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# University of Pretoria Yearbook 2022

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## Faculty of Economic and Management Sciences

### Faculty regulations and information

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

*The General Academic Regulations and General Student Rules 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 of Pretoria. On registering for a programme, the student bears the responsibility of ensuring that they familiarise themselves with the General Academic Regulations applicable to their registration, as well as the relevant faculty-specific and programme-specific regulations and information as stipulated in the relevant yearbook. Ignorance concerning these regulations will not be accepted as an excuse for any transgression, or basis for an exception to any of the aforementioned regulations.*

#### **Undergraduate degree programmes**

##### **Admission to undergraduate study**

Refer to General Academic Regulations G1 to G3.

Specific admission requirements are listed under the relevant programmes in the yearbook.

The Senate may limit the number of students allowed to register for a degree programme. The Dean concerned may determine the number of students admitted taking into consideration the registration realisation rate from the students who qualify for admission.

##### **Renewal of registration**

1. Candidates for the BCom and BAdmin degrees who have not passed at least 60% of the modules enrolled for in a particular year of study at the end of an academic year, should apply for readmission to the degree programme.

Refer to General Academic Regulation G3.2 as well as the Economic and Management Sciences (EMS) Faculty website at <https://www.up.ac.za/faculty-of-economic-and-management-sciences/article/2538078/current-students>.

2. If a student passed less than the required 60% of the credits required for a particular year of study, he/she will not be readmitted to the Faculty of EMS. Such a student may, however, apply in writing to the EMS Appeals Committee to be readmitted conditionally provided he/she submits convincing documentary evidence to support the application for readmission.
3. The EMS Appeals Committee may set further conditions with regard to the student's academic progress and may also deny an application for readmission.

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

1. Permission may be granted to a student with a limited number of outstanding modules to complete one year or two semester modules on third year level at the University of South Africa (Unisa) with the proviso that the module content is similar to the module(s) offered at UP.
2. This concession can only be granted if the student failed the applicable outstanding module(s) at UP and will



- be in a position to comply with all the requirements of the degree by passing the module(s) at Unisa.
3. Such a concession will only be valid for one year. If the module(s) are not completed successfully, an extension will not be granted.
  4. A written application must be submitted to the Head: Student Administration before the closing date for module changes.

### **Application of amended programme regulations and validity of modules**

Refer to General Academic Regulation G5.

1. Subject to transitional measures approved by the Faculty, a student must complete his or her degree in accordance with the regulations that were applicable when he or she first registered for a specific field of study or specialisation.
2. If a student interrupts his or her studies or changes a field of study or specialisation, the regulations for the applicable year in which studies are resumed, or the field of study is changed, apply.
3. A student who fails to renew their registration for a degree or a module within five years of first registration for the degree will need to apply for re-registration as outlined in General Academic Regulation G3.
4. The validity of previously passed modules expires if a student fails to renew their registration for an incomplete degree within five years of first registration for the degree. Refer to General Academic Regulation G8.3.

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

Refer to General Academic Regulation G6.

### **Minimum study periods and requirements for bachelor's degrees**

Periods of attendance 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 G7.2.1 and G8.1. Refer to General Academic Regulation 8.4.

### **Transferring students from other institutions**

Refer to General Academic Regulation G9.

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

The applications of candidates who have previously been registered at another tertiary institution are considered by the Admissions Committee of the Faculty on the basis of their Grade 12 results and tertiary academic achievements. An academic record, as well as the final school-leaving results, is required for such applications. Certificate of good conduct and financial good standing?

For detailed information refer to the EMS Transfer Guide available on the EMS Faculty website.

### **Recognition of modules**

Refer to General Academic Regulations G8 and G9.

Credit for modules passed at other institutions is restricted to first-year (100-level) modules, provided that the date of the student's National Senior Certificate with admission to degree studies becomes effective before 2 April of the academic year in which such a module was completed. What about students who are allowed to complete a year or 2 semester modules on 300-level at another institution as previously proposed?

### **Requirements for admission to examinations, promotion to a subsequent year of study or in a module as well as attendance modules**

Refer to General Academic Regulations G10 – G14.



## Admission to examinations

1. A student is admitted to an examination only if the lecturer of that module in consultation with the head of the department, certifies that the student has prepared himself or herself satisfactorily by due performance in his/her work and has fulfilled the attendance requirements. Class attendance in all modules and for the full duration of all programmes is compulsory for all students. Accurate measuring of class attendance during online teaching can be a challenge.
2. A student may be refused admission to the examination or promotion to a subsequent year of study if he/she fails to fulfil the attendance requirements. Class attendance of all modules and for the full duration of all programmes is compulsory for all students. Accurate measuring of class attendance during online teaching can be a challenge.
3. In exceptional cases, where it is deemed appropriate, the dean of a faculty may excuse a student from attending all or part of a module.
4. The minimum semester mark that is required for a student to be admitted to an examination in a first-semester module on 100-level is 30%, and the semester/year mark for admission to an examination in all other modules is 40%.
5. The examinations for first-semester modules take place in July, while all other examinations (second-semester modules and year modules) take place in November/December. Refer to General Academic Regulation G12.

## Year, semester and quarter marks and repeating of modules.

Refer to General Academic Regulation G11.

### Repeating of modules

Passed modules may only be repeated once under the Commerce Special Programme. Refer to General Academic Regulation G11.2.2.

### Assessment

Refer to General Academic Regulation G12.

#### Pass requirements

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

#### Perusal and remarking of examination scripts

Refer to General Academic Regulation G14.

After an examination, departments give feedback to students about the framework that was used by the examiners during the examination. The way in which feedback is given, is determined by the heads of department. Students may apply for the remarking of an examination paper after perusal and within 14 calendar days of commencement of lectures in the next semester. The prescribed fee has to be paid. The paper will then be remarked by an examiner appointed by the head of the department.

## Supplementary examinations

Refer to General Academic Regulation G12.3.

1. Supplementary examinations in first-semester modules take place after the July examinations, while those in second-semester and year modules take place after the November/December examinations.
2. A student may be admitted to a supplementary examination in a module, in cases where
  - i. a final mark of between 40% and 49% has been obtained, or
  - ii. a pass mark has been obtained, but the required subminimum in the examination section of the module or divisions thereof has not been obtained.



3. If the module, in which a final mark of between 40% and 49% has been obtained, is a first-semester module at 100-level, a supplementary examination must be granted. For all other modules, the Department has the discretion to allow a student to write a supplementary examination.
4. To pass a supplementary examination, a student must obtain a final mark of 50% – the semester or year mark is not taken into consideration.
5. The highest final percentage a student can obtain in a supplementary examination is 50%.
6. Special supplementary examinations are not arranged for students who are unable to write the examination for whatever reason, at the scheduled times.
7. Supplementary examinations cover the same subject matter as was the case for the examinations.

### **Special examinations**

Refer to General Academic Regulation G12.4.

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

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. The special examination due to illness or other qualifying circumstances will be conducted during the official scheduled supplementary examination period as determined by the University and will be the only alternative opportunity for the student to write. Additional supplementary examinations will therefore not be available.

An application for a special examination due to religious objections must be accompanied by supporting documentation in the form of 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 date needs to be sanctified based on the tenets of that religion. The application must be submitted to Student Administration at least two weeks prior to the relevant date with a written request to be excused from such academic obligations.

The special examination due to religious objections will be conducted during the official scheduled supplementary examination period as determined by the University and will be the only alternative opportunity for the student to write. Additional supplementary examinations will therefore not be available.

### **Chancellor's examinations**

Refer to General Academic Regulation G12.5.

1. A student registered for a BCom or BAdmin degree programme and who complies with all the requirements of the degree, with the exception of a limited number of modules, or the equivalent thereof, may be admitted to the Chancellor's examination for the module(s) concerned at the end of the following semester or earlier. Refer to the EMS Special Examination Rules for Undergraduate degrees at: <https://www.up.ac.za/faculty-of-economic-and-management-sciences/article/2538078/current-students>.
2. A student only qualifies for the Chancellor's examination if he/she was admitted to and sat for the prescribed examination in the final (preceding) examination period.
3. If the Chancellor's examination is conducted before 31 January, such a student must not register again for the module/s concerned and the examination is treated as a supplementary examination.



4. If the Chancellor's examination is conducted after 31 January, the student must register again for the module/s concerned and a semester mark, examination mark and final mark must be obtained in an appropriate manner. In such a case, the result of the examination will not be taken into consideration with a view to the graduation ceremonies in March/April.
5. All the regulations applicable to a supplementary examination, also apply to the Chancellor's examination. Refer to General Academic Regulation G12.3.

### **Degree conferred with distinction**

Refer to General Academic Regulation G15.3.

1. A degree may be awarded with distinction provided the candidate meets the following criteria:
  - i. Completes the degree within three years;
  - ii. Obtains a Cumulative Grade Point Average (CGPA) of 75%;
  - iii. Repeated passed modules will not be considered. The initial pass mark of module will be used when calculating the GPA.
2. A degree will only be awarded with distinction to transferees from other degrees in the Faculty of EMS, other faculties and from other universities who still complete their bachelor degrees within three years (including the years registered for the other degree and credits transferred and recognised with the exception of a student who was registered at another faculty/university for a maximum of one year and obtained a GPA of at least 85% per year for the BCom degree and a CGPA of at least 85%; and
3. The GPA will not be rounded up to a whole number.

### **General**

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

### **Postgraduate degree programmes**

Refer to General Academic Regulations G16 to G55.

### **General selection principles for postgraduate study**

1. In the Faculty of EMS, all postgraduate applicants are subject to a selection process which differs from department to department and will be published in the departmental brochures and on the departmental webpages.
2. The selection of students is based on the content of and performance in the prior degree, bridging arrangements (where required), academic merit, prior work experience and research ability (For more detail, please refer to the departmental postgraduate selection criteria on the departmental website).
3. The HOD in consultation with the departmental Postgraduate Selection Committee reserves the right to request students to write an admission examination or to prescribe additional admission requirements or additional modules when deemed necessary (For more detail, please refer to the departmental postgraduate selection criteria).
4. The admission of students to a qualification is subject to available supervisory capacity in the field of specialisation in the relevant department and the department has the right to limit the number of students per year. The maximum number of students to be admitted per year will be published on the departmental website.
5. Research proposals for master's and doctoral applicants should be in line with the research focus of the Department which is published on the departmental website.
6. Only applicants who comply with the requirements set out in this document will be considered for selection. However, the attainment of these requirements does not guarantee admission to a programme as only a limited number of students can be accommodated.



7. Consideration will be given to the diversity of students in accordance with the University admission strategy.
8. Incomplete applications and applications that are received after the closing date will not be considered for selection.
9. Any false information provided by a student in his/her application will result in the elimination of the application.
10. Selected applicants must- return the acceptance form and pay the prescribed deposit, within 30 days from receiving the letter of admission. Applicants who comply with the minimum requirements but are not selected, will be placed on a waiting list and will be considered for admission when space becomes available.
11. A dean may, on the recommendation of the Faculty Postgraduate Committee, cancel the registration of a student if the student fails to comply with the minimum requirements determined by the faculty board – on condition that a student may request that the dean reconsider the decision in terms of the set procedures. The general rule is that a doctoral student must complete his or her studies within three years, with a possible limited fixed extension, after first registering for the degree.

### **Renewal of registration**

Refer to General Academic Regulations G18, G32 and G44.

Students of the University are registered for one year of study, or for a shorter period determined in general or in specific cases by the Council. After a year or period of study has expired, students wishing to continue their studies at the University must renew their registration and pay such fees for renewal of registration as are prescribed by the Council from time to time.

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

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

### **Recognition of modules passed at this university**

If a student wishes to continue his/her study after an interruption, the Dean, on the recommendation of the head of the department may require that such a student repeat certain modules already passed or that supplementary work in these modules be undertaken with a view to the continuation of his/her studies. Refer to G23 and G35.

Periods of attendance and credits for modules which a student obtained at the University and which did not form part of the requirements of a degree already conferred on a student, may be accepted by the Dean in consultation with the head of the department concerned, for an honours degree, provided that the student complies with the stipulations in G23.

### **Submission dates for examination purposes**

The electronic copy of a dissertation/thesis must be submitted to the Head: Student Administration accompanied by all the relevant documents, before or on 31 August for the Autumn graduation series and before or on 31 March for the Spring graduation series. Failure to comply with these closing dates may result in the process not being successfully completed before the cut-off date for the next graduation series.

### **Degree with distinction**

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

Honours degree/Postgraduate Diploma

- Obtain a Grade Point Average of at least 75% including at least 75% for the research component in the case of an Honours degree.





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- Complete the degree/diploma within the minimum prescribed period.
  - Only the final mark of the first attempt to pass the modules or dissertation will be considered.
  - The GPA will not be rounded up to a whole number.

### **Master's degree**

- Obtain a Cumulative Grade Point Average (CGPA) of at least 75% as well as at least 75% for the mini-dissertation in the case of a coursework Master's degree or 75% for a research Master's degree.
- Complete the degree within a maximum period of two years.
- Only the final mark of the first attempt to pass the modules or dissertation will be considered.
- The CGPA will not be rounded up to a whole number.

### **General**

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