

# University of Pretoria Yearbook 2017

## Faculty of Humanities

### Faculty regulations and information

*The rules for degrees, diplomas and certificates published here are subject to change and may be amended prior to the commencement of the academic year.*

*The General Regulations (G. Regulations) apply to all faculties of the University of Pretoria. It is expected of each student to familiarise himself or herself well with these regulations. Ignorance concerning these regulations will not be accepted as an excuse for any transgression.*

**Also consult General Rules and Information on the Yearbook website for additional information.**

#### **1. Transfer to the Faculty of Humanities**

The closing date for application to be transferred to the Faculty of Humanities is 31 October.

##### **1.1 Internal application to transfer (from another Faculty to Humanities or from one Humanities degree to another)**

- Students who apply to transfer to the Faculty of Humanities submit an application to transfer, as well as a letter of motivation, in order to be considered for admission.
- A student applying to transfer in the following year: the Committee considers the AP score according to the Faculty requirements, as well as the student's academic performance during the preceding year (as stipulated in Faculty Regulation 3.10.1 below).
- In the case of a selection programme, the application to transfer must be submitted directly to the relevant department.
- No mid-year applications will be considered.
- Applications requiring discretionary admissions must be considered by the Faculty Admission Committee.

##### **1.2 Application to be readmitted (after academic exclusion)**

Students who apply to be readmitted after academic exclusion must submit an application online, as well as a letter of motivation and other supporting documents, in order to be considered for readmission.

- The Faculty Appeals Committee will consider the application based on overall academic performance, the student's letter of motivation and other supporting documents.
- Should the application to be readmitted be declined by the Committee, the student may request a review of the Faculty's decision by the Senate Review Committee.

In the absence of complete supporting documentation, the Committee will not be able to take a decision. It is the student's responsibility to provide all the required and relevant information. The Faculty is entitled to verify the documents or proof submitted, if necessary.

##### **1.3 Application to transfer from another university to UP**

Process to be followed as above (1.1). In the case where the credit system differs from the one used by UP, students will be considered on the following criteria:

- Must have passed 50% of the modules/subjects equivalent to 60 credits or more if they were first years and at least 80 credits if they are senior students.
- Must have passed at least 2 full subjects (or the equivalent thereof) during their last year of enrolment at

another university (2 year modules/4 semester modules/8 quarter modules).

- General Regulation G.3(4): Regulation G.3.2 applies with the necessary changes, to students from other tertiary institutions who register at the University.

## **2. Cancellation of modules**

Dates for cancellations and/or changing of modules are published annually. The dates published by the Faculty of Humanities, will be strictly adhered to.

## **3. Community engagement**

The Faculty of Humanities creates opportunities for community engagement in which students may actively participate in order to promote social responsibility.

### **Specific requirements for undergraduate programmes**

Prospective students must check which requirements apply to particular programmes and modules offered in the Humanities and other faculties. The details of the particular requirements for programmes are set out in the section on curricula.

Should a student wish to take a module offered by another faculty, he or she must determine the admission requirements for that module, as well as the subminimum required for examination papers, supplementary examinations, amount of credits etc. in the faculty concerned.

A student accepted for a bachelor's programme in the Faculty of Humanities and who does not make good progress in the first semester (at least pass the following modules: AIM 101 (6) plus 2 semester modules (24), a total of at least 30 credits), will have to complete UPO101 in the first year of study. This module must be completed before further admission will be considered. A student may be limited in the number of credits he/she is allowed to register for in the second semester.

Furthermore, at the end of a semester or a year of study, a student may be limited in the number of credits he/she is allowed to register for in the subsequent semester/year(s) of study, or the student may be transferred to the BA - Extended programme, pending the student's previous academic achievements. Please refer to Regulation 4 below.

### **1. Class attendance**

The study programmes of the Faculty of Humanities have been approved by the Department of Higher Education and Training and accredited by the Council on Higher Education. Programme managers and coordinators are thus compelled to comply with the minimum requirements set by the Department.

Since the Faculty places a high premium on the development of thinking skills and specific academic competencies, class attendance in all modules and for the full duration of a programme is compulsory for all students enrolled in degree programmes of the Faculty of Humanities.

Where the electronic media (such as clickUP) predominate in a module, it may be that class attendance is not a requirement. In these modules students are obliged to comply with all requirements as prescribed for the specific module.

Students may be refused admission to the examination in a particular module if they have failed to fulfil the published attendance requirements in that module.

At the beginning of a module, the study guide for that module will inform students about the requirements and monitoring of class attendance in that particular module.

### **2. Recognition of modules passed**

The maximum duration for the retention of credits after an interruption in studies is five (5) years. If a student wishes to continue with a specific module at a higher (second, third or fourth) year level after an interruption, he

or she will have to repeat all previous modules within that discipline passed more than five years prior to the year in which they plan to re-register.

### 3. Assessment

The regulations given below apply to the assessment of modules in the Faculty of Humanities, but departments may, in exceptional cases and in consultation with the Dean, make alternative arrangements for specific modules.

At the beginning of a module, the study guide for that module will inform students about all arrangements regarding assessment in that particular module.

#### 3.1 Examinations

- i. A minimum year/semester mark of at least 40% in a module is required for admission to the examination for that module.
- ii. In the calculation of the final mark for a module in which an examination is written, the year/semester mark will carry a weight of 50% and the examination mark a weight of 50%. The year/semester mark is calculated on the basis of at least two assessments in quarter modules, three assessments in semester modules and four assessments in year modules.
- iii. In order to pass a module, a final mark of at least 50% as well as a minimum examination mark of 40% must be obtained, except when a module is completed without a scheduled examination. Students will pass a module with distinction if a final mark of at least 75% is achieved.
- iv. A module may be completed without a scheduled examination\* provided that
  - a. the final mark is based on a student's performance in at least three assessments in quarter modules, four assessments in semester modules and five assessments in year modules;
  - b. a final mark of at least 50% is obtained; and
  - c. students are not provided with an additional opportunity for assessment.

**\*NB** In such cases the Dean's permission must be obtained beforehand.

- v. The final results for all modules will only be published after approval thereof by the external examiner/examiners/examination commission.

#### 3.2 Supplementary examinations, extraordinary examinations and aegrotats

- i. Both supplementary examinations and extraordinary examinations (including aegrotats) are written in the supplementary examination period. Extraordinary examinations (or aegrotats) have the same duration and format as the main examination for the module. The supplementary examination may differ in duration and format from the main examination.
- ii. Students who have been admitted to an extraordinary examination (or an aegrotat) will not be given the opportunity to write a supplementary examination in the module.
- iii. Students may be admitted to a supplementary examination in a module in the following cases:
  - a. if a final mark of between 40% and 49% was obtained; or
  - b. if a final mark of 50% or more was obtained, but not the required examination subminimum of 40%.
- iv. If the module, in which a final mark of between 40% and 49% has been obtained, is a first-semester module at first-year level, a supplementary examination must be granted.
- v. In the calculation of the final mark for the supplementary examination, the year/semester mark carries a weight of 50% and the supplementary examination mark a weight of 50% (ie the same as for the main examination in the module). The highest final mark that may be awarded following the supplementary

examination is 50%. Students must obtain a subminimum of at least 40% in the supplementary examination to pass the module.

- vi. In the calculation of the final mark for an extraordinary examination (or an aegrotat), the same principle applies as for the main examination in the module (ie the year/semester mark carries a weight of 50% and the examination mark a weight of 50%).
- vii. No ancillary examinations are granted in the Faculty of Humanities.
- viii. No special supplementary examination will be granted to students who could not write the scheduled supplementary examination.

Students who did not write the main examination on the scheduled day may apply for an extraordinary examination (or an aegrotat) at the Student Administration office. Lecturers are not allowed to grant students access to such examinations. Applications for these must be handed in together with a valid medical certificate and/or supporting documentation/affidavits not later than three working days after writing the main examination.

A medical certificate will not be accepted where it states that students appeared ill or declared themselves unfit to write the examination. The medical practitioner must be consulted on or before the date on which the examination was scheduled.

A medical certificate will not be accepted if it does not contain the physical address and telephone number of the doctor/medical practice as well as the practice number. In cases where a reason other than sickness is given, students must submit an affidavit that reflects the reason for their absence from the examination. It is the responsibility of students to ascertain whether their requests have been successful or not.

Students who have been granted permission to write an extraordinary examination or an aegrotat and who then fail to write the examination will not qualify for any further extraordinary or aegrotat examinations.

### **3.3 Special examinations in the Faculty of Humanities**

Students who complied with all the requirements of a degree with the exception of at most a year module, or the equivalent thereof, in which they obtained a final mark of at least 40%, may with the approval of the Dean, on recommendation of the head(s) of department, be admitted to a special examination at the beginning of January. Students who obtained a final mark of less than 40% in any of the mentioned modules will not be considered. The maximum final mark that may be awarded is 50%. Students only qualify for a special examination if they have completed the prescribed examination in their final year of study.

### **3.4 Exemption from an examination (promotion)**

No promotions are allowed in any modules in the Faculty of Humanities.

### **3.5 Requirements to pass**

Unless otherwise indicated, General Regulation G.12.2 applies.

### **3.6 Perusal of examination answer scripts**

After the main examination, departments will give students the opportunity to peruse their examination answer scripts and give feedback about the criteria used by examiners. The date/time of the perusal and the manner in which feedback is given shall be determined by the department concerned and notices will be posted in departments about when perusal will take place. Students who are unable to attend the official perusal session may apply to the department for an opportunity to see the examination answer script. No lecturer is under any obligation to grant any student such a perusal opportunity more than two weeks after the commencement of the following semester.

### **3.7 Re-marking of examination answer scripts**

Students may apply for re-marking of an examination answer script after perusal of such a script, but within 14 calendar days after commencement of lectures in the next semester. Students who wish to have their scripts re-

marked must pay the prescribed fee and submit their request to the Dean of Humanities (Student Administration office), who will inform the department concerned if a re-mark is granted. The answer script will then be re-marked by an examiner appointed by the head of the department concerned. Marks will be adjusted according to the re-marking, but no supplementary examination will be granted.

### **3.8 Release of examination marks**

Final marks will be released by the Student Administration office.

Lecturers may destroy examination answer scripts once a period of one year has passed from the date on which the examination was written.

### **3.9 Departmental test policy**

Departmental test policy will be communicated to students by means of study guides and/or departmental guidelines.

Students who do not comply with the undermentioned requirements, may be excluded from the Faculty.

### **3.10 Promotion requirements**

In the case of full-time students, a three-year degree must be completed in a maximum of five years, and a four-year degree must be completed in a maximum of six years. In the case of students who follow an approved extended study programme, a three-year degree must be completed in a maximum of six years. Unless the Faculty Board has approved other regulations for a programme:

- i. **full-time students who are registered for a three-year degree** must obtain at least 60 credits during their first year of registration and at least 80 credits during each subsequent year;
- ii. **full-time students who are registered for a four-year degree** must obtain at least 80 credits during their first year of registration and at least 85 credits during each subsequent year; and
- iii. **in the case of a three-year degree, students who follow an approved extended study programme** must obtain at least 50 credits during their first year of registration and at least 80 credits during each subsequent year.

### **3.11 Exclusion**

i. Exclusion after the first-semester examination:

- a. first-year students will be dismissed from the Faculty if they fail all modules in the first semester;
- b. senior students will be dismissed from the Faculty if they were registered at the beginning of the academic year under specific conditions after being excluded at the end of the previous year (ie registered only for the first semester, with the condition of passing all registered modules), and not fulfilling the set conditions.
- c. In the case of (a) students may appeal the decision with the Faculty Appeals Committee - should the appeal be denied, the student may request a review of the Faculty's decision by the Senate Review Committee.

ii. Exclusion after the second-semester examination: Refer to Regulation 3.10.

### **3.12 Termination of registration**

The Dean may, on the recommendation of an appropriate faculty committee, cancel the registration of a student or the registration for a module during an academic year if the student fails to comply with the minimum requirements determined by the Faculty Board with regard to tests, examinations or any other work, with the proviso that a student may request that the Dean reconsider the decision in terms of the set procedures.

### **3.13 Humanities Special**

This programme is designed for students who have completed their first degree wanting to register for non-degree purpose.

## **4. Maximum number of credits**

Any student who wishes to undertake additional credits above the 120 credits specified for the degree must seek the advice of programme coordinators and obtain their permission before being allowed to register.

If permission is granted:

- Students at first year level may take no more than 12 credits (ONE first year module) per semester (48 hours per week).
- Students at second year level may take no more than 20 credits (ONE additional 20 credit module or ONE additional 12 credit module) per semester (max. 53.3 hours per week).
- Students at third year level may take no more than 30 credits (ONE third year module or ONE second year module) per semester (max 60 hours per week).

Students who are granted permission to take additional credits must pass all courses in a semester before being given permission to take additional credits in the subsequent semester.

### **Specific regulations applicable to postgraduate qualifications**

#### **1. Academic literacy**

It could be required from new postgraduate students to provide proof of their academic literacy.

#### **2. Credit for modules**

No credit will be given for modules which form part of another degree programme where the student has already complied with the requirements of such a degree. The rule is also applicable in instances where the student is currently registered for more than one degree programme.

#### **3. Recognition of modules passed**

The maximum duration for the retention of credits after an interruption in studies is three (3) years. If a student wishes to continue his or her postgraduate studies after an interruption, he or she will have to repeat all modules passed more than three years previously.

#### **4. Renewal of registration**

##### **4.1 Honours degree**

Subject to exceptions approved by the Dean, on the recommendation of the head of the department, a student may not sit for an examination for the honours degree more than twice in the same module.

A student who is registered for an honours degree must complete his or her study, in the case of full-time students, within one year of registering for the degree and, in the case of part-time students, within two years of first registering for the degree. Under special circumstances, the Dean, on the recommendation of the head of the department, may give approval for a limited extension of this period.

##### **4.2 Master's degree**

- i. Students at the University are registered for one year of study. After a year has expired, students wishing to continue their studies at the University must renew their registration and pay such fees for renewal of registration as are prescribed by Council from time to time.
- ii. Subject to exceptions approved by the dean, on the recommendation of the head of the department, a student may not enrol for the same module for a master's degree more than once. This applies to both modules and the dissertation.
- iii. Students who are given permission by the dean, on the recommendation of the head of the department, to present themselves more than once for an examination in the same department, must pay the full fees for this examination.
- iv. Students enrolled for a master's degree must complete their studies within two years after first registering for the degree, except for programmes which requires a longer period.
- v. Renewal of registration after the two year period is permitted only under special circumstances where the



head of the department may give approval for a limited fixed extension of this period in terms of the set procedures.

### **4.3 Doctorate**

- i. Students at the University are registered for one year of study, or for a shorter period determined in general or in specific cases by Council. After a year or period of study has expired, students wishing to continue their studies at the University must renew their registration and pay such fees for renewal of registration as are prescribed by Council from time to time.
- ii. Subject to other faculty regulations, a student for a doctorate must complete his or her studies within three years after first registering for the degree. Under special circumstances, the dean, on the recommendation of the head of department or the Postgraduate Committee, may give approval for a limited fixed extension of this period.

## **5. Minimum study periods and requirements for degrees**

### **5.1 Honours degree**

- i. An honours degree is only conferred on a student, if the student has complied with the following minimum periods of study:
  - a. One academic year after the qualification has been obtained by virtue of which admission to the study has been granted;
  - b. 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 – with the proviso that in cases of exceptional merit, the University may, in agreement with the Joint Statute, shorten the minimum period of attendance.
- ii. In addition to the stipulations of G.22.1, an honours degree is only conferred on a student if the student has complied with all the requirements laid down in these faculty regulations.

### **5.2 Master's degree**

The master's degree is conferred on a student only if at least one year has expired after the qualifications by virtue of which admission to master's study has been obtained – with the proviso that the student is registered for at least 12 months for a master's degree at this University, although the Dean may approve a shorter period. A master's degree is conferred on a student only if he or she complies with all the requirements laid down in these faculty regulations.

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

- i. A coursework master's degree is conferred on a student by virtue of examinations (per module) and a mini-dissertation or other research relevant output.
- ii. Decisions on the size (number of credits) of the research component of a master's degree by coursework are made keeping in mind that the University is an internationally recognised, research intensive South African institution of higher education.
- iii. Mini-dissertations or other relevant forms of research are prepared and examined according to the instructions that are laid down in the faculty regulations.

### **5.4 Doctorate**

The doctorate is conferred on a student only if one of the following periods has expired:

- i. At least four years after complying with all the requirements for a three-year bachelor's degree.
- ii. At least three years after complying with all the requirements for a four-year bachelor's degree.

- iii. At least two years after complying with all the requirements for a bachelor's degree of five years or more.
- iv. At least two years after complying with all the requirements for a master's degree.
- v. With the exception of a shorter period that may be approved by the Dean, at least 12 months since registration for the doctorate at this University have expired.

In addition to the stipulations of the applicable G. Regulation a doctorate is conferred on a student only if he or she has complied with all the requirements laid down in faculty regulations.

## **6. Procedures with regard to registration for master's and doctoral degree programmes (by research)**

*No interruption may occur in a postgraduate student's registration for a research-orientated postgraduate study programme. Should a student interrupt his/her studies, such a student will upon re-registration be liable for the full fees applicable to the degree programme.*

Postgraduate students, who fail to renew their registration annually, are regarded as having had an interruption in their studies.

### **6.1 Students for the master's degree (by research only) must:**

Submit an approved research proposal before registration of a specific degree programme. The research proposal for the dissertation must be approved by the departmental research committee, after which it must be submitted to the Research Ethics Committee of the Faculty of Humanities for final approval before the research can be proceeded with.

### **6.2 Students for the PhD degrees must:**

- i. submit an approved research proposal before registration of a specific degree programme. The research proposal for the thesis must be approved by the departmental research committee, after which it must be submitted to the Research Ethics Committee of the Faculty of Humanities for final approval before the research can be proceeded with;
- ii. submit a thesis on the approved topic for examination;
- iii. pass an oral doctoral examination before the degree can be conferred. The doctoral examination, which can also be in the format of a defence of thesis or seminar, is done before a panel of examiners appointed by the Dean, in collaboration with the head of department, supervisor and research coordinator.

**6.3** Students enrolling for a coursework master's degree programme must, in the case of ethical implications, submit a research proposal for a mini-dissertation beforehand to the Research Ethics Committee of the Faculty of Humanities for approval before the research can be proceeded with. Also see the applicable General Regulations.

## **7. Assessment**

The regulations given below apply to the assessment of postgraduate modules for honours and master's degree programmes with coursework offered by departments in the Faculty of Humanities. Departments may, in exceptional cases and in consultation with the Dean, make alternative arrangements with regard to specific modules.

**At the beginning of a module**, students must be informed in the study guide about the arrangements regarding assessment in that particular module.

### **7.1 Examinations**

- i. A minimum progress mark of 40% is required for admission to the examination.
- ii. In the calculation of the final mark for the module in which an examination is written, the progress mark will carry a weight of a minimum of 50% and the examination a weight of a minimum of 50%. The progress mark is calculated on the basis of two assessments done during the period that the module is presented.
- iii. In order to pass a module, a final mark of at least 50% and a minimum examination mark of 40% must be



obtained, except when a module can be completed without a scheduled examination. A student will pass a module with distinction if a final mark of at least 75% is achieved.

iv. A module may be completed without a scheduled examination\* provided that:

- a. all the outcomes of the module have been evaluated by means of formative assessment;
- b. the final mark is based on the student's performance in at least three assessment opportunities;
- c. a final mark of at least 50% is obtained; and
- d. students are not provided with an additional opportunity for assessment, such as a supplementary examination or a retest.

**\*NB** The Dean's permission must be obtained beforehand in such cases.

- v. The final results for all modules will only be published after condonation of the results by the examination commission of the Faculty of Humanities. No results will be released beforehand.

## **7.2 Supplementary and extraordinary examinations (including aegrotats)**

Only where applicable.

## **7.3 Exemption from an examination (promotion)**

No promotions are allowed in any modules in the Faculty of Humanities.

**7.4** A formal examination (written or oral) is a requirement for doctoral degrees in the Faculty of Humanities unless the Dean of the Faculty gives exemption. Also see the applicable G. Regulation.

## **8. Degree with distinction**

Except where otherwise indicated for individual programmes, a student has to obtain a weighted average of at least 75% in order to pass the degree with distinction. The doctoral degree cannot be conferred with distinction.

## **9. Draft article for publication**

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 be approved by the supervisor concerned. The supervisor should then have the opportunity to take the paper through all the processes of revision and resubmission as may be necessary and/or appropriate in order to achieve publication.

A student, before or on submission of a thesis, 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 be approved by the supervisor.

The supervisor shall be responsible for ensuring that the paper is taken through all the processes of revision and resubmission, as may be necessary.

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