

UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA



**GENERAL RULES FOR FIRST QUALIFICATIONS, POSTGRADUATE
DIPLOMAS, HONOURS BACHELOR'S DEGREES, MASTER'S DEGREES,
DOCTORAL DEGREES, HIGHER DOCTORAL DEGREES, HONORARY
DEGREES AND CONVOCATION**

2014

STATUTORY POWERS IN RESPECT OF ESTABLISHING GENERAL RULES FOR QUALIFICATIONS

(Hereinafter referred to as general rules)

The general rules were promulgated in accordance with the Act on Higher Education, Act 101 of 1997, Chapter 4, Article 32 (1)(b) with due observance of the Common Statute issued in accordance with the Act on Universities, Act 61 of 1955 and referred to in Act 101 of 1997, Chapter 9, Article 74(6) and the Institutional Statute of the University of the Free State as published in Government Gazette No 33490, Vol. 747 of 27 August 2010, in accordance with Chapter 4, Article 33 of Act 101 of 1997 and read in conjunction with the faculty regulations as recommended by faculty boards and approved by Council.

The general rules apply to all full-time students at the University (including occasional students), except where the context of the rule would appear to indicate that the rule also applies to part-time students. Concessions in respect of part-time students are covered in the faculty rules of the respective faculties.

Policy documents and regulations support and provide guidance regarding the general rules and these must be read in conjunction where applicable.

In cases of conflict between the said documents, the general rules must take precedence.

Faculty rules are supplementary to the general rules, and where there is a discrepancy between the two sets of rules, the general rules shall apply.

The general rules are applied in accordance with the Act on Higher Education, Act 101 of 1997, Chapter 8, Article 68(2) and the Institutional Statute: University of the Free State (Government Gazette No 33490, Vol. 747 of 27 August 2010), Chapter IV, Article 13.2 and is assigned by Council to the registrar, except where indicated differently in the rules. The registrar must regularly, as agreed, report in writing to Council via Senate on the implementation of the general rules.

As stated in the general rules, the registrar may – with the approval of Council – delegate the implementation of the general rules to other functionaries and the latter must provide the registrar with a written report on the implementation of the rules in question.

The design and implementation of faculty rules are mentioned in the same Act references as those regarding the registrar and are assigned by Council to the faculty boards and their respective deans. As agreed upon, all deans must regularly report in writing to Council via Senate on the implementation of faculty rules.

University Council may also enter into agreements with registered and accredited private providers of higher education to offer academic qualifications of the University. Where such agreements do exist, reference must be made to them in both admission rules and faculty rules.

If the minimum prescribed number of students has not registered for a module, the University reserves the right not to offer that particular module.

The rules contained in this document are the rules as approved on the date of publication. The rules are subject to amendments approved after the date of publication.

The financial rules contained in this document should be read in conjunction with the fees yearbook of the University. In the event of a possible discrepancy between the provisions, the decision of the relevant Vice Rector will be enforced.

DEFINITION OF TERMS

Additional modules

Modules taken supplementary to the minimum number of modules required for a particular qualification

Admission points (AP)

A calculated point based on a student's levels of achievement in the Grade 12 examination and which, among others, entitles students to gain entry to first-qualification studies

Applying for admission

The process by which a person's personal and other data are captured on the University's database yet does not bestow UFS student status on an applicant

Assessment

The process of determining students' capabilities by means of a variety of assessment methods over a period of time and in respect of a variety of contexts

Assessor

The lecturer in a particular module who sets the questions and grades the students' scripts or assesses oral and/or practical examinations

Assigned responsibility for implementation of the general rules

Council may assign responsibility for implementation of the general rules to a particular office subject to the latter having regularly to report to Council on how the said power has been exercised.

Continuous assessment

Continuous assessment is part of the assessment of a module, which is done on a continuous basis and employs a variety of assessment methods.

Curriculum

The related modules from different disciplines that form part of the programme over the specified period in which students have to achieve the requisite learning outcomes

Delegation of the general rules

Assigned responsibilities can, in writing, be delegated to another official / other officials on condition that the delegate reports to the person to whom the responsibility was assigned by Council, provided that such delegated powers are not further delegated.

Discipline

A specialised and circumscribed field of study

Distance teaching/learning

This is a set of teaching and delivery modes (or teaching-and-learning methods) that enables students to learn without their having to be in the same place as a lecturer. This is however not limited to a single means of transfer. It includes a variety of methods for the provision of structured learning. It enables students to explore the curriculum without having to attend classes regularly and for protracted periods. It aims to create a quality learning environment through a suitable combination of various mediums that include, among others, the use

of information technology, tutorial support, peer-group discussions and practical sessions, depending on the requirements of the specific programme.

Doctorate and professional doctorate

A doctorate is the highest formal academic qualification at a university and calls for advanced research in a specific field of study so as to make an original and significant contribution to that particular field of study.

The same requirements obtain in respect of a professional doctorate (e.g. DEd) but with a greater emphasis on researching ways to solve the professional problems that feature in the training and research reports of a specific field.

E-learning

Refers to structured learning events mediated by the utilisation of digital resources (generally combinations of text files, audio files and visual/video files) and software applications. E-learning can be offered online and simultaneously, or online and asynchronously, or offline. E-learning can be utilised in both contact and distance programmes.

Electives

Optional modules/subjects

End assessment (summative assessment)

End assessment is summative in nature and aims to determine whether a student has achieved the level of competence as stated in the learning outcomes. End assessment aims to integrate the various components of a specific module.

Examination mark

The combined mark obtained by a student during an examination in a particular examination paper or in the examination papers of a particular module

Examination paper

A form of assessment consisting of a series of questions – oral and/or in writing – set on a module/modules or parts thereof, which feature during the examination assessment opportunity

External assessment

Refers to external examining and/or external moderation and/or external assessment of standards

External assessor

A person who has no ties with the University and who assesses examination scripts or oral examinations and/or practical examinations, dissertations and theses

External moderator

A person who has no ties with the University and who sees to it that assessment is done in accordance with the specified learning outcomes and at the requisite level of competence

Final mark

The calculated mark based on the module mark and the examination mark, rounded to an integer percentage

Foundation modules

Development modules in mainstream programmes

General rules for qualifications

Apart from the statutory rules, the general rules are also supported and informed by policy documents and regulations and supplemented with faculty rules, which must be read in conjunction.

Where conflicts arise between documents, the general rules take precedence.

Internal moderator

A person who is in the University's permanent employ and who sees to it that assessment is done in accordance with the specified learning outcomes and at the requisite level of competence

International student

A person who is not a South African citizen and does not have a permanent residential permit

Learning outcome

This refers to the contextually demonstrated final product of the learning process. An exit-level outcome is the learning outcome that the qualifying student has to achieve at the point when she/he exits the programme leading to the particular qualification. Specific learning outcomes refer to the contextually demonstrated knowledge, skills and values that support one or more critical outcomes and represent particularisations of exit-level outcomes.

Mainstream modules

All the modules in a mainstream learning programme

Master's degree and professional master's degree

A master's degree is a postgraduate qualification that enables a student to master the principles of theory and research while in the process of investigating a problem in a particular field of study and in terms of which the student makes a modest contribution.

The same requirements obtain in respect of a professional master's degree (e.g. MBA) but there is an added emphasis on researching and solving the professional problems reflected in the training and research reports of a specific field.

Module mark

The calculated mark, rounded to an integer percentage, of a student's written, oral and/or practical work in a particular module and calculated in a way set out in the module guide and which entitles the student to take an examination

Notional learning hours

This implies having to make an informed estimate of the average time a student will take to achieve the minimum learning outcome(s). Such learning time comprises contact time, practicals, independent and assisted study, and examination time. One (1) credit is the equivalent of ten (10) notional learning hours.

Occasional student

A person who satisfies the following conditions:

- She/he satisfies the statutory requirements for admission to the applicable formally approved qualification offered by the institution.
- She/he complies with the prerequisite(s) and/or conditions of the module as specified in the faculty rules.

- She/he is, with the dean's permission, enrolled for a module that forms part of the curriculum of a formally approved qualification.
- She/he is not registered for an approved qualification.

Persons taking either bridging or pre-tertiary modules (lower than NQF Level 5) are not classified as occasional students.

Postgraduate research outputs¹

The module that forms part of the requirements for an **honour's degree** and represents the research component entails writing a **major research essay** of fewer than 20 000 words.

The module that forms part of the requirements for a **master's degree by coursework** and represents the research component entails writing a **coursework master's dissertation** and generally comprises between 20 000 and 30 000 words. It contains a justifiable argument that is based on research of limited scope and counts 50% of the achievement mark.

A **master's by research** solely entails writing a **master's research dissertation** comprising between 40 000 and 50 000 words and containing a justifiable argument that does not necessarily make an original contribution. It counts 100% of the achievement mark.

A **doctoral thesis** is the sole component of a doctorate and generally comprises between 70 000 and 90 000 words. It must demonstrate that the candidate has made a specific contribution to the enhancement of knowledge in the chosen field, while providing evidence of independent critical ability and which ought, either in part or in its entirety, to be published in a suitable journal or book.

Programme

The structure within which is indicated the cumulative learning that a student has to complete successfully so as to master the exit-level outcomes of a qualification. This structure comprises a related combination of modules/learning units, expressed in outcomes-based format and having an academic and/or professional/careerorientated focus. Students may, on the strength of prior learning, enter a programme at different levels.

Programme group

A grouping of different programmes with a shared focus; a programme group is the academic particularisation of one or more of the University's strategic focuses

Promotion

The combined result of both the continuous assessment and the end assessment conducted in a decentralised fashion during the course of the module term, whereby the student passes without having to take a further examination – provided that the student has obtained at least 70 percent and has utilised all of the scheduled assessment opportunities in the module.

Qualification

In an outcomes-based approach, a qualification refers to the certification of the achieved learning outcomes of a programme expressed in terms of an accumulation of credits at specific levels. A qualification represents a student's demonstrated achievement in a planned and purposeful combination of learning outcomes that are aimed at equipping students with applied competence and a platform for further learning.

Registration

A contractual agreement annually entered into by the University and the person, which is subject to prescribed procedures and by virtue of which she/he is granted student status

¹ In this document the terms used, prior to 2014, are shown in brackets after the terms in use from 2014.

Residential student

A student who makes use of the University's campus accommodation

Student

A person who

- has met the applicable admission/selection requirements set by the University;
- is registered for a module that is included in the curriculum of at least one (1) qualification that has been approved by the Minister of Higher Education and Training;
- actively participates in a module, as defined below, before or on the census day determined by the institution; and
- is considered to be a full-time student (occasional students included) if she/he is not permanently employed. All other students are considered to be part-time students.

The Hemis prescriptions define active participation as

- (a) having submitted module assignments; or
- (b) having attended lectures, seminars, tutorials or practicals; or
- (c) having attended class tests; or
- (d) having raised study-related queries with a lecturer; or
- (e) having made use of a learning centre.

GENERAL RULES FOR FIRST QUALIFICATIONS

HIGHER CERTIFICATES – NQF EXIT LEVEL 5; ADVANCED CERTIFICATES – NQF EXIT LEVEL 6; DIPLOMAS – NQF EXIT LEVEL 6; ADVANCED DIPLOMAS – NQF EXIT LEVEL 7; BACHELOR’S DEGREES – NQF EXIT LEVEL 7; PROFESSIONAL BACHELOR’S DEGREES – NQF EXIT LEVEL 8

A1 GENERAL RULES

- (a) Students are personally responsible for being well informed as regards general rules and faculty rules and to comply with the said rules.
- (b) A registered or prospective student is not exempted from general and faculty rules merely on the basis of having been misinformed as regards the content of such rules. The registrar may however grant exemption on the strength of a comprehensive, written justification.
- (c) Upon registering, a student undertakes to abide by general and faculty rules, as amended from time to time.
- (d) All agreements between a student and the University as regards admission and/or registration and/or campus accommodation are deemed to have been entered into in Bloemfontein irrespective of where any of the parties actually signed the agreement.

Clarification

Except where the contrary may be apparent from the context, the singular also implies the plural and vice versa.

For purposes of interpretation and application of a rule, the English and the Afrikaans texts of rules are considered to be equivalent, irrespective of whether they be in translation or an original version. The English and the Afrikaans texts of a rule must be read in conjunction with each other so as to ascertain their meaning. Where irreconcilable conflicts between texts arise, the version that best complies with the aim of the rule – as determined after perusal of the minutes of Senate and of Council and other admissible sources – takes precedence.

A2 APPLYING FOR ADMISSION

- (a) A prospective first-time student wishing to study at the University, and also a student who previously discontinued her/his studies for at least one academic year, must apply for admission on the prescribed form, and accompany this with the requisite documents and do so before the date annually determined by the University and pay the necessary application fee.
- (b) A person’s application must comply with the University’s admission/readmission requirements.
- (c) The admission applications of students from other institutions of higher education who have been refused continued admission at those institutions, will only be considered for admission to this University by the registrar on the strength of justified, written submissions.
- (d) The applications for admission to the University of international persons and other persons who did not pass the National Senior Certificate Examination, must each be accompanied by a letter from Higher Education South-Africa:

Matriculation Board in which it is certified that the requirements of a conditional exemption have been met.

- (e) The University shall neither consider nor process an incomplete application and the date of receipt will not be used for selection programmes, placement in campus accommodation or financial assistance.
- (f) Only in exceptional cases are applications that have been received after the closing date, considered by the registrar. A late application fee is payable.
- (g) The registrar will consider the admission applications of persons who passed the National Certificate (Vocational Education) on merit, and on an ad hoc basis, and in consultation with the relevant dean. Admission will be granted on condition that the requisite level of expertise has been attained and all the requirements of the relevant faculty have been met.

Clarification

Address all enquiries and applications to: The Registrar, Division Applications and Admissions, University of the Free State, PO Box 339, Bloemfontein 9300, or fax number 086 697 2604/+27 51 401 9210, or email applications@ufs.ac.za. Direct telephonic enquiries as follows:

- *Faculty of the Humanities and Faculty of Health Sciences: +27 51 401 2345 or +27 51 401 3459*
- *Faculty of Economic and Management Sciences, Faculty of Law and Faculty of Theology: +27 51 401 3365 or +27 51 401 9863*
- *Faculty of Natural and Agricultural Sciences and Faculty of Education: +27 51 401 3597 or +27 51 401 3659*

Enquiries and applications for the exceptions listed below must be addressed as indicated:

- *Address enquiries and applications in respect of qualifications offered at the Qwaqwa Campus to: The Registrar, Office of the Campus Head, Private Bag X13, Phuthaditjhaba 9866, telephone +27 58 718 5011/2.*
- *Address enquiries and applications in respect of qualifications offered by the School of Open Learning in collaboration with a third party to: The Registrar, Office of the Dean, School of Open Learning, South Campus, University of the Free State, PO Box 339, Bloemfontein 9300, telephone +27 51 505 1378 or +27 51 505 1212 or +27 51 505 1221.*
- *Address enquiries and applications in respect of the University Preparation Programme (UPP) to: The Registrar, Office of the Director, Centre for Teaching and Learning, University of the Free State, PO Box 3435, Bloemfontein 9300, telephone +27 51 505 1201/1362 or fax number +27 51 505 1205.*
- *Address enquiries and applications in respect of the Bachelor's in Management Leadership (BML) to: The Registrar, Office of the Director, Business School, University of the Free State, PO Box 339, Bloemfontein 9300 or <http://www.ufs.ac.za/bus> or telephone +27 51 401 2874 or fax number 086 690 2473.*

Information regarding conditional exemption can be obtained by addressing enquiries to: <http://www.hesa-enrol.ac.za/mb/> or PO Box 3854, Pretoria 0001, South Africa or telephone 012 591 4402/1 or fax number

086 677 7744 (only South Africa) or +27 12 481 2922 (international).

The date on which either lacking information or documentation in respect of an incomplete application is received will be taken to be the date on which the UFS received the application.

A3 ADMISSION OR READMISSION TO THE UNIVERSITY AND TO AN ACADEMIC QUALIFICATION

The registrar allows a person to participate in the registration process provided that she/he has been provisionally accepted by the University to follow a specific academic programme and that she/he complies with the admission and/or readmission requirements in respect of both the specific qualification and the module(s) and/or the prerequisite(s) of the module.

A3.1 Admission to a first bachelor's degree (NQF exit levels 7 and 8)

To be admitted to a first bachelor's degree, a person must at least

- (a)
 - (i) be in possession of a National Senior Certificate that has been certified with an applicable endorsement by Umalusi; and
 - (ii) take the National Skills Test(s); and
 - (iii) attain a minimum admission point (AP); and
 - (iv) have an achievement level of no less than 4 (50%–59%) in the language of instruction of choice (English or Afrikaans); and
 - (v) comply with the specific rules as regards admission to the relevant qualification, including the selection rules as set out in the relevant faculty rules.
- (b) Admission rules are subject to amendment.

A3.2 Admission to a diploma or advanced diploma (NQF exit levels 6 and 7)

- (a) To be admitted to a first diploma, a person must at least
 - (i) be in possession of a National Senior Certificate that has been certified with an applicable endorsement by Umalusi; and
 - (ii) take the National Skills Test(s); and
 - (iii) attain a minimum admission point (AP); and
 - (iv) have an achievement level of no less than 4 (50%–59%) in the language of instruction of choice (English or Afrikaans); and
 - (v) comply with the specific rules as regards admission to the relevant qualification, including the selection rules as set out in the relevant faculty rules.
- (b) Admission rules are subject to amendment.
- (c) To be admitted to the National Professional Diploma in Education (NPDE) by the dean of the School of Open Learning, a person must have to her/his credit at least five years' teaching experience as a practising educator.

- (d) To be admitted to an advanced diploma, a person must be in possession of an applicable diploma or a bachelor's degree.

A3.3 Admission to a higher certificate or advanced certificate (NQF exit levels 5 and 6)

- (a) To be admitted to a higher certificate, a person must at least
 - (i) be in possession of a National Senior Certificate that has been certified with an applicable endorsement by Umalusi; and
 - (ii) take the National Skills Test(s); and
 - (iii) attain a minimum admission point (AP); and
 - (iv) have an achievement level of no less than 4 (50%–59%) in the language of instruction of choice (English or Afrikaans); and
 - (v) comply with the specific rules as regards admission to the relevant qualification, including the selection rules as set out in the relevant faculty rules.
- (b) Admission rules are subject to amendment.
- (c) To be admitted to an advanced certificate, a person must be in possession of an applicable higher certificate.

A3.4 Admission to occasional studies

- (a) To be admitted to occasional studies, a person must
 - (i) be in possession of a National Senior Certificate that has been certified by Umalusi with an applicable endorsement for admission to degree studies; and
 - (ii) have attained an admission point of at least 30; and
 - (iii) for modules in selection programmes, also obtain written permission from the dean of the faculty in which the module is offered; and
 - (iv) have obtained an achievement level of no less than 4 (50%–59%) in the language of instruction of choice (English or Afrikaans).
- (b) Admission to specific modules is subject to compulsory achievement levels in specified Grade 12 subjects and also to additional prerequisites as specified by the various faculty boards and as contained in the faculty rules.
- (c)
 - (i) Permission to deviate from the above requirements – except those that are not related to the certified National Senior Certificate – may be granted by the dean of the faculty in which the module is offered, with written notification to the senior director: Student Academic Services.
 - (ii) At the Qwaqwa campus, permission to deviate from the above requirements is granted by the designated member of the Qwaqwa campus management, with written notification to the relevant dean.
 - (iii) Where a person has already obtained a qualification, she/he may

apply for exemption from the rules in respect of prerequisites.

- (d) If the admission rules in respect of the specific qualification to which the module applies have not been adhered to, credits will later only be considered through a process of recognition of prior learning.

A3.5 Admission to the University Preparation Programme (UPP)

To be admitted to the one-year University Preparation Programme, a person

- (i) must be in possession of a National Senior Certificate; and
- (ii) must have attained an admission point of at least 20; and
- (iii) must have attained an achievement level of at least 3 (40%–49%) in any four Grade 12 subjects, life orientation excepted; and
- (iv) must have attained an achievement level of at least 3 (40%–49%) in the language of instruction English, except in the case of students registering for the programme in Oudtshoorn, in which case an achievement level of at least 3 (40%–49%) is required in respect of the language of instruction Afrikaans, and where an achievement level of 3 (40%–49%) is required in the languages of instruction English or Afrikaans for Natural and Agricultural Sciences; and
- (v) must, in respect of Economic and Management Sciences, have attained an achievement level of 3 (40%–49%) for mathematics; or
- (vi) must, in respect of Natural and Agricultural Sciences, have obtained an achievement level of 3 (40%–49%) for mathematics and an achievement level of 3 (40%–49%) for life sciences or an achievement level of 3 (40%–49%) for physical sciences; or
- (vii) must, in respect of Natural and Agricultural Sciences (BAgric), have attained an achievement level of 3 (40%–49%) for mathematics or an achievement level of 6 (70%–79%) for mathematical literacy.

A3.6 Admission programmes: Qwaqwa

To gain entry to the admission programmes of the Qwaqwa Campus in the Faculty of Natural and Agricultural Sciences, the Faculty of the Humanities or the Faculty of Economic and Management Sciences, a person must comply with the specific admission rules as set out in the rules of the relevant faculty.

A3.7 Admission to modules

- (a) Compulsory admission requirements apply in respect of admission to specific modules, such as an admission point, achievement levels in specified Grade 12 subjects and additional prerequisites as determined by the faculty board and contained in the faculty rules.
- (b)
 - (i) Deviations from the rules regarding prerequisites can be approved by the dean of the faculty in which the module is offered, subject to recommendation by the academic head of department, and with written notification to the senior director: Student Academic Services.
 - (ii) Deviations from the rules regarding prerequisites in respect of a student studying at the Qwaqwa Campus are granted by the designated member of the Qwaqwa campus management in

consultation with the the academic head of department and with written notification to the relevant dean.

A3.8 Admission on the basis of recognition of prior learning (RPL)

- (a) A person who does not qualify for admission to an academic qualification can, in accordance with the following guidelines apply for admission in terms of a process of recognition of prior learning (RPL):
 - (i) a person in possession of a National Senior Certificate (as from 2008) or a School Leaving Certificate (prior to 2008), with at least five years' applicable work experience, including formal and non-formal learning
 - (ii) a person who is forty-five years and older, with more than fifteen years' applicable work experience, including formal and non-formal learning
- (b) Through a process of recognition of prior learning, permission can also be granted to a student for admission to a module that is subject to a prerequisite and/or exemption granted in respect of specific assessment opportunities.
- (c) Approval for admission to an academic qualification and/or a module(s) is granted by the registrar subsequent to completion of the evaluation process, with written notification to the senior director: Student Academic Services, or, in the case of a student at the Qwaqwa Campus, to the designated member of the Qwaqwa campus management or, in the case of the Bachelor's in Management Leadership (BML), to the director of the Business School or, in the case of the National Professional Diploma in Education (NPDE), to the dean of the School of Open Learning.

A3.9 National Benchmarking Tests (NBTs) AND UFS101

- (a) Responsibility for the implementation of these rules resides in the designated vice-rector.
- (b) A prospective student registering for a first qualification must take the Academic and Quantitative Literacy Test prior to registering.
- (c) A prospective student registering for a qualification in the Faculty of Economic and Management Sciences or the Faculty of Health Sciences or the Faculty of Natural and Agricultural Sciences or a student registering for mathematics as a module in one of the other faculties must also take the mathematics test.
- (d) If the stipulated requirements of the National Benchmarking Tests have not been met or the results of the tests cannot be submitted, registration for the applicable language and/or mathematics development modules is automatic, except in the Faculty of Health Sciences where the stipulated requirements form part of the selection process.
- (e) A qualification is not awarded unless the mandatory development modules have been passed.
- (f)
 - (i) Students must register for development modules in the first academic year and if these have not been passed, they must be repeated in the second academic year.
 - (ii) The UFS101 module is a compulsory module for all students registering

for a first qualification at the University and a qualification cannot be obtained from the University if UFS101 has not been completed successfully. Students register for UFS101 in their first academic year (excluding students in the extended programmes), except where otherwise stipulated in the relevant faculty's rules, and subject to the requirements, stipulations and conditions approved by Senate.

- (g) Taking the National Benchmarking Tests is not required in respect of the following:
- (i) if a qualification has already been obtained from another institution of higher education
 - (ii) for admission to the Bachelor's in Management Leadership (BML)
 - (iii) for admission to the higher certificates in theology
 - (iv) where admission has been granted on the basis of a Senate resolution and psychometric tests have been taken at the Division: Student Counselling and Development
 - (v) for admission to the National Professional Diploma in Education
 - (vi) for qualifications offered via e-learning

A3.10 Progression rule in respect of undergraduate students (applicable to all programmes as from 2014), excluding extended programmes

With due allowance for the module requirements, students are generally required to attain the following minimum achievements in each study programme for which the prescribed module combinations for each academic year have been stipulated. For the purposes of this progression rule, the semester module and the year module form the basis of the progression calculation: a module that counts for the qualification will thus be a module of 16 or 32 credits or combinations of 4- and/or 8-credit modules that together amount to 16 or 32 credits. (In cases where combinations of 4- and 8-credit modules amount to fewer than 16 credits, such modules will be excluded in the calculation of the percentage of modules that have been passed.) For programmes in the Faculty of Natural and Agricultural Sciences and the Faculty of Health Sciences other progression rules apply.

The progression requirements are the following:

- (a) In the first study year of all undergraduate programmes, students are required to pass 35% of the modules to be allowed to start with the second year's study.
- (b) In the second study year of all undergraduate programmes, students are required to pass at least 45% of the modules to be able to start with the next year's study.
- (c) In all other study years of undergraduate programmes, students are required to pass at least 60% of the modules to be able to progress to the next year's study.
- (d) Where a student does not qualify to start with the next year's study, the student must register for the outstanding modules and repeat the relevant academic year, and she/he may, with the dean's permission, add a maximum number of modules to the next year's study, which, together, may not amount to more than a total of 32

credits above the normal curriculum requirements for the programme in a specific study year.

- (e) A student who repeats a study year must either match or exceed the requirement in respect of the percentage of modules stipulated in paragraphs A3.10(a), A3.10(b) and A3.10(c) before she/he shall be allowed to continue with the next study year of the programme in the following calendar year.
- (f) A part-time undergraduate student is expected to attain half of the achievements that are required in paragraphs A3.10(a) to A3.10(e).

A3.11 Re-admission on the basis of academic progress, subsequent to complying with paragraph A3.10

- (a)
 - (i) A student who has already twice registered for a particular module (question paper/practical work) and who still fails to comply with the pass requirements, will only be granted one further opportunity to re-register for the qualification on the basis of exceptional merit – with the approval of the dean of the faculty in which the module is offered, on the recommendation of the academic head of department and/or the programme director, and with written notification to the senior director: Student Academic Services.
 - (ii) At the Qwaqwa campus, the designated member of the Qwaqwa campus management, in consultation with the academic head of department, grants approval, with written notification to the dean.
- (b)
 - (i) With regard to the University Preparation Programme (UPP) and the admission programmes of the Qwaqwa campus, a student must, in the relevant year, pass all the prescribed modules to be allowed to register at the University.
 - (ii) In cases of exceptional merit, decision-making ability regarding the merits of justified, written submissions resides, in the case of the University Preparation Programme (UPP), in the director of the Centre for Teaching and Learning and in respect of the admission programmes of the Qwaqwa campus, in the designated member of the Qwaqwa campus management. In both instances, the registrar has to be notified of such decisions.
- (c) With the exception of the Faculty of Natural and Agricultural Sciences, a student who is registered for an extended programme must, to be admitted to modules of the second study year, comply with the following requirements:
 - (i) Have obtained at least 64 credits in the first study year provided that
 - (aa) at least 32 of the 64 credits are mainstream-module credits.
 - (bb) in the case of students in the Faculty of Economic and Management Sciences, at least a further two development modules have to be passed, of which mathematical literacy has to be one.
 - (ii) Students who have obtained fewer than 64 credits and students who have obtained 64 credits or more than 64 credits but who have not met the requirements in respect of mainstream modules and/or development modules may repeat only the modules that have been failed.

- (iii) To be able to continue with the third study year, a student must have passed all the modules in the first and second study years.
- (iv) Students who, after three years of study, have not completed the first two study years, shall not be readmitted to the University.
- (v) As regards the Faculty of Natural and Agricultural Sciences, the following apply:
 - (aa) All the modules as prescribed in the curricula for the first year of each of the three extended programmes – BSc four years, BAgric four years and BScAgric five years – must be passed. In the case of the BSc and the BScAgric extended programmes, students must obtain an average pass mark of 60% in the academic modules. In the case of the BAgric extended programme, a student must obtain an average of 55% in the academic modules.
 - (bb) To be able to continue with the third study year, a student must successfully have completed all the modules of the first and the second study years.
 - (cc) Students who, after three years, have not yet completed the first two study years of the prescribed curriculum – at least 128 credits for the academic modules – shall not be readmitted to the University.

Clarification

The calculation of the admission point (AP) for both degree and occasional study is based on the four compulsory Grade 12 subjects indicated in the following list plus the best of two further subjects (life orientation excluded) of the Grade 12 school subjects passed in the course of one examination opportunity:

- *Business studies*
- *Dramatic arts*
- *Economy*
- *Physical sciences/natural sciences*
- *Geography*
- *History*
- *Engineering graphics and design*
- *Information technology*
- *Agricultural sciences*
- *Life sciences (biology/physiology)*
- *Music*
- *Accounting*
- *Religious studies*
- *Three languages (one language of instruction and learning as used in an institution of higher education, and a further two acknowledged language subjects)*
- *Consumer studies*
- *Visual arts*
- *Mathematics or mathematical literacy*

The calculation of the admission point (AP) for diploma and certificate studies for the University Preparation Programme and for admission programmes of the Qwaqwa campus is based on the best six of the Grade 12 subjects (life orientation excluded) passed in the course of one examination opportunity.

NSC attainment level	Admission point (AP)
7 (90%–100%)	8
7 (80%–89%)	7
6 (70%–79%)	6
5 (60%–69%)	5
4 (50%–59%)	4
3 (40%–49%)	3
2 (30%–39%)	2
<i>Life orientation at an attainment level of 5 or higher, except in respect of certificate programmes that require an attainment level of 3 or higher</i>	1

The National Senior Certificate that a person has in hand at registration determines her/his admission status in respect of a specific qualification and no person shall be provisionally admitted to any qualification whatsoever on the basis of examination scripts that have yet to be marked or of supplementary examinations that have yet to be written.

A person who wrote the Grade 12 examination before 2008 can be admitted in terms of the rules published in the 2011 University Year Book that can be obtained from the registrar, Division Applications and Admissions.

Information regarding admission (barring the exceptions specified below) can be obtained by writing to: The Registrar, Division Applications and Admissions, University of the Free State, PO Box 339, Bloemfontein 9300, or per fax 086 697 2604/+27 51 401 9210 or per email at applications@ufs.ac.za. Telephonic enquiries must be made as follows:

- *Faculty of the Humanities and Faculty of Health Sciences: +27 51 401 2345 or +27 51 401 3459*
- *Faculty of Economic and Management Sciences, Faculty of Law and Faculty of Theology: +27 51 401 3365 or +27 51 401 9863*
- *Faculty of Natural and Agricultural Sciences and Faculty of Education: +27 51 401 3597 or +27 51 401 3659*

As regards the following exceptions, information in connection with admission can be obtained by

- *addressing enquiries in respect of qualifications at the Qwaqwa campus to: The Registrar, Office of the Campus Head, Private Bag X13, Phuthaditjhaba 9866, telephone +27 58 718 5011/2.*
- *addressing enquiries in respect of qualifications offered by the School of Open Learning in collaboration with a third party to: The Registrar, Office of the Dean, School of Open Learning, South Campus, University of the Free State, PO Box 339, Bloemfontein 9300, telephone +27 51 505 1378 or +27 51 505 1212 or +27 51 505 1221.*
- *addressing enquiries in respect of the Bachelor's in Management Leadership (BML) to: The Registrar, Office of the Director, Business School, University of the Free State, PO Box 339, Bloemfontein 9300, telephone +27 51 401 2874 or fax number 086 690 2473 or email <http://www.ufs.ac.za/bus>.*

- addressing enquiries in respect of the University Preparation Programme to: The Registrar, Office of the Director, Centre for Teaching and Learning, University of the Free State, PO Box 3435, Bloemfontein 9300, telephone +27 51 505 1201/1362 or fax number +27 51 505 1205 or email makaep@ufs.ac.za.
- addressing enquiries in respect of admission on the basis of recognition of prior learning (RPL) to <http://www.ufs.ac.za/rpl> or to RPLOffice@ufs.ac.za or by phoning +27 51 401 7326/7327/7357 or by sending a fax to 086 729 0554/086 665 2554.
- addressing enquiries in respect of admission on the basis of a Senate decision to: The Registrar, Division Applications and Admissions, telephone +27 51 401 9864/+27 51 401 9538 or fax number 086 697 2604/+27 51 401 9210 or email: applications@ufs.ac.za. The registrar, on the dean's recommendation and in accordance with Senate guidelines, grants approval.
- addressing enquiries in respect of recognition of prior learning (RPL) for the Bachelor's Management Leadership (BML) to: The Registrar, Office of the Director, Business School, University of the Free State, PO Box 339, Bloemfontein 9300, telephone +27 51 401 2874.
- addressing enquiries in respect of recognition of prior learning (RPL) for the National Professional Diploma in Education (NPDE) to: The Registrar, Office of the Dean, School of Open Learning, South Campus, University of the Free State, PO Box 339, Bloemfontein 9300, telephone +27 51 505 1244 or +27 51 505 1245.
- The University accepts no academic and quantitative literacy test other than the National Skills Tests. Information regarding the National Skills Tests is available at <http://www.nbt.ac.za> or telephone +27 12 650 3523. Enquire about the University's requirements in respect of the National Skills tests by phoning +27 51 401 2448 or at <http://www.studentportal.ufs.ac.za>.

A person who has applied for admission to a qualification in the Faculty of Health Sciences may make enquiries about the National Skills Tests at email nelppc@ufs.ac.za or by phoning +27 51 401 2773.

A4 SUBMISSION OF DOCUMENTATION REQUIRED TO REGISTER AS A STUDENT

- (a) A student
- who registers at the University for the first time must, before a date annually determined by Senate, send a certified copy of the National Senior Certificate or a certified copy of the notification of the examination result to the University.
 - who previously studied at another institution of higher education must, not later than during the University's registration process also submit an original study record and a certificate of conduct from the previous institution(s) of higher education.
- (b) Certified copies must also be available during the registration process.

- (c) An international student who is not a South African citizen and who is not in possession of a permanent residential permit, must
- (i) submit to the Office for International Affairs, a study permit issued in favour of the University of the Free State by the South African Department of Internal Affairs.
 - (ii) comply with all the requirements of the Immigration Act and with the regulations handed down in accordance with the said act.

Clarification

Certified copies are accepted only if the following information regarding the commissioner of oaths is clearly legible on the document:

- (i) the full name and surname*
- (ii) the position she/he holds*
- (iii) the place at which the certified copy was signed*
- (iv) the date on which the certified copy was signed*
- (v) the business address*
- (vi) the signature*

Certificates of conduct must contain endorsements regarding the person's conduct and her/his financial position on the date of issue of the certificate.

For purposes of control, information in respect of the Grade 12 results is also electronically accessed from Umalusi.

For a qualification that is offered at the main campus, the required documentation must be forwarded to: The Registrar, Division Applications and Admissions, PO Box 339, Bloemfontein 9300 or fax number 086 697 2604/+27 51 401 9210.

- For the Bachelor's in Management Leadership (BML), the required documentation must be forwarded to: The Registrar, Office of the Director, Business School, PO Box 339, Bloemfontein 9300 or fax number +27 51 866 902 473.*
- For qualifications offered by the School of Open Learning, documentation must be forwarded to: The Registrar, Office of the Dean, School of Open Learning, South Campus, University of the Free State, PO Box 339, Bloemfontein 9300.*
- For qualifications offered at the Qwaqwa campus, documentation must be forwarded to: The Registrar, Office of the Campus Head, Private Bag X13, Phuthaditjhaba 9866.*
- For the University Preparation Programme (UPP), documentation must be forwarded to: The Registrar, Office of the Director, Centre for Teaching and Learning, University of the Free State, PO Box 3435, Bloemfontein 9300.*

International students must note that neither a hospital plan policy nor a travel insurance plan shall be accepted in lieu of a medical aid fund.

To apply for a study permit, a letter from the Office for International Affairs verifying admission to the University must accompany the application.

- All South African students must have attained a minimum attainment level of 4 (50%–59%) in the chosen UFS language of instruction (English or Afrikaans).*

- *International students (excluding students who at school received instruction in the UFS language of instruction) must take the IELTS Test and obtain a minimum score of at least 6 in each of the components of the test.*

A5 DURATION OF STUDY AND COMPILING A CURRICULUM

- (a) Except in cases where Council via Senate implements new rules with immediate effect, a student may, for a first qualification, only register at the University for the minimum period allowed for that qualification plus an additional two years, with the second period following directly after the first, and she/he must complete her/his studies for that particular qualification in accordance with the rules applicable at the time of first registration.
- (b) A student from another institution of higher education or a student from this University who interrupts her/his studies for a year or more or who switches to another qualification, remains subject to the maximum period of study allowed for a first academic qualification (minimum period allowed for the qualification plus an additional two years, with the second period following directly after the first).
- (c)
- (i) A student from another institution of higher education or a student from this University who interrupts her/his studies for a year or more or who switches to another qualification, remains subject to both the general rules and the faculty rules that happen to apply at the time of the new registration, except with the dean's approval in respect of the faculty rules and with written notification to the senior director: Student Academic Services.
 - (ii) In the case of a student studying at the Qwaqwa campus, permission to deviate from the faculty rules may be granted by the designated member of the Qwaqwa campus management, with written notification to the relevant dean.
- (d) A student must compile and distribute a curriculum over a period not shorter than that determined by Senate, in accordance with the module and venue timetable, the examination timetable, the module prerequisites and the prescribed sequence and composition of modules as required for specific study years.
- (e)
- (i) Depending on a student's academic achievements, a dean may, on the recommendation of the programme director, grant approval to a student to register for additional modules – to a maximum of 32 credits – with written notification to the senior director: Student Academic Services.
 - (ii) For qualifications offered at the Qwaqwa campus, approval may be granted by the dean, on the recommendation of the programme director and the designated member of the Qwaqwa campus management.
 - (iii) For the National Professional Diploma in Education (NPDE) the dean of the School of Open Learning may grant approval to a maximum of 16 credits.
 - (iv) In respect of the Bachelor's in Management Leadership (BML), the director of the Business School grants approval, with written notification to the dean.
 - (v) If the additional modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.

Clarification

Academic advice in respect of faculty rules – as, for example, in the case of curriculum compilation – is given by staff earmarked by the faculty committee and relates to the application of faculty rules and is the responsibility of the dean.

Responsibility for the general rules lies with the registrar.

A6 STUDENT REGISTRATION AND RE-REGISTRATION

A6.1 Registration

- (a) All student registrations are done in accordance with the coordinated arrangements of the senior director: Student Academic Services, as approved by the Executive Committee of Senate.
- (b) Before a person's term of study commences, she/he must annually, during the first registration opportunity, register for both semesters (if applicable) for the period as prescribed by Senate, and must pay the required fees.
- (c)
 - (i) Academic credit is earned only in respect of modules registered for in compliance with the correct module code(s) as indicated in the faculty rules and for which passes have been obtained.
 - (ii) The rules applicable to module codes are set out in the Annexure to this document.
- (d) Registration for modules at the beginning of the year in respect of the second semester is conditional and remains subject to the rules that apply to modules with specific prerequisites and as set out in the rules of the faculties in question.
- (e)
 - (i) A person cannot simultaneously register for more than one qualification at this and/or another institution of higher education except on the basis of exceptional circumstances justified in writing and with the approval of the dean(s) in question, and (if applicable) of the other institution of higher education, taking into account the specific admission requirements, and with written notification to the senior director: Student Academic Services.
 - (ii) In the case of a student studying at the Qwaqwa campus, the dean grants approval, with written notification to the designated member of the Qwaqwa campus management and, where applicable, to the other institution of higher education.
 - (iii) In the case of the Bachelor's in Management Leadership, the director of the Business School grants approval, with written notification to the dean(s) and, where applicable, to the other institution of higher education.
- (f) The University grants no registration with retroactive effect.
- (g) Conditional registration is granted by the University only if Council approves such registration.
- (h) If the registrar grants approval to a person to register for a qualification or a module at a time other than the registration opportunity approved by Senate, an additional fee will be levied for late registration.

- (i) If a person has not fully settled her/his account in respect of the previous year, a subsequent registration cannot take place.

A6.2 Re-registration

To be able to re-register for a qualification, a student must meet the readmission requirements and her/his University account for the previous year(s) must have been settled in full.

A6.3 Cancellation of a registration or a module(s) by a student

- (a) Notification of the cancellation of a registration must be given in writing.
- (b) The date on which the written notification is received is taken to be the date of the cancellation of the registration.
- (c) Notification of the cancellation of a module(s) can occur throughout the year but in order to receive financial credit, specific due dates apply.
- (d) Cancellation of a module(s) after due dates could imply that a student
 - is not granted readmission to a module; and
 - is liable for the tuition fees for the module.

A6.4 Cancellation of a student's registration by the University

- (a) A student's registration at the University may be cancelled if she/he is found guilty in terms of the rules that obtain with regard to disciplinary action against students.
- (b) A student's registration for a specific qualification may also be cancelled if the relevant dean or the Executive Committee of Senate deems such to be in the interests of the University and/or the student, provided that,
 - (i) prior to a final decision being taken,
 - (aa) the registrar, in response to a written request from the dean of the relevant faculty, informs the student in writing of the intention and also of the reasons for doing so.
 - (bb) the student – upon receiving written notification of the proposed cancellation – be given an opportunity to address written representations to the registrar and to the dean of the relevant faculty not to proceed with the proposed action.
 - (ii) the dean, upon receipt of the written representations from the student and after due consultation with the registrar, may decide
 - (aa) not to pursue the matter; or
 - (bb) to go ahead with the cancellation of the student's registration for the qualification, with written notification to the Executive Committee of Senate and to the student; or
 - (cc) to submit both the dean's justification and the student's written representations to the Executive Committee of Senate for a final ruling, with written notification of the final ruling to the student.

Clarification

Registrations for the Bachelor's in Management Leadership (BML) are handled by the Business School: telephone +27 51 401 2874.

Registrations for the University Preparation Programme are handled by the Centre for Teaching and Learning: telephone +27 51 505 1201/1362.

Registrations for qualifications offered by the School of Open Learning are handled by the School of Open Learning: telephone +27 51 505 1378 or +27 51 505 1212 or +27 51 505 1221.

The registration of students for qualifications offered at the Qwaqwa campus takes place at the Qwaqwa campus: telephone 27 58 718 5011/2.

Students may cancel a module on the PeopleSoft self-service page at <http://www.ufs.ac.za>, or by means of a written notification to the registrar or to the campus head, in the case of a student at the Qwaqwa campus, or to the director of the Business School as regards the BML degree, or the dean of the School of Open Learning as regards the NPDE, or the director of the Centre for Teaching and Learning as regards the University Preparation Programme.

To receive financial credit, the following due dates apply:

- (i) First-semester modules – up to and including 15 February*
- (ii) Second-semester modules – up to and including 15 August*
- (iii) Year modules – up to and including 15 February; up to and including 15 August, 50 percent credit will be granted.*

If a student terminates her/his studies before 15 February of any given year, a minimum fee will be levied.

A7 SWITCHING QUALIFICATIONS AND/OR MODULES AND/OR INSTRUCTIONAL MODES AND/OR MIGRATING TO ANOTHER UNIVERSITY CAMPUS/CENTRE

- (a) A prospective student
 - (i) who wishes to change the qualification for which she/he has applied for another qualification, is obliged to notify the University in writing regarding the said change.
 - (ii) who switches qualifications in the course of the registration process, must fill in the prescribed form.
- (b) A registered student who wants to switch from one qualification to another, must apply, on the prescribed form, for the switch in question and, before a modified registration can be done, the student must obtain the relevant dean's approval to do so.
- (c) Module switches are recorded on a prescribed form within the period scheduled for that purpose.
- (d) In the case of a module switch, note that the responsibility lies with the student to catch up work that has already been dealt with, and she/he can neither lay claim to any additional help from the lecturer or expect to be accommodated in respect of notes, assignments, practicals and assessments that have been missed.
- (e) A prospective or registered student who migrates from one campus/centre of the University to another campus/centre of the University, must apply on the

prescribed form and obtain the necessary approval from the dean of the new campus, or, from the campus head in the case of a student who migrates to the Qwaqwa campus.

Clarification

The prescribed form (DV2/DV3) for a qualification switch by a registered student is obtainable from the registrar, Division Applications and Admissions, and must be returned to the same office.

The prescribed form (DV2/DV3) for migrating from one campus/centre to another is obtainable from the registrar, Division Applications and Admissions, and must be returned to the same office.

A student taking the National Professional Diploma in Education (NPDE) must fill in the prescribed form (DV2/DV3) and return it to: The Office of the Dean, School of Open Learning, South Campus, University of the Free State, PO Box 339, Bloemfontein 9300.

A8 CREDITS ACCUMULATION AND CREDITS TRANSFER

- (a) The registrar, on the recommendation of the academic head of department or, in the case of the Bachelor's in Management Leadership (BML), the director of the Business School, may grant a person exemption from or recognition of credits earned in a prior qualification or in a partially completed qualification – whether obtained here or elsewhere – with a view to taking another qualification, provided that
- (i) no more than 50 percent of the credits may be transferred from the completed qualification(s) to another qualification, subject to the provision that
 - (aa) at least 50 percent of the credits for the new qualification be earned at this University; and
 - (bb) a maximum of 25 percent of the credits accrued at the highest NQF level in the prior completed qualification(s) be acknowledged for another qualification.
 - (ii) as regards an incomplete qualification, all the applicable credits may be granted for the new qualification, except in respect of a student from another institution of higher education, in which case no more than 50 percent of the credits required to obtain the qualification be transferred – also taking into account the 25 percent restriction in respect of credits earned at the highest NQF level.
 - (iii) if credits have been granted based on an incomplete qualification, the registration period for the prior qualification and that for the new qualification must at least coincide with the period prescribed for the new qualification at this University.
 - (iv) a person from another institution of higher education has to register at the University for at least two academic years (four semesters).
 - (v) a student taking the MBChB degree must complete the full qualification at the University. In extraordinary circumstances, the dean, after consultation with the selection committee, may consider exceptions.
 - (vi) credits from a completed or an incomplete qualification may be

transferred to another qualification only once.

- (b) As regards the Bachelor's in Management Leadership (BML), the director of the Business School may grant academic credit for a module on the basis of a process of recognition of prior learning.
- (c) For the National Professional Diploma in Education (NPDE) academic credit for a module is granted by the dean of the School of Open Learning on the basis of a process of recognition of prior learning.
- (d) Credits are granted on the basis of formal learning at the same NQF level, with a relevance of at least 50 percent.
- (e) Exemptions are granted on the basis of non-formal learning in accordance with recognition of prior learning guidelines, with a minimum relevance of at least 50 percent.

Clarification

The application of a person in respect of recognition of or exemption from modules after her/his studies have been interrupted, is considered in terms of the policy applicable to recognition of prior learning.

At Level 4, no credit is given for any learning acquired during the course of a school career. Exemption can however be granted in respect of learning in the course of a post-Grade 12 school year.

- (f) Exemption from a BRS module is granted on the basis of non-formal learning or of learning at a level lower than NQF Level 5, which has a relevance of at least 70 percent, on the strength of the NQF Level 5 evaluation opportunity at the beginning of the semester in question.

Clarification

The student must demonstrate by means of an NQF Level 5 skills test that she/he possesses sufficient knowledge (pass mark 70 percent).

A9 ASSESSMENT RULES

A9.1 Attendance of teaching opportunities

- (a) Compulsory attendance of teaching opportunities in a module, as prescribed by the board of the faculty in which the specific module is offered and that appears in the module guide or its addendum, is one of the prerequisites for admission to the examination.
- (b) Apology for non-attendance of teaching opportunities on account of unforeseen circumstances must be accompanied by supporting documentation and presented to the lecturer in question at the next available teaching opportunity in the module.

A9.2 Module mark

- (a) To gain admission to the examination in a module, a module mark of at least 40 percent is required.²

² A module mark of at least 40 percent is required for admission to the examination, except where the relevant Faculty requires a module mark of more than 40 percent as the minimum for admission to the examination.

- (b) A module mark is set out in the module guide or its addendum and is the result of both the continuous and the summative assessments, which are conducted in a decentralised fashion during the course of the module term.
- (c) A module mark that has been obtained in a module is valid only for the next examination opportunity applicable to the module in question.
- (d) Except where the dean of the faculty in which the relevant module is offered, in consultation with the particular lecturer, decides otherwise, a student must, in order to gain admission to the examination in a module, meet all the prescribed subminimum and assignment requirements, and must have participated in all the scheduled assessment opportunities as set out in the relevant module guide or its addendum.

A9.3 Assessment opportunities

- (a) Two examinations are scheduled per semester:
 - (i) a main mid-year examination and an additional examination in respect of the first-semester modules; and
 - (ii) a main end-of-year examination and an additional examination in respect of the second-semester modules and year modules, except in the case of the following:
 - School of Medicine
 - School for Allied Health Professions
 - where a system of continuous assessment is followed in respect of practical examinations
 - where a system of continuous assessment with summative assessment is followed
 - the Bachelor's in Management Leadership (BML), where a system of continuous assessment is followed
- (b)
 - (i) Once admission to the examination has been granted, participation in the main mid-year examination and the main end-of-year examination is compulsory.
 - (ii) Examinations in respect of clinical examinations in the School of Medicine are only taken during the main examination and a student can only qualify for an additional examination in terms of the rules as set out in the Faculty of Health Sciences Year Book.
- (c) A student who, as a result of justified extraordinary circumstances, is unable to take the main mid-year examination, may, within the period allowed for this purpose and using the prescribed form, apply for an additional examination during the additional mid-year examination opportunity. A student who does not participate in the main end-of-year examination may also – based on justified extraordinary circumstances, within the period allowed for this purpose and using the prescribed form – apply for an additional examination, except as regards the following, in which cases it is not necessary to apply:
 - (i) a student who was admitted to the scheduled main examination in a given semester (module mark at least 40 percent), who obtained an examination mark of at least 30 percent and a final mark of at least 45 percent for the module; or
 - (ii) a student who was admitted to the scheduled main examination in a given semester (module mark at least 40 percent), who obtained a final mark of at least 50 percent yet failed to obtain the required

subminimum of 40 percent in the examination.

- (d)
 - (i) A student who was not admitted to the scheduled main examination in a given semester (module mark lower than 40 percent) may, on the prescribed form, apply for an additional examination (to a maximum of 32 credits) – to be recommended by the dean of the faculty where the module is offered, in consultation with the academic head of department.
 - (ii) In order to pass the module(s), the module mark will still comprise 40 percent of the final mark, unless otherwise determined by the dean, in accordance with paragraph A9.3(d)(i) above.
- (e) A student who wrongfully participates in a main examination or an additional examination will receive no recognition for such an examination and she/he will be deemed not to have participated in the examination.
- (f) A student who has passed a module but wishes to improve the final mark – provided that a final mark of at least 60 percent has been obtained – must, within the time allowed and on the prescribed form, apply for an additional examination.
- (g) A student in her/his final academic semester who – upon completion of the main end-of-year examination or the main mid-year examination – must prolong her/his studies to obtain the qualification subsequent to failing a single module during the main mid-year examination or the main end-of-year examination, depending on which semester applies;

or

A student in her/his final academic semester who has to prolong her/his studies after having qualified for and participated in the additional examination of the semester in question and who subsequent to completing the additional examination still only needs one module to obtain the qualification, irrespective of whether the said module was failed during either the main or the additional examination,

may apply to take a special examination.
- (h) A student in her/his final academic semester who has failed to comply with the prerequisites regarding admission to an examination, will not be considered for participation in a special examination, irrespective of the fact that the student needs only one module to obtain the qualification.
- (i) A student who was promoted in a module but who wishes to improve the final mark – provided that a final mark of at least 70 percent was obtained – must apply for an additional examination within specified time and on the prescribed form.
- (j)
 - (i) A student who wishes to improve her/his final mark in a module with the sole purpose of gaining admission to a subsequent postgraduate qualification (honours or master's, but not doctorate) must, via the academic head of department and with the dean's approval, within the specified time, apply for admission to the additional examination. The mark obtained in the additional examination is recorded on the student's study record together with a note indicating that the student had obtained the improved mark in an additional examination.
 - (ii) A student who wishes to improve her/his final mark in a module with the sole purpose of gaining admission to a subsequent postgraduate qualification (honours or master's but not doctorate) and who has

failed to gain admission to an additional examination, may, in the following year, repeat the module(s) after having registered for non-degree purposes, and may again take an examination in the said module after a new module mark has been obtained. The mark(s) will be recorded on the student's study record.

A9.4 Pass requirements, passing with distinction, promotion and continuous assessment

- (a) To pass a module, a final mark of at least 50 percent must be obtained.
- (b) The calculation of the final mark is set out in the module guide in accordance with the following:
 - (i) that a module mark of at least 40 percent be taken into account; and
 - (ii) a subminimum of at least 40 percent applies in respect of the examination mark; and
 - (iii) where more than one paper is written in a module, a subminimum of no less than 40 percent and no more than 50 percent per paper applies and may also, as set out in the module guide, apply in cases where a paper has more than one section; and
 - (iv) the weight assigned to the examination mark must be no less than 40 percent and no more than 60 percent, provided that, as regards e-learning students, the ratio between the module mark and the examination mark is 20:80.
- (c) As regards the Bachelor's in Management Leadership (BML), the final mark is calculated on the basis of continuous assessment during the module term.
- (d) Where a module comprises a research essay, the mark awarded to the student is taken as the final mark.
- (e) Where a system of promotion applies, the information appears in the module guide and a student passes the module if a module mark of at least 70 percent has been obtained and the student has participated in all the scheduled assessment opportunities.
- (f) If a student does not obtain the required module mark to pass in terms of the promotion system, the assessment rules apply.
- (g) In order to pass a module with distinction, a student must obtain a final mark of at least 75 percent or a promotion mark of at least 75 percent and must have participated in all the scheduled assessment opportunities.
- (h) Where a system of continuous assessment applies, a student passes when a final mark of at least 50 percent has been obtained and she/he has participated in all the assessment opportunities.
- (i) Where a student has been granted admission to a module on the basis of recognition of prior learning (RPL) and has been exempted from specific assessment opportunities in the module, the final mark is based on the examination mark.

A9.5 Assessors and moderators

Assessors and moderators who have been appointed by the relevant academic head of department in accordance with the policy on quality assurance conduct module examinations and their appointment is subject to

approval by the faculty committee.

A9.6 Oral assessment

An oral assessment may, with the approval of the academic head of department, be conducted instead of a written assessment, provided that

- (i) the assessment is conducted during an officially scheduled examination period.
- (ii) the oral assessment for each module is at least a half an hour per student.
- (iii) besides the assessor(s), at least the academic head of department or a senior lecturer appointed by her/him must also be present.
- (iv) a digital recording be made of the oral assessment.
- (v) oral assessments be conducted only at a campus of the University, except where the dean grants permission for other centres to be used.

A9.7 Assignments

- (a) Submission of assignments is set out in the module guide.
- (b) Apology for non-submission of assignments arising from unforeseen circumstances must be accompanied by corroborative documentation and offered to the relevant lecturer as soon as possible, but not later than the next lecturing opportunity that can be attended in the module.

A9.8 Plagiarism

A student who passes off as her/his own another person's ideas that appear in written sources, visual sources, multimedia products, music, the spoken word, etc. is guilty of plagiarism, which is dealt with in terms of the rules applicable to disciplinary procedures.

A9.9 Centres at which examinations are conducted

- (a) A student takes the written examination on the campus or at the centre at which the module was offered.
- (b) E-learning students may take written examinations at any of the centres or campuses designated by the University.
- (c) An additional examination is only written at University campuses and – in the case of the National Professional Diploma in Education (NPDE) – at certain centres as indicated in the module or programme guides.

A9.10 Additional time during assessment opportunities

The registrar may grant a student additional time for assessment opportunities on the basis of a written application, accompanied by a medical certificate or on the recommendation of Student Guidance and Development, in collaboration with the Unit for Students with Disabilities.

A9.11 Errors as regards the examination timetable, tests and assignments

A student does not have recourse to the right of exception if she/he has erred in respect of the examination timetable and/or the scheduled test timetable or as regards submission of assignments.

A9.12 Results in respect of examinations, tests, assignments and research essays

- (a)
 - (i) As indicated in the module guide, a faculty or a department posts provisional examination results of the main and additional examinations on a noticeboard within seven (7) working days after an examination as scheduled on the examination timetable. Once additional examinations have been written, the registrar mails an official statement of final results to each student.
 - (ii) Examination results in respect of the National Professional Diploma in Education (NPDE) are announced by means of an electronic message (SMS).
- (b) Provisional examination results can also be accessed electronically by following a prescribed procedure and they are also available on the University's website.
- (c) Students are responsible for obtaining their results before the additional examination.
- (d) Except where the senior director: Finance decides otherwise, official examination results are posted to a student only if her/his account has been settled.
- (e) A student may discuss the results of an examination, test or assignment with the lecturer and with the academic head of department (irrespective of a student's account being in arrears, but on condition that particulars regarding the results are not divulged). The following procedures apply:
 - (i) The discussion must take place within five (5) working days after the provisional results have been announced. A student has the right to address a justified written appeal to the dean, with notification to the academic head of department. Such an appeal must be lodged within two (2) working days after discussion with the academic head of department.
 - (ii) At the Qwaqwa campus, this is done by the lecturer and the designated member of the Qwaqwa campus management within five (5) working days after the provisional results have been announced. A student has the right to address a justified written appeal to the campus head, with notification to the academic head of department. Such an appeal must be lodged within two (2) working days after discussion with the designated member of the Qwaqwa campus management.
 - (iii) As regards qualifications administered by the School of Open Learning, the dean of the School of Open Learning must – within five (5) working days after the examination results have been announced by means of an electronic message (SMS) – be requested in writing to have the examination script remarked by the lecturer and the academic head of department. The student has the right to address a justified written appeal to the dean, with notification to the academic head of department. Such an appeal must be lodged within two (2) working days after the results have been announced.

In the case of the results of tests and assignments for qualifications administered by the School of Open Learning, a student must, within five (5) working days after the results have been announced, request in writing that the relevant lecturer remark the test or assignment in collaboration with the academic head of department.

- (f) For the purposes of the above-mentioned discussion, the student has the right of access to her/his script.
- (g) If, owing to extraordinary circumstances, an examination result and/or feedback regarding an application in respect of an additional examination is not available one (1) week before the date of the additional examination, a further ad hoc examination may be scheduled with the approval of the programme director and the academic head of department, with written notification to the dean and to the registrar: Division Examinations, provided that
 - (i) as regards first-semester modules, such an ad hoc examination must take place before the second semester commences.
 - (ii) as regards year modules and second-semester modules, such an ad hoc examination must take place before the new academic year commences.
 - (iii) all examination results in respect of first-semester modules have been announced and have been entered on the computer network prior to commencement of the second semester.
 - (iv) all examination results in respect of year modules and second-semester modules have been announced and have been entered on the computer network prior to commencement of the new academic year.
 - (v) any examination result that is received after the above-mentioned dates be sent to the registrar by the academic head of department – on the basis of written justification of the circumstances and with the approval of the dean and with notification to the examinations committee.

A9.13 Requirements in respect of examination venues

- (a) Only registered students who have gained admission to examinations may participate in examinations.
- (b) A student card or prescribed proof of registration must be produced to gain entry to the examination venue.
- (c) A student may take into the examination venue only such particular electronic equipment as is specified on the examination paper and as has in advance been communicated to the students by the lecturer.
- (d) A student may take into the examination venue only such publications as are specified on the examination paper and as has in advance been communicated to the students by the lecturer.
- (e) Once fifteen (15) minutes from the commencement of the examination session have elapsed, no student is allowed into the examination venue.
- (f) Students may leave the examination venue only once forty-five (45) minutes from the commencement of the examination session have elapsed.

- (g) No extra time will be granted to students who arrive at the examination venue late.
- (h) Each individual student must confirm her/his presence in the examination venue by completing an attendance form fully and by, upon request, making the latter available to the invigilator.
- (i) When an invigilator requests students to do so, they must immediately hand in examination scripts and documents supplied to them at the designated point in the examination venue.
- (j) A student may not take any pen holders, books of any description, notes or sheets of paper containing writing, cellphones/dictaphones or electronic equipment into the examination venue during an examination session. The University cannot be held accountable for loss of or damage to personal property that is left either in or outside the examination venue.
- (k) During the examination a student may not
 - (i) in the examination venue lend or receive assistance or attempt to lend or receive assistance or converse with any person other than the invigilator.
 - (ii) visit the cloak room unless she/he is accompanied by an invigilator.
 - (iii) smoke or consume food or refreshments.
 - (iv) be a source of disturbance to other students.
- (l) Full particulars must be supplied on the script(s) and a student may not remove any scripts from the examination venue.
- (m) To gain assistance in the examination venue, a student must seek the invigilator's attention by raising a hand.
- (n) If an invigilator has reasonable grounds – confirmed as such by another invigilator – to believe that a student may be in possession of inadmissible notes or items, a student may be requested by the head invigilator to leave the examination venue with her/his examination script and the documentation that was supplied to her/him. Two invigilators of the same sex as the student must be present when she/he is presented with the suspicion outside the examination venue. The invigilator then has the right to search the student for inadmissible notes or items in the presence of the other invigilator and does so in conditions of privacy and in a way calculated not to compromise the student's dignity.
- (o) A student who disregards the general rules in respect of examinations and examination venues is dealt with in terms of the rules applicable to disciplinary procedures, which may result in expulsion.
- (p) Tests are subject to the same principles as examinations.

Clarification

Address enquiries regarding examinations or examination results in respect of the National Professional Diploma in Education (NPDE) to: The Registrar, Office of the Dean, School of Open Learning, South Campus, University of the Free State, PO Box 339, Bloemfontein 9300, telephone +27 51 505 1218 or +27 51 505 1242 or +27 51 505 1240 or +27 51 505 1444.

Applications in respect of an additional examination may be sent to the registrar. Applications in respect of the National Professional Diploma in Education (NPDE) must be sent to: The Registrar, Office of the Dean, School of Open Learning, South Campus, University of the Free State, PO Box 339, Bloemfontein 9300.

A student studying at the Qwaqwa campus, must forward an application for an additional examination to the registrar, Office of the Campus Head, Qwaqwa.

If a student qualifies for an additional examination or has been admitted to such and the module comprises more than one paper, the examination in both papers must be written during the additional examination in question.

The marks obtained in the main mid-year examination and in the main end-of-year examination, and also the marks obtained in the additional examinations are recorded on the student record system, yet only the best final mark of either the main mid-year examination or of the additional examination and/or the main end-of-year examination or of the additional examination will be reflected on the student's study record.

Departments that use a system of continuous assessment may not schedule assessment opportunities during approved examination opportunities.

Accessing examination results by means of an electronic message (cellphone):

How to register for the SMS service	How to gain access to your examination results
<ul style="list-style-type: none"> • Dial *120*837# • Press "Answer" and enter your student number • Press "Send" • Press "Answer" and enter your ID number • Press "Send" • Press "Answer" and enter your choice: "Yes" OR "No" • Press "Send" 	<ul style="list-style-type: none"> • Dial *120*837# • The following menu will appear: <ol style="list-style-type: none"> 1. "Exam Results" 2. "Finances" 3. "Change Student" • Press "Answer" and enter 1 • Press "Send" • Press "Answer" and enter your choice of year and month
<p>You are now registered for the SMS service. To gain access to your information, press "Answer" and enter 00 (zero, zero).</p>	<p>Your examination results will be displayed. Press "Answer" and enter 00 (zero, zero) to return to the menu.</p>

A10 QUALIFICATION WITH DISTINCTION

- (a) Except where faculty rules stipulate additional requirements, a qualification is awarded with distinction if a student meets the following requirements:
- (i) obtained a weighed average of at least 75 percent (not rounded to the next integer), based on the minimum number of modules prescribed for the qualification in question; and
 - (ii) completed the qualification in the minimum period; and
 - (iii) did not fail any module or repeat any module during an additional examination, except for the purpose of improving a final mark.
- (b) With the approval of the dean, in consultation with the registrar, the restriction regarding the minimum period can be revoked on the basis of written justification of the circumstances, provided that such approval be obtained before the qualification is awarded at a graduation and/or diploma ceremony.

- (c) Where exemption from or recognition of a module(s) from a previously incomplete qualification is granted, every year in which the module(s) in question was passed, is deemed to be an additional residential year in respect of the new qualification.
- (d) Exemptions or recognitions from a completed qualification(s) are not taken as additional residential years in respect of the new, completed qualification.
- (e) Where a module has been repeated in an additional examination to improve the final mark, the highest final mark that has been obtained in the module is used for applying the rule in connection a pass with distinction.

A11 QUALIFICATION CERTIFICATES, DEAN'S MEDALS AND SENATE MEDALS

- (a) Qualification certificates, Dean's Medals and Senate Medals are only awarded at a graduation and/or diploma ceremony or subsequently posted to the student.
- (b) A student is only allowed to participate in the next graduation and/or diploma ceremony provided that all results have been received in accordance with the due dates determined by Senate.
- (c) The registrar reserves the right not to present a qualifications certificate to a student unless
 - (i) all moneys owed to the University have been paid, all the results of modules passed at other institutions of higher education have been submitted, all books still owed to the library have been returned; and
 - (ii) all other requirements have been met.
- (d) The registrar reserves the right to annul a qualification certificate and to strike a person's name from the convocation if
 - (i) the University has made a substantive error; or
 - (ii) the person's dishonesty in respect of obtaining the qualification should later become evident (for example in the case of plagiarism, etc.).
- (e) When a qualification is awarded in absentia, the student must make prior arrangements as regards the posting of the certificate and pay the necessary postage.
- (f) In cases where an original qualification certificate has been lost or damaged, the registrar will only issue an appropriate certificate pertaining to the acquisition of the qualification upon receipt of a written request, once the necessary moneys have been paid and if the application is accompanied by the following documents and contains the following particulars:
 - (i) an affidavit explaining the request
 - (ii) an indication as to which surname appeared on the originally issued certificate – in the case of an application from a married person
 - (iii) a certified copy of an identity document or passport
- (g) If the name of the student to whom the qualification was awarded changes, the registrar may issue an appropriate certificate, provided that the necessary documentation furnishing proof of the change is submitted.

- (h) Dean's Medals are awarded in each of the three-, four- and five-year bachelor's degrees in a faculty to students who obtained the highest weighed average percentages over all the study years in the three-, four- and five-year bachelor's degrees, provided that
- (i) the qualification was awarded with distinction and that a weighed average of at least 80 percent (not rounded to the next integer) was obtained, calculated in respect of the minimum number of modules prescribed for the qualification in question; and
 - (ii) no module was failed or repeated in an additional examination, except for the purposes of improving a final mark.
- (i) A Senate Medal and Prize are awarded to a student who received a Dean's Medal with the highest weighed average percentage of all the faculties.

Clarification

Results received after the date published in the University calendar are not taken into account for the next graduation and/or diploma ceremony, but will be held over until the following graduation and/or diploma ceremony.

Address enquiries regarding lost or damaged qualification certificates via email to graduations@ufs.ac.za or at telephone +27 51 401 3016 or +27 51 401 3083.

The University's academic dress is registered with its supplier as regards colour scheme and style and is rented from the University.

All candidates at all the campuses/centres are eligible for awards.

A12 RESULTS STATEMENTS, ACADEMIC RECORDS, STUDY RECORDS, CERTIFIED STATEMENTS, CERTIFICATES OF CONDUCT AND CERTIFIED EXAMINATION TIMETABLES

The registrar issues official documentation, such as examination results, academic records, study records, certificates of conduct, statements and examination timetables.

Clarification

A student may access study records and other documents not required for official purposes and that are therefore not issued on a University letterhead, are not signed or do not bear the University's stamp via the student portal at <http://www.studentportal.ufs.ac.za>.

An academic record is issued only after the necessary fee has been paid.

A13 REQUESTS ON THE BASIS OF EXCEPTIONAL CIRCUMSTANCES

Except where the rules in question contain statutory requirements, a dean may, based on merit and in consultation with the registrar – irrespective of both the requirements of the general rules and those of the faculty rules – give a ruling as regards exceptional cases that have been justified in writing (with supporting documentation where necessary) or may refer such cases to the rectorate for arbitration in those instances in respect of which consensus cannot be reached.

A14 DISCIPLINE

- (a) The designated vice-rector is responsible for enforcing discipline.
- (b) The rules applicable to discipline are set out in the Annexure to this document.

A15 FINANCIAL SUPPORT

- (a) Financial support in the form of bursaries and loans is available and must be applied for annually before a date determined by the registrar.
- (b) During March of any given year, academic merit bursaries are transferred to the student accounts of students who qualify.
- (c) In the case of students from other institutions of higher education, academic merit bursaries are only considered upon receipt of a written application that is accompanied by a study record and proof of moneys paid in respect of specific modules in the respective study years.
- (d) The University also makes bursaries available with a view to recruiting students and awards bursaries for sport, culture and leadership.
- (e) In the case of a student who receives a bursary that is not administered by the University, the responsibility lies with the student to
 - (i) provide the donor of the bursary with particulars regarding her/his account.
 - (ii) see to it that bursary moneys are transferred timeously in accordance with the rules, failing which the account will be debited as a matter of course.
- (f) A credit in respect of a student's account may be paid out to her/him subject to permission in writing from the donor of the bursary or from the organisation that granted the study loan.

Clarification

Closing dates for financial assistance, on all campuses, are as follows:

- *Special merit bursaries for sport: 30 September and 30 November*
- *Bursaries for arts, culture and leadership: 15 February of any particular year*

- *UFS study benefits in respect of the dependants and spouses of staff members are administered by the Department of Human Resources and the closing date is the end of November of the year before the study commences.*
- *All other bursaries – National Student Financial Aid (NSFAS) and sundry bursaries: 31 October (beginner first years) and 15 September (senior students) at 15:30 of the designated day*

Entry forms for financial assistance are forwarded to all students who have applied for admission to the University and who indicated on the application form that financial assistance would be required. Senior students must personally collect application forms.

Application forms are also annually available from May/June on the University's web page: <http://www.ufs.ac.za>.

Information regarding financial assistance is available from: The registrar, Division Student Financial Aid, PO Box 339, Bloemfontein 9300 or the University's web page at <http://www.ufs.ac.za> under the heading "Students". Then click on "Student Portal", next on "Academic Life" and on the next page, again click on "Financial Aid".

A student who receives financial assistance, pays a reduced amount as a prepayment, provided that proof is furnished at least five (5) working days prior to registration.

A16 MODULE AND LECTURE VENUE TIMETABLE AND EXAMINATION TIMETABLE

- (a) A module and lecture venue timetable is drawn up annually and published on a date determined by Senate. This timetable, which takes into account curricula, is based on the modules offered by departments and captured on the computer network.
- (b) An examination timetable that takes into account the modules for which students have registered is drawn up and published annually.
- (c)
 - (i) When a student experiences clashes on the module and venue timetable because two or more modules have been scheduled in the same time slot, an adjustment can only be made by taking into account the entire scheduling process, among which the examination timetable, the student's academic record and the possibility of taking alternative modules, especially as regards modules that have been failed.
 - (ii) Where rescheduling in respect of the examination timetable is not possible, a special arrangement can be made with the student as regards writing the examination.

Clarification

Clashes on the module and lecture venue timetable and/or the examination timetable must be reported to the registrar: Division Timetables and Venues on the prescribed form.

The module and lecture venue timetable and the examination timetable are available on the University's web page: <http://www.ufs.ac.za>.

If a student has failed a module(s), it is not always possible to adapt the

timetables and a student will have to modify her/his curriculum.

In cases where a student has not failed any modules and her/his curriculum was compiled in accordance with the curriculum requirements, a special arrangement will be made with the student as regards writing the examination.

A17 RESIDENCE IN CAMPUS ACCOMMODATION

- (a) The designated vice-rector is responsible for enforcing the rules that apply to residence in campus accommodation.
- (b) Only a student registered at this University may avail her-/himself of campus accommodation.
- (c) A person's placement in campus accommodation is subject to her/his admission to an academic qualification at the University.
- (d) Placement is done with due regard for diversity objectives, which include academic achievement, leadership, cultural activities, sporting achievements, racial diversity and gender.
- (e) The University accepts no responsibility for loss of or damage to occupants' personal belongings.
- (f) For purposes of inspections, repairs and cleaning, the University reserves the right of access to any room with due regard for the occupant's right to privacy.

A17.1 Applying for residence in campus accommodation

- (a) A person who wishes to study at the University for the very first time, and also a student who has interrupted her/his studies for at least one academic year, must – on the prescribed form and before a date annually determined by the University – apply for residence in campus accommodation.
- (b) A student who is already studying at the University and who applies for residence in campus accommodation must complete the prescribed application form at the Office of the Director: Housing and Residence Affairs.
- (c) A student in residence must annually – on the prescribed form and before a date annually determined by the University – re-apply to take up residence in campus accommodation.
- (d) The University processes only fully completed applications.

A17.2 Allocation and reallocation in campus accommodation

The requirements and procedures, as approved by the relevant University committee, apply in respect of the initial allocation and reallocation of campus accommodation and can be obtained from the Office of the Director: Housing and Residence Affairs.

A17.3 Cancellation of residence in campus accommodation

Written notice of cancellation of residence must, in accordance with the requirements, be addressed to the director: Housing and Residence Affairs.

A18 FEES PAYABLE

- (a) The designated vice-rector is responsible for enforcing the rules in respect of the fees payable.
- (b) The responsibility of keeping the University informed regarding her/his correct contact details lies with the student.
- (c) Tuition fees and fees payable for campus accommodation are calculated per semester and are payable on the following dates, irrespective of whether a statement of account has been received:
 - First semester: before or on 31 March of the year in question
 - Second semester: before or on 31 August of the year in question
- (d) Except where a rule dictates otherwise, all other fees are payable not later than the end of the month following the month in which, according to statement of account, the transaction was concluded.
- (e) Failure to settle an account on the appointed dates entitles the University – regardless of the exercise of any other right – to levy interest on the amounts owed at the maximum rates allowed for in the National Credit Act no. 34 of 2005.
- (f) If a student neglects to settle her/his account, the University may also – apart from any other rights – hand over the account, including the collection fees, to an attorney for collection.
- (g) If – in respect of the payment of an account – a student is in arrears for more than the prescribed amount, this can result in a situation where examination scripts are not marked or where examination results are not disclosed and/or where official documentation (for example study records and certificates of conduct) is not issued.
- (h) Fees must be paid in full irrespective of whether
 - (i) services are disrupted by strikes, student boycotts, civil unrest or any other disruptions on any of the campuses or at any of the centres or any other circumstances beyond the University's control.
 - (ii) a student is not allowed to continue her/his studies in consequence of the enforcement of any institutional rule.
- (i) (aa) An international student must
 - (i) before registration pay a non-refundable administrative levy.
 - (ii) produce evidence that she/he has the necessary funds to pay the moneys that are owed and to do so on the dates that such fees are due.
 - (iii) pay the stipulated module price plus 50 percent.
 (bb) Students from countries of the South African Development Community (SADC) are exempted from the 50 percent stipulation.
- (j) All resident and non-resident students must pay a campus levy.
- (k) Over and above tuition fees, additional sums are payable in respect of specific training-related expenses.
- (l) To ensure that students residing in campus accommodation will be able to pay for meals at the beginning of the year, students' meal subscription

accounts will each be credited with an advance that will again later be debited against their tuition fees accounts.

Clarification

Moneys in respect of meals and book fees may be deposited in separate accounts in advance, subsequent to which they will be transferred to a student's student card for purchases.

Payments can be made as follows:

(i) ABSA Bank

The University of the Free State

Branch code 630734

Account number 1570151688 with reference number as follows:

- *Payments in respect of tuition fees and residence in campus accommodation: 100, directly followed by the student number*
- *Payments in respect of meals: 101, directly followed by the student number*
- *Payments in respect of books: 102, directly followed by the student number*

(ii) Internet

Register the University as beneficiary

Use the Absa banking details as above

(iii) Online credit card payments

Web address: <http://www.studentportal.ufs.ac.za>

(iv) Cashiers: Thakaneng Bridge

Monday to Friday 08:30–14:30

(v) Post Office

Any branch

Reference number: Student number

(vi) Fax proof of payment to: +27 51 401 3579 or 086 642 6479

A19 INFORMATION COMMUNICATION AND INFORMATION TECHNOLOGY

- (a) The designated vice-rector is responsible for enforcing the rules in respect of information communication and information technology.
- (b) The policies as applicable to information communication and information technology are available on the University's website and it is the student's responsibility to acquaint her-/himself with the said policies. The misuse of the University's information systems can result in disciplinary action against a student.

GENERAL RULES FOR POSTGRADUATE DIPLOMAS (NQF EXIT LEVEL 8)

A20 GENERAL RULES

- (a) Students are personally responsible for being well informed as regards general rules and faculty rules and to comply with the said rules.
- (b) A registered or prospective student is not exempted from general and faculty rules merely on the basis of having been misinformed as regards the content of such rules. The registrar may however grant exemption on the strength of a written justification.
- (c) Upon registering, a student undertakes to abide by general and faculty rules, as amended from time to time.
- (d) All agreements between a student and the University as regards admission and/or registration and/or campus accommodation are deemed to have been entered into in Bloemfontein, irrespective of where any of the parties actually signed the agreement.

Clarification

Except where the contrary may be apparent from the context, the singular also implies the plural and vice versa.

For purposes of interpretation and application of a rule, the English and the Afrikaans texts of rules are considered to be equivalent, irrespective of whether they be in translation or an original version. The English and the Afrikaans texts of a rule must be read in conjunction with each other so as to ascertain their meaning. Where irreconcilable conflicts between texts arise, the version that best complies with the aim of the rule – as determined after perusal of the minutes of Senate and of Council and other admissible sources – takes precedence.

A21 APPLYING FOR ADMISSION

- (a) A prospective first-time student wishing to study at the University, and also a student who previously discontinued her/his studies for at least one academic year, must apply for admission on the prescribed form and accompany this with the requisite documents, and do so before the date annually determined by the University and pay the necessary application fee.
- (b) A student registered at this University who wishes to continue with her/his studies in the next year after a qualification has been obtained, must – on the prescribed form and within the period scheduled for that purpose – apply for admission.
- (c) The admission applications of students from other institutions of higher education who have been refused continued admission at those institutions, will only be considered for admission to this University by the registrar on the strength of justified, written submissions.
- (d) The University shall neither consider nor process an incomplete application and the date of receipt shall not be used for selection programmes, placement in campus accommodation or financial assistance.
- (e) Only in exceptional cases are applications that have been received after the closing date considered by the registrar. A late application fee is payable.

Clarification

Except in the cases listed below, a prospective first-time student wishing to study at the University, and also a student who previously discontinued her/his studies, must address enquiries and applications to: The Registrar, Division Applications and Admissions, University of the Free State, PO Box 339, Bloemfontein 9300, or telephone +27 51 401 9864, or fax number 086 697 2604/+27 51 401 9210, or email: applications @ufs.ac.za.

Address enquiries and applications in respect of the Postgraduate Diploma in Financial Planning and the Advanced Postgraduate Diploma in Financial Planning to: The Registrar, Office of the Director, Centre for Financial Planning Law, University of the Free State, PO Box 339, Bloemfontein 9300, or telephone +27 51 401 3733, or email: cfpl@ufs.ac.za.

Address enquiries and applications in respect of the Advanced Certificate in Education (ACE) to: The Registrar, Office of the Dean, School of Open Learning, South Campus, University of the Free State, PO Box 339, Bloemfontein 9300, or telephone +27 51 505 1378, or fax number +27 51 505 1205.

Address enquiries in respect of the Postgraduate Diploma in Teaching to the relevant programme director, Faculty of Education, University of the Free State, or telephone +27 51 401 9264, or fax number 086 698 5134.

Address enquiries and applications in respect of the postgraduate diplomas offered by the School of Nursing to: The Registrar, Office of the School of Nursing, University of the Free State, PO Box 339, Bloemfontein 9300, or telephone +27 51 401 2407/2967/2361, or fax number +27 51 401 3399.

A student registered at this University who starts a new qualification in the following year, must complete the prescribed form (DV2/DV3) to apply for admission. It can be obtained from the registrar, Division Applications and Admissions, and must be returned to the same division and be accompanied by the necessary approvals.

The date on which either lacking information or documentation in respect of an incomplete application is received will be taken to be the date on which the UFS received the application.

A22 ADMISSION OR READMISSION TO THE UNIVERSITY AND TO AN ACADEMIC QUALIFICATION

A22.1 Admission

- (a) To be admitted to a postgraduate diploma, a person must be in possession of an appropriate bachelor's degree (NQF Level 7 or NQF Level 8) or an appropriate advanced diploma (NQF Level 7).
- (b) To be admitted to an advanced postgraduate diploma³, a person must be in possession of an appropriate postgraduate diploma.
- (c) A person may also be admitted
 - (i) with the dean's permission, on the recommendation of the relevant programme director and/or the academic head of department, or the relevant head/dean of the school, or the director of the centre at which the qualification is offered and in consultation with the registrar

³ The Advanced Postgraduate Diploma is being phased out as a result of the implementation of the *Higher Education Qualifications Sub-Framework*. The final opportunity for prospective students to register for this qualification for the first time is 2014.

on the strength of a qualification that they consider to be equivalent to the qualification that was stipulated as an admission requirement; or

- (ii) with the approval of the faculty committee, on the recommendation of the programme director in question and/or the academic head of department or the relevant head/dean of the school or the director of the centre, on the strength of a standard of proficiency – determined by means of recognition of prior learning (RPL) – that is sufficient for the purposes of the study.
- (d)
- (i) In addition to the above-mentioned requirements that obtain in respect of admission, the dean, on the recommendation of the programme director and/or the academic head of department or the relevant head/dean of the school or the director of the centre and with written notification to the senior director: Student Academic Services, may require a person to complete certain additional modules before admission or before the qualification is awarded.
 - (ii) If the modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.
- (e)
- (i) In exceptional cases, the dean – on the recommendation of the programme director and/or the academic head of department or the relevant head/dean of the school or the director of the centre and with written notification to the senior director: Student Academic Services – may admit a student to a single module(s) other than those that are prescribed, provided that it/these are deemed complementary to the specific programme of study and that the student possesses sufficient knowledge of the discipline to warrant admission to the module(s).
 - (ii) If the additional modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.
- (f) The responsibility to see to it that a person satisfies the necessary admission requirements lies with the relevant programme director and/or the academic head of department, or the head/dean of the school, or the director of the centre at which the qualification is offered.

A22.2 Readmission on the strength of academic progress

- (a) On the basis of exceptional merit, a student who has not yet completed the qualification after the minimum period allowed for completing the qualification in question plus one year (calculated from the date of first registration for the qualification), may be admitted for one additional year. Such admission is subject to the dean's approval, on the recommendation of the programme director and/or the academic head of department or the head/dean of the school or the director of the centre and that the senior director: Student Academic Services be notified in writing – provided that the stipulations in respect of adaptation to new rules have been taken into account.
- (b) A student taking the Advanced Certificate in Education (ACE) offered by the School of Open Learning may, at most, register for two failed modules in addition to her/his second-year modules and must complete the qualification within three academic years.

Clarification

Admission based on a standard of proficiency is dealt with in terms of the policy that obtains with regard to recognition of prior learning.

Information regarding admission on the basis of recognition of prior learning (RPL) may be obtained by addressing enquiries to: <http://www.ufs.ac.za/rpl>, or RPLOffice@ufs.ac.za, or at telephone +27 51 401 7326/7327/7357, or at fax number 086 729 0554/086 665 2554.

A23 SUBMISSION OF DOCUMENTATION REQUIRED TO REGISTER AS A STUDENT

- (a) A student
- (i) who registers at the University for the first time must forward to the University, before a date annually determined by Senate, a certified copy of the qualification(s) in respect of which admission was granted.
 - (ii) who previously studied at another institution of higher education must, not later than during the University's registration process, also submit an original study record and a certificate of conduct from the previous institution(s) of higher education.
- (b) Certified copies must also be available during the registration process.
- (c) An international student who is not a South African citizen and who is not in possession of a permanent residential permit, must
- (i) submit to the Office for International Affairs, a study permit issued in favour of the University of the Free State by the South African Department of Internal Affairs.
 - (ii) comply with all the requirements of the Immigration Act and with the regulations handed down in accordance with the said act.

Clarification

Certified copies are accepted only if the following information regarding the commissioner of oaths is clearly legible on the document:

- (i) the full name and surname*
- (ii) the position she/he holds*
- (iii) the place at which the certified copy was signed*
- (iv) the date on which the certified copy was signed*
- (v) the business address*
- (vi) the signature*

Certificates of conduct must contain endorsements regarding the person's conduct and her/his financial position on the date of issue of the certificate.

With the exception of the qualifications listed below, documents must be forwarded to: The Registrar, Division Applications and Admissions, University of the Free State, PO Box 339, Bloemfontein 9300, or fax number 086 697 2604/+27 51 401 9210.

Students applying for the Postgraduate Diploma in Financial Planning and the Advanced Postgraduate Diploma in Financial Planning must forward documents to: The Registrar, Office of the Director, Centre for Financial Planning Law, University of the Free State, PO Box 339, Bloemfontein 9300, or fax number +27 51 401 3733.

Students applying for the Advanced Certificate in Education (ACE) must forward documents to: The Registrar, Office of the Dean, School of Open

Learning, South Campus, University of the Free State, PO Box 339, Bloemfontein 9300, fax number 086 6166 874.

Students applying for the postgraduate diplomas offered by the School of Nursing must forward documents to: The Registrar, Office of the School of Nursing, University of the Free State, PO Box 339, Bloemfontein 9300, fax number +27 51 401 3399, telephone +27 51 401 2407/2967/2361.

Students applying for the Postgraduate Diploma in Education must forward documents to: The Programme Director, Faculty of Education, University of the Free State, PO Box 339, Bloemfontein 9300 or fax the said documents to 086 698 5134.

A24 DURATION OF STUDY AND COMPILING A CURRICULUM

- (a) After obtaining the qualification in respect of which admission has been granted, a student must be registered at the University for at least one year (two semesters) or as stipulated by the faculty board and set out in the rules of the faculty in question.
- (b) Except in cases where Council via Senate implements new rules with immediate effect, a student may, for a postgraduate diploma, only register for the minimum period allowed for that qualification plus an additional year, with the second period following directly after the first, and she/he must complete her/his studies for that particular qualification in accordance with the rules applicable at the time of first registration.
- (c) A student from another institution of higher education or a student from this University who interrupts her/his studies for a year or longer than a year or who switches to another qualification, remains subject to both the general rules and the faculty rules that happen to apply at the time of the new registration, except with the approval of the dean of the relevant faculty in respect of the faculty rules, on the recommendation of the head/dean of a school or the director of a centre, and with written notification to the senior director: Student Academic Services.
- (d) A student must compile a curriculum in accordance with the module and venue timetable, the examination timetable and the module prerequisites as set out in the rules of the faculty in question and do so in consultation with the relevant programme director and/or the academic head of department, or the head/dean of a school, or the director of a centre.
- (e)
 - (i) Subject to a student's academic achievements, the dean of the faculty in question may, on the recommendation of the head/dean of a school or the director of a centre, and with written notification to the senior director: Student Academic Services, grant a student permission to register for additional modules – to a maximum of 32 credits – provided that the admission requirements are met.
 - (ii) If the additional modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.

A25 STUDENT REGISTRATION AND RE-REGISTRATION

A25.1 Registration

- (a) All student registrations are done in accordance with the coordinated arrangements of the senior director: Student Academic Services, as approved by the Executive Committee of Senate.

- (b) Before a person's term of study commences, she/he must annually, during the first registration opportunity, register for both semesters (if applicable) for the period as prescribed by Senate, and must pay the required fees.
- (c)
 - (i) Academic credit is earned only in respect of modules registered for in compliance with the correct module code(s) as indicated in the faculty rules and for which passes have been obtained.
 - (ii) The rules applicable to module codes are set out in the Annexure to this document.
- (d) Registration for modules at the beginning of the year in respect of the second semester is conditional and remains subject to the rules that apply to modules with specific prerequisites as set out in the rules of the faculties in question.
- (e) A person cannot simultaneously register for more than one qualification at this and/or another institution of higher education except on the basis of exceptional circumstances justified in writing, on the recommendation of the head/dean of a school or the director of a centre, and approved by the dean(s) in question, and (if applicable) the other institution of higher education, and with written notification to the senior director: Student Academic Services.
- (f) The University grants no registration with retroactive effect.
- (g) Conditional registration is granted by the University only if Council approves such registration.
- (h) If the registrar grants approval to a student to register for a qualification or a module at a time other than the registration opportunity approved by Senate, an additional fee will be levied for late registration.
- (i) If a person has not fully settled her/his account in respect of the previous year, a subsequent registration cannot take place.

A25.2 Re-registration

- (a) To be able to re-register for a qualification, a student must meet the readmission requirements and her/his University account for the previous year(s) must have been settled in full.
- (b) The programme director and/or the academic head of department, or the head/dean of the school, or the director of the centre at which the qualification is offered, must ascertain whether a student has in fact re-registered before supervision may commence.

A25.3 Cancellation of a registration or a module(s) by a student

- (a) Notification of the cancellation of a registration must be given in writing.
- (b) The date on which the written notification is received is taken to be the date of the cancellation of the registration.
- (c) Notification of the cancellation of a module(s) can occur throughout the year but in order to receive financial credit, specific due dates apply.
- (d) Cancellation of a module(s) after due dates could imply that a student
 - is not granted readmission to a module; and

- is liable for the tuition fees for the module.

A25.4 Cancellation of a student's registration by the University

- (a) A student's registration at the University may be cancelled if she/he is found guilty in terms of the rules that obtain with regard to disciplinary action against students.
- (b) A student's registration for a specific qualification may also be cancelled if the relevant dean or the Executive Committee of Senate deems such to be in the interests of the University and/or the student, provided that,
 - (i) prior to a final decision being taken,
 - (aa) the registrar, in response to a written request from the dean of the relevant faculty, informs the student in writing of the intention and also of the reasons for doing so.
 - (bb) the student – upon receiving written notification of the proposed cancellation – be given an opportunity to address written representations to the registrar and to the dean of the relevant faculty not to proceed with the proposed action.
 - (ii) the dean, upon receipt of the written representations from the student and after due consultation with the registrar, may decide
 - (aa) not to pursue the matter; or
 - (bb) to go ahead with the cancellation of the student's registration for the qualification, with written notification to the Executive Committee of Senate and to the student; or
 - (cc) to submit both the dean's justification and the student's written representations to the Executive Committee of Senate for a final ruling, with written notification of the final ruling to the student.

Clarification

Registrations for the Postgraduate Diploma in Education are handled by the Office of the Registrar.

Registrations for the Postgraduate Diploma in Financial Planning and the Advanced Postgraduate Diploma in Financial Planning are handled by the Centre for Financial Planning Law.

Registrations for the Advanced Certificate in Education (ACE) are handled by the School of Open Learning on the South Campus.

Registrations for the postgraduate diplomas offered by the School of Nursing are handled by the School of Nursing.

Students may cancel a module on the PeopleSoft self-service page at <http://www.ufs.ac.za>, or by means of a written notification to the registrar, or the head/dean of a school or the director of a centre.

To receive financial credit, the following due dates apply:

- (i) First-semester modules – up to and including 15 February*
- (ii) Second-semester modules – up to and including 15 August*
- (iii) Year modules – up to and including 15 February; up to and including 15 August, 50 percent credit will be granted*

If a student terminates her/his studies before 15 February of any given year, a minimum fee will be levied.

A26 SWITCHING QUALIFICATIONS AND/OR DISCIPLINES AND/OR MODULES AND/OR MIGRATING TO ANOTHER UNIVERSITY CAMPUS/CENTRE

- (a) A prospective student
 - (i) who wishes to change the qualification and/or discipline for which she/he has applied for another qualification and/or discipline, is obliged to notify the University in writing regarding the said change.
 - (ii) who switches qualifications in the course of the registration process, must fill in the prescribed form(s).
- (b) A registered student who wants to switch from one qualification and/or discipline and/or module(s) to another, must apply, on the prescribed form(s), for the switch in question and, before a modified registration can be done, the student must obtain the relevant dean's approval to do so.
- (c) In the case of a module switch, note that the responsibility lies with the student to catch up work that has already been dealt with, and she/he can neither lay claim to any additional help from the lecturer nor expect to be accommodated in respect of notes, assignments, practicals and assessments that have been missed.
- (d) A prospective or registered student who migrates from one campus/centre of the University to another campus/centre of the University must apply on the prescribed form and obtain the necessary approval from the programme director and/or academic head of department.

Clarification

The prescribed form (DV2/DV3) for a qualification switch by a registered student is obtainable from the registrar, Division Applications and Admissions, and must be returned to the same office.

The prescribed form (DV2/DV3) for migrating from one campus/centre to another is obtainable from the registrar, Division Applications and Admissions, and must be returned to the same office.

A27 CREDITS ACCUMULATION AND CREDITS TRANSFER

- (a) The registrar, on the recommendation of the programme director and/or the academic head of department or the head/dean of a school or the director of a centre, may grant a person exemption from or give credit for credits earned in a prior qualification or in a partially completed qualification – whether obtained here or elsewhere – with a view to taking another qualification, provided that
 - (i) no more than 50 percent of the credits may be transferred from the completed qualification(s) to another qualification, subject to the provision that
 - (aa) at least 50 percent of the credits for the new qualification be earned at this University; and
 - (bb) a maximum of 25 percent of the credits accrued at the highest

NQF level in the prior completed qualification(s) be acknowledged for another qualification.

- (ii) as regards an incomplete qualification, all the applicable credits may be granted for the new qualification, except in respect of a student from another institution of higher education, in which case no more than 50 percent of the credits required to obtain the qualification be transferred – also taking into account the 25 percent restriction in respect of credits earned at the highest NQF level.
 - (iii) if credits have been granted based on an incomplete qualification, the registration period for the prior qualification and that for the new qualification must at least coincide with the period prescribed for the new qualification at this University.
 - (iv) a person from another institution of higher education has to register at the University for at least one academic years (two semesters).
 - (v) credits from a completed or an incomplete qualification may be transferred to another qualification only once.
- (b) Credits are granted on the basis of formal learning with a relevance of at least 50 percent.
 - (c) Exemptions are granted on the basis of non-formal learning in accordance with recognition of prior learning guidelines, with a minimum relevance of at least 50 percent.

Clarification

The application of a person in respect of recognition of or exemption from modules after her/his studies have been interrupted, is considered by an academic head of department and/or a programme director, dean/head of a school or a director of a centre in terms of the policy applicable to the recognition of prior learning.

A28 ASSESSMENT RULES

A28.1 Attendance of teaching opportunities

- (a) Compulsory attendance of teaching opportunities in a module, as prescribed by the board of the faculty in which the specific module is offered and that appears in the module guide or its addendum, is one of the prerequisites for admission to the examination.
- (b) Apology for non-attendance of teaching opportunities on account of unforeseen circumstances must be accompanied by supporting documentation and presented to the lecturer in question at the next available teaching opportunity in the module.

A28.2 Module mark

- (a) To gain admission to the examination in a module, a module mark of at least 40 percent is required.⁴
- (b) A module mark is set out in the module guide or its addendum and is the result of both the continuous and the summative assessments, which are

⁴ A module mark of at least 40 percent is required for admission to the examination, except where the relevant Faculty requires a module mark of more than 40 percent as the minimum for admission to the examination.

conducted in a decentralised fashion during the course of the module term.

- (c) A module mark that has been obtained in a module is valid only for the next examination opportunity applicable to the module in question.
- (d) Except where the dean of the faculty in which the relevant module is offered, in consultation with the particular lecturer, decides otherwise, a student must, in order to gain admission to the examination in a module, meet all the prescribed subminimum and assignment requirements, and must have participated in all the scheduled assessment opportunities as set out in the relevant module guide or its addendum.

A28.3 Assessment opportunities

- (a) Two examinations are scheduled per semester:
 - (i) a main mid-year examination and an additional examination in respect of the first-semester modules; and
 - (ii) a main end-of-year examination and an additional examination in respect of the second-semester modules and year modules, except in the case of the following:
 - the Postgraduate Diploma in Financial Planning and the Advanced Postgraduate Diploma in Financial Planning, where two examinations per year are scheduled, namely in September and in November/December
 - where a system of continuous assessment is followed in respect of practical examinations
 - where a system of continuous assessment with summative assessment is followed
- (b) Once admission to the examination has been granted, participation in the main mid-year examination and the main end-of-year examination is compulsory. In respect of the Postgraduate Diploma in Financial Planning and the Advanced Postgraduate Diploma in Financial Planning, participation in the September examination is compulsory.
- (c) A student who has passed a module but wishes to improve the final mark – provided that a final mark of at least 60 percent has been obtained – must, within the time allowed and on the prescribed form, apply for an additional examination.

A student who has been promoted in a module but wishes to improve the final mark – provided that a final mark of at least 70 percent has been obtained – must, within the time allowed and on the prescribed form, apply for an additional examination.

A student who, as a result of justified extraordinary circumstances, is unable to take the main mid-year examination, may, within the period allowed for this purpose and using the prescribed form, apply for an additional examination during the additional mid-year examination opportunity. A student who does not participate in the main end-of-year examination may also – based on justified extraordinary circumstances, within the period allowed for this purpose and using the prescribed form – apply for an additional examination, except as regards the following, in which cases it is not necessary to apply:

- (i) a student who participated in the scheduled main examination in a given semester, who obtained an examination mark of at least 30

percent and a final mark of at least 45 percent for the module; or

- (ii) a student who participated in the scheduled main examination in a given semester, who obtained a final mark of at least 50 percent yet failed to obtain the required subminimum of 40 percent in the examination
- (d) A student who wrongfully participates in a main examination or an additional examination will receive no recognition for such an examination and she/he will be deemed not to have participated in the examination.
- (e) Except in respect of students at the Centre for Financial Planning Law, a student who has passed a module but wishes to improve the final mark – provided that a final mark of at least 60 percent has been obtained – may, within the time allowed and on the prescribed form, apply for an additional examination.
- (f) A student in her/his final academic semester who – upon completion of the main end-of-year examination or the main mid-year examination – must prolong her/his studies to obtain the qualification subsequent to failing a single module during the main mid-year examination or the main end-of-year examination, depending on which semester applies;

or

a student in her/his final academic semester who has to prolong her/his studies to obtain the qualification after having qualified for and participated in the additional examination of the semester in question and who subsequent to completing the additional examination still only needs one module to obtain the qualification, irrespective of whether the said module was failed during either the main or the additional examination,

may apply to take a special examination.

- (g) A student in her/his final academic semester, who has failed to comply with the prerequisites regarding admission to an examination, will not be considered for participation in a special examination, irrespective of the fact that the student needs only one module to obtain the qualification.
- (h)
 - (i) A student who wishes to improve her/his final mark in a module with the sole purpose of gaining admission to a subsequent postgraduate qualification (honours or master's but not doctorate) must, via the academic head of department and with the dean's approval, within the specified time, apply for admission to the additional examination. The mark obtained in the additional examination is recorded on the student's study record together with a note indicating that the student had obtained the improved mark in an additional examination.
 - (ii) A student who wishes to improve her/his final mark in a module with the sole purpose of gaining admission to a subsequent postgraduate qualification (honours or master's but not doctorate) and who has failed to gain admission to an additional examination, may, in the following year, repeat the module(s) after having registered for non-degree purposes, and may again take an examination in the said module after a new module mark has been obtained. The mark(s) will be recorded on the student's study record.

A28.4 Pass requirements, passing with distinction and continuous assessment

- (a) To pass a module, a student must obtain a final mark of at least 50 percent,

except in the case of a specific module of the Postgraduate Diploma in Financial Planning – as stipulated in the rules of the Centre for Financial Planning Law – in which case a final mark of 60 percent is required to pass the module.

- (b) The calculation of the final mark of at least 50 percent or 60 percent in the specific module for the Postgraduate Diploma in Financial Planning, is set out in the module guide in accordance with the following:
 - (i) that a module mark of at least 50 percent be taken into account; and
 - (ii) that a subminimum of at least 40 percent applies in respect of the examination mark; and
 - (iii) where more than one paper is written in a module, a subminimum of no less than 40 percent and no more than 50 percent per paper applies and can also, as set out in the module guide, apply in cases where a paper comprises more than one section; and
 - (iv) the weight assigned to the examination mark must be no less than 40 percent and no more than 60 percent, provided that, as regards e-learning students, the ratio between the module mark and the examination mark is 20:80.
- (c) In order to pass a module with distinction, a student must obtain a final mark of at least 75 percent and must have participated in all the scheduled assessment opportunities.
- (d) Where a system of continuous assessment applies, a student passes when a final mark of at least 50 percent has been obtained or at least 75 percent has been obtained to pass the module with distinction and she/he has participated in all the assessment opportunities.
- (e) A system of promotion does not apply in this case.
- (f) Where a student has been granted admission to a module on the basis of recognition of prior learning (RPL) and has been exempted from specific assessment opportunities in the module, the final mark is based on the examination mark.

A28.5 Assessors and moderators

Assessors and moderators who have been appointed by the relevant academic head of department or, in the case of the Centre for Financial Planning Law, the education committee, in accordance with the policy on quality assurance, conduct module examinations and their appointment is subject to approval by the faculty committee.

A28.6 Oral assessment

- (a) An oral assessment may, with the approval of the academic head of department, be conducted instead of a written assessment, provided that
 - (i) the assessment is conducted during an officially scheduled examination period.
 - (ii) the oral assessment for each module is at least a half an hour per student.
 - (iii) besides the assessor(s), at least the academic head of department or a senior lecturer appointed by her/him must also be present.

- (iv) a digital recording be made of the oral assessment.
 - (v) oral assessments be conducted only at a campus of the University, except where the dean grants permission for other centres to be used.
- (b) Oral examinations in respect of students taking the Postgraduate Diploma in Financial Planning and the Advanced Postgraduate Diploma in Financial Planning will only be considered by the examinations committee of the Centre for Financial Planning Law on the strength of a written justification of extraordinary circumstances.

A28.7 Assignments

Submission of assignments is set out in the module guide.

Apology for non-submission of assignments arising from unforeseen circumstances must be accompanied by corroborative documentation and offered to the relevant lecturer as soon as possible, but not later than the next lecturing opportunity that can be attended in the module. In the case of the Postgraduate Diploma in Financial Planning and the Advanced Postgraduate Diploma in Financial Planning, the said apology must be offered to the director of the Centre for Financial Planning Law within two (2) working days.

A28.8 Plagiarism

A student who passes off as her/his own another person's ideas that appear in written sources, visual sources, multimedia products, music, the spoken word, etc. is guilty of plagiarism, which is dealt with in terms of the rules applicable to disciplinary procedures.

A28.9 Centres at which examinations are conducted

- (a) A student takes the written examination on the campus or at the centre at which the module was offered.
- (b) A student for the Postgraduate Diploma in Financial Planning or the Advanced Postgraduate Diploma in Financial Planning takes an examination at any of the centres approved by the examinations committee of the Centre for Financial Planning Law, provided that
 - (i) a student may, on the basis of exceptional circumstances justified in writing, apply to take a written examination at another scheduled centre of the University.
 - (ii) the application is recommended to the registrar by the director of the Centre for Financial Planning Law.
 - (iii) the required fees have been paid.
- (c) An additional examination is only written at University campuses and – in the case of the Advanced Certificate in Education (ACE) – at certain centres as indicated in the module or programme guides.

A28.10 Additional time during assessment opportunities

The registrar may grant a student additional time for assessment opportunities on the basis of a written application, accompanied by a medical certificate or on the recommendation of Student Guidance and Development, in collaboration with the Unit for Students with Disabilities.

A28.11 Errors as regards the examination timetable, tests, assignments and research essays

A student does not have recourse to the right of exception if she/he has erred in respect of the examination timetable and/or the scheduled test timetable or as regards submission of assignments or research essays.

A28.12 Results in respect of examinations, assignments, tests and research essays

- (a)
 - (i) As indicated in the module guide, a faculty or a department posts provisional examination results of the main and additional examinations on a noticeboard within seven (7) working days after an examination as scheduled on the examination timetable. Once additional examinations have been written, the registrar mails an official statement of final results to each student.
 - (ii) Examination results in respect of the Postgraduate Diploma in Financial Planning and the Advanced Postgraduate Diploma in Financial Planning are announced on the University's web page.
 - (iii) Examination results in respect of the Advanced Certificate in Education (ACE) are announced by means of an electronic message (SMS).
- (b) Provisional examination results can also be accessed electronically by following a prescribed procedure and they are also available on the University's website.
- (c) Students are responsible for obtaining their results before the additional examination.
- (d) Except where the senior director: Finance decides otherwise, official examination results are posted to a student only if her/his account has been settled.
- (e) A student may discuss the provisional results of an examination, test, assignment or research essay with the lecturer and with the academic head of department (irrespective of a student's account being in arrears, but on condition that particulars regarding the results are not divulged). The discussion must take place within five (5) working days after the provisional results have been announced. A student has the right to address a justified written appeal to the dean, with notification to the academic head of department. Such appeal must be lodged within two (2) working days after discussion with the academic head of department.
- (f) A student registered for the Postgraduate Diploma in Financial Planning or the Advanced Postgraduate Diploma in Financial Planning may appeal against the result of an examination, test or assignment by applying for a re-mark in terms of the prescribed process and after payment of the re-marking fee (irrespective of a student's account being in arrears, but subject to the provision that the details of the result will not be announced). This must be done within seven (7) working days after the results in respect of the Postgraduate Diploma in Financial Planning or the Advanced Postgraduate Diploma in Financial Planning have been announced on the University's website. The student must, within three (3) weeks after the application for a re-mark has been received by the Centre for Financial Planning Law, address a justified, written appeal to the examinations committee of the Centre for Financial Planning Law.
- (g) As regards the Advanced Certificate in Education (ACE) administered by the

School of Open Learning, a student must – within five (5) working days after the examination results have been announced by means of an electronic message (SMS) – request the dean of the School of Open Learning in writing to have the examination script re-marked by the lecturer and the academic head of department, with the right of a justified written appeal to the dean of the faculty in question, with notification to the academic head of department. Such an appeal must be made within two (2) working days after the result of the re-mark has been announced.

- (h) As regards the results of tests and assignments for qualifications administered by the School of Open Learning, a student must – within five (5) working days after the examination results have been announced – request the lecturer in question in writing that the test or assignment be re-marked in consultation with the academic head of department.

A student has the right of access to her/his script(s).

- (i) If, owing to extraordinary circumstances, an examination result and/or feedback regarding an application in respect of an additional examination is not available one (1) week before the date of the additional examination, a further ad hoc examination may be scheduled with the approval of the programme director and the academic head of department or the director of the Centre for Financial Planning Law, with written notification to the dean and to the registrar: Division Examinations, provided that

(aa) as regards first-semester modules, such an ad hoc examination must take place before the second semester commences.

(bb) as regards year modules and second-semester modules, such an ad hoc examination must take place before the new academic year commences.

(cc) all examination results in respect of modules of the first semester have been announced and have been entered on the computer network prior to commencement of the second semester.

(dd) all examination results in respect of year modules and modules of the second semester have been announced and have been entered on the computer network prior to commencement of the new academic year.

(ee) any examination result received after the above-mentioned dates be sent to the registrar by the academic head of department or the head/dean of a school or the director of the Centre for Financial Planning Law – on the basis of written justification of the circumstances and with the approval of the dean and with notification to the examinations committee.

A28.13 Requirements in respect of examination venues

- (a) Only registered students who have gained admission to examinations may participate in examinations.
- (b) A student card or prescribed proof of registration must be produced to gain entry to the examination venue.
- (c) A student may take into the examination venue only such particular electronic equipment as is specified on the examination paper and as has in advance been communicated to the students by the lecturer.
- (d) A student may take into the examination venue only such publications as are

specified on the examination paper and as has in advance been communicated to the students by the lecturer.

- (e) Once fifteen (15) minutes from the commencement of the examination session have elapsed, no student is allowed into the examination venue.
- (f) Students may leave the examination venue only once forty-five (45) minutes from the commencement of the examination session have elapsed.
- (g) Students who arrive at the examination venue late will not be granted extra time.
- (h) Each individual student must confirm her/his presence in the examination venue by completing an attendance form fully and by, upon request, making the latter available to the invigilator.
- (i) When an invigilator requests students to do so, they must immediately hand in examination scripts and documents supplied to them at the designated point in the examination venue.
- (j) A student may not take any pen holders, books of any description, notes or sheets of paper containing writing, cellphones/dictaphones or electronic equipment into the examination venue during an examination session, with the exception of (c) and (d) above. The University cannot be held accountable for loss of or damage to personal property that is placed either in or outside the examination venue.
- (k) During the examination a student may not
 - (i) in the examination venue lend or receive assistance or attempt to lend or receive assistance or converse with any person other than the invigilator.
 - (ii) visit the cloak room unless she/he is accompanied by an invigilator.
 - (iii) smoke or consume food or refreshments.
 - (iv) be a source of disturbance to other students.
- (l) Full particulars must be supplied on the script(s) and a student may not remove any scripts from the examination venue.
- (m) To gain assistance in the examination venue, a student must seek the invigilator's attention by raising a hand.
- (n) If an invigilator has reasonable grounds – confirmed as such by another invigilator – to believe that a student may be in possession of inadmissible notes or items, a student may be requested by the head invigilator to leave the examination venue with her/his examination script and the documentation that was supplied to her/him. Two invigilators of the same sex as the student must be present when she/he is presented with the suspicion outside the examination venue. The invigilator then has the right to search the student for inadmissible notes or items in the presence of the other invigilator and does so in conditions of privacy and in a way calculated not to compromise the student's dignity.
- (o) A student who disregards the general rules in respect of examinations and examination venues is dealt with in terms of the rules applicable to disciplinary procedures, which may result in expulsion.
- (p) Tests are subject to the same principles as examinations.

Clarification

Address applications for additional examinations to the registrar, except in the following cases:

- Students registered for the Advanced Certificate in Education (ACE) should address applications to the registrar, Office of the Dean, School of Open Learning.
- Students registered for the Postgraduate Diploma in Financial Planning or the Advanced Postgraduate Diploma in Financial Planning should address applications to the registrar, Office of the Director: Centre for Financial Planning Law to take an examination during November/December.

If a student qualifies for an additional examination or has been admitted to such and the module comprises more than one paper, the examination in both papers must be written during the additional examination in question.

The marks obtained in the main mid-year examination and in the main end-of-year examination, and also the marks obtained in the additional examinations are recorded on the student record system, yet only the best final mark of either the main mid-year examination or of the additional examination and/or the main end-of-year examination or of the additional examination will be reflected on the student's study record.

Departments that use a system of continuous assessment may not schedule assessment opportunities during approved examination opportunities.

Accessing examination results by means of an electronic message (cellphone):

How to register for the SMS service	How to gain access to your examination results
<ul style="list-style-type: none">• Dial *120*837#• Press "Answer" and enter your student number• Press "Send"• Press "Answer" and enter your ID number• Press "Send"• Press "Answer" and enter your choice: "Yes" OR "No"• Press "Send"	<ul style="list-style-type: none">• Dial *120*837#• The following menu will appear:<ol style="list-style-type: none">1. "Exam Results"2. "Finances"3. "Change Student"• Press "Answer" and enter 1• Press "Send"• Press "Answer" and enter your choice of year and month
You are now registered for the SMS service. To gain access to your information, press "Answer" and enter 00 (zero, zero).	Your examination results will be displayed. Press "Answer" and enter 00 (zero, zero) to return to the menu.

A29

QUALIFICATION WITH DISTINCTION

- (a) Except where faculty rules stipulate additional requirements, a qualification is awarded with distinction if a student meets the following requirements:
- (i) obtained a weighed average of at least 75 percent (not rounded to the next integer), based on the minimum number of modules prescribed for the qualification in question; and
 - (ii) completed the qualification in the minimum period; and

- (iii) did not fail any module or take an additional examination, except for the purpose of improving a final mark.
- (b) With the approval of the dean, in consultation with the registrar, the restriction regarding the minimum period can be revoked on the basis of written justification of the circumstances, provided that such approval be obtained before the qualification is awarded at a diploma ceremony.
- (c) Where exemption from or recognition of a module(s) from a previously incomplete qualification is granted, every year in which the module(s) in question was passed, is deemed to be an additional residential year in respect of the new qualification.
- (d) Exemptions or recognitions from a completed qualification(s) are not taken as additional residential years in respect of the new, completed qualification.
- (e) Where a module has been repeated in an additional examination to improve the final mark, the highest final mark that has been obtained in the module is used for applying the rule in connection a pass with distinction.

A30 QUALIFICATION CERTIFICATES

- (a) Qualification certificates are only awarded at a diploma ceremony or subsequently posted to students.
- (b) A student is only allowed to participate in the next diploma ceremony provided that all results have been received in accordance with the due dates determined by Senate.
- (c) The registrar reserves the right not to present a qualifications certificate to a student unless
 - (i) all moneys owed to the University have been paid, all the results of modules passed at other institutions of higher education have been submitted, all books still owed to the library have been returned; and
 - (ii) all other requirements have been met.
- (d) The registrar reserves the right to annul a qualification certificate and to strike a person's name from the convocation if
 - (i) the University has made a substantive error; or
 - (ii) the person's dishonesty in respect of obtaining the qualification should later become evident (for example in the case of plagiarism, etc.).
- (e) When a qualification is awarded in absentia, the student must make prior arrangements as regards the posting of the certificate and pay the necessary postage.
- (f) In cases where an original qualification certificate has been lost or damaged, the registrar will only issue an appropriate certificate pertaining to the acquisition of the qualification upon receipt of a written request, once the necessary moneys have been paid and if the application is accompanied by the following documents and contains the following particulars:
 - (i) an affidavit explaining the request
 - (ii) an indication as to which surname appeared on the originally issued certificate – in the case of an application from a married person

- (iii) a certified copy of an identity document or passport
- (g) If the name of the student to whom the qualification was awarded changes, the registrar may issue an appropriate certificate, provided that the necessary documentation furnishing proof of the change is submitted.

Clarification

Results received after the date published in the University calendar are not taken into account for the next diploma ceremony, but will be held over until the following diploma ceremony.

Address enquiries regarding lost or damaged qualification certificates via email to: graduations@ufs.ac.za or at telephone +27 51 401 3016 or +27 51 401 3083.

The University's academic dress is registered with its supplier as regards colour scheme and style and is rented from the University.

Postgraduate diplomas are not eligible for Dean's Medals and Senate Medals.

A31 INTELLECTUAL PROPERTY

- (a) In the absence of a written agreement entered into between the University and the student, which attests to the contrary being true, ownership of intellectual property that has been developed by a student in the course of and/or in connection with her/his studies at the University, will in all respects reside in the University.
- (b) No action – mentioned in Article 6 of the Copyright Act, 1978, nor any action claiming that any publication or part thereof constituted part of a research essay in respect of which a qualification was awarded by the University – may be taken by the author, except with the relevant dean's prior written authorisation, and subject to recommendation by the academic head of department.
- (c) In cases where research results can potentially be commercialised, the dean must, beforehand, grant written permission, subsequent to consultation with the designated director: Research Commercialisation, and with written notification to the senior director: Student Academic Services to record the said permission on the student's record.

A32 PUBLICATION OF A RESEARCH ESSAY

If the dean – before or after the degree has been awarded and subsequent to consultation with the registrar and on the recommendation of the academic head of department – grants written authorisation for publication of a research essay, the following particulars must be stated on the title page:

“This publication is based on research conducted under the supervision of, in partial/complete fulfilment of the requirements for the qualification Postgraduate Diploma in the Faculty of at the University of the Free State and is published with the necessary approval.”

A33 RESULTS STATEMENTS, ACADEMIC RECORDS, STUDY RECORDS, CERTIFIED STATEMENTS, CERTIFICATES OF CONDUCT AND CERTIFIED EXAMINATION TIMETABLES

The registrar issues official documentation, such as examination results,

academic records, study records, certificates of conduct, statements and examination timetables.

Clarification

A student may access study records and other documents not required for official purposes and that are therefore not issued on a University letterhead, are not signed or do not bear the University's stamp via the student portal at <http://www.studentportal.ufs.ac.za>

An academic record is issued only after the necessary fee has been paid.

A34 REQUESTS ON THE BASIS OF EXCEPTIONAL CIRCUMSTANCES

Except where the rules in question contain statutory requirements, a dean may, based on merit and in consultation with the registrar – irrespective of both the requirements of the general rules and those of the faculty rules – give a ruling as regards exceptional cases that have been justified in writing (with supporting documentation where necessary) or may refer such cases to the rectorate for arbitration in those instances in respect of which consensus cannot be reached.

A35 DISCIPLINE

- (a) The designated vice-rector is responsible for enforcing discipline.
- (b) The rules applicable to discipline are set out in the Annexure to this document.

A36 FINANCIAL SUPPORT

Financial support in the form of bursaries and loans are handled by the registrar, Division: Student Financial Aid and must be applied for annually before a date determined by the registrar.

A37 MODULE AND LECTURE VENUE TIMETABLE AND EXAMINATION TIMETABLE

- (a) A module and lecture venue timetable is drawn up annually and published on a date determined by Senate. This timetable, which takes into account curricula, is based on the modules offered by departments and captured on the computer network.
- (b) An examination timetable that takes into account the modules for which students have registered is drawn up and published annually.
- (c)
 - (i) When a student experiences clashes on the module and venue timetable because two or more modules have been scheduled in the same time slot, an adjustment can only be made by taking into account the entire scheduling process, among which the examination timetable, the student's academic record and the possibility of taking alternative modules, especially as regards modules that have been failed.
 - (ii) Where rescheduling in respect of the examination timetable is not possible, a special arrangement can be made with the student as regards writing the examination.

Clarification

Clashes on the module and lecture venue timetable and/or the examination timetable must be reported to the registrar, Division Timetables and Venues on the prescribed form.

Clashes on the examination timetable in respect of students registered for the Postgraduate Diploma in Financial Planning and the Advanced Postgraduate Diploma in Financial Planning must be reported to the registrar, Office of the Director: Centre for Financial Planning Law.

The module and lecture venue timetable and the examination timetable are available on the University's web page: <http://www.ufs.ac.za>. The examination timetable in respect of the Diploma in Financial Planning and the Advanced Postgraduate Diploma in Financial Planning appears in the form of an attachment to the document that is forwarded to students by the Centre for Financial Planning Law.

A38 RESIDENCE IN CAMPUS ACCOMMODATION

- (a) The designated vice-rector is responsible for enforcing the rules that apply to residence in campus accommodation.
- (b) Only a student registered at this University may avail her-/himself of campus accommodation.
- (c) A person's placement in campus accommodation is subject to her/his admission to an academic qualification at the University.
- (d) Placement is done with due regard for diversity objectives, which include academic achievement, leadership, cultural activities, sporting achievements, racial diversity and gender.
- (e) The University accepts no responsibility for loss of or damage to occupants' personal belongings.
- (f) For purposes of inspections, repairs and cleaning, the University reserves the right of access to any room with due regard for the occupant's right to privacy.

A38.1 Applying for residence in campus accommodation

- (a) A person who wishes to study at the University for the very first time, and also a student who has interrupted her/his studies for at least one academic year, must – on the prescribed form and before a date annually determined by the University – apply for residence in campus accommodation.
- (b) A student who is already studying at the University and who applies for residence in campus accommodation must complete the prescribed application form at the Office of the Director: Housing and Residence Affairs.
- (c) A student in residence must annually – on the prescribed form and before a date annually determined by the University – re-apply to take up residence in campus accommodation.
- (d) The University processes only fully completed applications.

A38.2 Allocation and reallocation in campus accommodation

The requirements and procedures, as approved by the relevant University

committee, apply in respect of the initial allocation and reallocation of campus accommodation and can be obtained from the Office of the Director: Housing and Residence Affairs.

A38.3 Cancellation of residence in campus accommodation

Written notice of cancellation of residence must, in accordance with the requirements, be addressed to the director: Housing and Residence Affairs.

A39 FEES PAYABLE

- (a) The designated vice-rector is responsible for enforcing the rules in respect of the fees payable.
- (b) The responsibility of keeping the University informed regarding her/his correct contact details lies with the student.
- (c) Tuition fees and fees payable for campus accommodation are calculated per semester and are payable on the following dates, irrespective of whether a statement of account has been received:

First semester: before or on 31 March of the year in question

Second semester: before or on 31 August of the year in question

- (d) Except where a rule dictates otherwise, all other fees are payable not later than the end of the month following the month in which, according to statement of account, the transaction was concluded.
- (e) Failure to settle an account on the appointed dates entitles the University – regardless of the exercise of any other right – to levy interest on the amounts owed at the maximum rates allowed for in the National Credit Act no. 34 of 2005.
- (f) If a student neglects to settle her/his account, the University may also – apart from any other rights – hand over the account, including the collection fees, to an attorney for collection.
- (g) If – in respect of the payment of an account – a student is in arrears for more than the prescribed amount, this can result in a situation where examination scripts are not marked or where examination results are not disclosed and/or where official documentation (for example study records and certificates of conduct) is not issued.
- (h) Fees must be paid in full irrespective of whether
 - (i) services are disrupted by strikes, student boycotts, civil unrest or any other disruptions on any of the campuses or at any of the centres or any other circumstances beyond the University's control.
 - (ii) a student is not allowed to continue with her/his studies in consequence of the enforcement of any institutional rule.
- (i) (aa) An international student must
 - (i) before registration pay a non-refundable administrative levy.
 - (ii) produce evidence that she/he has the necessary funds to pay the moneys that are owed and to do so on the dates that such fees are due.

- (iii) pay the stipulated module price plus 50 percent.
- (bb) Students from countries of the South African Development Community (SADC) are exempted from the 50 percent stipulation.
- (j) All resident and non-resident students must pay a campus levy.
- (k) Over and above tuition fees, additional sums are payable in respect of specific training-related expenses.
- (l) To ensure that students residing in campus accommodation will be able to pay for meals at the beginning of the year, students' meal subscription accounts will each be credited with an advance that will again later be debited against their tuition fees accounts.

Clarification

Moneys in respect of meals and book fees may be deposited in separate accounts in advance, subsequent to which they will be transferred to a student's student card for purchases.

Payments can be made as follows:

(i) ABSA Bank

The University of the Free State

Branch code 630734

Account number 1570151688 with reference number as follows:

- *Payments in respect of tuition fees and residence in campus accommodation: 100, directly followed by the student number*
- *Payments in respect of meals: 101, directly followed by the student number*
- *Payments in respect of books: 102, directly followed by the student number*

(ii) Internet

Register the University as beneficiary

Use the Absa banking details as above

(iii) Online credit card payments

Web address: <http://www.studentportal.ufs.ac.za>

(iv) Cashiers: Thakaneng Bridge

Monday to Friday 08:30–14:30

(v) Post Office

Any branch

Reference number: Student number

(vi) Fax proof of payment to: +27 51 401 3579 or 086 642 6479

- (a) The designated vice-rector is responsible for enforcing the rules in respect of information communication and information technology.
- (b) The policies as applicable to information communication and information technology are available on the University's website and it is the student's responsibility to acquaint her-/himself with the said policies. The misuse of the University's information systems can result in disciplinary action against a student.

A41–A44 For potential further additions

GENERAL RULES FOR HONOURS BACHELOR'S DEGREES (NQF EXIT LEVEL 8)

A45 GENERAL RULES

- (a) Students are personally responsible for being well informed as regards the general rules and faculty rules and to comply with the said rules.
- (b) A registered or prospective student is not exempted from general and faculty rules merely on the basis of having been misinformed as regards the content of such rules. The registrar may however grant exemption on the strength of a written justification.
- (c) Upon registering, a student undertakes to abide by general and faculty rules, as amended from time to time.
- (d) All agreements between a student and the University as regards admission and/or registration and/or campus accommodation are deemed to have been entered into in Bloemfontein, irrespective of where any of the parties actually signed the agreement.

Clarification

Except where the contrary may be apparent from the context, the singular also implies the plural and vice versa.

For purposes of interpretation and application of a rule, the English and the Afrikaans texts of rules are considered to be equivalent, irrespective of whether they be in translation or an original version. The English and the Afrikaans texts of a rule must be read in conjunction with each other so as to ascertain their meaning. Where irreconcilable conflicts between texts arise, the version that best complies with the aim of the rule – as determined after perusal of the minutes of Senate and of Council and other admissible sources – takes precedence.

A46 APPLYING FOR ADMISSION

- (a) A prospective first-time student wishing to study at the University, and also a student who previously discontinued her/his studies for at least one academic year, must apply for admission on the prescribed form, and accompany this with the requisite documents and do so before the date annually determined by the University and pay the necessary application fee.
- (b) A student registered at the University who wishes to continue with an honours bachelor's degree in the year after the first relevant qualification has been obtained, must – on the prescribed form and within the period scheduled for that purpose – apply to the academic head of department for admission.
- (c) The admission applications of students from other institutions higher education and who have been refused continued admission at those institutions, will only be considered for admission to this University by the registrar on the strength of justified, written submissions.
- (d) The University shall neither consider nor process an incomplete application and the date of receipt shall not be used for selection programmes, placement in campus accommodation or financial assistance.

- (e) Only in exceptional cases are applications received after the closing date considered by the registrar.

Clarification

Address enquiries and applications to: The Registrar, Division Applications and Admissions, University of the Free State, PO Box 339, Bloemfontein 9300, or at fax number 086 697 2604/+27 51 401 9210, or via email to: applications@ufs.ac.za. Direct telephonic enquiries as follows:

- *Faculty of the Humanities and Faculty of Health Sciences: +27 51 401 2345 or +27 51 401 3459*
- *Faculty of Economic and Management Sciences, Faculty of Law and Faculty of Theology: +27 51 401 3365 or +27 51 401 9863*
- *Faculty of Natural and Agricultural Sciences and Faculty of Education: +27 51 401 3597 or +27 51 401 3659*

Address enquiries and applications in respect of qualifications offered at the Qwaqwa campus to: The Registrar, Office of the Campus Head, Private Bag X13, Phuthaditjhaba 9866, or telephone +27 58 7185 011/2.

The prescribed form (DV2/DV3) in respect of an application for admission to an honours bachelor's degree by a registered student at the University must be completed and can be obtained from the registrar, Division Applications and Admissions, and must be returned to the same office once the academic head of department has approved the application for admission.

To migrate from one campus/centre to another, the prescribed form (DV2/DV3), obtainable from the registrar, Division Applications and Admissions, must be completed and returned to the same office once the programme director and/or the academic head of department has approved the application for admission.

The date on which either lacking information or documentation in respect of an incomplete application is received, will be taken to be the date on which the UFS received the application.

A47 ADMISSION OR READMISSION TO THE UNIVERSITY AND TO AN HONOURS BACHELOR'S DEGREE

A47.1 Admission

- (a) A person is admitted to an honours bachelor's degree on the recommendation of the academic head of department, provided that she/he has already obtained a first, relevant baccalaureate and meets any other or further requirements as set out in the rules of the faculty in question, on condition that a person may also be admitted to an honours bachelor's degree
- (i) with the dean's permission, on the recommendation of the academic head of department, or, in the case of a student at the Qwaqwa campus, with the permission of the designated member of the Qwaqwa campus management, in consultation with the academic head of department – both in consultation with the registrar – on the strength of a qualification that they consider to be equivalent to a first bachelor's degree

- (ii) with the approval of the faculty committee, on the recommendation of the academic head of department, on the strength of a standard of proficiency – determined by means of recognition of prior learning (RPL) – that is sufficient for the purposes of postgraduate study, with notification to the Executive Committee of Senate.
- (b)
 - (i) In addition to the above-mentioned requirements that obtain in respect of admission to all honours bachelor's degrees, the dean, on the recommendation of the academic head of department and with written notification to the senior director: Student Academic Services, may require a person to complete certain additional modules before admission or before the qualification is awarded.
 - (ii) At the Qwaqwa campus, decision-making powers are vested in the designated member of the Qwaqwa campus management, in consultation with the academic head of department, with written notification to the dean.
 - (iii) If the additional modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.
- (c) On the strength of a justified written application, the Executive Committee of Senate may, based on special circumstances on the recommendation of the dean and the academic head of department, allow a student who has obtained a baccalaureate in one faculty to register for an honours bachelor's degree in another faculty.
- (d)
 - (i) In exceptional cases as regards a student at the Qwaqwa campus, the dean may – on the recommendation of the academic head of department or the designated member of the Qwaqwa campus management, and with written notification to the senior director: Student Academic Services – admit the said student to a single module(s) other than those that are prescribed, provided that it/these are deemed complementary to the specific programme of study and that the student possesses sufficient undergraduate knowledge of the discipline to warrant admission to the module(s).
 - (ii) If the additional modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.
- (e) The responsibility to see to it that a person satisfies the necessary admission requirements lies with the relevant academic head of department and the programme director.

A47.2 Progression rule in respect of postgraduate students (applicable to all programmes as from 2014)

- (a) Students who are admitted to postgraduate programmes are generally expected to pass all the modules for which they registered in a particular study year. A student will normally only be allowed to proceed with a programme if she/he has passed at least 75% of the modules required in an academic year.
- (b) A student
 - (i) who has not yet completed the qualification after the minimum duration of the relevant qualification plus one year – calculated from the date of first registration for the honours bachelor's degree in question – may, on the basis of exceptional merit and on the recommendation of the academic head of department, by the dean be granted admission for one additional year, with written notification

to the senior director: Student Academic Services or, in the case of a student studying at the Qwaqwa campus, to the designated member of the Qwaqwa campus management.

- (ii) who, after the minimum period plus one year and one further semester (or year in the case of an outstanding year module) has not yet obtained the qualification, but has completed at least 85 percent of the total number of credits required for the qualification, may be readmitted for one additional semester or year (in the case of an outstanding year module) if the academic head of department recommends such readmission to the faculty committee on the basis of exceptional merit, with written notification to the senior director: Student Academic Services or, in the case of a student studying at the Qwaqwa campus, to the designated member of the Qwaqwa campus management. Such readmission is subject to the provision that the stipulations that obtain in respect of adaptation to new rules have been taken into account.
- (c)
- (i) A student who has already twice registered for a specific module (examination paper/practicals) and has not yet met the pass requirements, will only be allowed one further opportunity to re-register for the qualification – on the basis of exceptional merit and with the approval of the dean, on the recommendation of the academic head of department, and with written notification to the senior director: Student Academic Services.
 - (ii) At the Qwaqwa campus, approval is granted by the designated member of the Qwaqwa campus management, in consultation with the academic head of department, with written notification to the dean.

Clarification

Admission based on a standard of proficiency is dealt with in terms of the policy that obtains with regard to recognition of prior learning.

Information regarding admission on the basis of recognition of prior learning (RPL) may be obtained by addressing enquiries to: <http://www.ufs.ac.za/rpl> or RPLOffice@ufs.ac.za, or at telephone +27 51 401 7326/7327/7357, or at fax number 086 729 0554/086 665 2554.

A48 SUBMISSION OF DOCUMENTATION REQUIRED TO REGISTER AS A STUDENT

- (a) A student
- (i) who registers at the University for the first time must forward to the University, before a date annually determined by Senate, a certified copy of the qualification(s) in respect of which admission to the honours bachelor's degree was granted.
 - (ii) who previously studied at another institution of higher education must, not later than during the University's registration process, also submit an original study record and a certificate of conduct from the previous institution(s) of higher education.
- (b) Certified copies must also be available during the registration process.
- (c) An international student who is not a South African citizen and who is not in possession of a permanent residential permit, must

- (i) submit to the Office for International Affairs, a study permit issued in favour of the University of the Free State by the South African Department of Internal Affairs.
- (ii) comply with all the requirements of the Immigration Act and with the regulations handed down in accordance with the said act.

Clarification

Certified copies are accepted only if the following information regarding the commissioner of oaths is clearly legible on the document:

- (i) the full name and surname*
- (ii) the position she/he holds*
- (iii) the place at which the certified copy was signed*
- (iv) the date on which the certified copy was signed*
- (v) the business address*
- (vi) the signature*

Certificates of conduct must contain endorsements regarding the person's conduct and her/his financial position on the date of issue of the certificate.

Forward documentation in respect of a qualification that is offered at the main campus to: The Registrar, Division Applications and Admissions, PO Box 339, Bloemfontein 9300, or to fax number 086 697 2604/+27 51 401 9210.

Forward documentation in respect of a qualification that is offered at the Qwaqwa campus to: The Registrar, Office of the Campus Head, University of the Free State, Private Bag X13, Phuthaditjhaba 9866, or phone +27 58 718 5011/2.

International students must note that neither a hospital plan policy nor a travel insurance plan shall be accepted in lieu of a medical aid fund.

To apply for a study permit, a letter from the Office for International Affairs verifying admission to the University must accompany the application.

- (vii) All South African students must have attained a minimum attainment level of 4 (50%–59%) in the chosen UFS language of instruction (English or Afrikaans).*
- (viii) International students (excluding students who at school received instruction in the UFS language of instruction) must take the IELTS Test and obtain a minimum score of at least 6 in each of the components of the test.*

A49 DURATION OF STUDY AND COMPILING A CURRICULUM

- (a) As regards the honours bachelor's degree, a student must be registered at the University for at least one year (two semesters) subsequent to obtaining the qualification on the basis of which admission has been granted.
- (b) Except in cases where Council via Senate implements new rules with immediate effect, a student may, for an honours bachelor's degree, only be registered for the minimum period allowed for that qualification plus an additional year, with the second period following directly after the first, and she/he must complete her/his studies for that particular qualification in accordance with the rules applicable at the time of first registration.

- (c)
 - (i) A student from another institution of higher education or a student from this University who interrupts her/his studies for a year or longer than a year or who switches to another qualification, remains subject to both the general rules and the faculty rules that happen to apply at the time of the new registration, except with the approval of the dean of the relevant faculty in respect of the faculty rules, on the recommendation of the academic head of department and with written notification to the senior director: Student Academic Services.
 - (ii) In the case of a student studying at the Qwaqwa campus, permission to deviate from the faculty rules may be granted by the dean, on the recommendation of the designated member of the Qwaqwa campus management, and in consultation with the academic head of department.
- (d) A student must compile a curriculum in accordance with the module and venue timetable, the examination timetable and the module prerequisites as set out in the rules of the faculty in question and do so in consultation with the relevant academic head of department.
- (e)
 - (i) Subject to a student's academic achievements, a dean may, with written notification to the academic head of department and to the senior director: Student Academic Services, grant a student permission to register for additional modules – to a maximum of 32 credits – provided that the admission requirements are met.
 - (ii) In the case of qualifications offered at the Qwaqwa campus, permission is granted by the dean, with written notification to the academic head of department and the designated member of the Qwaqwa campus management.
 - (iii) If the additional modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.

A50 STUDENT REGISTRATION AND RE-REGISTRATION

A50.1 Registration

- (a) All student registrations are done in accordance with the coordinated arrangements of the senior director: Student Academic Services, as approved by the Executive Committee of Senate.
- (b) Before a person's term of study commences, she/he must annually, during the first registration opportunity, register for both semesters (if applicable) for the period as prescribed by Senate, and must pay the required fees.
- (c)
 - (i) Academic credit is earned only in respect of modules registered for in compliance with the correct module code(s) as indicated in the faculty rules and for which passes have been obtained.
 - (ii) The rules applicable to module codes are set out in the Annexure to this document.
- (d) Registration for modules at the beginning of the year in respect of the second semester is conditional and remains subject to the rules that apply to modules with specific prerequisites as set out in the rules of the faculties in question.

- (e)
 - (i) A person cannot simultaneously register for more than one qualification at this and/or another institution of higher education except on the basis of exceptional circumstances justified in writing, the approval of the dean(s) in question, and (if applicable) of the other institution of higher education, taking into account the specific admission requirements, and with written notification to the senior director: Student Academic Services.
 - (ii) In the case of a student studying at the Qwaqwa campus, the dean grants approval, with written notification to the designated member of the Qwaqwa campus management and, where applicable, to the other institution of higher education.
- (f) The University grants no registration with retroactive effect.
- (g) Conditional registration is granted by the University only if Council approves such registration.
- (h) If the registrar grants approval to a person to register for a qualification or a module at a time other than the registration opportunity approved by Senate, an additional fee will be levied for late registration.
- (i) If a person has not fully settled her/his account in respect of the previous year, a subsequent registration cannot take place.

A50.2 Re-registration

- (a) To be able to re-register for a qualification, a student must meet the readmission requirements and her/his University account for the previous year(s) must have been settled in full.
- (b) The academic head of department, in consultation with the supervisor and the designated member of the Qwaqwa campus management, in the case of a student at the Qwaqwa campus, must ascertain whether a student has in fact re-registered before supervision may commence.

A50.3 Cancellation of a registration or a module(s) by a student

- (a) Notification of the cancellation of a registration must be given in writing.
- (b) The date on which the written notification is received is taken to be the date of the cancellation of the registration.
- (c) Notification of the cancellation of a module(s) can occur throughout the year but in order to receive financial credit, specific due dates apply.
- (d) Cancellation of a module(s) after due dates could imply that a student
 - is not granted readmission to a module; and
 - is liable for the tuition fees for the module.

A50.4 Cancellation of a student's registration by the University

- (a) A student's registration at the University may be cancelled if she/he is found guilty in terms of the rules that obtain with regard to disciplinary action against students.
- (b) A student's registration for a specific qualification may also be cancelled if the relevant dean or the Executive Committee of Senate deems such to be

in the interests of the University and/or the student, provided that,

- (i) prior to a final decision being taken,
 - (aa) the registrar, in response to a written request from the dean of the relevant faculty, informs the student in writing of the intention and also of the reasons for doing so.
 - (bb) the student – upon receiving written notification of the proposed cancellation – be given an opportunity to address written representations to the registrar and to the dean of the relevant faculty not to proceed with the proposed action.
- (ii) the dean, upon receipt of the written representations from the student and after due consultation with the registrar, may decide
 - (aa) not to pursue the matter; or
 - (bb) to go ahead with the cancellation of the student's registration for the qualification, with written notification to the Executive Committee of Senate and to the student; or
 - (cc) to submit both the dean's justification and the student's written representations to the Executive Committee of Senate for a final ruling, with written notification of the final ruling to the student.

Clarification

The Office of the Registrar deals with student registrations.

The registration of students for qualifications offered at the Qwaqwa campus takes place at the Qwaqwa campus.

Students may cancel a module on the PeopleSoft self-service page at <http://www.ufs.ac.za> or by means of a written notification to the senior director: Student Academic Services or to the campus head, in the case of a student at the Qwaqwa campus.

To receive financial credit, the following due dates apply:

- (i) First-semester modules – up to and including 15 February*
- (ii) Second-semester modules – up to and including 15 August*
- (iii) Year modules – up to and including 15 February; up to and including 15 August, 50 percent credit will be granted.*

If a student terminates her/his studies before 15 February of any given year, a minimum fee will be levied.

A51 SWITCHING QUALIFICATIONS AND/OR DISCIPLINES AND/OR MODULES AND/OR MIGRATING TO ANOTHER UNIVERSITY CAMPUS/CENTRE

- (a) A prospective student
 - (i) who wishes to change the qualification and/or discipline for which she/he has applied for another qualification and/or discipline, is obliged to notify the University in writing regarding the said change.

- (ii) who switches qualifications and/or disciplines and/or modules in the course of the registration process, must fill in the prescribed form(s).
- (b) A registered student who wants to switch from one qualification and/or discipline and/or module(s) to another, must, on the prescribed form(s), apply for the switch in question and, before a modified registration can be done, the student must obtain the relevant dean's approval to do so.
- (c) In the case of a module switch, note that the responsibility lies with the student to catch up work that has already been dealt with, and she/he can neither lay claim to any additional help from the lecturer nor expect to be accommodated in respect of notes, assignments, practicals and assessments that have been missed.
- (d) A prospective or registered student who migrates from one campus/centre of the University to another campus/centre of the University, must apply on the prescribed form and obtain the necessary approval from the relevant academic head of department.

Clarification

The prescribed form (DV2/DV3) for a qualification switch by a registered student is obtainable from the registrar, Division Applications and Admissions, and must be returned to the same office.

The prescribed form (DV2/DV3) for migrating from one campus/centre to another is obtainable from the registrar, Division Applications and Admissions, and must be returned to the same office.

A52 CREDITS ACCUMULATION AND CREDITS TRANSFER

- (a) The registrar, on the recommendation of the academic head of department, may grant a person exemption from or give credit for credits earned in a prior qualification or in a partially completed qualification – whether obtained here or elsewhere – with a view to taking another qualification, provided that
 - (i) no more than 50 percent of the credits may be transferred from the completed qualification(s) to another qualification, subject to the provision that
 - (aa) at least 50 percent of the credits for the new qualification be earned at this University; and
 - (bb) a maximum of 25 percent of the credits accrued at the highest NQF level in the prior completed qualification(s) be acknowledged for another qualification.
 - (ii) as regards an incomplete qualification, all the applicable credits may be granted for the new qualification, except in respect of a student from another institution of higher education, in which case no more than 50 percent of the credits required to obtain the qualification be transferred – also taking into account the 25 percent restriction in respect of credits earned at the highest NQF level.
 - (iii) if credits have been granted on the basis of an incomplete qualification, the registration period for the prior qualification and that for the new qualification must at least coincide with the period prescribed for the new qualification at this University.
 - (iv) a person from another institution of higher education has to register at the University for at least one academic year (two semesters).

- (v) credits from a completed or an incomplete qualification may be transferred to another qualification only once.
- (b) Credits are granted on the basis of formal learning with a relevance of at least 50 percent.
- (c) Exemptions are granted on the basis of non-formal learning in accordance with recognition of prior learning guidelines, with a minimum relevance of at least 50 percent.

Clarification

The application of a person in respect of recognition of or exemption from modules after her/his studies have been interrupted, is considered by an academic head of department in terms of the policy applicable to the recognition of prior learning.

A53 ASSESSMENT RULES

A53.1 Attendance of teaching opportunities

- (a) Compulsory attendance of teaching opportunities in a module, as prescribed by the board of the faculty in which the specific module is offered and that appears in the module guide or its addendum, is one of the prerequisites for admission to the examination.
- (b) Apology for non-attendance of teaching opportunities on account of unforeseen circumstances must be accompanied by supporting documentation and presented to the lecturer in question at the next available teaching opportunity in the module.

A53.2 Research essay

A research essay of limited scope (fewer than 60 credits) in partial fulfilment of an honours bachelor's degree is written under the supervision of a supervisor and a co-supervisor(s).

A53.3 Module mark

- (a) To gain admission to the examination in a module, a module mark of at least 40 percent is required.⁵
- (b) A module mark is set out in the module guide or its addendum and is the result of both the continuous and the summative assessments, which are conducted in a decentralised fashion during the course of the module term.
- (c) A module mark that has been obtained in a module is valid only for the next examination opportunity applicable to the module in question.
- (d) Except where the dean of the faculty in which the relevant module is offered, in consultation with the particular lecturer, decides otherwise, a student must, in order to gain admission to the examination in a module, meet all the prescribed subminimum and assignment requirements, and must have participated in all the scheduled assessment opportunities as set out in the relevant module guide or its addendum.

A53.4 Assessment opportunities

⁵ A module mark of at least 40 percent is required for admission to the examination, except where the relevant Faculty requires a module mark of more than 40 percent as the minimum for admission to the examination.

- (a) Two examinations are scheduled per semester:
- (i) a main mid-year examination and an additional examination in respect of the first-semester modules; and
 - (ii) a main end-of-year examination and an additional examination in respect of the second-semester modules and year modules, except in the case of the following:
 - where a system of continuous assessment is followed in respect of practical examinations
 - where a system of continuous assessment with summative assessment is followed
- (b) Once admission to the examination has been granted, participation in the main mid-year examination and the main end-of-year examination is compulsory.
- (c) A student who, as a result of justified extraordinary circumstances, is unable to take the main mid-year examination, may, within the period allowed for this purpose and using the prescribed form, apply for an additional examination during the additional mid-year examination opportunity. A student who does not participate in the main end-of-year examination may also – based on justified extraordinary circumstances, within the period allowed for this purpose and using the prescribed form – apply for an additional examination, except as regards the following, in which cases it is not necessary to apply:
- (i) a student who was admitted to the scheduled main examination in a given semester and who obtained an examination mark of at least 30 percent and a final mark of at least 45 percent for the module; or
 - (ii) a student who was admitted to the scheduled main examination in a given semester and who obtained a final mark of at least 50 percent yet failed to obtain the required subminimum of 40 percent in the examination
- (d) A student who has passed a module but wishes to improve the final mark – provided that a final mark of at least 60 percent has been obtained – must, within the time allowed and on the prescribed form, apply for an additional examination.
- (e) A student who has been promoted in a module but wishes to improve the final mark – provided that a final mark of at least 70 percent has been obtained – must, within the time allowed and on the prescribed form, apply for an additional examination.
- (f)
- (i) A student who wishes to improve her/his final mark in a module with the sole purpose of gaining admission to a subsequent postgraduate qualification (master's but not doctorate) must, via the academic head of department and with the dean's approval, within the specified time, apply for admission to the additional examination. The mark obtained in the additional examination is recorded on the student's study record, together with a note indicating that the student had obtained the improved mark in an additional examination.
 - (ii) A student who wishes to improve her/his final mark in a module with the sole purpose of gaining admission to a subsequent postgraduate qualification (master's but not doctorate) and who has failed to gain admission to an additional examination, may, in the following year,

repeat the module(s) after having registered for non-degree purposes, and may again take an examination in the said module after a new module mark has been obtained. The mark(s) will be recorded on the student's study record.

(g) A student, who wrongfully participates in a main examination or an additional examination, will receive no recognition for such an examination and she/he will be deemed not to have participated in the examination.

(h) A student in her/his final academic semester who – upon completion of the main end-of-year examination or the main mid-year examination – must prolong her/his studies to obtain the qualification subsequent to failing a single module during the main mid-year examination or the main end-of-year examination, depending on which semester applies;

or

a student in her/his final academic semester who has to prolong her/his studies to obtain the qualification after having qualified for and participated in the additional examination of the semester in question and who subsequent to completing the additional examination still only needs one module to obtain the qualification, irrespective of whether the said module was failed during either the main or the additional examination,

may apply to take a special examination.

(i) A student in her/his final academic semester who has failed to comply with the prerequisites regarding admission to an examination, will not be considered for participation in a special examination, irrespective of the fact that the student needs only one module to obtain the qualification.

A53.5 Pass requirements, passing with distinction, promotion and continuous assessment

(a) To pass a research essay, each of the assessors must award a mark of at least 50 percent.

(b) If the qualification comprises both modules and a research essay, each separate component must be passed.

(c) To pass a module, a final mark of at least 50 percent must be obtained.

(d) The calculation of the final mark of at least 50 percent is set out in the module guide in accordance with the following:

(i) that a module mark of at least 50 percent be taken into account; and

(ii) a subminimum of at least 40 percent applies in respect of the examination mark; and

(iii) where more than one paper is written in a module, a subminimum of no less than 40 percent and no more than 50 percent per paper applies and can also, as set out in the module guide, apply in cases where a paper comprises more than one section; and

(iv) the weight assigned to the examination mark must be no less than 40 percent and no more than 60 percent.

(e) A system of promotion does not apply to all modules. Where a system of continuous assessment does apply, the information is included in the module guide, and a student passes when a final mark of at least 70 percent has been obtained and she/he has participated in all the assessment

opportunities.

- (f) If a student does not obtain the required module mark to pass in terms of the promotion system, the assessment rules apply.
- (g) In order to pass a module with distinction, a student must obtain a final mark of at least 75 percent or a promotion mark of at least 75 percent and must have participated in all the scheduled assessment opportunities.
- (h) Where a system of continuous assessment applies, a student passes when a final mark of at least 50 percent has been obtained and she/he has participated in all the assessment opportunities.
- (i) Where a student has been granted admission to a module on the basis of recognition of prior learning (RPL) and has been exempted from specific assessment opportunities in the module, the final mark is based on the examination mark.

A53.6 Assessors and moderators

Module examinations are conducted by assessors and moderators appointed by the relevant academic head of department, in accordance with the policy on quality assurance, and is subject to approval by the faculty committee.

A53.7 Oral assessment

An oral assessment may, with the approval of the academic head of department, be conducted instead of a written assessment, provided that

- (i) the assessment is conducted during an officially scheduled examination period.
- (ii) the oral assessment for each module is at least a half an hour per student.
- (iii) besides the assessor(s), at least the academic head of department or a senior lecturer appointed by her/him must also be present.
- (iv) a digital recording be made of the oral assessment.
- (v) oral assessments be conducted only at a campus of the University, except where the dean grants permission for other centres to be used.

A53.8 Assignments

- (a) Submission of assignments is set out in the module guide.
- (b) Apology for non-submission of assignments arising from unforeseen circumstances must be accompanied by corroborative documentation and offered to the relevant lecturer as soon as possible, but not later than the next lecturing opportunity that can be attended in the module.

A53.9 Plagiarism

A student who passes off as her/his own another person's ideas that appear in written sources, visual sources, multimedia products, music, the spoken word, etc. is guilty of plagiarism, which is dealt with in terms of the rules applicable to disciplinary procedures.

A53.10 Centres at which examinations are conducted

A student takes the written examination on the campus or at the centre at which the module was offered.

A53.11 Additional time during assessment opportunities

The registrar may grant a student additional time for assessment opportunities on the basis of a written application, accompanied by a medical certificate or on the recommendation of Student Guidance and Development, in collaboration with the Unit for Students with Disabilities.

A53.12 Errors as regards the examination timetable, tests, assignments and research essays

A student does not have recourse to the right of exception if she/he has erred in respect of the examination timetable and/or the scheduled test timetable or as regards submission of assignments or research essays.

A53.13 Results in respect of examinations, assignments, tests and research essays

- (a) As indicated in the module guide, a faculty or a department posts provisional examination results of the main and additional examinations on a noticeboard within seven (7) working days after an examination as scheduled on the examination timetable. Once additional examinations have been written, the registrar mails an official statement of final results to each student.
- (b) Provisional examination results can also be accessed electronically by following a prescribed procedure and they are also available on the University's website.
- (c) Students are responsible for obtaining their results before the additional examination.
- (d) Except where the senior director: Finance decides otherwise, official examination results are posted to a student only if her/his account has been settled.
- (e) A student may discuss the results of an examination, test or assignment with the lecturer and with the academic head of department (irrespective of a student's account being in arrears, but on condition that particulars regarding the results are not divulged). The following procedures apply:
 - (i) This discussion must take place within five (5) working days after the provisional results have been announced. A student has the right to address a justified written appeal to the dean, with notification to the academic head of department. Such an appeal must be lodged within two (2) working days after discussion with the academic head of department.
 - (ii) At the Qwaqwa campus, the discussion is held with the lecturer and the designated member of the Qwaqwa campus management within five (5) working days after the provisional results have been announced. A student has the right to address a justified written appeal to the campus head, with notification to the designated member of the Qwaqwa campus management. Such an appeal must be lodged within two (2) working days after the results have been discussed with the designated member of the Qwaqwa campus management.

- (f) For the purposes of the above-mentioned discussion, the student has the right of access to her/his script.
- (g) If, owing to extraordinary circumstances, an examination result and/or feedback regarding an application in respect of an additional examination is not available one (1) week before the date of the additional examination, a further ad hoc examination may be scheduled with the approval of the programme director and the academic head of department, with written notification to the dean and to the registrar: Division Examinations, provided that
 - (i) as regards first-semester modules, such an ad hoc examination must take place before the second semester commences.
 - (ii) as regards year modules and second-semester modules, such an ad hoc examination must take place before the new academic year commences.
 - (iii) all examination results in respect of modules of the first semester have been announced and have been entered on the computer network prior to commencement of the second semester.
 - (iv) all examination results in respect of year modules and modules of the second semester have been announced and have been entered on the computer network prior to commencement of the new academic year.
 - (v) any examination result that is received after the above-mentioned dates be sent to the registrar by the academic head of department – on the basis of written justification of the circumstances and with the approval of the dean and with notification to the examinations committee.

A53.14 Requirements in respect of examination venues

- (a) Only registered students who have gained admission to examinations may participate in examinations.
- (b) A student card or prescribed proof of registration must be produced to gain entry to the examination venue.
- (c) A student may take into the examination venue only such particular electronic equipment as is specified on the examination paper and as has in advance been communicated to the students by the lecturer.
- (d) A student may take into the examination venue only such publications as are specified on the examination paper and as has in advance been communicated to the students by the lecturer.
- (e) Once fifteen (15) minutes from the commencement of the examination session have elapsed, no student is allowed into the examination venue.
- (f) Students may leave the examination venue only once forty-five (45) minutes from the commencement of the examination session have elapsed.
- (g) Students who arrive at the examination venue late will not be granted extra time.
- (h) Each individual student must confirm her/his presence in the examination venue by completing an attendance form fully and by, upon request, making the latter available to the invigilator.

- (i) When an invigilator requests students to do so, they must immediately hand in examination scripts and documents supplied to them at the designated point in the examination venue.
- (j) A student may not take any pen holders, books of any description, notes or sheets of paper containing writing, cellphones/dictaphones or electronic equipment into the examination venue during an examination session. The University cannot be held accountable for loss of or damage to personal property that is placed either in or outside the examination venue.
- (k) During the examination a student may not
 - (i) in the examination venue lend or receive assistance or attempt to lend or receive assistance or converse with any person other than the invigilator.
 - (ii) visit the cloak room unless she/he is accompanied by an invigilator.
 - (iii) smoke or consume food or refreshments.
 - (vi) be a source of disturbance to other students.
- (l) Full particulars must be supplied on the script(s) and a student may not remove any scripts from the examination venue.
- (m) To gain assistance in the examination venue, a student must seek the invigilator's attention by raising a hand.
- (n) If an invigilator has reasonable grounds – confirmed as such by another invigilator – to believe that a student may be in possession of inadmissible notes or items, a student may be requested by the head invigilator to leave the examination venue with her/his examination script and the documentation that was supplied to her/him. Two invigilators of the same sex as the student must be present when she/he is presented with the suspicion outside the examination venue. The invigilator then has the right to search the student for inadmissible notes or items in the presence of the other invigilator and does so in conditions of privacy and in a way calculated not to compromise the student's dignity.
- (o) A student who disregards the general rules in respect of examinations and examination venues is dealt with in terms of the rules applicable to disciplinary procedures, which may result in expulsion.
- (p) Tests are subject to the same principles as examinations.

Clarification

Address applications for additional examinations to the Office of the Registrar.

A student studying at the Qwaqwa campus must forward an application for an additional examination to the registrar, Office of the Campus Head, Qwaqwa.

If a student qualifies for an additional examination or has been admitted to such and the module comprises more than one paper, the examination in both papers must be written during the additional examination in question.

The marks obtained in the main mid-year examination and in the main end-of-year examination, and also the marks obtained in the additional examinations are recorded on the student record system, yet only the best final mark of either the main mid-year examination or of the additional

examination and/or the main end-of-year examination or of the additional examination will be reflected on the student's study record.

Departments that use a system of continuous assessment may not schedule assessment opportunities during approved examination opportunities.

Accessing examination results by means of an electronic message (cellphone):

How to register for the SMS service	How to gain access to your examination results
<ul style="list-style-type: none"> • Dial *120*837# • Press "Answer" and enter your student number • Press "Send" • Press "Answer" and enter your ID number • Press "Send" • Press "Answer" and enter your choice: "Yes" OR "No" • Press "Send" 	<ul style="list-style-type: none"> • Dial *120*837# • The following menu will appear: <ol style="list-style-type: none"> 1. "Exam Results" 2. "Finances" 3. "Change Student" • Press "Answer" and enter 1 • Press "Send" • Press "Answer" and enter your choice of year and month
You are now registered for the SMS service. To gain access to your information, press "Answer" and enter 00 (zero, zero).	Your examination results will be displayed. Press "Answer" and enter 00 (zero, zero) to return to the menu.

A54 QUALIFICATION WITH DISTINCTION

- (a) Except where faculty rules stipulate additional requirements, a qualification is awarded with distinction if a student meets the following requirements:
- (i) obtained a weighed average of at least 75 percent (not rounded to the next integer), based on the minimum number of modules (papers/research essays/practicals) prescribed for the qualification in question; and
 - (ii) completed the qualification in the minimum period; and
 - (iii) did not fail any module or repeat any module during an additional examination, except for the purpose of improving a final mark.
- (b) With the approval of the dean, in consultation with the registrar, and on the recommendation of the academic head of department, the restriction regarding the minimum period can be revoked on the basis of written justification of the circumstances, provided that such approval be obtained before the qualification is awarded at a graduation ceremony.
- (c) Where exemption from or recognition of a module(s) from a previously incomplete qualification is granted, every year in which the module(s) in question was passed, is deemed to be an additional residential year in respect of the new qualification.
- (d) Exemptions or recognitions from a completed qualification(s) are not taken as additional residential years in respect of the new, completed qualification.
- (e) Where a module has been repeated in an additional examination to improve the final mark, the highest final mark that has been obtained in the module is used for applying the rule in connection with a pass with distinction.

A55 QUALIFICATION CERTIFICATES, DEAN'S MEDALS AND SENATE MEDALS

- (a) Qualification certificates, Dean's Medals and Senate Medals are only awarded at a graduation ceremony or subsequently posted to the student.

- (b) A student is only allowed to participate in the next graduation ceremony provided that all results have been received in accordance with the due dates determined by Senate.
- (c) The registrar reserves the right not to present a qualifications certificate to a student unless
 - (i) all moneys owed to the University have been paid, all the results of modules passed at other institutions of higher education have been submitted, all books still owed to the library have been returned; and
 - (ii) all other requirements have been met.
- (d) The registrar reserves the right to annul a qualification certificate and to strike a person's name from the convocation if
 - (i) the University has made a substantive error; or
 - (ii) the person's dishonesty in respect of obtaining the qualification should later become evident (for example in the case of plagiarism, etc.).
- (e) When a qualification is awarded in absentia, the student must make prior arrangements as regards the posting of the certificate and pay the necessary postage.
- (f) In cases where an original qualification certificate has been lost or damaged, the registrar will only issue an appropriate certificate pertaining to the acquisition of the qualification upon receipt of a written request, once the necessary moneys have been paid, and if the application is accompanied by the following documents and contains the following particulars:
 - (i) an affidavit explaining the request
 - (ii) an indication as to which surname appeared on the originally issued certificate – in the case of an application from a married person
 - (iii) a certified copy of an identity document or passport
- (g) If the name of the student to whom the qualification was awarded changes, the registrar may issue an appropriate certificate, provided that the necessary documentation verifying the change be submitted.
- (h) In each of the faculties, a Dean's Medal is awarded to a registered honours bachelor's degree student who has obtained the highest weighed average percentage over all the study years, provided that
 - (i) the qualification was awarded with distinction and that a weighed average of at least 80 percent (not rounded to the next integer) was obtained, calculated in respect of the minimum number of modules prescribed for the qualification in question; and
 - (ii) no module was failed or repeated in an additional examination, except for the purposes of improving a final mark.
- (i) A Senate Medal and Prize are awarded to a student who received a Dean's Medal and who obtained the highest weighed average percentage of all the recipients in all of the faculties.

Clarification

Results received after the date published in the University calendar are not taken into account for the next graduation ceremony, but will be held over until the following graduation ceremony.

Address enquiries regarding lost or damaged qualification certificates via email to: graduations@ufs.ac.za or at telephone +27 51 401 3016 or +27 51 401 3083.

The University's academic dress is registered with its supplier as regards colour scheme and style and is rented from the University.

All candidates at all the campuses/centres are eligible for awards.

A56 INTELLECTUAL PROPERTY

- (a) In the absence of a written agreement entered into between the University and the student, which attests to the contrary being true, ownership of intellectual property that has been developed by a student in the course of and/or in connection with her/his studies at the University, will in all respects reside in the University.
- (b) No action – mentioned in Article 6 of the Copyright Act, 1978, nor any action claiming that any publication or part thereof constituted part of a research essay in respect of which a qualification was awarded by the University – may be taken by the author, except with the relevant dean's prior written authorisation, and subject to recommendation by the academic head of department.
- (c) In cases where research results can potentially be commercialised, the dean must, beforehand, grant written permission, subsequent to consultation with the designated director: Research Commercialisation, and with written notification to the senior director: Student Academic Services to record the said permission on the student's record.

A57 PUBLICATION OF A RESEARCH ESSAY

If the dean – before or after the degree has been awarded and subsequent to consultation with the registrar and on the recommendation of the academic head of department – grants written authorisation for publication of a research essay, the following particulars must be stated on the title page:

"This publication is based on research conducted under the supervision of, in partial/complete fulfilment of the requirements for the honours bachelor's qualification in the Faculty of at the University of the Free State and is published with the necessary approval."

A58 RESULTS STATEMENTS, ACADEMIC RECORDS, STUDY RECORDS, CERTIFIED STATEMENTS, CERTIFICATES OF CONDUCT AND CERTIFIED EXAMINATION TIMETABLES

The registrar issues official documentation, such as examination results, academic records, study records, certificates of conduct, statements and examination timetables.

Clarification

A student may access study records and other documents not required for official purposes and that are therefore not issued on a University letterhead, are not signed or do not bear the University's stamp via the student portal at <http://www.studentportal.ufs.ac.za>.

An academic record is issued only after the necessary fee has been paid.

A59 REQUESTS ON THE BASIS OF EXCEPTIONAL CIRCUMSTANCES

Except where the rules in question contain statutory requirements, a dean may, based on merit and in consultation with the registrar – irrespective of both the requirements of the general rules and those of the faculty rules – give a ruling as regards exceptional cases that have been justified in writing (with supporting documentation where necessary) or may refer such cases to the rectorate for arbitration in those instances in respect of which consensus cannot be reached.

A60 DISCIPLINE

- (a) The designated vice-rector is responsible for enforcing discipline.
- (b) The rules applicable to discipline are set out in the Annexure to this document.

A61 FINANCIAL SUPPORT

- (a) Academic merit bursaries for postgraduate studies that are awarded to students who have obtained a qualification at the University are automatically transferred to the student accounts of registered students who qualify for the said bursaries.
- (b) In the case of students from other institutions of higher education, academic merit bursaries are only considered upon receipt of a written application that is accompanied by a study record and proof of moneys paid in respect of specific modules in the respective study years.
- (c) Bursaries are also handled by the Postgraduate School and information in this regard is available from the University's website.
- (d) Academic heads of department in consultation with the dean award postgraduate faculty bursaries.

Clarification

Information regarding academic merit bursaries is available from: The registrar, Division Student Financial Aid, PO Box 339, Bloemfontein 9300 or the University's web page at <http://www.ufs.ac.za> under the heading "Students". Then click on "Kovsielife (Student Portal)", next on "Academic Life" and on the next page, again click on "Financial Aid".

A62 MODULE AND LECTURE VENUE TIMETABLE AND EXAMINATION TIMETABLE

- (a) A module and lecture venue timetable is drawn up annually and published on a date determined by Senate. This timetable, which takes into account curricula, is based on the modules offered by departments and captured on the computer network.
- (b) An examination timetable that takes into account the modules for which students have registered is drawn up and published annually.
- (c)
 - (i) When a student experiences clashes on the module and venue timetable because two or more modules have been scheduled in the same time slot, an adjustment can only be made by taking into account the entire scheduling process, among which the examination timetable, the student's academic record and the possibility of taking alternative modules, especially as regards modules that have been failed.
 - (ii) Where rescheduling in respect of the examination timetable is not possible, a special arrangement can be made with the student as regards writing the examination.

Clarification

Clashes on the module and lecture venue timetable and/or the examination timetable must be reported to the registrar, Division Timetables and Venues on the prescribed form.

The module and lecture venue timetable and the examination timetable are available on the University's web page: <http://www.ufs.ac.za>.

A63 RESIDENCE IN CAMPUS ACCOMMODATION

- (a) The designated vice-rector is responsible for enforcing the rules that apply to residence in campus accommodation.
- (b) Only a student registered at this University may avail her-/himself of campus accommodation.
- (c) A person's placement in campus accommodation is subject to her/his admission to an academic qualification at the University.
- (d) Placement is done with due regard for diversity objectives, which include academic achievement, leadership, cultural activities, sporting achievements, racial diversity and gender.
- (e) The University accepts no responsibility for loss of or damage to occupants' personal belongings.
- (f) For purposes of inspections, repairs and cleaning, the University reserves the right of access to any room with due regard for the occupant's right to privacy.

A63.1 Application for residence in campus accommodation

- (a) A person who wishes to study at the University for the very first time, and also a student who has interrupted her/his studies for at least one academic year, must – on the prescribed form and before a date annually determined by the University – apply for residence in campus accommodation.
- (b) A student who is already studying at the University and who applies for residence in campus accommodation must complete the prescribed

application form at the Office of the Director: Housing and Residence Affairs.

- (c) A student in residence must annually – on the prescribed form and before a date annually determined by the University – re-apply to take up residence in campus accommodation.
- (d) The University processes only fully completed applications.

A63.2 Allocation and reallocation in campus accommodation

The requirements and procedures, as approved by the relevant University committee, apply in respect of the initial allocation and reallocation of campus accommodation and can be obtained from the Office of the Director: Housing and Residence Affairs.

A63.3 Cancellation of residence in campus accommodation

Written notice of cancellation of residence must, in accordance with the requirements, be addressed to the director: Housing and Residence Affairs.

A64 FEES PAYABLE

- (a) The designated vice-rector is responsible for enforcing the rules in respect of the fees payable.
- (b) The responsibility of keeping the University informed regarding her/his correct contact details lies with the student.
- (c) Tuition fees and fees payable for campus accommodation are calculated per semester and are payable on the following dates, irrespective of whether a statement of account has been received:

First semester: before or on 31 March of the year in question
Second semester: before or on 31 August of the year in question
- (d) Except where a rule dictates otherwise, all other fees are payable not later than the end of the month following the month in which, according to statement of account, the transaction was concluded.
- (e) Failure to settle an account on the appointed dates entitles the University – regardless of the exercise of any other right – to levy interest on the amounts owed at the maximum rates allowed for in the National Credit Act no. 34 of 2005.
- (f) If a student neglects to settle her/his account, the University may also – apart from any other rights – hand over the account, including the collection fees, to an attorney for collection.
- (g) If – in respect of the payment of an account – a student is in arrears for more than the prescribed amount, this can result in a situation where examination scripts are not marked or where examination results are not disclosed and/or where official documentation (for example study records and certificates of conduct) is not issued.
- (h) Fees must be paid in full irrespective of whether
 - (i) services are disrupted by strikes, student boycotts, civil unrest or any other disruptions on any of the campuses or at any of the centres or any other circumstances beyond the University's control.
 - (ii) a student is not allowed to continue with her/his studies in

consequence of the enforcement of any institutional rule.

- (i) (aa) An international student must
 - (i) before registration pay a non-refundable administrative levy.
 - (ii) produce evidence that she/he has the necessary funds to pay the moneys that are owed and to do so on the dates that such fees are due.
 - (iii) pay the stipulated module price plus 50 percent.
- (bb) Students from countries of the South African Development Community (SADC) are exempted from the 50 percent stipulation.
- (j) All resident and non-resident students must pay a campus levy.
- (k) Over and above tuition fees, additional sums are payable in respect of specific training-related expenses.
- (l) To ensure that students residing in campus accommodation will be able to pay for meals at the beginning of the year, students' meal subscription accounts will each be credited with an advance that will again later be debited against their tuition fees accounts.

Clarification

Moneys in respect of meals and book fees may be deposited in separate accounts in advance, subsequent to which they will be transferred to a student's student card for purchases.

Payments can be made as follows:

(i) ABSA Bank

The University of the Free State

Branch code 630734

Account number 1570151688 with reference number as follows:

- *Payments in respect of tuition fees and residence in campus accommodation: 100, directly followed by the student number*
- *Payments in respect of meals: 101, directly followed by the student number*
- *Payments in respect of books: 102, directly followed by the student number*

(ii) Internet

Register the University as beneficiary

Use the Absa banking details as above

(iii) Online credit card payments

Web address: <http://www.studentportal.ufs.ac.za>

(iv) Cashiers: Thakaneng Bridge

Monday to Friday 08:30–14:30

(v) Post Office

Any branch

Reference number: Student number

(vi) Fax proof of payment to: +27 51 401 3579 of 086 6426 479

A65 INFORMATION COMMUNICATION AND INFORMATION TECHNOLOGY

- (a) The designated vice-rector is responsible for enforcing the rules in respect of information communication and information technology.
- (b) The policies as applicable to information communication and information technology are available on the University's website and it is the student's responsibility to acquaint her-/himself with the said policies. The misuse of the University's information systems can result in disciplinary action against a student.

A66–A69 For potential further additions

GENERAL RULES FOR MASTER'S DEGREES (NQF EXIT LEVEL 9)

A70 GENERAL RULES

- (a) Students are personally responsible for being well informed as regards general rules and faculty rules and to comply with the said rules.
- (b) A registered or prospective student is not exempted from general and faculty rules merely on the basis of having been misinformed as regards the content of such rules. The registrar may however grant exemption on the strength of a comprehensive, written justification.
- (c) Upon registering, a student undertakes to abide by general and faculty rules, as amended from time to time.
- (d) All agreements between a student and the University as regards admission and/or registration and/or campus accommodation are deemed to have been entered into in Bloemfontein irrespective of where any of the parties actually signed the agreement.

Clarification

Except where the contrary may be apparent from the context, the singular also implies the plural and vice versa.

For purposes of interpretation and application of a rule, the English and the Afrikaans texts of rules are considered to be equivalent, irrespective of whether they be in translation or an original version. The English and the Afrikaans texts of a rule must be read in conjunction with each other so as to ascertain their meaning. Where irreconcilable conflicts between texts arise, the version that best complies with the aim of the rule – as determined after perusal of the minutes of Senate and of Council and other admissible sources – takes precedence.

A71 APPLYING FOR ADMISSION

- (a) Prior to officially applying – on the prescribed form – for admission to a master's degree, she/he must approach the designated programme director and/or the academic head of department of the discipline in which the study is to be undertaken to clarify the following:
 - (i) whether the department does indeed have at its disposal the specific specialised expertise to embark on the proposed study
 - (ii) whether the department does indeed have at its disposal the necessary personnel capacity and also the physical capacity to provide supervision and/or to involve other persons from beyond the University
 - (iii) whether the application must be submitted directly to the relevant department, to the Qwaqwa campus or to the Applications and Admissions division of the Office: Student Academic Services
 - (iv) whether the application is subject to selection
 - (v) the mode of presentation and assessment
 - (vi) the academic prerequisites that have to be met

- (b) An application for admission to the Master's in Business Administration (MBA) may be addressed to the registrar, Office of the Director of the Business School.
- (c) Once approval has been granted for submission of an official application,
- (i) a prospective first-time student wishing to study at the University, or
 - (ii) a student who discontinued her/his studies for at least one academic year, must
 - (iii) on the prescribed form, accompanied by the necessary documents (letter of permission from the programme director or the academic head of department, certified copies of qualifications certificates, study records and certificates of conduct, etc.), apply for admission and pay the necessary admission fees.
- (d) A student registered at this University who wishes to continue with a master's degree in the next year after the required four-year professional bachelor's degree or an honours bachelor's degree has been obtained, must apply on the prescribed form.
- (e) If a person presents a master's degree in the form of a master's research dissertation (dissertation) or articles she/he may – bearing in mind the subsidy guidelines – apply for admission at any time during the academic year. However, in cases where examinations have to be taken, applications in respect of admission must be made before the academic year commences and before the registration process ends.
- (f) The admission applications of students from other institutions of higher education who have been refused continued admission at those institutions, will only be considered for admission to this University by the registrar on the strength of justified, written submissions.
- (g) The University will neither consider nor process an incomplete application and the date of receipt will not be used for selection programmes, placement in campus accommodation or financial assistance.

Clarification

Address enquiries to: The Registrar, Division Applications and Admissions, University of the Free State, PO Box 339, Bloemfontein 9300, or at fax number 086 697 2604/+27 51 401 9210, or via email to: applications@ufs.ac.za. Direct telephonic enquiries as follows:

- *Faculty of the Humanities and Faculty of Health Sciences: +27 51 401 2345 or +27 51 401 3459*
- *Faculty of Economic and Management Sciences, Faculty of Law and Faculty of Theology: +27 51 401 3365 or +27 51 401 9863*
- *Faculty of Natural and Agricultural Sciences and Faculty of Education: +27 51 401 3597 or +27 51 401 3659*

Address enquiries and application in respect of the Master's in Business Administration (MBA) to: The Registrar, Office of the Director, Business School, University of the Free State, PO Box 339, Bloemfontein 9300, or at <http://www.ufs.ac.za/bus>, or at telephone +27 51 401 2874, or at fax number 0866 558 044.

The prescribed form (DV2/DV3) in respect of an application for admission to

a master's degree by a registered student at the University must be completed and can be obtained from the registrar, Division Applications and Admissions. It must be returned to the same office once the programme director and/or the academic head of department has approved the application for admission.

The date on which either lacking information or documentation in respect of an incomplete application is received will be taken to be the date on which the UFS received the application.

A72 ADMISSION OR READMISSION TO THE UNIVERSITY AND TO A MASTER'S DEGREE

A72.1 Admission

- (a) To be admitted to a master's degree, a person must
- (i) already have obtained an honours bachelor's degree, a 480-credit professional bachelor's degree or a relevant postgraduate diploma; and
 - (ii) have obtained a weighed average of at least 60 percent (not rounded to the next integer), or, on the strength of special circumstances, have obtained a mark – as recommended by the academic head of department and approved by the faculty board in question – for the honours bachelor's degree or for the modules (at the highest NQF level) presented for the four-year professional bachelor's degree in the discipline in which she/he is to proceed; and
 - (iii) meet any other requirements as approved by the faculty board in question, provided that a person may also be admitted to a master's degree
 - (aa) with the dean's permission, on the recommendation of the programme director or the academic head of department, in consultation with the registrar – on the strength of a qualification(s) that they consider to be equivalent to a four-year professional bachelor's degree and/or an honours bachelor's degree; or
 - (bb) with the approval of the faculty committee, on the recommendation of the programme director or the academic head of department, on the strength of a standard of proficiency – determined by means of recognition of prior learning (RPL) – that is sufficient for the purposes of master's degree studies, with notification to the Executive Committee of Senate.
 - (iv) The programme director and/or the academic head of department may also require a person to take an oral and/or a written examination and/or to be subjected to an interview, before admission to master's degree studies may be granted.
- (b) To be admitted to the Master's in Business Administration (MBA), a person must comply with the requirements as recommended by the faculty board and approved by the Executive Committee of Senate.
- (c) (i) In addition to the above-mentioned requirements that obtain in respect of admission to all master's degrees, the dean, on the

recommendation of the programme director or the academic head of department and with written notification to the senior director: Student Academic Services, may require a person to complete certain additional modules before admission or before the qualification is awarded.

- (ii) At the Qwaqwa campus, decision-making powers are vested in the designated member of the Qwaqwa campus management, in consultation with the programme director and/or the academic head of department, with written notification to the dean.
 - (iii) If the additional modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.
- (d) A student who has obtained either a four-year professional bachelor's degree and/or an honours bachelor's degree in one faculty may, on the strength of a justified written application based on special circumstances, be allowed by the Executive Committee of Senate – on the recommendation of the dean and the programme director and/or the academic head of department – to register for a master's degree in another faculty.
- (e)
- (i) In exceptional cases, the dean, in respect of a student at the Qwaqwa campus – on the recommendation of the programme director and/or the academic head of department or the designated member of the Qwaqwa campus management, and with written notification to the senior director: Student Academic Services – may admit the said student to a single module(s) other than those that are prescribed, provided that it/these are deemed complementary to the specific programme and that the student possesses sufficient knowledge of the discipline to warrant admission to the module(s).
 - (ii) If the additional modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.
- (f) The responsibility to see to it that a person satisfies the necessary admission requirements lies with
- (i) the relevant programme director and/or the academic head of department and with the designated member of the Qwaqwa campus management in respect of the Qwaqwa campus.
 - (ii) the director of the Business School in respect of the Master's in Business Administration (MBA).

A72.2 Progression rule in respect of postgraduate students (applicable to all programmes as from 2014)

- (a) Students who are admitted to postgraduate programmes are generally expected to pass all the modules for which they registered in a particular study year. A student will normally only be allowed to proceed with a programme if she/he has passed at least 75% of the modules required in an academic year.

A72.3 Readmission on the strength of academic progress

- (a) If a student, after the minimum study period (two years) has not yet obtained the master's degree, she/he may only continue the study subject to the following conditions:
- (i) after the minimum study period plus one year, on the basis of exceptional merit, on the recommendation of the programme

director and/or the academic head of department or the director of the Business School as regards the Master's in Business Administration (MBA), with the approval of the dean and with written notification to the senior director: Student Academic Services, or the designated member of the Qwaqwa campus management in the case of a student at the Qwaqwa campus

- (ii) after the minimum study period plus two years on the basis of an exhaustive justification by the programme director and/or the academic head of department, or the director of the Business School as regards the Master's in Business Administration (MBA), to be approved by the faculty committee and with written notification to the senior director: Student Academic Services or the designated member of the Qwaqwa campus management, in the case of a student at the Qwaqwa campus, provided that the stipulations that obtain in respect of adaptation to new rules have been taken into account
 - (iii) after the minimum study period plus three years, for only one further academic year, with the approval of the faculty board on the basis of a comprehensive justification by the programme director or the academic head of department or the director of the Business School as regards the Master's in Business Administration (MBA) and with written notification to the senior director: Student Academic Services or the designated member of the Qwaqwa campus management, in respect of a student at the Qwaqwa campus, provided that the stipulations that obtain in respect of adaptation to new rules have been taken into account
- (b)
- (i) A student who has already twice registered for a specific module (paper/practical [coursework master's dissertation (essay)]) and has not yet met the pass requirements, is only allowed one further opportunity to register for the qualification – on the basis of exceptional merit, with the approval of the dean, on the recommendation of the programme director or the academic head of department or the director of the Business School as regards the Master's in Business Administration (MBA), and with written notification to the senior director: Student Academic Services.
 - (ii) In the case of a student studying at the Qwaqwa campus, the designated member of the Qwaqwa campus management grants approval in consultation with the academic head of department, with written notification to the dean.

Clarification

Admission based on a standard of proficiency is dealt with in terms of the policy that obtains with regard to recognition of prior learning.

Information regarding admission on the basis of recognition of prior learning (RPL) may be obtained by addressing enquiries to: <http://www.ufs.ac.za/rpl>, or RPLOffice@ufs.ac.za, or at telephone +27 51 401 7326/7327/7357, or at fax number 086 665 2554.

A73 SUBMISSION OF DOCUMENTATION REQUIRED TO REGISTER AS A STUDENT

- (a) A student
 - (i) who registers at the University for the first time must submit her/his

prescribed application form and include a certified copy of the qualification(s) in respect of which admission to the master's degree was granted.

- (ii) who previously studied at another institution of higher education must, not later than during the University's registration process also submit an original study record and a certificate of conduct from the previous institution(s) of higher education.
- (b) Certified copies must also be available during the registration process.
- (c) An international student who is not a South African citizen and who is not in possession of a permanent residential permit, must
- (i) submit to the Office for International Affairs, a study permit issued in favour of the University of the Free State by the South African Department of Internal Affairs
 - (ii) comply with all the requirements of the Immigration Act and with the regulations handed down in accordance with the said act.

Clarification

Certified copies are accepted only if the following information regarding the commissioner of oaths is clearly legible on the document:

- (i) the full name and surname*
- (ii) the position she/he holds*
- (iii) the place at which the certified copy was signed*
- (iv) the date on which the certified copy was signed*
- (v) the business address*
- (vi) the signature*

Certificates of conduct must contain endorsements regarding the person's conduct and her/his financial position on the date of issue of the certificate.

Forward the required documentation in respect of qualifications offered at the main campus to the relevant programme director or the academic head of department or to: The Registrar, Division Applications and Admissions, PO Box 339, Bloemfontein 9300, or to fax number 086 697 2604/+27 51 401 9210.

Forward documentation in respect of the Master's in Business Administration (MBA) to: The Registrar, Office of the Director, Business School, PO Box 339 or Internal post box 17, Bloemfontein 9300 or to fax number 086 655 8044.

Forward documentation in respect of qualifications offered at the Qwaqwa campus to: The Registrar, Office of the Campus Head, University of the Free State, Private Bag X3, Phuthaditjhaba 9866, telephone +27 58 718 5011/2.

International students must note that neither a hospital plan policy nor a travel insurance plan shall be accepted in lieu of a medical aid fund.

To apply for a study permit a letter from the Office for International Affairs verifying admission to the University must accompany the application.

All South African students must have attained a minimum attainment level of 4 (50%–59%) in the chosen UFS language of instruction (English or Afrikaans).

International students (excluding students who at school received instruction in the UFS language of instruction) must take the IELTS Test and obtain a minimum score of at least 6 in each of the components of the test.

A74 MODE OF DELIVERY⁶

- (a) In accordance with the stipulations of a faculty board, as contained in the faculty rules, a master's degree may be presented in the form of one of the following options:
- (i) the submission of a master's research dissertation (dissertation) (180 credits); or
 - (ii) taking an examination after a master's degree by coursework (structured coursework programme) and submitting a coursework master's dissertation (minidissertation) (minimum 60 credits) or a publishable article (journal article option, minimum 60 credits) (total credits 180); or
 - (iii) submitting publishable, interrelated articles (journal article option, 180 credits); or
 - (iv) taking an examination after a master's degree by coursework (structured coursework programme) and submitting a coursework master's dissertation (extended essay) (minimum 60 credits) or a publishable article (journal article option, minimum 60 credits) (total credits 180); or
 - (v) taking an examination after a master's degree by coursework (structured coursework programme) and submitting a coursework master's dissertation (essay) (minimum 60 credits) or a publishable article (journal article option, minimum 60 credits) (total credits 180); or
 - (vi) taking an examination after a master's degree by coursework (structured coursework programme) of which at least a quarter of the credits include research or a technical project or a series of smaller projects (total credits 180).
- (b) A master's degree may also be partially (at least 50 percent) completed at the University and the remainder at a University abroad with which the UFS has entered into an agreement in this regard.
- (c) Irrespective of the mode of presentation, the standard of the outcomes must correspond with the requirements of the Level 9 descriptors of the Higher Education Qualifications Sub-Framework.

A75 REQUIREMENTS IN RESPECT OF A MASTER'S RESEARCH DISSERTATION (DISSERTATION) OR PUBLISHABLE, INTERRELATED ARTICLES (JOURNAL ARTICLE OPTION) OR A COURSEWORK MASTER'S DISSERTATION (MINIDISSERTATION, EXTENDED ESSAY OR AN ESSAY)

- (a) The salient characteristic of this particular qualification is that a person must make an advanced-level contribution to the development of knowledge.

⁶ In this document the terms used, prior to 2014, are shown in brackets after the terms in use from 2014.

- (b) The following requirements are stipulated in respect of this study:
- (i) A master's research dissertation (dissertation) or publishable, interrelated articles are written under the guidance of a supervisor or a supervisor and a co-supervisor(s) (minimum 180 credits).
 - (ii) A coursework master's dissertation (minidissertation) or an extended essay is written under the guidance of a supervisor or a supervisor and a co-supervisor(s) (minimum 90 credits or 60 credits).
 - (iii) A coursework master's dissertation (essay) is written under the guidance of a supervisor or a supervisor and a co-supervisor(s) (minimum 60 credits).
- (c) No master's research dissertation (dissertation) or publishable, interrelated articles or extended essay or essay may contain work that is identical to work that a student previously presented for a qualification.
- (d) A publishable article(s) implies a peer-reviewed publication in scientific journals (for example ISI or IBSS journals).
- (e) The requirement in respect of a master's by research is a minimum of two publishable articles. After a master's by coursework (structured coursework programme) with a minidissertation, extended essay or an essay, at least one publishable article is required.

A76 DURATION OF STUDY AND COMPILING A CURRICULUM

- (a) After obtaining the qualification in respect of which admission has been granted, a master's student must be registered at the University for at least one year (two semesters) or as stipulated by the faculty board and set out in the rules of the faculty in question.
- (b) Except in cases where Council via Senate implements new rules with immediate effect, a student may, for a master's degree, only be registered for the minimum period allowed for that qualification plus an additional year, with the second period following directly after the first, and she/he must complete her/his studies for that particular qualification in accordance with the rules applicable at the time of first registration.
- (c)
- (i) A student from another institution of higher education or a student from this University who interrupts her/his studies for a year or longer than a year or who switches to another qualification, remains subject to both the general rules and the faculty rules that happen to apply at the time of the new registration, except with the dean's approval in respect of the relevant faculty rules, on the recommendation of the programme director and/or the academic head of department and with written notification to the senior director: Student Academic Service.
 - (ii) In the case of a student studying at the Qwaqwa campus, approval in respect of the faculty rules may be granted by the designated member of the Qwaqwa campus management in consultation with the programme director and/or the academic head of department. In respect of the Master's in Business Administration (MBA), approval is granted by the director of the Business School, with written notification to the dean.
- (d) If a master's research dissertation (dissertation) or publishable, interrelated articles or a coursework master's dissertation (minidissertation, extended

essay or an essay) is not accepted and the student subsequently re-registers for the master's degree, the faculty board gives an ad hoc ruling as regards the study period. Written notification of the ruling is forwarded to the senior director: Student Academic Services or, in the case of a student at the Qwaqwa campus, to the designated member of the Qwaqwa campus management.

- (e)
 - (i) Depending on a student's academic achievements, a dean may grant approval to a student to register for additional modules – to a maximum of 32 credits – provided that the admission requirements have been met, with written notification to the programme director and/or the academic head of department and the senior director: Student Academic Services.
 - (ii) In the case of qualifications offered at the Qwaqwa campus, the designated member of the Qwaqwa campus management grants approval, with written notification to the programme director and/or the academic head of department and the relevant dean.
 - (iii) If the additional modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.
- (f) A student must compile a curriculum in accordance with the module and venue timetable, the examination timetable and the module prerequisites as approved by the faculty board in question and in consultation with the relevant programme director and/or the academic head of department or, in the case of a student at the Qwaqwa campus, the designated member of the Qwaqwa campus management or, in the case of the Master's in Business Administration (MBA), the director of the Business School.

A77 STUDENT REGISTRATION AND RE-REGISTRATION

A77.1 Preregistration

- (a) Except where a person immediately submits a research proposal that is approved by the faculty board, a person who completes her/his master's by exercising either the master's research dissertation (dissertation) option or the journal article option (publishable, interrelated articles) must – before registration for the specific qualification can take place – first preregister for the period during which she/he prepares a research proposal in collaboration with the supervisor designated by the programme director or the academic head of department.
- (b) An acceptable research proposal and title must, within the six month preregistration period, be approved by the faculty board, subsequent to which the student may register for the qualification.
- (c) Extension as regards the submission of the research proposal and title for a maximum period of a further six months can only be granted with the dean's approval, on the recommendation of the programme director or the academic head of department and with written notification to the senior director: Student Academic Services or, in the case of a student at the Qwaqwa campus, the designated member of the Qwaqwa campus management.
- (d) On the recommendation of the programme director or the academic head of department, a supervisor and, where applicable, a co-supervisor(s), must at the same time as the application for approval of the research proposal and title be approved by the faculty board in accordance with the faculty procedures.

- (e) A student who after the registration period wishes to embark on a master's – which does not include papers – may obtain permission for preregistration from the programme director or the academic head of department or the designated member of the Qwaqwa campus management at the Qwaqwa campus.
- (f) A preregistration is not considered to be part of the residential period.
- (g) The prescribed fees must be paid in respect of preregistration.

A77.2 Registering for the qualification

- (a) All student registrations are done in accordance with the coordinated arrangements of the senior director: Student Academic Services, as approved by the Executive Committee of Senate.
- (b) Before a person's term of study commences, she/he must annually, during the first registration opportunity, register for both semesters (if applicable) for the period as prescribed by Senate, and must pay the required fees.
- (c) After a research proposal has been accepted, a student, on the recommendation of the programme director or the academic head of department, must, in writing, request the senior director: Student Academic Services or, in the case of a student at the Qwaqwa campus, the designated member of the Qwaqwa campus management, to change the preregistration to a registration for the qualification in question, provided that if this be done outside of an official registration period, the student will at least in the following year(s) and within the scheduled registration process register for the qualification in question.
- (d)
 - (i) Academic credit is earned only in respect of modules registered for in compliance with the correct module code(s) as indicated in the faculty rules and for which passes have been obtained.
 - (ii) The rules applicable to module codes are set out in the Annexure to this document.
- (e) Registration for modules at the beginning of the year in respect of the second semester is conditional and remains subject to the rules that apply to modules with specific prerequisites as set out in the rules of the faculties in question.
- (f) On the recommendation of the programme director and/or the academic head of department and with the dean's approval, a student may – irrespective of the prerequisites that apply in respect of first qualifications – register for the said modules without having complied with the prerequisites and then simultaneously take the modules at different levels within the same discipline.
- (g) A person cannot simultaneously register for more than one qualification at this and/or another institution of higher education except on the basis of exceptional circumstances justified in writing, on the recommendation of the programme director and/or the academic head of department and approved by the dean(s) in question and (if applicable) by the other institution of higher education, taking into account the specific admission requirements, and with written notification to the senior director: Student Academic Services or, in the case of a student at the Qwaqwa campus, the designated member of the Qwaqwa campus management, or the director of the Business School in respect of the Master's in Business Administration (MBA), provided that the periods of residence coincide.

- (h) No registration with retroactive effect is granted by the registrar and a registration for the same qualification after an interruption after an interruption is deemed to be a new registration with new requirements to be met in respect of duration, except if
 - (i) the supervisor – to the satisfaction of the programme director and/or the academic head of department and the dean, and approved by the registrar – can provide justification that the student had already made progress with the study, whether a master’s research dissertation (dissertation) or publishable, interrelated articles or a coursework master’s dissertation (minidissertation, extended essay or essay), before the interruption and that with the new registration she/he is building on the work that has already been done; and
 - (ii) the student will be liable for the relevant fees for the period during which she/he was not registered but nevertheless received supervision; and
 - (iii) the University will be entitled to a subsidy at the time that approval is being considered.
- (i) If, on the strength of a written justification by the person and on the recommendation of the programme director and/or the academic head of department and the dean, the registrar does grant approval to the person to register retroactively or outside of the registration period – as approved by Senate – for a master’s degree by coursework (structured coursework qualification) or a module, an additional fee will be levied for the said registration.
- (j) A first registration for a master’s degree that entails only a master’s research dissertation (dissertation) or publishable, interrelated articles may – taking into account the subsidy guidelines – take place outside of the approved registration periods.
- (k) If a person has not fully settled her/his account in respect of the previous year, a subsequent registration cannot take place and no supervision can be given or teaching opportunities be attended.
- (l) The University grants conditional registration only if Council approves such registration.

A77.3 Re-registration

- (a) To be able to re-register for a qualification, a student must meet the readmission requirements and her/his University account for the previous year(s) must have been settled in full.
- (b) A student must re-register for the qualification in question if
 - (i) the master’s by research dissertation (dissertation) or publishable, interrelated articles have not been submitted in accordance with the dates determined by Senate for assessment.
 - (ii) the degree cannot be awarded during the next graduation ceremony, for example if corrections have to be made or if bound copies have not been received.
 - (iii) the assessment has not been finalised, even though the master’s by research dissertation (dissertation) or publishable, interrelated articles have been submitted in accordance with the dates

stipulated by Senate. In this instance, no registration fee is payable.

- (c) The programme director and/or the academic head of department, in consultation with the designated member of the Qwaqwa campus management, in the case of a student at the Qwaqwa campus, must ascertain whether a student has in fact re-registered before supervision may commence.

A77.4 Cancellation of a registration or a module(s) by a student

- (a) Notification of the cancellation of a registration must be given in writing.
- (b) The date on which the written notification is received is taken to be the date of the cancellation of the registration.
- (c) Notification of the cancellation of a module(s) can occur throughout the year but in order to receive financial credit, specific due dates apply.
- (d) Cancellation of a module(s) after due dates could imply that a student
- is not granted readmission to a module; and
 - is liable for the tuition fees for the module.

A77.5 Cancellation of a student's registration by the University

- (a) A student's registration at the University may be cancelled if she/he is found guilty in terms of the rules that obtain with regard to disciplinary action against students.
- (b) A student's registration for a specific qualification may also be cancelled if the relevant dean or the Executive Committee of Senate deems such to be in the interests of the University and/or the student, provided that
- (i) prior to a final decision being taken,
 - (aa) the registrar, in response to a written request from the dean of the relevant faculty, informs the student in writing of the intention and also of the reasons for doing so.
 - (bb) the student – upon receiving written notification of the proposed cancellation – be given an opportunity to address written representations to the registrar and to the dean of the relevant faculty not to proceed with the proposed action.
 - (ii) the dean, upon receipt of the written representations from the student and after due consultation with the registrar, may decide
 - (aa) not to pursue the matter; or
 - (bb) to go ahead with the cancellation of the student's registration for the qualification, with written notification to the Executive Committee of Senate and to the student; or
 - (cc) to submit both the dean's justification and the student's written representations to the Executive Committee of Senate for a final ruling, with written notification of the final ruling to the student.

Clarification

Registration of students for qualifications offered at the Qwaqwa campus takes place at the Qwaqwa campus (telephone +27 58 718 5011/2).

Registration of students for the Master's in Business Administration (MBA) takes place at the Business School, telephone +27 51 401 3172.

Retroactive registration could, for the University result in a loss of subsidy, and will thus only be considered in exceptional circumstances. The programme director and/or the academic head of department remain(s) responsible for ensuring that a student is registered before any supervision is provided.

Students may cancel a module on the PeopleSoft self-service page at <http://www.ufs.ac.za>, or by means of a written notification to the registrar or the campus head, in the case of a student by the Qwaqwa campus, or the director of the Business School, in respect of the MBA degree.

To receive financial credit, the following due dates apply:

- *First-semester modules – up to and including 15 February*
- *Second-semester modules – up to and including 15 August*
- *Year modules – up to and including 15 February; up to and including 15 August, 50 percent credit will be granted.*

If a student terminates her/his studies before 15 February of any given year, a minimum fee will be levied.

A78 MODIFYING A RESEARCH TITLE

- (a) Modifications to an approved research title may, on the recommendation of the supervisor and the programme director and/or the academic head of department, be approved by the faculty committee in question.
- (b) Official title registration must be done in respect of a coursework master's dissertation (minidissertation, extended essay or essay).

Clarification

No modifications may be made to a title simultaneous with the submission of the research for assessment (a master's research dissertation [dissertation] or publishable, interrelated articles) and before faculty board approval has been obtained.

In the case of coursework master's dissertations (minidissertations), Rule A78(b) deals only with the title registration. The title must be entered into the electronic data base.

A79 SUPERVISOR(S) AND CO-SUPERVISOR(S)

- (a) A supervisor and, if applicable, a co-supervisor(s) are approved by the faculty board, on the recommendation of the programme director and/or the academic head of department.
- (b) Co-supervisors can be nominated irrespective of whether they are affiliated to the University.
- (c) If the supervisor is not affiliated to the University in any capacity, a co-supervisor who is indeed in the University's employ must be nominated.

A80 ASSESSORS AND MODERATORS

- (a) When the study commences, all assessors and moderators are – on the recommendation of the programme director and/or the academic head of department – approved by the faculty board in accordance with the Quality Assurance Policy.
- (b) Assessors and moderators who are appointed by the relevant academic head of department in accordance with the Quality Assurance Policy and approved by the faculty board conduct a module examination.
- (c) At least two assessors are required in respect of a master's research dissertation (dissertation) with the proviso that if an internal assessor is nominated – who must not be either the supervisor or the co-supervisor(s) – the external assessors (persons not affiliated to the University) must constitute the majority of the panel of examiners.
- (d) In the case of publishable, interrelated articles, at least two assessors are required, provided that, if an internal assessor is nominated – who must not be either the supervisor or the co-supervisor(s) – the external assessors (persons not affiliated to the University) must constitute the majority of the panel of examiners. Different assessors can be nominated for different articles.
- (e) Assessors who may additionally be required for a practical project or an oral examination, together with the academic head of department constitute the nominated panel of examiners.
- (f) As regards a coursework master's dissertation (an extended essay, essay, minidissertation or publishable article), at least an external assessor (person not affiliated to the University) and an internal assessor (who must not be either the supervisor or the co-supervisor(s)) must be nominated.
- (g)
 - (i) Assessors cannot be nominated simultaneously with the submission of the research for assessment.
 - (ii) In exceptional circumstances justified in writing, the dean, on the recommendation of the supervisor and the programme director and/or the academic head of department, may approve the modification as regards the assessors, with notification to the faculty committee and the senior director: Student Academic Services or, in the case of a student by the Qwaqwa campus, to the designated member of the Qwaqwa campus management.
- (h) A student may not communicate with an assessor or a moderator.

Clarification

Assessors and moderators are given advance written notification of their nomination and must, in writing, accept such nomination before the research is submitted or dispatched for assessment.

The senior director: Student Academic Services must keep the supervisor informed as regards the assessors' acceptance of nominations.

A81 SWITCHING QUALIFICATIONS AND/OR DISCIPLINES AND/OR MODULES AND/OR MIGRATING TO ANOTHER UNIVERSITY CAMPUS/CENTRE

- (a) A prospective student
 - (i) who wishes to change the qualification and/or discipline for which she/he has applied for another qualification and/or discipline, is obliged to notify the University in writing regarding the said change.
 - (ii) who switches qualifications and/or disciplines and/or modules in the course of the registration process, must fill in the prescribed form(s).
- (b) A registered student who wants to switch from one qualification and/or discipline and/or module(s) to another, must, on the prescribed form(s), apply for the switch in question and, before a modified registration can be done, the student must obtain the relevant dean's approval to do so.
- (c) In the case of a module switch, note that the responsibility lies with the student to catch up work that has already been dealt with, and she/he can neither lay claim to any additional help from the lecturer nor expect to be accommodated in respect of notes, assignments, practicals and assessments that have been missed.
- (d) A prospective or registered student, who migrates from one campus/centre of the University to another campus/centre of the University, must apply on the prescribed form and obtain the necessary approval from the programme director and/or the academic head of department.

Clarification

The prescribed form (DV2/DV3) for a qualification switch by a registered student is obtainable from the registrar, Division Applications and Admissions, and must be returned to the same office.

The prescribed form (DV2/DV3) for migrating from one campus/centre to another is obtainable from the registrar, Division Applications and Admissions, and must be returned to the same office.

A82 CREDITS ACCUMULATION AND CREDITS TRANSFER

- (a) The registrar, on the recommendation of the academic head of department or, in the case of the Master's in Business Administration (MBA), the director of the Business School, may once grant a person exemption from or give credit for credits earned in a prior qualification or in a partially completed qualification – whether obtained here or elsewhere – with a view to taking another qualification, provided that
 - (i) no more than 50 percent of the credits may be transferred from the completed qualification(s) to another qualification, subject to the provision that
 - (aa) at least 50 percent of the credits for the new qualification be earned at this University; and
 - (bb) a maximum of 25 percent of the credits accrued at the highest NQF level in the prior completed qualification(s) be acknowledged for another qualification.
 - (ii) as regards an incomplete qualification, all the applicable credits may be granted for the new qualification, except in respect of a student from another institution of higher education, in which case no more than 50 percent of the credits required to obtain the

qualification be transferred – also taking into account the 25 percent restriction in respect of credits earned at the highest NQF level.

- (iii) if credits have been granted based on an incomplete qualification, the registration period for the prior qualification and that for the new qualification must at least coincide with the period prescribed for the new qualification at this University.
 - (iv) a person from another institution of higher education has to register at the University for at least one academic year (two semesters).
 - (v) credits from a completed or an incomplete qualification may be transferred to another qualification only once.
- (b) A UFS student who wishes to continue with her/his studies for the master's degree at another institution of higher education or a person who is registered for a master's degree at another institution of higher education and wishes to continue with her/his studies at this University, may only continue with the same research after the University and the other institution of higher education have come to an agreement as regards the research that has already been done and the subsidy implications.

Clarification

Credits are granted on the basis of formal learning with a relevance of at least 50 percent.

Exemptions are granted on the basis of non-formal learning in accordance with recognition of prior learning guidelines, with a minimum relevance of at least 50 percent.

The application of a person in respect of recognition of or exemption from modules after her/his studies have been interrupted, is considered in terms of the policy applicable to the recognition of prior learning.

A83 ASSESSMENT RULES

A83.1 Attendance of teaching opportunities

- (a) Compulsory attendance of teaching opportunities in a module, as prescribed by the board of the faculty in which the specific module is offered and that appears in the module guide or its addendum, is one of the prerequisites for admission to the examination.
- (b) Apology for non-attendance of teaching opportunities on account of unforeseen circumstances must be accompanied by supporting documentation and presented to the lecturer in question at the next available teaching opportunity in the module.

A83.2 Module mark

- (a) To gain admission to the examination in a module, a module mark of at least 40 percent is required.⁷
- (b) A module mark is set out in the module guide or its addendum and is the result of both the continuous and the summative assessments, which are conducted in a decentralised fashion during the course of the module term.

⁷ A module mark of at least 40 percent is required for admission to the examination, except where the relevant Faculty requires a module mark of more than 40 percent as the minimum for admission to the examination.

- (c) A module mark that has been obtained in a module is valid only for the next examination opportunity applicable to the module in question.
- (d) Except where the dean of the faculty in which the relevant module is offered, in consultation with the particular lecturer, decides otherwise, a student must, in order to gain admission to the examination in a module, meet all the prescribed subminimum and assignment requirements, and must have participated in all the scheduled assessment opportunities as set out in the relevant module guide or its addendum.

A83.3 Assessment opportunities: modules

- (a) Two examinations are scheduled per semester:
 - (i) a main mid-year examination and an additional examination in respect of the first-semester modules; and
 - (ii) a main end-of-year examination and an additional examination in respect of the second-semester modules and year modules, except in the case of the following:
 - where a system of continuous assessment is followed in respect of practical examinations
 - where a system of continuous assessment with summative assessment is followed
- (b) Once admission to the examination has been granted, participation in the main mid-year examination and the main end-of-year examination is compulsory.
- (c) A student who, as a result of justified extraordinary circumstances, is unable to take the main mid-year examination, may, within the period allowed for this purpose and using the prescribed form, apply for an additional examination during the additional mid-year examination opportunity. A student who does not participate in the main end-of-year examination may also – based on justified extraordinary circumstances, within the period allowed for this purpose and using the prescribed form – apply for an additional examination, except as regards the following, in which cases it is not necessary to apply:
 - (i) a student who was admitted to the scheduled main examination in a given semester (module mark at least 40 percent), who obtained an examination mark of at least 30 percent and a final mark of at least 45 percent for the module; or
 - (ii) a student who was admitted to the scheduled main examination in a given semester (module mark at least 40 percent) and who obtained a final mark of at least 50 percent, but who did not obtain the required subminimum of 40 percent in the examination.
- (d) A student
 - (i) in her/his final academic semester who – upon completion of the main end-of-year examination or the main mid-year examination – must prolong her/his studies to obtain the qualification subsequent to failing a single module during the main mid-year examination or the main end-of-year examination, depending on which semester applies;

or

- (ii) a student in her/his final academic semester who has to prolong her/his studies to obtain the qualification after having qualified for and participated in the additional examination of the semester in question and who subsequent to completing the additional examination still only needs one module to obtain the qualification, irrespective of whether the said module was failed during either the main or the additional examination,

may apply to take a special examination,

- (aa) with written confirmation from the supervisor that the as yet outstanding coursework master's dissertation (minidissertation, extended essay, essay) or publishable, interrelated articles will be ready for submission and assessment at the end of the academic year in question.
 - (bb) If a coursework master's dissertation (minidissertation, extended essay, essay) or publishable, interrelated articles are still outstanding during the following registration period, a student does not again qualify for an additional examination on the strength of having failed a single module.
- (e) A student in her/his final academic semester, who has failed to comply with the prerequisites regarding admission to an examination, will not be considered for participation in a special examination, irrespective of the fact that the student needs only one module to obtain the qualification.
 - (f) A student who wrongfully participates in a main examination or an additional examination will receive no recognition for such an examination and she/he will be deemed not to have participated in the examination.

A83.4 Assessment of master's research dissertation (dissertation) or publishable, interrelated articles

- (a) A student who intends to submit a master's research dissertation (dissertation) or publishable, interrelated articles for assessment, must, on the prescribed form and with the approval of the supervisor and, if applicable, the co-supervisor(s), inform the senior director: Student Academic Services or, in the case of a student at the Qwaqwa campus, the designated member of the Qwaqwa campus management, of her/his intention as follows:
 - (i) before or on the last working day of October of the preceding year for graduating during the June graduation ceremony; or
 - (ii) before or on the first working day in April for graduating during the December graduation ceremonies
- (b) It is the supervisor's responsibility to see to it that the title of the master's research dissertation (dissertation) or of the publishable, interrelated articles have already been registered and that the assessors have already accepted their nominations in writing before the notification of submission is approved by her/him and it can be accepted by the senior director: Student Academic Services or, in the case of a student at the Qwaqwa campus, the designated member of the Qwaqwa campus management.
- (c) Only if the following requirements have been met, can the senior director: Student Academic Services or, in the case of a student at the Qwaqwa campus, the designated member of the Qwaqwa campus management,

accept a master's research dissertation (dissertation) or publishable, interrelated articles so that it/these may be dispatched for assessment:

- (i) Notification of submission has been received.
 - (ii) The research proposal, title registration and the supervisor and, if applicable, a co-supervisor(s) have been approved by the faculty board.
 - (iii) The faculty board has nominated the assessors and they have, in writing, accepted the nominations.
 - (iv) Submission can only take place within the following scheduled times as approved by Senate:
 - (aa) from the first working day in January up to and including the first working day in February for the June graduation ceremony
 - (bb) from the first working day in June up to and including the first working day in July for the December graduation ceremony
 - (v) All fees have been paid.
- (d) Once a master's research dissertation (dissertation) or publishable, interrelated articles have been submitted for assessment, they may not be withdrawn and the assessment must proceed.

A83.5 Assessment of coursework master's dissertations (mini-dissertations, extended essays or essays) or publishable article

- (a) The submission date for assessment of a coursework master's dissertation (minidissertation, extended essay or essay) or publishable article is – with due regard for the deadlines determined by Senate in respect of qualifying for the next graduation ceremony – determined by the student in consultation with the supervisor and, in the case of a student at the Qwaqwa campus, the designated member of the Qwaqwa campus management.
- (b) Once a coursework master's dissertation (minidissertation, extended essay or essay) or publishable article has been submitted for assessment, it may not be withdrawn and the assessment must proceed.

A83.6 Requirements to be met in respect of the submission of a master's research dissertation (dissertation), publishable, interrelated articles, coursework master's dissertation (minidissertation, extended essay or essay)

- (a) A master's research dissertation (dissertation) or publishable, interrelated articles, coursework master's dissertation (minidissertation, extended essay or essay) must be printed in at least one-and-a-half spacing.
- (b) For assessment purposes, a student may submit either properly bound copies or subedited copies in temporary bindings.

- (c) An English and an Afrikaans summary of no more than 600 words each must be included at the end together with approximately ten key terms in English that describe the topic.
- (d) The supervisor must provide a written declaration that she/he approves the submission for assessment and that the submitted work has not previously, either in part or in its entirety, been submitted to the assessors.
- (e) The student must submit the following written declarations:
- (i) "I,, declare that the master's research dissertation (dissertation) or publishable, interrelated articles, coursework master's dissertation (minidissertation, extended essay or essay) that I herewith submit for the master's degree qualification at the University of the Free State, is my independent work and that I have not previously submitted it for a qualification at another institution of higher education."
 - (ii) "I,, hereby declare that I am aware that the copyright is vested in the University of the Free State."
 - (iii) "I,, hereby declare that all royalties as regards intellectual property that was developed during the course of and/or in connection with the study at the University of the Free State, will accrue to the University."
- In the event of a written agreement between the University and the student, the written agreement must be submitted in lieu of the declaration by the student.
- (iv) "I,, hereby declare that I am aware that the research may only be published with the dean's approval."
- (f) The title page must include the following:
- (i) the registered research title
 - (ii) the student's full names
 - (iii) a declaration reading:

"Submitted in fulfilment of the requirements in respect of the master's degree qualification in the Department of in the Faculty of at the University of the Free State."
 - (iv) the submission date
 - (v) the name of the supervisor and, if applicable, the co-supervisor(s)

A83.7 Pass requirements

If the qualification entails both an examination and a coursework master's dissertation (minidissertation, extended essay or essay) or publishable article, each module must be passed with least 50 percent to obtain the qualification.

A83.7.1 Pass requirements, passing with distinction: modules

- (a) To pass a module, a final mark of at least 50 percent must be obtained.
- (b) The calculation of the final mark is set out in the module guide in accordance with the following:
 - (i) that a module mark (at least 40 percent for admission to the examination) be taken into account; and
 - (ii) a subminimum of at least 50 percent applies in respect of the examination mark; and
 - (iii) where more than one paper is written in a module, a subminimum of at least 50 percent per paper applies and can also, as set out in the module guide, apply in cases where a paper comprises more than one section; and
 - (iv) the weight assigned to the examination mark must be no less than 50 percent and no more than 80 percent.
- (c) Where a system of continuous assessment – with or without final assessment – does apply, the information is included in the module guide, and a student passes the module when a final mark of at least 50 percent has been obtained and she/he has participated in all the assessment opportunities.
- (d) In order to pass a module with distinction, a student must obtain a final mark of at least 75 percent or a promotion mark of at least 75 percent – in accordance with the same guidelines that apply in respect of the calculation of a pass mark.
- (e) In this instance a system of promotion does not apply.

A83.7.2 Pass requirements, passing with distinction: coursework master’s dissertations (minidissertations, extended essays or essays) or publishable articles

- (a) For a student to pass a coursework master’s dissertation (minidissertation, extended essay or essay) or publishable article, each of the assessors must have awarded a mark of at least 50 percent. The dean confirms the final result on the recommendation of the supervisor, the programme director and/or the academic head of department.
- (b) If the assessors are not unanimous regarding the result – that is, as regards a pass or essential corrections – the dean must, on the recommendation of the supervisor, the programme director and/or the academic head of department, nominate an independent external assessor, with written notification to the senior director: Student Academic Services or to the designated member of the Qwaqwa campus management as regards a student at the Qwaqwa campus.
- (c) The independent external assessor’s recommendation in respect of pass or of essential corrections is final.
- (d) To pass a coursework master’s dissertation (minidissertation, extended essay or essay) or article with distinction, a combined mark of at least 75 percent must be obtained.

A83.7.3 Pass requirements, passing with distinction: master’s research dissertations (dissertations) or publishable, interrelated articles

- (a) For a student to pass a master's research dissertation (dissertation) or publishable, interrelated articles, each of the assessors must have awarded a mark of at least 50 percent.
- (b) If the assessors are not unanimous regarding the result – that is, as regards a pass or essential corrections – the dean must, on the recommendation of the supervisor and the programme director and/or the academic head of department, nominate an independent external assessor, with written notification to the senior director: Student Academic Services or to the designated member of the Qwaqwa campus management as regards a student at the Qwaqwa campus.
- (c) The independent external assessor's recommendation in respect of pass, pass with distinction or of essential corrections is final.
- (d) If the student fails, she/he must once again apply for admission and the same research that was previously assessed, may not again, in unaltered form, be submitted for assessment.
- (e) To pass a master's research dissertation (dissertation) or publishable, interrelated articles with distinction requires a student, inter alia, to obtain a combined mark of at least 75 percent.

A83.8 Oral assessment

- (a) An oral assessment may, with the approval of the academic head of department, be conducted instead of a written assessment, provided that
 - (i) the assessment is conducted during an officially scheduled examination period.
 - (ii) the oral assessment for each module is at least a half an hour per student.
 - (iii) besides the assessor(s), at least the academic head of department or a senior lecturer appointed by her/him must also be present.
 - (iv) a digital recording be made of the oral assessment.
 - (v) oral assessments be conducted only at a campus of the University, except where the dean grants permission for other centres to be used.

A83.9 Assessment reports

- (a)
 - (i) Within forty-five (45) days after an assessor has received a master's research dissertation (dissertation) or publishable, interrelated articles, the senior director: Student Academic Services must be provided with an assessment report.
 - (ii) As regards a student studying at the Qwaqwa campus, the assessment report must be forwarded to the designated member of the Qwaqwa campus management.
- (b) The supervisor and/or co-supervisor(s) may not peruse the assessors' assessment reports before all the reports have been received.
- (c) The evaluation of all the assessment reports is done by the dean on the recommendation of the programme director and/or the academic head of department and final validation of her/his decision is given by the

designated vice-rector(s), with notification to the senior director: Student Academic Services or the designated member of the Qwaqwa campus management in the case of a student at the Qwaqwa campus. A report in this regard is submitted to the Higher Degrees Committee.

- (d) If modifications are required or corrections have to be made by the student, the supervisor and the programme director and/or the academic head of department must, in writing, provide confirmation to the dean that all of the requirements as specified by the assessors, have been met, subsequent to which the dean has to notify the senior director: Student Academic Services or, in the case of a student at the Qwaqwa campus, the designated member of the Qwaqwa campus management, of the final result.
- (e) Subsequent to the dean having informed the senior director: Student Academic Services or the designated member of the Qwaqwa campus management, in the case of a student at the Qwaqwa campus, of the final result – after modifications/corrections have been made – the registrar officially notifies the student and the assessors of the result.
- (f) Assessment reports must, at the student's request, be made available to her/him without in any way referring to the assessors.
- (g) Assessment reports of a coursework master's dissertation (minidissertation, extended essay or essay) or article must be sent to the academic head of department within forty-five (45) days after the said reports have been received, subsequent to which the dean confirms the final result.
- (h) The senior director: Student Academic Services or the designated member of the Qwaqwa campus management, in respect of a student at the Qwaqwa campus, must, when forwarding the assessment reports to the dean, confirm that all rules and due dates have been adhered to.

A83.10 Plagiarism

A student who passes off as her/his own another person's ideas that appear in written sources, visual sources, multimedia products, music, the spoken word, etc. is guilty of plagiarism, which is dealt with in terms of the rules applicable to disciplinary procedures.

A83.11 Centres at which examinations are conducted

- (a) A student takes the written examination on the campus or at the centre at which the module was offered.
- (b) A student may, in the prescribed manner and before a date specified by the University, apply to take a written examination at another venue.
- (c) A student's application to take a written examination at another venue is subject to the condition that
 - (i) an invigilator is available in accordance with the requirements specified by the University.
 - (ii) an application has been received in good time.
 - (iii) the prescribed fees have been paid.
 - (iv) where there are differences in time as regards when the examination commences and when it is conducted, an arrangement

may be made with the invigilator.

(v) an appropriate venue for the examination is available.

- (d) Taking an additional examination at another centre is further subject to the condition that the University is able, in good time, to finalise the required arrangements in respect of taking additional examinations.

A83.12 Additional time during assessment opportunities

The registrar may grant a student additional time for assessment opportunities on the basis of a written application, accompanied by a medical certificate or on the recommendation of Student Guidance and Development, in collaboration with the Unit for Students with Disabilities.

A83.13 Errors as regards the examination timetable and submission of research for assessment

A student does not have recourse to the right of exception if she/he has erred in respect of the examination timetable and/or the scheduled submission of research for assessment.

A83.14 Examination results

- (a) As indicated in the module guide, a faculty or a department posts provisional examination results of the main and additional examinations on a noticeboard within seven (7) working days after an examination as scheduled on the examination timetable. Once additional examinations have been written, the registrar mails an official statement of final results to each student.
- (b) After the final evaluation of the assessment reports or after adjustments/corrections have been made, the registrar officially informs the student and the assessors of the result.
- (c) Provisional examination results can also be accessed electronically by following a prescribed procedure and they are also available on the University's website.
- (d) Students are responsible for obtaining their results before the additional examination.
- (e) Except where the senior director: Finance decides otherwise, official examination results are posted to a student only if her/his account has been settled.
- (f) A student may discuss the results of an examination, test or assignment with the lecturer and with the academic head of department (irrespective of a student's account being in arrears, but on condition that particulars regarding the results are not divulged). The following procedures apply:
- (i) The discussion must take place within five (5) working days after the provisional results have been announced. A student has the right to address a justified written appeal to the dean, with notification to the academic head of department. Such appeal must be lodged within two (2) working days after discussion with the academic head of department.
 - (ii) At the Qwaqwa campus, the discussion is held with the lecturer and the designated member of the Qwaqwa campus management within five (5) working days after the provisional results have been

announced. A student has the right to address a justified written appeal to the campus head, with notification to the designated member of the Qwaqwa campus management. Such appeal must be lodged within two (2) working days after the results have been discussed with the designated member of the Qwaqwa campus management.

- (g) For the purposes of the above-mentioned discussion, the student has the right of access to her/his script.
- (h) If, owing to extraordinary circumstances, an examination result and/or feedback regarding an application in respect of an additional examination is not available one (1) week before the date of the additional examination, a further ad hoc examination may be scheduled with the approval of the programme director and the academic head of department, with written notification to the dean and to the registrar: Division Examinations, provided that
 - (i) as regards first-semester modules, such an ad hoc examination must take place before the second semester commences.
 - (ii) as regards year modules and second-semester modules, such an ad hoc examination must take place before the new academic year commences.
 - (iii) all examination results in respect of modules of the first semester have been announced and have been entered on the computer network prior to commencement of the second semester.
 - (iv) all examination results in respect of year modules and modules of the second semester have been announced and have been entered on the computer network prior to commencement of the new academic year.
 - (v) any examination result that is received after the above-mentioned dates be sent to the registrar by the academic head of department – on the basis of written justification of the circumstances and with the approval of the dean and with notification to the examinations committee.

A83.15 Requirements in respect of examination venues

- (a) Only registered students who have gained admission to examinations may participate in examinations.
- (b) A student card or prescribed proof of registration must be produced to gain entry to the examination venue.
- (c) A student may take into the examination venue only such particular electronic equipment as is specified on the examination paper and as has in advance been communicated to the students by the lecturer.
- (d) A student may take into the examination venue only such publications as are specified on the examination paper and as has in advance been communicated to the students by the lecturer.
- (e) Once fifteen (15) minutes from the commencement of the examination session have elapsed, no student is allowed into the examination venue.
- (f) Students may leave the examination venue only once forty-five (45) minutes from the commencement of the examination session have elapsed.

- (g) Students who arrive at the examination venue late will not be granted extra time.
- (h) Each individual student must confirm her/his presence in the examination venue by completing an attendance form fully and by, upon request, making the latter available to the invigilator.
- (i) When an invigilator requests students to do so, they must immediately hand in examination scripts and documents supplied to them at the designated point in the examination venue.
- (j) A student may not take any pen holders, books of any description, notes or sheets of paper containing writing, cellphones/dictaphones or electronic equipment into the examination venue during an examination session. The University cannot be held accountable for loss of or damage to personal property that is placed either in or outside the examination venue.
- (k) During the examination a student may not
 - (i) in the examination venue lend or receive assistance or attempt to lend or receive assistance or converse with any person other than the invigilator.
 - (ii) visit the cloak room unless she/he is accompanied by an invigilator.
 - (iii) smoke or consume food or refreshments.
 - (iv) be a source of disturbance to other students.
- (l) Full particulars must be supplied on the script(s) and a student may not remove any scripts from the examination venue.
- (m) To gain assistance in the examination venue, a student must seek the invigilator's attention by raising a hand.
- (n) If an invigilator has reasonable grounds – confirmed as such by another invigilator – to believe that a student may be in possession of inadmissible notes or items, a student may be requested by the head invigilator to leave the examination venue with her/his examination script and the documentation that was supplied to her/him. Two invigilators of the same sex as the student must be present when she/he is presented with the suspicion outside the examination venue. The invigilator then has the right to search the student for inadmissible notes or items in the presence of the other invigilator and does so in conditions of privacy and in a way calculated not to compromise the student's dignity.
- (o) A student who disregards the general rules in respect of examinations and examination venues is dealt with in terms of the rules applicable to disciplinary procedures, which may result in expulsion.
- (p) Where conducting examinations is influenced by differences in time zones, the person must remain under the supervision of the invigilator.
- (q) Tests are subject to the same principles as examinations.

Clarification

Address applications in respect of an additional examination to the registrar or to the campus head, in the case of a student at the Qwaqwa campus.

If a student qualifies for an additional examination or has been admitted to such and the module comprises more than one paper, the examination in both papers must be written during the additional examination in question.

The marks obtained in the main mid-year examination and in the main end-of-year examination, and also the marks obtained in the additional examinations are recorded on the student record system, yet only the best final mark of either the main mid-year examination or of the additional examination and/or the main end-of-year examination or of the additional examination will be reflected on the student's study record.

Departments that use a system of continuous assessment may not schedule assessment opportunities during approved examination opportunities.

Accessing examination results by means of an electronic message (cellphone):

How to register for the SMS service	How to gain access to your examination results
<ul style="list-style-type: none"> • Dial *120*837# • Press "Answer" and enter your student number • Press "Send" • Press "Answer" and enter your ID number • Press "Send" • Press "Answer" and enter your choice: "Yes" OR "No" • Press "Send" 	<ul style="list-style-type: none"> • Dial *120*837# • The following menu will appear: <ol style="list-style-type: none"> 1. "Exam Results" 2. "Finances" 3. "Change Student" • Press "Answer" and enter 1 • Press "Send" • Press "Answer" and enter your choice of year and month
<p>You are now registered for the SMS service. To gain access to your information, press "Answer" and enter 00 (zero, zero).</p>	<p>Your examination results will be displayed. Press "Answer" and enter 00 (zero, zero) to return to the menu.</p>

If the result of a master's research dissertation (dissertation), publishable, interrelated article(s), coursework master's dissertation (minidissertation, extended essay or essay) is announced after the due dates determined by Senate for participation in the next graduation ceremony, the awarding of the qualification is automatically postponed, while the academic record will reflect the date on which the qualification was obtained.

After a master's research dissertation (dissertation) or publishable, interrelated articles that were temporarily bound or assembled has been accepted, at least one properly bound copy each for the supervisor and the co-supervisor(s) must be submitted to the registrar, department: Student Academic Services or to the designated member of the Qwaqwa campus management, in the case of a student at the Qwaqwa campus.

Two properly bound copies plus a CD-Rom meant for the University Library must also be submitted to the registrar: department Student Academic Services or the designated member of the Qwaqwa campus management, in the case of a student at the Qwaqwa campus, and must meet the following requirements:

- Microsoft
- embedded font
- one file containing the full text, abstract, "opsomming", key words, illustrations and maps.

Failure to comply with the said requirements will result in the awarding of the qualification being postponed to a next graduation ceremony.

A coursework master's dissertation (minidissertation, extended essay or essay) or publishable article may be submitted to the department Student Academic Services: Division Examinations by the academic head of department or her/his proxy to be dispatched to the assessors.

A84 QUALIFICATION WITH DISTINCTION

- (a) Except where faculty rules stipulate additional requirements, a qualification is awarded with distinction if a student meets the following requirements:
- (i) A total mark of at least 75 percent has been obtained in respect of a master's research dissertation (dissertation) or publishable, interrelated articles.
 - (ii) A weighed average of at least 75 percent (not rounded to the next integer), has been obtained based on the minimum number of modules, coursework master's dissertation (minidissertation, extended essay or essay), publishable article, practicals, public defence of research prescribed for the qualification in question; and
 - (iii) the qualification has been completed in the minimum period; and
 - (iv) no module has been failed or repeated in an additional examination, or a master's research dissertation (dissertation) or publishable, interrelated articles or a coursework master's dissertation (minidissertation, extended essay or essay) was not resubmitted for assessment purposes.
- (b) With the approval of the dean, in consultation with the registrar, and on the recommendation of the programme director and/or the academic head of department, the restriction regarding the minimum period can be revoked on the basis of written justification of the circumstances, provided that such approval be obtained before the qualification is awarded at a graduation ceremony.
- (c) Where exemption from or recognition of a module(s) from a previously incomplete qualification is granted, every year in which the module(s) in question was passed, is deemed to be an additional residential year in respect of the new qualification.
- (d) Exemptions or recognitions from a completed qualification(s) are not taken as additional residential years in respect of the new, completed qualification.

A85 QUALIFICATION CERTIFICATES, DEAN'S MEDALS AND SENATE MEDALS

- (a) Qualification certificates, Dean's Medals and Senate Medals are only awarded at a graduation ceremony or subsequently posted to the student.
- (b) A student is only allowed to participate in the next graduation ceremony provided that all results – including corrections/adjustments that had to be made – have been received in accordance with the due dates determined by Senate.
- (c) The registrar reserves the right not to present a qualifications certificate to a student unless
- (i) all moneys owed to the University have been paid, all the results of modules passed at other institutions of higher education have been submitted, all books still owed to the library have been returned;

and

- (ii) properly bound copies of the master's research dissertation (dissertation) or publishable, interrelated articles for the supervisor, co-supervisor(s) and the library (plus CD-Rom) have been received by the registrar on the date determined by Senate; and
 - (iii) all other requirements have been met.
- (d) The registrar reserves the right to annul a qualification certificate and to strike a person's name from the convocation if
 - (i) the University has made a substantive error; or
 - (ii) the person's dishonesty in respect of obtaining the qualification should later become evident (for example in the case of plagiarism, etc.).
- (e) When a qualification is awarded in absentia, the student must make prior arrangements as regards the posting of the certificate and pay the necessary postage.
- (f) In cases where an original qualification certificate has been lost or damaged, the registrar will only issue an appropriate certificate pertaining to the acquisition of the qualification upon receipt of a written request, once the necessary moneys have been paid and if the application is accompanied by the following documents or contains the following particulars:
 - (i) an affidavit explaining the request
 - (ii) an indication as to which surname appeared on the originally issued certificate – in the case of an application from a married person
 - (iii) a certified copy of an identity document or passport
- (g) If the name of the student to whom the qualification was awarded changes, the registrar may issue an appropriate certificate, provided that the necessary documentation verifying the change be submitted.
- (h) In each of the faculties, a Dean's Medal is awarded to a registered master's degree student who has obtained the highest weighed average percentage over all the study years, provided that
 - (i) the qualification was awarded with distinction and a weighed average of at least 80 percent (not rounded to the next integer) has been obtained, based on the minimum number of modules prescribed for the qualification in question; and
 - (ii) no module was failed or repeated in an additional examination.
- (i) A Senate Medal and Prize are awarded to a student who received a Dean's Medal and who obtained the highest weighed average percentage in all the faculties.

Clarification

Results received after the date published in the University calendar are not taken into account for the next graduation ceremony, but will be held over until the following graduation ceremony.

Address enquiries regarding lost or damaged qualification certificates via email to: graduations@ufs.ac.za or at telephone +27 51 401 3016 or

+27 51 401 3083.

The University's academic dress is registered with its supplier as regards colour scheme and style and is rented from the University.

All candidates at all the campuses/centres are eligible for awards.

A86 INTELLECTUAL PROPERTY

- (a) In the absence of a written agreement entered into between the University and the student, which attests to the contrary being true, ownership of intellectual property that has been developed by a student in the course of and/or in connection with her/his studies at the University, will in all respects reside in the University.
- (b) No action – mentioned in Article 6 of the Copyright Act, 1978, nor any action claiming that any publication or part thereof constituted part of a master's research dissertation (dissertation), publishable, interrelated articles or a coursework master's dissertation (minidissertation, extended essay or essay) or publishable article in respect of which a qualification was awarded by the University – may be taken by the author, except with the relevant dean's prior written authorisation, and subject to recommendation by the academic head of department.
- (c) In cases where research results can potentially be commercialised, the dean must, beforehand, grant written permission, subsequent to consultation with the designated director: Research Commercialisation, and with written notification to the senior director: Student Academic Services to record the said permission on the student's record.

A87 PUBLICATION OF A MASTER'S RESEARCH DISSERTATION (DISSERTATION) OR A COURSEWORK MASTER'S DISSERTATION (EXTENDED ESSAY OR ESSAY)

If the dean – before or after the degree has been awarded and subsequent to consultation with the registrar and on the recommendation of the programme director and/or the academic head of department – grants written authorisation for publication of a master's research dissertation (dissertation) or coursework master's dissertation (extended essay or essay), the following particulars must be stated on the title page:

"This publication is based on research conducted under the supervision of, in partial/complete fulfilment of the requirements for the master's qualification in the Faculty of at the University of the Free State and is published with the necessary approval."

A88 RESULTS STATEMENTS, ACADEMIC RECORDS, STUDY RECORDS, CERTIFIED STATEMENTS, CERTIFICATES OF CONDUCT AND CERTIFIED EXAMINATION TIMETABLES

The registrar issues official documentation, such as examination results, academic records, study records, certificates of conduct, statements and examination timetables.

Clarification

A student may access study records and other documents not required for

official purposes and that are therefore not issued on a University letterhead, are not signed or do not bear the University's stamp via the student portal at <http://www.studentportal.ufs.ac.za>

An academic record is issued only after the necessary fee has been paid.

A89 REQUESTS ON THE BASIS OF EXCEPTIONAL CIRCUMSTANCES

Except where the rules in question contain statutory requirements, a dean may, based on merit and in consultation with the registrar – irrespective of both the requirements of the general rules and those of the faculty rules – give a ruling as regards exceptional cases that have been justified in writing (with supporting documentation where necessary) or may refer such cases to the rectorate for arbitration in those instances in respect of which consensus cannot be reached.

A90 DISCIPLINE

- (a) The designated vice-rector is responsible for enforcing discipline.
- (b) The rules applicable to discipline are set out in the Annexure to this document.

A91 FINANCIAL SUPPORT

- (a) Academic merit bursaries for postgraduate studies that are awarded to students who have obtained a qualification at the University are automatically transferred to the student accounts of registered students who qualify for the said bursaries.
- (b) In the case of students from other institutions of higher education, academic merit bursaries are only considered upon receipt of a written application that is accompanied by a study record and proof of moneys paid in respect of specific modules in the respective study years.
- (c) Bursaries are also handled by the Postgraduate School and information in this regard is available from the University's website.
- (d) Academic heads of department, in consultation with the dean, award postgraduate faculty bursaries.

Clarification

Information regarding academic merit bursaries is available from: The registrar, Division Student Financial Aid, PO Box 339, Bloemfontein 9300 or the University's web page at <http://www.ufs.ac.za> under the heading "Students". Then click on "Kovsielife (Student Portal)", next on "Academic Life" and on the next page, again click on Financial Aid".

A92 MODULE AND LECTURE VENUE TIMETABLE AND EXAMINATION TIMETABLE

- (a) A module and lecture venue timetable is drawn up annually and published on a date determined by Senate. This timetable, which takes into account curricula, is based on the modules offered by departments and captured on the computer network.

- (b) An examination timetable that takes into account the modules for which students have registered is drawn up and published annually.
- (c)
 - (i) When a student experiences clashes on the module and venue timetable because two or more modules have been scheduled in the same time slot, an adjustment can only be made by taking into account the entire scheduling process, among which the examination timetable, the student's academic record and the possibility of taking alternative modules, especially as regards modules that have been failed.
 - (ii) Where rescheduling in respect of the examination timetable is not possible, a special arrangement can be made with the student as regards writing the examination.

Clarification

Clashes on the module and lecture venue timetable and/or the examination timetable must be reported on the prescribed form to the registrar, Division Timetables and Venues.

The module and lecture venue timetable and the examination timetable are available on the University's web page: <http://www.ufs.ac.za>

A93 RESIDENCE IN CAMPUS ACCOMMODATION

- (a) The designated vice-rector is responsible for enforcing the rules that apply to residence in campus accommodation.
- (b) Only a student registered at this University may avail her-/himself of campus accommodation.
- (c) A person's placement in campus accommodation is subject to her/his admission to an academic qualification at the University.
- (d) Placement is done with due regard for diversity objectives, which include academic achievement, leadership, cultural activities, sporting achievements, racial diversity and gender.
- (e) The University accepts no responsibility for loss of or damage to occupants' personal belongings.
- (f) For purposes of inspections, repairs and cleaning, the University reserves the right of access to any room with due regard for the occupant's right to privacy.

A93.1 Applying for residence in campus accommodation

- (a) A person who wishes to study at the University for the very first time, and also a student who has interrupted her/his studies for at least one academic year, must – on the prescribed form and before a date annually determined by the University – apply for residence in campus accommodation.
- (b) A student who is already studying at the University and who applies for residence in campus accommodation must complete the prescribed application form at the Office of the Director: Housing and Residence Affairs.

- (c) A student in residence must annually – on the prescribed form and before a date annually determined by the University – re-apply to take up residence in campus accommodation.
- (d) Only fully completed applications are processed by the University.

A93.2 Allocation and reallocation in campus accommodation

The requirements and procedures, as approved by the relevant University committee, apply in respect of the initial allocation and reallocation of campus accommodation and can be obtained from the Office of the Director: Housing and Residence Affairs.

A93.3 Cancellation of residence in campus accommodation

Written notice of cancellation of residence must, in accordance with the requirements, be addressed to the director: Housing and Residence Affairs.

A94 FEES PAYABLE

- (a) The designated vice-rector is responsible for enforcing the rules in respect of the fees payable.
- (b) The responsibility of keeping the University informed regarding her/his correct contact details lies with the student.
- (c) Tuition fees and fees payable for campus accommodation are calculated per semester and are payable on the following dates, irrespective of whether a statement of account has been received:
 - First semester: before or on 31 March of the year in question
 - Second semester: before or on 31 August of the year in question
- (d) Except where a rule dictates otherwise, all other fees are payable not later than the end of the month following the month in which, according to statement of account, the transaction was concluded.
- (e) Failure to settle an account on the appointed dates entitles the University – regardless of the exercise of any other right – to levy interest on the amounts owed at the maximum rates allowed for in the National Credit Act no. 34 of 2005.
- (f) If a student neglects to settle her/his account, the University may also – apart from any other rights – hand over the account, including the collection fees, to an attorney for collection.
- (g) If – in respect of the payment of an account – a student is in arrears for more than the prescribed amount, this can result in a situation where examination scripts are not marked, where master's research dissertations (dissertations), publishable, interrelated articles or coursework master's dissertations (minidissertations, extended essays or essays) are not dispatched for assessment, where examination results are not disclosed and/or where official documentation (for example study records and certificates of conduct) is not issued.
- (h) Fees must be paid in full irrespective of whether
 - (i) services are disrupted by strikes, student boycotts, civil unrest or any other disruptions on any of the campuses or at any of the centres or any other circumstances beyond the University's control.

- (ii) a student is not allowed to continue with her/his studies in consequence of the enforcement of any institutional rule.
- (i) (aa) An international student must
 - (i) before registration pay a non-refundable administrative levy.
 - (ii) produce evidence that she/he has the necessary funds to pay the moneys that are owed and to do so on the dates that such fees are due.
 - (iii) pay the stipulated module price plus 50 percent.
- (bb) Students from countries of the South African Development Community (SADC) are exempted from the 50 percent stipulation.
- (j) All resident and non-resident students must pay a campus levy.
- (k) Over and above tuition fees, additional sums are payable in respect of specific training-related expenses.
- (l) To ensure that students residing in campus accommodation will be able to pay for meals at the beginning of the year, students' meal subscription accounts will each be credited with an advance that will again later be debited against their tuition fees accounts.

Clarification

Moneys in respect of meals and book fees may be deposited in separate accounts in advance, subsequent to which they will be transferred to a student's student card for purchases.

Payments can be made as follows:

(i) ABSA Bank

The University of the Free State

Branch code 630734

Account number 1570151688 with reference number as follows:

- *Payments in respect of tuition fees and residence in campus accommodation: 100, directly followed by the student number*
- *Payments in respect of meals: 101, directly followed by the student number*
- *Payments in respect of books: 102, directly followed by the student number*

(ii) Internet

Register the University as beneficiary

Use the Absa banking details as above

(iii) Online credit card payments

Web address: <http://www.studentportal.ufs.ac.za>

(iv) Cashiers: Thakaneng Bridge

Monday to Friday 08:30–14:30

(v) Post Office

Any branch

Reference number: Student number

(vi) Fax proof of payment to: +27 51 401 3579 of 086 642 6479

A95 INFORMATION COMMUNICATION AND INFORMATION TECHNOLOGY

- (a) The designated vice-rector is responsible for enforcing the rules in respect of information communication and information technology.
- (b) The policies as applicable to information communication and information technology are available on the University's website and it is the student's responsibility to acquaint her-/himself with the said policies. The misuse of the University's information systems can result in disciplinary action against a student.

A96–A99 For potential further additions

GENERAL RULES FOR DOCTORATES (NQF EXIT LEVEL 10)

A100 GENERAL RULES

- (a) Students are personally responsible for being well informed as regards general rules and faculty rules and to comply with the said rules.
- (b) A registered or prospective student is not exempted from general and faculty rules merely on the basis of having been misinformed as regards the content of such rules. The registrar may however grant exemption on the strength of a comprehensive, written justification.
- (c) Upon registering, a student undertakes to abide by general and faculty rules, as amended from time to time.
- (d) All agreements between a student and the University as regards admission and/or registration and/or campus accommodation are deemed to have been entered into in Bloemfontein irrespective of where any of the parties actually signed the agreement.

Clarification

Except where the contrary may be apparent from the context, the singular also implies the plural and vice versa.

For purposes of interpretation and application of a rule, the English and the Afrikaans texts of rules are considered to be equivalent, irrespective of whether they be in translation or an original version. The English and the Afrikaans texts of a rule must be read in conjunction with each other so as to ascertain their meaning. Where irreconcilable conflicts between texts arise, the version that best complies with the aim of the rule – as determined after perusal of the minutes of Senate and of Council and other admissible sources – takes precedence.

A101 APPLYING FOR ADMISSION

- (a) Prior to officially applying on the prescribed form for admission to a doctorate, she/he must approach the designated programme director and/or the academic head of department of the discipline in which the study is to be undertaken to clarify the following:
 - (i) whether the department does indeed have at its disposal the specific specialised expertise to embark on the proposed study
 - (ii) whether the department does indeed have at its disposal the necessary personnel capacity and also the physical capacity to provide guidance and/or to involve other persons from beyond the University
 - (iii) whether the application must be submitted directly to the relevant department, to the Qwaqwa campus or to the Applications and Admissions division of the Office: Student Academic Services
 - (iv) whether the application is subject to selection
 - (v) the mode of presentation and assessment
 - (vi) the academic prerequisites that have to be met

- (b) Once approval has been granted for submission of an official application
- (i) a prospective first-time student wishing to study at the University, or
 - (ii) a student who discontinued her/his studies for at least one academic year, must,
 - (iii) on the prescribed form, accompanied by the necessary documents (letter of permission from the programme director and/or the academic head of department, certified copies of qualifications certificates, study records and certificates of conduct, etc.), apply for admission and pay the necessary admission fees.
- (c) A student registered at this University who wishes to continue with a doctorate in the next year after the required master's degree has been obtained, must apply on the prescribed form.
- (d) If a person presents a doctorate in the form of a thesis or articles, she/he may – bearing in mind the subsidy guidelines – apply for admission at any time during the academic year. However, in cases where examinations have to be taken, applications in respect of admission must be made before the academic year commences and before the registration process ends.
- (e) The admission applications of students from other institutions of higher education who have been refused continued admission at those institutions, will only be considered for admission to this University by the registrar on the strength of justified, written submissions.
- (f) The University will neither consider nor process an incomplete application.

Clarification

Address enquiries to: The Registrar, Division Applications and Admissions, University of the Free State, PO Box 339, Bloemfontein 9300, or at fax number 086 697 2604/+27 51 401 9210, or via email to: applications@ufs.ac.za. Direct telephonic enquiries as follows:

- *Faculty of the Humanities and Faculty of Health Sciences – +27 51 401 2345 or +27 51 401 3459*
- *Faculty of Economic and Management Sciences, Faculty of Law and Faculty of Theology – +27 51 401 3365 or +27 51 401 9863*
- *Faculty of Natural and Agricultural Sciences and Faculty of Education +27 51 401 3597 or +27 51 401 3659*
- *UFS Business School – +27 51 401 3163 (fax number: 086 655 8044)*

The prescribed form (DV2/DV3) in respect of an application for admission to a doctorate by a registered student at the University must be completed and can be obtained from the registrar, Division Applications and Admissions. It must be returned to the same office once the programme director and/or the academic head of department has approved the application for admission.

Forward documentation in respect of the Business School to: The Director, Business School, PO Box 339, Internal post box 17, Bloemfontein 9300 or per fax to 086 655 8044

The date on which either lacking information or documentation in respect of an incomplete application is received will be taken to be the date on which the UFS received the application.

A102 ADMISSION OR READMISSION TO THE UNIVERSITY AND TO A DOCTORATE

A102.1 Admission

- (a) To be admitted to a doctorate, a person must
- (i) already have obtained a master's degree; and
 - (ii) have obtained a weighed average of at least 65 percent (not rounded to the next integer) or, on the strength of special circumstances, have obtained a mark as recommended by the academic head of department and approved by the faculty board in question in the discipline in which she/he wishes to continue; and
 - (iii) meet any other requirements as approved by the faculty board in question, provided that a person may also be admitted to a doctorate
 - (aa) with the dean's permission, on the recommendation of the programme director and/or the academic head of department, in consultation with the registrar – on the strength of a qualification(s) that they consider to be equivalent to a master's degree; or
 - (bb) with the approval of the faculty committee, on the recommendation of the programme director and/or the academic head of department, on the strength of a standard of proficiency – determined by means of recognition of prior learning (RPL) – that is sufficient for the purposes of doctoral studies, with notification to the Executive Committee of Senate.
 - (iv) The programme director and/or the academic head of department may also require a person to take an oral and/or a written examination and/or to be subjected to an interview before admission to doctorate studies may be granted.
- (b) A student who was originally admitted to a master's may, after a study and registration period of at least one year – on the recommendation of the faculty board and on the basis of a written justification – apply to the Executive Committee of Senate for admission to and continuation of the study for a doctorate, provided that
- (i) the supervisor and the co-supervisor(s) and the programme director and/or the academic head of department via the faculty research committee recommend the application to the faculty board.
 - (ii) the doctorate is only awarded after two further years' study.
- (c) Before any assessment has taken place, a student may, on the basis of a written justification – on the recommendation of the promoter and co-promoter(s) and the programme director and/or the academic head of department, and with notification to the Executive Committee of Senate – apply to the faculty board to cancel her/his candidature for the doctorate and once again to grant her/him admission to continue with the master's degree.
- (d) A person is admitted to interdisciplinary doctoral studies subject to a justified

written application for admission from the dean of the faculty in which the previous qualification was obtained, provided that

- (i) the relevant dean, after consultation with the dean(s) of the other faculty(ies), recommends the application to the Executive Committee of Senate; and
 - (ii) a promoter and/or co-promoter(s) be submitted to the Executive Committee of Senate for approval together with the recommendation.
- (e)
- (i) In addition to the above-mentioned requirements that obtain in respect of admission to all doctorates, the dean, on the recommendation of the programme director and/or the academic head of department and with written notification to the senior director: Student Academic Services, may require a person to complete certain additional modules before admission or before the qualification is awarded.
 - (ii) At the Qwaqwa campus, decision-making powers are vested in the designated member of the Qwaqwa campus management, in consultation with the programme director and/or the academic head of department, with written notification to the dean.
 - (iii) If the additional modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.
- (f) A student who has obtained a master's degree in one faculty may, on the strength of a justified written application, based on special circumstances, be allowed by the Executive Committee of Senate, on the recommendation of the dean and the programme director and/or the academic head of department, to register for a master's degree in another faculty.
- (g)
- (i) In exceptional cases, the dean, in respect of a student at the Qwaqwa campus – on the recommendation of the programme director and/or the academic head of department or the designated member of the Qwaqwa campus management, and with written notification to the senior director: Student Academic Services – may admit the said student to a single module(s) other than those that are prescribed, provided that it/these are deemed complementary to the specific programme and that the student possesses sufficient knowledge of the discipline to warrant admission to the module(s).
 - (ii) If the additional modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.
- (h) The responsibility to see to it that a person satisfies the necessary admission requirements lies with the programme director and/or the relevant academic head of department and, in respect of the Qwaqwa campus, with the programme director and/or the academic head of department and the designated member of the Qwaqwa campus management.

A102.2 Progression rule in respect of postgraduate students (applicable to all programmes as from 2014)

Students who are admitted to postgraduate programmes are generally expected to pass all the modules for which they registered in a particular study year. A student will normally only be allowed to proceed with a programme if she/he has passed at least 75% of the modules required in an academic year.

A102.3 Readmission on the strength of academic progress

- (a) If a student, after the minimum study period (two years) has not yet obtained

the doctorate, she/he may only continue with the study on the basis of exceptional merit and subject to the following conditions:

- (i) after the minimum study period plus one year, on the recommendation of the programme director and/or the academic head of department, with the approval of the dean and with written notification to the senior director: Student Academic Services or the designated member of the Qwaqwa campus management, in the case of a student at the Qwaqwa campus
 - (ii) after the minimum study period plus two years on the basis of an exhaustive justification by the programme director and/or the academic head of department, to be approved by the faculty committee and with written notification to the senior director: Student Academic Services, or the designated member of the Qwaqwa campus management, in the case of a student at the Qwaqwa campus, provided that the stipulations that obtain in respect of adaptation to new rules have been taken into account
 - (iii) after the minimum study period plus three years, for only one further academic year, with the approval of the faculty board on the basis of a comprehensive written justification by the programme director and/or the academic head of department and with written notification to the senior director: Student Academic Services or the designated member of the Qwaqwa campus management, in respect of a student at the Qwaqwa campus, provided that the stipulations that obtain in respect of adaptation to new rules have been taken into account
- (b)
- (i) A student who has already twice registered for a specific module (paper/practical) and has not yet met the pass requirements, is only allowed one further opportunity to register for the qualification, with the approval of the dean, on the recommendation of the programme director and/or the academic head of department, and with written notification to the senior director: Student Academic Services.
 - (ii) In the case of a student studying at the Qwaqwa campus, the designated member of the Qwaqwa campus management grants approval in consultation with the programme director and/or the academic head of department, with written notification to the dean.

Clarification

Admission based on a standard of proficiency is dealt with in terms of the policy that obtains with regard to recognition of prior learning.

Information regarding admission on the basis of recognition of prior learning (RPL) may be obtained by addressing enquiries to: <http://www.ufs.ac.za/rpl>, or at telephone +27 51 505 1272 or at fax number 086 604 8067.

A103 SUBMISSION OF DOCUMENTATION REQUIRED TO REGISTER AS A STUDENT

- (a) A prospective student
- (i) registering at the University for the first time, must, together with the prescribed application form, submit a certified copy(s) of the qualification(s) on the strength of which admission to the doctorate is

to be granted.

- (ii) who previously studied at another institution of higher education must, not later than during the University's registration process submit the completed prescribed application form and also include an original study record and a certificate of conduct from the previous institution(s) of higher education.
- (b) Certified copies must also be available during the registration process.
- (c) An international student must
- (i) submit to the Office for International Affairs, a study permit issued in favour of the University of the Free State by the South African Department of Internal Affairs.
 - (ii) comply with all the requirements of the Immigration Act and with the regulations handed down in accordance with the said act.

Clarification

Certified copies are accepted only if the following information regarding the commissioner of oaths is clearly legible on the document:

- (i) the full name and surname*
- (ii) the position she/he holds*
- (iii) the place at which the certified copy was signed*
- (iv) the date on which the certified copy was signed*
- (v) the business address*
- (vi) the signature*

Certificates of conduct must contain endorsements regarding the person's conduct and her/his financial position on the date of issue of the certificate.

Forward the required documentation in respect of qualifications offered at the main campus to the relevant programme director and/or the academic head of department or to: The Registrar, Division Applications and Admissions, PO Box 339, Bloemfontein 9300, or fax number 086 697 2604/+27 51 401 9210.

Forward documentation in respect of qualifications offered at the Qwaqwa campus to: The Registrar, Office of the Campus Head, University of the Free State, Private Bag X3, Phuthaditjhaba 9866 (telephone +27 58 718 5011/2).

Forward documentation intended for the Business School to: The Director, Business School, PO Box 339, Internal post box 17, Bloemfontein 9300 or fax it to 086 655 8044.

International students must note that neither a hospital plan policy nor a travel insurance plan shall be accepted in lieu of a medical aid fund.

To apply for a study permit a letter from the Office for International Affairs verifying admission to the University must accompany the application.

All South African students must have attained a minimum attainment level of 4 (50%–59%) in the chosen UFS language of instruction (English or Afrikaans).

International students (excluding students who at school received instruction in the UFS language of instruction) must take the IELTS Test and obtain a

A104 MODE OF DELIVERY⁸

- (a) In accordance with the stipulations of a faculty board, as contained in the faculty rules, a doctorate may be presented in the form of one of the following options:
 - (i) the submission of a doctoral thesis (360 credits)
 - (ii) the submission of publishable, interrelated articles (journal article option: 360 credits)
 - (iii) taking an examination after a structured coursework programme (180 credits) and submitting a minithesis (180 credits) or publishable, interrelated articles (journal article option, minimum 180 credits) (total 360 credits)
- (b) A doctorate may also be partially (at least 50 percent) completed at the University and the remainder at a University abroad with which the UFS has entered into an official agreement in this regard.
- (c) Irrespective of the mode of presentation, the standard of the outcomes must correspond with the requirements of the Level 10 descriptors of the Higher Education Qualifications Framework.

A105 REQUIREMENTS IN RESPECT OF A THESIS, PUBLISHABLE, INTERRELATED ARTICLES (JOURNAL ARTICLE OPTION) OR MINITHESIS

- (a) The salient characteristic of this particular qualification is that a person must be able to undertake high-level research and make a significant and original scientific contribution.
- (b) The following requirements are stipulated in respect of this study:
 - (i) A thesis or publishable, interrelated articles are written under the guidance of a promoter or a promoter and a co-promoter(s) (360 credits); or in those exceptions to this rule,
 - (ii) A minithesis is written under the guidance of a promoter or a promoter and a co-promoter(s) (at least 180 credits).
- (c) No thesis or publishable, interrelated articles may contain work that is identical to work that a student previously presented for a qualification.
- (d) Publishable articles imply peer-reviewed publications in scientific journals (for example ISI or IBSS journals).
- (e) The requirement in respect of a doctoral thesis is at least three articles that have already been accepted for publication, and for a minithesis, at least two articles that have also been accepted for publication.
- (f) One of the publications must have been accepted for publication in an international journal.

A106 DURATION OF STUDY AND COMPILING A CURRICULUM

⁸ In this document the terms used, prior to 2014, are shown in brackets after the terms in use from 2014.

- (a) After obtaining the qualification in respect of which admission has been granted, a doctoral student must be registered at the University for at least two years (four semesters).
- (b) Except in cases where Council via Senate implements new rules with immediate effect, a student may, for a doctorate, only be registered for the minimum period allowed for that qualification plus an additional year, with the second period following directly after the first, and she/he must complete her/his studies for that particular qualification in accordance with the general rules and the faculty rules applicable at the time of first registration.
- (c)
 - (i) A student from another institution of higher education or a student from this University who interrupts her/his studies for a year or longer than a year or who switches to another qualification, remains subject to both the general rules and the faculty rules that happen to apply at the time of the new registration, except with the dean's approval in respect of the relevant faculty rules, on the recommendation of the programme director and/or the academic head of department and with written notification to the senior director: Student Academic Services.
 - (ii) In the case of a student studying at the Qwaqwa campus, approval in respect of the faculty rules may be granted by the designated member of the Qwaqwa campus management in consultation with the programme director and/or the academic head of department, with written notification to the relevant dean.
- (d) If a thesis or publishable, interrelated articles or a minithesis is not accepted and the student subsequently re-registers for the doctorate, the faculty board gives an ad hoc ruling as regards the study period. Written notification of the ruling is forwarded to the senior director: Student Academic Services or, in the case of a student at the Qwaqwa campus, to the designated member of the Qwaqwa campus management.
- (e)
 - (i) Depending on a student's academic achievements, a dean may grant approval to a student to register for additional modules – to a maximum of 32 credits – provided that the admission requirements have been met. Written notification must be submitted to the programme director and/or the academic head of department and the senior director: Student Academic Services.
 - (ii) In the case of qualifications offered at the Qwaqwa campus, the designated member of the Qwaqwa campus management grants approval, with written notification to the programme director and/or the academic head of department and the relevant dean.
 - (iii) If the additional modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.
- (f) A student must compile a curriculum in accordance with the module and venue timetable, the examination timetable and the module prerequisites as approved by the faculty board in question and in consultation with the relevant programme director and/or the academic head of department or, in the case of a student at the Qwaqwa campus, the designated member of the Qwaqwa campus management.

A107 STUDENT REGISTRATION AND RE-REGISTRATION

A107.1 Preregistration

- (a) Except where a person immediately submits a research proposal that is approved by the faculty board, a person who completes her/his doctoral studies by exercising either the thesis option or the journal article option (publishable, interrelated articles) must – before registration for the specific qualification can take place – first preregister for the period during which she/he prepares a research proposal in collaboration with the promoter designated by the academic head of department.
- (b) The faculty board must within the six-month preregistration period, approve an acceptable research proposal and title, subsequent to which the student may register for the qualification.
- (c) Extension as regards the submission of the research proposal and title for a maximum period of a further six months can only be granted with the dean's approval, on the recommendation of the programme director and/or the academic head of department and with written notification to the senior director: Student Academic Services or, in the case of a student at the Qwaqwa campus, the designated member of the Qwaqwa campus management.
- (d) On the recommendation of the programme director and/or the academic head of department, the faculty board must, at the same time as the application for approval of the research proposal and title, approve a promoter and, where applicable, a co-promoter(s), in accordance with the faculty procedures.
- (e) A student who after the registration period wishes to enrol for doctoral studies – that do not include papers – may obtain permission for preregistration from the programme director and/or the academic head of department or the designated member of the Qwaqwa campus management at the Qwaqwa campus.
- (f) A preregistration is not considered to be part of the residential period.
- (g) The prescribed fees must be paid in respect of preregistration.

A107.2 Registering for the qualification

- (a) All student registrations are done in accordance with the coordinated arrangements of the senior director: Student Academic Services, as approved by the Executive Committee of Senate.
- (b) Before a person's term of study commences, she/he must annually, during the first registration opportunity, register for both semesters (if applicable) for the period as prescribed by Senate, and must pay the required fees.
- (c) After a research proposal has been accepted, a student, on the recommendation of the programme director and/or the academic head of department must, in writing, request the senior director: Student Academic Services or, in the case of a student at the Qwaqwa campus, the designated member of the Qwaqwa campus management, to change the preregistration to a registration for the qualification in question, provided that if this be done outside of an official registration period, the student will at least in the following year(s) and within the scheduled registration process register for the qualification in question.
- (d)
 - (i) Academic credit is earned only in respect of modules registered for in compliance with the correct module code(s) as indicated in the faculty rules and for which passes have been obtained.
 - (ii) The rules applicable to module codes are set out in the Annexure to this document.

- (e) Registration for modules at the beginning of the year in respect of the second semester is conditional and remains subject to the rules that apply to modules with specific prerequisites as set out in the rules of the faculties in question.
- (f) On the recommendation of the programme director and/or the academic head of department and with the dean's approval, a student may – irrespective of the prerequisites that apply in respect of first qualifications – register for the said modules without having complied with the prerequisites and then simultaneously take the modules at different levels within the same discipline.
- (g) A person cannot simultaneously register for more than one qualification at this and/or another institution of higher education except on the basis of exceptional circumstances justified in writing, on the recommendation of the programme director and/or the academic head of department and approved by the dean(s) in question and (if applicable) by the other institution of higher education, taking into account the specific admission requirements, and with written notification to the senior director: Student Academic Services or, in the case of a student at the Qwaqwa campus, the designated member of the Qwaqwa campus management, provided that the periods of residence coincide.
- (h) No registration with retroactive effect is granted by the registrar and a registration for the same qualification after an interruption is deemed to be a new registration with new requirements to be met in respect of duration, except if
 - (i) the promoter – to the satisfaction of the programme director and/or the academic head of department and the dean, and approved by the registrar – is able to provide justification that the student had already made progress with the study (thesis or publishable, interrelated articles or minithesis) before the interruption and that with the new registration she/he is building on the work that has already been done; and
 - (ii) the student is liable for the relevant fees for the period during which she/he was not registered but nevertheless received supervision; and
 - (iii) the University is entitled to a subsidy at the time that approval is being considered.
- (i) If, on the strength of a written justification by the student and on the recommendation of the programme director and/or the academic head of department and the dean, the registrar does grant approval to the person to register retroactively or outside of the registration period – as approved by Senate – for a structured coursework qualification, an additional fee will be levied for the late registration.
- (j) A first registration for a doctorate that entails only a thesis or publishable, interrelated articles may – taking into account the subsidy guidelines – take place outside of the approved registration periods.
- (k) If a person has not fully settled her/his account in respect of the previous year, a subsequent registration cannot take place and no supervision can be given or teaching opportunities be attended.
- (l) Conditional registration is granted by the University only if Council approves such registration.

A107.3 Re-registration

- (a) To be able to re-register for a qualification, a student must meet the readmission requirements and her/his University account for the previous year(s) must have been settled in full.
- (b) A student must re-register for the qualification in question if
 - (i) the thesis or publishable, interrelated articles have not been submitted in accordance with the dates determined by Senate for assessment.
 - (ii) the degree cannot be awarded during the next graduation ceremony, for example if corrections have to be made or if bound copies have not been received.
 - (iii) the assessment has not been finalised, even though the thesis or publishable, interrelated articles have been submitted in accordance with the dates stipulated by Senate. In this instance, no registration fee is payable.
- (c) The programme director and/or the academic head of department, in consultation with the promoter and, in the case of a student at the Qwaqwa campus, the designated member of the Qwaqwa campus management, must ascertain whether a student has in fact re-registered before supervision may commence.

A107.4 Cancellation of a registration or a module(s) by a student

- (a) Notification of the cancellation of a registration must be given in writing.
- (b) The date on which the written notification is received is taken to be the date of the cancellation of the registration.
- (c) Notification of the cancellation of a module(s) can occur throughout the year but in order to receive financial credit, specific due dates apply.
- (d) Cancellation of a module(s) after due dates could have academic implications for the student.

A107.5 Cancellation of a student's registration by the University

- (a) A student's registration at the University may be cancelled if she/he is found guilty in terms of the rules that obtain with regard to disciplinary action against students.
- (b) A student's registration for a specific qualification may also be cancelled if the relevant dean or the Executive Committee of Senate deems such to be in the interests of the University and/or the student, provided that,
 - (i) prior to a final decision being taken,
 - (aa) the registrar, in response to a written request from the dean of the relevant faculty, informs the student in writing of the intention and also of the reasons for doing so.
 - (bb) the student – upon receiving written notification of the proposed cancellation – be given an opportunity to address written representations to the registrar and to the dean of the relevant faculty not to proceed with the proposed action.
 - (ii) the dean, upon receipt of the written representations from the student

and after due consultation with the registrar, may decide

- (aa) not to pursue the matter; or
- (bb) to go ahead with the cancellation of the student's registration for the qualification, with written notification to the Executive Committee of Senate and to the student; or
- (cc) to submit both the dean's justification and the student's written representations to the Executive Committee of Senate for a final ruling, with written notification of the final ruling to the student.

Clarification

Registration of students for qualifications offered at the Qwaqwa campus and at the UFS Business School takes place at the Qwaqwa campus (telephone +27 58 718 5011/2) and at the Business School (telephone +27 51 401 316) respectively.

Retroactive registration could, for the University, result in a loss of subsidy, and will thus only be considered in exceptional circumstances. The programme director and/or the academic head of department remains responsible for ensuring that a student is registered before any supervision is provided.

Students may cancel a module on the PeopleSoft self-service page at <http://www.ufs.ac.za>, or by means of a written notification to the registrar or the campus head, in the case of a student by the Qwaqwa campus, or the director of the Business School in respect of the MBA degree.

To receive financial credit, the following due dates apply:

- *First-semester modules – up to and including 15 February*
- *Second-semester modules – up to and including 15 August*
- *Year modules – up to and including 15 February; up to and including 15 August, 50 percent credit will be granted.*

If a student terminates her/his studies before 15 February of any given year, a minimum fee will be levied.

A108 MODIFYING A RESEARCH TITLE

- (a) The faculty committee in question may, on the recommendation of the promoter and the programme director and/or the academic head of department, approve modifications to an approved research title.
- (b) Official title registration must be done in respect of a minithesis.

Clarification

No modifications may be made to a title simultaneous with the submission of the research for assessment (thesis or publishable, interrelated articles) and before faculty board approval has been obtained.

Rule A108(b) deals only with the title registration. The title must be entered into the electronic data base.

A109 PROMOTER AND CO-PROMOTER(S)

- (a) A promoter and, if applicable, a co-promoter(s) are approved by the faculty board, on the recommendation of the programme director and/or the academic head of department.
- (b) Co-promoters can be nominated irrespective of whether they are affiliated to the University.
- (c) If the promoter is not affiliated to the University in any capacity, a co-promoter who is indeed in the University's employ must be nominated.

A110 ASSESSORS AND MODERATORS

- (a) When the study commences, all assessors and moderators are – on the recommendation of the programme director and/or the academic head of department – approved by the faculty board in accordance with the Quality Assurance Policy.
- (b) Assessors and moderators who are appointed by the relevant academic head of department in accordance with the Quality Assurance Policy and approved by the faculty board conduct a module examination.
- (c) At least two assessors are required in respect of a thesis, provided that if an internal assessor is nominated – who must not be either the promoter or the co-promoter(s) – the external assessors (persons not affiliated to the University) must constitute the majority of the panel of examiners.
- (d) In the case of publishable, interrelated articles, at least two assessors are required, provided that, if an internal assessor is nominated – who must not be either the promoter or co-promoter(s) – the external assessors (persons not affiliated to the University) must constitute the majority of the panel of examiners. Different assessors can be nominated for different articles.
- (e) Assessors who may additionally be required for a practical project or an oral examination, together with the academic head of department constitute the nominated panel of examiners.
- (f) As regards a minithesis or publishable, interrelated articles, at least an external assessor (person not affiliated to the University) and an internal assessor – who must not be either the promoter or the co-promoter(s) – must be nominated.
- (g)
 - (i) Assessors cannot be nominated simultaneously with the submission of the research for assessment.
 - (ii) In exceptional circumstances, justified in writing, the dean – on the recommendation of the promoter and the programme director and/or the academic head of department – may approve the modification as regards the assessors, with notification to the faculty committee and the senior director: Student Academic Services or, in the case of a student by the Qwaqwa campus, to the designated member of the Qwaqwa campus management.
- (h) Except in extraordinary circumstances and with the approval of the faculty board, one of the examiners must be an international expert in the field who hails from abroad.
- (i) A student may not communicate with an assessor or a moderator.

Clarification

Assessors and moderators are given advance written notification of their nomination and must, in writing, accept such nomination before the research is submitted or dispatched for assessment.

The senior director: Student Academic Services must keep the promoter informed as regards the assessors' acceptance of nominations.

A111 SWITCHING QUALIFICATIONS AND/OR DISCIPLINES AND/OR MODULES AND/OR MIGRATING TO ANOTHER UNIVERSITY CAMPUS/CENTRE

- (a) A prospective student
 - (i) who wishes to change the qualification and/or discipline for which she/he has applied for another qualification and/or discipline, is obliged to notify the University in writing regarding the said change.
 - (ii) who switches qualifications and/or disciplines and/or modules in the course of the registration process, must fill in the prescribed form(s).
- (b) A registered student who wants to switch from one qualification and/or discipline and/or module(s) to another must apply, on the prescribed form(s), for the switch in question and, before a modified registration can be done, the student must obtain the relevant dean's approval to do so.
- (c) In the case of a module switch, note that the responsibility lies with the student to catch up work that has already been dealt with, and she/he can neither lay claim to any additional help from the lecturer nor expect to be accommodated in respect of notes, assignments, practicals and assessments that have been missed.
- (d) A prospective or registered student, who migrates from one campus/centre of the University to another campus/centre of the University, must apply on the prescribed form and obtain the necessary approval from the relevant programme director and/or the academic head of department.

Clarification

The prescribed form (DV2/DV3) for a qualification switch by a registered student is obtainable from the registrar, Division Applications and Admissions, and must be returned to the same office.

The prescribed form (DV2/DV3) for migrating from one campus/centre to another is obtainable from the registrar, Division Applications and Admissions, and must be returned to the same office.

A112 CREDITS ACCUMULATION AND CREDITS TRANSFER

- (a) The registrar, on the recommendation of the academic head of department, may once grant a person exemption from or give credit for credits earned in a prior qualification or in a partially completed qualification – whether obtained here or elsewhere – with a view to taking another qualification, provided that
 - (i) no more than 50 percent of the credits may once only be transferred from the completed qualification(s) to another qualification, subject to the provision that
 - (aa) at least 50 percent of the credits for the new qualification be

earned at this University; and

- (bb) a maximum of 25 percent of the credits accrued at the highest NQF level in the prior completed qualification(s) be acknowledged for another qualification.
 - (ii) as regards an incomplete qualification, all the applicable credits may be granted for the new qualification, except in respect of a student from another institution of higher education, in which case no more than 50 percent of the credits required to obtain the qualification be transferred – also taking into account the 25 percent restriction in respect of credits earned at the highest NQF level.
 - (iii) if credits have been granted based on an incomplete qualification, the registration period for the prior qualification and that for the new qualification must at least coincide with the period prescribed for the new qualification at this University.
 - (iv) a person from another institution of higher education has to register at the University for at least two academic years (four semesters).
 - (v) credits from a completed or an incomplete qualification may be transferred to another qualification only once.
- (b) A UFS student who wishes to continue with her/his doctoral studies at another institution of higher education or a candidate who is registered for a doctorate at another institution of higher education and wishes to continue with her/his studies at this University, may only continue with the same research after the University and the other institution of higher education have come to an agreement as regards the research that has already been done and the subsidy implications.

Clarification

Credits are granted on the basis of formal learning with a relevance of at least 50 percent.

Exemptions are granted on the basis of non-formal learning in accordance with recognition of prior learning guidelines, with a minimum relevance of at least 50 percent.

The application of a person who applies for recognition of or exemption from modules after her/his studies have been interrupted, is considered in terms of the policy applicable to the recognition of prior learning.

A113 ASSESSMENT RULES

A113.1 Attendance of teaching opportunities

- (a) Compulsory attendance of teaching opportunities in a module, as prescribed by the board of the faculty in which the specific module is offered and that appears in the module guide or its addendum, is one of the prerequisites for admission to the examination.
- (b) Apology for non-attendance of teaching opportunities on account of unforeseen circumstances must be accompanied by supporting documentation and presented to the lecturer in question at the next available teaching opportunity in the module.

A113.2 Module mark

- (a) To gain admission to the examination in a module, a module mark of at least 40 percent is required.⁹
- (b) A module mark is set out in the module guide or its addendum and is the result of both the continuous and the summative assessments, which are conducted in a decentralised fashion during the course of the module term.
- (c) A module mark that has been obtained in a module is valid only for the next examination opportunity applicable to the module in question.
- (d) Except where the dean of the faculty in which the relevant module is offered, in consultation with the particular lecturer, decides otherwise, a student must, in order to gain admission to the examination in a module, meet all the prescribed subminimum and assignment requirements, and must have participated in all the scheduled assessment opportunities as set out in the relevant module guide or its addendum.

A113.3 Assessment opportunities: modules

- (a) Two examinations are scheduled per semester:
 - (i) a main mid-year examination and an additional examination in respect of the first-semester modules; and
 - (ii) a main end-of-year examination and an additional examination in respect of the second-semester modules and year modules, except in the case of the following:
 - where a system of continuous assessment is followed in respect of practical examinations
 - where a system of continuous assessment with summative assessment is followed
- (b) Once admission to the examination has been granted, participation in the main mid-year examination and the main end-of-year examination is compulsory.
- (c) A student who, as a result of justified extraordinary circumstances, is unable to take the main mid-year examination, may, within the period allowed for this purpose and using the prescribed form, apply for an additional examination during the additional mid-year examination opportunity. A student who does not participate in the main end-of-year examination may also – based on justified extraordinary circumstances, within the period allowed for this purpose and using the prescribed form – apply for an additional examination.
- (d) A student
 - (i) in her/his final academic semester who – upon completion of the main end-of-year examination or the main mid-year examination – must prolong her/his studies to obtain the qualification subsequent to failing a single module during the main mid-year examination or the main end-of-year examination, depending on which semester applies;
 - or
 - (ii) a student in her/his final academic semester who has to prolong her/his studies to obtain the qualification after having qualified for and

⁹ A module mark of at least 40 percent is required for admission to the examination, except where the relevant Faculty requires a module mark of more than 40 percent as the minimum for admission to the examination.

participated in the additional examination of the semester in question and who subsequent to completing the additional examination still only needs one module to obtain the qualification, irrespective of whether the said module was failed during either the main or the additional examination,

may apply to take a special examination,

- (aa) with written confirmation from the promoter that the outstanding minithesis or publishable, interrelated articles will be ready for submission and assessment by the end of the academic year in question.

If a minithesis or publishable, interrelated articles have not yet been submitted in a successive registration, a student does not again qualify for a special examination on the strength of having failed a single module.

- (e) A student in her/his final academic semester who has failed to comply with the prerequisites regarding admission to an examination, will not be considered for participation in a special examination, irrespective of the fact that the student needs only one module to obtain the qualification.
- (f) A student who wrongfully participates in a main examination or an additional examination, will receive no recognition for such an examination and she/he will be deemed not to have participated in the examination.

A113.4 Assessment opportunities: thesis or publishable, interrelated articles

- (a) A student who intends to submit a thesis or publishable, interrelated articles for assessment, must, on the prescribed form and with the approval of the promoter and, if applicable, the co-promoter(s), inform the senior director: Student Academic Services or, in the case of a student at the Qwaqwa campus, the designated member of the Qwaqwa campus management, of her/his intention as follows:
 - (i) before or on the last working day of October of the preceding year for graduating during the June graduation ceremony; or
 - (ii) before or on the first working day in April for graduating during the December graduation ceremonies.
- (b) It is the promoter's responsibility to see to it that the title of the thesis or of the publishable, interrelated articles have already been registered and that the assessors have already accepted their nominations in writing before the notification of submission is approved by her/him and it can be accepted by the senior director: Student Academic Services or, in the case of a student at the Qwaqwa campus, the designated member of the Qwaqwa campus management.
- (c) Only if the following requirements have been met, can the senior director: Student Academic Services or, in the case of a student at the Qwaqwa campus, the designated member of the Qwaqwa campus management, accept a thesis or publishable, interrelated articles so that it may be dispatched for assessment:
 - (i) Notification of submission has been received.
 - (ii) The research proposal, title registration and the promoter and, if

applicable, a co-promoter(s) have been approved by the faculty board.

- (iii) The faculty board has nominated the assessors and they have, in writing, accepted the nominations.
- (iv) Submission can only take place within the following scheduled times as approved by Senate:
 - (aa) from the first working day in January up to and including the first working day in February in respect of the June graduation ceremony
 - (bb) from the first working day in June up to and including the first working day in July in respect of the December graduation ceremony
- (v) All fees have been paid.
- (d) Once a thesis or publishable, interrelated articles have been submitted for assessment, they may not be withdrawn and the assessment must proceed.

A113.5 Assessment opportunities: minithesis or publishable article

- (a) The submission date for assessment of a minithesis or publishable article is, with due regard for the deadlines determined by Senate in respect of qualifying for the next graduation ceremony, determined by the student in consultation with the promoter and, in the case of a student at the Qwaqwa campus, the designated member of the Qwaqwa campus management.
- (b) Once a minithesis or publishable article has been submitted for assessment, it may not be withdrawn and the assessment must proceed.

A113.6 Requirements to be met in respect of the submission of a thesis, publishable, interrelated articles or a minithesis

- (a) A thesis, publishable, interrelated articles or a minithesis must be printed in at least one-and-a-half spacing.
- (b) For assessment purposes, a student may submit either properly bound copies or subedited copies in temporary bindings.
- (c) An Afrikaans and an English summary of no more than 600 words each must be included at the back of the thesis together with approximately ten key terms in English that describe the thesis.
- (d) The promoter must provide a written declaration that she/he approves the submission for assessment and that the thesis or publishable, interrelated articles have not previously, either in part or in its entirety, been submitted to the assessors.
- (e) The student must submit the following written declarations:
 - (i) "I,, declare that the thesis (or publishable, interrelated articles or minithesis) that I herewith submit for the doctorate at the University of the Free State, is my independent work and that I have not previously submitted it for a qualification at another institution of higher education."
 - (ii) "I,, hereby declare that I am aware that the copyright is vested in the University of the Free State."

- (iii) "I,, declare that all royalties as regards intellectual property that was developed during the course of and/or in connection with the study at the University of the Free State, will accrue to the University."

In the event of a written agreement between the University and the student, the written agreement must be submitted in lieu of the declaration by the student.

- (iv) "I,, hereby declare that I am aware that the research may only be published with the dean's approval."

- (f) The title page must include the following:

- (i) the registered research title
- (ii) the student's full names
- (iii) a declaration reading:

"Submitted in fulfilment of the requirements in respect of the doctorate in the Department of in the Faculty of at the University of the Free State."

- (iv) the submission date
- (v) the name of the promoter and, if applicable, the co-promoter(s)

- (g) The following particulars are required for publication in the graduation ceremony programme:

- (i) date of birth
- (ii) place of birth
- (iii) school at which the student matriculated
- (iv) professional career
- (v) exceptional achievements
- (vi) marital and family details

A113.7 Pass requirements

If the qualification entails both modules and a minithesis or publishable, interrelated articles, each individual module must be passed with least 50 percent to obtain the qualification.

A113.7.1 Pass requirements, passing with distinction: modules

- (a) To pass a module, a final mark of at least 50 percent must be obtained.
- (b) The calculation of the final mark is set out in the module guide in accordance with the following:
 - (i) that a module mark (at least 40 percent for admission to the examination) be taken into account; and

- (ii) a subminimum of at least 50 percent applies in respect of the examination mark; and
 - (iii) where more than one paper is written in a module, a subminimum of at least 50 percent per paper applies and can also, as set out in the module guide, apply in cases where a paper comprises more than one section; and
 - (iv) the weight assigned to the examination mark must be no less than 50 percent and no more than 80 percent.
- (c) Where a system of continuous assessment applies, the information is included in the module guide, and a student passes the module when a module mark of at least 50 percent has been obtained and she/he has participated in all the assessment opportunities.
 - (d) In order to pass a module with distinction, a student must obtain a final mark of at least 75 percent in accordance with the same guidelines that apply in respect of the calculation of a pass mark.

A113.7.2 Pass requirements, passing with distinction: minithesis or publishable, interrelated articles

- (a) For a student to pass a minithesis or publishable, interrelated articles, each of the assessors must have awarded a mark of at least 50 percent. The dean confirms the final result on the recommendation of the promoter, the programme director and the academic head of department.
- (b) If the assessors are not unanimous regarding the result – that is, as regards a pass or essential corrections – the dean must, on the recommendation of the promoter and the programme director and/or the academic head of department, nominate an independent external assessor, with written notification to the senior director: Student Academic Services or to the designated member of the Qwaqwa campus management as regards a student at the Qwaqwa campus.
- (c) The independent external assessor's recommendation in respect of pass or of essential corrections is final.
- (d) In order to pass a minithesis or the publishable, interrelated articles with distinction, a student must obtain a final mark of at least 75 percent.

A113.7.3 Pass requirements: thesis or publishable, interrelated articles

- (a) For a student to pass a thesis or publishable, interrelated articles, each of the assessors must so recommend.
- (b) If the assessors are not unanimous regarding the result – that is, as regards a pass or essential corrections – the dean must, on the recommendation of the promoter and the programme director and/or the academic head of department, nominate an independent external assessor, with written notification to the senior director: Student Academic Services or to the designated member of the Qwaqwa campus management, as regards a student at the Qwaqwa campus.
- (c) The independent external assessor's recommendation in respect of pass or of essential corrections is final.
- (d) If the student fails, she/he must once again apply for admission and the same research that was previously assessed, may not again, in unaltered form, be

submitted for assessment.

- (e) Doctorate qualifications are not awarded with distinction.

A113.8 Promotion

A system of promotion does not apply in respect of doctorate studies.

A113.9 Oral assessment

- (a) An oral assessment may, with the approval of the academic head of department, be conducted instead of a written assessment, provided that
 - (i) the assessment is conducted during an officially scheduled examination period.
 - (ii) the oral assessment for each module is at least a half an hour per student.
 - (iii) besides the assessor(s), at least the academic head of department or a senior lecturer appointed by her/him must also be present.
 - (iv) a digital recording be made of the oral assessment.
 - (v) oral assessments be conducted only at a campus of the University, except where the dean grants permission for other centres to be used.

A113.10 Assessment reports

- (a)
 - (i) Within forty-five (45) days after an assessor has received a thesis or publishable, interrelated articles, the senior director: Student Academic Services must be provided with an assessment report.
 - (ii) As regards a student studying at the Qwaqwa campus, the assessment report must be forwarded to the designated member of the Qwaqwa campus management.
- (b) The dean, on the recommendation of the programme director and/or the academic head of department, does the evaluation of all the assessment reports. The final validation of her/his decision is given by the designated vice-rector(s), with notification to the senior director: Student Academic Services or the designated member of the Qwaqwa campus management, in the case of a student at the Qwaqwa campus. A report in this regard is submitted to the Higher Degrees Committee.
- (c) If modifications are required or corrections have to be made by the student, the promoter and the programme director and/or the academic head of department must, in writing, provide confirmation to the dean that all of the requirements as specified by the assessors have been met, subsequent to which, the dean has to notify the senior director: Student Academic Services or, in the case of a student at the Qwaqwa campus, the designated member of the Qwaqwa campus management, of the final result.
- (d) Subsequent to the dean having informed the senior director: Student Academic Services or the designated member of the Qwaqwa campus management, in the case of a student at the Qwaqwa campus, of the final result – after modifications/corrections have been made – the registrar officially notifies the student and the assessors of the result.
- (e) Assessment reports must, at the student's request, be made available to

her/him without in any way referring to the assessors.

- (f) Assessment reports of a minithesis or publishable, interrelated articles must be sent to the academic head of department within forty-five (45) days after the said reports have been received, subsequent to which the dean confirms the final result.
- (g) The senior director: Student Academic Services or the designated member of the Qwaqwa campus management in respect of a student at the Qwaqwa campus, must, when forwarding the assessment reports to the dean, confirm that all rules and due dates have been adhered to.

A113.11 Plagiarism

A student who passes off as her/his own another person's ideas that appear in written sources, visual sources, multimedia products, music, the spoken word, etc. is guilty of plagiarism, which is dealt with in terms of the rules applicable to disciplinary procedures.

A113.12 Centres at which examinations are conducted

- (a) A student takes the written examination on the campus or at the centre at which the module was offered.
- (b) A student may, in the prescribed manner and before a date specified by the University, apply to take a written examination at another venue.
- (c) A student's application to take a written examination at another venue is subject to the condition that
 - (i) an invigilator is available in accordance with the requirements specified by the University.
 - (ii) an application has been received in good time.
 - (iii) the prescribed fees have been paid.
 - (iv) where there are differences in time as regards when the examination commences and when it is conducted, an arrangement may be made with the invigilator.
 - (v) an appropriate venue for the examination is available.
- (d) Taking an additional examination at another centre is further subject to the condition that the University is able, in good time, to finalise the required arrangements in respect of taking additional examinations.

A113.13 Additional time during assessment opportunities

The registrar may grant a student additional time for assessment opportunities on the basis of a written application, accompanied by a medical certificate or on the recommendation of Student Guidance and Development, in collaboration with the Unit for Students with Disabilities.

A113.14 Errors as regards the examination timetable and the submission of research for assessment purposes

A student does not have recourse to the right of exception if she/he has erred in respect of the examination timetable and/or the scheduled submission of research for assessment.

A113.15 Examination results

- (a) As indicated in the module guide, a faculty or a department posts provisional examination results of the main and additional examinations on a noticeboard within seven (7) working days after an examination as scheduled on the examination timetable. Once additional examinations have been written, the registrar mails an official statement of final results to each student.
- (b) After the final evaluation of the assessment reports or after modifications/corrections have been made, the registrar officially informs the student of the result.
- (c) Provisional examination results can also be electronically accessed by following a prescribed procedure and they are also available on the University's website.
- (d) Students are responsible for obtaining their results before the additional examination.
- (e) Except where the senior director: Finance decides otherwise, official examination results are posted to a student only if her/his account has been settled.
- (f) A student may discuss the results of an examination, test or assignment with the lecturer and with the academic head of department (irrespective of a student's account being in arrears, but on condition that particulars regarding the results are not divulged). The following procedures apply:
 - (i) The discussion must take place within five (5) working days after the provisional results have been announced. A student has the right to address a justified written appeal to the dean, with notification to the academic head of department. Such appeal must be lodged within two (2) working days after discussion with the academic head of department.
 - (ii) At the Qwaqwa campus, the discussion is held with the lecturer and the designated member of the Qwaqwa campus management within five (5) working days after the provisional results have been announced. A student has the right to address a justified written appeal to the campus head, with notification to the designated member of the Qwaqwa campus management. Such an appeal must be lodged within two (2) working days after the results have been discussed with the designated member of the Qwaqwa campus management.
- (g) For the purposes of the above-mentioned discussion, the student has the right of access to her/his script.
- (h) If, owing to extraordinary circumstances, an examination result and/or feedback regarding an application in respect of an additional examination is not available before the commencement of the additional examination, another examination may be scheduled with the approval of the programme director and the academic head of department, with written notification to the dean and to the registrar: Division Examinations, provided that
 - (i) as regards first-semester modules, such an ad hoc examination must take place before the second semester commences.
 - (ii) as regards year modules and second-semester modules, such an ad hoc examination must take place before the new academic year

commences.

- (iii) all examination results in respect of modules of the first semester have been announced and have been entered on the computer network prior to commencement of the second semester.
- (iv) all examination results in respect of year modules and modules of the second semester have been announced and have been entered on the computer network prior to commencement of the new academic year.
- (v) any examination result that is received after the above-mentioned dates be sent to the registrar by the programme director and/or the academic head of department – on the basis of written justification of the circumstances and with the approval of the dean and with notification to the examinations committee.

A113.16 Requirements in respect of examination venues

- (a) Only registered students who have gained admission to examinations may participate in examinations.
- (b) A student card or prescribed proof of registration must be produced to gain entry to the examination venue.
- (c) A student may take into the examination venue only such particular electronic equipment as is specified on the examination paper and as has in advance been communicated to the students by the lecturer.
- (d) A student may take into the examination venue only such publications as are specified on the examination paper and as has in advance been communicated to the students by the lecturer.
- (e) Once fifteen (15) minutes from the commencement of the examination session have elapsed, no student is allowed into the examination venue.
- (f) Students may leave the examination venue only once forty-five (45) minutes from the commencement of the examination session have elapsed.
- (g) Students who arrive at the examination venue late will not be granted extra time.
- (h) Each individual student must confirm her/his presence in the examination venue by completing an attendance form fully and by, upon request, making the latter available to the invigilator.
- (i) When an invigilator requests students to do so, they must immediately hand in examination scripts and documents supplied to them at the designated point in the examination venue.
- (j) A student may not take any pen holders, books of any description, notes or sheets of paper containing writing, cellphones/dictaphones or electronic equipment into the examination venue during an examination session, except in the case of (c) and (d) above. The University cannot be held accountable for loss of or damage to personal property that is placed either in or outside the examination venue.
- (k) During the examination a student may not
 - (i) in the examination venue lend or receive assistance or attempt to lend or receive assistance or converse with any person other than the

invigilator.

- (ii) visit the cloak room unless she/he is accompanied by an invigilator.
 - (iii) smoke or consume food or refreshments.
 - (vi) be a source of disturbance to other students.
- (l) Full particulars must be supplied on the script(s) and a student may not remove any scripts from the examination venue.
 - (m) To gain assistance in the examination venue, a student must seek the invigilator's attention by raising a hand.
 - (n) If an invigilator has reasonable grounds – confirmed as such by another invigilator – to believe that a student may be in possession of inadmissible notes or items, a student may be requested by the head invigilator to leave the examination venue with her/his examination script and the documentation that was supplied to her/him. Two invigilators of the same sex as the student must be present when she/he is presented with the suspicion outside the examination venue. The invigilator then has the right to search the student for inadmissible notes or items in the presence of the other invigilator and does so in conditions of privacy and in a way calculated not to compromise the student's dignity.
 - (o) A student who disregards the general rules in respect of examinations and examination venues is dealt with in terms of the rules applicable to disciplinary procedures, which may result in expulsion.
 - (p) Where conducting examinations is influenced by differences in time zones, the person must remain under the supervision of the invigilator.
 - (q) Tests are subject to the same principles as examinations.

Clarification

Address applications in respect of an additional examination to the registrar or to the campus head, in the case of a student at the Qwaqwa campus.

If a student qualifies for an additional examination or has been admitted to such and the module comprises more than one paper, the examination in both papers must be written during the additional examination in question.

The marks obtained in the main mid-year examination and in the main end-of-year examination, and also the marks obtained in the additional examinations are recorded on the student record system, yet only the best final mark of either the main mid-year examination or of the additional examination and/or the main end-of-year examination or of the additional examination will be reflected on the student's study record.

Departments that use a system of continuous assessment may not schedule assessment opportunities during approved examination opportunities.

Accessing examination results by means of an electronic message (cellphone):

How to register for the SMS service	How to gain access to your examination results
<ul style="list-style-type: none">• Dial *120*837#• Press "Answer" and enter your student number	<ul style="list-style-type: none">• Dial *120*837#• The following menu will appear: 1. "Exam Results"

<ul style="list-style-type: none"> • Press "Send" • Press "Answer" and enter your ID number • Press "Send" • Press "Answer" and enter your choice: "Yes" OR "No" • Press "Send" 	<ul style="list-style-type: none"> 2. "Finances" 3. "Change Student" • Press "Answer" and enter 1 • Press "Send" • Press "Answer" and enter your choice of year and month
<p>You are now registered for the SMS service. To gain access to your information, press "Answer" and enter 00 (zero, zero).</p>	<p>Your examination results will be displayed. Press "Answer" and enter 00 (zero, zero) to return to the menu.</p>

If the result of a thesis or publishable, interrelated article(s) or minithesis is announced after the due dates determined by Senate for participation in the next graduation ceremony, the awarding of the qualification is automatically postponed, while the academic record will reflect the date on which the qualification was obtained.

After a thesis or publishable, interrelated articles or minithesis that were temporarily bound or compiled has been accepted, at least one properly bound copy each for the promoter and the co-promoter(s) must be submitted to the registrar, Department of Student Academic Services or to the designated member of the Qwaqwa campus management, in the case of a student at the Qwaqwa campus.

Two properly bound copies plus a CD-Rom meant for the University Library must also be submitted to the registrar: Department Student Academic Services or the designated member of the Qwaqwa campus management, in the case of a student at the Qwaqwa campus, and must meet the following requirements:

- Microsoft
- embedded font
- one file containing the full text, abstract, "opsomming", key words, illustrations and maps

Failure to comply with the said requirements will result in the awarding of the qualification being postponed to a next graduation ceremony.

A minithesis may, by the academic head of department or her/his proxy, be submitted to the department of Student Academic Services: Division Examinations to be dispatched to the assessors.

A114 QUALIFICATION WITH DISTINCTION

No doctoral qualification is awarded with distinction (*cum laude*).

A115 QUALIFICATION CERTIFICATES

- Qualification certificates are only awarded at a graduation ceremony or subsequently posted to the student.
- A student is only allowed to participate in the next graduation ceremony provided that all results – including corrections/adjustments that had to be made – have been received in accordance with the due dates determined by Senate.
- The registrar reserves the right not to present a qualifications certificate to a student unless

- (i) all moneys owed to the University have been paid, all the results of modules passed at other institutions of higher education have been submitted, all books still owed to the library have been returned; and
 - (ii) properly bound copies of the thesis or publishable, interrelated articles for the promoter, co-promoter(s) and the library (plus CD-Rom) have been received by the registrar on the date determined by Senate; and
 - (iii) all other requirements have been met.
- (d) The registrar reserves the right to annul a qualification certificate and to strike a person's name from the convocation if
- (i) the University has made a substantive error; or
 - (ii) the person's dishonesty in respect of obtaining the qualification should later become evident (for example in the case of plagiarism, etc.).
- (e) When a qualification is awarded in absentia, the student must make prior arrangements as regards the posting of the certificate and pay the necessary postage.
- (f) In cases where an original qualification certificate has been lost or damaged, the registrar will only issue an appropriate certificate pertaining to the acquisition of the qualification upon receipt of a written request, once the necessary moneys have been paid and if the application is accompanied by the following documents or contains the following particulars:
- (i) an affidavit explaining the request
 - (ii) an indication as to which surname appeared on the originally issued certificate – in the case of an application from a married person
 - (iii) a certified copy of an identity document or passport
- (g) If the name of the student to whom the qualification was awarded changes, the registrar may issue an appropriate certificate, provided that the necessary documentation is submitted in confirmation of the change.

Clarification

Results received after the date published in the University calendar are not taken into account for the next graduation ceremony, but will be held over until the following graduation ceremony.

Address enquiries regarding lost or damaged qualification certificates via email to: graduations@ufs.ac.za or at telephone +27 51 401 3016/3083.

The University's academic dress is registered with its supplier as regards colour scheme and style and is rented from the University.

A116 INTELLECTUAL PROPERTY

- (a) In the absence of a written agreement entered into between the University and the student, which attests to the contrary being true, ownership of intellectual property that has been developed by a student in the course of and/or in connection with her/his studies at the University, will in all respects reside in

the University.

- (b) No action – mentioned in Article 6 of the Copyright Act, 1978, nor any action claiming that any publication or part thereof constituted part of a thesis, publishable, interrelated articles or minithesis in respect of which a qualification was awarded by the University – may be taken by the author, except with the relevant dean’s prior written authorisation, and subject to recommendation by the academic head of department.
- (c) In cases where research results can potentially be commercialised, the dean must, beforehand, grant written permission, subsequent to consultation with the designated director: Research Commercialisation, and with written notification to the senior director: Student Academic Services to record the said permission on the student’s record.

A117 PUBLICATION OF A THESIS

If the dean – before or after the degree has been awarded and subsequent to consultation with the registrar and on the recommendation of the programme director and/or the academic head of department – grants written authorisation for publication of a thesis, the following particulars must be stated on the title page:

“This publication is based on research conducted under the supervision of, in partial/complete fulfilment of the requirements for the doctorate in the Faculty of at the University of the Free State and is published with the necessary approval.”

A118 RESULTS STATEMENTS, ACADEMIC RECORDS, STUDY RECORDS, CERTIFIED STATEMENTS, CERTIFICATES OF CONDUCT AND CERTIFIED EXAMINATION TIMETABLES

The registrar upon request issues official documentation, such as examination results, academic records, study records, certificates of conduct, statements and examination timetables.

Clarification
A student may access study records and other documents not required for official purposes and that are therefore not issued on a University letterhead, are not signed or do not bear the University’s stamp via the student portal at <http://www.studentportal.ufs.ac.za>
An academic record is issued only after the necessary fee has been paid.

A119 REQUESTS ON THE BASIS OF EXCEPTIONAL CIRCUMSTANCES

Except where the rules in question contain statutory requirements, a dean may, based on merit and in consultation with the registrar – irrespective of both the requirements of the general rules and those of the faculty rules – give a ruling as regards exceptional cases that have been justified in writing (with supporting documentation where necessary) or may refer such cases to the rectorate for arbitration in those instances in respect of which consensus cannot be reached.

A120 DISCIPLINE

- (a) The designated vice-rector is responsible for enforcing discipline.

- (b) The rules applicable to discipline are set out in the Annexure to this document.

A121 FINANCIAL SUPPORT

- (a) An academic merit bursary is automatically awarded to a student who is registering for a doctorate after obtaining a master's degree with distinction at the University.
- (b) Academic merit bursaries are only awarded to students from another institution of higher education after receipt of a written application that is accompanied by a study record.
- (c) The Postgraduate School also handles bursaries and information in this regard is available from the University's website.
- (d) Academic heads of department in consultation with the dean award postgraduate faculty bursaries.

Clarification

Information regarding academic merit bursaries is available from: The registrar, Division Student Financial Aid, PO Box 339, Bloemfontein 9300 or the University's web page at <http://www.ufs.ac.za> under the heading "Students". Then click on "Kovsielife (Student Portal)", next on "Academic Life" and on the next page, again click on "Financial Aid".

A122 MODULE AND LECTURE VENUE TIMETABLE AND EXAMINATION TIMETABLE

- (a) A module and lecture venue timetable is drawn up annually and published on a date determined by Senate. This timetable, which takes into account curricula, is based on the modules offered by departments and captured on the computer network.
- (b) An examination timetable, which takes into account the modules for which students have registered, is drawn up and published annually.
- (c)
- (i) When a student experiences clashes on the module and venue timetable because two or more modules have been scheduled in the same time slot, an adjustment can only be made by taking into account the entire scheduling process, among which the examination timetable, the student's academic record and the possibility of taking alternative modules, especially as regards modules that have been failed.
 - (ii) Where rescheduling in respect of the examination timetable is not possible, a special arrangement can be made with the student as regards writing the examination.

Clarification

Clashes on the module and lecture venue timetable and/or the examination timetable must be reported to the registrar, Division Timetables and Venues on the prescribed form.

The module and lecture venue timetable and the examination timetable are available on the University's web page: <http://www.ufs.ac.za>.

A123 RESIDENCE IN CAMPUS ACCOMMODATION

- (a) The designated vice-rector is responsible for enforcing the rules that apply to residence in campus accommodation.
- (b) Only a student registered at this University may avail her-/himself of campus accommodation.
- (c) A person's placement in campus accommodation is subject to her/his admission to an academic qualification at the University.
- (d) Placement is done with due regard for diversity objectives, which include academic achievement, leadership, cultural activities, sporting achievements, racial diversity and gender.
- (e) The University accepts no responsibility for loss of or damage to occupants' personal belongings.
- (f) For purposes of inspections, repairs and cleaning, the University reserves the right of access to any room with due regard for the occupant's right to privacy.

A123.1 Applying for residence in campus accommodation

- (a) A person who wishes to study at the University for the very first time, and also a student who has interrupted her/his studies for at least one academic year, must – on the prescribed form and before a date annually determined by the University – apply for residence in campus accommodation.
- (b) A student who is already studying at the University and who applies for residence in campus accommodation must complete the prescribed application form at the Office of the Director: Housing and Residence Affairs.
- (c) A student in residence must annually – on the prescribed form and before a date annually determined by the University – re-apply to take up residence in campus accommodation.
- (d) The University processes only fully completed applications.

A123.2 Allocation and reallocation in campus accommodation

The requirements and procedures, as approved by the relevant University committee, apply in respect of the initial allocation and reallocation of campus accommodation and can be obtained from the Office of the Director: Housing and Residence Affairs.

A123.3 Cancellation of residence in campus accommodation

Written notice of cancellation of residence must, in accordance with the requirements, be addressed to the director: Housing and Residence Affairs.

A124 FEES PAYABLE

- (a) The designated vice-rector is responsible for enforcing the rules in respect of the fees payable.
- (b) The responsibility of keeping the University informed regarding her/his correct contact details lies with the student.
- (c) Tuition fees and fees payable for campus accommodation are calculated per semester and are payable on the following dates, irrespective of whether a

statement of account has been received:

First semester: before or on 31 March of the year in question

Second semester: before or on 31 August of the year in question

- (d) Except where a rule dictates otherwise, all other fees are payable not later than the end of the month following the month in which, according to statement of account, the transaction was concluded.
- (e) Failure to settle an account on the appointed dates entitles the University – regardless of the exercise of any other right – to levy interest on the amounts owed at the maximum rates allowed for in the National Credit Act no. 34 of 2005.
- (f) If a student neglects to settle her/his account, the University may also – apart from any other rights – hand over the account, including the collection fees, to an attorney for collection.
- (g) If – in respect of the payment of an account – a student is in arrears for more than the prescribed amount, this can result in a situation where examination scripts are not marked, where a doctoral thesis or publishable, interrelated articles or minithesis is not dispatched for assessment or where examination results are not disclosed and/or where official documentation (for example study records and certificates of conduct) is not issued.
- (h) Fees must be paid in full irrespective of whether
 - (i) services are disrupted by strikes, student boycotts, civil unrest or any other disruptions on any of the campuses or at any of the centres or any other circumstances beyond the University's control.
 - (ii) a student is not allowed to continue with her/his studies in consequence of the enforcement of any institutional rule.
- (i) (aa) An international student must
 - (i) before registration pay a non-refundable administrative levy.
 - (ii) produce evidence that she/he has the necessary funds to pay the moneys that are owed and to do so on the dates that such fees are due.
 - (iii) pay the stipulated module price plus 50 percent.
- (b) Students from countries of the South African Development Community (SADC) are exempted from the 50 percent stipulation.
- (j) All resident and non-resident students must pay a campus levy.
- (k) Over and above tuition fees, additional sums are payable in respect of specific training-related expenses.
- (l) To ensure that students residing in campus accommodation will be able to pay for meals at the beginning of the year, students' meal subscription accounts will each be credited with an advance that will again later be debited against their tuition fees accounts.

Clarification

Moneys in respect of meals and book fees may be deposited in separate accounts in advance, subsequent to which they will be transferred to a

student's student card for purchases.

Payments can be made as follows:

(i) **ABSA Bank**

The University of the Free State

Branch code 630734

Account number 1570151688 with reference number as follows:

- *Payments in respect of tuition fees and residence in campus accommodation: 100, directly followed by the student number*
- *Payments in respect of meals: 101, directly followed by the student number*
- *Payments in respect of books: 102, directly followed by the student number*

(ii) **Internet**

Register the University as beneficiary

Use the Absa banking details as above

(iii) **Online credit card payments**

Web address: <http://www.studentportal.ufs.ac.za>

(iv) **Cashiers: Thakaneng Bridge**

Monday to Friday 08:30–14:30

(v) **Post Office**

Any branch

Reference number: Student number

Fax proof of payment to: +27 51 401 3579 of 086 642 6479

A125 INFORMATION COMMUNICATION AND INFORMATION TECHNOLOGY

- (a) The designated vice-rector is responsible for enforcing the rules in respect of information communication and information technology.
- (b) The policies as applicable to information communication and information technology are available on the University's website and it is the student's responsibility to acquaint her-/himself with the said policies. The misuse of the University's information systems can result in disciplinary action against a student.

A126–A129 For potential further additions

GENERAL RULES FOR HIGHER DOCTORATES (NQF EXIT LEVEL 10)

A130 GENERAL RULES

- (a) Students are personally responsible for being well informed as regards both general and faculty rules and to comply with the said rules.
- (b) A registered or prospective student is not exempted from general and faculty rules merely because of having been misinformed as regards the content of such rules. The registrar may however grant exemption on the strength of a comprehensive, written justification.
- (c) Upon registering, a student undertakes to abide by general and faculty rules, as amended from time to time.
- (d) All agreements between a student and the University as regards admission and/or registration and/or campus accommodation are deemed to have been entered into in Bloemfontein irrespective of where any of the parties actually signed the agreement.

Clarification

Except where the contrary may be apparent from the context, the singular also implies the plural and vice versa.

For purposes of interpretation and application of a rule, the English and the Afrikaans texts of rules are considered to be equivalent, irrespective of whether they be in translation or an original version. The English and the Afrikaans texts of a rule must be read in conjunction with each other so as to ascertain their meaning. Where irreconcilable conflicts between texts arise, the version that best complies with the aim of the rule – as determined after perusal of the minutes of Senate and of Council and other admissible sources – takes precedence.

A131 APPLYING FOR ADMISSION

- (a) Prior to officially applying – on the prescribed form – for admission to the qualification, she/he must
 - (i) address a justified written submission to the relevant dean.
 - (ii) affix two sets of certified copies of the scientific publications in respect of which application is being made.
 - (iii) include an affidavit in respect of
 - (aa) her/his personal contribution to the scientific publications; and/or
 - (bb) her/his personal contribution to other scientific publications co-authored by her/him, which are contributory yet not crucial to the application for admission.
 - (iv) include an affidavit to the effect that the same set of publications have not previously been submitted to another institution of higher education.

- (b) On the strength of a written, justified recommendation of the programme director and/or the academic head of department and the faculty research committee, the application is submitted via the faculty board to the Executive Committee of Senate to decide
- (i) whether the person may proceed with the submission of an official application for admission; and
 - (ii) whether the person may register as student; and
 - (iii) who must be nominated as a mentor(s) under whose guidance the person has to prepare her/his publications and assemble them for assessment.
- (c) Justified written submissions may be made to the relevant dean at any time of the year.
- (d) The University shall neither consider nor process an incomplete application.

Clarification

Certified copies are accepted only if the following information regarding the commissioner of oaths is clearly legible on the document:

- (i) the full name and surname*
- (ii) the position she/he holds*
- (iii) the place at which the certified copy was signed*
- (iv) the date on which the certified copy was signed*
- (v) the business address*
- (vi) the signature*

The date on which either lacking information or documentation in respect of an incomplete application is received will be taken to be the date on which the UFS received the application.

A132 ADMISSION TO THE HIGHER DOCTORATE

- (a) To be admitted to the higher doctorate
- (i) a person must already have a doctorate; and
 - (ii) have to her/his credit a distinguished record of published research on an advanced academic level or creative work or of superb academic contributions.
- (b) A person may also on the strength of her/his academic mentoring be admitted to the higher doctorate, with the approval of the Executive Committee of Senate, on the recommendation of the programme director and/or the academic head of department, the faculty research committee and the faculty board.

A133 STUDENT REGISTRATION AND RE-REGISTRATION

A133.1 Preregistration

Before a person registers for the higher doctorate, she/he must preregister for a period of no longer than six months so as – in

collaboration with the mentor – to reflect on the title and the form in which the research is to be presented.

After the faculty board, on the recommendation of the faculty research committee, has granted its approval, the person may register as a student.

A133.2 Registration

- (a) Before the mentor(s) gives any guidance, the person must register as a student and pay the prescribed fees.
- (b) A subsequent registration for a higher doctorate – if the publications have not yet been submitted for assessment – must take place within the first scheduled registration process.
- (c) The programme director and/or the academic head of department, in consultation with the mentor(s), must ascertain whether a person has in fact re-registered before mentoring commences.

A133.3 Re-registration

A student does not qualify for re-registration if the assessors have not recommended a positive result.

A133.4 Cancellation of a registration by a student

- (a) Notification of the cancellation of a registration must be given in writing.
- (b) The date on which the written notification is received is taken to be the date of the cancellation of the registration.

A133.5 Cancellation of a student's registration by the University

- (a) A student's registration at the University may be cancelled if she/he is found guilty in terms of the rules that obtain with regard to disciplinary action against students.
- (b) A student's registration for a specific qualification may also be cancelled if the relevant dean or the Executive Committee of Senate deems such to be in the interests of the University and/or the student, provided that
 - (i) prior to a final decision being taken,
 - (aa) the registrar, in response to a written request from the dean of the relevant faculty, informs the student in writing of the intention and also of the reasons for doing so.
 - (bb) the student – upon receiving written notification of the proposed cancellation – be given an opportunity to address written representations to the registrar and to the dean of the relevant faculty not to proceed with the proposed action.
 - (ii) the dean, upon receipt of the written representations from the student and after due consultation with the registrar, may decide
 - (aa) not to pursue the matter; or
 - (bb) to go ahead with the cancellation of the student's registration for the qualification, with written notification to the Executive

Committee of Senate and to the student; or

- (cc) to submit both the dean's justification and the student's written representations to the Executive Committee of Senate for a final ruling, with written notification of the final ruling to the student.

Clarification

The registrar handles student registration and notification of cancellation of a registration by a student must likewise be addressed to: The Registrar, University of the Free State, PO Box 339, Bloemfontein 9300.

A134 MENTOR

A mentor is nominated by the Executive Committee of Senate on the recommendation of the programme director and/or the academic head of department via the faculty research committee and the faculty board.

A135 ASSESSORS

- (a) Once a student's registration has been finalised, the faculty board nominates the assessors, on the recommendation of the programme director and/or the academic head of department and the faculty research committee.
- (b) At least three international assessors who are considered to be leaders in the field must be nominated.
- (c) The assessors must be affiliated to different institutions.
- (d) A mentor is not part of the examination panel.
- (e) The student may not communicate with an assessor.

Clarification

Assessors and moderators are given advance written notification of their nomination and must, in writing, accept such nomination before the research is submitted or dispatched for assessment.

The senior director: Student Academic Services must keep the mentor(s) informed as regards the assessors' acceptance of nominations.

A136 REQUIREMENTS TO BE MET WHEN SUBMITTING SCIENTIFIC PUBLICATIONS

- (a) A student must, under the mentor's guidance, prepare an overview of her/his scientific work and append a summary in English and in Afrikaans (not more than 600 words each), and also approximately ten key terms in English that describe the topic of the articles.
- (b) For assessment purposes, the student must submit a sufficient number of copies, in temporary bindings, for the assessors.
- (c) The mentor must, in collaboration with the programme director and/or the

academic head of department, furnish a written declaration that she/he approves the submission of the publications and that the said publications have never before, either in their entirety or partially, been submitted to the assessors.

- (d) The title page must include the following:
- (i) the student's full names
 - (ii) a declaration reading:

"Submitted in fulfilment of the requirements in respect of the higher doctorate in the Department of in the Faculty of at the University of the Free State, for the qualification"
 - (iii) the date of submission
 - (iv) the name of the mentor(s)

A137 ASSESSMENT REPORTS

- (a) Within sixty (60) days after an assessor has received the scientific publications, the registrar must be provided with an assessment report.
- (b) The evaluation of all assessment reports is done by the registrar in consultation with the designated vice-rector and, where necessary, the dean, with notification to the senior director: Student Academic Services, and with the submission of a report to the Executive Committee of Senate.

A138 PASS REQUIREMENTS

- (a) To qualify for the higher doctorate, all the assessment reports have to be positive.
- (b) If one of the assessors' assessment reports is not positive as regards the result, an external, independent international assessor must be nominated on the recommendation of the registrar and in consultation with the vice-rector and the dean.
- (c) The independent assessor's recommendation of the result is final.
- (d) The qualification is not awarded with distinction.

A139 PLAGIARISM

A student who passes off as her/his own another person's ideas that appear in written sources, visual sources, multimedia products, music, the spoken word, etc. is guilty of plagiarism, which is dealt with in terms of the rules applicable to disciplinary procedures.

A140 QUALIFICATION CERTIFICATES

- (a) Qualification certificates are only awarded at a graduation ceremony or subsequently posted to the student.
- (b) A student is only allowed to participate in the next graduation ceremony provided that all results have been received in accordance with the due

dates determined by Senate.

- (c) The registrar reserves the right not to present a qualification certificate to a student unless
 - (i) all moneys owed to the University have been paid; and
 - (ii) properly bound copies of the document that has been submitted for assessment have been received by the registrar on the date determined by Senate (copies for the mentor(s) and the library [plus CD-Rom]); and
 - (iii) all other requirements have been met.
- (d) The registrar reserves the right to annul a qualification certificate and to strike a person's name from the convocation if
 - (i) the University has made a substantive error; or
 - (ii) the person's dishonesty in respect of obtaining the qualification should later become evident (for example in the case of plagiarism, etc.).
- (e) When a qualification is awarded in absentia, the student must make prior arrangements as regards the posting of the certificate and pay the necessary postage.
- (f) In cases where an original qualification certificate has been lost or damaged, the registrar will only issue an appropriate certificate pertaining to the acquisition of the qualification upon receipt of a written request, once the necessary moneys have been paid and if the application is accompanied by the following documents or contains the following particulars:
 - (i) an affidavit explaining the request
 - (ii) an indication as to which surname appeared on the originally issued certificate – in the case of an application from a married person
 - (iii) a certified copy of an identity document or passport
- (g) If the name of the student to whom the qualification was awarded changes, the registrar may issue an appropriate certificate, provided that the necessary documentation is submitted in confirmation of the change.

Clarification

Results received after the date published in the University calendar are not taken into account for the next graduation ceremony, but will be held over until the following graduation ceremony.

Address enquiries regarding lost or damaged qualification certificates via email to: graduations@ufs.ac.za or at telephone +27 51 401 3016/3083.

The University's academic dress is registered with its supplier as regards colour scheme and style and is rented from the University.

A141 FEES PAYABLE

- (a) The designated vice-rector is responsible for enforcing the rules in respect of the fees payable.
- (b) Registration fees are payable during the registration process.
- (c) No study fees are payable.

A142–A144 For potential further additions

GENERAL RULES: HONORARY DEGREES

A145 HONORARY-DEGREE PROPOSALS

- (a) In accordance with the dictates of the Higher Education Act and the Senate Constitution, proposals are considered by an honorary degree committee for recommendation to Senate after which Senate's recommendation(s) in respect of the candidate(s) who is/are supported as recipient(s) of an honorary degree is/are submitted to Council for a ruling.
- (b) The mere fact of being the recipient of an honorary degree does not entitle the recipient to be in professional practice.
- (c) Honorary degree proposals that are initiated by faculty members are not considered within formal committee structures, but are submitted via the dean.
- (d) Honorary degree proposals must meet the criteria that are at intervals approved by Council on the recommendation of Senate.
- (e) The proposal in respect of awarding an honorary degree must be
 - (i) justified thoroughly and in considerable detail.
 - (ii) put forward by a member of Council or of Senate.
 - (iii) supported by a minimum of ten seconders from either Council or Senate, of whom at least five have to be members of Senate.
- (f) The justification for the proposal must be submitted in the following format:
 - (i) a concise CV containing the following:
 - the most important highlights from the candidate's oeuvre, career and activities (e.g. membership of important boards, etc.)
 - an indication of the scholarly impact of her/his work and/or its impact on society
 - prizes, marks of honour and awards received to date
 - scholarly output (such as publications in books or journals) and/or professional or creative work generated (include only titles or descriptions of work to support the awarding of the degree)
 - the wider national and/or international scope of her/his scientific and scholarly achievements or of her/his contribution(s) in specific spheres of society
 - other special achievements
 - (ii) a justification of between 800 and 1000 words, which gives an indication of the specific honorary degree that is being

proposed

(iii) the full addresses and phone numbers of candidates

A146 QUALIFICATION CERTIFICATES

- (a) Qualification certificates are generally only awarded at a graduation ceremony and/or a diploma ceremony or subsequently posted to the student.
- (b) Council may, on the recommendation of the registrar, declare the honorary degree award null and void and revoke the qualification certificate, if
- the recipient of the award disgraces the University's reputation;
 - the recipient uses the honorary degree to run a professional practice.

Clarification

After Council has approved the honorary degree, the vice-chancellor must personally inform the candidate and must subsequently confirm the arrangement in writing.

A150 CONVOCATION

- (a) In addition to designated members of staff, all students (present or past) who have obtained a qualification at the University are members of the convocation.
- (b) The vice-rector is responsible for convening meetings and for notification in this regard.

A147–A149 For potential further additions

DISCIPLINE

APPENDIX TO THE GENERAL RULES

(a) Misconduct

- (i) Misconduct includes any action that is detrimental to or can be potentially detrimental to the reputation, the maintenance of order, the rights, the discipline or the proper continuation of the activities of the University or of any division of the University including any of its faculties, schools, departments, division(s), officials, staff members, students or supporters.
- (ii) Serious misconduct includes misconduct in respect of teaching opportunities, tests, examinations, assignments or any other academic matters and student behaviour that also constitutes criminal behaviour, by which another person or group of people is in any way unjustly harassed or humiliated or subjected to hostility or violence.

(b) The reporting, investigation and expeditious handling of misconduct

- (i) The complainants lodge all charges of misconduct with a person assigned by the rector as disciplinary official.
- (ii) The disciplinary official may nominate other persons or bodies with whom complaints must be lodged, after which she/he appoints a person or persons to investigate the complaint and to report on it.
- (iii) Subsequent to receiving the report, the disciplinary official may
 - (aa) decide no longer to pursue the matter; or
 - (bb) designate the disciplinary body or the disciplinarian who has to hear the case; or
 - (cc) refer the case to the relevant faculty to consider an application for the cancellation of a student's registration in respect of a specific qualification.
- (iv) The disciplinary official may temporarily forbid a student against whom an accusation is being investigated to enter any University premises or any part thereof or to exercise any right or privilege that a registered student may have, provided that
 - (aa) the said ban takes effect only after the student has been given an opportunity to advance reasons why the ban should not take effect and these reasons have been both considered and rejected.
 - (bb) the temporary ban, may extend up to the time when the accused has been acquitted by the appointed disciplinary body or disciplinarian or once the accused's appeal against a conviction or sentence has been finalised.
- (v) The disciplinary official may, in consultation with Executive Management, fix spot fines for specific categories of misconduct and she/he may stipulate specific categories of misconduct that must be tried by specific disciplinary bodies or disciplinary officials.

(c) Disciplinary bodies or disciplinary officials and punitive jurisdiction

The following disciplinary bodies or disciplinary officials may adjudicate complaints of misconduct and mete out the specified punishments:

1. The residence committee may

- (i) adjudicate less serious charges of misconduct at the residence level; and
- (ii) as punishment, issue reprimands and warnings, sentence to community service within the residence context or impose fines not exceeding five (5) percent of the annual residence boarding fees.

2. Residence wardens may

- (i) adjudicate appeals against rulings given by residence committees and also adjudicate complaints regarding more serious misconduct at the residence level; and
- (ii) in addition to the punishments that residence committees may hand out, also expel a student or revoke such expulsion subject to suitable conditions.

3. The students disciplinary committee consisting of senior law students annually appointed by the dean of the Faculty of Law in consultation with the disciplinary official

- (i) adjudicates complaints referred to it by the residence committees, the residence wardens or by the disciplinary official; and
- (ii) may reprimand or warn students or impose fines not exceeding seven and a half (7½) percent of the annual residence boarding fees or sentence them to community service in the campus context.

4. The student dean

- (i) adjudicates residence wardens against rulings by residence wardens or the students disciplinary committee and also complaints referred to her/him by the disciplinary official.
- (ii) may, in addition to the punishments residence wardens are able to mete out, fine students to a maximum fine not exceeding ten (10) percent of the annual residence fee or sentence them to community service in the campus context.
- (iii) may inform a student's parents or guardians concerning the matter prior to, during or subsequent to the hearing and may refer the student to an expert for psychological, pastoral or other diagnosis, therapy or aid.

5. The designated vice-rector

- (i) is the final authority with whom to lodge appeals against rulings given by the student dean; and
- (ii) also summarily adjudicates any complaints of misconduct, with the student's consent and her/his admission and metes out punishment

such as falls within the powers of a hearing committee.

6. A hearing committee

- (i) This committee is nominated by the rector and consists of at least three members and their proxies of whom at least one must be a jurist who takes the chair.
- (ii) The rector may appoint a disciplinary official or a jurist to present evidence at the hearing and in any other way to be of assistance.
- (iii) A student who has to appear before a hearing committee, receives written notification of the hearing at least five (5) working days before the said hearing.
- (iv) Both the form of misconduct with which the student is being charged and the student's right to be assisted at the hearing by a jurist or her/his parent or guardian must be stated in the notification.
- (v) A defendant's failure to appear in person or to remain present at a hearing does not invalidate the proceedings.
- (vi) A hearing committee adjudicates all appeals against rulings by the vice-rector and also complaints referred by the disciplinary official and may mete out one or more of the following punishments:
 - (aa) a serious warning and/or admonition
 - (bb) depriving the student in question of certain privileges as student
 - (cc) temporary or permanent refusal of readmission to the University
 - (dd) Imposition of a money fine that is not to exceed the annual residence boarding fee
 - (ee) refusal of admission to any examination or test opportunity with or without forfeiture of any marks that have already been accumulated and with or without the cancellation of any module or qualification
 - (ff) refusal of access to all or some of University buildings, premises or services or to gain access only on specified conditions
 - (gg) temporary suspension from the University
 - (hh) expulsion from the University

7. Announcing the punishment

Any punishment handed down may be suspended – subject to suitable conditions – by any of the disciplinary bodies or disciplinary officials, and may be made known to all or specific other institutions of higher education, relevant vocational or professional bodies and by the campus media.

8. Paying damages

If a student's misconduct was responsible for damage, she/he may, in addition to the punishment handed down, be ordered to pay damages.

9. Natural justice

All proceedings before any disciplinary body or disciplinary official must comply with the requirements of natural justice.

10. Legal representation

If a student wishes to avail her-/himself of legal representation, the matter is referred directly to a hearing committee.

(d) A student who wishes to appeal

- (i) to a residence warden against a ruling given by the residence committee;
- (ii) to the student dean against a ruling given by a residence warden;
- (iii) to the student dean against a ruling given by the students disciplinary committee;
- (iv) to a vice-rector against a ruling given by the student dean; or
- (v) to a hearing committee against a ruling given by a vice-rector, as distinct from a ruling regarding an appeal against a decision taken by the student dean.

must, by means of written notification, together with supporting reasons, lodge an appeal with the appropriate disciplinary body or disciplinary official within five (5) working days after punishment has been handed down.

(e) The appeals committee

- (i) The appeals committee is constituted by the rector and consists of a member of the rectorate, one member of Council and the dean of the Faculty of Law, who takes the chair, or their proxies, provided that if any of the members were involved in the decision of a hearing committee against which appeal is being lodged, her/his proxy must represent her/him at the appeal.
- (ii) The appeals committee adjudicates appeals against the rulings given by a hearing committee only after the appellant has – within five (5) working days subsequent to the ruling – notified the rector in writing of her/his intention to appeal and has fully set out his/her grounds for appeal in the notification.
- (iii) The appeals committee adjudicates the appeal solely on documents, but may hear arguments by the appellant, her/his parent or guardian or legal practitioner.
- (iv) The rector may appoint a disciplinary official or a legal practitioner to make a submission on behalf of a hearing committee and in any other way to be of assistance.
- (v) A student, whose appeal is heard by the appeals committee, receives written notification of the session at least five (5) working days prior to the session.
- (vi) The fact that the appeal may only be adjudicated on documents and a submission and that the student has the right to be assisted at the session by a legal practitioner or her/his parent or guardian must be mentioned in the notification envisaged in subparagraph (v).
- (vii) An appellant's failure to appear in person or to remain present at a

session does not invalidate the proceedings.

(viii) After consideration of the appeal, the appeals committee may fully or partially grant an appeal and set aside or alter the ruling given by a hearing committee or dismiss the appeal and confirm the ruling.

(ix) The appeals committee's ruling is final.

(f) Continued liability for full fees

Where a student, as a result of misconduct, is temporarily or permanently, either fully or partially deprived of her/his rights or privileges, or her/his studies are interrupted or terminated, or her/his residence in campus accommodation is terminated, the student forfeits all claim to a refund, reduction or a waiving of fees paid or owed to the University.

(g) Entry on a student's record

Punishments meted out pursuant to the general rules applicable in respect of disciplinary procedures, are entered on a student's record by the senior director: Student Academic Services at the request of the disciplinary official and appear on a certificate of conduct that is forwarded to another university/universities, up to the date on which such punishments have expired.

The Eight-character Alphanumeric Module Coding System¹⁰

**Directorate for Institutional Research and Academic Planning
(DIRAP)
Executive Committee of Senate Approved
26 November 2012**

¹⁰ This system will not be applied in the Faculty of Economic and Management Sciences during 2014.

The eight-character alphanumeric module-coding system

The eight-character alphanumeric code comprises of two parts, namely the subject field and the catalogue number consisting of four characters each.

1. Subject field

Four alpha characters are available to identify the discipline. The first three characters (letters) of the code constitute an abbreviation of the module title/name and refer to the subject field associated with the module. This subject-field coding holds meaning for staff and students; for example, MATH refers to mathematics. The fourth character could further specify or narrow down the subject field, for example, mathematics statistics is MATS, mathematics applied is MATA, and so on. The four letters describing the subject field provide a wider range of options than did the previous three. If letters are not repeated, there are 26 options for the first letter, 25 options for the second letter, 24 options for the third letter, and 23 for the fourth. This means that in total there are $26 \times 25 \times 24 \times 23 = 358,800$ possible four-letter code options.

2. Catalogue number

The second set represents the catalogue number, which consists of four numerical characters. The first digit is assigned to either an undergraduate- or a postgraduate-level module. The numerical values one (1) to four (4) are thus assigned to undergraduate-level modules leading to certificates (higher and advanced), diplomas, advanced diplomas, bachelor's degrees and professional bachelor's degrees, using 1 to indicate the first study year, 2 for the second study year, etc.). The numerical value five (5) is assigned to postgraduate diplomas and year 5 of the MBChB programme. Six (6) is assigned to honours bachelor's degrees, seven (7) to structured (coursework) master's degrees, eight (8) to master's by research (master's research dissertations) and also to coursework master's dissertations (minidissertations) and nine (9) to doctorates.

The second digit is assigned to the NQF level at which the module is offered. The numerical values five (5) to eight (8) are therefore assigned to undergraduate-level modules leading to certificates (higher and advanced), diplomas, advanced diplomas, bachelor's degrees and professional bachelor's degrees. The numerical value eight (8) is assigned to postgraduate diplomas and honours bachelor's degrees, nine (9) to master's degrees, and one (1), which represents ten, to doctorates. The third digit, where possible, indicates the tuition period, i.e. semester¹¹, one using odd numbers (1, 3, 5, 7 or 9), semester two using even numbers (2, 4, 6 or 8) or a year module (0). This approach not only allows for a wider range of code options to be utilised but also for tracking progression within a programme. The fourth and last digit corresponds to the credit load of the module in multiples of four. If the credit load deviates from this, a zero (0) is assigned (see Table 1 for examples). Although the institutional process of HEQF alignment and the curriculum review also lead to questions about the rigidity characterising the institutional allocation of module credit values in multiples of four, both the limited number of digits available in *PeopleSoft* and the number of digits used to do HEMIS submissions necessitate the use of only one digit to indicate credits.

¹¹ Semester: The tuition period for semester modules is January to May/June or July to October/November

Table 1: Eight-character alphanumeric module code examples

QUALIFICATION TYPE	Subject Field				Catalogue number				EXAMPLE
	MODULE Abbreviation	YEAR/ EDUCATIONAL LEVEL	NQF LEVEL	TUITION PERIOD Odd=1 st semester Even=2 nd semester 0=year module	CREDITS Multiples of 4	1 st Digit	2 nd Digit	3 rd Digit	
	The first 4 characters (letters)								
UNDERGRADUATE (UG)									
<ul style="list-style-type: none"> ■ Higher Certificates ■ Advanced Certificates ■ Diplomas ■ Advanced Diplomas ■ Bachelor's Degrees ■ Prof. Bachelor's 	E	N	G	L	1	5	2	1 to 9 (X4)	ENGL1525 , i.e. ENG=English L=Language 1=1 st year 5=NQF level 2=2 nd semester 20=Credits (5X4)
				1	6	2			
				1	5/6	1			
				1	7				
				1/2/3	5/6/7				
■ M.B.,Ch.B. year 5	I	N	T	M	5	8	1	0	0=Credits (carries 48 credits)
POSTGRADUATE (PG)									
POSTGRADUATE DIPLOMA									
■ POSTGRADUATE DIPLOMA	E	D	U	P	5	8	2	8	EDUP5828 i.e. EDU=Education P=Policy 5=PG Dip level 8=NQF level 2=2 nd semester 32=Credits (8X4)
HONOURS BACHELOR'S DEGREE									
■ HONOURS BACHELOR'S DEGREES	C	E	M	O	6	8	2	6	CEMO6826 i.e. CEM=Chemistry O=Organic 6= Honours bachelor's level 8=NQF level 2=2 nd semester 24=Credits (6X4)
MASTER'S DEGREES									
■ MASTER'S DEGREES	E	C	O	I	7	9	2	8	ECO18928 i.e. ECO=Economics I=International monetary relations 7=Masters level (Structured) 9=NQF level 2=2 nd semester 32=Credits (8X4)
	T	L	G	D	8	9	0	0	

									TLG=Theology D= Dogmatology level 8=Masters level (Research/Dissertation) 9=NQF level 0=year 180=Credits
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DOCTORAL DEGREES

■ DOCTORAL DEGREES (PhD, DSc, DT, A, LL, D, Phil and MD)	A	G	R	O	9	1	0	0	AGRO9100 i.e. AGRO=Agronomy 9=Education level 1(0)= NQF level 0=year 360=Credits
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Including the year/educational level, the NQF level and the credit value in the code limits the range of numbers that can be used in the catalogue number area, since many modules have the same levels and credit loads, e.g. a first-year module in the second semester in mathematics on level 5 with 20 credits is expressed as MATH1525. The required differentiation is captured in the four digits of the subject field and the use of odd and even numbers for indicating the semesters.

3. Implementation

The implementation of the new codes will begin as soon as the Module Catalogue Form has been converted into an electronic format that supports the required data and as soon as the PeopleSoft workflow process, which electronically integrates the academic approval, the administrative and the recording processes has been established (see Figure 1). The new codes will be introduced by starting with only new modules and programmes. Once qualifications and programmes have been reviewed and re-curriculated to meet the requirements of the HEQF, the applicable modules will be codified using the new code system. Modules codified via the six-value system will stay that way and eventually become part of the UFS's institutional history as the University's PQM migrates to the new HEQF. The implementation of this new codification system is a technical matter and will, as far as possible, be managed by the proposed workflow process. In order to ensure uniformity and accuracy, the module codes will be assigned centrally by DIRAP and the Student Academic Services Office in consultation with the various departments. Many of the English subject fields already exist in the vocabulary of staff and students and will be retained where possible.

