the Department Security Services are clearly defined and agreed upon in writing; and
  - iii. The Department Security Services is exclusively responsible for the matters taken over in terms of D.1 (e)(ii).
- (f) The conveners are responsible for collating and making available all information and confirmatory proof regarding the infringement of this code of conduct in any manner, and for submitting the details thereof to the Registrar within three days, provided that the Department Security Services bears the responsibility for the matters taken over in terms of paragraph D.1 (e)(i) – (iii). Measures taken by the conveners for the purposes of fulfilling the obligations mentioned in paragraph D.1 (a) – (e) must comply with the policy provisions laid down by the University with regard to the control of admission and the protection of University premises.

## **E. Protest and other actions**

1. Besides the protest that is permitted in terms of paragraph E.4, all other forms of protest or actions intended to disrupt a meeting, or which have that effect, are not permissible during the proceedings.
2. Subject to the provisions of paragraphs C.1.10 and E.1, it is permissible to display placards, banners and flags, carried by protestors, before or after the proceedings, provided that no placards, banners, flags or slogans may be displayed against University buildings.
3. Subject to the provisions of paragraphs C.1.10 and E.1, it is permissible to shout slogans, sing songs and to utter lyrics before or after the proceedings. (As long as the slogans shouted do not amount to hate speech).
4. It is permissible to register protest during a meeting, provided that the following condition is fulfilled in all respects:
 

Applicants must give the organisers written notice of their intention to register protest 10 working days before the commencement of a meeting. It is regarded as an essential condition of a proper notice that the written notice be accompanied by the full text of the protest note.
5. The following requirements apply to the protest note mentioned in par. E.4:
  - i. The protest note must be in the form of a press release and must be read aloud by the applicant as prescribed in paragraphs E.6 and E.7.
  - ii. The content of the protest note may not be directed at the speaker in their personal capacity.
  - iii. The applicant accepts full responsibility for the content of the protest note and the conveners give permission for its delivery at the applicant's risk.

6. It is within the sole jurisdiction of the conveners to determine the order arrangements for the meeting and everyone present is subject to these arrangements.
7. If an application to protest does not comply with all the requirements set out in paragraphs E.4, E.5 and E.9 such a protest shall be considered to be unauthorised and shall not be permitted, provided that if an application to protest does comply with the requirements, the conveners are obliged, subject to the provisions of paragraph E.8, to allow the protest during the proceedings or at some other appropriate time.
8. The maximum time that shall be allowed for protest during a meeting is five minutes, provided that if more than one applicant wants to register protest, the time can be extended to a maximum of 10 minutes and that applicants who represent groups can be given precedence.
9. In the case of protest being registered by more than one person, the conveners of the meeting can, in accordance with the particular circumstances, request the applicants to reduce their notes of protest in order that the protests may be registered and completed within the time limits.

## F. Application

The code of conduct for meetings is applicable to:

- (a) all registered students of the University; and
- (b) groups and organisations of which registered students are members or in whose activities or management registered students participate, irrespective of whether the group or organisation concerned is affiliated to the SRC.

## G. Infringements

1. Infringements of these rules constitute misconduct in terms of the student code of conduct and will be dealt with in terms of disciplinary rules.
2. If an organisation that is affiliated with the SRC infringes any of the provisions of this code of conduct in any manner, or attempts to do so, the SRC can decide to summarily terminate the affiliation of that organisation.
3. Incitement or intimidation of groups or individuals to infringe this code of conduct shall be regarded to be an infringement thereof, and such infringement shall, in accordance with the particular case, be dealt with in terms of paragraphs G.1 and 2.

### 1.5.2 CODE OF CONDUCT FOR SPORTS MEETINGS

#### 1.5.2.1 General premise

The general premise is that the behaviour of the students of the University of Pretoria shall at all times, i.e. also at any sports meeting – **including Intersports** – be such that the image and good name of the University is not prejudiced. In this regard, an intersports is not considered to be an extension of Rag, but an event in its own right with a long and proud tradition.

### 1.5.2.2 All sports meetings

- (a) A student's behaviour shall not be of such a nature that it disrupts or in any way detrimentally affects the normal course of the sports activity in question.
- (b) No spectators shall without authorisation set foot on the playing field regardless of whether the particular sports activity is in progress.
- (c) Alcohol abuse is strictly prohibited. No glass bottles and/or cans are allowed in the stadiums.
- (d) No dangerous objects or weapons as stated in paragraph 2.12 below are allowed into the stadiums.
- (e) Spectators shall subject themselves to the authority of the person appointed by the University or TuksSport to maintain order and shall abide by any reasonable arrangement made by such a person with a view to the discipline of the spectators.
- (f) Indecent behaviour and foul language are forbidden.

### 1.5.2.3 Official tours

- (a) The rules regarding official tours undertaken by students of the University of Pretoria regulate the organisation, approval and effective control of official tours, excursions or trips beyond the borders of Pretoria that are organised by the students themselves, employees of the University of Pretoria or a University organisation, and to which the name of the University of Pretoria is linked.
- (b) Official tours can be divided into three categories, namely academic tours, student tours and sports tours.
- (c) The University authorities reserve the right to take disciplinary action in terms of the rules and regulations of the University against tour chaperons and/or tour managements and/or tour members during or after a tour. (These regulations are available on request at the offices of the SRC).

## 2. GENERAL SECURITY

### 2.1 Firing of rockets and explosives

The use and/or firing of any fireworks, rockets or explosives, of whatever nature, is not only a contravention of the rules of the University, but can also constitute a criminal offence. Contraventions of this nature normally lead to the suspension of the student concerned.

### 2.2 Use of drones on University grounds

Drones are used by the University for various research, operational and maintenance surveillance activities. However, drones may not be flown or operated on or above University grounds without permission from the University.

### 2.3 Carrying and storage of firearms

While the University acknowledges the right of individuals to possess weapons for the purpose of self-defence, weapon sport or official duties (SAPS and armed private security companies), campuses were declared firearm-free zones by the Minister of Safety and Security.

No person will be allowed to bring onto campus or the premises of the University, a firearm, ammunition, explosives, explosive devices or any other dangerous or potentially dangerous weapon or object ("weapon") or be in possession or control of such a weapon or to store it on the University's premises.

Weapons will include all firearms as defined in the Firearms Control Act 60 of 2000. Dangerous weapons are defined in the Dangerous Weapons Act 15 of 2013, as any object other than a firearm, capable of causing death or of inflicting serious bodily harm, if it were used for an unlawful purpose, as well as without limitation, explosive devices and objects such as potato guns and/or paintball guns, spears, swords, knives or any object that can be utilised with the express object of threatening or hurting another person.

## **2.4 Evacuation of lecture halls/laboratories**

During the evacuation of a lecture hall/laboratory, whether during drills or in the case of real emergencies, the students in the hall/ laboratory shall be under the direct control of the lecturer concerned who shall be responsible for the orderly evacuation of the premises. The successful execution of an evacuation is dependent upon the full co-operation of everyone involved. The following suggestions are of particular importance:

- Respond immediately in the event of any alarm.
- Remain calm and do not panic.
- Move quickly but do not run.
- Do not use the lifts.
- Use the main stairs or the fire-escape to get out of the building. If the escape route is already filled with smoke, crouch as low as possible since there is more fresh air closer to the floor.
- Avoid touching electrical equipment, switches and exposed wires.

## **2.5 Pets on campus**

No pets are allowed on University grounds, with the following exceptions:

- Service dogs
- Animals that need to be on a specific campus as patients or for research

## **2.6 Smoking policy**

With a view to creating a pleasant and healthy working environment and to balancing the interests of smokers and non-smokers, the following areas are classified as non-smoking areas:

- Any area where a possible fire and/or security risk exists and which has been designated as such.
- Any premises where food is stored, manufactured, prepared, handled, sold or served.
- All indoor areas.

### 3. TRAFFIC AND PARKING REGULATIONS OF THE UNIVERSITY OF PRETORIA

#### A. Purpose

The purpose of the traffic and parking regulations of the University is to minimise traffic disturbance and accidents on its premises.

Although the University attempts to provide parking facilities for students with the funds and limited space at its disposal, the University is not obliged to provide these facilities.

Admission to the premises of the University and parking on the University premises take place at a person's own risk. Therefore, the University does not accept liability for any accident or damage suffered by a person as a result of the use of the roads or parking facilities of the University.

Unless the Traffic Regulations expressly determine otherwise, the traffic rules applicable to public roads, contained in Art. 93(1) of the National Road Traffic Act (Act 93 of 1996), as amended, also apply to roads on the premises of the University.

Traffic and parking regulations are subject to amendment or temporary suspension by the University from time to time.

Transgressors of the traffic and parking regulations are subject to the following penal clauses:

#### (a) Students

Action in terms of the Traffic and Parking Management Rules, disciplinary provisions of the University and criminal charges in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).

#### B. Definitions/abbreviations

<b>Access card</b>	An identity card issued by the University.
<b>Authorised official</b>	A traffic official or any other member of the Department of Security Services authorised to enforce access control or security on the University premises.
<b>Bicycle shed</b>	A parking area for motorcycles and bicycles and which is indicated as such by a sign board.
<b>Contractor</b>	Any person or company contracted by the University.
<b>Motor vehicle</b>	Any self-driven or semi self-driven motor vehicle.
<b>Trailer</b>	Any unpowered vehicle towed by another powered vehicle.
<b>Motorcycle</b>	Any self-driven or semi self-driven motor vehicle with two wheels with or without a sidecar.

<b>Official parking space / area</b>	A space/area intended for parking motor vehicle, motorcycles and bicycles and which is designated as such. The parking areas on the Hatfield Campus are indicated on the University map as well as on the various University premises by an H and a number. On the South Campus, these areas are indicated with an S and a number, on Groenkloof with a G and a number, on Mamelodi with a B and a number, on Onderstepoort with a V and a number, and on Prinshof Campus and Hillcrest Campus with a P and a number.
<b>Official road</b>	A gravel or tarred road established by the University on its premises for the use of motor vehicles, motorcycles and/or bicycles.
<b>Parking disc</b>	A disc issued on request by the Student Service Centre of the University to a member of staff or a student. The parking disc must be attached to the windscreen of a vehicle where it must be clearly visible. The parking disc may not be transferred to or requested on behalf of another.
<b>Parking for persons with a disability</b>	Allocations will be made in accordance with legislation.
<b>Road traffic ordinance</b>	Art. 93(1) of the National Road Traffic Act (Act 93 of 1996) which is effective in the Republic of South Africa.
<b>Road traffic sign</b>	Any parking or traffic sign, information sign, danger warning sign, road surface lines and markings, which are applicable in terms of the Road Traffic Ordinance, provided that the University can use its own measurements, distances and heights with regard to the erection of traffic signs and the marking of road surface lines and markings.
<b>Roadworthy</b>	A licensed vehicle that is roadworthy in accordance with the regulations of the Road Traffic Ordinance.
<b>Sheltered parking</b>	Any sheltered parking or any covered structure for parking of vehicles established by the University.
<b>Staff</b>	Any member of the University Council or any other person who is permanently or temporarily employed by the University.
<b>Student</b>	Any person registered at the University for full-time, part-time or after hour study.
<b>Traffic officer</b>	Any member of staff, called upon by the Director: Security Services, to enforce traffic control for the University.
<b>University</b>	The University of Pretoria.
<b>University premises</b>	Premises owned or rented by the University or premises that are in any manner subject to the control of the University.
<b>Visitor</b>	A person who is not a student, contractor or a staff member of the University.

## C. Admission to University premises

Admission to the premises of the University by motor vehicles, motorcycles, pedestrians and bicycles is under all circumstances subject to the Control of Access to Public Premises and Vehicles Act 53 of 1985, which determines among other things that an authorised officer may require a student, who desires admission to the University premises to:

- supply their name and/or address and any other relevant information;
- supply proof of identity;
- declare whether they have any dangerous object in their possession;
- declare the content of any vehicle or container of any nature in their possession or custody and to display its contents; and
- subject their person, vehicle or any items in their possession to a search by an authorised official, of the University.

If an authorised official of the University has given permission to a person(s) to enter the University, they impose certain conditions, such as:

- That the person must wear an access card or any proof of permission for the duration of their visit to or stay on the University premises;
- That they may only enter certain parts of or places on the terrain;
- That they may be prohibited from contracting with certain persons or that they may be restricted in that regard; and/or
- That the period of time that they may stay on the University premises may be restricted;
- To move or remove their motor vehicle or bicycle from the University premises at any time if it should be in the interest and security of the University premises or the people thereon.

### 1. Students

#### 1.1 Hatfield Campus

- (a) Registered post-doctoral and doctoral students qualify for full-day parking on all campuses.
- (b) Students who completed a degree at UP or another tertiary institution and are registered for postgraduate studies or another new degree qualify for parking on the Hatfield Campus from 14:00 and full-day on all other UP campuses.
- (c) Students can apply for parking discs for the Groenkloof, Prinshof, Onderstepoort and Mamelodi Campuses.
- (d) Undergraduate students are not permitted to park on the Hatfield campus prior to 16:30 on weekdays.
- (e) All registered UP students can park on the Hatfield Campus from 16:30 weekdays, as well as public holidays and weekends.

#### 1.2 Student parking facilities (Hatfield Campus)

Students' motor vehicles are restricted to the parking facilities provided for students. An authorised official may request a person who uses this parking to present their access card at any time.

H29, H30, H17, parking area corner of Hilda Street and Duxbury Road and the Engineering 3 Parkade have been allocated as student and visitor's parking. The Engineering 3 Parkade is only accessible from the entrance situated in University Road.



A park-and-ride commuter service between the Hillcrest Campus, Groenkloof Campus and Hatfield Campus is available for use by staff and students.

### **1.3 Parking on Onderstepoort, Groenkloof, Prinshof, Mamelodi and Hillcrest Campuses**

Students are issued with a parking disc on request and they obtain entry to the parking area on the basis of a parking disc and their access card. All students leaving the premises must also present their access card on request to the authorised official on duty at the gate.

## **2. Visitors**

Visitors may park only in specified visitors' parking areas and not in sheltered parking areas.

## **3. University vehicles**

University vehicles are permitted to enter or exit from University premises on the basis of the access card of the driver as issued by the Department of Facilities Management, provided the driver is authorised by the relevant head of the section/department.

Any accidents involving University vehicles must be reported to the 24-hour Operational Management Centre at Security Services (012 420 2310), transport section (012 420 2757) and to the South African Police Services (SAPS).

## **D. Traffic regulations**

1. The general speed limit on all roads on University premises is 35 km/h. However, the driver of a motor vehicle must reduce speed when required (e.g. when pedestrians are crossing or when the view is limited) to adapt to the circumstances prevailing on the premises of the University.
2. Road traffic signs must be obeyed at all times.
3. Motor vehicles (including motorcycles, scooters and mopeds) and bicycles are brought onto the University premises at the risk of the owner and subject to the Rules and Regulations of the University.
4. Motor vehicles and bicycles are permitted only on official roadways.
5. Motorcycles and bicycles may only be parked in the motorcycle and bicycle sheds or parking areas allocated and marked for that purpose.
6. University of Pretoria golf carts are subject to the same rules and regulations as other motorised vehicles.
7. These regulations apply to all University premises.

## **E. Parking regulations**

### **1. General**

- 1.1 Parking on University premises is permitted only in areas officially allocated for the parking of various types of vehicles.
- 1.2 Since parking space on the various campuses is in short supply, the allocation of parking bays is done according to zones. Staff members and students are only permitted to enter the parking zone for which the parking disc is valid.
- 1.3 Persons in possession of valid parking discs are not permitted to park in visitor's parking areas unless directed to such parking areas by an authorised official.
- 1.4 The following are considered to be parking or traffic offences and will be dealt with as set out in paragraph 6:
  - Parking on campus (except on visitors' parking bays) without a valid parking disc;
  - Parking in front of gates, in roadways or traffic lanes or places where parking is not permitted, e.g. pedestrian walkways, sidewalks or gardens;
  - Double parking;
  - Unauthorised parking in reserved parking bays and loading zones;
  - Misuse of a parking disc;
  - Parking on lawns and sport fields;
  - Parking in bays reserved for the disabled;
  - Parking a bicycle anywhere other than in a bicycle shed or a parking area allocated and marked for that purpose;
  - Not stopping at stop streets; and
  - Driving that can be considered reckless or negligent in any way.

In addition to the general provisions in paragraph 1 above, the following specific arrangements apply to the various premises. These provisions also apply after hours and during holidays.

### **2. Specific arrangements**

#### Hatfield Campus

- Students' motor vehicles are not permitted on the Hatfield Campus unless a valid parking disc is displayed. Parking is, however, permitted after 16:30 on weekdays, public holidays and weekends.
- Students may park their vehicles in the official student parking areas of the University, which are allocated as follows:
  - Corner of Burnett and Festival streets (H17)
  - Corner of Hilda Street and Duxbury Road
  - Corner of Herold Street and Lynnwood Road (H30)
  - Corner of Lunnon Road and Heroldt Street (H29)
  - Engineering 3 Parkade
- Students who park lawfully in areas along the municipal roads do so at their own risk.

- The Engineering 3 Parkade is only accessible from the entrance situated in University Road. The following rates\* apply:
- 0 – 2 hours: R5
- 2 – 4 hours: R8
- 4 – 6 hours; R10
- 6+ hours: R20
- A flat rate of R8 will apply from 18:00 to 06:00 on weekdays and weekends. This will not apply when the Parkade is being used for special events. For events at Loftus Versfeld, a flat rate of R100 will apply. The penalty for cars left in the Parkade for more than 24 hours is R250. The penalty for a lost ticket is R50.
- Parking areas H20, H18 and H31 are reserved for the cars (with valid parking discs) of students living in women's residences.
- Motorcycles may only be parked in the shed at the Humanities Building provided for that purpose.
- Bicycles are only permitted to be placed in designated bicycle stands.
- A park-and-ride commuter service is available to staff and students between the Hillcrest Campus, Groenkloof Campus and Hatfield Campus, weekdays from 06:00 to 18:00. This service is complimentary.
- A timetable and route indicator for the park-and-ride service is displayed visibly in each bus, on ClickUP and on the UP website at [www.up.ac.za](http://www.up.ac.za).

\*These amounts are subject to change.

### Prinshof Campus

- Students in the Faculty of Health Sciences are permitted to park their vehicles on the Prinshof Campus, provided that a valid parking disc is displayed in the vehicle and the student can present their student card.
- When a student leaves the premises in a motor vehicle, they must also present their student card on request to an authorised official.
- All other students are permitted into the area as visitors only.
- Parking lots P3101, P3103 and the parking area in Bophelo Road are exclusively for the use of students.
- Parking lot P3104 is demarcated for staff members and students, as indicated by the applicable signboards.
- Motorcycles and bicycles may only be parked in the sheds and other areas provided for that purpose.
- Clinical premises: no vehicles belonging to students are permitted into this area. Motorcycles and bicycles may be parked in the shed provided for students.

### Onderstepoort Campus

- Students may apply for a parking disc to obtain entry to the premises. Access to the grounds will be granted on the basis of the valid parking disc and presentation of the student's student card. All students leaving the premises must present their student cards to the guard on duty at the gate on request.

- Students may park their vehicles in the parking lot to the east of the Sir Arnold Theiler Building (V3).
- Motorcycles and bicycles may only be parked in the sheds and other areas provided for such purpose.

#### Hillcrest Campus

- Parking is restricted to the official parking areas.
- Parking on embankments and sport fields is prohibited.

#### Mamelodi Campus

All University of Pretoria traffic and parking management rules and regulations apply, with the necessary changes.

#### Residences

The parking arrangements for residents of University residences are set out in the in the residence regulations. The onus is on the student to acquaint themselves with the regulations.

#### Groenkloof Campus

- All rules and regulations pertaining to the University of Pretoria's Traffic Rules are applicable, with the necessary changes.
- Staff members are permitted to park their motorcycles in all parking sheds or other parking areas provided on University premises for the parking of motorcycles.
- Students are permitted to park their motorcycles and bicycles in sheds only and in areas specifically provided for that purpose.

#### Motorcycles:

Students are permitted to park their motorcycles in areas specifically allocated for that purpose.

#### Bicycles:

Bicycles may be parked in areas specifically allocated for that purpose.

Bicycles left at places other than those specifically provided, will be removed at the risk and cost of the owner and will be taken to the 24-hour Operational Management Centre of the Department of Security Services in the Administration Building. Offenders will be dealt with according to the disciplinary regulations of the University.

Bicycles obstructing emergency exits or bicycles locked to security gates will be removed at the cost and risk of their owners and taken to the 24-hour Operational Management Centre of the Department Security Services in the Administration Building.

Bicycles not claimed within three months will be confiscated and sold by the University.

### **3. Temporary structures**

No temporary structures serving as sheltered carports are permitted on University premises.

### **4. Visitors**

Visitors are only permitted to demarcated parking areas.

## **F. Removal of or damage to road traffic signs or markings**

The removal of or damage to road traffic signs and road markings is considered a serious offence for which no admission of guilt arrangement will be accepted. As the removal of or damage to road traffic signs may lead to serious incidents resulting in injury and even loss of life, charges will be brought against a person caught or accused of such acts, and they will have to appear in court.

## **G. Contravention of traffic and parking regulations**

### **1. Non-compliance with the traffic and parking regulations**

Non-compliance with the traffic and parking regulations of the University constitutes an offence. Offenders render themselves liable to action in terms of the disciplinary provisions of the University, as well as to criminal charges in terms of the Control of Access to Public Premises and Vehicles Act, Act 53 of 1985.

### **2. Parking or traffic offences for which fines \* (as indicated) can be imposed:**

2.1	Parking on campus without a valid parking disc:	R150
	Parking in driveways, traffic lanes in front of gates or areas where parking is not permitted such as paved areas, pedestrian walkways, sidewalks and gardens:	R180
	Double parking:	R160
	Parking in reserved areas or loading zone:	R150
	Abuse of a parking disc:	R300
	Parking on lawns or sport fields:	R180
	Parking in parking bays reserved for the disabled:	R250
	Failure to stop at stop signs:	R250
	Unauthorised removal of a wheel clamp after clamping	R150
	All offences involving golf carts	R150
	All offences involving bicycles	R150

\* These amounts are subject to change.

- 2.2 The removal of and/or damage to road traffic signs and markings are serious offences for which no admission of guilt arrangement will be accepted.
- 2.3 No submissions or appeals will be considered for offences relating to parking in parking bays reserved for the disabled.
- 2.4 Bicycles left in areas other than those specifically provided, will be removed at the risk and cost of the owners and will be taken to the Director: Security Services. Offenders will be dealt with in terms of the disciplinary regulations of the University.
- 2.5 Bicycles obstructing emergency exits or locked to security gates will be removed and taken to the Director: Security Services, at the cost and risk of their owners.
- 2.6 Bicycles so confiscated and which are not claimed within three months will be sold by the University.

## **H. Application by individuals or organisations with regard to the use of municipal property**

In the event of any road-running, treasure-hunt, bicycle race or any other proceeding that must take place on a public road or where the air space of the Metro Council will be used, prior permission must be obtained from the municipality. This includes open-air music concerts. Applications must be submitted timeously.

### **I. Procedure in the event of parking or traffic offences**

1. When the driver of a motor vehicle parks their vehicle in contravention of the University regulations, or otherwise commits a parking or traffic offence, an authorised official will hand a notification to the driver of the vehicle. If the driver is absent, the notification will be attached to the vehicle in a position where it is clearly visible.
2. The above-mentioned notification will clearly define the offence and the fine. The notification will also indicate the date by which the fine must be paid, with particulars of the place where or official to whom such payment is to be made. The notification will also indicate that the driver of the vehicle may personally submit a written request to the Director: Security Services or representative explaining:
  - (a) why they are not guilty of the offence in question; or
  - (b) reasons why the amount of the fine should be reduced.
3. The driver of the vehicle is also notified of the fact that, should they fail to react timeously to the notification, the Traffic Tribunal may impose the cost of the tracing fee as well as a fine for failing to react on the alleged offender.
4. A copy of the afore-mentioned notification is also made available to the official to whom the fine is to be paid. The official keeps a register of all parking and traffic offences with complete particulars of fines paid, representations submitted, and the outcome of such representations.
5. Representations are considered by the Director: Security Services. After considering the representations, the Director: Security Services may respond as follows:
  - (a) The person concerned is notified that a decision has been taken:
    - (i) to waive the full amount of the fine; or
    - (ii) to reduce the fine and to allow that payment of the outstanding amount be made by a fixed date; or
    - (iii) not to accept the representations and that the amount of the fine be paid in full prior to the previously fixed date.
  - (b) The person is also notified that, should they be dissatisfied with the result of the representations, the Traffic Tribunal may be requested to adjudicate the alleged offence. The person must indicate immediately whether they request such a hearing.
  - (c) Should a person request a hearing by the Traffic Tribunal, a date for the hearing is determined. The offender is given a written notice, co-signed by the Director: Security Services, or an official authorised by him, notifying them of the date, time and place of the hearing of the Traffic Tribunal. The offender is required to acknowledge receipt of the notice by signing a copy thereof.
  - (d) If a fine is not paid before the date stipulated in the notification referred to in paragraph 2 or paragraph 5(a)(iii), the Director: Security Services will notify the Traffic Tribunal accordingly.

6. Traffic Tribunal

- (a) All traffic cases referred by the Director: Security Services are tried by the Traffic Tribunal, which consists of a minimum of two members of the Faculty of Law.
- (b) The Traffic Tribunal has the power to:
  - (i) confirm or reduce the fine imposed on a person, and to stipulate that the outstanding amount be paid before a fixed date;
  - (ii) waive the payment of the fine;
  - (iii) impose a fine to the maximum, as stipulated in paragraph 7(e), for neglecting to obey an order in terms of 6(b)(i), or for neglecting to appear before the Traffic Tribunal on a day determined for the hearing, or for any action that amounts to contempt of the Traffic Tribunal;
  - (iv) charge the tracing costs as well as impose a fine for neglecting to react to the notification mentioned in paragraphs 1 to 4 (the maximum fine is stipulated in paragraph 7(e)); or
  - (v) institute legal proceedings if a person continues to contravene the traffic regulations.
- (c) Procedures in the Traffic Tribunal remain inquisitorial and rules of Law of Evidence do not apply.
- (d) Neither legal representation nor cross-examination is permitted.
- (e) The University authorities are represented by the Director: Security Services or a person assigned by him.
- (f) The Traffic Tribunal may give hearing to any witness, at the request of any person concerned.
- (g) In circumstances mentioned in paragraph 7(b), the Traffic Tribunal may conduct a hearing in the absence of the alleged offender.
- (h) All witnesses must testify under oath or must make a solemn statement to tell the truth.
- (i) The proceedings in the Traffic Tribunal are voice recorded and recordings are kept in a safe place for one year following the hearing.
- (j) The ruling of the Traffic Tribunal can be referred to the Disciplinary Committee on internal appeal within 10 days of the finding of the Traffic Tribunal, by submitting the grounds for appeal in writing to the Registrar or their designated representative.
- (k) Unless ordered otherwise by the Traffic Tribunal, for specified reasons, the session of the Traffic Tribunal takes place in public.

7. Absence

- (a) If a person requires a matter to be referred to the Traffic Tribunal, as set out in paragraph 5(c), the Director: Security Services must refer the matter to the Traffic Tribunal to grant a hearing to such a person.
- (b) The same procedure as set out in paragraph 6 applies when a person neglects to appear on the day stipulated for the hearing.

- (c) When the Traffic Tribunal imposes a fine in terms of paragraphs 5(a) and 7(a) in the absence of the offender, the Director: Security Services sends a notice to the offender, informing them:
- of the fine imposed on them in their absence, and
  - that unless they are able to provide sound reasons to the Traffic Tribunal on the day, time and place stipulated in the notice, the fine imposed will be confirmed automatically and will be dealt with as stipulated in paragraph 7(d).
- (d) Any fine imposed in terms of these rules which remains outstanding for a period of 14 days following the deadline for payment, will be charged to the University account (in the case of a student) or salary (in the case of a staff member) of the person. In the case of a student, they will not receive credit for subjects passed during that year until the account has been settled.
- (e) The amount payable in respect of parking and traffic offences and the maximum fine the Traffic Tribunal may impose in terms of these rules may not exceed the original fine.
- (f) The person in charge of the vehicle at the time of the parking or traffic offence is considered to be the driver of the vehicle, unless evidence to the contrary is provided.

#### **J. Ad hoc parking reservations**

No parking reservations will be made for individual visitors to the University. Premises will only be reserved for University activities, such as graduation ceremonies. In the case of larger events, parking and traffic control arrangements must be made at least two (2) days in advance. Additional security personnel may have to be paid overtime rates to provide parking and traffic management assistance for the event. The costs in this regard will be for the department or organisation hosting the event.



**University of Pretoria**

Private Bag X20, Hatfield 0028, South Africa

Tel +27 (0)12 420 3111

**[www.up.ac.za](http://www.up.ac.za)**



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