

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



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

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GENERAL RULES FOR UNDERGRADUATE QUALIFICATIONS, POSTGRADUATE DIPLOMAS, BACHELOR HONOURS DEGREES, MASTER'S DEGREES, DOCTORAL DEGREES, HIGHER DOCTORATES, HONORARY DEGREES AND THE CONVOCATION

(Hereinafter referred to as general rules)

STATUTORY POWERS IN RESPECT OF ESTABLISHING GENERAL RULES FOR QUALIFICATIONS

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

As determined by the Minister of Higher Education and Training in accordance with section 8(2)(e) of the National Qualifications Act, 2008 (Act 67 of 2008) (Notice No. 1040 of 2012; Government Gazette No. 36003 of 14 December 2012) and published, as directed by the Minister of Higher Education and Training in terms of section 27(k)(iv) of the National Qualifications Act, as policy of the Council on Higher Education by SAQA (Notice No 592, Government Gazette No. 38116, 17 October 2014).

The General Rules apply to all full-time students at the University (including occasional and short learning programme 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.

UFS 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.

Where discrepancies in the names of qualifications exist, due to the Higher Education Qualifications Sub-Framework (HEQSF) alignment process and before then, each case will be dealt with on merit.

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 Higher Education Act, Act 101 of 1997, Chapter 8, Section 68(2) and the Institutional Statute: University of the Free State (Government Gazette No 33490, Vol. 747 of 27 August 2010), Chapter IV, Section 13.2 and responsibility for implementing such rules 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 Registrar¹ 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.

¹ Reference to the 'Registrar' throughout the General Rules implies either the Registrar: Governance and Policy or the Registrar: Systems and Administration depending on the applicable Rule.

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.

The 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 or rules regarding the payment of fees contained in this document should be read in conjunction with the fees yearbook of the University which is updated annually. In the event of a possible discrepancy between the provisions, the decision of the relevant vice-rector will be enforced.

The University recognises the religious holy days as indicated annually in the University's Calendar and will avoid, if possible, scheduling examinations or assessments for such days.

Various policy and procedure documents relevant to the Higher Education Sector in South Africa, from e.g. Council on Higher Education (CHE), Higher Education Quality Committee (HEQC), South African Qualifications Authority (SAQA), National Qualifications Framework (NQF), and the HEQSF, have been used as a point of departure or reference. Some directives, definitions, terms or phrases have been quoted directly to maintain the meaning. In others, meanings were combined to describe a concept.

Definitions for qualification types have been quoted directly from the HEQSF (Notice No 592, Government Gazette No. 38116, 17 October 2014) to maintain the intended meaning, purpose, characteristics, minimum admission requirements and progression of the qualification.

When reference is made to the National Senior Certificate (NSC) or the National Certificate (Vocational) NC(V) the following reference is used throughout as defined in the Minister's policies: Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes Requiring a National Senior Certificate, Government Gazette, Vol 751, No 32131 of 11 July 2008 and Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Certificate (Vocational), published in the Government Gazette, Vol. 533, No. 32743, November 2009.

DEFINITION OF TERMS

Additional modules

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

Admission point (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 undergraduate qualification studies

Advanced Certificate (NQF Exit Level 6; minimum total credits: 120)

Purpose and characteristics of the Advanced Certificate

This qualification is primarily vocational or industry-oriented. It emphasises selected general principles together with more specific procedures and their application and/or technology transfer. The qualification provides students with a sound knowledge base in a particular field or discipline and the ability to apply their knowledge and skills to particular career or professional contexts, while equipping them to undertake more specialised and intensive learning. Programmes leading to this qualification tend to have a strong vocational professional or career focus and students and holders of this qualification are normally prepared to enter a specific niche in the labour market. Advanced Certificate programmes typically include a work-integrated learning (WIL) component.

Minimum admission requirements for the Advanced Certificate

The minimum entry requirement is a Higher Certificate in the appropriate field.

Progression of the Advanced Certificate

Completion of the Advanced Certificate meets the minimum entry requirement into a cognate Diploma programme or Bachelor's degree. Accumulated credits may also be presented for admission into cognate Diploma or Bachelor's degree programmes. A qualification may not be awarded for early exit from an Advanced Certificate programme

Advanced Diploma (NQF Exit Level 7; minimum total credits: 120)

Purpose and characteristics of the Advanced Diploma

This qualification has a number of different purposes, depending on a student's circumstances and the nature of the programme. It may provide entry-level vocational or professional preparation or specialisation for Bachelor's Degree graduates or diplomates by offering an intensive, focused and applied specialisation that meets the requirements of a specific niche in the labour market. For example a BSocSci graduate might register for an Advanced Diploma in Human Resource Management in order to enter the field of human resources; a BSc graduate might register for an Advanced Diploma in Education (or PGCE, see exceptions) in order to become a science teacher, or a BSc (Pharm) graduate might register for an Advanced Diploma in Marketing in order to become a marketing consultant in the pharmaceutical industry. Programmes offering this qualification are therefore particularly suitable for continuing professional development through the inculcation of a deep and systematic understanding of current thinking, practice, theory and methodology in an area of specialisation. This qualification may also be designed to prepare students for postgraduate study through the deepening of their knowledge and understanding of theories, methodologies and practices in specific academic disciplines and fields, as well as the development of their ability to formulate, undertake and resolve more complex theoretical and practice-related problems and tasks through the selection and use of appropriate methods and techniques.

Minimum admission requirements for the Advanced Diploma

An appropriate Diploma or Bachelor's Degree

Progression of the Advanced Diploma

Completion of an Advanced Diploma may be presented for entry into a Postgraduate Diploma, a Bachelor Honours Degree or a Bachelor's Degree. Accumulated credits may also be presented for entry into a cognate Bachelor's degree. A qualification may not be awarded for early exit from an Advanced Diploma

Affiliation with the University

A person who has accepted an honorary appointment or an appointment as research associate or a person who is actively involved in a research project and/or who was employed at the University and has left the employment of the University is considered as having an affiliation with the University. The University may reconsider this after a period of five years.

Applying for admission

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

Articulation

The process of forming possibilities of connection between qualifications and/or part qualifications to allow for the vertical, lateral and diagonal movement of students through the formal education and training system and its linkages with the world of work.

Assessment

Assessment is the process of determining the value, significance, or extent of what students know, understand, and can do with their knowledge as a result of their educational experiences. Assessment results are used to document, explain, and improve performance. Assessment can be done at various times throughout a learning programme and a comprehensive assessment plan will include either formative and summative assessment, or alternatively continuous assessment. The point at which the assessment takes place in a programme distinguishes these three types of assessment.

Continuous assessment

Continuous assessment is used as an alternative to summative assessment. Continuous assessment is a series of assessments that occurs throughout the learning process, and not only after the learning process. Students are thus examined continuously over the duration of a quarter, semester or year. It is cumulative and the marks are calculated to produce a final result.

Formative assessment

Formative assessment measures students' progress during the learning process to provide ongoing feedback and incremental feedback. It includes a range of formal and informal assessments typically to monitor the progress being made towards achieving learning outcomes and obtaining a semester mark or predicate, i.e. admission to the summative assessment.

Summative assessment

Summative assessment is regarded as assessment of learning and is distinguished from formative assessment, which is assessment for learning.

Summative assessment takes place after the learning has been completed, i.e. at the end of a quarter, semester or year, and provides information and feedback that sums up the teaching and learning process. The intention behind summative assessment is to validate performance and award grades or marks.

Assessor

Refer to definition of Internal Assessor.

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.

Bachelor's Degree (NQF Exit Level 7; minimum total credits: 360) or (NQF Exit Level 8; minimum total credits: 480)

Purpose and characteristics of the Bachelor's Degree

There are two types of Bachelor's Degrees, namely general and professionally-oriented Bachelor's Degrees. Both types of degree may be structured as a 360-credit qualification with an exit at Level 7 or as a 480-credit qualification with an exit at Level 8 on the National Qualifications Framework. (It is also possible to structure a 480-credit Bachelor's degree with an exit at NQF Level 7). The 480-credit Bachelor's Degree at NQF Level 8 has both a higher volume of learning and a greater cognitive demand than the 360-credit degree at Level 7 and should prepare students to be able to undertake Master's level study by providing them with research capacity in the methodology and research techniques of the discipline. The primary purpose of both the general and the professional Bachelor's Degree is to provide a well-rounded, broad education that equips graduates with the knowledge base, theory and methodology of disciplines and fields of study, and to enable them to demonstrate initiative and responsibility in an academic or professional context. Both the 360- and 480-credit Bachelor's Degrees may require students to undertake research in a manner that is appropriate to the discipline or field of study in order to prepare them for postgraduate study. The general Bachelor's Degree emphasises general principles and theory as preparation for entry into general employment or for a postgraduate programme. The professional Bachelor's Degree prepares students for professional training, postgraduate studies or professional practice in a wide range of careers. Therefore it emphasises general principles and theory in conjunction with procedural knowledge in order to provide students with a thorough grounding in the knowledge, theory, principles and skills of the profession or career concerned and the ability to apply these to professional or career contexts. The degree programme may contain a component of WIL. Some professionally-orientated Bachelor's Degree programmes are designed in consultation with a professional body and recognised by a professional body as a requirement for a licence to practice that profession.

Minimum admission requirements for the Bachelor's Degree

The minimum entry requirement is the National Senior Certificate or the National Certificate (Vocational) with appropriate subject combinations and levels of achievement, as defined in the Minister's policies: Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes Requiring a National Senior Certificate, Government Gazette, Vol 751, No 32131 of 11 July 2008, and Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Certificate (Vocational), published in the Government Gazette, Vol. 533, No. 32743, November 2009. Alternatively, a Higher Certificate or an Advanced Certificate or Diploma in a cognate field may satisfy the minimum admission requirements.

Progression of the Bachelor's Degree

A Bachelor's Degree is the minimum entry requirement for admission to a Bachelor Honours Degree or Postgraduate Diploma. A Level 8 Bachelor's Degree with 480 credits may also meet the minimum requirement for admission to a cognate Master's Degree. Entry into these qualifications is usually in the area of specialisation or in the discipline taken as a major in the Bachelor's Degree. A qualification may not be awarded for early exit from a Bachelor's degree

Bachelor Honours Degree (NQF Exit Level 8; minimum total credits: 120)

Purpose and characteristics of the Bachelor Honours Degree

The Bachelor Honours Degree is a postgraduate specialisation qualification, characterised by the fact that it prepares students for research-based postgraduate study. This qualification typically follows a Bachelor's Degree, and serves to consolidate and deepen the student's expertise in a particular discipline, and to develop research capacity in the methodology and techniques of that discipline. This qualification demands a high level of theoretical engagement and intellectual independence. In some cases a Bachelor Honours Degree carries recognition by an appropriate professional or statutory body. Bachelor Honours Degree programmes must include conducting and reporting research under supervision, worth at least 30 credits, in the form of a discrete research component that is appropriate to the discipline or field of study.

Minimum admission requirements for the Bachelor Honours Degree

The minimum admission requirement is an appropriate Bachelor's Degree or appropriate Advanced Diploma.

Progression of the Bachelor Honours Degree

Completion of a Bachelor Honours Degree meets the minimum entry requirement for admission to a cognate Master's Degree. Entry into a Master's Degree programme is usually in the area of specialisation of the Bachelor Honours Degree. A qualification may not be awarded for early exit from a Bachelor Honours degree.

Compulsory module

Refer to definition of Module.

Continuous assessment

Refer to definition of Assessment.

Credit

The volume of learning required for a qualification can be specified in terms of the total minimum number of credits required and in terms of the minimum number of credits required at its specified exit level on the HEQSF. Credits are a measure of the volume of learning required for a qualification, quantified as the number of notional learning hours required for achieving the learning outcomes specified for the qualification. This includes contact time, structured learning, WIL, self-study, and assessment time.

Refer to the definition of **Notional Learning Hours**.

Certificate, Diploma, Bachelor's Degree and Bachelor (Honours) Degree qualification types assume a 30-week, full-time academic year. Master's Degree and Doctoral Degree qualification types assume a 45-week full-time academic year. An average full-time equivalent student is expected to study for a 40-hour week, thus requiring a minimum credit-load of 120 credits per academic year for Certificates, Diplomas, and Bachelor's Degrees, and 180 credits per academic year for Master's Degrees and Doctorates.

Credit Accumulation and Transfer (CAT)

Credit Accumulation and Transfer is the process whereby a student's achievements are recognised and contribute to further learning even if the student has not achieved a qualification. In terms of the CAT scheme, any and all credits for an *incomplete* qualification may be recognised by the same or a different institution as meeting part of the requirements for a different qualification, or may be recognised by a different institution as meeting part of the requirements for the same qualification. Individual mobility between programmes and institutions is thus determined by curriculum requirements and is flexible.

Credit accumulation

The totalling of relevant credits towards the completion of a qualification or a part qualification.

Credit transfer

The vertical, horizontal or diagonal relocation of credits towards a qualification or part qualification on the same or a different level registered on the same or different sub-framework, usually between different programmes, departments or institutions.

Curriculum

A curriculum is planned educational experiences prescribed or outlined by an institution for completion of a programme of study leading to a qualification.

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.

Diploma (NQF Exit Level 6; minimum total credits: 240)

Purpose and characteristics of the Diploma

This qualification primarily has a vocational orientation, which includes professional, vocational, or industry-specific knowledge that provides a sound understanding of general theoretical principles as well as a combination of general and specific procedures and their application. The purpose of the Diploma is to develop graduates who can demonstrate focused knowledge and skills in a particular field. Typically they will have gained experience in applying such knowledge and skills in a workplace context. A depth and specialisation of knowledge, together with practical skills and experience in the workplace, enables successful students to enter a number of career paths and to apply their learning to particular employment contexts from the outset. Diploma programmes typically include an appropriate WIL component. There are two key distinctions between the 240- and 360-credit Diploma variants. The latter may provide for up to 120 credits of workplace-based learning, while the 240-credit variant does not, and the 240-credit variant may only be offered where it leads to a professional designation or occupational role as determined by a professional body.

Minimum admission requirements for the Diploma

The minimum entry requirement is the National Senior Certificate with appropriate subject combinations and levels of achievement, as defined in the Minister's policy, Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes Requiring a National Senior Certificate, Government Gazette, Vol 751, No 32131 of 11 July 2008, and Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Certificate (Vocational), published in the Government Gazette, Vol. 533, No. 32743, November 2009. Alternatively a Higher Certificate or Advanced Certificate in a cognate field will satisfy the minimum requirement.

Progression of the Diploma

Completion of a 240- or 360-credit Diploma meets the minimum entry requirement for admission to a Bachelor's degree. Accumulated credits may also be presented for admission into a cognate Bachelor's Degree programme. Completion of a 360-credit Diploma also meets the minimum entry requirement for admission to an Advanced Diploma. Candidates who complete the 240-credit Diploma may enter an Advanced Diploma upon successful completion of a WIL component or a combination of WIL and coursework equivalent to 120 credits that is approved and accredited by an education provider and/or a professional body and a Quality Controller. A qualification may not be awarded for early exit from a Diploma programme

Discipline

A specialised and circumscribed field of study

Distance education²

Distance education is both a collection of teaching and learning methods as well as a mode of provision/delivery. As a collection of methods, distance education transfers and mediates the curriculum without requiring lecturers and students to be in the same place at the same time. Distance education methods include structured learning resources and activities for independent study. As a mode of provision, distance education uses the design of a programme to bridge the separation of lecturers and students. The options include a single mode of provision in which all provision takes place in distance mode; a dual mode of provision in which some modules are offered in distance mode, or a mixed mode in which the same modules are offered in both contact and distance modes. The term 'distance education', in addition refers to provision in which students spend 30% or less of the stated notional learning hours in undergraduate courses at NQF Levels 5 and 6, and 25% or less in courses at NQF Level 7 and initial postgraduate courses at NQF Level 8, in staff-led, face-to-face, campus-based structured learning activities

Doctoral Degree (NQF Exit Level 10; minimum total credits: 360)

Purpose and characteristics of the Doctoral Degree

The doctorate provides training for an academic career. It requires a candidate to undertake research at the most advanced academic levels culminating in the submission, assessment and acceptance of a thesis. However, candidates may also present academic interrelated publishable manuscripts/published articles and papers, and, in certain fields, creative work such as artefacts, compositions, public performances and public exhibitions in partial fulfilment of the research requirements. Coursework may be required as preparation or value addition to the research, but does not contribute to the credit value of the qualification. The defining characteristic of this qualification is that the candidate is required to demonstrate high level research capability and to make a significant and original academic contribution at the frontiers of a discipline or field. The work must be of a quality to satisfy merit publication. The degree may be earned through pure discipline-based or multidisciplinary research or applied research. This degree requires a minimum of two years' full-time study, usually after completing a Master's Degree. A graduate should be able to supervise and evaluate the research of others in the area of specialisation concerned. An additional type of doctorate, the Higher Doctorate, may be awarded on the basis of a distinguished record of research in the form of published works, creative works and/or other scholarly contributions that are judged by leading international experts to make an exceptional and independent contribution to one or more disciplines or fields of study.

Minimum admission requirements for the Doctoral Degree

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

Progression of the Doctoral Degree

A Doctoral Degree (including the Higher Doctorate) is the highest qualification type awarded within this framework. A qualification may not be awarded for early exit from a Doctoral Degree

Doctoral Degree (Professional) (NQF Exit Level 10; minimum total credits: 360)

Purpose and characteristics of the Doctoral Degree (Professional)

The professional Doctorate provides education and training for a career in the professions and/or industry and is designed around the development of high-level performance and innovation in a professional context. Candidates are required to undertake a combination of coursework and advanced research leading to the submission, assessment and acceptance of a research component comprising

² Policy for the Provision of Distance Education in South African Universities, No. 37811 GOVERNMENT GAZETTE, 7 JULY 2014.

an original thesis or another form of research that is commensurate with the nature of the discipline or field and the specific area of enquiry. The research component should comprise at least 60% of the degree. Professional Doctorates may also include appropriate forms of WIL. The defining characteristic of this qualification is that in addition to the demonstration of high-level research capability it requires the ability to integrate theory with practice through the application of theoretical knowledge to highly complex problems in a wide range of professional contexts.

Minimum admission requirements for the Doctoral Degree (Professional)

The minimum admission requirement is an appropriate Master's Degree.

Progression of the Doctoral Degree (Professional)

A Doctoral Degree (including the Higher Doctorate) is the highest qualification awarded within this framework. A qualification may not be awarded, for early exit from a Doctoral Degree.

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 synchronously or asynchronously, or offline. E-learning can be utilised in both contact and distance programmes.

Elective module

Refer to definition of 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.

Examiner

Refer to definition of Internal Examiner.

Exit level outcomes

The knowledge, skills and attitudes that a student should have obtained or mastered on completion of a qualification and against which the student is assessed for competence.

External assessment

Refers to external examining and/or external moderation and/or external assessment of standards. Assessment conducted by a person or body that is not directly involved in the development and/or delivery of the learning programme and has no affiliation with the University.

External assessor

A person who has no affiliation with the University and who assesses examination scripts or oral examinations and/or practical examinations, dissertations, mini-dissertations and theses. (A person who has accepted an honorary appointment or an appointment as research associate or a person who is actively involved in a research project and/or who was employed at the University and has left the employment of the University is

considered as having an affiliation with the University. The University may reconsider this after a period of five years.)

External moderator

A person who has no affiliation with the University and who moderates examination scripts or oral examinations and/or practical examinations, mini-dissertations and theses.

Final mark

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

Formative assessment

Refer to definition of Assessment.

Foundation modules

Refer to definition of Module.

Full-time student

Refer to definition of Student.

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.

Higher Certificate (NQF Exit Level 5; minimum total credits: 120)

Purpose and characteristics of the Higher Certificate

This is an entry-level higher education qualification. The qualification is primarily vocational, with a strong industry-oriented focus. The qualification also serves to provide students with the basic introductory knowledge, cognitive and conceptual tools and practical techniques for higher education studies in their chosen field of study. It emphasises selected general principles together with more specific procedures and their application. This qualification signifies that the student has attained a basic level of higher education knowledge and competence in a particular field or occupation and is capable of applying such knowledge and competence in an occupation or role in the workplace. The Higher Certificate typically includes a simulated work experience or WIL component.

Minimum admission requirements for the Higher Certificate

The minimum entry requirement is the National Senior Certificate or the National Certificate Vocational with appropriate subject combinations and levels of achievement as defined in the Minister's policies: Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes Requiring a National Senior Certificate, Government Gazette, Vol 751, No 32131 of 11 July 2008 and Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Certificate (Vocational), published in the Government Gazette, Vol. 533, No. 32743, November 2009.

Progression of the Higher Certificate

Completion of the Higher Certificate meets the minimum entry requirement for admission to an appropriate Advanced Certificate. Accumulated credits may also be presented for admission into a

cognate Diploma. A Higher Certificate may also allow access to an appropriate Bachelor's degree. A qualification may not be awarded for early exit from a Higher Certificate programme

Internal Assessor

The person, affiliated to the university who sets and/or assesses the formative and summative assessment activities.

Internal Examiner

An internal examiner is a person, affiliated to the University, who examines the summative assessment activities.

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 residence 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.

Level descriptor

A statement describing learning achievement at a particular level of the NQF that provides a broad indication of the types of learning outcomes and assessment criteria that are appropriate to a qualification at that level.

Mainstream modules

All the modules in a mainstream learning programme

Master's Degree (NQF Exit Level 9; minimum total credits: 180)

Purpose and characteristics of the Master's Degree

The primary purpose of a general Master's Degree is to educate and train researchers who can contribute to the development of knowledge at an advanced level.

There are two variants of the general Master's Degree: a research Master's Degree by dissertation, or a research Master's Degree by coursework and dissertation. Both variants must include a significant research component in the form of a discrete research project. The requirements for the successful completion of a general Master's Degree are as follows: Master's Degree by dissertation: a single advanced research project, culminating in the production and acceptance of a dissertation or other forms of research as indicated below. Master's Degree by coursework and mini-dissertation: a coursework programme requiring a high level of theoretical engagement and intellectual independence, and in some cases demonstration of the ability to relate knowledge to a range of contexts for professional practice. In addition, this variant of a general Master's degree must contain a research project comprising a minimum of 60 credits at Level 9, culminating in the acceptance of a mini-dissertation or other forms of research as indicated below. Master's Degree graduates in general must be able to reflect critically on theory and its application. They must be able to deal with complex issues both systematically and creatively, design and critically appraise research, make sound judgements

using data and information at their disposal and communicate their conclusions clearly to specialist and non-specialist audiences, demonstrate self-direction and originality in tackling and solving problems, act autonomously in planning and implementing tasks with a theoretical underpinning and continue to advance their knowledge, understanding and skills. The research component or components of a general Master's Degree should be commensurate with the characteristics of the discipline and field as well as the purpose of the programme, and in addition to a dissertation or treatise may take the form of a technical report, one or more creative performances or works, or a series of interrelated, publishable manuscripts/published articles or other research-equivalent outputs.

Minimum admission requirements for the Master's Degree

The minimum admission requirement is a relevant Bachelor Honours Degree or a relevant Postgraduate Diploma. A relevant Bachelor's Degree at Level 8 may also be recognised as meeting the minimum entry requirement to a cognate Master's Degree programme.

Progression of the Master's Degree

Completion of a Master's Degree meets the minimum entry requirement for admission to a cognate Doctoral Degree, usually in the area of specialisation in the Master's Degree. A qualification may not be awarded for early exit from a Master's Degree

Master's Degree (Professional) (NQF Exit Level 9; minimum total credits: 180)

Purpose and characteristics of the Master's Degree (Professional)

The primary purposes of a professional Master's Degree are to educate and train graduates who can contribute to the development of knowledge at an advanced level such that they are prepared for advanced and specialised professional employment. In some cases, a professional Master's Degree may be designed in consultation with a professional body or fulfil all or part of the requirements for professional registration or recognition, and may include appropriate forms of WIL. The requirements for the successful completion of the professional Master's Degree are as follows: successful completion of a coursework programme requiring a high level of theoretical engagement and intellectual independence as well as demonstration of the ability to relate knowledge to the resolution of complex problems in appropriate areas of professional practice. In addition, a professional Master's Degree must include an independent study component that comprises at least a quarter of the total credits, which must be at NQF Level 9, consisting of either a single research or technical project or a series of smaller projects demonstrating innovation or professional expertise. Master's graduates must be able to deal with complex issues both systematically and creatively, design and critically appraise analytical writing, make sound judgements using data and information at their disposal and communicate their conclusions clearly to specialist and non-specialist audiences, demonstrate self-direction and originality in tackling and solving problems, act autonomously in planning and implementing tasks with a professional orientation, and continue to advance their knowledge, understanding and skills relevant to a particular profession.

Minimum admission requirements for the Master's Degree (Professional)

The minimum admission requirement is a relevant Bachelor Honours Degree or a Postgraduate Diploma. A cognate Bachelor's Degree at Level 8 may also be recognised as meeting the minimum entry requirement to a cognate Master's Degree programme.

Progression of the Master's Degree (Professional)

Completion of a Master's Degree meets the minimum entry requirement for admission to a cognate Doctoral Degree, usually in the area of specialisation in the Master's Degree. A qualification may not be awarded for early exit from a Master's Degree.

Module

Compulsory modules

These are modules that must be taken to be able to progress with a programme or to be eligible for award. They contain the essential parts of the programme and are therefore compulsory to enable the learning outcomes for the programme to be met.

Elective modules

Elective modules support achievement of the programme learning outcomes and form part of the approved programme specification. A list of possible elective modules is stated for each programme and students can choose modules from this list.

Foundation modules

Development modules in mainstream programmes and extended curriculum programmes.

Service modules

A service module refers to a module presented in a particular faculty that is a required module for qualifications from other faculties.

Module mark/Predicate/Semester mark

The calculated mark, rounded to an integer percentage, of a student's written, oral and/or practical work in a particular module, calculated in a way set out in the module guide and which entitles the student to take an examination, provided that this mark is equal to or greater than the mark determined by the faculty. Only on attainment of the minimum laid-down mark will the student be granted admission to an examination.

National Qualifications Framework (NQF)

The comprehensive system, approved by the Minister of Higher Education and Training, for the classification, coordination, registration, and publication of articulated and quality-assured national qualifications and part qualifications. The South African NQF is a single integrated system comprising three coordinated qualifications sub-frameworks for: General and Further Education and Training; Higher Education; and Trades and Occupations.

National Senior Certificate (NSC) and the National Certificate (Vocational) NC(V)

The National Senior Certificate or the National Certificate Vocational is the minimum entry requirement to a higher education institution and is defined in the Minister's policies: Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes Requiring a National Senior Certificate, Government Gazette, Vol 751, No 32131 of 11 July 2008 and Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Certificate (Vocational), published in the Government Gazette, Vol. 533, No. 32743, November 2009.

Notional learning hours

The agreed estimate of the learning time that it would take an average student to meet the defined learning outcomes; it includes consideration of contact time, research, completion of assignments, time spent in structured learning in the workplace, individual learning and assessment. Ten notional hours equate to one credit. Refer to the definitions of a **credit**, **credit accumulation** and **credit transfer**.

NQF level

One of the series of levels of learning achievement arranged in ascending order from one to 10 according to which the NQF is organised and to which qualification types are linked.

Occasional student

An occasional student is a student who enrolls, complying with all the prerequisites, for modules, with no intention of proceeding towards a formal full qualification at the University.

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

Postdoctoral research fellowship/fellows³

A postdoctoral research fellowship is either awarded to a host academic staff member (host academic) via a university research subcommittee or by an outside funding agency as part of a larger research grant; or awarded to a recent doctoral graduate by the relevant academic department, or as a result of an application for funding to an external funding body.

Postgraduate Diploma (NQF Exit Level 8; minimum total credits: 120)

Purpose and characteristics of the Postgraduate Diploma

A Postgraduate Diploma is generally multidisciplinary or interdisciplinary in nature but may serve to strengthen and deepen the student's knowledge in a particular discipline or profession. The primary purpose of the qualification is to enable working professionals to undertake advanced reflection and development by means of a systematic survey of current thinking, practice and research methods in an area of specialisation. This qualification demands a high level of theoretical engagement and intellectual independence, as well as the ability to relate knowledge to a range of contexts in order to undertake professional or highly-skilled work. A sustained research project is not required but the qualification may include conducting and reporting research under supervision. In some cases a Postgraduate Diploma carries recognition by an appropriate professional or statutory body.

Minimum admission requirements for the Postgraduate Diploma

The minimum admission requirement is an appropriate Bachelor's Degree or an appropriate Advanced Diploma.

Progression of the Postgraduate Diploma

Completion of a Postgraduate Diploma meets the minimum entry requirement for admission to a cognate Master's Degree, usually in the area of specialisation of the Postgraduate Diploma. A qualification may not be awarded for early exit from a Postgraduate Diploma.

Postgraduate research output

Bachelor Honours Degree programmes must include conducting and reporting research under supervision, worth at least 30 credits, in the form of a discrete research component that is appropriate to the discipline or field of study and which must be at NQF Level 8.

The module that forms part of the requirements for a Bachelor Honours Degree and represents the research component entails writing a **research report** equal to 30 credits.

The module representing the research component of the requirements for a **Master's Degree by coursework and mini-dissertation** entails writing a **coursework Master's mini-dissertation**. It contains a justifiable argument that is based on research of limited scope, counts 50% of the achievement mark, and is equal to 60 credits.

A **Master's Degree by research dissertation** entails, *inter alia* writing a **Master's Degree research dissertation with a minimum total credits of 180 at NQF Exit Level 9**, containing a justifiable argument that

³ Information to compile definition derived from Draft UFS Policy on Postdoctoral Research Fellowships/Postdoctoral Research Fellows

does not necessarily make an original contribution. It counts 100% of the achievement mark, equal to 180 credits.

The requirements for the successful completion of a general Master's Degree are as follows:

- Master's Degree by dissertation: a single advanced research project that culminates in the production and acceptance of a dissertation or other forms of research as indicated below, or that results or may result in an academic publication.
- Master's Degree by coursework and mini-dissertation: a coursework programme requiring a high level of theoretical engagement and intellectual independence, and in some cases demonstration of the ability to relate knowledge to a range of contexts for professional practice. In addition, this variant of a general Master's Degree must contain a research project comprising a minimum of 60 credits at NQF Exit Level 9, culminating in the acceptance of a mini-dissertation or other forms of research.

The research component or components of a general Master's Degree should be commensurate with the characteristics of the discipline and field as well as the purpose of the programme, and in addition to a dissertation or treatise may take the form of a technical report, one or more creative performances or works, or a series of interrelated publishable manuscripts/published articles or other research-equivalent outputs.

This degree requires a minimum of one year's full-time study.

The requirements for the successful completion of the Master's Degree (Professional) are as follows:

Successful completion of a coursework programme requiring a high level of theoretical engagement and intellectual independence, as well as demonstration of the ability to relate knowledge to the resolution of complex problems in appropriate areas of professional practice. In addition, a Master's Degree (Professional) must include an independent study component that comprises at least a quarter of the total credits, which must be at NQF Exit Level 9, consisting of either a single research or technical project or a series of smaller projects demonstrating innovation or professional expertise.

A **doctoral thesis** is a component of a Doctoral Degree equal to 360 credits. It must demonstrate that the candidate has made a specific contribution to the enhancement of knowledge in the chosen field (adding to the knowledge base) 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.

A Doctoral Degree requires a candidate to undertake research at the most advanced academic levels, culminating in the submission, assessment and acceptance of a thesis. However, candidates may also present academic interrelated publishable manuscripts/published articles and papers and, in certain fields, creative work such as artefacts, compositions, public performances and public exhibitions in partial fulfilment of the research requirements. Coursework may be required as preparation or value addition to the research, but does not contribute to the credit value of the qualification. The defining characteristic of this qualification is that the candidate is required to demonstrate high-level research capability and to make a significant and original academic contribution at the frontiers of a discipline or field. The work must be of a quality to satisfy peer review and merit publication. The degree may be earned through pure discipline-based, multidisciplinary or applied research. This degree requires a minimum of two years' full-time study, usually after completing a Master's Degree. A graduate should be able to supervise and evaluate the research of others in the area of specialisation concerned. An additional type of doctorate, the Higher Doctorate Degree, may be awarded on the basis of a distinguished record of research in the form of published works, creative works and/or other scholarly contributions that are judged by leading international experts to make an exceptional and independent contribution to one or more disciplines or fields of study.

Part-time student

Refer to the definition of Student.

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/career-orientated focus. Students may, on the strength of prior learning, enter a programme at different levels.

A *programme* is a purposeful and structured set of learning experiences that leads to a qualification. Programmes may be discipline-based, professional, career-focused, transdisciplinary, interdisciplinary, or multidisciplinary in nature. A programme has recognised entry and exit points. All higher education programmes and qualifications must have a core component and may have a fundamental and or elective component depending on the purpose of the programme or the qualification. The credit allocation for core, fundamental and elective learning will depend on the purpose of the programme or qualification. The internal organisation of programmes is otherwise not prescribed by this document.

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.

Progression

The means by which individuals are permitted to move through NQF levels by accumulating appropriate combinations of credits.

Promotion

The combined result of both the continuous assessment and the summative 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 assessments in the module.

Publishable manuscript

A "publishable article" is a manuscript that is ready for submission for publication in an academic journal or similar scholarly publication. This means that the content of the manuscript has been supervised extensively and that the text has been edited and formatted according to the specifications of the particular publication. It also implies that the manuscript must function autonomously as a self-contained entity (i.e. it is not contingent on a preceding "chapter" or specific "introduction"). However, the candidate must be in a position to motivate the links between the number of the "autonomous" interrelated publishable manuscripts at the end of the assessment process. "Publishable" further implies that the manuscript has not yet been circulated for the usually required double blind peer review process that accredited academic publications subscribe to in their normal functioning. This implies that there is no guarantee that the submitted manuscript will be accepted for publication yet.

Published article

A published article is an article that has been submitted and accepted for publication in an academic journal. The author can provide a letter from the editor confirming acceptance for publication in the scholarly publication.

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.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning means the principles and processes through which the prior knowledge and skills of a person are made visible, mediated and assessed for the purposes of alternative access and admission, recognition and certification, or further learning and development.

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.

Residential student

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

Service Module

Refer to the definition of Module.

Short Course / Short Learning Programme (SLP)⁴

A Short Course / Short Learning Programme is a self-contained learning unit which focuses on a demarcated field of study within a qualification and which may consist of learning in the fundamental, core or elective areas or a combination thereof. As an SLP consists of fewer than 120 credits it is therefore not a qualification in terms of the HEQSF and it does not form part of the official, accredited and subsidised qualification and programme profile of a University Programme Qualification Mix (PQM), but an SLP can be credit-bearing towards a qualification. An SLP can be competency-based (credit-bearing), competency based (non-credit-bearing) or attendance-based (non-credit-bearing).

Special examination

A **special examination** is an examination that students automatically qualify to apply for if:

- the student is registered in her/his final academic semester;
- this module in which the examination is needed is the only outstanding module to obtain the qualification, whether or not the examination was failed in the main mid-year or main end-of-year or any of the additional examination periods;
- the student is registered, in the current academic year, for the module in which she/he needs a special examination and has obtained a predicate;
- writing the examination and passing would contribute to obtaining the qualification without prolonging her/his studies for another academic semester or year;
- after passing that single module the student will obtain a qualification.

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 above, before or on the census day determined by the institution; and
- is considered to be a **full-time student** if she/he is registered for a full academic curriculum as defined in the faculty rules in each year of study, i.e. an average of 30 weeks of 40 hours each for Certificate, Diploma, Bachelor's Degree and Bachelor (Honours) Degree qualification types. A full-time Master's and Doctoral student will assume 45 weeks of 40 hours each.⁵

⁴ Definition compiled from the Glossary of terms, SAQA and the UFS Short Learning Programme Policy.

⁵ Hours derived from a definition of full-time students by the Council on Higher Education.

- A student who is registered for fewer than the annual full curriculum requirements in terms of credits would normally be regarded as a **part-time student**, e.g. if a person is employed and she/he is studying and cannot afford to do a full-time curriculum.

The HEMIS prescriptions define active participation as having:

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

Summative assessment

Refer to definition of Assessment.

Weighted average

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

If the assessment module indicates a ratio of 40 to 60, that is a 40% contribution from the semester mark while the examination mark contributes 60% to the final mark, the calculation takes a different form:

70% semester (40%)
50% examination (60%)

$(40 \times 70) + (60 \times 50) = 2\,800 + 3\,000 = 5\,800$ (out of a possible 10 000) = 58% (weighted average).

Work-Integrated Learning (WIL)

WIL refers to learning that is incorporated into the curriculum of qualifications of vocational and professionally-oriented nature at all levels of the HEQSF with the purpose of integrating theory and practice. WIL as a structured part of a qualification must be appropriate to the purpose of the qualification, the volume of the learning allocated to the WIL, the cognitive demands of the learning outcomes and the assessment criteria of the appropriate level descriptors of the qualification. The institutions which offer programmes requiring credits for workplace-based learning as a form of WIL must be able to place students in appropriate workplaces and must ensure that the workplace learning is properly structured, supervised and assessed.

GENERAL RULES FOR UNDERGRADUATE QUALIFICATIONS

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GENERAL RULES FOR UNDERGRADUATE QUALIFICATIONS

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

A1 GENERAL RULES

- (a) Students are personally responsible for being well-informed as regards General Rules and faculty rules and complying 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 are 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 entry 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 application form and accompany this with the requisite documents, and must do so before the date annually determined by the University.
- (b) A person's application must comply with the University's admission/readmission requirements.
- (c) The application for admission 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 people and other people who did not pass the National Senior Certificate Examination, must each be accompanied by a letter from Higher Education South Africa (HESA) Matriculation Board, in which it is certified that the requirements of a conditional exemption have been met. The admission requirements pertaining to the discipline-specific and qualification-specific prerequisites of the University should be met in addition to the letter from the HESA Matriculation Board. Applicants without a senior certificate and older than 45 years of age can only be admitted through the RPL process and will not obtain admission based on the letter of conditional exemption from the HESA Matriculation Board only.
- (e) The University shall process all applications received, notwithstanding that applications may be incomplete, subject thereto that the date of receipt of an incomplete application will not be used for selection programmes, placement in campus accommodation or financial assistance.
- (f) The Registrar considers applications received after the closing date only in exceptional cases.

Clarification

Address all enquiries and applications to: The Applications Office in the Applications, Admissions and Graduations Division, University of the Free State, PO Box 339, Bloemfontein 9300. Telephone: +27(0) 51401 9864 or fax number 086 697 2604/+27 51401 9210, or email to: applications@ufs.ac.za

Telephonic enquiries with regard to admission requirements must be made as follows:

Faculty of the Humanities and Faculty of Health Sciences:

*Jubee Mawoyo, George du Toit Administration Building,
Room A157S
Fax to email: +27(0) 86 628 8287
Email: mawoyomm@ufs.ac.za*

OR

*Ujene Thompson, George du Toit Administration Building,
Room A155S
Tel.: +27(0) 51 401 3459
Fax to email: +27(0) 86 6517 858
Email: thompsonuc@ufs.ac.za*

Faculty of Economic and Management Sciences, Faculty of Law and Faculty of Theology:

*Charlene Baatjies, George du Toit Administration Building,
Room A155S
Tel.: +27(0) 51 401 3365
Fax to email: +27(0) 86 651 7830
Email: baatjiescr@ufs.ac.za*

OR

Simon Sethibe, George du Toit Administration Building,
Room A153S
Tel.: +27(0) 51 401 9863
Fax to email: +27(0) 86 652 4872
Email: sethibeks@ufs.ac.za

Faculty of Natural and Agricultural Sciences and Faculty of Education:

Ruth Tshehisi, George du Toit Administration Building,
Room A159C
Tel.: +27(0) 51 401 3597
Fax to email: +27(0) 86 651 7684
Email: tshehisirmn@ufs.ac.za

OR

Ilsa van Wyk, George du Toit Administration Building,
Room A159D
Tel.: +27(0) 51 401 3659
Fax to email: +27(0) 86 562 8947
Email: vanwykil@ufs.ac.za

Enquiries and applications for the exceptions listed below must be addressed as indicated in respect of qualifications offered:

- At the **Qwaqwa Campus**: The Applications Office, Office of the Campus Head, Private Bag X13, Phuthaditjhaba 9866, telephone +27 58 718 5011/2.
- By the **School of Open Learning and the School of Open Learning in collaboration with a third party**: The Applications Office, 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.
- In respect of the **University Preparation Programme (UPP)**: The Applications Office, 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.
- In respect of the **Bachelor of Management Leadership (BML)**: The Applications Office, 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.
- In respect of admission on the basis of **RPL**: The RPL Office, Centre for Teaching and Learning, University of the Free State, PO Box 339, Bloemfontein, 9300, 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 or visit the web site at www.ufs.ac.za/rpl

Information regarding conditional exemption can be obtained by addressing enquiries to: <http://www.hesa-enrol.ac.za/> or PO Box 3854, Pretoria 0001, South Africa or telephone 010 591 4402/1 or fax number 086 677 7744 (only South Africa) or +27 12 481 2922 (international).

The date on which either missing 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 National Senior Certificate or the National Certificate (Vocational) with appropriate subject combinations and levels of achievement in the applicant's possession at registration determines her/his admission status in respect of a specific qualification.

No person shall be provisionally admitted to any qualification whatsoever on the basis of examination scripts that have yet to be marked or supplementary examinations that have yet to be written.

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

A3.1 Admission to a Bachelor's Degree and professionally-oriented Bachelor's Degree (NQF Exit Levels 7 and 8)

- (a) To be admitted to a Bachelor's Degree or a professionally-oriented Bachelor's Degree, a person must at least:
- (i) be in possession of a National Senior Certificate with appropriate subject combinations and levels of achievement that has been certified with an applicable endorsement by Umalusi; or
 - (ii) be in possession of a National Certificate (Vocational)⁶ with appropriate subject combinations and levels of achievement; and
 - (iii) other than in extraordinary circumstances, take the National Benchmark Test(s); and
 - (iv) attain the required minimum admission point (AP); and
 - (v) have an achievement level of no less than 4 (50%-59%) for the school-leaving examination in the selected language of instruction (English or Afrikaans); and
 - (vi) comply with the specific rules for admission to the relevant qualification, including the selection rules set out in the relevant faculty rules.
 - (vii) alternatively, a Higher Certificate or an Advanced Certificate or Diploma in a cognate field may satisfy the minimum admission requirements.
- (b) Admission rules are subject to amendment.

⁶ Admission will be granted on condition that the requisite level of competence has been attained and all the requirements of the relevant faculty have been met.

A3.2 Admission to a Diploma or Advanced Diploma (NQF Exit Levels 6 and 7 respectively)

- (a) To be admitted to a undergraduate diploma, a person must at least
- (i) be in possession of a National Senior Certificate with appropriate subject combinations and levels of achievement that has been certified with an applicable endorsement by Umalusi; or
 - (ii) be in possession of a National Certificate (Vocational)⁷ with appropriate subject combinations and levels of achievement; and
 - (iii) other than in extraordinary circumstances, take the National Benchmark Test(s); and
 - (iv) attain the required minimum admission point (AP); and
 - (v) have an achievement level of no less than 4 (50%-59%) for the school-leaving examination in the selected language of instruction (English or Afrikaans); and
 - (vi) comply with the specific rules for admission to the relevant qualification, including the selection rules set out in the relevant faculty rules.

alternatively a Higher Certificate or Advanced Certificate in a cognate field will satisfy the minimum requirement for admission.

- (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 respectively)

- (a) To be admitted to a Higher Certificate, a person must at least
- (i) be in possession of a National Senior Certificate with appropriate subject combinations and levels of achievement that has been certified with an applicable endorsement by Umalusi; or
 - (ii) be in possession of a National Certificate (Vocational)⁸ with appropriate subject combinations and levels of achievement; and
 - (iii) other than in extraordinary circumstances, take the National Benchmark Test(s); and
 - (iv) attain the required minimum admission point (AP); and
 - (v) have an achievement level of no less than 4 (50%-59%) for the school-leaving examination in the selected language of instruction (English or Afrikaans); and

⁷ Admission will be granted on condition that the requisite level of competence has been attained and all the requirements of the relevant faculty have been met.

⁸ Admission will be granted on condition that the requisite level of competence has been attained and all the requirements of the relevant faculty have been met.

- (vi) comply with the specific rules for admission to the relevant qualification, including the selection rules 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 with appropriate subject combinations and levels of achievement that has been certified by Umalusi with an applicable endorsement for admission to degree studies; or
 - (ii) be in possession of a National Certificate (Vocational)⁹ with appropriate subject combinations and levels of achievement; and
 - (iii) have attained the required admission point (AP); and
 - (iv) for modules in programmes with additional selection requirements, also obtain written permission from the dean of the faculty in which the module is offered; and
 - (v) have obtained an achievement level of no less than 4 (50%-59%) for the school-leaving examination in the selected language of instruction (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 or National Certificate (Vocational), may be granted by the dean of the faculty in which the module is offered, with written notification to the Registrar.
 - (ii) At the Qwaqwa Campus, permission to deviate from the above requirements is granted by the Campus Vice-Principal: Academic, 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 RPL.

⁹ Admission will be granted on condition that the requisite level of competence has been attained and all the requirements of the relevant faculty have been met.

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

To be admitted to the one-year UPP, a person

- (a) must be in possession of a National Senior Certificate or a National Certificate (Vocational)¹⁰ with appropriate subject combinations and levels of achievement; and
- (b) must have attained an admission point (AP) of at least 20; and
- (c) must have attained an achievement level of at least 3 (40%-49%) in any four Grade 12 subjects, Life Orientation excluded; and
- (d) 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%) for the school-leaving examination is required in the selected 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
- (e) must, in respect of Economic and Management Sciences, have attained an achievement level of 3 (40%-49%) for Mathematics; or
- (f) must, in respect of Natural and Agricultural Sciences, have attained 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
- (g) must, in respect of the UPP Agricultural Science (BAgric Extended), have obtained Mathematical Literacy with a minimum achievement level 5 (60%-69%) or Mathematics with a minimum achievement level 2 (30%-39%).

A3.6 Admission programmes: Qwaqwa Campus

To gain entry to the admission programmes of the Qwaqwa Campus in the Faculty of Natural and Agricultural Sciences, the Faculty of Education, 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 Registrar.
 - (ii) Deviations from the rules regarding prerequisites in respect of a student studying at the Qwaqwa Campus are granted by the Campus Vice-Principal: Academic of the Qwaqwa Campus in consultation with the academic head of department and with written notification to the relevant dean.

¹⁰ Admission will be granted on condition that the requisite level of competence has been attained and all the requirements of the relevant faculty have been met.

A3.8 Admission on the basis of recognition of prior learning

- (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 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 45 years old or older, with more than 15 years' applicable work experience, including formal and non-formal learning.
- (b) Through a process of RPL, 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 assessments.
- (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 Registrar, or, in the case of a student at the Qwaqwa Campus, to the Campus Vice-Principal: Academic of the Qwaqwa Campus or, in the case of the Bachelor of Management Leadership, to the director of the Business School or, in the case of the National Professional Diploma in Education (NPDE), the Advanced Certificate in Education (ACE) and the Advanced Certificate in Teaching (ACT), to the dean of the School of Open Learning.

A3.9 National Benchmark Tests (NBTs) and UFS101

- (a) Responsibility for the implementation of these rules resides in the designated vice-rector.
- (b) It is compulsory that a prospective student registering for a undergraduate qualification take the Academic and Quantitative Literacy Test prior to registering, and must have done so within the three years prior to registration¹¹.
- (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 normally also take the Mathematics test.
- (d) If the stipulated requirements of the National Benchmark 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 compulsory, except in the Faculty of Health Sciences, where the stipulated requirements form part of the selection process, and the Faculty of The Humanities, where the requirements for the registration of the applicable language development module will be implemented as indicated in the faculty rule book.
- (e) A qualification is not awarded unless the mandatory development modules have been passed.

¹¹ Should students fail to write the NBT tests it is compulsory for them to enrol for appropriate developmental modules. No alternative test is available to test students.

- (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 module¹² 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 (6). Students register for UFS101 in their first academic year (excluding students in the UPP and extended programmes, who register for UFS101 in their second academic year), 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 Benchmark 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 of Management Leadership ;
 - (iii) for admission to the Higher Certificate in Theology;
 - (iv) where admission has been granted on the basis of a Senate resolution and psychometric tests have been taken at the Student Counselling and Development Division;
 - (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.) Unless a faculty determines a higher requirement for progression that is published in the faculty's rulebook, these progression rules will 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 first-year modules to be allowed to start with the second year's study.

¹²

Students who register for Construction Management (Distance Learning), Quantity Surveying (Distance Learning), LLB via e-learning, BML, Bluris: Financial Planning Law and distance/open learning are excluded from Rule 3.9(f)(ii). Undergraduate certificate courses are also excluded from Rule 3.9(f)(ii). Transfer students who have already completed a qualification are also excluded from Rule 3.9(f)(ii). Students aged 30 years and above or working students are excluded from Rule 3.9(f)(ii).

- (b) In the second study year of all undergraduate programmes, students are required to pass at least 45% of the second-year 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 of that specific year to be able to progress to the next year of study.
- (d) Where a student does not qualify to start with the next year's study, the student may with the dean's permission register for the outstanding modules and may, if the dean grants permission, repeat the relevant academic year. In addition, the student, 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 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 Readmission 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 module 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 Registrar, except in the case of a service module, where both the deans of the faculties involved will have to grant approval.
 - (ii) At the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus (in consultation with the academic head of department) grants approval, with written notification to the dean.
 - (iii) At the South Campus, students will have to obtain approval from the dean of the particular faculty in which the module is offered.
- (b)
 - (i) With regard to the 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 respect of the UPP, in the director of the Centre for Teaching and Learning and in respect of the admission programmes of the Qwaqwa Campus, in the Campus Vice-Principal: Academic of the Qwaqwa Campus. 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. If students in the Faculty of Economic and Management Sciences have obtained all the prescribed credits of the first study year but have failed the Mathematical Literacy development module, they will be admitted to the modules of the second study year and will have to repeat the failed Mathematical Literacy module.
 - (ii) Students who have obtained fewer than 64 credits and students who have obtained 64 credits or more, 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) Students who could not pass all their required first-year modules in three years (at least 128 credits for academic modules) and have not obtained at least 48 second-year credits will not be allowed to re-register with the Faculty of Natural and Agricultural Sciences.

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:

- Accounting
- Agricultural Sciences
- Business Studies
- Consumer Studies
- Dramatic Arts
- Economics
- Engineering Graphics and Design
- Geography
- History
- Information Technology
- Life Sciences (Biology/Physiology)
- Mathematics or Mathematical Literacy
- Music
- Physical Sciences/Natural Sciences
- Religion Studies
- Three languages (one language of instruction and learning as used in an institution of higher education, and a further two acknowledged language subjects)
- Visual Arts

The calculation of the admission point (AP) for diploma and certificate studies for the UPP 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.

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
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.	1

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

Information regarding admission (barring the exceptions specified below) can be obtained by writing to: The Registrar, Applications, Admissions and Graduations Division, University of the Free State, PO Box 339, Bloemfontein 9300, or by fax 086 697 2604/+27 51 401 9210 or by 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 of +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 Campus Vice-Principal: Academic, Private Bag X13, Phuthaditjhaba 9866, telephone +27 58 718 5011/2.
- **Qualifications offered by the School of Open Learning and 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.
- **The Bachelor of Management Leadership** 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>.
- **The 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 or email setilot@ufs.ac.za.
- **Admission on the basis of RPL** 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 or visit the web site at www.ufs.ac.za/rpl
- **Admission on the basis of a Senate decision** to: The Registrar, Applications, Admissions and Graduations Division, 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.
- **RPL for the Bachelor of Management Leadership** to: The Registrar, Office of the Director, Business School, University of the Free State, PO Box 339, Bloemfontein 9300, telephone +27 51 401 2874.
- **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 Benchmark Tests**. Information regarding the National Benchmark Tests is available at www.nbt.ac.za or telephone +27 21 650 3523, and from 07am to 10am on test weekends at +27 73 683 5044 or +27 73 129 7477. Enquire about the University's requirements in respect of the National Benchmark Tests by phoning +27 51 401 2448 or visiting <http://www.ufs.ac.za/nbt>

A person who has applied for admission to a qualification in the **Faculty of Health Sciences** may make enquiries about the National Benchmark Tests by sending an email to DuToitL@ufs.ac.za or MerweLJ@ufs.ac.za or by phoning +27 51 401 7513 or +27 51 401 3605.

A4 SUBMISSION OF DOCUMENTATION REQUIRED TO REGISTER AS A STUDENT

- (a) A student
- (i) 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/National Certificate (Vocational) or a certified copy of the notification of the examination result to the University.
 - (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 residence permit, must
- (i) submit to the Office for International Affairs a study permit issued in favour of the UFS by the South African Department of Home 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:

- *the full name and surname;*
- *the position she/he holds;*
- *the place at which the certified copy was signed;*
- *the date on which the certified copy was signed;*
- *the business address;*
- *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 obtained electronically from Umalusi.

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

- *For the Bachelor of Management Leadership, the required documentation must be forwarded to: The Applications Office, 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 and the School of Open Learning in collaboration with a third party, documentation must be forwarded to: The Applications Office, 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 Applications Office, Office of the Campus Head, Private Bag X13, Phuthaditjhaba 9866.*

- *For the 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 achieved 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 the Council, via the Senate, implements new rules with immediate effect, a student may, for a undergraduate 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 registration. Should there be an interruption to the student's study, the rules applicable to the time of the registration after interruption will apply.
- (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 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 faculty rules and with written notification to the Registrar. If a student interrupts her/his studies for reasons other than the lack of academic progress, the maximum period of study will be counted from the year of return, but the student will not be permitted to register in the same programme in which she/he was registered before if there has been a change in the programme. The student must then register for a new qualification/programme and recognition must be given where it is valid.
- (c) In the case of a student studying at the Qwaqwa Campus, permission to deviate from the faculty rules may be granted by the Campus Vice-Principal: Academic of the Qwaqwa Campus, 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 Registrar.
 - (ii) For qualifications offered at the Qwaqwa Campus, approval may be granted by the dean, on the recommendation of the programme director and the Campus Vice-Principal: Academic of the Qwaqwa Campus.
 - (iii) For the National Professional Diploma in Education (NPDE), the Advanced Certificate in Education (ACE) and the Advanced Certificate in Teaching (ACT), the Dean of the School of Open Learning may grant approval to a maximum of 16 credits.

- (iv) In respect of the Bachelor of Management Leadership, 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, for example in the case of curriculum compilation, is given by staff designated by the faculty committee, corresponds 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 Registrar, 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. Students who register for an Honours Degree for the first time, will pay a reduced amount prior to registration.
- (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 Annexure A 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) 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 Registrar.
 - (i) In the case of a student studying at the Qwaqwa Campus, the dean grants approval, with written notification to the Campus Vice-Principal: Academic of the Qwaqwa Campus and, where applicable, to the other institution of higher education.
 - (ii) In the case of the Bachelor of 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, a 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 registration of 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) may 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
 - (i) is not granted readmission to a module; and
 - (ii) 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 – is 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 following decentralised offices are responsible for registrations and cancellations:

Registrations for the Bachelor of Management Leadership (BML) are managed by the Business School: telephone +27 51 401 2874.

Registrations for the UPP are managed by the Centre for Teaching and Learning: telephone +27 51 505 1201/1362.

Registrations for qualifications offered by the School of Open Learning and the School of Open Learning in collaboration with a third party are managed 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.

Cancellation of modules can be done as follows:

Students on the Bloemfontein Campus may cancel a module on the PeopleSoft self-service page at <http://kovsielife.ufs.ac.za>, or by means of a written notification to the Registrar.

Students on Qwaqwa Campus may cancel a module on the PeopleSoft self-service page at <http://kovsielife.ufs.ac.za>, or by means of a letter to the Section Academic Registrations and Records of Student Academic Services.

Students at the School for Open Learning may cancel a module on the PeopleSoft self-service page at <http://kovsielife.ufs.ac.za>, or by means of a letter to the dean of the School of Open Learning.

No emailed or faxed cancellations will be accepted.

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 as indicated in the Fees Rule Book.

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 nor 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 Vice-Principal: Academic in the case of a student who migrates to the Qwaqwa Campus. Only after approval by the relevant officials of both campuses will this be granted.

Clarification

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

A student taking the National Professional Diploma in Education (NPDE), the Advanced Certificate in Education (ACE) or the Advanced Certificate in Teaching (ACT) 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.

All the aforementioned documents are available on the University's website at www.ufs.ac.za as well.

A8 CREDIT ACCUMULATION AND TRANSFER

- (a) The Registrar, on the recommendation of the academic head of department or, in the case of the Bachelor of Management Leadership, 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 previously 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 may be recognised from those modules completed at the other institution. In the latter case, there is a restriction of a maximum of 25 percent of credits required and 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 maximum 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 normally be transferred to another qualification only once. Changes from the UPP and extended programmes do not constitute a change in qualification.
- (b) As regards the Bachelor of Management Leadership, the director of the Business School may grant academic credit for a module on the basis of a process of RPL.
 - (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 RPL.
 - (d) Recognition is granted on the basis of formal learning at the same NQF level, with a context relevance of at least 50 percent. The credits for notional learning hours granted by a previous university will not be recorded as a direct equivalent. An evaluation will be made by the faculty to determine if recognition will be provided for a particular module especially if that module has a different credit value within the relevant qualification at the UFS.
 - (e) Exemptions are granted on the basis of non-formal learning in accordance with RPL 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 RPL.

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 computer literacy (CSIL) 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 assessment 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 at teaching opportunities

- (a) Compulsory attendance at teaching opportunities in a module, as prescribed by the faculty board in which the specific module is offered and indicated in the module guide or its addendum, is one of the prerequisites for admission to the examination.
- (b) Apology for non-attendance at 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.¹³
- (b) A module mark is set out in the module guide or its addendum and is the result of the formative 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 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 assessments as set out in the relevant module guide or its addendum¹⁴.

A9.3 Examinations**A9.3.1 Examinations as summative assessment**

- (a) Two examinations are scheduled per semester:
 - (i) a main mid-year examination and an additional mid-year examination in respect of the first-semester modules; and
 - (ii) a main end-of-year examination and an additional end-of-year examination in respect of the second-semester modules and year modules, except in the case of the following:
 - (aa) School of Medicine;
 - (bb) School of Allied Health Professions;
 - (cc) where a system of continuous assessment is followed in respect of practical examinations;
 - (dd) where a system of continuous assessment with summative assessment is followed;
 - (ee) the Bachelor of Management Leadership, where a system of continuous assessment is followed;
 - (ff) the Bachelor of Accounting Honours which requires examination dates for the main and the additional examinations earlier than the official examination periods during the end-of-year examinations in order to adhere to requirements for admission to the South African Institute of Chartered Accountants (SAICA).
- (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) 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 Rule 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. A student who does not participate in the main end-of-year examination may

¹³ 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.

¹⁴ The granting of approval to a student who has not obtained the required semester mark is specifically excluded from this Rule, as no student will be allowed to participate in an examination without having obtained the required semester mark.

also – based on justified extraordinary circumstances, within the period allowed for this purpose and using the prescribed form – apply for an additional examination during the additional end-of-year examination, except as regards the following:

- (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, 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) 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. Actuarial candidates from the actuarial science and statistics/mathematical statistics learning programmes wishing to earn exemption from subjects offered by the Actuarial Society of South Africa are exempted from this rule and are allowed to write the additional examination in order to improve marks to earn the exemption, providing that they have participated in the relevant main examination and obtained a final mark of between 50 and 59 percent.
 - (i) 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
 - (ii) 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 needs only one module to obtain the qualification, irrespective of whether the said module was failed during either the main or the additional examination,
- (f) may apply to take a special examination, which, if granted, normally takes place before the commencement of the next semester.

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.
- (g) 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 the specified time and on the prescribed form.
 - (i) A student in her/his final year with a module mark between 50% and 59%, who wishes to improve her/his final mark in a module with the sole purpose of gaining admission to a subsequent postgraduate qualification (Bachelor Honours or a Master's Degree, but not a Doctoral Degree) 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 this mark in an additional examination, with the proviso that only the highest mark obtained will be reflected on the student's study record.

- (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 (Bachelor Honours or a Master's Degree, but not a Doctoral Degree) 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.

A9.3.2 Summative assessment other than examinations

A student in her/his final academic semester who has to prolong her/his studies due to only one outstanding module to obtain the qualification, and this module is not assessed by examination (e.g. a portfolio, or an essay), the student may, subject to the discretion of the department or dean of the faculty and in consultation with the Examination Department apply to take a special examination, which, if granted, normally takes place before the commencement of the next semester. This rule is subject to the discretion of the department, head of department, the examiner of the relevant person and the Examination Department. Research modules and modules assessed by continuous assessment or projects are excluded.

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 of Management Leadership, 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 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 assessments¹⁵.
- (f) If a student does not obtain the required module mark to pass in terms of the promotion system, the assessment rules apply.

¹⁵

Condonation to obtain a mark of 70 percent is not allowed.

- (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 assessments.
- (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 assessments.
- (i) Where a student has been granted admission to a module on the basis of RPL and has been exempted from specific assessments in the module, the final mark is based on the examination mark.

A9.5 Examiners, assessors, and moderators

Examiners, 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 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 lecture 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, as set out in Annexure B hereto.

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), the Advanced Certificate in Education (ACE) and the Advanced Certificate in Teaching (ACT) – at certain centres as indicated in the module or programme guides.

A9.10 Additional time during examinations

The Registrar may grant a student additional time for assessments on the basis of a written application, accompanied by a medical certificate or on the recommendation of Student Counselling and Development, in collaboration with the The Centre for Universal Access and Disability Support (CUADS).

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 the 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 in the examination timetable. Once additional examinations have been written, the Examinations Office posts an official statement of final results to each student.
 - (ii) Examination results in respect of the National Professional Diploma in Education (NPDE), the Advanced Certificate in Education (ACE) and the Advanced Certificate in Teaching (ACT) 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 of 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 Campus Vice-Principal: Academic of the Qwaqwa Campus 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 Campus Vice-Principal: Academic of the Qwaqwa Campus.
 - (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 re-marked 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.

- (iv) 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 re-mark 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 in the presence of the academic head of department.
- (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, the Registrar, and to the Examination Administration section, 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, with the approval of the dean and with notification to the examination 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 were communicated in advance 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 late at the examination venue.
- (h) Each individual student must confirm her/his presence in the examination venue by completing an attendance form fully, and by making the latter available to the invigilator upon request.
- (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 assistance to or receive assistance from, or attempt to lend assistance to or receive assistance from, or converse with, any person other than the invigilator;
 - (ii) visit the restroom unless she/he is accompanied by an invigilator of the same gender;
 - (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 obtain 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, the 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 gender as the student must be present when she/he is informed of 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 deemed 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, set out in Annexure B hereto, 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), the Advanced Certificate in Education (ACE) and the Advanced Certificate in Teaching (ACT) 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 must be sent to The Examinations Office. Applications in respect of the National Professional Diploma in Education (NPDE), the Advanced Certificate in Education (ACE) and the Advanced Certificate in Teaching (ACT) must be faxed to 086 691 7980/0866110233, or posted to: 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; however, 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 assessments during approved examinations.

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:
- obtained a weighted 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
 - completed the qualification in the minimum period; and
 - 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 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.
- (f) Where exemption from or recognition of an occasional module(s) from a previous year 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.

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 if 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 monies 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 monies 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 certificate originally issued – 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 weighted average percentages over all the study years in the three- (including students in extended programmes, but excluding their developmental modules), four- and five-year Bachelor's Degrees, provided that
- (i) the qualification was awarded with distinction and that a weighted 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 (excluding the developmental modules of the extended programmes and UFS 101); and
 - (ii) no module was failed or repeated in an additional examination, except for the purposes of improving a final mark;
 - (iii) the qualification was completed in the minimum residential period stipulated on the UFS PQM.
- (i) A Senate Medal and Prize are awarded to a student who received a Dean's Medal with the highest weighted 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 by telephone to +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 that are not required for official purposes and 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://kovsielife.ufs.ac.za>.

Requests for specific documents must be made to the Section: Academic Records and Registration of Student Academic Services.

A predetermined number of copies of the student's academic record are issued annually to the student free of charge. Any further academic record of the student will only be issued to the student upon payment of the required fees, determined and approved by Council.

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 Annexure B 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 monies 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 monies 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 Scheme (NSFAS) and sundry bursaries: 31 October (first-time entering first-year students) and 15 September (senior students) at 15:30 on the designated day.*

Application 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://kovsielife.ufs.ac.za> under the heading "Academic Life"; on the next page, click "[Application documents UFS Admission](#)".

Information regarding financial assistance is available from: The Registrar, Financial Aid Division, PO Box 339, Bloemfontein 9300, or on the University's web page at <http://kovsielife.ufs.ac.za> under the heading "Academic Life"; click "Financial Aid".

Students receiving financial aid (SA students only)

In cases where **financial aid** (bursary/loans) is received and covers all fees for the academic year, the amount payable in advance will be reduced by the amount of the financial aid. Proof of bursaries/loans must be faxed to [051 401 3579](tel:0514013579) five working days prior to registration. The **original** proof of the bursary/loan must be presented upon registration.

In cases where the financial aid (bursary/loan) awarded to a student **does not cover all the fees for the year, the prescribed prepayment remains payable five (5) working days prior to registration**. The amount payable in advance must be reflected as a credit balance on the student's tuition fees account before the student will be allowed to continue with registration.

A16 MODULE AND VENUE TIMETABLE AND EXAMINATION TIMETABLE

- (a) A module and venue timetable is drawn up annually and published on a date determined by Senate. This timetable, which takes curricula into account, is based on the modules offered by departments and captured on the computer network.
- (b) Examination timetables that take into account the modules for which students have registered are drawn up and published twice a year, for the mid-year examinations and for the end-of-year examinations. Once the examination timetable is published it is the only official timetable. In exceptional cases, and within the said deadlines for feedback, changes to the examination timetable can be requested by academic departments and sent to the head of the department, Academic Timetables and Venues, providing that the requested changes do not result in clashes.
- (c)
 - (i) When a student experiences clashes in 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 with regards to 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 with regards to writing the examination.
- (d) All modules scheduled for examination purposes, are scheduled in the official examination venues, with the exception of off-campus modules, where the venue is indicated as "*centre where classes attended*". A request can be directed to the head of department, Academic Timetables and Venues, to have a *departmental venue* allocated as an examination venue on the examination timetable, where specific venue specifications are required and student numbers do not exceed 30 students.

Clarification

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

The module and venue timetable and the examination timetable are available on the University's web page: Students – Official Timetables (<http://www.ufs.ac.za/adhoc-pages/quick-links/official-timetables>)

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) A person's placement in campus accommodation is subject to her/his admission to an academic qualification at the University.
- (c) Placement is done with due regard for diversity objectives, which include academic achievement, leadership, cultural activities, sporting achievements, racial diversity and gender.
- (d) The University accepts no responsibility for loss of or damage to occupants' personal belongings.
- (e) 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 Senior 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 – reapply to take up residence in campus accommodation.
- (d) The University processes only fully completed applications.

A17.2 Allocation and reallocation of 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 Senior 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 Senior 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 an account statement has been received:

Payment dates for **South African** students:

First semester: all fees for the first semester are payable on/before **31 March**.

Second semester: all fees for the second semester are payable on/before **31 August**.

Payment dates for **international** students:

First semester: all fees for the first semester are payable on/before **31 March**.

Second semester: all fees for the second semester are payable on/before **30 June**, regardless of any other date which may appear on account statements.

If payments are not made by the due dates:

- interest at the prime bank rate as charged by ABSA Bank + 2% will be levied on all accounts in arrears;
 - all academic records for the contractual period of payment default will be withheld; and
 - international students with fees outstanding on **1 July** will not be allowed to continue with their second-semester studies.
- (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 the account statement, the transaction was concluded.
 - (e) Failure to settle an account on the appointed dates entitles the University – regardless of the exercising 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) (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 due to any other circumstances beyond the University's control;
 - (ii) (ii) a student is not allowed to continue her/his studies in consequence of the enforcement of any institutional rule.

- (i) 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 monies that are owed, and to do so on the dates that such fees are due;
 - (iii) pay the stipulated module price plus 50 percent.
 - (iv) Students from countries of the Southern African Development Community (SADC) are exempted from the stipulation regarding the additional 50 percent.

(j) **Prescribed debt: fees for the academic year are payable in advance.**

A student previously registered as a student of the UFS who failed to pay outstanding fees will not be allowed to register unless fees for the year are paid in advance. This includes students whose debt has prescribed. Should a student be of the opinion that sufficient reason exists for the granting of exemption from this requirement, such a student must appeal in writing to the Senior Director of Finance, University of the Free State, PO Box 339, Bloemfontein, 9300.

Clarification

Monies 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 a beneficiary.

Use the ABSA banking details as above

(iii) Online credit card payments

Web address: <http://kovsielife.ufs.ac.za>

(iv) Cashiers: Thakaneng Bridge

(v) Samba

Samba card payments can be made at the cashiers' office on the Thakaneng Bridge.

Monday to Friday 08:30–14:30

(vi) Post Office

Any branch

Reference number: student number.

(vii) Fax proof of payment to: +27 51 401 3579

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 herself/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)

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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 complying 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 are 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 entry 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 must do so before the date annually determined by the University.
- (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 process all applications received, notwithstanding that applications may be incomplete, subject thereto that the date of receipt of an incomplete application shall not be used for selection programmes, placement in campus accommodation or financial assistance.
- (e) The Registrar considers applications received after the closing date only in exceptional cases.

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 Applications Office in the Applications, Admissions and Graduations Division University of the Free State, PO Box 339, Bloemfontein 9300, or by telephone to +27 51 401 9864, or by fax to 086 697 2604/+27 51 401 9210, or by email to: 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 Office of the Director, Centre for Financial Planning Law, University of the Free State, PO Box 339, Bloemfontein 9300, or by telephone to +27 51 401 3733, or by email to: cfpl@ufs.ac.za.

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

Address enquiries and applications in respect of the Postgraduate Diploma in Business Administration to: The Office of the Director, UFS Business School, PO Box 339, Internal Box 17, Bloemfontein 9300, or by telephone to +27 51 401 3163.

A student of the Central University of Technology with a National Diploma (NQF Exit Level 6) will NOT be granted access to a Postgraduate Diploma (NQF Exit Level 8) at the UFS.

A BTech qualification does NOT provide access to a Master's Degree.

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 Applications Office in the Applications, Admissions and Graduations Division and must be returned to the same office and be accompanied by the necessary approvals.

The date on which either missing 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 Diploma¹⁶, a person must be in possession of an appropriate Postgraduate Diploma¹⁷.
- (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

¹⁶ 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 was in 2014.

¹⁷ Unless there is further relaxation beyond 2014 granted by the CHE.

which the qualification is offered, and in consultation with the Registrar 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 dean of the faculty, 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 and in consultation with the Registrar, on the strength of a standard of proficiency – determined by means of 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 Registrar, 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 Registrar – 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 merit¹⁸, 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 Registrar be notified in writing – provided that the stipulations in respect of adaptation to new rules have been taken into account.

¹⁸ To be employed is not considered as a matter for exceptional merit.

Clarification

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

Information regarding admission on the basis of RPL may be obtained by addressing enquiries to: <http://www.ufs.ac.za/rpl>, or RPLOffice@ufs.ac.za, or by telephone to +27 51 401 7326/7327/7357, or by fax to 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 submit an original study record and a certificate of conduct from the previous institution(s) of higher education during the application process.
- (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 UFS by the South African Department of Home 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 Applications Office, University of the Free State, PO Box 339, Bloemfontein 9300, or fax number 086 697 2604/+27 51 401 92 10.

Students applying for the Postgraduate Diploma in Financial Planning or the Advanced Postgraduate Diploma in Financial Planning must forward documents to: The 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 Postgraduate Diplomas offered by the School of Nursing must forward documents to: The Office of the School of Nursing, University of the Free State, PO Box 339, Bloemfontein 9300, fax number +27 51 401 3399 or 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.

Students applying for the Postgraduate Diploma in Business Administration must forward documents to: The Office of the Director, UFS Business School, PO Box 339, Internal Box 17, Bloemfontein 9300, or telephone +27 51 401 3163.

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 the Council (via the 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 Registrar.
- (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 must 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 Registrar, 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 Registrar, 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 Annexure A 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 Registrar.
- (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) may take place 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
 - (i) is not granted readmission to a module; and

- (ii) 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
- (c) (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 managed by the Faculty of Education.

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

Registrations for the Postgraduate Diplomas offered by the School of Nursing are managed by the School of Nursing.

Registrations for the Postgraduate Diploma in Business Administration are managed by the Business School.

Students may cancel a module on the PeopleSoft self-service page at <http://kovsielife.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:

- *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.

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. With regard to a student who fails to complete the requirements for a qualification, the general principle is that the student may not be awarded an early-exit qualification.
- (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. Only after approval by the relevant officials of both campuses will this be granted.

Clarification

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

A27

CREDIT ACCUMULATION AND 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 previously 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 previous 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 RPL 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 RPL.

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 indicated in the module guide or its addendum, is one of the prerequisites for admission to the examination.
- (b) Apology for non-attendance at 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.¹⁹
- (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 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 assessments as set out in the relevant module guide or its addendum.²⁰

A28.3 Examinations

- (a) Two examinations are scheduled per semester:
 - (i) a main mid-year examination and an additional mid-year examination in respect of the first-semester modules; and
 - (ii) a main end-of-year examination and an additional end-of-year examination in respect of the second-semester modules and year modules, except in the case of the following:
 - (aa) 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;
 - (bb) where a system of continuous assessment is followed in respect of practical examinations;
 - (cc) where a system of formative 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.

¹⁹ 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.

²⁰ The granting of approval to a student who has not obtained the required semester mark is specifically excluded from this Rule, as no student will be allowed to participate in an examination without having obtained the required semester mark.

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. 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 during the additional end-of-year examination, except as regards the following:

- (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.
 - (iii) 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.
- (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)
 - (i) 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
 - (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 needs only 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, which, if granted, normally takes place before the commencement of the next semester.
- (f) 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.
- (g)
 - (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 (Bachelor Honours Degree or a Master's Degree, but not a Doctoral Degree) 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 this mark in an additional examination, with the proviso that only the highest mark obtained will be reflected on the student's record.

- (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 (Bachelor Honours Degree or a Master's Degree, but not a Doctoral Degree) 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 40 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) that 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 assessments.
- (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 assessments.
- (e) A system of promotion does not apply for Postgraduate Diplomas.
- (f) Where a student has been granted admission to a module on the basis of RPL and has been exempted from specific assessments in the module, the final mark is based on the examination mark.

A28.5 Examiners, assessors and moderators

Examiners, 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 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 examination committee of the Centre for Financial Planning Law on the strength of a written justification of extraordinary circumstances.

A28.7 Assignments and/or portfolios

Submission of assignments is set out in the module guide.

The published dates for submission of portfolios in the Faculty of Education are final and no concessions with regard to late or non-submissions are made. Should a student fail to submit her/his portfolio on the published dates, she/he will receive an incomplete classification for the module.

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 lecture 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, as set out in Annexure B hereto.

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 examination 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 a University campus, or as indicated to the contrary by the University.

A28.10 Additional time during examinations

The Registrar may grant a student additional time for assessments on the basis of a written application, accompanied by a medical certificate or on the recommendation of Student Counselling and Development, in collaboration with the Centre for Universal Access and Disability Support (CUADS).

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 posts 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.
- (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 of 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 examination committee of the Centre for Financial Planning Law.
- (g) A student has the right of access to her/his script(s).
- (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 or the director of the Centre for Financial Planning Law, with written notification to the dean and to the Registrar: Examination Administration Division, 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 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 examination 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 in the examination paper, and as has been communicated in advance to the students by the lecturer.
- (d) A student may take into the examination venue only such publications as are specified in the examination paper, and as have been communicated in advance 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 late at the examination venue 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 assistance to or receive assistance from, or attempt to lend assistance to or receive assistance from, or converse with any person other than the invigilator;
 - (ii) visit the restroom unless she/he is accompanied by an invigilator of the same gender;
 - (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 obtain 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 gender as the student must be present when she/he is informed of 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 deemed 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, set out in Annexure B hereto, which may result in expulsion.
- (p) Tests are subject to the same principles as examinations.

Clarification

Address applications for additional examinations to The Examinations Office, except in the following cases:

- *Students registered for the Postgraduate Diploma in Financial Planning or the Advanced Postgraduate Diploma in Financial Planning should address applications to The 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; however, 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 assessments during approved examinations.

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 weighted 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 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.
- (f) Where exemption from or recognition of an occasional module(s) from a previous year 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.

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 qualification certificate to a student unless
 - (i) all monies 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 monies 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 certificate originally issued – 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: pretorec@ufs.ac.za, or by telephone to +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 Section 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 grant written permission beforehand, subsequent to consultation with the designated director: Research Commercialisation and with written notification to the Registrar, 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 that are not required for official purposes and 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://kovsielife.ufs.ac.za>.

A predetermined number of copies of the student's academic record is issued annually to the student free of charge. Any further academic record of the student will only be issued to the student upon payment of the required fees.

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 Annexure B to this document.

A36 FINANCIAL SUPPORT

Financial support in the form of bursaries and loans is managed by the Registrar, Financial Aid Division, and must be applied for annually before a date determined by the Registrar.

A37 MODULE AND VENUE TIMETABLE AND EXAMINATION TIMETABLE

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

- (b) Examination timetables that take into account the modules for which students have registered are drawn up and published twice a year, for the mid-year examinations and for the end-of-year examinations. Once the examination timetable is published it is the only official timetable. In exceptional cases, and within the said deadlines for feedback, changes to the examination timetable can be requested by academic departments and send to the head of the department, Academic Timetables and Venues, providing that the requested changes do not result in clashes.
- (c) (i) When a student experiences clashes in 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 with regards to writing the examination.
- (d) All modules scheduled for examination purposes, are scheduled in the official examination venues, with the exception of off-campus modules, where the venue is indicated as "*centre where classes attended*". A request can be directed to the head of department, Academic Timetables and Venues, to have a *departmental venue* allocated as an examination venue on the examination timetable, where specific venue specifications are required and student numbers do not exceed 30 students.

Clarification

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

The module and venue timetable and the examination timetable are available on the University's web page: Students – Official Timetables (<http://www.ufs.ac.za/adhoc-pages/quick-links/official-timetables>).

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.

A38 RESIDENCE IN CAMPUS ACCOMMODATION

- (a) The designated vice-rector is responsible for enforcing the rules that apply to residence in campus accommodation.
- (b) A person's placement in campus accommodation is subject to her/his admission to an academic qualification at the University.
- (c) Placement is done with due regard for diversity objectives, which include academic achievement, leadership, cultural activities, sporting achievements, racial diversity and gender.

- (d) The University accepts no responsibility for loss of or damage to occupants' personal belongings.
- (e) 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 Senior 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 – reapply to take up residence in campus accommodation.
- (d) The University processes only fully completed applications.

A38.2 Allocation and reallocation of 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 Senior 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 Senior 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 account statement has been received:

Payment dates for **South African** students:

First semester: all fees for the first semester are payable on/before **31 March**.

Second semester: all fees for the second semester are payable on/before **31 August**.

Payment dates for **international** students:

First semester: all fees for the first semester are payable on/before **31**

March.

Second semester: all fees for the second semester are payable on/before **30 June**, regardless of any other date which may appear on account statements.

If payments are not made by the due dates:

- interest at the prime bank rate as charged by ABSA Bank + 2% will be levied on all accounts in arrears;
- all academic records for the contractual period of payment default will be withheld; and
- international students with fees outstanding on **1 July** will not be allowed to continue with their second-semester studies.

- (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 the account statement, the transaction was concluded.
- (e) Failure to settle an account on the appointed dates entitles the University – regardless of the exercising 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 due to 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) An international student must
 - (aa) before registration, pay a non-refundable administrative levy;
 - (bb) produce evidence that she/he has the necessary funds to pay the monies that are owed, and to do so on the dates that such fees are due;
 - (cc) pay the stipulated module price plus 50 percent.
 - (ii) Students from countries of the Southern African Development Community (SADC) are exempted from the stipulation regarding the additional 50 percent.
- (j) Prescribed debt: fees for the academic year are payable in advance.
A student previously registered as a student of the UFS who failed to pay

outstanding fees will not be allowed to register unless fees for the year are paid in advance. This includes students whose debt has prescribed. Should a student be of the opinion that sufficient reason exists for the granting of exemption from this requirement, such a student must appeal in writing to the Senior Director of Finance, University of the Free State, PO Box 339, Bloemfontein, 9300.

Clarification

Monies 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 a beneficiary

Use the ABSA banking details as above

(iii) Online credit card payments

Web address: <http://kovsielife.ufs.ac.za>

(iv) Cashiers: Thakaneng Bridge

(v) Samba

Samba card payments can be made at the cashiers' office at the Thakaneng Bridge.

Monday to Friday 08:30-14:30

(vi) Post Office

Any branch

Reference number: Student number

(vii) Fax proof of payment to: +27 51 401 3579

A40 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 herself/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

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GENERAL RULES FOR BACHELOR HONOURS 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 for complying 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 are 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 must do so before the date annually determined by the University.
- (b) A student registered at the University who wishes to continue with a Bachelor Honours 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 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 process all applications received, notwithstanding that applications may be incomplete, subject thereto that the date of receipt of an incomplete application shall not be used for selection programmes, placement in campus accommodation or financial assistance.

- (e) The Registrar considers applications received after the closing date only in exceptional cases.

Clarification

Address enquiries and applications to: The Applications Office in the Applications, Admissions and Graduations Division University of the Free State, PO Box 339, Bloemfontein 9300, or by fax to 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 a Bachelor Honours Degree by a registered student at the University must be completed, and can be obtained from the Applications Office in the Applications, Admissions and Graduations Division 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 Applications Office in the Applications, Admissions and Graduations Division 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 missing 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 A BACHELOR HONOURS DEGREE

A47.1 Admission

- (a) A person is admitted to a Bachelor Honours Degree on the recommendation of the academic head of department, provided that she/he has already obtained a relevant Bachelor's Degree or an appropriate Advanced Diploma 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 a Bachelor Honours 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 Campus Vice-Principal: Academic of the Qwaqwa Campus, 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; or

- (ii) with the approval of the dean of the faculty, on the recommendation of the academic head of department, on the strength of a standard of proficiency – determined by means of 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 Bachelor Honours Degrees, the dean, on the recommendation of the academic head of department and with written notification to the Registrar, 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 Campus Vice-Principal: Academic of the Qwaqwa Campus, 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, based on special circumstances on the recommendation of the dean and the academic head of department, allow a student who has obtained a Bachelor's Degree or an Advanced Diploma in one faculty to register for a Bachelor Honours Degree in another faculty.
- (d)
 - (i) In exceptional cases the dean, in respect of a student at the Qwaqwa Campus, may – on the recommendation of the academic head of department or the Campus Vice-Principal: Academic of the Qwaqwa Campus, and with written notification to the Registrar – admit the said student to a single module for the maximum number of credits normally allocated to a Bachelor Honours module or for more than one module where the number of credits add up to more than that maximum number, 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 Bachelor Honours Degree in question – may, on the basis of exceptional merit and on the recommendation of the academic head of department, be granted admission by the dean for one additional year, with written notification to the Registrar or, in the case of a student studying at the Qwaqwa Campus, to the Campus Vice-Principal: Academic of the Qwaqwa Campus.
 - (ii) Who, after the minimum period plus one year and one further semester (or one 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 Registrar or, in the case of a student studying at the Qwaqwa Campus, approval is granted by the Campus Vice-Principal: Academic of the Qwaqwa Campus.
- (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 module – 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 Registrar.
 - (ii) At the Qwaqwa Campus, approval is granted by the Campus Vice-Principal: Academic of the Qwaqwa Campus, in consultation with the academic head of department, and 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 RPL.

Information regarding admission on the basis of RPL may be obtained by addressing enquiries to: <http://www.ufs.ac.za/rpl> or RPLOffice@ufs.ac.za, or by telephone to +27 51 401 7326/7327/7357, or by fax to 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 Bachelor Honours 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 UFS by the South African Department of Home Affairs.
 - (ii) Comply with all the requirements of the Immigration Act, and with the regulations handed down in accordance with the said Act.
 - (iii) Apply to have SAQA evaluate the foreign qualifications obtained by the student prior to the application for registration at the UFS. The evaluation and verification of foreign qualifications include authenticating the status of institutions and the qualifications offered by them; and investigating the authenticity of qualification documents and confirming that awards were made to individuals; and compare foreign qualifications with South African qualifications, considering the structure and outcomes of the foreign qualifications, to locate them within the South African NQF (SAQA Application Guidelines and Form, March 2014 based on Section 13 (1) (m) of the National Qualifications Framework (NQF) Act 67 of 2008.

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 Bloemfontein Campus to: The Applications Office in the Applications, Admissions and Graduations Division, 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.

- *All South African students must have attained a minimum achievement 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.*

A49**DURATION OF STUDY AND COMPILING A CURRICULUM**

- (a) As regards the Bachelor Honours 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 the Council (via the Senate) implements new rules with immediate effect, a student may, for a Bachelor Honours 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 Registrar.
- (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 Campus Vice-Principal: Academic of the Qwaqwa Campus, 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 must 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 Registrar, 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 Campus Vice-Principal: Academic of the Qwaqwa Campus.
- (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 Registrar, 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 Annexure A 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 Registrar.
 - (ii) In the case of a student studying at the Qwaqwa Campus, the dean grants approval, with written notification to the Campus Vice-Principal: Academic of the Qwaqwa Campus 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-registration²¹

- (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.

²¹

These Rules should be read in conjunction with the provisions of Rule A47.2 and Rule A49.

- (b) The academic head of department, in consultation with the supervisor and the Campus Vice-Principal: Academic of the Qwaqwa Campus, 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) may 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://kovsielife.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.

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 in consultation with the relevant academic head of the department, if applicable.
- (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. Only after approval by the relevant officials of both campuses will this be granted.

Clarification

The prescribed form (DV2/DV3) for a qualification switch by a registered student is obtainable the Applications Office in the Applications, Admissions and Graduations Division 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 Applications Office in the Applications,

Admissions and Graduations Division and must be returned to the same office.

A52

CREDIT ACCUMULATION AND 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 previous 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) No more than 50% of the credits required for the other qualification are credits that have been used for a completed qualification.²²
 - (bb) A maximum of 25 percent of the credits accrued at the highest NQF level in the previously 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 previous 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 RPL guidelines, with a minimum relevance of at least 50 percent.
- (d) Before the approval of content for credit accumulation and transfer it should be determined if the content is current and relevant. The rules pertaining to the shelf life of modules and their relevancy beyond five years will be determined by faculties and indicated in their different rulebooks.

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 RPL.

²²

Change to the rule is a direct quote from Section 33 of the Higher Education Qualifications Sub-Framework (HEQSF), Volume 592, Government Gazette no. 38116.

A53 ASSESSMENT RULES**A53.1 Attendance at teaching opportunities**

- (a) Compulsory attendance at teaching opportunities in a module, as prescribed by the board of the faculty in which the specific module is offered and indicated in the module guide or its addendum, is one of the prerequisites for admission to the examination.
- (b) Apology for non-attendance at teaching opportunities because 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 report

A research report of limited scope of at least 30 credits and not more than 60 credits, in partial fulfilment of a Bachelor Honours 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.²³
- (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 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 assessments as set out in the relevant module guide or its addendum.²⁴

A53.4 Examinations

- (a) Two examinations are scheduled per semester:
 - (i) a main mid-year examination and an additional mid-year examination in respect of the first-semester modules; and
 - (ii) a main end-of-year examination and an additional end-of-year 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.

²³ 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.

²⁴ The granting of approval to a student who has not obtained the required semester mark is specifically excluded from this Rule, as no student will be allowed to participate in an examination without having obtained the required semester mark.

- (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. 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 during the additional end-of-year examination, except as regards the following:
 - (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 Degree, but not a Doctoral Degree) 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 this mark in an additional examination, with the proviso that only the highest mark obtained will be reflected on the student's study record.
 - (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 Degree, but not a Doctoral Degree) 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)
 - (i) 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

- (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 needs only 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, which if granted, normally takes place before the commencement of the next semester.

- (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 report, the assessor must award a mark of at least 50 percent.
- (b) If the qualification comprises both modules and a research report, 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 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, the total mark of all the papers should add up to an equal portion of 100% of the module mark, except for e-degree modules where a ratio of 80:20 applies. 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 Bachelor Honours Degrees.²⁵
- (f) 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 assessments, and have completed the qualification in the minimum residential period stipulated on the UFS PQM.
- (g) 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 assessments.

²⁵

Condonation to obtain a mark of 70 percent is not allowed.

- (h) Where a student has been granted admission to a module on the basis of RPL and has been exempted from specific assessments in the module, the final mark is based on the examination mark.

A53.6 Examiners, assessors, moderators

Module examinations are conducted by examiners, assessors and moderators appointed by the relevant academic head of department in accordance with the policy on quality assurance, and 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 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 lecture 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, as set out in Annexure B hereto.

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 examinations

The Registrar may grant a student additional time for assessments on the basis of a written application, accompanied by a medical certificate or on the recommendation of Student Counselling and Development, in collaboration with the Centre for Universal Access and Disability Support.

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 notice board within seven (7) working days after an examination as scheduled in the examination timetable. Once additional examinations have been written, the Registrar posts 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 of 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 Campus Vice-Principal: Academic of the Qwaqwa Campus 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 Campus Vice-Principal: Academic of the Qwaqwa Campus. Such an appeal must be lodged within two (2) working days after the results have been discussed with the Campus Vice-Principal: Academic of the Qwaqwa Campus.
- (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: Examination Administration Division, 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 examination 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 has been communicated in advance 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 have been communicated in advance 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 late at the examination venue 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 assistance to or receive assistance from, or attempt to lend assistance to or receive assistance from, or converse with, any person other than the invigilator.
 - (ii) visit the restroom unless she/he is accompanied by an invigilator of the same gender.
 - (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 obtain 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, the 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 gender as the student must be present when she/he is informed of 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 manner deemed 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 set out in Annexure B hereto, which may result in expulsion.
- (p) Tests are subject to the same principles as examinations.

Clarification

Address applications for additional examinations to The Examinations Office.

A student studying at the Qwaqwa Campus must forward an application for an additional examination to the Office of the Campus Head, 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 assessments during approved examinations.

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 weighted 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 residential period as stipulated on the UFS PQM; 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 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.
- (f) Where exemption from or recognition of an occasional module(s) from a previous year 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.

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 monies 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 monies 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 Bachelor Honours Degree student who has obtained the highest weighted average percentage over all the study years, provided that
 - (i) the qualification was awarded with distinction and that a weighted 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.
 - (iii) the qualification was completed in the minimum study period as stipulated on the UFS PQM.
- (i) A Senate Medal and Prize are awarded to a student who received a Dean's Medal and who obtained the highest weighted 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 by telephone to +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 Section 6 of the Copyright Act, 1978, nor any action claiming that any publication or part thereof constituted part of a research report 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 grant written permission beforehand, subsequent to consultation with the designated director: Research Commercialisation and with written notification to the Registrar, to record the said permission on the student's record.

A57

PUBLICATION OF A RESEARCH REPORT

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 report, 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 Bachelor Honours Degree qualification in the Faculty of at the University of the Free State, and is published with the necessary approval."

If the research report is co-authored, the student's contribution should be

clearly distinguished and the following particulars must be stated on the title page:

“This publication is based on research conducted and co-authored by andunder the supervision of, in partial/complete fulfilment of the requirements for the Bachelor Honours Degree 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 that are not required for official purposes and 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://kovsielife.ufs.ac.za>.

A prescribed number of copies of the student's academic record is issued annually to the student free of charge. Any further academic record of the student will only be issued to the student upon payment of the required fees.

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 Annexure B 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 monies paid in respect of specific modules in the respective study years.
- (c) Bursaries are also managed 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, Financial Aid Division, PO Box 339, Bloemfontein 9300, or the University's web page at <http://kovsielife.ufs.ac.za> under the heading "Academic Life"; click on "Financial Aid".

A62 MODULE AND VENUE TIMETABLE AND EXAMINATION TIMETABLE

- (a) A module and venue timetable is drawn up annually and published on a date determined by Senate. This timetable, which takes curricula into account, is based on the modules offered by departments and captured on the computer network.
- (b) Examination timetables that take into account the modules for which students have registered are drawn up and published twice a year, for the mid-year examinations and for the end-of-year examinations. Once the examination timetable is published it is the only official timetable. In exceptional cases, and within the said deadlines for feedback changes to the examination timetable can be requested by academic departments and send to the head of the department, Academic Timetables and Venues, providing that the requested changes do not result in clashes.
- (c) (i) When a student experiences clashes in 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 with regards to 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 with regards to writing the examination.
- (d) All modules scheduled for examination purposes, are scheduled in the official examination venues, with the exception of off-campus modules, where the venue is indicated as "*centre where classes attended*". A request can be directed to the head of department, Academic Timetables and Venues, to have a *departmental venue* allocated as an examination venue on the examination timetable, where specific venue specifications are required and student numbers do not exceed 30 students.

Clarification

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

The module and venue timetable and the examination timetable are available on the University's web page: Students – Official Timetables (<http://www.ufs.ac.za/adhoc-pages/quick-links/official-timetables>)

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.

A63 RESIDENCE IN CAMPUS ACCOMMODATION

- (a) The designated vice-rector is responsible for enforcing the rules that apply to residence in campus accommodation.
- (b) A person's placement in campus accommodation is subject to her/his admission to an academic qualification at the University.
- (c) Placement is done with due regard for diversity objectives, which include academic achievement, leadership, cultural activities, sporting achievements, racial diversity and gender.
- (d) The University accepts no responsibility for loss of or damage to occupants' personal belongings.
- (e) 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 Senior 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 – reapply to take up residence in campus accommodation.
- (d) The University processes only fully completed applications.

A63.2 Allocation and reallocation of 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 Senior 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 Senior 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 account statement has been received:

Payment dates for **South African** students:

First semester: all fees for the first semester are payable on/before **31 March**.

Second semester: all fees for the second semester are payable on/before **31 August**.

Payment dates for **international** students:

First semester: all fees for the first semester are payable on/before **31 March**.

Second semester: all fees for the second semester are payable on/before **30 June**, regardless of any other date which may appear on account statements.

If payments are not made by the due dates:

- interest at the prime bank rate as charged by ABSA Bank + 2% will be levied on all accounts in arrears;
- all academic records for the contractual period of payment default will be withheld; and
- international students with fees outstanding on **1 July** will not be allowed to continue with their second-semester studies.

- (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 the account statement, the transaction was concluded.
- (e) Failure to settle an account on the appointed dates entitles the University – regardless of the exercising 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 due to 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 monies 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 Southern African Development Community (SADC) are exempted from the stipulation regarding the additional 50 percent.

(j) Prescribed debt: fees for the academic year are payable in advance.

A student previously registered as a student of the UFS who failed to pay outstanding fees will not be allowed to register unless fees for the year are paid in advance. This includes students whose debt has prescribed. Should a student be of the opinion that sufficient reason exists for the granting of exemption from this requirement, such a student must appeal in writing to the Senior Director of Finance, University of the Free State, PO Box 339, Bloemfontein, 9300.

Clarification

Monies in respect of meals and book fees may be deposited in advance in separate accounts, 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 a beneficiary

Use the ABSA banking details as above

(iii) Online credit card payments

Web address: <http://kovsielife.ufs.ac.za>

(iv) Cashiers: Thakaneng Bridge

(v) Samba

Samba card payments can be made at the cashiers' office at the Thakaneng Bridge.

Monday to Friday 08:30-14:30

(vi) Post Office

Any branch

Reference number: Student number

(vii) Fax proof of payment to: +27 51 401 3579

A65

INFORMATION COMMUNICATION AND INFORMATION TECHNOLOGY

- The designated vice-rector is responsible for enforcing the rules in respect of information communication and information technology.
- (a)
- (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 herself/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

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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 for complying 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 are 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, the prospective student 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 and research resources 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 outside the University.
 - (iii) Whether the application must be submitted directly to the relevant department, to the Qwaqwa Campus or to *the Applications Office in the Applications, Admissions and Graduations Division*.
 - (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 of 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, a prospective first-time entry student wishing to study at the University, or a student who discontinued her/his studies for at least one academic year, must 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 qualification certificates, study records and certificates of conduct, etc.), apply for admission.
- (d) If a person presents a Master's Degree in the form of a master's research dissertation or two interrelated publishable manuscripts/published 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. In cases where a student submits the research dissertation or interrelated publishable manuscripts/published articles after the communicated deadline the student's fees will be adjusted proportionally. The academic year in which the degree is awarded determines the fees charged and payable:
- (i) If the degree is awarded in time for the student to graduate at the July graduation ceremony, no fees are paid by the student for that year.
 - (ii) If the degree is not awarded in time for the July graduation, but in time for the December graduation, the student pays the registration fee plus 50% of the tuition fees for the first semester.
 - (iii) If the degree is not awarded in the applicable academic year, the student pays for the full year.
- (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 process all applications received, notwithstanding that applications may be incomplete, subject thereto that the date of receipt of an incomplete application will not be used for selection programmes, placement in campus accommodation or financial assistance.

Clarification

Address enquiries to: The Applications Office in the Applications, Admissions and Graduations Division University of the Free State, PO Box 339, Bloemfontein 9300, or by fax to 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 the MBA to: The Office of the Director, Business School, University of the Free State, PO Box 339,

Bloemfontein 9300, or by email to <http://www.ufs.ac.za/bus>, or by telephone to +27 51 401 2874, or by fax to 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 Applications Office in the Applications, Admissions and Graduations Division. 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 a relevant Postgraduate Diploma, or a relevant Bachelor Honours Degree, or a relevant Bachelor's Degree at NQF Level 8 (excluding a four-year, 480-credit professionally-orientated BEd Degree or a BTech Degree, which need to be followed by an Honours degree in Education) or a relevant Postgraduate Diploma; and
 - (ii) have obtained a weighted 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 Bachelor Honours Degree or for the modules (at the highest NQF level) presented for the four-year professionally-oriented 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 professionally-oriented Bachelor's Degree and/or a Bachelor Honours Degree, including qualifications that were obtained internationally and which were evaluated by MIE, (Managed Integrated Evaluation Pty Ltd); or
 - (bb) with the approval of the dean of the faculty, 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 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 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 pertain to the 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 Registrar, 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 Campus Vice-Principal: Academic of the Qwaqwa Campus, 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 professionally-orientated Bachelor's Degree and/or a Bachelor Honours 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. Students from any faculty can register for the Master's Degree in Higher Education in the Faculty of Education.
- (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 Campus Vice-Principal: Academic of the Qwaqwa Campus, and with written notification to the Registrar – may admit the said student to a single module for a maximum number of credits normally allocated to a master's module or for more than one module where the number of credits add up to more than that maximum number, 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 Campus Vice-Principal: Academic of the Qwaqwa Campus in respect of the Qwaqwa Campus.
 - (ii) the director of the Business School in respect of the MBA.

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

Students who are admitted to postgraduate programmes are 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 and/or mini-dissertation required in an academic year.

A72.3

Readmission on the strength of academic progress

- (a) Where a particular research protocol requires the student to collect data over a period that exceeds either the normal minimum period stipulated on the UFS PQM or the maximum period based on research it should be stipulated and agreed upon before commencement of the study. If a student has not yet obtained the Master's Degree after the minimum study period, she/he may only continue the study on the approval of the supervisor/promoter, and/or academic head of department and the dean of the faculty ratified by the faculty board. Therefore the final decision is made by the faculty.
- (b)
 - (i) A student who has already twice registered for a specific module (paper/practical) in a coursework Master's Degree dissertation or mini-dissertation] and has not yet met the pass requirements, is only allowed one further opportunity to register for the module – 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 MBA, and with written notification to the Registrar.
 - (ii) In the case of a student studying at the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus grants approval in consultation with the academic head of department, with written notification to the dean.
- (c) A student who is registered for a Research Master's Degree, with the permission of the dean of the faculty, places her/his studies in abeyance for a period of no more than one (1) year before the last date for re-registration in that year, will be allowed to register in the subsequent year without having to apply for admission. Should the student fail to register in the subsequent year, she/he will have to apply de novo for admission and any period/s during which she/he was not registered for the qualification will be included when calculating the residential period of the student. The year in which the request for abeyance has been approved by the dean, is not included when calculating the residential period of the student. Applications for abeyance must be in writing to the dean for a decision.
- (d) Should the study not be completed after the minimum study period as stipulated on the UFS PQM plus one year for Master's students comprehensive reasons for further registration must be addressed to the research supervisor. The dean in collaboration with the head of the department and research supervisor can approve an extension of the study.
- (e) Failure to submit a dissertation either at the end of the regular period or the extended period (if an extension has been formally approved by the dean) will result in the registration being automatically annulled by the university.

Clarification

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

Information regarding admission on the basis of RPL may be obtained by addressing enquiries to: <http://www.ufs.ac.za/rpl>, or RPLOffice@ufs.ac.za,

or by telephone to +27 51 401 7326/7327/7357, or by fax to 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 submit an original study record and a certificate of conduct from the previous institution(s) of higher education during the application process.
- (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 UFS by the South African Department of Home Affairs (excluding non-residential international students who live abroad).
 - (ii) Comply with all the requirements of the Immigration Act, and with the regulations handed down in accordance with the said act (excluding non-residential international students who live abroad).
 - (iii) Apply to have SAQA evaluate the foreign qualifications obtained by the student prior to the application for registration at the UFS. The evaluation and verification of foreign qualifications include authenticating the status of institutions and the qualifications offered by them; and investigating the authenticity of qualification documents and confirming that awards were made to individuals; and compare foreign qualifications with South African qualifications, considering the structure and outcomes of the foreign qualifications, to locate them within the South African NQF (SAQA Application Guidelines and Form, March 2014 based on Section 13 (1) (m) of the National Qualifications Framework (NQF) Act 67 of 2008 including non-residential international students.

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 Bloemfontein Campus to the relevant programme director or the academic head of department, or to: The Applications Office in the Applications, Admissions and Graduations Division, PO Box 339, Bloemfontein 9300, or by fax to 086 697 2604/+27 51 401 9210.

Forward documentation in respect of the MBA to: The Registrar, Office of the Director, Business School, PO Box 339, or Internal Post Box 17, Bloemfontein 9300, or by fax to 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 achieved 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 provide proof of language proficiency.

A74

MODE OF PRESENTATION

- (a)
 - (i) There are two types of Master's Degrees, namely a general Master's Degree and a professional Master's Degree:
 - (ii) There are two variants of the general Master's Degree: a research Master's Degree by dissertation, or a research Master's Degree by coursework and dissertation. Both variants must include a significant research component in the form of a discrete research project.
 - (iii) The requirements for the successful completion of a **general** Master's Degree are as follows:
 - (aa) Master's Degree by dissertation (180 credits research): a single advanced research project, culminating in the production and acceptance of a dissertation or other forms of research as indicated below*.
 - (bb) Master's Degree by coursework and mini-dissertation (minimum 60 credits of research): A coursework programme requiring a high level of theoretical engagement and intellectual independence, and in some cases demonstration of the ability to relate knowledge to a range of contexts for professional practice. In addition, this variant of a general Master's Degree must contain a research project comprising a minimum of 60 credits at NQF Level 9, culminating in the acceptance of a mini-dissertation or other forms of research as indicated below*.
 - (cc) In addition to a dissertation or treatise a general Master's

Degree may take the form of a technical report, one or more creative performances or works, or a series of interrelated publishable manuscripts/published articles or other research-equivalent output.

- (iv) The requirements for the successful completion of a **professional** Master's Degree are as follows:

(aa) Successful completion of a coursework programme requiring a high level of theoretical engagement and intellectual independence as well as demonstration of the ability to relate knowledge to the resolution of complex problems in appropriate areas of professional practice.

(bb) A professional Master's degree must include an independent study component that comprises at least a quarter of the total credits, which must be at NQF Level 9, consisting of either a single research or technical project or a series of smaller projects demonstrating innovation or professional expertise.

- (v) 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 (with the standard faculty approval procedures applying to all forms of the titles of the research component):

(aa) the submission of a Master's Degree research dissertation (minimum 180 credits); or

(bb) successful completion of coursework and submission of a mini-dissertation (minimum 60 credits), and minimum 180 credits in total; or

(cc) submitting two interrelated publishable manuscripts/published articles journal manuscript/published article option, (minimum 180 credits).

- (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 DEGREE RESEARCH DISSERTATION OR INTERRELATED, PUBLISHABLE MANUSCRIPTS/PUBLISHED ARTICLES OR A COURSEWORK MASTER'S DEGREE MINI-DISSERTATION

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

- (b) The following requirements are stipulated in respect of this study:

- (i) A Master's Degree research dissertation or interrelated, publishable manuscripts/published articles are written under the guidance of a supervisor or a supervisor and a co-supervisor(s) (minimum 180

credits at NQF Exit Level 9).

- (ii) A coursework Master's Degree mini-dissertation is written under the guidance of a supervisor or a supervisor and a co-supervisor(s) (minimum 60 credits).
- (c) No Master's Degree research dissertation or interrelated, publishable manuscripts/published articles or mini-dissertation may contain work that is identical to work that a student previously presented for a qualification.
- (d) The requirements in respect of a Master's Degree are:
 - (i) A Master's by coursework involves a mini-dissertation or a publishable manuscript/published article in the place of a mini-dissertation (minimum 60 credits research).
 - (ii) In the case of an exceptional Master's student with a demonstrable capacity for research, a student can choose to submit a publishable manuscript.
 - (iii) A Master's by research work involves a dissertation or two interrelated publishable manuscripts/published articles (180 credits research).
 - (iv) An introduction and a conclusion must form part of the research work that has been done by the student.

A76

DURATION OF STUDY AND COMPILING A CURRICULUM

- (a) After obtaining the qualification in respect of which admission has been granted, a Master's Degree 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 the Council (via the 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 Registrar.
 - (ii) In the case of a student studying at the Qwaqwa Campus, approval in respect of the faculty rules may be granted by the Campus Vice-Principal: Academic of the Qwaqwa Campus in consultation with the programme director and/or the academic head of department. In respect of the MBA, approval is granted by the director of the Business School, with written notification to the dean.
- (d) If a Master's Degree research dissertation or interrelated, publishable manuscripts/published articles or a coursework Master's Degree mini-dissertation 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 Registrar or, in the case of a student at the Qwaqwa Campus, to the Campus Vice-Principal: Academic of the Qwaqwa Campus.

- (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 Registrar.
 - (ii) In the case of qualifications offered at the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus 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 Campus Vice-Principal: Academic of the Qwaqwa Campus or, in the case of the MBA, the director of the Business School.

A77

STUDENT REGISTRATION AND RE-REGISTRATION

A77.1

Selection for registration

- (a) A person who qualifies to register for her/his Master's Degree by means of the dissertation option or interrelated, publishable manuscripts/published articles (journal manuscript/published article option) must meet the following requirements before being able to register for the qualification concerned:
 - (i) All Master's applicants are subject to a selection process which could differ from department to department and of which the details will be published in the departmental brochures for postgraduate selection and on the departmental webpages.
 - (ii) Selection for registration is based on the content and performance in the prior degree, academic merit, bridging arrangements, prior work experience and research ability.
 - (iii) The supervisor in consultation with the head of department reserves the right to request applicants to write an admission examination or to enrol for additional modules or to prescribe to additional admission requirements when deemed necessary.
 - (iv) If the above-mentioned requirements are confirmed to be appropriate by the supervisor and the academic head of department to be of the appropriate standard, the applicant, if required must write either the IELTS or TALPS test at her/his own cost and must pass all sections of the test with a rating of at least 6.
- (b) If the applicant complied with all the requirements stated in A77.1 (a) (i) - (v) permission will be granted for registration.

A77.2 Registering for the qualification

- (a) All student registrations are done in accordance with the coordinated arrangements of the Registrar, 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) Within the first 10 weeks after registration the faculty will, if it is deemed necessary, present an orientation programme (attendance at which is mandatory) to enrich all students intending to study at this level with appropriate research methods and the required background.
- (d) After registration, the student must work on a research proposal together with the supervisor, except in cases where a research proposal is submitted immediately and accepted by the faculty research committee or the faculty board.
- (e) An acceptable research proposal and title must usually be approved by the faculty research committee or faculty board, including compliance with requirements of the ethics committees, within the first three months after registration.
- (f) An extension with regard to the submission of the research proposal and title may only be granted with the approval of the dean upon the recommendation of the programme director or the academic head of department, and with notification in writing to the Registrar, or the Campus Vice-Principal: Academic of the Qwaqwa Campus in respect of a student at the Qwaqwa Campus according to the specific requirements of each faculty. The requirements regarding extension of the submission for the research proposal and title for full time and part time students will be specified in the faculty rulebooks.
- (g) Examiners and moderators will only be appointed once the student indicates that she/he is going to submit the research for assessment. Once the faculty board has approved a title registration the information is entered into the system by staff in the relevant faculties.
- (h) A student who wishes to begin, after the registration period, with Master's Degree studies that do not include examination papers, may be permitted to register by the programme director or the academic head of department, or the Campus Vice-Principal: Academic of the Qwaqwa Campus in respect of a student at the Qwaqwa Campus. Study fees and the minimum residential period as stipulated on the UFS PQM will apply.
- (i) In cases where a student's studies commence between the beginning of the first semester and the end of September, the student's fees are adjusted proportionally.
- (j) Where these steps take place between October and December and therefore do not fall within the official registration period, the student must, at least within the subsequent year(s), register for the qualification concerned within the scheduled registration period.
- (k)
 - (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 Annexure A to this document.
- (l) 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.
- (m) 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 undergraduate 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.
- (n) 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. Approval based on the recommendation of the programme director and/or the academic head of department is required from the dean(s) in question, as well as (if applicable) approval by the relevant dean at the other institution of higher education, taking into account the specific admission requirements. Written notification, in each such instance, must be given to the Registrar or, in the case of a student at the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus, or the director of the Business School in respect of the MBA, provided that the periods of residence coincide.
- (o) 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 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 or interrelated, publishable manuscripts/published articles or a coursework master's mini-dissertation, 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.
- (p) Where, on the strength of a written justification by the applicant, endorsed by the programme director and/or the academic head of department as well as the dean, the Registrar grants approval to the person to register retroactively or after the Senate-approved registration period for a Master's Degree by coursework (for a structured coursework qualification) or a module, an additional fee will be levied for the said registration.
- (q) A first registration for a Master's Degree that entails only a Master's Degree research dissertation or interrelated, publishable manuscripts/published articles may – taking into account the subsidy guidelines – take place outside of the approved registration periods.

- (r) 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.
- (s) 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 Degree by research dissertation or interrelated, publishable manuscripts/published 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 Degree by research dissertation or interrelated, publishable manuscripts/published articles have been submitted in accordance with the dates stipulated by Senate. In this instance, no registration fee is payable.
 - (iv) the interrelated, publishable manuscripts/published articles have not been submitted in accordance with the dates determined by Senate for assessment, then the student, who needs residence in campus accommodation must apply or reapply for admission in campus accommodation.
- (c) The supervisor and/or the academic head of department, in consultation with the Campus Vice-Principal: Academic of the Qwaqwa Campus 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) may 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 MBA takes place at the Business School, telephone +27 51 401 3172.

Retroactive registration could result in a loss of subsidy for the University 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://kovsielife.ufs.ac.za>, or by means of a written notification to the Registrar or the campus head, in the case of a student at 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 REGISTRATION OF RESEARCH TITLES AND MODIFYING A RESEARCH TITLE

- (a) Official title registration must be done in respect of all research titles.
- (b) 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 board in question.

Clarification

No modifications may normally be made to a registered title simultaneously with the submission of the research for assessment (a Master's Degree research dissertation or interrelated, publishable manuscripts/published articles) and before faculty board approval has been obtained.

Rule A78(a) deals only with the title registration. The registered title, as approved by the relevant faculty board must be entered into the electronic database.

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 in the University's employ must be nominated.

A80 EXAMINERS AND MODERATORS

This rule must be read in conjunction with Rule A83.7.2.

- (a) Once the student indicates that she/he is going to submit the research for assessment, all examiners 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) Examiners 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) The assessment panel of a Master's Degree by research should consist of three members, with the proviso that if an internal examiner – who must not be either the supervisor or the co-supervisor(s) – is nominated, the external examiners must constitute the majority of the assessment panel. External examiners must be recognised experts in their fields and must not have any affiliation with the UFS.
- (d) In the case of interrelated publishable, manuscripts/published articles, the assessment panel should consist of three members, with the proviso that if an internal examiner – who must not be either the supervisor or the co-supervisor(s) – is nominated, the external examiners must constitute the majority of the panel. External examiners must be recognised experts in

their fields and must not have any affiliation with the UFS.

- (e) Examiners 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) With reference to a coursework Master's Degree mini-dissertation, at least two examiners should be appointed of whom an external examiner (person not affiliated to the University) and an internal examiner (who must not be either the supervisor or the co-supervisor(s)) must be nominated.
- (g)
 - (i) Examiners will only be appointed once the student indicates that she/he is going to submit 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 examiners and moderators, with notification to the faculty committee and the Registrar or, in the case of a student at the Qwaqwa Campus, to the Campus Vice-Principal: Academic of the Qwaqwa Campus.
- (h) A student may not communicate with an examiner or a moderator. Assessment decisions should be made transparently and students must be afforded reasonable access to such information. Assessment reports are not made available to students, but the contents can be made known to the student orally or in writing by the supervisor/promoter at his/her discretion.

Clarification

Examiners 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 Registrar must keep the supervisor informed as regards the examiners' and moderators' 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. Only after approval by the relevant officials of both campuses will this be granted.

Clarification

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

A82

CREDIT ACCUMULATION AND TRANSFER

- (a) The Registrar, on the recommendation of the academic head of department or, in the case of the 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) no more than 50% of the credits required for the other qualification are credits that have been used for a completed qualification;²⁶
 - (bb) a maximum of 25 percent of the credits accrued at the highest NQF level in the previously 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. Before the approval of content for credit accumulation and transfer it should be determined if the content is current and relevant.

²⁶

Change to the rule is a direct quote from Section 33 of the Higher Education Qualifications Sub-Framework (HEQSF). Volume 592. Government Gazette no. 38116.

- (iii) If credits have been granted based on an incomplete qualification, the registration period for the previous 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.
- (vi) No Master's Degree research dissertation may contain work that is identical in terms of research and content to work that a student previously presented for a qualification.

- (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 RPL 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 RPL.

- (c) With regard to a student who fails to fulfil the requirements for a qualification, the general principle is that the student may not be awarded an early-exit qualification.
- (d) Before the approval of content for credit accumulation and transfer it should be determined if the content is current and relevant. The rules pertaining to the shelf life of modules and their relevancy beyond five years will be determined by faculties and indicated in their different rule books.

A83

ASSESSMENT RULES

A83.1

Attendance at teaching opportunities

- (a) Compulsory attendance at teaching opportunities in a module, as prescribed by the board of the faculty in which the specific module is offered and indicated in the module guide or its addendum, is one of the prerequisites for admission to the examination.
- (b) Apology for non-attendance at 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.²⁷
- (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 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 assessments as set out in the relevant module guide or its addendum²⁸.

A83.3 Examinations: modules

- (a) Two examinations are scheduled per semester:
 - (i) a main mid-year examination and an additional mid-year examination in respect of the first-semester modules; and
 - (ii) a main end-of-year examination and an additional end-of-year 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. 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 during the additional end-of-year examination, except as regards the following:
 - (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

²⁷ 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.

²⁸ The granting of approval to a student who has not obtained the required semester mark is specifically excluded from this rule, as no student will be allowed to participate in an examination without having obtained the required semester mark.

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 in her/his final academic semester who must prolong her/his studies to obtain the qualification subsequent to failing a single module will not be considered for a special examination, as special examinations are only considered up to Honours level.
- (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.

A83.4 Assessment of Master's Degree research dissertation or interrelated, publishable manuscripts/published articles

- (a) A student who intends to submit a Master's Degree research dissertation or interrelated, publishable manuscripts/published articles for assessment, must, on the prescribed form and with the approval of the supervisor and, if applicable, the co-supervisor(s), inform the Registrar or, in the case of a student at the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus, 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 Degree research dissertation or of the interrelated, publishable manuscripts/published articles have already been registered, and that the examiners and moderators have already accepted their nominations in writing before the notification of submission is approved by her/him and can be accepted by the Registrar or, in the case of a student at the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus.
- (c) Only if the following requirements have been met, can the Registrar. or, in the case of a student at the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus, accept a Master's Degree research dissertation or interrelated, publishable manuscripts/published articles so that it/these may be dispatched for assessment:
 - (i) Notification of submission has been received provided that the student is registered and would have been registered for the minimum residential period at the time of the submission.
 - (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 examiners and moderators and they have accepted the nominations in writing.
 - (iv) Submission of research can take place throughout the year, but there will be no guarantee that the degree will be conferred during the next graduation ceremony, due to assessment procedures. The Vice-Rector: Academic should be informed in all cases when submission of research is refused by Student Academic Services.

- (v) A student must submit the research at least four months prior to a graduation ceremony, to ensure that the degree can be conferred during the particular graduation ceremony. It is possible, however, that due to problems/issues regarding the research that the student can only receive the qualification during the next graduation ceremony.

- (vi) All fees have been paid.

- (d) Once a Master's Degree research dissertation or interrelated, publishable manuscripts/published articles have been submitted for assessment, they may not be withdrawn and the assessment must proceed.

A83.5 Assessment of coursework Master's Degree mini-dissertations or interrelated, publishable manuscripts/published articles.

- (a) The submission date for assessment of a coursework Master's Degree mini-dissertation or publishable, manuscript/published 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 Campus Vice-Principal: Academic of the Qwaqwa Campus.
- (b) Once a coursework Master's Degree mini-dissertation or publishable manuscript/published 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 Degree research dissertation, interrelated, publishable manuscripts/published articles, or coursework Master's Degree mini-dissertation

- (a) A Master's Degree research dissertation, interrelated, publishable manuscripts/published articles, or coursework Master's Degree mini-dissertation must be printed in at least one-and-a-half spacing.
- (b) For assessment purposes, a student must submit either properly bound copies or subedited copies in temporary bindings or electronic copies saved in the prescribed electronic format.
- (c) An English and an Afrikaans abstract of no more than 600 words each must be included at the beginning of the dissertation, coursework mini-dissertation or interrelated, publishable manuscripts/published articles, together with approximately 10 key terms in English that describe the topic.
- (d) A summary report compiled in the Turnitin Plagiarism Search Engine must be submitted by the student together with the research dissertation, interrelated, publishable manuscripts/published articles, or coursework Master's Degree mini-dissertation at the time of submission.
- (e) 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 examiners or moderators.

(f) The student must submit the following written declarations:

- (i) "I,, declare that the Master's Degree research dissertation or interrelated, publishable manuscripts/published articles, or coursework Master's Degree mini-dissertation 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.

(g) 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 Degree mini-dissertation or publishable manuscript/published 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 summative assessment – applies, 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 assessments.
- (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.
- (e) A system of promotion does not apply to Master's Degrees.

A83.7.2 Pass requirements, passing with distinction: coursework Master's Degree mini-dissertations or interrelated, publishable manuscripts/published articles

- (a) For a student to pass a coursework Master's Degree mini-dissertation or publishable manuscript/published article, both of the two appointed examiners must have awarded a pass mark. The dean confirms the final result on the recommendation of the supervisor.
- (b) To pass a coursework Master's Degree mini-dissertation or publishable manuscript/published article with distinction, an average mark of at least 75 percent (rounded to the next integer) must be obtained in the minimum residential period indicated by the UFS PQM. Any exception to this rule can be done in terms of the dean's discretion. The modules taken as occasional studies for which recognition is given in the qualification, count towards the residential time when considering a distinction.
- (c)
 - i) In the case where the two appointed examiners are not in agreement, then an arbitrator must be appointed by the dean of the faculty in collaboration with the head of the academic department. The decision and/or mark of the arbitrator regarding the examination of the initial submitted work, and not a revised version, will be final.
 - ii) The supervisor may, in consultation with the head of department or the dean, decide to appoint an arbitrator in case of border-line decisions or when discrepancies occur in assessments. In these instances, the decision of the arbitrator is final.
 - (iii) A border-line decision occurs when the final average mark of the student is 48, 49, 73 or 74.
 - (iv) Discrepancies with regard to assessments occur when:
 - (aa) there is a difference of at least 25% between any of the examiners' marks;
 - (bb) only one of the examiners did not award a distinction mark;

- (cc) any one of the examiners does not award a mark and recommends that the document should be revised and re-submitted (option 3) or be rejected (option 4).
- (v) The comments of both the examiners and the arbitrator must be made available to the student, only after all the examination reports have been obtained and the final mark decided upon. The student must bring about the recommended revisions before the final work is submitted for the awarding of the degree.

A83.7.3 Pass requirements, passing with distinction: Master's Degree research dissertations or interrelated, publishable manuscripts/published articles

- (a) A student passes a Master's Degree research dissertation or interrelated publishable manuscripts/published articles, only when each of the three examiners have awarded a mark of at least 50 percent. If more than one examiner did not pass the student an arbitrator cannot be considered, and it remains a fail mark. If only one of the three examiners failed the student, an arbitrator could be considered.
- (b) The average of the three appointed examiners' marks is calculated for the final mark. An average mark of at least 75% must be obtained for the degree to be awarded with distinction²⁹. The appointment of an arbitrator is not relevant in case of the appointment of three examiners.
- (c) 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.
- (d) To pass a Master's Degree research dissertation or interrelated, publishable manuscripts/published articles with distinction requires a student, to obtain an average mark of at least 75 percent (rounded to the next integer) irrespective of the residential time (ECS 14 September 2015).
- (e) The supervisor may in consultation with the head of department/dean, decide to appoint an arbitrator in the case of border-line decisions or when discrepancies occur in assessments. In these cases, the decision of the arbitrator will be final.
 - (i) A border-line case occurs when the final average mark of the student is 48, 49, 73 or 74.
 - (ii) Discrepancies with regard to assessments occur when:
 - (aa) there is a difference of at least 20% between any of the examiners' marks;
 - (bb) only one of the examiners did not award a distinction mark;
 - (cc) any one of the examiners does not award a mark and recommends that the document be revised and re-submitted (option 3) or be rejected (option 4).

²⁹

To obtain the qualification with distinction all the requirements for distinction must be complied with.

A83.8 Oral assessment

Refer to Oral Assessment Guidelines.

- (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 half an hour per student;
 - (iii) besides the examiner(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 examiner has received a Master's Degree research dissertation or interrelated, publishable, manuscripts/published articles, the Registrar 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 Campus Vice-Principal: Academic of the Qwaqwa Campus.
- (b) The supervisor and/or co-supervisor(s) may not peruse the examiners' 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 Registrar or the Campus Vice-Principal: Academic of the Qwaqwa Campus 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 examiners have been met, subsequent to which the dean has to notify the Registrar or, in the case of a student at the Qwaqwa Campus, the Campus Vice Principal: Academic of the Qwaqwa Campus, of the final result.
- (e) After the modifications/corrections have been made and subsequent to the dean having informed the Registrar or the Campus Vice-Principal: Academic of the Qwaqwa Campus, in the case of a student at the Qwaqwa Campus, of the final result, the student and the internal and external examiners are notified of the result.

- (f) Assessment reports must, at the student's request, be made available to her/him without the marks and without in any way referring to the examiners.
- (g) Assessment reports of a coursework Master's Degree mini-dissertation or article must be sent to the academic head of department of the Postgraduate Office in Student Academic Services within forty-five (45) calendar days after receiving them, subsequent to which the dean confirms the final result.
- (h) The Registrar or the Campus Vice-Principal: Academic of the Qwaqwa Campus, 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, as set out in Annexure B hereto.

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 examinations

The Registrar may grant a student additional time for assessments on the basis of a written application, accompanied by a medical certificate or on the recommendation of Student Counselling and Development, in collaboration with the Centre for Universal Access and disability Support.

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 posts 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 examiners 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 of 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 Campus Vice-Principal: Academic of the Qwaqwa Campus 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 Campus Vice-Principal: Academic of the Qwaqwa Campus. Such appeal must be lodged within two (2) working days after the results have been discussed with the Campus Vice-Principal: Academic of the Qwaqwa Campus.
- (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: Examination Administration Division, 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 examination 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 has been communicated in advance 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 have been communicated in advance 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 late at the examination venue 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 making the latter available to the invigilator upon request.
- (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 assistance to or receive assistance from, or attempt to lend assistance to or receive assistance from, or converse with, any person other than the invigilator.
 - (ii) Visit the restroom unless she/he is accompanied by an invigilator of the same gender.
 - (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 obtain 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, the 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 gender as the student must be present when she/he is informed of 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 deemed 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, set out in Annexure B hereto, 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 Examinations Office 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 assessments during approved examinations.

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.

If the result of a Master's Degree research dissertation, interrelated, publishable article(s), or coursework Master's Degree mini-dissertation 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 Degree research dissertation or interrelated, publishable manuscripts/ published 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 or to the Campus Vice-Principal: Academic of the Qwaqwa Campus in the case of a student at the Qwaqwa Campus.

The Master's students submit an electronic copy of the accepted research dissertation or interrelated, publishable manuscripts/published articles directly into KovsieScholar. Should problems be experienced with the submission of the accepted research document, one CD-ROM can be submitted by the student to the University Library. A copy must also be submitted to the Registrar or the Campus Vice-Principal: Academic of the Qwaqwa Campus, in the case of a student at the Qwaqwa Campus, and must meet the following requirements:

- embedded font
- one file containing the full text, abstract in both English and Afrikaans, key words, illustrations and maps
- PDF format

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 Degree mini-dissertation or publishable manuscript/published article may be submitted to the Student Academic Services Department: Examination Administration Division by the academic head of department or her/his proxy, to be dispatched to the examiners.

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) An average mark of at least 75 percent has been obtained in respect of a Master's Degree research dissertation or interrelated, publishable manuscripts/published articles.
 - (ii) A weighted 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 Degree mini-dissertation, publishable manuscript/published article, practicals or public defence of research prescribed for the qualification in question.
 - (iii) No module has been failed or repeated in an additional examination, or a Master's Degree research dissertation or interrelated, publishable manuscripts/published articles or a coursework master's mini-dissertation was not resubmitted for assessment purposes.
- (b) 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.
- (c) Exemptions or recognitions from a completed qualification(s) are taken as additional residential years in respect of the new, completed qualification.
- (d) Where exemption from or recognition of an occasional module(s) from a previous year 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.

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 monies 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 Degree research dissertation or interrelated, publishable manuscripts/published articles for the supervisor, co-supervisor(s) (plus submission of the research on KovskyScholar or alternatively a CD-ROM for the library) 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 monies 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 weighted average percentage over all the study years, provided that
 - (i) the qualification was awarded with distinction and a weighted 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 weighted 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 by telephone to +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 section 6 of the Copyright Act, 1978 – nor any action claiming that any publication or part thereof constituted part of a Master's Degree research dissertation, interrelated, interrelated manuscripts/published articles or a coursework Master's Degree dissertation or publishable manuscript/published 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 grant written permission beforehand, subsequent to consultation with the designated director: Research Commercialisation, and with written notification to the Registrar to record the said permission on the student's record.

A87**PUBLICATION OF A MASTER'S DEGREE RESEARCH DISSERTATION OR A COURSEWORK MASTER'S DEGREE MINI-DISSERTATION**

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 Degree research dissertation or coursework Master's Degree mini-dissertation, 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 Degree 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 that are not required for official purposes and 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://kovsielife.ufs.ac.za>.

A predetermined number of copies of the student's academic record is issued annually to the student free of charge. Any further academic record of the student will only be issued to the student after payment of the required fees.

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 Annexure B 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 monies paid in respect of specific modules in the respective study years.
- (c) Bursaries are also managed 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, Financial Aid Division, PO Box 339, Bloemfontein 9300, or the University's web page at <http://kovsielife.ufs.ac.za> under the heading "Academic Life"; click on "Financial Aid".

A92 MODULE AND VENUE TIMETABLE AND EXAMINATION TIMETABLE

- (a) A module and venue timetable is drawn up annually and published on a date determined by Senate. This timetable, which takes curricula into account, 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 twice 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 venue timetable and/or the examination timetable must be reported on the prescribed form to the Registrar, Timetables and Venues Division.

The module and venue timetable and the examination timetable are available on the University's web page: <http://kovsielife.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) A person's placement in campus accommodation is subject to her/his admission to an academic qualification at the University.
- (c) Placement is done with due regard for diversity objectives, which include academic achievement, leadership, cultural activities, sporting achievements, racial diversity and gender.
- (d) The University accepts no responsibility for loss of or damage to occupants' personal belongings.
- (e) 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 Senior 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 – reapply to take up residence in campus accommodation.
- (d) Only fully completed applications are processed by the University.

A93.2 Allocation and reallocation of campus accommodation

The requirements and procedures 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 Senior 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 Senior 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 an account statement has been received:

Payment dates for **South African** students:

First semester: all fees for the first semester are payable on/before **31 March**.

Second semester: all fees for the second semester are payable on/before **31 August**.

Payment dates for **international** students:

First semester: all fees for the first semester are payable on/before **31 March**.

Second semester: all fees for the second semester are payable on/before **30 June**, regardless of any other date which may appear on account statements.

If payments are not made by the due dates:

- interest at the prime bank rate as charged by ABSA Bank + 2% will be levied on all accounts in arrears;
- all academic records for the contractual period of payment default will be withheld; and
- international students with fees outstanding on **1 July** will not be allowed to continue with their second-semester studies.

- (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 the account statement, the transaction was concluded.
- (e) Failure to settle an account on the appointed dates entitles the University – regardless of the exercising 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 Degree research dissertations, interrelated, publishable manuscripts/published articles or coursework Master's Degree dissertations 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 due to 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 monies 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 Southern African Development Community (SADC) are exempted from the stipulation regarding the additional 50 percent.
- (j) Prescribed debt: fees for the academic year are payable in advance
A student previously registered as a student of the UFS who failed to pay outstanding fees will not be allowed to register unless fees for the year are paid in advance. This includes students whose debt has prescribed. Should a student be of the opinion that sufficient reason exists for the granting of

exemption from this requirement, such a student must appeal in writing to the Senior Director of Finance, University of the Free State, PO Box 339, Bloemfontein, 9300.

Clarification

Monies in respect of meals and book fees may be deposited in advance separate accounts, 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 a beneficiary

Use the ABSA banking details as above

(iii) Online credit card payments

Web address: <http://kovsielife.ufs.ac.za>

(iv) Cashiers: Thakaneng Bridge

(v) Samba

Samba card payments can be made at the cashiers' office at the Thakaneng Bridge.

Monday to Friday 08:30-14:30

(vi) Post Office

Any branch

Reference number: Student number

(vii) Fax proof of payment to: +27 51 401 3579

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 herself/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

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GENERAL RULES FOR DOCTORAL DEGREES (NQF EXIT LEVEL 10)**A100 GENERAL RULES**

- (a) Students are personally responsible for being well-informed as regards General Rules and faculty rules, and for complying 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 are 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 Doctoral Degree, the prospective student 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 outside the University;
 - (iii) whether the application must be submitted directly to the relevant department, to the Qwaqwa Campus or to the Applications Office;
 - (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 qualification certificates, study records and certificates of conduct, etc.).
- (c) A student registered at this University who wishes to continue with a Doctoral Degree in the year after the required Master's Degree has been obtained, must apply on the prescribed form.
- (d) If a person presents a Doctoral Degree in the form of a thesis or interrelated, publishable manuscripts/published 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. In cases where a student submits the research dissertation or interrelated publishable manuscripts/published articles after the communicated deadline the student's fees will be adjusted proportionally. The academic year in which the degree is awarded determines the fees charged and payable:
 - (i) If the degree is awarded in time for the student to graduate at the July graduation ceremony, no fees are paid by the student for that year.
 - (ii) If the degree is not awarded in time for the July graduation, but in time for the December graduation, the student pays the registration fee plus 50% of the tuition fees for the first semester.
 - (iii) If the degree is not awarded in the applicable academic year, the student pays for the full year.
- (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 process all applications received, notwithstanding that applications may be incomplete, subject thereto that the date of receipt of an incomplete application will not be used for selection programmes, placement in campus accommodation or financial assistance.

Clarification

Address enquiries to: The Applications Office in the Applications, Admissions and Graduations Division, University of the Free State, PO Box 339, Bloemfontein 9300, or by fax to 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 Doctoral Degree by a registered student at the University must be completed, and can be obtained from the Applications Office in the Applications, Admissions and Graduations Division. 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 by 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 DOCTORAL DEGREE

A102.1 Admission

- (a) To be admitted to a Doctoral Degree, a person must
- (i) already have obtained a Master's Degree; and
 - (ii) have obtained a weighted 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 Doctoral Degree
 - (aa) with the dean's permission, on the recommendation of the programme director and/or the academic head of department and 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 dean, 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 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 Doctoral Degree studies may be granted.
- (b) A student who was originally admitted to a Master's Degree 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 Doctoral Degree, provided that
- (i) the supervisor, 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 Doctoral Degree is only awarded after two further years' study; and
 - (iii) the general principle that an early-exit qualification may not be awarded if the student fails to complete the requirements for the qualification, is applied.
- (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 Doctoral Degree 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) the names of 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 Doctoral Degrees, the dean, on the recommendation of the programme director and/or the academic head of department and with written notification to the Registrar, 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 Campus Vice- Principal: Academic of the Qwaqwa Campus, 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 Doctoral Degree in another faculty. Students from any faculty can register for the Doctoral Degree in Higher Education in the Faculty of Education.
- (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 Campus Vice-Principal: Academic of the Qwaqwa Campus, and with written notification to the Registrar – 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 Campus Vice-Principal: Academic of the Qwaqwa Campus.

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 residential time as stipulated on the UFS PQM, has not yet obtained the Doctoral Degree, she/he may only continue with the study on the basis of exceptional merit and subject to the following conditions:
- (i) after the minimum residential time as stipulated on the UFS PQM plus one year, on the approval of the promoter and/or the academic head of department, with the approval of the dean, ratified by the faculty board and with written notification to the Registrar or the Campus Vice-Principal: Academic of the Qwaqwa Campus, in the case of a student at the Qwaqwa Campus;
 - (ii) after the minimum residential time as stipulated on the UFS PQM 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 Registrar, or the Campus Vice-Principal: Academic of the Qwaqwa Campus in the case of a student at the Qwaqwa Campus, (provided that the stipulations pertaining to the adaptation to new rules have been taken into account);
 - (iii) after the minimum residential time as indicated by the UFS PQM 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 Registrar or the Campus Vice-Principal: Academic of the Qwaqwa Campus 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) A student who, with the permission of the dean of the faculty, places her/his studies in abeyance for a period of no more than one (1) year before the last date for re-registration in that year, will be allowed to register in the subsequent year, without having to apply for admission. Should the student fail to register in the subsequent year, she/he will have to apply de novo for admission and any period/s during which she/he was not registered for the qualification will be included when calculating the residential period of the student. The year in which the request for abeyance has been approved by the dean is not included when calculating the residential period of the student. Applications for abeyance must be in writing to the dean for a decision.
- (c) Should the study not be completed after six (6) years for Doctoral students, comprehensive reasons for further registration must be addressed to the research supervisor. The dean in collaboration with the head of the department and research supervisor can approve an extension of the study.

- (d) Failure to submit a thesis either at the end of the regular period or the extended period (if an extension has been formally approved by the dean) will result in the registration being automatically annulled by the university.

Clarification

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

Information regarding admission on the basis of RPL may be obtained by addressing enquiries to: <http://www.ufs.ac.za/rpl>, or by telephone to +27 51 505 1272 or by fax to 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(ies) of the qualification(s) on the strength of which admission to the Doctoral Degree is to be granted.
 - (ii) Who previously studied at another institution of higher education must submit an original study record and a certificate of conduct from the previous institution(s) of higher education during the application process.
- (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 UFS by the South African Department of Home Affairs.
 - (ii) Comply with all the requirements of the Immigration Act, and with the regulations handed down in accordance with the said Act.
 - (iii) Apply to have SAQA evaluate the foreign qualifications obtained by the student prior to the application for registration at the UFS. The evaluation and verification of foreign qualifications include authenticating the status of institutions and the qualifications offered by them; and investigating the authenticity of qualification documents and confirming that awards were made to individuals; and compare foreign qualifications with South African qualifications, considering the structure and outcomes of the foreign qualifications, to locate them within the South African NQF (SAQA Application Guidelines and Form, March 2014 based on Section 13 (1) (m) of the National Qualifications Framework (NQF) Act 67 of 2008).

Clarification

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

- *the full name and surname;*
- *the position she/he holds;*
- *the place at which the certified copy was signed;*
- *the date on which the certified copy was signed;*
- *the business address;*
- *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 Bloemfontein Campus to the relevant programme director and/or the academic head of department, or to: The Applications Office in the Applications, Admissions and Graduations Division, PO Box 339, Bloemfontein 9300, or by fax to 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 achieved 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 a UFS language of instruction) must take the IELTS OR TALPS Test and obtain a minimum score of at least 6 in each of the components of the test.

A104

MODE OF PRESENTATION

(a)

Doctoral Degree:

The Doctoral Degree provides training for an academic career. It requires a candidate to undertake research at the most advanced academic levels, culminating in the submission, assessment and acceptance of a thesis. However, candidates may also present academic interrelated, publishable manuscripts/ published articles and papers and, in certain fields, creative work such as artefacts, compositions, public performances and public exhibitions, in partial fulfilment of the research requirements. Coursework may be required as preparation for or value addition to the research, but does not contribute to the credit value of the qualification. The defining characteristic of this qualification is that the candidate is required to demonstrate high-level research capability and to make a significant and original academic contribution at the frontiers of a discipline or field. The work must be of a quality to satisfy merit publication. The degree may be earned through pure discipline-based or multidisciplinary research or applied research. This degree requires a minimum of two years' full-time study after completing a Master's Degree. A graduate should be able to supervise and evaluate the research of others in the area of specialisation concerned.

An additional type of doctorate, the Higher Doctorate Degree, may be awarded on the basis of a distinguished record of research in the form of published works, creative works and/or other scholarly contributions that are judged by leading international experts to make an exceptional and independent contribution to one or more disciplines or fields of study.

In accordance with the stipulations of a faculty board, as contained in the faculty rules, a Doctoral Degree may be presented in the form of one of the following options:

- (i) the submission of a doctoral thesis (360 credits), or
- (ii) three academic interrelated, publishable manuscripts/published articles and papers and, in certain fields, creative work such as artefacts, compositions, public performances and public exhibitions, in partial fulfilment of the research requirements (360 credits).

Doctoral Degree (Professional):

In accordance with the stipulations of a faculty board, as contained in the faculty rules, a Doctoral Degree (Professional) may be awarded, for instance: *Doctor of Education*, *Doctor of Commerce*, *Doctor of Engineering*, *Doctor of Law*, *Doctor of Nursing*, *Doctor of Social Work*, *Doctor of Pharmacy*. Candidates are required to undertake a combination of coursework and advanced research, leading to the submission, assessment and acceptance of a research component comprising an original thesis or another form of research that is commensurate with the nature of the discipline or field and the specific area of enquiry. The research component should comprise at least 60% of the degree. Doctoral Degrees (Professional) may also include appropriate forms of WIL. The defining characteristic of this qualification is that, in addition to the demonstration of high-level research, the qualification has a strong professional bias.

- (b) A Doctoral 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 official joint 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 Sub-Framework.

A105 REQUIREMENTS IN RESPECT OF A THESIS, INTERRELATED, PUBLISHABLE MANUSCRIPTS/PUBLISHED ARTICLES OR MINI-THESIS

- (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 interrelated, publishable manuscripts/published 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 mini-thesis is written under the guidance of a promoter or a promoter and a co-promoter(s) (at least 60% of the degree).
- (c) No thesis or interrelated, publishable manuscripts/published articles may contain work that is identical to work that a student previously presented for a qualification.
- (d) The requirement in respect of a doctoral thesis is that at least three publishable manuscripts/published articles are submitted. For the Professional Doctorates where the research component should comprise at least 60% of the degree, two manuscripts/published articles, are submitted.
- (e) At least one of the manuscripts must be publishable in an accredited journal, or the published articles must have appeared in an accredited journal.

A106 DURATION OF STUDY AND COMPILING A CURRICULUM

- (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) or in relation with the minimum residential time stipulated on the UFS PQM for the specific doctoral degree.
- (b) Except in cases where the Council (via the Senate) implements new rules with immediate effect, a student may (for a Doctoral Degree) only be registered for the minimum residential period allowed for that qualification on the UFS PQM 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 Registrar.
 - (ii) In the case of a student studying at the Qwaqwa Campus, approval in respect of the faculty rules may be granted by the Campus Vice-Principal: Academic of the Qwaqwa Campus 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 interrelated, publishable manuscripts/published articles or a mini-thesis is not accepted and the student subsequently re-registers for the Doctoral Degree, the faculty board gives an *ad hoc* ruling as regards the study period. Written notification of the ruling is forwarded to the Registrar or, in the case of a student at the Qwaqwa Campus, to the Campus Vice-Principal: Academic of the Qwaqwa Campus.
- (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 Registrar.
 - (ii) In the case of qualifications offered at the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus 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.

A107 STUDENT REGISTRATION AND RE-REGISTRATION**A107.1 Selection for registration**

- (a) A person who qualifies to register to complete her/his Doctoral Degree by means of a thesis or interrelated, publishable manuscripts/published articles must meet the following requirements before being able to register for the qualification concerned:

- (i) Before registration the applicant should submit a research outline³⁰ that is considered appropriate by the academic department in which the applicant will be registered;
 - (ii) All Doctoral applicants are subject to a selection process which could differ from department to department and of which the details will be published in the departmental brochures for postgraduate selection and on the departmental webpages.
 - (iii) Selection for registration is based on the content and performance in the prior degree, academic merit, bridging arrangements, prior work experience and research ability.
 - (iv) The supervisor in consultation with the head of department reserves the right to request applicants to write an admission examination or to enrol for additional modules or to prescribe to additional admission requirements when deemed necessary.
 - (v) If the above-mentioned requirements are confirmed to be appropriate by the supervisor and the academic head of department to be of the appropriate standard, the applicant, if required must write either the IELTS or TALPS test at his/her own costs and must pass all sections of the test with a rating of at least 6.
- (b) If the applicant complied with all the requirements stated in A107.1(a)(i) – (v) permission will be granted for registration.

A107.2 Registration for the qualification

- (a) All student registrations are done in accordance with the coordinated arrangements of the Registrar, 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) Within the first 10 weeks after registration the faculty will, if it is deemed necessary, present an orientation programme (completion is mandatory) to enrich all students intending to study at this level with appropriate research methods and the required background.
- (d) After registration, the student must work on a research proposal together with the promoter, except in cases where a research proposal is submitted immediately and accepted by the faculty research committee or the faculty board.
- (e) An acceptable research proposal and title must be approved by the faculty research committee or faculty board, including compliance with requirements of the ethics committees, within the first six months after registration.
- (f) An extension with regard to the submission of the research proposal and title, for a maximum period of another 45 days, may only be granted with the approval of the dean upon the recommendation of the programme director or the academic head of department, and with notification in writing to the Registrar, or the Campus Vice-Principal: Academic of the Qwaqwa Campus in respect of a student at the Qwaqwa Campus.
- (g) Simultaneously with the application for approval of the research proposal and title, a promotor, as well as a co-promotor(s) (if applicable), must be approved by the faculty board at the recommendation of the programme director or the academic head of department, in accordance with the faculty procedures.

³⁰ Should another approved test, assessment or mechanism exist in a faculty to determine a student's capacity to conduct research in the language of instruction, such test, assessment or mechanism may be applied.

- (h) A student who wishes to begin, after the registration period, with Doctoral Degree studies that do not include examination papers, may be permitted to register by the programme director or the academic head of department, or the Campus Vice-Principal: Academic of the Qwaqwa Campus in respect of a student at the Qwaqwa Campus.
- (i) In cases where a student's studies commence between the beginning of the first semester and the end of September, the student's fees are adjusted proportionally.
- (j) Where these steps take place between October and December and therefore do not fall within the official registration period, the student must (at least within the subsequent year(s)) register for the qualification concerned within the scheduled registration period.
- (k)
 - (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 Annexure A to this document.
- (l) 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.
- (m) 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 undergraduate 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.
- (n) 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. Approval based on the recommendation of the programme director and/or the academic head of department is required from the dean(s) in question, and (if applicable) from the relevant dean at the other institution of higher education, taking into account the specific admission requirements. Written notification must be given to the Registrar or, in the case of a student at the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus, provided that the periods of residence coincide.
- (o) 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 with the approval of the Registrar – is able to provide justification that the student had already made progress with the study (thesis or interrelated publishable manuscripts/published articles or mini-thesis) 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.
- (p) Where, on the strength of a written justification by the applicant endorsed by the programme director and/or the academic head of department, as well as the dean, the Registrar grants approval to the person to register retroactively or after the

Senate-approved registration period for a structured coursework qualification, an additional fee will be levied for the late registration.

- (q) A first registration for a Doctoral Degree that entails only a thesis or interrelated, publishable manuscripts/published articles, may – taking into account the subsidy guidelines – take place outside of the approved registration periods.
- (r) 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.
- (s) 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 interrelated, publishable manuscripts/published 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 interrelated, publishable manuscripts/published 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 Campus Vice-Principal: Academic of the Qwaqwa Campus, 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) may 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 result in a loss of subsidy for the University, and will thus only be considered in exceptional circumstances. The programme director and/or the academic head of department remain 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://kovsielife.ufs.ac.za>, or by means of a written notification to the Registrar or the campus head, in the case of a student at the Qwaqwa Campus, or the director of the Business School in respect of the PhD 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

REGISTRATION OF RESEARCH TITLES AND 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 all research titles.

Clarification

No modifications may be made to a title simultaneously with the submission of the research for assessment (thesis or interrelated, publishable manuscripts/published 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 database.

A109 PROMOTER AND CO-PROMOTER(S)

- (a) A promoter and a co-promoter(s), if applicable, are approved by the faculty board on the recommendation of the programme director and/or the academic head of department.
- (b) Co-promoters may 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 in the University's employ must be nominated.

A110 EXAMINERS

This rule must be read in conjunction with the Rule A113.7.3

- (a) When the study commences, all examiners 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) Examiners 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 three examiners are required in respect of a thesis, provided that if an internal examiner – who must not be either the promoter or the co-promoter(s) – is nominated, the external examiners (persons not affiliated to the University) must constitute the majority of the panel of examiners.
- (d) In the case of interrelated publishable manuscripts/published articles at least three examiners are required, provided that, if an internal examiner – who must not be either the promoter or co-promoter(s) – is nominated, the external examiners (persons not affiliated to the University) must constitute the majority of the panel of examiners.
- (e) Examiners 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 mini-thesis or interrelated, publishable manuscripts/published articles, at least three examiners must be nominated, of whom one must be an external examiner (person not affiliated to the University) and one must be an internal examiner – who must not be either the promoter or the co-promoter(s).
- (g)
 - (i) Examiners will only be appointed once the student indicates that she/he is going to submit 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

examiners, with notification to the faculty committee and the Registrar or, in the case of a student at the Qwaqwa Campus, to the Campus Vice-Principal: Academic of the Qwaqwa Campus.

- (h) Except in extraordinary circumstances one of the assessors must be an expert of recognised international standing as approved by the faculty board.

- (i) A student may not communicate with an examiner.

Clarification

Examiners 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 Registrar must keep the promoter informed as regards the examiners' 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. Only after approval by the relevant officials of both campuses will this be granted.

Clarification

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

A112 CREDIT ACCUMULATION AND 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 previous 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 previously 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 previous 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 Degree studies at another institution of higher education or a candidate who is registered for a Doctoral 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.
- (c) With regard to a student who fails to fulfil the requirements for a qualification, the general principle is that the student may not be awarded an early-exit qualification.

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 RPL 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 RPL.

A113 ASSESSMENT RULES**A113.1 Attendance at teaching opportunities**

- (a) Compulsory attendance at teaching opportunities in a module, as prescribed by the board of the faculty in which the specific module is offered and indicated in the module guide or its addendum, is one of the prerequisites for admission to the examination.
- (b) Apology for non-attendance at 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 60 percent is required.
- (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 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 assessments as set out in the relevant module guide or its addendum³¹.

A113.3 Examinations: modules

- (a) Two examinations are scheduled per semester:
 - (i) a main mid-year examination and an additional mid-year examination in respect of the first-semester modules; and
 - (ii) a main end-of-year examination and an additional end-of-year 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. A student who does not participate in the main end-of-year examination may also – based on justified extraordinary circumstances, within the

³¹ The granting of approval to a student who has not obtained the required semester mark is specifically excluded from this rule, as no student will be allowed to participate in an examination without having obtained the required semester mark.

period allowed for this purpose and using the prescribed form – apply for an additional examination during the additional end-of-year examination.

- (d) A student in her/his final academic semester who must prolong her/his qualification subsequent to failing a single module will not be considered for a special examination, as special examinations are only considered up to Honours level.
- (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.

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

- (a) A student who intends to submit a thesis or interrelated, publishable manuscripts/published articles for assessment must, on the prescribed form and with the approval of the promoter and, if applicable, the co-promoter(s), inform the Registrar or, in the case of a student at the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus, of her/his intention as follows:
 - (i) on or before the last working day of October of the preceding year for graduating during the June/July graduation ceremony; or
 - (ii) on or before 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, mini-thesis or interrelated, publishable manuscripts/published articles have already been registered, and that the examiners have already accepted their nominations in writing, before the notification of submission is approved by her/him and can be accepted by the Registrar or, in the case of a student at the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus.
- (c) Only if the following requirements have been met can the Registrar or, in the case of a student at the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus, accept a thesis or interrelated, publishable manuscripts/published articles so that it may be dispatched for assessment:
 - (i) Notification of submission has been received, provided that the student is registered and will be registered for the minimum residential period at the time of the submission.
 - (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 examiners and they have, in writing, accepted the nominations.
 - (iv) Submission of research can take place throughout the year, but there will be no guarantee that the degree will be conferred during the next graduation ceremony, due to assessment procedures. The Vice-Rector: Academic should be informed in all cases when submission of research is refused by Student Academic Services.
 - (v) A student must submit the research at least four months prior to a graduation ceremony, to ensure that the degree can be conferred during the particular graduation ceremony. It is possible, however, that due to problems/issues

regarding the research that the student can only receive the qualification during the next graduation ceremony.

(vi) All fees have been paid.

- (d) Once a thesis or interrelated, publishable manuscripts/published articles have been submitted for assessment, they may not be withdrawn and the assessment must proceed.

A113.5 Assessment opportunities: mini-thesis or interrelated, publishable manuscripts/published articles

- (a) The submission date for assessment of a mini-thesis or interrelated publishable manuscripts/published articles 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 Campus Vice-Principal: Academic of the Qwaqwa Campus.
- (b) Once a mini-thesis or interrelated publishable manuscripts/published articles 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, interrelated publishable manuscripts/published articles or a mini-thesis

- (a) There is no standard format for submission of a dissertation or thesis: formatting is at the candidate's discretion. Reasonable width margins (2–2.5 cm) and one-and-a-half spacing are desirable to ensure comfortable reading of the text. Consistent referencing should be applied, and there may be departmental variations in the referencing system requirements.
- (b) For assessment purposes, a student may submit either properly bound copies or subedited copies in temporary bindings or electronic copies saved in the prescribed electronic format.
- (c) An Afrikaans and an English abstract of no more than 600 words each must be included at the beginning of the thesis, together with approximately 10 key terms in English that describe the topic.
- (d) The promoter must provide a written declaration that she/he approves the submission for assessment and that the thesis or interrelated publishable manuscripts/published articles have not previously, either in part or in its entirety, been submitted to the examiners.
- (e) The student must submit the following written declarations:
- (i) "I,, declare that the thesis (or interrelated publishable manuscripts/published articles or mini-thesis) that I herewith submit for the Doctoral Degree 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.

- (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 Doctoral Degree
..... 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 for modules

If the qualification entails both modules and a mini-thesis or interrelated, publishable manuscripts/published articles, each individual module must be passed with at 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 60 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 60 percent has been obtained and she/he has participated in all the assessments.
- (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. The qualification can, however, not be obtained with a distinction (Refer to General Rule 113.7.3(e)).

A113.7.2 Pass requirements for a mini-thesis or interrelated publishable manuscripts/published articles

- (a) For a student to pass a mini-thesis or interrelated publishable manuscripts/published articles, each of the examiners 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 examiners 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 examiner, with written notification to the Registrar or to the Campus Vice-Principal: Academic of the Qwaqwa Campus as regards a student at the Qwaqwa Campus.
- (c) The independent external examiner's recommendation in respect of a pass or essential corrections is final.

A113.7.3 Pass requirements: thesis or interrelated publishable manuscripts/published articles

This rule must be read in conjunction with Rule A110.

- (a) For a student to pass a thesis or interrelated publishable manuscripts/published articles, each of the examiners must so recommend.
- (b) If the examiners 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 arbitrator, with written notification to the Registrar or to the Campus Vice-Principal: Academic of the Qwaqwa Campus as regards a student at the Qwaqwa Campus.
- (c) The arbitrator recommendation in respect of a pass or 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 be submitted for assessment in unaltered form.
- (e) Doctoral Degree qualifications are not awarded with distinction.

A113.8 Promotion

A system of promotion does not apply in respect of Doctoral Degree 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 half an hour per student;
 - (iii) besides the examiner(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 examiner has received a thesis or interrelated publishable manuscripts/published articles, the Registrar 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 Campus Vice-Principal: Academic of the Qwaqwa Campus.
- (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 Registrar or the Campus Vice-Principal: Academic of the Qwaqwa Campus, 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 examiners have been met, subsequent to which the dean has to notify the Registrar or, in the case of a student at the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus, of the final result.
- (d) Subsequent to the dean having informed the Registrar or the Campus Vice-Principal: Academic of the Qwaqwa Campus, 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 examiners 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 examiners.
- (f) Assessment reports of a mini-thesis or interrelated, publishable manuscripts/published 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 Registrar or the Campus Vice-Principal: Academic of the Qwaqwa Campus 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 as set out in Annexure B hereto.

A113.12 Additional time during examinations/assessments

The Registrar may grant a student additional time for assessments on the basis of a written application, accompanied by a medical certificate or on the recommendation of Student Counselling and Development, in collaboration with the Centre for Universal Access and Disability Support (CUADS).

A113.13 Errors regarding 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 scheduled submission of research for assessment.

A113.14 Assessment results

- (a) If a student is required to make changes or improvements, the supervisor/promoter must inform the Registrar in writing when all requirements, as set by the examiners, have been met. Only once this has been done will the result be confirmed to the student.
- (b) Except where the Senior Director of Finance decides otherwise, official results are posted to a student only if her/his account has been settled.
- (c) Assessment decisions should be made transparently and students must be afforded reasonable access to such information. Assessment reports are not made available to students, but the contents can be made known to the student orally or in writing by the supervisor/promoter at his/her discretion.

Clarification

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

After a thesis or interrelated, publishable manuscripts/published articles or mini-thesis that were temporarily bound or compiled has been accepted, at least one properly bound copy each for the promoter and the co-promoter(s) and external examiner(s) and moderator(s) must be submitted to the Registrar or to the Campus Vice-Principal: Academic of the Qwaqwa Campus in the case of a student at the Qwaqwa Campus.

The Doctoral students submit an electronic copy of the accepted research dissertation or interrelated, publishable manuscripts/published articles directly into KovskyScholar. Should problems be experienced with the submission the accepted research document, one CD-ROM can be submitted by the student to the University Library. A copy must also be submitted to the Registrar or the Campus Vice-Principal: Academic of the Qwaqwa Campus in the case of a student at the Qwaqwa Campus, and must meet the following requirements:

- *embedded font*
- *one file containing the full text, abstract in English and Afrikaans, key words, illustrations and maps*
- *PDF format*

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

A mini-thesis may be submitted by the academic head of department or her/his proxy to the Student Academic Services Department (Examination Administration Division) to be dispatched to the examiners.

A114 QUALIFICATION WITH DISTINCTION

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

A115 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 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 qualification certificate to a student unless
 - (i) all monies 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) a student intend to submit a thesis that corresponds to a commission of his/her employer, the student must disclose her/his intention to the UFS and his/her employer on registration or as soon as possible after she/he becomes aware of the commission, after which the UFS and the employer shall then negotiate copyright ownership and confidentiality related to the student's thesis.
 - (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 monies 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 by telephone to +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 section 6 of the Copyright Act, 1978 – nor any action claiming that any publication or part thereof constituted part of a thesis, interrelated, publishable, manuscripts/published articles or mini-thesis 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 grant written permission beforehand, subsequent to consultation with the designated director: Research Commercialisation, and with written notification to the Registrar, 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 Doctoral Degree 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 AND CERTIFICATES OF CONDUCT

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 that are not required for official purposes and 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://kovsielife.ufs.ac.za>

A predetermined number of copies of the student's academic record is issued annually to the student free of charge. Any further of copies of the academic record of the student will only be issued to the student after payment of the required fees.

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 Annexure B to this document.

A121 FINANCIAL SUPPORT

- (a) An academic merit bursary is automatically awarded to a student who is registering for a Doctoral Degree 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 upon receipt of a written application that is accompanied by a study record.
- (c) The Postgraduate School also manages 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, Financial Aid Division, PO Box 339, Bloemfontein 9300, or the University's web page at <http://kovsielife.ufs.ac.za> under the heading "Academic Life"; click on "Financial Aid".

A122 RESIDENCE IN CAMPUS ACCOMMODATION

- (a) The designated vice-rector is responsible for enforcing the rules that apply to residence in campus accommodation.
- (b) A person's placement in campus accommodation is subject to her/his admission to an academic qualification at the University.
- (c) Placement is done with due regard for diversity objectives, which include academic

achievement, leadership, cultural activities, sporting achievements, racial diversity and gender.

- (d) The University accepts no responsibility for loss of or damage to occupants' personal belongings.
- (e) 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.

A122.1 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 – reapply to take up residence in campus accommodation.
- (d) The University processes only fully completed applications.

A122.2 Allocation and reallocation of campus accommodation

The requirements and procedures 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 Senior Director: Housing and Residence Affairs.

A122.3 Cancellation of residence in campus accommodation

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

A123 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 an account statement has been received:

Payment dates for **South African** students:

First semester: all fees for the first semester are payable on/before **31 March**.

Second semester: all fees for the second semester are payable on/before **31 August**.

Payment dates for **international** students:

First semester: all fees for the first semester are payable on/before **31 March**.

Second semester: all fees for the second semester are payable on/before **30 June**.

regardless of any other date which may appear on account statements.

If payments are not made by the due dates:

- interest at the prime bank rate as charged by ABSA Bank + 2% will be levied on all accounts in arrears;
- all academic records for the contractual period of payment default will be withheld; and
- international students with fees outstanding on **1 July** will not be allowed to continue with their second-semester studies.

(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 the account statement, the transaction was concluded.

(e) Failure to settle an account on the appointed dates entitles the University – regardless of the exercising 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 interrelated, publishable manuscripts/published articles or mini-thesis 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 due to 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 monies 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 Southern African Development Community (SADC) are exempted from the stipulation regarding the additional 50 percent.

(j) **Prescribed debt: fees for the academic year are payable in advance**

A student previously registered as a student of the UFS who failed to pay outstanding fees will not be allowed to register unless fees for the year are paid in advance. This includes students whose debt has prescribed. Should a student be of the opinion that sufficient reason exists for the granting of exemption from this requirement, such a student must appeal in writing to the Senior Director of Finance, University of the

Free State, PO Box 339, Bloemfontein, 9300.

Clarification

Monies 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 a beneficiary

Use the ABSA banking details as above

(iii) Online credit card payments

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

(iv) Cashiers: Thakaneng Bridge

(v) Samba

Samba card payments can be made at the cashiers' office at the Thakaneng Bridge.

Monday to Friday 08:30-14:30

(vi) Post Office

Any branch

Reference number: Student number

Fax proof of payment to: +27 51 401 3579

A124 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 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.

A125 – A129 For potential further additions

GENERAL RULES FOR HIGHER DOCTORATES (NQF EXIT LEVEL 10)

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**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 for complying 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 are 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, a prospective student must:
 - (i) Address a justified written submission to the relevant dean.

- (ii) Attach 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 a 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 process all applications received, notwithstanding that applications may be incomplete, subject thereto that the date of receipt of an incomplete application will not be used for selection programmes, placement in campus accommodation or financial assistance.

Clarification

Certified copies are accepted only if the following information regarding the commissioner of oaths is clearly

legible on the document:

- *the full name and surname;*
- *the position she/he holds;*
- *the place at which the certified copy was signed;*
- *the date on which the certified copy was signed;*
- *the business address;*
- *the signature.*

The date on which either missing 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 DEGREE

- (a) To be admitted to the Higher Doctorate Degree
- (i) a person must already have a Doctoral Degree; and
 - (ii) have to her/his credit a distinguished record of published research at an advanced academic level, or creative work, or superb academic contributions.
- (b) A person may also be admitted to the Higher Doctorate Degree on the strength of her/his academic mentoring, 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 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, and must include compliance with the requirements of the ethics committees.
- (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.

A133.2 Re-registration

A student does not qualify for re-registration if the examiners have not recommended a positive result.

A133.3 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.

A133.4 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 Registrar manages 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

EXAMINERS

- (a) Once the student indicates that he/she will submit the research report the faculty board nominates the examiners and moderators, on the recommendation of the programme director and/or the academic head of department and the faculty research committee.
- (b) At least three international examiners who are considered to be leaders in the field must be nominated.
- (c) The examiners must be affiliated to different institutions.
- (d) A mentor is not part of the examination panel.
- (e) The student may not communicate with an examiner.

Clarification

*Examiners 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 Registrar must keep the mentor(s) informed as regards the examiners' 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 an abstract in English and in Afrikaans (not more than 10 000 words each), and also approximately 10 key terms in English that describe the topic of the manuscripts.
- (b) For assessment purposes, the student must submit a sufficient number of copies, in temporary bindings, for the examiners and moderators.
- (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 examiners and moderators.
- (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 examiner 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 Registrar, and with the submission of a report to the Executive Committee of Senate.

A138 PASS REQUIREMENTS AND QUALIFICATION WITH DISTINCTION

- (a) To qualify for the Higher Doctorate, all the assessment reports have to be positive.
- (b) If one of the examiners' assessment reports is not positive as regards the result, an external, independent international examiner must be nominated on the recommendation of the Registrar and in consultation with the vice-rector and the dean.
- (c) The independent examiners' recommendation of the result is final.
- (d) The qualification is not awarded with distinction.
- (e) With regard to a student who fails to complete the requirements for a qualification, the general principle is that the student may not be awarded an early-exit qualification.

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, as set out in Annexure B hereto.

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 monies owed to the University have been paid; and
 - (ii) properly bound copies of the document submitted for assessment have been received by the Registrar on the date determined by Senate (copies

for the mentor(s) and submission of the research on KovskyScholar or alternatively one CD-ROM for the library); 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 monies 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 by telephone to +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.
- (d) **Prescribed debt: fees for the academic year are payable in advance**

A student previously registered as a student of the UFS who failed to pay outstanding fees will not be allowed to register unless fees for the year are paid in advance. This includes students whose debt has prescribed. Should a student be of the opinion that sufficient reason exists for the granting of exemption from this requirement, such a student must appeal in writing to the Senior Director of Finance, University of the Free State, PO Box 339, Bloemfontein, 9300.

**A142 –
A144 For potential further additions**

GENERAL RULES FOR HONORARY DEGREES

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GENERAL RULES FOR 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 the Honorary Degrees 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 10 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 1 000 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 tarnishes 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.

A147**For potential further additions**

GENERAL RULES FOR POSTDOCTORAL RESEARCH FELLOWSHIPS/FELLOWS

A148 POSTDOCTORAL RESEARCH FELLOWSHIPS/FELLOWS ³²

A148.1 Primary objectives of postdoctoral research fellows

- (a) The postdoctoral research fellow should:
- (b) generate new knowledge and transfer knowledge and skills;
- (c) enable outstanding doctoral candidates to obtain experience of research and innovation at a higher education institution;
- (d) expand on existing research and ideas and pursue new lines of research;
- (e) interact with other academics and postdoctoral fellows;
- (f) emphasise an increase in publication outputs;
- (g) develop knowledge for stakeholders such as the government, business, industry and social communities;
- (h) promote national and international conference attendance and the presentation of research papers at these conferences.

A148.2 Responsibilities of hosting institution

- (a) The host academic must ascertain that there is sufficient funding from a *bona fide* bursary source for a postdoctoral research fellow(ship);
- (b) The relevant host academic/host department must advertise the postdoctoral research fellowship in order to comply with the SARS regulations, interview and select an appropriate candidate, ensuring that the proposed candidate holds, or will soon hold, an appropriate doctoral degree, has an extensive research track record and/or publication record and has experience of delivering papers at conferences..

³²

Information to compile definition derived from Draft UFS Policy on Postdoctoral Research Fellowships/Postdoctoral Research Fellows.

- (c) The postdoctoral research fellows are not employees of the UFS and do not qualify for employee benefits.
- (d) Postdoctoral research fellows will be registered as research students and will be issued with access cards that differ from those of employees. These cards, may in some instances, be student cards and student library cards.
- (e) The postdoctoral research fellowship can be extended according to the regulations of the Draft Policy on Postdoctoral Research Fellowships/Postdoctoral Research Fellows.

A148.3

Responsibilities of postdoctoral research fellow

- (a) By way of acceptance of the postdoctoral research fellowship, the research fellow must submit an application form for registration as a postdoctoral research fellow for the current academic year.
- (b) Must complete a memorandum of understanding in cooperation with the host, stipulating the general conditions of the award and the research to be undertaken.
- (c) Completion of the documentation mentioned in (a) and (b) above, a registration process at the University must be followed, whereby the postdoctoral research fellow will register as such.
- (d) Progress reports must be submitted according to the agreed upon stipulations.

A150 CONVOCAATION

A150 CONVOCAATION

- (a) In addition to designated members of staff, all students (present or past) who 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.

ANNEXURE A

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, Mathematical Statistics is MATS, Applied Mathematics 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 professionally-oriented 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 Bachelor Honours Degrees, seven (7) to structured (coursework) Master's Degrees and also to coursework Master's Degree dissertations (mini-dissertations), eight

(8) to Master's Degree by research (Master's Degree research dissertations) and nine (9) to Doctoral Degrees.

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 Bachelor Honours Degrees, nine (9) to Master's Degrees, and one (1), which represents 10, to Doctoral Degrees. The third digit, where possible, indicates the tuition period, i.e. semester, 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 HEQSF alignment and the curriculum review also led 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.

Table 1: Eight-character alphanumeric module code examples

Subject Field					Catalogue number				
QUALIFICATION TYPE	MODULE Abbreviation		YEAR/ EDUCATIONAL LEVEL	NQF LEVEL	TUITION PERIOD Odd=1 st semester Even=2 nd semester 0=year module	CREDITS Multiples of 4	EXAMPLE		
	The first 4 characters (letters)		1 st Digit	2 nd Digit	3 rd Digit	4 th Digit			
UNDERGRADUATE (UG)									
■ Higher Certificates	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)
■ Advanced Certificates					1	6	2		
■ Diplomas					1	5/6	1		
■ Advanced Diplomas					1	7			
■ Bachelor's Degrees					1/2/3	5/6/7			
■ Prof Bachelor's					1/2/3/4	5/6/7/8			
■ MBChB 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)
BACHELOR HONOURS DEGREE									
■ BACHELOR HONOURS DEGREE	C	E	M	O	6	8	2	6	CEMO6826 i.e. CEM=Chemistry O=Organic 6=Bachelor Degree level 8=NQF Level 2=2 nd semester 24=Credits (6X4) Honours

MASTER'S DEGREES

■ MASTER'S DEGREES	E	C	O	I	7	9	2	8	ECOI7928 i.e. ECO=Economics I=International monetary relations 7=Masters level (<u>Structured</u>) 9=NQF Level 2=2 nd semester 32=Credits (8X4)
	T	L	G	D	8	9	0	0	TLGD8900 i.e. TLG=Theology D=Dogmatology 8=Masters level (<u>Research/Dissertation</u>) 9=NQF Level 0=year 180=Credits

DOCTORAL DEGREES

■ DOCTORAL DEGREES (PhD, DSc, DT, LLD, 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
--	---	---	---	---	---	---	---	---	---

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 at 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.

ANNEXURE B

UFS RULES ON STUDENT DISCIPLINE

1 *Misconduct*

- (1) Misconduct includes any action that impairs or may impair the good name, order, rights, discipline or the proper continuation of the activities of the University or any section of the University including any of its faculties, schools, departments, divisions, office-bearers, staff members, students or supporters.
- (2) Serious misconduct includes misconduct in respect of lectures, tests, examinations, assignments or any other academic matters, and behaviour by a student that also constitutes criminal conduct or by which another person or group of persons is unjustly harassed or humiliated or treated antagonistically or violently in any way.

2 *Reporting, investigating and summary dealing with misconduct*

- (1) All complaints of misconduct are reported by a complainant to a person designated by the Rector as disciplinary officer.
- (2) The disciplinary officer may designate other persons or authorities with whom complaints may be lodged; hereafter he or she appoints a person or persons to investigate the matter and report on it.
- (3) After receipt of the report the disciplinary officer may
 - (a) decide that the matter should not be taken further; or
 - (b) indicate the disciplinary body or disciplinary person who should hear the case; or
 - (c) refer the matter to the faculty concerned for consideration of an application to check the student in a particular field of study.
- (4) The disciplinary officer may for a period prohibit a student against whom a complaint is being investigated to enter any premises of the University or any part thereof, or to exercise any right or privilege that a registered student may have: provided that such prohibition may come into effect only after the student has had the opportunity to advance reasons why the prohibition should not come into effect, and the reasons have been considered and are not accepted.
- (5) The temporary prohibition contemplated in subparagraph (4) may extend up to the time that the person charged has been found not guilty by the

appointed disciplinary body or disciplinary person or the appeal of the person charged against a conviction or sentence has been finalised.

- (6) The disciplinary officer may, in consultation with executive management, determine spot fines for particular categories of misconduct and he or she may determine particular categories of misconduct that may be heard by particular disciplinary bodies or disciplinary persons.

3 *Disciplinary bodies or disciplinary persons and punitive jurisdiction*

- (1) The following disciplinary bodies or disciplinary persons may hear complaints of misconduct and impose sentences as indicated:
 - (a) House committees may
 - (i) hear less serious complaints of misconduct at residence level; and
 - (i) impose as sentences reprimands, warnings, community service within residence context or fines that do not exceed 5% of the annual residence fee.
 - (b) Wardens may
 - (i) hear appeals against findings of house committees as well as complaints of more serious misconduct at residence level; and
 - (ii) in addition to sentences imposed by house committees, also expel a student from the residence or suspend such expulsion on suitable conditions.
 - (c) The student disciplinary committee comprising senior law students who are appointed annually by the dean of the Faculty of Law in consultation with the disciplinary officer
 - (i) hears complaints referred by house committees, wardens or the disciplinary officer; and
 - (ii) may reprimand or warn students or impose fines that do not exceed 7.5% of the annual residence fee, or community service in campus context.
 - (d) The Director: Student Affairs
 - (i) hears appeals against findings by wardens or the student disciplinary committee as well as complaints referred to him or her by the disciplinary officer; and
 - (ii) may, in addition to the sentences imposed by wardens, fine students to a maximum fine that may not exceed 10% of the

annual residence fee, or to community service in campus context;

- (iii) may inform the student's parents or guardians before, during or after the hearing about the matter, and may refer the student to experts for psychological, pastoral or other diagnosis, therapy or help.
- (e) A Vice-Rector
 - (i) is the final authority for appeals against findings by the Director: Student Affairs; and
 - (ii) also hears any complaint of misconduct, with the consent of and admission of guilt by the student, on a summary basis and imposes sentences that fall within the competence of the hearing committee; and
- (f) the hearing committee
 - (i) is appointed by the Rector; and
 - (ii) comprises at least three members and their alternate members of whom at least one must be a jurist who acts as chairperson;
 - (iii) the Rector may appoint a disciplinary officer or a jurist to submit evidence at the hearing and to be of assistance in any other respect;
 - (iv) a student who must appear before the hearing committee receives written notice of such hearing at least five working days before the hearing;
 - (v) the complaint that the student is charged with, as well as the student's right to be assisted at the hearing by a jurist or his or her parent or guardian, must be stated in the notice;
 - (vi) failure of an accused to be personally present or to remain at a hearing does not make the proceedings invalid;
 - (vii) the hearing committee hears all appeals against findings by a vice-rector as well as complaints referred by the disciplinary officer and may impose one or more of the following sentences:
 - (aa) a serious warning or caution;

- (bb) depriving the student concerned of certain privileges as student;
 - (cc) refusal of re-admission to the University for a period or permanently;
 - (dd) imposing a fine that may not exceed the annual residence fees;
 - (ee) refusal of admission to any examination or test event with or without forfeit of any marks already obtained and with or without cancellation of any subject or course;
 - (ff) refusal of admission to all or some of the University's buildings, grounds or services or to be admitted only on certain conditions;
 - (gg) suspension from the University for a period; or
 - (hh) expulsion from the University;
- (g) any sentence imposed may be suspended by any of the disciplinary bodies or disciplinary persons on suitable conditions, and may be made known to all or certain other higher educational institutions, applicable occupational or professional bodies and by the campus media;
- (h) if a student's misconduct has caused damage, he or she may be ordered to repay the damage in addition to the imposed sentence;
- (i) all proceedings before any disciplinary body or disciplinary person must comply with the requirements of natural justice; and
- (j) if a student wishes to use legal representation, the case is referred directly to the hearing committee.
- (2) A student who wishes to appeal
- (a) to a warden against a finding of a house committee;
 - (b) against a finding by a warden to the Director: Student Affairs;
 - (c) against a finding of the student disciplinary committee to the Director: Student Affairs;
 - (d) against a decision of the Director: Student Affairs to a Vice-Rector; or
 - (e) against a finding of a vice-rector, other than a finding of an appeal, to the hearing committee, must do so by means of a written notice to the

applicable disciplinary body or disciplinary person within five working days after the sentence is imposed;

4 *The Appeal Committee*

- (1) The appeal committee is constituted by the Rector and consists of a member of the Rectorate, one member of the Council and the dean of the Faculty of Law who acts as chairperson, or their alternate members: provided that if any of the members were involved in the finding of the hearing committee against which an appeal has been lodged, his or her alternate member must represent him or her at the appeal.
- (2) The appeal committee hears appeals against findings of the hearing committee only after the appellant has given written notice to the Rector of his or her intention to appeal within five working days after the finding, setting out fully his or her grounds for appeal in the notice.
- (3) The appeal committee decides the appeal by means of documents only, but may be addressed on the matter by the appellant or his or her parent or guardian or legal representative.
- (4) The Rector may appoint a disciplinary officer or a jurist to make a submission on behalf of the hearing committee and to be of assistance in any other respect.
- (5) A student whose appeal is heard by the appeal committee is given at least five working days' written notice before an appeal session.
- (6) The fact that the appeal will be decided on by documents and argument alone and that the student has the right to be assisted by a jurist or his or her parent or guardian at the session must be stated in the notice contemplated in subparagraph (5).
- (7) Failure of an appellant to be personally present or remain at a session does not make the proceedings invalid.
- (8) After consideration of the appeal, the appeal committee may allow the appeal as a whole or partially and may set aside or amend the finding of the hearing committee or dismiss the appeal and uphold the finding.
- (9) The finding of the appeal committee is final and no reasons for such finding need to be provided.

5 *Continued liability for full fees*

If, owing to misconduct, a student's rights or privileges are taken away from him or her temporarily or permanently, completely or partially or his or her studies are interrupted or terminated, or his or her residence accommodation is terminated, such student forfeits all claims to the repayment, reduction or remission of fees paid or payable to the University.

If it is in the interest of the maintenance of good order on any or all of the campuses of the UFS, the Rector or his or her nominee, in consultation with the dean of the Faculty of Law or his or her nominee, may

- a) After having given the student a reasonable opportunity to make representations; and
- b) As a temporary measure pending final determination of a discipline enquiry prohibit students from:
 - i) Attending teaching and learning activities including lectures, tutorials and practicals; and/or
 - ii) Participating in specified activities of the UFS; and/or
 - iii) Entering the premises of the university of the UFS or specified parts or a part thereof; and/or
 - iv) Residing in or entering any residence of the UFS; and/or
 - v) Directly or indirectly making contact with one or more specified person/persons on any or all campuses.

Note:

The above rules are verbatim taken from the UFS Statute (17 August 1999) and apply in the above format as from the date on which the substitutional Statute will be approved by the Minister of Education and being published in the Government Gazette.

Recommended to the Minister of Education in terms of a UFS Council decision on 11 March 2005.

ANNEXURE C

GENERAL RULES: CROSS REFERENCED AND INDEXED

UNDERGRADUATE QUALIFICATIONS		POSTGRADUATE DIPLOMAS		BACHELOR HONOURS DEGREES		MASTER'S DEGREES		DOCTORAL DEGREES		HIGHER DOCTORATES	
A1 <i>p.22</i>	General Rules	A20 <i>p.59</i>	General Rules	A45 <i>p.85</i>	General Rules	A70 <i>p.112</i>	General Rules	A100 <i>p.152</i>	General Rules	A130 <i>p.182</i>	General Rules
A2 <i>p.22</i>	Applying for Admission	A21 <i>p.59</i>	Applying for Admission	A46 <i>p.85</i>	Applying for Admission	A71 <i>p.112</i>	Applying for Admission	A101 <i>p.152</i>	Applying for Admission	A131 <i>p.182</i>	Applying for admission
A3 <i>p.25</i>	Admission or readmission to the University and to an academic qualification	A22 <i>p.60</i>	Admission or readmission to the University and to an academic qualification	A47 <i>p.86</i>	Admission or readmission to the University and to a Bachelor Honours Degree	A72 <i>p.114</i>	Admission or readmission to the University and to a Master's Degree	A102 <i>p.154</i>	Admission or readmission to the University and to a Doctoral Degree	A132 <i>p.184</i>	Admission to the Higher Doctorate Degree
A4 <i>p.35</i>	Submission of documentation required to register as a student	A23 <i>p.62</i>	Submission of documentation required to register as a student	A48 <i>p.88</i>	Submission of documentation required to register as a student	A73 <i>p.117</i>	Submission of documentation required to register as a student	A103 <i>p.157</i>	Submission of documentation required to register as a student		
						A74 <i>p.118</i>	Mode of presentation	A104 <i>p.158</i>	Mode of presentation		
						A75 <i>p.119</i>	Requirements in respect of a Master's Degree research dissertation or interrelated publishable manuscripts/published articles or a coursework Master's Degree mini-dissertation.	A105 <i>p.159</i>	Requirements in respect of a thesis, interrelated publishable manuscripts/published articles or a mini-thesis		
A5 <i>p.36</i>	Duration of study and compiling a curriculum	A24 <i>p.63</i>	Duration of study and compiling a curriculum	A49 <i>p.90</i>	Duration of study and compiling a curriculum	A76 <i>p.120</i>	Duration of study and compiling a curriculum	A106 <i>p.160</i>	Duration of study and compiling a curriculum		
A6 <i>p.37</i>	Student registration and re-registration	A25 <i>p.63</i>	Student registration and re-registration	A50 <i>p.91</i>	Student registration and re-registration	A77 <i>p.121</i>	Student registration and re-registration	A107 <i>p.160</i>	Student registration and re-registration	A133 <i>p.184</i>	Student registration and re-registration
						A78 <i>p.126</i>	Registration of research titles and modifying a research title	A108 <i>p.164</i>	Registration of research titles and modifying a research title		
						A79 <i>p.126</i>	Supervisor(s) and co-supervisor(s)	A109 <i>p.165</i>	Promoter(s) and co-promoter(s)	A134 <i>p.186</i>	Mentor
						A80 <i>p.126</i>	Examiners and moderators	A110 <i>p.165</i>	Examiners	A135 <i>p.186</i>	Examiners

UNDERGRADUATE QUALIFICATIONS		POSTGRADUATE DIPLOMAS		BACHELOR HONOURS DEGREES		MASTER'S DEGREES		DOCTORAL DEGREES		HIGHER DOCTORATES	
A7 <i>p. 39</i>	Switching qualifications and/or modules and/or instructional modes and/or migrating to another University campus/centre	A26 <i>p. 66</i>	Switching qualifications and/or disciplines and/or modules and/or migrating to another University campus/centre	A51 <i>p. 93</i>	Switching qualifications and/or disciplines and/or modules and/or migrating to another University campus/centre	A81 <i>p. 127</i>	Switching qualifications and/or disciplines and/or modules and/or migrating to another University campus/centre	A111 <i>p. 166</i>	Switching qualifications and/or disciplines and/or modules and/or migrating to another University campus/centre		
A8 <i>p. 40</i>	Credit accumulation and credit transfer	A27 <i>p. 66</i>	Credit accumulation and transfer	A52 <i>p. 94</i>	Credit accumulation and transfer	A82 <i>p. 128</i>	Credit accumulation and transfer	A112 <i>p. 167</i>	Credit accumulation and transfer		
										A136 <i>p. 187</i>	Requirements to be met when submitting scientific publications
A9 <i>p. 41</i>	Assessment rules	A28 <i>p. 64</i>	Assessment rules	A53 <i>p. 95</i>	Assessment rules	A83 <i>p. 129</i>	Assessment rules	A113 <i>p. 168</i>	Assessment rules	A137 <i>p. 187</i>	Assessment reports
A10 <i>p. 49</i>	Qualification with distinction	A29 <i>p. 76</i>	Qualification with distinction	A54 <i>p. 102</i>	Qualification with distinction	A84 <i>p. 142</i>	Qualification with distinction	A114 <i>p. 175</i>	Qualification with distinction	A138 <i>p. 188</i>	Pass requirements and qualification with distinction
										A139 <i>p. 188</i>	Plagiarism
A11 <i>p. 50</i>	Qualification certificates, Dean's medals and Senate medals	A30 <i>p. 79</i>	Qualification certificates	A55 <i>p. 103</i>	Qualification certificates, Dean's medals and Senate medals	A85 <i>p. 142</i>	Qualification certificates, Dean's medals and Senate medals	A115 <i>p. 175</i>	Qualification certificates	A140 <i>p. 188</i>	Qualification certificates
		A31 <i>p. 77</i>	Intellectual property	A56 <i>p. 104</i>	Intellectual property	A86 <i>p. 144</i>	Intellectual property	A116 <i>p. 176</i>	Intellectual property		
		A32 <i>p. 78</i>	Publication of a research essay	A57 <i>p. 104</i>	Publication of a research report	A87 <i>p. 144</i>	Publication of a Master's Degree research dissertation or a coursework Master's Degree mini-dissertation	A117 <i>p. 176</i>	Publication of a thesis		

UNDERGRADUATE QUALIFICATIONS		POSTGRADUATE DIPLOMAS		BACHELOR HONOURS DEGREES		MASTER'S DEGREES		DOCTORAL DEGREES		HIGHER DOCTORATES	
A12 <i>p.51</i>	Results statements, academic records, study records, certified statements, certificates of conduct and certified examination timetables	A33 <i>p.78</i>	Results statements, academic records, study records, certified statements, certificates of conduct and certified examination timetables	A58 <i>p.105</i>	Results statements, academic records, study records, certified statements, certificates of conduct and certified examination timetables	A88 <i>p.145</i>	Results statements, academic records, study records, certified statements, certificates of conduct and certified examination timetables	A118 <i>p.176</i>	Results statements, academic records, study records, certified statements, certificates of conduct and certified examination timetables		
A13 <i>p.52</i>	Requests on the basis of exceptional circumstances	A34 <i>p.78</i>	Requests on the basis of exceptional circumstances	A59 <i>p.105</i>	Requests on the basis of exceptional circumstances	A89 <i>p.145</i>	Requests on the basis of exceptional circumstances	A119 <i>p.177</i>	Requests on the basis of exceptional circumstances		
A14 <i>p.52</i>	Discipline	A35 <i>p.78</i>	Discipline	A60 <i>p.105</i>	Discipline	A90 <i>p.145</i>	Discipline	A120 <i>p.177</i>	Discipline		
A15 <i>p.52</i>	Financial support	A36 <i>p.78</i>	Financial support	A61 <i>p.105</i>	Financial support	A91 <i>p.145</i>	Financial support	A121 <i>p.177</i>	Financial support		
A16 <i>p.53</i>	Module and venue timetable and examination timetable	A37 <i>p.78</i>	Module and venue timetable and examination timetable	A62 <i>p.106</i>	Module and venue timetable and examination timetable	A92 <i>p.146</i>	Module and venue timetable and examination timetable				
A17 <i>p.54</i>	Residence in campus accommodation	A38 <i>p.78</i>	Residence in campus accommodation	A63 <i>p.107</i>	Residence in campus accommodation	A93 <i>p.146</i>	Residence in campus accommodation	A122 <i>p.177</i>	Residence in campus accommodation		
A18 <i>p.55</i>	Fees payable	A39 <i>p.80</i>	Fees payable	A64 <i>p.108</i>	Fees payable	A94 <i>p.147</i>	Fees payable	A123 <i>p.178</i>	Fees payable	A141 <i>p.190</i>	Fees payable
A19 <i>p.57</i>	Information communication and information technology	A40 <i>p.83</i>	Information communication and information technology	A65 <i>p.110</i>	Information communication and information technology	A95 <i>p.150</i>	Information communication and information technology	A124 <i>p.180</i>	Information communication and information technology		
		A41 to A44 <i>p.83</i>	For potential further additions	A66 to A69 <i>p.110</i>	For potential further additions	A96 to A99 <i>p.150</i>	For potential further additions	A125 to A129 <i>p.180</i>	For potential further additions	A141 to A144 <i>p.190</i>	For potential further additions