

# University of Pretoria Yearbook 2024

## Faculty of Education

### Faculty regulations and information

*The regulations and rules 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.*

#### 1. Selection

A selection procedure takes place prior to admission to:

- selected undergraduate programmes;
- all Postgraduate Certificate in Education programmes (PGCE); and
- all honours, master's and doctoral programmes.

#### 2. Leave of Absence

Students who are unable to participate in teaching and learning activities due to compelling reasons such as medical or extensive participation in national sport or students who do not meet scheduled assessment requirements in modules will be advised to apply for a leave of absence for at least one semester, if it proves to be impossible to accommodate the student with reasonable alternative participation and assessment opportunities.

#### 3. Assessment

**Refer to General Academic Regulation G12**

#### G3.1 Examination admission and pass requirements

A subminimum of 40% is required for the year and/or semester mark for admission to the examination in each module. A student who obtains a final mark of 40 – 49% in a module qualifies for a supplementary examination. If a pass mark has been obtained in a module, but the required sub-minimum of 40% has not been obtained in the examination, the student will have to write a supplementary examination. A final mark of at least 50% is required to pass a module.

#### 3.2 Examination periods

The examinations for first semester modules take place in May/June, while all other examinations (second semester and year modules) take place in October/November.

#### 3.3 Special Examinations

Students, who do not write their examinations on the scheduled day, may apply for a special examination at the Student Administration Offices. Lecturers are not allowed to grant any permission for this category of

examination. It is the responsibility of the student to ascertain whether their request has been successful. If permission has been granted, the student must write the special examination during the supplementary examination. Such a student will not qualify for a further supplementary examination.

Application for the above examination must be handed in at the Student Administration Offices together with a valid medical certificate not later than three working days after the module should have been written.

A student who has been granted permission to write a special examination and who then fails to write the examination will not qualify to submit any such application at a later stage.

Africa. 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. 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.

### **3.4 Perusal and remarking of examination papers**

After an examination, departments provide an opportunity for students to peruse their examination script to obtain feedback about the assessment framework that was used by the examiners during the examination. The way in which feedback is given is determined by the departmental heads. A student may, after having perused their examination paper, apply for remarking of the examination paper within 14 calendar days after commencement of lectures in the next semester. The prescribed fee has to be paid and the script will then be remarked by an external examiner appointed by the relevant head of department. In the case of online assessments, students must be given access to the online assessment for purposes of perusal. Perusal and remarking of scripts is only available in the case of a traditional sit-down examination or a final assessment opportunity.

### **3.5 Supplementary examinations**

- i. Supplementary examinations in first semester modules take place after the May/June examinations, while those in second semester and year modules take place after the October/November examinations.
- ii. Subject to other faculty regulations, a student may be admitted to a supplementary examination in a module, in cases where:
  - a final mark between 40% and 49% has been obtained; or
  - a pass mark has been obtained, but the required subminimum in the examination section of the module or divisions thereof has not been obtained.
- iii. Subject to other faculty regulations, a student must obtain a final mark of at least 50% in order to pass a supplementary examination. The semester or year mark is not taken into account and the supplementary mark is the final mark.
- iv. The highest final mark that may be awarded to a student in a supplementary examination is 50%.
- v. Special supplementary examinations are not arranged for students who are unable to write the examination at the times scheduled for supplementary examinations.
- vi. Supplementary examinations are not awarded in the case of modules where continuous assessment is used and where there is no final summative examination, provided that the continuous assessment consists of at least four formative assessment opportunities for modules that are more than 6 credits and three for modules that are 6 credits and less.

#### **4. Requirements for Promotion to the next year of study**

##### **Also refer to General Academic Regulation G10**

i. Re-registration is permitted only:

- in the case of full-time students, if the student has passed at least the equivalent of 66% of the total credits required for the programme up to the year level for which the student is registered., with the proviso that faculty boards may stipulate other requirements for progress that students must comply with in order to be readmitted.
- in the case of full-time students, if the student completes the degree for which he or she is still registered within the prescribed minimum period plus one year: with the proviso that faculty boards may stipulate other requirements for progress that students must comply with in order to be readmitted.
- Students can be promoted to the fourth year of study only (i) if they have a maximum of three modules outstanding of the first three years of study , and (ii) the outstanding modules do not clash with their WIL placements.
- ii. A student who does not comply with the requirements in (i) and who seeks readmission to the faculty may submit a written request to the Dean that his or her application for readmission to the faculty be (ii)considered in terms of the Faculty Appeals process.
- iii. These requirements are mutatis mutandis applicable to students from other tertiary institutions who register at the University.
- iv. Module-specific promotion requirements
  - i. Students who have reached the required standard in a module may be promoted in selected year- or semester modules where promotion is applicable, subject to other Faculty regulations, to a next level or semester in a module without writing the prescribed examination in that module.
  - ii. Students have reached the required standard in selected modules if they have attained a year or semester mark of at least 70% in the particular module.

#### **Responsible and ethical research**

All research projects in the Faculty of Education are subject to prior approval and clearance from the Research Ethics Committee which implements the University of Pretoria's regulations for responsible and ethical research. All researchers (staff and students) of the University of Pretoria have to familiarise themselves with the Ethics Committee's guidelines which are available at the following link: <https://www.up.ac.za/faculty-of-education/article/30611/research-ethics>

#### **Regulations and information for Distance Education programmes**

##### **1. Registration for a particular year of study**

On successful application a student will be registered for the complete programme.

##### **2. Registration for examination**

A student registers for a programme before 1 September to write examinations in April of the following year, or before 1 March to write examinations in October of the same year. Distance education students are required to pass a minimum of the equivalent of two semester modules to qualify for re-registration in the subsequent year.

##### **3. Examination admission and pass requirements**

###### **3.1 Final mark composition**

A final mark of at least 50% is required to pass a module. The final mark is calculated by using the following three marks: assignment 1 = 10%; assignment 2 = 20% and the examination/project = 70%.

###### **3.2 Examinations**

Examinations take place twice a year, (during April and October), at examination centres countrywide (if circumstances allow), or online. Students must register for examinations as stipulated in paragraph 2 above.

### **3.3 Marking of examination papers (also consult General Academic Regulation G14.2)**

After an examination, students may request written feedback about the framework that was used by the examiners during the examination. The departmental heads determine the way in which feedback is given. A student may apply for remarking of the examination paper within 3 weeks of the date on which final marks were released. The prescribed fee has to be paid. An examiner, appointed by the relevant head of department, will remark the paper.

### **4. Re-registration for a module**

If a student failed the final examination in a module twice, the student will have to re-register for the module. A student who re-registers for a module has to pay the fees for that module again, and will have to resubmit both assignments 1 and 2. Assignment marks obtained previously will not be carried over.

### **5. Termination of studies**

A student, who decides to terminate his or her studies during the course of the academic year, must notify the Unit for Distance Education in writing.

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#### **General Academic Regulations and Student Rules**

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#### **Regulations, degree requirements and information**

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

#### **University of Pretoria Programme Qualification Mix (PQM) verification project**

The higher education sector has undergone an extensive alignment to the Higher Education Qualification Sub-Framework (HEQSF) across all institutions in South Africa. In order to comply with the HEQSF, all institutions are legally required to participate in a national initiative led by regulatory bodies such as the Department of Higher Education and Training (DHET), the Council on Higher Education (CHE), and the South African Qualifications Authority (SAQA). The University of Pretoria is presently engaged in an ongoing effort to align its qualifications and programmes with the HEQSF criteria. Current and prospective students should take note that changes to UP qualification and programme names, may occur as a result of the HEQSF initiative. Students are advised to contact their faculties if they have any questions.