

# GENERAL ACADEMIC RULES AND REGULATIONS 2025



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# LIST OF ACRONYMS

ACS:	Academic Committee of Senate
ACT:	Advanced Certificate in Teaching
AP:	Admission Point
BML:	Bachelor of Management Leadership
CAL:	Critical Academic Literacies
CAT:	Credit Accumulation and Transfer
CHE:	Council on Higher Education
CUADS:	Centre for Universal Access and Disability Support
ECS:	Executive Committee of Senate
ELT:	English Language Test
FAAC:	Faculty Admissions Advisory Committee
FEB:	Faculty Examinations Board
FRAC:	Faculty Readmission Appeals Committee
HCert:	Higher Certificate
HEQSF:	Higher Education Qualifications Sub-Framework
IELTS:	International English Language Testing System
NBT:	National Benchmark Test
NC(V):	National Certificate (Vocational)
NPDE:	National Professional Diploma in Education
NSC:	National Senior Certificate
NQF:	National Qualifications Framework
PQM:	Programme Qualification Mix
RPL:	Recognition of Prior Learning
SADC:	Southern African Development Community
SAICA:	South African Institute of Chartered Accountants
SAQA:	South African Qualifications Authority
SLP:	Short Learning Programme
TALPS:	Test of Academic Literacy for Postgraduate Students
UFS:	University of the Free State
UPP:	University Preparation Programme
URRT:	University Readmissions Review Tribunal
USAf:	Universities South Africa
WIL:	Work-integrated Learning

GENERAL ACADEMIC RULES AND REGULATIONS FOR UNDERGRADUATE QUALIFICATIONS, POSTGRADUATE DIPLOMAS, BACHELOR HONOURS DEGREES, MASTER’S DEGREES, DOCTORAL DEGREES, HIGHER DOCTORATES, AND RESEARCH FELLOWSHIPS/FELLOWS

(Hereinafter referred to as General Academic Rules)

PREAMBLE

Legal requirements:

The General Academic Rules are promulgated in accordance with the Higher Education Act (Act 101 of 1997)<sup>1</sup> as amended, and the Institutional Statute of the University of the Free State (UFS)<sup>2</sup> as amended, read in conjunction with the applicable UFS faculty rules and regulations, as approved.

As determined by the Minister of Higher Education and Training in accordance with section 8(2)(e) of the National Qualifications Framework Act (No. 67 of 2008)<sup>3</sup>, 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<sup>4</sup>.

Various policy and procedure documents relevant to the higher education sector in South Africa, from (for instance) the 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 retain the meaning. In others, meanings were combined to describe a concept.

Definitions for qualification types have been quoted directly from the HEQSF (Government Gazette No. 38116, Volume 592, 17 October 2014) to retain 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 an NSC, Government Gazette, Vol. 517, No. 31231 of 11 July 2008, and Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor’s Degree Programmes requiring an NC(V), published in the Government Gazette, Vol. 533, No. 32743, November 2009.

Copyright of students’ scripts (mini-dissertations, dissertations, theses, etc.) vests in the UFS. The UFS encourages the publication of derivative works from such scripts, preferably in subsidy-bearing publications. Copyright (including associated risks and benefits) of derivative works of scripts shall vest in the student. However, the prior approval of the UFS Directorate of Research Development is required in the three cases below:

- (a) Contract research: The publication of derivatives of scripts developed as part of contract research conducted by the UFS may be subject to certain contractual conditions.
- (b) Patents: Some scripts may contain patentable or protectable subject matter with potential commercial benefits.
- (c) Legislative requirements: The National Environmental Management: Biodiversity Act (No. 10 of 2004) or the Intellectual Property Rights from Publicly Financed Research and Development Act (No. 51 of 2008) may impose limitations upon the UFS to grant certain rights to students.

No disclosure of marks or student information or discussion of students’ performance will be given to parents or other third parties without the prior written permission of the student, in order to protect personal information in accordance with the Protection of Personal Information Act (No. 4 of 2013)<sup>5</sup>, except where there is a contractual obligation to disclose the same.

1 Chapter 4, Section 32(1)(b)  
2 As published in Government Gazette No. 42337, Notice Number 475 of 19 March 2019  
3 Notice No. 1040 of 2012; Government Gazette No. 36003, Volume 570, 14 December 2012  
4 Notice No. 592, Government Gazette No. 38116, Volume 592, 17 October 2014  
5 Notice No. 912 of 2013, Government Gazette No. 37067, Volume 581, 26 November 2013

Application:

The General Academic Rules apply to all students at the UFS (including occasional students). Concessions for part-time students are covered in the faculty rules of the respective faculties.

The General Academic Rules are applied in accordance with the Higher Education Act (No. 101 of 1997), and the applicable Institutional Statute: University of the Free State; the responsibility for implementing such rules is assigned by the Council to the registrar, except when indicated differently in the rules. The registrar must regularly, as agreed, report in writing to the Council via the Senate on the implementation of the General Academic Rules.

The Council delegates the implementation of the General Academic Rules to the Senate. As stated in the General Academic Rules, the functionaries must provide the registrar with a written report on the implementation of the rules in question.

The deans are accountable for the correct interpretation and implementation of these rules. In the event that there is no consensus on the interpretation and implementation of these rules, the deans will request the registrar to provide a final decision.

The design and implementation of faculty rules are assigned by Council to the faculty boards and their respective deans. As agreed, all deans must regularly report in writing to the Council via the Senate on the implementation of faculty rules.

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

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

Status of Regulations:

UFS policy documents and regulations support and provide guidance regarding the General Academic Rules, and these must be read in conjunction where applicable.

In cases of conflict between the said documents, the General Academic Rules will take precedence.

Where discrepancies in the names of qualifications have arisen during the Higher Education Qualifications Sub-Framework (HEQSF) alignment process and the preceding period, each case will be dealt with on merit.

Faculty rules are supplementary to the General Academic Rules, and where there is a discrepancy between the two sets of rules, the General Academic Rules shall apply. 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 UFS, which is updated annually. In the event of a possible discrepancy between the provisions, the decision of the Chief Financial Officer (CFO) will be enforced.

## DEFINITION OF TERMS

### Academic advising<sup>6</sup>

Academic advising at the UFS is a continuous and intentional teaching and learning process to support and encourage advisees to align and fulfil their personal, academic, and career goals. It is a high-impact practice directed at connecting, empowering, and supporting students to achieve academic success. As a shared responsibility between central advisers, faculty advisers, and advisees, advising aims to maximise students' potential by facilitating a conceptual understanding, sharing relevant information, and developing a relationship focused on promoting academic success. The envisaged result is that students have a meaningful academic experience while at the UFS and feel a sense of belonging to the UFS.

### Additional modules

Refer to the definition of Module.

### Admission point (AP)

A calculated point based on a student's level of achievement in the Grade 12 examination, and which enables students, among others, to gain entry to undergraduate qualification studies.

### Ad hoc examination

An ad hoc examination is scheduled as a supplementary examination if, owing to extraordinary circumstances, a student cannot participate in the main examination, and the ad hoc examination will only be written during the time scheduled for the related supplementary examination. Ad hoc examinations must be approved by the Programme Director or Head of the Academic Department.

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

The Advanced Certificate 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.

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

The Advanced Diploma 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. Programmes offering this qualification are 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 by deepening their knowledge and understanding of theories, methodologies, and practices in specific academic disciplines and fields, as well as developing 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.

### Affiliation with the UFS

A person who has accepted an honorary appointment or an appointment as a research associate or a person who is currently employed by the UFS or who is actively involved in a research project and/or who was employed at the UFS and has left the employment of the UFS is considered as having an affiliation with the UFS. The UFS may

<sup>6</sup> Offered by general advisers (staff who solely serve the purpose of acting as academic advisers, without other teaching responsibilities) and faculty advisers (members of staff in the faculties who act as advisers in addition to other roles and responsibilities).

reconsider this after a period of three (3) years.

### Appeal

An appeal is a written application by a student to make a serious, urgent request for a reversal of the decision made by the FEB regarding her/his progression status or academic exclusion. Where the FEB refuses a student permission to renew registration at the UFS for the study programme for which she/he is registered, the excluded student may appeal for admission

- to register for the same programme based on extraordinary reasons for non-compliance; or
- to register for another programme of study in the same or another faculty.

### Applying for admission

The process by which a person's personal and other data are captured on the UFS 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 systematic evaluation of a student's ability to demonstrate the achievement of the learning goals intended in a curriculum. The purpose of this process of identifying, gathering and interpreting information about a student's achievement is to (a) assist the student's development and improve the process of learning and teaching, and (b) evaluate and certify competence in order to ensure qualification credibility. 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 a component of assessment that is continuing and is used to determine a student's achievement over the course of a particular level. It integrates assessment into the teaching and development of a student through continuous feedback.

### Formative assessment

Formative assessment is a type of assessment used to improve learning and to provide feedback to students about progress made. It serves needs intrinsic to the educational process. It comprises a range of formal, non-formal, and informal continuous assessment procedures that are used to focus teaching and learning activities to improve student attainment, or that are required for the purpose of a semester mark or predicate, i.e. admission to the summative assessment.

### Summative assessment

Summative assessment is a formalised assessment that is used to certify the attainment of a certain level of education. It is used to serve needs extrinsic to the educational process.

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, and it may be used for the promotion, certification, or admission of individual students to higher levels of education.

### Assessor

Refer to the definition of Internal Assessor.

Assigned responsibility for implementation of the General Academic Rules

The Council may assign responsibility for the implementation of the General Academic Rules to a particular office, subject to the latter having to report regularly to the Council on how the said power has been exercised.

Awarding of a qualification

Students obtain a qualification if they have passed every module prescribed for a programme according to the relevant faculty rules and HEQSF requirements for the qualifications, and have successfully completed experiential, service or work-integrated learning (WIL), where applicable.

The results of all final-year students will be audited/verified prior to a student’s qualification status being changed from ‘final year’ to complete. The audit will be finalised as soon as reasonably possible after the publication of the final examination results. Confirmation of completion of a qualification will not be provided prior to the audit being finalised. No person shall receive a qualification unless she/he has fulfilled all the requirements prescribed by the faculty and applicable General Academic Rules for the qualification.

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

Bachelor’s degrees may be structured with an exit at level 7 or 8 of the NQF. 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 degrees 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 in 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. It therefore 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, as well as the ability to apply these to professional or career contexts. The degree programme may contain a component of WIL. Some professionally oriented 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 practise that profession.

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

The bachelor honours degree is a postgraduate specialisation qualification that 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 (thirty) credits, in the form of a discrete research component appropriate to the discipline or field of study.

Blended learning

Blended learning is the provision of structured learning opportunities using a combination of contact, distance, and/or Information and Communication Technology (ICT)-supported opportunities to suit different purposes, audiences, and contexts.<sup>7</sup> Blended learning provides the student with some control over the time, place, and pace of learning and should create an integrated learning experience consisting of face-to-face and online activities.<sup>8</sup>

7 Department of Higher Education and Training. (2014). Policy for the Provision of Distance Education in South African Universities in the Context of an Integrated Post-school System.  
8 Christensen, C. M., Horn, M. B., & Staker, H. (2013). Is K–12 Blended Learning Disruptive? An Introduction to the Theory of Hybrids. Clayton Christensen Institute for Disruptive Innovation.

Compulsory module

Refer to the definition of Module.

Conferment of a qualification

The awarded qualification will only be conferred at an official graduation ceremony of the UFS.

Continuous assessment

Refer to the definition of Assessment.

Credit

The volume of learning required for a qualification or part-qualification can be specified in terms of the minimum total number of credits required and the minimum number of credits required at its specified exit level in the HEQSF. Credits are a measure of the volume of learning required for a qualification, quantified as the number of notional learning hours required to achieve the learning outcomes specified for the qualification. One credit is equated to 10 notional hours. This includes contact time, structured learning, WIL, self-study, and assessment time.

Refer to the definition of Notional Learning Hours.

Credit accumulation

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

Credit Accumulation and Transfer (CAT)

CAT is a term that refers to the arrangement whereby the diverse features of both credit accumulation and credit transfer are combined to facilitate lifelong learning and access to the workplace. Credit accumulation refers to the totalling of credits towards the completion of a qualification. Credit transfer refers to the vertical, horizontal, or diagonal relocation of credits towards a qualification.<sup>9</sup>

Credit transfer

The vertical, horizontal, or diagonal relocation of credits towards a qualification or part-qualification at 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 a statement of intended outcomes to be achieved, what knowledge content is to be acquired, what competencies, skills, values, and attitudes are to be developed, and the levels of performance expected of students. It determines the kind of learning programme to facilitate teaching, learning, and assessment prescribed or outlined by an institution for the completion of a programme of study leading to a qualification.

Delegation of the General Academic Rules

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

Deviation

A deviation means that the curriculum or the learning programme or the combination of modules leading to a specific qualification is modified (ACS decision of 3 September 2015).

9 Definition derived from the Policies on the Recognition of Prior Learning, Credit Accumulation and Transfer, and Assessment in Higher Education. Council on Higher Education, 2016. Pretoria.



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

The diploma 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 (2) key distinctions between the 240- and 360-credit diploma variants. The latter may provide for up to 120 (one hundred and twenty) 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.

### Discipline

A specialised and circumscribed field of study.

### Distance education<sup>10</sup>

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. Learning is delivered through different techniques, such as written correspondence, telematics and/or the Internet. 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 between 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. In addition, the term 'distance education' 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)

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 that merits publication. The degree may be earned through pure discipline-based or multidisciplinary research or applied research. A graduate should be able to supervise and evaluate the research of others in the relevant area of specialisation.

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

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 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.

### Elective module

Refer to the 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 about a module/modules or parts thereof, which feature during the examination assessment.

### Examiner

Refer to the 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

Refer 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 UFS, the outcomes of which count towards the achievement of a qualification.

### External assessor

A person who has no affiliation with the UFS 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 a research associate or a person who is actively involved in a research project and/or who was employed at the UFS and has left the employment of the UFS, is considered as having an affiliation with the UFS. The UFS may reconsider this after a period of three (3) years.)

### External moderator

A person who has no affiliation with the UFS and who moderates examination scripts or oral examinations and/or practical examinations, mini-dissertations, and theses. The UFS may reconsider this after a period of three (3) years.

## Faculty Admissions Advisory Committee (FAAC)

The FAAC is a committee of the faculty that advises the dean in the execution of her/his responsibility for oversight of the annual admission processes in her/his faculty.

## Faculty Examinations Board (FEB)

The FEB is a committee of the faculty that

- (i) determines the progression status of each student; and
- (ii) refuses her/him readmission, or allows her/him to continue and, if so, attaches any probationary conditions to such continuation where a student has failed to meet the minimum progression

<sup>10</sup> Policy for the Provision of Distance Education in South African Universities, Government Gazette No. 37811, 7 July 2014, as amended from time to time.

requirements.

### Faculty Readmission Appeals Committee (FRAC)

The FRAC is a committee of the faculty that considers and decides appeals by a student

- (i) against academic exclusion;
- (ii) to be allowed to continue in a new programme in the faculty; or
- (iii) to refer the student to a relevant faculty's Admissions Advisory Committee if the new programme is not offered in the faculty.

### Final mark

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

### Financial Appeals Committee

A financial appeals committee deals with matters pertaining to provisional registration processes, as stipulated in its remit.

### Formative assessment

Refer to the definition of Assessment.

### Foundation modules

Refer to the definition of Module.

### Full-time student

Refer to the definition of Student.

### General Academic Rules for Qualification

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

Where conflicts arise between documents, the General Academic Rules take precedence.

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

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 HCert typically includes a simulated work experience or WIL component.

### Higher Doctorate

The higher doctorate is an additional type of doctorate, which 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 judged by leading international experts to make an exceptional and independent contribution to one or more disciplines or fields of study.

### Internal assessor

The person, affiliated with the UFS, who sets and/or assesses the formative and summative assessment activities<sup>11</sup> for specific qualifications and/or part-qualifications.

### Internal examiner

An internal examiner is a person, affiliated with the UFS, who examines the summative assessment activities.

### Internal moderator

A person who is in the UFS' permanent employ and who is responsible for ensuring that the assessment meets the required standard and that its accompanying marking framework and response exemplar are 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. An international student can either be a full-time or part-time student (refer to definition of Student).

### International examiner

International examiners should be recognised, independent experts with a list of current research publications in a relevant field that equip them to evaluate the thesis and the candidate. They should have successfully supervised other PhDs, understand the nature of the PhD, be senior in experience to the candidate, and not have been involved in supervisory or significant advisory roles in the candidate's research. An international external examiner should not have been a recent student/staff member within the academic department concerned and would normally be associated with an academic institution or be an eminent and well-respected specialist in her/his field.

### Issuing a graduation certificate

The graduation certificate will be issued at the official graduation ceremony of the UFS. If a graduate does not attend the ceremony, the qualification will be awarded in absentia. A certificate will not be issued to a graduate prior to the qualification having been conferred (even if in absentia) at a graduation ceremony.

### Joint degrees

A joint degree results from academic collaboration between two (2) or more institutions on a jointly defined and fully shared learning programme leading to a joint degree, which requires that all partner institutions are responsible for the entire programme and not just their respective parts. The UFS may confer joint degrees at master's and doctoral level with foreign (international) universities on the basis of an agreement concluded at institutional level, including a memorandum of understanding. Joint degrees are normally more applicable to a research degree (doctoral and research master's degrees).

### Language of instruction

Refers to the language of instruction or tuition as offered by the UFS.

### Learning

Different types of learning are defined:

#### Formal learning

Learning that is intentional and planned, takes place in an organised and structured education and training environment, and is explicitly designated as such. In higher education, this implies learning programmes leading to qualifications and part-qualifications registered on the NQF.

<sup>11</sup> For further requirements, refer to the approved UFS Assessment Policy on Coursework Learning Programmes, as amended from time to time.

## Informal learning

Informal learning refers to forms of learning that are intentional or deliberate, but not institutionalised. It is consequently less organised and structured than either formal or non-formal education. In higher education, informal learning is learning that results from daily activities related to paid or unpaid work, family or community life, or leisure.

## Non-formal learning

In higher education, non-formal learning implies institutional, intentional learning activities planned by the university, but not explicitly designated as learning, towards the achievement of a qualification or part-qualification; it is often associated with learning that results in improved workplace practice. Characteristically, non-formal learning is an addition, alternative, and/or complement to formal education within the process of lifelong learning of individuals. Continuing education, short courses, adult education, continuous professional development, non-credit-bearing courses, and popular education are forms of non-formal learning.

## 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.

## Main Examination

Compulsory examinations for students who have obtained the required semester mark. The examinations are scheduled twice in an academic year, during the middle and at the end of the year.

## Mainstream modules

Refer to the definition of Module.

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

The general master's degree provides education and training to researchers who can contribute to the development of knowledge at an advanced level.

There are two (2) 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 (sixty) credits at NQF 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 may, in addition to a dissertation or treatise, 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.

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

The professional master's degree provides education and training to 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 a 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 comprising 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.

## Module<sup>12</sup>

A module is an independently defined learning unit that is designed to result in a specific set of learning outcomes and is a component of a programme. The following types of modules are defined:

### Additional modules

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

### Compulsory modules

These are modules that must be taken in order to progress with a programme or to be eligible for the awarding of a qualification. They contain the essential parts of the programme and are therefore compulsory to meet the learning outcomes for the programme.

### Elective modules

Elective modules support the 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.

### Mainstream modules

All the modules in a mainstream learning programme.

### Service modules

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

<sup>12</sup> The words 'module' and 'course' are used as equivalent terms throughout this document.



## 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, which is calculated in a way set out in the module guide and entitles the student to take an examination, provided that this mark is equal to or higher 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 qualification 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 NSC is a 130-credit certificate at Level 4 of the NQF, awarded to persons who comply with the policy requirements of the National Senior Certificate. The NSC is awarded for the achievement of the exit-level learning outcomes stipulated in the National Curriculum Statement Grades 10 to 12 (General). The NC(V) is a qualification with 120 to 140 minimum credits at levels 2, 3 or 5 on the NQF, which will be awarded to students who comply with the national policy requirements of the NC(V). The NC(V) comprises both internal and external components of assessment and is quality-assured by Umalusi. The NSC or the NC(V) 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 an NSC, Government Gazette, Vol. 751, No. 32131 of 11 July 2008, and Minimum Admission Requirements for Higher Certificate, Diploma, and Bachelor's Degree Programmes requiring an NC(V), published in the Government Gazette, Vol. 533, No. 32743, November 2009.

## Notional learning hours

The agreed estimate of the learning time it would take an average student to meet the defined learning outcomes; includes consideration of contact time, research, completion of assignments, time spent on structured learning in the workplace, individual learning, and assessment. Ten (10) notional hours equate to one (1) credit. Refer to the definitions of credit, credit accumulation, and credit transfer.

## NQF level

One of the series of learning achievement levels is arranged in ascending order from one (1) to ten (10), according to which the NQF is organised and to which qualification types are linked.

## Occasional student

Refer to the definition of Student.

## Period of study

The study period for full-time students and part-time students differs. Refer to the definition of Student.

## Postdoctoral research fellowship/fellows<sup>13</sup>

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

<sup>13</sup> Information to compile definition derived from UFS Policy on Postdoctoral Research Fellowships/Postdoctoral Research Fellows.

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

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 from an appropriate professional or statutory body.

## Postgraduate research output <sup>14</sup>

Research output is textual output where research is understood as an original, systematic investigation undertaken in order to gain new knowledge and understanding. Peer review of research is a fundamental prerequisite for all recognised outputs and is the mechanism to ensure and thus enhance quality.

Bachelor honours degree programmes must include the conduct and reporting of research under supervision – worth at least 30 (thirty) credits – in the form of a discrete research component that is appropriate to the discipline or field of study and 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 (thirty) 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 (sixty) credits.

A master's degree by research dissertation entails, inter alia, writing a master's degree research dissertation with a minimum total of 180 (hundred and eighty) credits at NQF Exit Level 9, containing a justifiable argument that does not necessarily make an original contribution. It counts 100% of the achievement mark, equal to 180 (hundred and eighty) 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 (sixty) 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 (1) 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 (1) year of 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

<sup>14</sup> The research output of postgraduate students is described in the UFS Policy on Master's and Doctoral Studies, as amended from time to time.

or professional expertise.

A doctoral thesis is a component of a doctoral degree equal to 360 (three hundred and sixty) 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, which, either in part or in its entirety, ought 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 (2) years of 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 relevant area of specialisation. 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 the cumulative learning is indicated that a student must successfully complete in order to master the exit-level outcomes of a qualification. This structure comprises a related combination of modules/ learning units, expressed in an outcomes-based format and having an academic and/or professional/career-oriented 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 leading 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.

**Progression**

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

**Promotion**

The continuous assessment and/or the summative assessment is 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% and has participated in all of the scheduled assessments in the module, covering all the module content.

**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 extensively supervised 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 ‘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 either an undergraduate or a postgraduate 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**

A recognition means that a module(s) that have already been passed is/are recognised in subsequent study years, or for another learning programme. The content, volume (credits), and NQF level should be equivalent, taking into consideration that previous deviations and recognitions can be considered only once. In addition, the 50/50 rule as well as the 25% at the exit level should be adhered to (refer to General Academic Rules) according to the APDC decision of 3 September 2015.

**Recognition of Prior Learning (RPL)**

RPL means the principles and processes through which the prior informal and/or non-formal learning, knowledge, and skills of a person are made visible, mediated, and assessed for the purposes of alternative access and admission, recognition, and certification, or for further learning and development. RPL can provide an exemption.

RPL is rooted within the context of lifelong learning and the need to redress inequities of the past, as it provides alternative routes of access to higher education. It is the process through which non-formal and/or informal learning is measured, evaluated, and ‘translated’ into their perceived formal equivalents for recognition across different contexts. Its intended outcome is the recognition of such prior learning for the purposes of alternative access and admission to higher education learning programmes, or for advancement within qualification programmes.

**Registration<sup>15</sup>**

Registration is a contractual agreement entered into annually by the UFS and the person registering, which is subject to prescribed procedures and by virtue of which she/he is granted student status. Effective registration of a student for a qualification is a condition where a student meets all criteria set by the institution to register for an approved qualification. The conditions for registration are determined by the institution.

**Residential student**

A student who makes use of the UFS’ campus accommodation.

**Revocation of qualification**

The Council, in consultation with the Senate and after compliance with the prescripts of the Higher Education Act (No. 101 of 1997), as amended, may withdraw and revoke any qualification (degree, diploma or certificate) that was awarded, if it is found to have been awarded

- on the basis of a material error on the part of the UFS (must take place within a maximum of two (2) years of conferment of such qualification); or
- as a result of a fraudulent or dishonest act in connection with obtaining such qualification.

15 ‘Registration’ and ‘enrolment’ are equivalent terminologies and will apply throughout this document, except when reference is made to the registration of research titles.

Service Module

Refer to the definition of Module.

Short Course / Short Learning Programme (SLP)

Short learning programmes are purposeful, flexible, and just-in-time programmes designed for specific educational purposes such as enhancing and/or refreshing participants’ knowledge and skills in a specific professional area for purposes of personal or continuing professional development. SLPs are offered outside the jurisdiction of the formal Higher Education Qualifications Sub-Framework (HEQSF) and may thus not necessarily lead to the awarding of formal HEQSF qualifications.

Special assessment

Special assessment is an assessment that can only be awarded by the faculty to those students in a continuous assessment (CASS) module if these modules have been approved as CASS modules in the official UFS course catalogue, the format of which allows for the setting of a single assessment that covers all the module outcomes and provides a valid, fair assessment of the competencies required to pass the module. The final format of the special assessment will be determined by the faculty, and the mark obtained will be the final mark for the module (replacing all other marks). The special assessment is conducted during the supplementary examination period.

Special examination

A special examination granted to a student during the supplementary examination period is an opportunity provided to a student who has not met the requirements to pass a single outstanding module during the main examination period. This special examination, conducted during the supplementary examination, allows the student an additional chance to demonstrate their understanding of the subject matter and achieve a passing grade.

Students

A person who has enrolled as a student at the UFS on a full-time or part-time basis, through contact or distance mode of learning, and who:

- has met the applicable admission/selection requirements set by the UFS;
- is registered for a module that is included in the curriculum of at least one (1) qualification 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;
- 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 (thirty) weeks of 40 (forty) hours each for certificate, diploma, bachelor’s degree, and bachelor (honours) degree qualification types. In the case of a full-time master’s and doctoral student, 45 (forty-five) weeks of 40 (forty) hours each will be assumed<sup>16</sup>;
- has registered on a full-time basis for the degree as a scholarship holder, may not hold full-time salaried employment during the tenure of the bursary, but will be allowed to undertake a maximum of 12 (twelve) hours of teaching, research, tutorial, assistance, or demonstration duties on average per week during the year of study, and might be remunerated for her/his services, provided that she/he is reimbursed at the normal UFS tariff for services rendered<sup>17</sup>; and
- is registered for less 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 while she/he is studying and cannot afford to do a full-time curriculum<sup>18</sup>.
- An occasional student is a student who satisfies the prerequisites for modules of a formally approved qualification offered by the UFS and who is effectively registered for an approved module, but who is not

16 Hours derived from a definition of full-time students by the CHE.  
17 Information derived from a definition of full-time students by the National Research Foundation.  
18 Hours derived from a definition of full-time students by the CHE.

registered for the approved qualification of which the modules form part.

The HEMIS prescriptions define active participation as having

- submitted module assignments;
- attended lectures, seminars, tutorials, or practicals;
- attended class tests;
- raised study-related queries with a lecturer; or
- made use of a learning centre.

The study periods of full-time and part-time master’s and doctoral students are defined in the Policy on Master’s and Doctoral Studies, as follows:

- For full-time students, the minimum period of enrolment is usually one (1) year for a master’s degree and two (2) years for a doctoral degree. Students are generally expected to complete their studies within three (3) years for a master’s degree, and within four (4) years for a doctoral degree.
- For part-time students, the minimum period of enrolment is usually two (2) years for a master’s degree and four (4) years for a doctoral degree. Part-time students are generally expected to complete their studies within four (4) years for a master’s degree, and within six (6) years for a doctoral degree.

Summative assessment

Refer to the definition of Assessment.

Supplementary examination

A supplementary examination (which includes reassessment, an ad hoc examination, and a special examination) is the only other examination opportunity, which takes place twice a year after the completion of the compulsory main examination; it is only written during the time scheduled for the related supplementary examinations.

- (i) Students who could not participate in the main examination due to medical reasons can only write the relevant supplementary examination as a final opportunity; no further examination opportunity will be granted, even if the relevant mark allows for a repeat examination.
- (ii) Students who were not able to write either the main or the supplementary examination will have to repeat the relevant module(s) during the following academic year.
- (iii) Special concessions could be offered to students who are unable to participate in either the main or supplementary examinations due to exceptional or extraordinary circumstances, and these requests will be considered for approval by the ECS.

(Refer to ad hoc examination and special examination definitions for specific requirements).

University Readmissions Review Tribunal (URRT)

The URRT is a committee of Senate that reviews the decisions of the FRAC and considers a student’s submission and any response from the FRAC to make a decision. The tribunal must consider the application for review and if it falls within the allowed grounds for a review, it may result in

- (i) confirmation of the FRAC decision;
- (ii) setting aside the decision of the FRAC and referring the case back for consideration by the original FRAC; or
- (iii) setting aside the decision and reaching a new decision.
- (iv) Where a decision of a FRAC regarding a postgraduate student is taken on review to the URRT, the



supervisor’s report must be included in the documentation to serve before the URRT.

- (v) Where it is suspected that a false medical certificate has been submitted, the FRAC or URRT must decide on the application on the basis that it is a valid medical certificate and must refer that medical certificate for investigations to the relevant body.

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% = 0,4)  
50% examination (60% = 0,6)  
0,4 x 70% + 0,6 x 50% = 58 final (weighted average).

Work-Integrated Learning (WIL)

WIL is an umbrella term to describe curricular, pedagogic, and assessment practices across a range of academic disciplines that integrate formal learning and workplace concerns and culminate in a qualification or part-qualification. WIL refers to learning that is incorporated into the curriculum of qualifications of a 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 for 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 offering programmes that require credits for workplace-based learning as a form of WIL must be able to place students in appropriate workplaces and must ensure that workplace learning is properly structured, supervised, and assessed.



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## GENERAL PROVISIONS FOR UNDERGRADUATE AND POSTGRADUATE QUALIFICATIONS

### A1 GENERAL PROVISIONS

- (a) Students are responsible for being well-informed as regards the General Academic Rules and faculty rules and complying with the said rules.
- (b) A registered or prospective student is not exempted from the General and faculty rules merely on the basis of having been misinformed as regards the content of such rules. The registrar may, however, grant an exemption on the strength of a comprehensive, written justification.
- (c) Upon registering, a student undertakes to abide by the General Rules and faculty rules, as amended from time to time.
- (d) All agreements between a student and the UFS 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.
- (e) If the minimum prescribed number of students have not registered for a module, the UFS reserves the right not to offer that particular module.
- (f) Appeals by students against decisions of the FEB to refuse readmission will be considered by the FRAC. A student may submit a request for a review to the URRT in the following instances:
  - (i) where there was a material procedural irregularity
  - (ii) where the FRAC did not have, or failed to consider, material new evidence in support of the appeal.
- (g) The decision of the registrar with regard to the interpretation of the General Academic Rules is final.
- (h) Except where the contrary may be apparent from the context, the singular also implies the plural and vice versa.

### A2 RESULTS STATEMENTS, ACADEMIC RECORDS, STUDY RECORDS, CERTIFIED STATEMENTS, CERTIFICATES OF CONDUCT, AND CERTIFIED EXAMINATION TIMETABLES

- (a) The registrar issues official documentation, such as examination results, academic records, study records, certificates of conduct, statements, qualification certificates, and examination timetables.
- (b) Official academic records, transcripts, and/or certificates of conduct will only be issued to students when the overdue amounts on their accounts are less than R2 000 (two thousand rand).
- (c) In the event of a pending disciplinary case (e.g. academic misconduct, etc.), the marks for the module in question will be withheld until the case has been finalised. All the other marks of the student will be released.

### A3 REQUESTS ON THE BASIS OF EXCEPTIONAL CIRCUMSTANCES

- (a) Exceptional cases justified in writing (with supporting documentation) must be referred to the faculty board, which will make a recommendation to the ECS to make a ruling regarding the request.
- (b) The ECS may condone any breach of the General Academic Rules if it is satisfied that such a breach was due to an act of the UFS, and that the student concerned – who did not contribute to such act – would suffer undue hardship should the rule in question be applied.

## A4 DISCIPLINE

The Vice-Chancellor and Principal is responsible for enforcing discipline.

## A5 MODULE AND VENUE TIMETABLE AND EXAMINATION TIMETABLE

- (a) A module and venue timetable are drawn up annually and published on a date determined by the Senate.
- (b) Examination timetables, which 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.
- (c) All modules scheduled for examination purposes are scheduled in the official examination venues, with the exception of off-campus modules.

## A6 RESIDENCE IN CAMPUS ACCOMMODATION

- (a) The designated Chief Operations Officer (COO) is responsible for enforcing the rules that apply to residence in campus accommodation.
- (b) A person who wishes to study at the UFS for the very first time, a student who has interrupted her/his studies for at least one (1) academic year, and a student who is already studying at the UFS must – on the prescribed form and before a date determined annually by the UFS – apply for residence in campus accommodation.
- (c) A student in residence must annually – on the prescribed form and before a date annually determined by the UFS – reapply to take up residence in campus accommodation.
- (d) The UFS accepts no responsibility for the loss of or damage to occupants' personal belongings.
- (e) For the purposes of inspections, repairs, and cleaning, the UFS reserves the right of access to any room, with due regard for the occupant's right to privacy.

## A7 FEES PAYABLE

- (a) The designated Chief Financial Officer (CFO) is responsible for enforcing the rules in respect of the fees payable.
- (b) The responsibility of keeping the UFS 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 that may appear on account statements.

If payments are not made by the due dates

- interest at the prime bank rates + 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 UFS – 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 UFS may also – apart from any other rights – hand over the account for collection, which will result in collection fees being levied.
  - (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 UFS' control; and
    - (ii) a student is not allowed to continue her/his studies as a 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; and
    - (iii) pay the stipulated module price plus 50%.
    - (iv) Students from countries of the Southern African Development Community (SADC) are exempted from the stipulation regarding the additional 50%.
  - (j) Prescribed debt
    - (i) A student who has previously registered at the UFS and has 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 been prescribed. Should a student be of the opinion that sufficient reason exists for the granting of exemption from this requirement, such a student may appeal in writing to the Chief Financial Officer (CFO), University of the Free State, PO Box 339, Bloemfontein, 9300.
    - (ii) An academic record/qualification certificate/certificate of conduct of a student previously registered at the UFS who has failed to pay outstanding fees, will not be issued unless the amount equal to the amount written off is paid.
    - (iii) After three years, the right of a student who was previously registered at the UFS and failed to claim credit balances, will be prescribed.
  - (k) Financial support in the form of bursaries and loans is available to qualifying students and must be applied for annually before the relevant closing dates. For more information, visit [www.ufs.ac.za](http://www.ufs.ac.za).



## A8 INFORMATION COMMUNICATION AND INFORMATION TECHNOLOGY

- (a) The designated Chief Operations Officer (COO) 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 UFS' website, and it is the student's responsibility to acquaint herself/himself with the said policies. The misuse of the UFS' information systems can result in disciplinary action against a student.

## A9 QUALIFICATION CERTIFICATES, DEAN'S MEDALS, AND SENATE MEDALS

- (a) Qualification certificates, Dean's Medals, and Senate Medals<sup>19</sup> are only awarded at a graduation and/or diploma ceremony. Alternatively, in the case of absence, the certificate can (by appointment) be collected personally from Student Academic Services, or a request can be made for it to be delivered by courier.
- (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 the Senate.
- (c) The registrar reserves the right not to present a qualification certificate to a student unless
  - (i) all monies owed to the UFS have been paid, all the results of modules passed at other institutions of higher education have been submitted, and all books still owed to the library have been returned;
  - (ii) all other requirements have been met;
  - (iii) an electronic copy in PDF format of the final accepted research dissertation or interrelated, publishable manuscripts (or published articles) submitted for assessment (master's degree research dissertation, doctoral thesis, and higher doctorate) has been received by the Centre for Graduate Support on the date determined by the Senate (copies for the mentor(s) and submission of the research to openaccess@ufs.ac.za at the UFS Library;
  - (iv) a student who intends to submit a dissertation/thesis corresponding to a commission of her/his employer has disclosed her/his intention to the UFS and her/his employer on registration or as soon as possible after she/he becomes aware of the commission, after which the UFS and the employer will negotiate copyright ownership and confidentiality in relation to the student's dissertation/thesis, where applicable; and
  - (v) the student is in good standing with the UFS. Students with pending disciplinary matters are not in good standing with the UFS and will therefore not receive their degree, diploma, or other certificates, notwithstanding having met all the academic requirements, pending the outcome of the disciplinary matters.
- (d) A student will only receive a Certificate of Good Conduct from the UFS if the student is in good standing with the UFS. Students with pending or finalised disciplinary matters – where students have been found guilty of misconduct in accordance with UFS rules, policies, and procedures – are not in good standing with the UFS and therefore do not qualify to receive a Certificate of Good Conduct from the UFS. Students with outstanding monies in excess of the maximum amount prescribed by the Council are also not in good standing with the UFS, and therefore do not qualify to receive a Certificate of Good Conduct from the UFS.
- (e) The Council, in consultation with the Senate and after compliance with the prescripts of the Higher Education Act (No. 101 of 1997), as amended, may withdraw and revoke any qualification (degree, diploma, or certificate) that has been awarded, if it is found to have been awarded
  - (i) on the basis of a material error on the part of the UFS (must take place within a maximum of two (2) years of conferment of such qualification); or
  - (ii) as a result of a fraudulent or dishonest act in connection with the obtaining of such qualification.

<sup>19</sup> Postgraduate diplomas are not eligible for Dean's Medals and Senate Medals. Dean's Medals are not awarded for doctoral degrees or higher doctorates.

- (f) A qualification can be awarded in absentia.
- (g) Should a candidate be absent from the whole or a part of the final assessment for a qualification due to any serious permanent disabling circumstances occurring within such assessment period, the ECS may award the qualification after receiving proof of such disabling circumstances and sufficient evidence of the candidate's attainments.
- (h) In cases where an original qualification certificate has been lost or damaged, the registrar will only issue an appropriate certificate pertaining to the obtaining 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.
- (i) If the name of the student to whom the qualification has been awarded changes, the registrar may issue an appropriate certificate, provided that the necessary documentation furnishing proof of the change is submitted.
- (j) In each of the faculties, Dean's Medals are awarded
  - (i) to students in each of the three-, four- and five-year bachelor's degrees 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 in a faculty, provided that
    - (aa) the qualification was awarded with distinction and that a weighted average of at least 80% (not rounded to the next integer) was obtained, calculated with respect to the minimum number of modules prescribed for the qualification in question (excluding the developmental modules of the extended programmes and UFS101);
    - (bb) no module was failed or repeated in a supplementary examination, except for the purposes of improving a final mark. The result of discontinuation of a module(s) will not be taken into account for the awarding of a Dean's Medal; and
    - (cc) the qualification was completed in the minimum residential period stipulated in the UFS PQM;
  - (ii) to a registered master's degree student who has obtained the highest weighted average percentage over all the study years, provided that
    - (aa) the qualification has been awarded with distinction and a weighted average of at least 80% (not rounded to the next integer) has been obtained, based on the minimum number of modules prescribed for the qualification in question; and
    - (bb) no module was failed or repeated in a supplementary examination. The result of a discontinuation of a module(s) will not be taken into account for the awarding of a Dean's Medal.
- (k) A Senate Medal is awarded to a student who received a Dean's Medal and has the highest weighted average percentage in all the faculties.

## A10 INTELLECTUAL PROPERTY

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

- (b) No action mentioned in section 6 of the Copyright Act (No. 98 of 1978) – nor any action claiming that any publication or part thereof constituted part of a research essay, a bachelor honours research report, a master’s degree research dissertation, interrelated, publishable manuscripts/published articles or a coursework master’s degree dissertation or publishable manuscript/published article, or a thesis, interrelated, publishable manuscripts/published articles, or mini-thesis in respect of which a qualification has been awarded by the UFS – 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: Innovation and Contracts and with written notification to the registrar, to record the said permission on the student’s record.

## GENERAL ACADEMIC RULES FOR UNDERGRADUATE QUALIFICATIONS

**HIGHER CERTIFICATES**  
**ADVANCED CERTIFICATES**  
**DIPLOMAS**  
**ADVANCED DIPLOMAS**  
**GENERAL BACHELOR’S DEGREES**  
**PROFESSIONAL BACHELOR’S DEGREES**

**NQF EXIT LEVEL 5;**  
**NQF EXIT LEVEL 6;**  
**NQF EXIT LEVEL 6;**  
**NQF EXIT LEVEL 7;**  
**NQF EXIT LEVEL 7 OR 8;**  
**NQF EXIT LEVEL 7 OR 8**

## APPLICATION, SELECTION AND ADMISSION: UNDERGRADUATE QUALIFICATIONS

### A11 APPLYING FOR ADMISSION

- (a) A prospective new student wishing to study at the UFS must apply for admission online or with special permission on the prescribed application form. The required documents must be uploaded and submitted before the annual deadline set by the UFS.
- (b) A student who has previously discontinued their studies for at least one (1) academic year (12 months), or has been academically excluded, must apply for readmission online or with special permission on the prescribed application form. The required documents must be uploaded and submitted before the annual deadline set by the UFS.
- (c) A person’s application must comply with the UFS and faculty-specific admission/readmission requirements.
- (d) The applications of students from other institutions of higher education must include a certificate of conduct, as well as an academic record, to be considered for admission. Students who have been excluded from those institutions will only be considered for admission to the UFS by the Dean, in consultation with the FAAC, on the strength of justified, written submissions.
- (e) Each application for admission to the UFS by international applicants and other applicants who did not pass the NSC examination, must be accompanied by a letter from the Universities South Africa (USAf) Matriculation Board, in which it is certified that the requirements for a conditional or complete exemption have been met. The admission requirements pertaining to the discipline-specific and qualification-specific prerequisites of the UFS should be met, in addition to the letter from the USAf Matriculation Board. No international student will graduate without a USAf certificate of complete exemption. Applicants without a Senior Certificate and over the age of forty-five (45) can only be admitted through the RPL process. Such applicants will not obtain admission based on the letter of conditional exemption from the USAf Matriculation Board only.
- (f) It remains the responsibility of the applicant to ensure the correct capturing of all academic data. The UFS takes no responsibility if a student does not receive a final or conditional offer due to incorrect academic data or missing information. The UFS reserves the right not to process incomplete applications received, or to initiate follow-up communication to retrieve missing information.

- (g) The registrar considers applications (including undergraduate international applications) received after the closing date only in exceptional cases. Only complete applications submitted with special permission on the prescribed application form, together with the required documentation, are deemed to have been received.

### A12 ADMISSION OR READMISSION TO THE UFS AND TO AN ACADEMIC QUALIFICATION

- (a) The NSC or the NC(V) without a bachelor’s endorsement must be accompanied by a letter from the Universities South Africa (USAf) Matriculation Board, certifying that the requirements for a conditional or complete exemption have been met, as well as for appropriate subject combinations and levels of achievement in the applicant’s possession, which determines her/his admission status in respect of a specific qualification.
- (b) All senior students who do not comply with the progression rules or senior students who receive early notification for possible academic exclusion, will be blocked from registration.
- (c) No person will 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.
- (d) The registrar allows a person to participate in the registration process, provided that she/he has received and accepted a final offer for study by the UFS 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.
- (e) An offer by the UFS is subject to fulfilment of the conditions determined by the UFS, and availability of space in the programme during the admission and registration period. The UFS reserves the right to withdraw an offer when a student does not respond within the stipulated time frame to accept the final offer and/or complete the registration process, or if the processed academic results are erroneous or fraudulent. Should a student engage in conduct that the UFS, in its sole and unfettered discretion, deems undesirable, the UFS reserves the right to withdraw an offer.
- (f) The applicant bears the responsibility for accurately entering all academic data on their application for study. The UFS is not accountable if a student fails to receive a final or conditional offer for study due to inaccuracies in academic data or missing information. The UFS retains the right to refrain from processing both online and hard-copy incomplete applications received, or to initiate follow-up communication to obtain missing information.
- (g) Approval by the Senate and Council is required for the amendment of admission rules.

#### A12.1 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 an NSC with appropriate subject combinations and levels of achievement that has been certified with an applicable endorsement by Umalusi; or
  - (ii) be in possession of an NC(V)<sup>20</sup> without a bachelor’s endorsement, accompanied by a letter from the Universities South Africa (USAf) Matriculation Board, certifying that the requirements for a conditional or complete exemption have been met, as well as the requirements regarding appropriate subject combinations and levels of achievement;
  - (iii) write the NBT(s) if required by the selected programme;
  - (iv) attain the required minimum AP;

<sup>20</sup> 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.

- (v) have an achievement level of no less than 4 (50%-59%) for the school-leaving examination in English Home Language or English First Additional Language, with the exception of programmes offered by faculties in which the language of instruction/tuition is a language other than English, in which case the Faculty Rulebook will provide the admission requirements; 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, an HCert or an advanced certificate or diploma in a cognate field may satisfy the minimum admission requirements for the programme and the module.

#### A12.2 Admission to a diploma or advanced diploma (NQF Exit Levels 6 and 7 respectively)

- (a) To be admitted to a diploma, a person must at least
  - (i) be in possession of an NSC with appropriate subject combinations and levels of achievement, which has been certified with an applicable endorsement by Umalusi; or
  - (ii) be in possession of an NC(V)<sup>21</sup> without a bachelor's endorsement, accompanied by a letter from the Universities South Africa (USAf) Matriculation Board, certifying that the requirements for a conditional or complete exemption have been met, as well as the requirements regarding appropriate subject combinations and levels of achievement;
  - (iii) write the NBT(s) if required by the selected programme;
  - (iv) have an achievement level of no less than 4 (50%-59%) for the school-leaving examination in English or Afrikaans (kindly refer to footnote no. 17); and
  - (v) comply with the specific rules for admission to the relevant qualification, including the selection rules set out in the relevant faculty rules.
  - (vi) An HCert or advanced certificate in a cognate field will satisfy the minimum requirement for admission, subject to the dean's approval.
- (b) To be admitted to an advanced diploma, a person must be in possession of an applicable diploma or a bachelor's degree.

#### A12.3 Admission to a higher certificate or advanced certificate (NQF Exit Levels 5 and 6 respectively)

- (a) To be admitted to an HCert, a person must at least
  - (i) be in possession of an NSC with appropriate subject combinations and levels of achievement certified with an applicable endorsement by Umalusi; or
  - (ii) be in possession of an NC(V)<sup>22</sup> without a bachelor endorsement, accompanied by a letter from the Universities South Africa (USAf) Matriculation Board, certifying that the requirements for a conditional or complete exemption have been met, as well as for appropriate subject combinations and levels of achievement;
  - (iii) attain the required minimum AP;
  - (iv) have an achievement level of no less than 4 (50%-59%) for the school-leaving examination in English or Afrikaans (kindly refer to footnote no. 17); and
  - (v) comply with the specific rules for admission to the relevant qualification, including the selection rules set out in the relevant faculty rules.

<sup>21</sup> 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.

<sup>22</sup> 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.

- (b) To be admitted to an advanced certificate, a person must be in possession of an applicable HCert or an equivalent qualification.

#### A12.4 Admission to occasional studies

- (a) To be admitted to occasional studies, a person must
  - (i) be in possession of an NSC with appropriate subject combinations and levels of achievement certified by Umalusi with an applicable endorsement for admission to degree studies; or
  - (ii) be in possession of an NC(V)<sup>23</sup> without a bachelor's endorsement, accompanied by a letter from the Universities South Africa (USAf) Matriculation Board, certifying that the requirements for conditional or complete exemption have been met, as well as the requirements regarding appropriate subject combinations and levels of achievement;
  - (iii) have attained the required AP;
  - (iv) also obtain written permission from the dean of the faculty in which the module is offered, in consultation with the registrar, for modules in programmes with additional selection requirements; and
  - (v) have obtained an achievement level of no less than 4 (50%-59%) for the school-leaving examination in English or Afrikaans (kindly refer to footnote no. 17).
- (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 not related to the certified NSC or NC(V) – may be granted by the dean of the faculty in which the module is offered, with written notification to the registrar.
  - (ii) 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.

#### A12.5 Admission to modules

- (a) Compulsory admission requirements apply with respect to admission to specific modules, such as an AP, achievement levels in specified Grade 12 subjects, and additional prerequisites as determined by the faculty board and contained in the faculty rules.
- (b) 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 the department and with written notification to the registrar.

#### A12.6 Admission on the basis of RPL

- (a) A person who does not qualify for admission to an academic qualification can, in accordance with the following guidelines, apply for admission in terms of a process of RPL:
  - (i) A person in possession of an NSC (as from 2008) or a school-leaving certificate (prior to 2008), with at least five (5) years' applicable work experience, including formal and non-formal learning. The relevance of the work experience will be determined by the programme director.

<sup>23</sup> 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.



- (ii) A person who is 45 (forty-five) years of age or older, with more than 15 (fifteen) years' applicable work experience, including formal and non-formal learning – regardless of whether she/he has a Senior Certificate or not – can apply for RPL. The relevance of the work experience will be determined by the programme director.
- (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) Final approval and sign-off for admission to an academic qualification and/or a module(s) are granted by the dean of the appropriate faculty upon recommendation of the RPL office, after submission and recommendation by the head of the department, following the completion of the evaluation process. Written notification must be given to the registrar's office to capture the outcome on the student record.
- (d) No more than 10% of students in a programme should be admitted through RPL. In special circumstances, the programme director may submit a motivation to the dean to exceed the specified number of students.

#### A12.7 Critical Academic Literacies (CAL) and UFSS1504

- (a) Responsibility for the implementation of these rules resides with the designated Chief Operations Officer (COO).
- (b) A qualification is not awarded unless the mandatory development modules have been passed.
- (c) 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.
- (d) All first-time entering mainstream students will be registered for a faculty-specific CAL module upon registering at the UFS. Mainstream programme students will be given the opportunity to write the UFS' test of academic literacy. If the stipulated requirements of the UFS test of academic literacy have not been met or the results of the tests cannot be submitted, students will remain registered and must successfully complete the applicable CAL development module. Mainstream programme students may deregister from the applicable CAL module only if they meet the stipulated requirements of the UFS' test of academic literacy.
- (e) Students in the extended programme are required to complete a faculty-specific CAL module.
- (f) The UFS will accept the AL results of the NBT if a student has written it within three years prior to registering at the UFS.
- (g) Writing the UFS test of academic literacy is not required in respect of the following:
  - (i) if a qualification has already been obtained from this or another institution of higher education
  - (ii) where admission has been granted on the basis of a Senate resolution and psychometric tests have been taken in the Division of Student Counselling and Development.
- (h) The UFSS1504 module is a compulsory module for all students registering for a first qualification at the university, and a qualification cannot be obtained from the university if UFSS1504 has not been completed successfully. Mainstream students register for UFSS1504 in their first academic year. Students in the extended programmes who have passed SCLL1504 or SCNS1504, or SCLL1414 and SCLL1524, register for UFSS1522 in the second academic year and receive recognition for UFSS1512. UFSS1512 and UFSS1522 are equivalent to UFSS1504. This rule stands, except where otherwise stipulated in the relevant faculty's rules, and subject to the requirements, stipulations, and conditions approved by the Senate.

#### A12.8 National Benchmark Tests (NBTs)

- (a) Students must write the NBT and perform to the stipulated requirements if the NBT forms part of the programme's selection process.

#### A12.9 Progression rule in respect of undergraduate students (applicable to all programmes as from 2014), excluding access and distance learning programmes<sup>24 25</sup>

- (a) With due allowance for the module requirements, students are required to attain the following minimum achievements in each study programme, for which the prescribed module combinations for each academic year have been stipulated in the curriculum. Unless a faculty determines a higher requirement for progression, which is published in the faculty's rulebook, these progression rules will apply.<sup>26 27</sup>

The progression requirements for three-year qualifications are as follows:

- (i) In the first year of registration for a qualification of all three-year undergraduate programmes, students are required to pass 48 credits (equivalent to three (3) 16-credit modules) to be allowed to start with the second year's study.
- (ii) By the end of the second year of registration for a qualification of all three-year undergraduate programmes, students are required to have passed 112 credits (equivalent to seven (7) 16-credit modules) of their qualification to be allowed to start with the third year's study.
- (iii) By the end of the third year of registration for a qualification of all three-year undergraduate programmes, students are required to have passed 224 credits (equivalent to 14 (fourteen) 16-credit modules) of their qualification to be allowed to start with the fourth year's study.
- (iv) By the end of the fourth year of registration for a qualification of all three-year undergraduate programmes, students are required to have passed 288 credits (equivalent to 18 (eighteen) 16-credit modules) of their qualification to be allowed to start with the fifth year's study.
- (v) By the end of the fifth year of registration for a qualification of all three-year undergraduate programmes, students are required to complete their qualification.
- (vi) Students who fall short of the required number of credits in their first year of registration and who, in terms of Rule A16, have applied for enrolment in another undergraduate programme or degree before the relevant due date as stipulated in Rule A16(b), will, upon admission to the other undergraduate programme or degree, be allowed to enrol in the other undergraduate programme or degree in their second year of registration. They will not be allowed to continue in the programme or degree in which they are registered in their first year. If they do not gain admission to the other programme or degree, they will be excluded from registering at the UFS for a second year.
- (vii) Students who fall short of the required number of credits in years of registration other than the first year of registration will be excluded from registering at the UFS in subsequent years.
- (viii) The FAAC can consider a deviation from (vii) and grant admission based on past academic performance in the NSC and previous post-NSC results.

- (b) The progression requirements for four-year professional and four-year extended qualifications are as follows:

- (i) In the first year of registration for a qualification of all four-year undergraduate programmes, students are required to pass 48 credits (equivalent to three (3) 16-credit modules) to be allowed to start with the second year's study.
- (ii) By the end of the second year of registration for a qualification of all four-year undergraduate programmes, students are required to have passed 112 credits (equivalent to seven (7) 16-credit modules) of their qualification to be allowed to start with the third year's study.
- (iii) By the end of the third year of registration for a qualification of all four-year undergraduate programmes, students are required to have passed 192 credits (equivalent to 12 (twelve) 16-credit modules) of their qualification to be allowed to start with the fourth year's study.

24 If students interrupted their studies for one year or longer, they have to reapply. The student's application will be considered together with the applications of other students, and the student's academic performance will be taken into account.

25 HCEs for access and Open Distance Learning programmes are excluded from this rule. Students in these programmes have to comply with programme-specific requirements (including but not limited to progression rules) laid down by the UFS.

26 There might be exceptions in the Faculty of Natural and Agricultural Sciences and the Faculty of Economic and Management Sciences.

27 The faculties may include or exclude UFSS1504 with regard to these calculations, in accordance with their faculty rules.

- (iv) By the end of the fourth year of registration for a qualification of all four-year undergraduate programmes, students are required to have passed 320 credits (equivalent to 20 (twenty) 16-credit modules) of their qualification to be allowed to start with the fifth year's study.
- (v) By the end of the fifth year of registration for a qualification of all four-year undergraduate programmes, students are required to have passed 384 credits (equivalent to 24 (twenty-four) 16-credit modules) of their qualification to be allowed to start with the sixth year's study.
- (vi) By the end of the sixth year of registration for a qualification of all four-year undergraduate programmes, students are required to complete their qualification.
- (vii) Students who fall short of the required number of credits in their first year of registration and who, in terms of Rule A16, have applied for enrolment in another undergraduate programme or degree before the relevant due date as stipulated in Rule A16(b), will upon admission to the other undergraduate programme or degree, be allowed to enrol in the other undergraduate programme or degree in their second year of registration. They will not be allowed to continue in the programme or degree in which they are registered in their first year. If they do not gain admission to the other programme or degree, they will be excluded from registering at the UFS for a second year.
- (viii) Students who fall short of the required number of credits in years of registration other than the first year of registration will be excluded from registering at the UFS in subsequent years.
- (ix) The FAAC can consider a deviation from (viii) and grant admission based on past academic performance in the NSC and previous post-NSC results.
- (c) The progression requirements for five-year qualifications are the following:
  - (i) In the first year of registration for a qualification of all five-year undergraduate programmes, students are required to pass 48 credits (equivalent to three (3) 16-credit modules) to be allowed to start with the second year's study.
  - (ii) By the end of the second year of registration for a qualification of all five-year undergraduate programmes, students are required to have passed 112 credits (equivalent to seven (7) 16-credit modules) of their qualification to be allowed to start with the third year's study.
  - (iii) By the end of the third year of registration for a qualification of all five-year undergraduate programmes, students are required to have passed 224 credits (equivalent to 14 (fourteen) 16-credit modules) of their qualification to be allowed to start with the fourth year's study.
  - (iv) By the end of the fourth year of registration for a qualification of all five-year undergraduate programmes, students are required to have passed 336 credits (equivalent to 21 (twenty-one) 16-credit modules) of their qualification to be allowed to start with the fifth year's study.
  - (v) By the end of the fifth year of registration for a qualification of all five-year undergraduate programmes, students are required to have passed 432 credits (equivalent to 27 (twenty-seven) 16-credit modules) of their qualification to be allowed to start with the sixth year's study.
  - (vi) By the end of the sixth year of registration for a qualification of all five-year undergraduate programmes, students are required to have passed 528 credits (equivalent to 33 (thirty-three) 16-credit modules) of their qualification to be allowed to start with the seventh year's study.
  - (v) By the end of the seventh year of registration for a qualification of all five-year undergraduate programmes, students are required to complete their qualification.
  - (vi) Students who fall short of the required number of credits in their first year of registration and who, in terms of Rule A16, have applied for enrolment in another undergraduate programme or degree before the relevant due date as stipulated in Rule A16(b), will (upon admission to the other undergraduate programme or degree) be allowed to enrol in the other undergraduate programme or degree in their second year of registration. They will not be allowed to continue in the programme or degree in which they are registered in their first year. If they do not gain admission to the other programme or degree, they will be excluded from registering at the UFS for a second year.

- (vii) Students who fall short of the required number of credits in years of registration other than the first year of registration will be excluded from registering at the UFS in subsequent years.
- (viii) The FAAC can consider a deviation from (viii) and grant admission based on past academic performance in the NSC and previous post-NSC results.
- (d) The progression requirements for students enrolled in three-year qualifications who switch to another programme or qualification in terms of Rule A16 are as follows:
  - (i) By the end of the second year of registration as an undergraduate student, which is the first year of registration for a qualification different to that for which the student was registered in her/his first year, a student is required to have passed 80 credits (equivalent to five (5) 16-credit modules) of her/his qualification to be allowed to start with the third year's study.
  - (ii) By the end of the third year of registration as an undergraduate student, which is the second year of registration for a qualification different to that for which the student was registered in her/his first year, a student is required to have passed 160 credits (equivalent to 10 (ten) 16-credit modules) of her/his qualification to be allowed to start with the fourth year's study.
  - (iii) By the end of the fourth year of registration as an undergraduate student, which is the third year of registration for a qualification different to that for which the student was registered in her/his first year, a student is required to have passed 288 credits (equivalent to 18 (eighteen) 16-credit modules) of her/his qualification to be allowed to start with the fifth year's study.
  - (iv) By the end of the fifth year of registration as an undergraduate student, which is the fourth year of registration for a qualification different to that for which the student was registered in her/his first year, a student is required to complete her/his qualification.
  - (v) Students who fall short of the required number of credits in years of registration other than the first year of registration at the UFS will be excluded from registering at the UFS in subsequent years.
  - (vi) The FAAC can consider a deviation from (v) and grant admission based on past academic performance in the NSC and previous post-NSC results.
- (e) The progression requirements for students enrolled in four-year professional and four-year extended qualifications who switch to another programme or degree in terms of Rule A16 are as follows:
  - (i) By the end of the second year of registration as an undergraduate student, which is the first year of registration for a qualification different to that for which the student was registered in her/his first year, a student is required to have passed 80 credits (equivalent to five (5) 16-credit modules) of her/his qualification to be allowed to start with the third year's study.
  - (ii) By the end of the third year of registration as an undergraduate student, which is the second year of registration for a qualification different to that for which the student was registered in her/his first year, a student is required to have passed 160 credits (equivalent to 10 (ten) 16-credit modules) of her/his qualification to be allowed to start with the fourth year's study.
  - (iii) By the end of the fourth year of registration as an undergraduate student, which is the third year of registration for a qualification different to that for which the student was registered in her/his first year, a student is required to have passed 256 credits (equivalent to 16 (sixteen) 16-credit modules) of her/his qualification to be allowed to start with the fifth year's study.
  - (iv) By the end of the fifth year of registration as an undergraduate student, which is the fourth year of registration for a qualification different to that for which the student was registered in her/his first year, a student is required to have passed 352 credits (equivalent to 22 (twenty-two) 16-credit modules) of her/his qualification to be allowed to start with the sixth year's study.
  - (v) By the end of the sixth year of registration as an undergraduate student, which is the fifth year of registration for a qualification different to that for which the student was registered in her/his first year, a student is required to complete her/his qualification.
  - (vi) Students who fall short of the required number of credits in years of registration other than the first year of registration will be excluded from registering at the UFS in subsequent years.
  - (vii) The FAAC can consider a deviation from (vi) and grant admission based on past academic performance in the NSC and previous post-NSC results.

## REGISTRATION: UNDERGRADUATE QUALIFICATIONS

### A13 SUBMISSION OF DOCUMENTATION REQUIRED TO REGISTER AS A STUDENT

- (a) A student
  - (i) who registers at the UFS for the first time must, before a date determined annually by the Senate, send a certified copy of the NSC/NC(V) or a certified copy of the notification of the examination result to the UFS; and
  - (ii) who previously studied at another institution of higher education must, no later than during the UFS' registration process, also submit an official academic 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 a study permit to the Office for International Affairs, issued by the South African Department of Home Affairs in favour of the UFS; and
  - (ii) comply with all the requirements of the Immigration Act (No. 13 of 2002) and with the regulations issued in accordance with the said Act.

### A14 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 an undergraduate qualification – only register at the UFS for the minimum period allowed for that qualification plus an additional two (2) years, with the second period following directly after the first, and must complete her/his studies for that particular qualification in accordance with the rules applicable at the time of registration.
- (b) Should the student interrupt her/his studies, the General Academic Rules and the faculty rules applicable to the time of the registration after interruption will apply<sup>28</sup>.
- (c) If a student interrupts her/his studies for reasons other than a lack of academic progress, the maximum period of study will continue to be counted from the year of return, and the continuously revised relevance of a module will be taken into account. The student will not be permitted to register in the same programme in which she/he was previously registered if there has been a change in the programme or if the module has been revised for the purpose of continued relevance. The student must then register for a new qualification/programme and recognition must be given where it is valid.
- (d) A student from another institution of higher education who switches to another qualification remains subject to both the General Academic 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.
- (e) A student must compile and distribute a curriculum over a period not shorter than that determined by the 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.
- (f)
  - (i) Depending on a student's academic achievements, the dean may, on the recommendation of the programme director, grant approval to a student to register for additional modules up to a maximum of 32 (thirty-two) credits.
  - (ii) If the additional modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.

- (iii) The relevant faculty committee may, based on the recommendation of the relevant academic head of department, grant approval for a deviation from the approved curriculum to a maximum of 32 (thirty-two) credits of the overall curriculum, on the condition that
  - (aa) the replacement module(s) or credits are offered at the same HEQF level as the original module(s) or credits, or at a higher level;
  - (bb) the credit load of the replacement module(s) is equal to or higher than the original module(s) and the minimum total number of programme credits is attained, providing that content relevancy was considered as well;
  - (cc) the coherence in the curriculum was maintained, i.e. the set of modules built on one another cumulatively to achieve the purpose and outcome of the programme;
  - (dd) the structure of the deviated curriculum still offers clear majors at higher NQF levels, e.g. a minor cannot serve as a substitute for a major;
  - (ee) progression in terms of cognitive complexity is taken into account and the content of the deviating or recognised module allows for vertical articulation;
  - (ff) no deviation may be approved for the major or specialisation module(s) or credits of the qualification;
  - (gg) no deviation may be approved at the highest HEQF level of the qualification;
  - (hh) a deviation and/or recognition for a specific module may be approved only once; and
  - (ii) previous deviations and recognitions are considered when making a decision.

- (g) A student is only allowed one opportunity to register for a module(s) of not more than 128 credits under occasional studies for the purposes of postgraduate admission.

### A15 STUDENT REGISTRATION AND RE-REGISTRATION

#### A15.1 Registration

- (a) All student registrations are done in accordance with the coordinated arrangements of the registrar, as approved by the ECS.
- (b) Before a person's term of study commences, she/he must register annually during the first registration opportunity for both semesters (if applicable) for the period as prescribed by the Senate and must pay the required fees.
- (c) 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.
- (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 (1) qualification at this institution
  - (i) except on the basis of exceptional circumstances justified in writing and with the approval of the registrar, on the recommendation of the dean(s); or
  - (ii) 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 of the other institution of higher education, taking into account the specific admission requirements and with written notification to the registrar, as well as the other institution of higher education.
- (f) The UFS grants no registration with retroactive effect.
- (g) Conditional registration is granted by the UFS only if the registrar approves such registration. Financial and academic motivations for conditional registration can be considered.

28 Unless a shorter period was indicated by the faculty in the faculty rulebook.



- (h) If the dean of a faculty grants approval to a person to register for a qualification or a module at a time other than the registration opportunity approved by the 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.

#### **A15.2 Re-registration**

- (a) To be able to re-register for a qualification, a student must meet the readmission requirements, and her/his UFS account for the previous year(s) must be settled in full.
- (b) Should a student interrupt her/his studies, formal approval of the dean of the faculty – on the recommendation of the academic head of the department – should be granted for intermission or break of studies and this should be formally recorded on the student record by the Division of the Registrar. The General Academic Rules and the faculty rules applicable at the time of the registration after interruption will apply.

#### **A15.3 Cancellation of registration of module(s) by a student**

- (a) Notification of the cancellation of a registration must be processed electronically or be given in writing.
- (b) The date on which the cancellation was submitted electronically, or the written notification is received, is taken to be the date of the cancellation of the registration.
- (c) Notification of the cancellation may be given during the specified period in accordance with the coordinated arrangements of the registrar, as approved by the ECS. 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.
- (e) Cancellation of all modules by due dates:
  - (i) A student who cancels all her/his modules before 31 March will be held liable for the minimum cost charged.
  - (ii) The minimum cost will also be charged if a student registers for the first time in July and cancels all her/his second-semester modules before 15 August.

#### **A15.4 Cancellation of a student's registration by the UFS**

- (a) A student's registration at the UFS may be cancelled if she/he is found guilty in terms of the rules pertaining to disciplinary action against students.
- (b) A student's registration for a specific qualification may also be cancelled if the relevant dean deems this to be in the interest of the UFS and/or the student, provided that
  - (i) prior to a final decision being taken
    - (aa) the dean of the relevant faculty informs the student in writing of the intention, and also of the reasons for doing so; and
    - (bb) the student – upon receiving written notification of the proposed cancellation – is given the opportunity to address written representations 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, may decide

- (aa) not to pursue the matter; or
- (bb) to have the student's registration for the qualification cancelled, with written notification to the ECS and to the student.

#### **A16 SWITCHING QUALIFICATIONS AND/OR MODULES AND/OR INSTRUCTIONAL MODES AND/OR MIGRATING TO ANOTHER UFS CAMPUS/CENTRE**

- (a) A prospective student who wishes to change the qualification for which she/he has applied, must use the online platform to do so.
- (b) A student who, in her/his first year of enrolment in an undergraduate programme or degree, wishes to enrol for a different programme or degree in the following year, can apply to do so before (i) the closing date for application for the relevant selection programme, or (ii) in the case of all other programmes, the last day of class in the second semester of the first year of registration. To be considered for admission, such a student should comply with the minimum admission criteria of the new programme or degree to which she/he wants to change, and such application will be dealt with by the admission committees in the different faculties.
- (c) The first year of registration counts towards the n+2 maximum residential period that students are allowed to complete their studies, even if they are admitted to a different programme or degree at the beginning of their second year of registration. Therefore, a student who gains admission to a different programme or degree at the beginning of the second year of registration must complete that programme in the remaining residential period (which is four years in the case of a three-year degree, five years in the case of a four-year extended degree, five years in the case of a professional four-year degree, and six years in the case of a five-year degree). Such students are subject to progression rules to ensure compliance with the maximum residential period rule. Refer to Rule A10.9 for details on the progression rules.
- (d) The FAAC can consider a deviation from (b) only if the student is in good academic standing and will be able to obtain her/his degree within the maximum residential period.
- (e) Modules completed in the first year of registration can be recognised towards the different qualifications once the student is admitted. Such recognition must be sought and granted no later than the beginning of the second year of study.
- (f) Students who interrupted their studies by one or more years are subject to the following stipulations:
  - (i) If modules completed are recognised upon readmission, the years that those students were previously registered for their undergraduate qualification will count towards their maximum residential period.
  - (ii) The years during which the student was non-active and not registered do not count towards the maximum residential period.
  - (iii) Should all modules previously completed have run out of their five-year shelf life, none of the previous study years will count towards the student's maximum residential period and the student's application will be treated as a new application. The FAAC reserves the right not to grant admission based on past academic performance in the NSC and previous post-NSC results.
- (g) In the case of a module switch, note that the responsibility lies with the student to catch up on 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.
- (h) A prospective or registered student who migrates from one campus/centre of the UFS to another campus/centre of the UFS must apply on the prescribed form and obtain the necessary approval from the dean.

## A17 CREDIT ACCUMULATION AND TRANSFER

- (a) The dean may, on the recommendation of the academic head of department – with notification to the registrar – grant a person exemption from or recognition of credits earned through formal learning in a prior qualification or in a partially completed qualification – whether obtained at the UFS or elsewhere – with a view to taking another qualification, on the following conditions:
  - (i) No more than 50% of the credits may be transferred from the completed qualification(s) to another qualification, subject to the provision that
    - (aa) at least 50% of the credits for the new qualification have been earned at the UFS during the preceding five years; and
    - (bb) a maximum of 25% of the credits accrued at the highest NQF level in the previously completed qualification(s) be acknowledged for another qualification<sup>29</sup>.
  - (ii) As regards a discontinued 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% 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% of credits required and earned at the highest NQF level.
  - (iii) If credits have been granted based on a discontinued 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 the UFS.
  - (iv) A person from another institution of higher education has to register at the UFS for at least two (2) academic years (four (4) semesters), depending on the duration of a specific programme or as otherwise stipulated by the faculty rules.
  - (v) Credits from a completed or a discontinued qualification may be transferred to another qualification only once. Transfers from the extended programmes do not constitute a change in qualification.
- (b) Credit for a module on the basis of an RPL process will be determined by faculty rules<sup>30</sup>.
- (c) Recognition is granted on the basis of formal learning at the same NQF level, with a context relevance of at least 50%. The credits for notional learning hours granted by a previous university will not be recorded as a direct equivalent. An evaluation will be done by the faculty to determine whether recognition will be granted for a particular module, especially if that module has a different credit value within the relevant qualification at the UFS.
- (d) Exemptions are granted on the basis of non-formal learning in accordance with RPL guidelines, with a minimum relevance of at least 50%. 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.
- (e) At NQF 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%, on the strength of the NQF Level 5 assessment at the beginning of the semester in question. The student must demonstrate by means of an NQF Level 5 skills test that she/he possesses sufficient knowledge (pass mark 70%).
- (g) A student transferring from another accredited higher education institution must submit the application for recognition of credits, together with the application form, to Student Academic Services during the first year of study at the university. The application must be accompanied by the student's academic record(s) and the relevant year's syllabi of the module(s) concerned, for consideration and approval by the relevant faculty.

<sup>29</sup> Except if specific national qualification requirements stipulate that more than 25% at the highest NQF level must be acknowledged.  
<sup>30</sup> When granting academic credit, differentiation should be made between formal, informal, and non-formal learning. CAT transfer and RPL should not be included in the sum of the credits for the qualification a student obtained.

- (h) If a university student in her/his final year of study has been granted permission by the relevant authorities to do modules at another accredited higher education institution, a written application for recognition of the credits, with the necessary documentation, must be submitted to the relevant faculty office before the end of January of the graduation year. It must be recorded on the system by the registrar/faculty.

## ASSESSMENT: UNDERGRADUATE QUALIFICATIONS

### A18 ASSESSMENT RULES

#### A18.1 Attendance of teaching opportunities

- (a) Compulsory attendance of 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 of teaching opportunities on account of unforeseen circumstances must be accompanied by supporting documentation and presented to the lecturer in question at the next available teaching opportunity in the module.

#### A18.2 Module mark

- (a) To gain admission to the examination in a module, a module mark of at least 40% is required, except where the relevant faculty requires a module mark of more than 40% as the minimum for admission to the examination.
- (b) A module mark is set out in the module guide or its addendum and is the result of the formative assessments, which are conducted in a decentralised fashion during the course of the module term.
- (c) A module mark obtained in a module is only valid 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 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 in order to gain admission to the examination in a module.

#### A18.3 Examinations as summative assessment

- (a) Only two (2) examinations are scheduled per semester:
  - (i) a main mid-year examination and a supplementary mid-year examination in respect of the first-semester modules
  - (ii) a main end-of-year examination and a supplementary end-of-year examination in respect of the second-semester modules and year modules, except in the case of the following:
    - (aa) exceptions as indicated in the faculty rules
    - (bb) where a system of continuous assessment is followed with respect to practical examinations
    - (cc) 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 or the main end-of-year examination, may – within the period allowed for this purpose and using the prescribed form – apply or qualify for a supplementary examination during the relevant supplementary mid-year examination or supplementary 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 obtained an examination mark of at least 30% and a final mark of at least 45% for the module; or
- (ii) a student who was admitted to the scheduled main examination in a given semester and obtained a final mark of at least 50% yet failed to obtain the required subminimum of 40% in the examination.
- (d) A student who is unable to participate in the main examination as a result of justified extraordinary circumstances, could be considered to write an ad hoc examination, only during the time scheduled for the related supplementary examination.
- (e) A student who wrongfully participates in a main examination or a supplementary examination will receive no recognition for such an examination, and she/he will be deemed not to have participated in the examination.
- (g) A student in their final academic semester who – upon completion of the main end-of-year examination or the main mid-year examination – must prolong their 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, automatically qualifies for a special examination that must be written during the time scheduled for the supplementary examination immediately following the relevant main examination. The student is eligible for the special examination during the supplementary examination period under the following conditions:<sup>31</sup>
  - The student is registered in their final academic year/semester for the qualification.
  - A student in their final year who fails only one module during the mid-year examination period, without factoring in the end-of-year examination that still needs to be completed, will be eligible to sit for the supplementary examination.
  - A student in their final year who fails only one module during the end-of-year examination period, with no other outstanding modules needed to obtain the qualification, will be granted admission to the supplementary examination.
  - The student is registered for the module in the current academic year, for which they require a special examination, and has obtained a predicate for admission to the examination.
  - The special examination will only be written during the time scheduled for the relevant supplementary examination.
  - If a student has already taken a supplementary examination for a specific module, whether during the mid-year or end-of-year supplementary examination, they would be ineligible for a special examination for that particular module.
- (h) A student in her/his final academic semester who has failed to comply with the prerequisites regarding admission to an examination will not be considered for participation in a special examination, irrespective of the fact that the student needs only one (1) module to obtain the qualification.
- (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 (postgraduate diploma, bachelor honours or a master's degree, but not a doctoral degree), may repeat the module(s) in the following year 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.

#### **A18.4 Pass requirements, passing with distinction, promotion, and continuous assessment**

- (a) To pass a module, a final mark of at least 50% must be obtained.
- (b) The calculation of the final mark is set out in the module guide in accordance with the following:
  - (i) A module mark of at least 40% must be taken into account.
  - (ii) A subminimum of at least 40% applies in respect of the examination mark.

- (iii) Where more than one (1) paper is written in a module, a subminimum of no less than 40% should be obtained per paper, which may also apply in cases where a paper comprises more than one (1) section.
- (iv) The weight assigned to the examination mark must be no less than 40% and no more than 60%, provided that the weight assigned to the examination mark in respect of distance learning students must be no less than 70% and no more than 80%.
- (c) Where a module comprises a research essay, the mark awarded is taken as the final mark.
- (d) 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% has been obtained and the student has participated in all the scheduled assessments. Condonation to obtain a mark of 70% is not allowed.
- (e) If a student does not obtain the required module mark to pass in terms of the promotion system, the assessment rules apply.
- (f) In order to pass a module with distinction, a student must obtain a final mark of at least 75% or a promotion mark of at least 75% and must have participated in all the scheduled assessments.
- (g) Where a system of continuous assessment applies, a student passes when a final mark of at least 50% has been obtained and she/he has participated in all the assessments unless otherwise stated in the module guide.
- (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.
- (i) Results received after the submission date published in the UFS calendar for a particular graduation and/or diploma ceremony will not be taken into account for that ceremony but will be held over until the following graduation and/or diploma ceremony.

#### **A18.5 Examiners, assessors, and moderators**

Examiners, assessors, and moderators who have been appointed by the relevant academic head of department in accordance with the Quality Assurance Policy conduct module examinations, and their appointment is subject to approval by the faculty board.

#### **A18.6 Oral assessment**

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

- (a) the assessment is conducted during an officially scheduled examination period;
- (b) the oral assessment for each module is at least half an hour per student;
- (c) besides the assessor(s), at least the academic head of the department or a senior lecturer appointed by her/him is also present;
- (d) a digital recording is made of the oral assessment; and
- (e) oral assessments are conducted only at a campus of the UFS, except where the dean grants permission for other centres to be used.

#### **A18.7 Assignments, portfolios, and/or research essays**

- (a) Guidelines for the submission of assignments, portfolios, and/or research essays are set out in the module guide. In the event that the assignment, portfolio, and/or research essay is used for the final assessment, the submission must take place during the officially scheduled examination period.

<sup>31</sup> Modules for scripts and dissertations will be excluded.



- (b) An 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 in the module that can be attended, or as stipulated by the relevant faculty.

#### A18.8 Plagiarism

Any matters relating to plagiarism will be dealt with in terms of the institutional rules and policies of the UFS.

#### A18.9 Centres where examinations are conducted

- (a) A student takes the written examination on the campus or at the centre where the module was offered, except if indicated to the contrary by the Examination Administration Division.<sup>32</sup>
- (b) Blended learning students may take written examinations at any of the centres or campuses designated by the UFS.
- (c) Supplementary examinations are only written at UFS campuses.

#### A18.10 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).

#### A18.11 Errors as regards the examination timetable, tests, and assignments

A student is not entitled to any exceptions or concessions if she/he has erred in respect of the examination timetable and/or the scheduled test timetable, or the submission of assignments.

#### A18.12 Results in respect of examinations, tests, assignments, and research essays

- (a) A faculty or a department must make provisional results of the main examinations available to students within seven (7) working days after an examination, as scheduled in the examination timetable. Provisional results of the supplementary examinations must be made available within two (2) working days after an examination, as scheduled in the examination timetable.
- (b) Provisional examination results can be accessed electronically on the UFS website.
- (c) Students are responsible for obtaining their results before the supplementary examinations. The academic results of students whose accounts are in arrears by more than R2 000 (two thousand rands) will not be made available to the students. However, results indicating reassessment or special examinations that are to be written in the relevant supplementary examination sitting will be visible on the study record, irrespective of outstanding payments.
- (d) A student may discuss the results of an examination, test, or assignment with the lecturer and/or the academic head of the department (irrespective of a student's account being in arrears, but on condition that particulars regarding the results are not divulged).
- (e) 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 the department. Such an appeal must be lodged within two (2) working days after discussion with the academic head of the department.

<sup>32</sup> Compact Learning students in the Faculty of Natural and Agricultural Sciences can write their undergraduate modules at specific external venues. A student for the Advanced Diploma in Estate and Trust Administration takes an examination at any of the centres approved by the Director of the School of Financial Planning Law.

- (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 the department or lecturer.
- (g) If a student qualifies for a supplementary examination or has been admitted to such an examination and the module comprises more than one (1) paper, the examination in both papers must be written during the supplementary examination in question.
- (h) No disclosure of marks or student information or discussion of students' performance will be done with parents or other third parties without the prior written permission of the student, in order to protect personal information.

#### A18.13 Requirements in respect of examinations

- (a) Only registered students who have gained admission to examinations may participate in examinations.
- (b) A student who disregards the practice directives in respect of examinations and examination venues will be dealt with in terms of the rules applicable to disciplinary procedures, which may result in expulsion.
- (c) Tests are subject to the same principles as examinations.
- (d) Departments that use a system of continuous assessment may not schedule assessments during official examinations.

#### A18.14 Special Assessment for Continuous Assessment Modules

Students in their final academic semester who need to prolong their studies to obtain the qualification subsequent to failing a single continuous assessment module, who have participated in all the assessments, and obtained a final module mark of 45% to 49%, can be awarded a special assessment, the final format of which will be determined by the faculty. This special assessment must take place during the week scheduled for supplementary examinations.

A student could qualify for a special assessment in a continuous assessment module on the following conditions:

- The format and nature of the module, as well as the faculty structures, allow for such an assessment.
- The student is registered for the qualification in their final academic year/semester.
- A student in their final year who fails only one module during the mid-year assessment period, without factoring in the end-of-year assessment period that still needs to be completed, will be eligible to receive a special assessment during the supplementary assessment period.
- A student in their final year who fails only one module during the end-of-year assessment period, with no other outstanding modules needed to obtain the qualification, will be granted permission for a special assessment during the supplementary assessment.
- The student is registered for the module in the current academic year in which they require a special assessment.
- If a student has already taken a special assessment for a specific module, whether during the mid-year or end-of-year supplementary examination period, they would be ineligible for another special assessment for that particular module.

### A19 QUALIFICATION WITH DISTINCTION

- (a) Except where faculty rules stipulate additional requirements, a qualification is awarded with distinction if a student
  - (i) obtained a weighted average of at least 75% (rounded to the next integer, that is 74,5% to 75%), based on the minimum number of modules prescribed for the qualification in question. The marks of developmental modules will be excluded when calculating marks for awarding the qualification with distinction;

- (ii) completed the qualification in the minimum period; and
- (iii) did not fail or repeat any module during their study period, except for the purpose of improving a final mark. The result of a discontinuation of a module(s) will not be taken into account for the calculation of a qualification with distinction.
- (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 a 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 discontinued qualification is granted, the registration period in which the module(s) in question was passed, is deemed to be a semester/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 to improve the final mark, the highest final mark 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.
- (g) Where a final-year student has qualified for a supplementary examination and the mark obtained in the supplementary examination complies with the requirements for a distinction, the mark of the supplementary examination will be taken into account.

## GENERAL ACADEMIC RULES FOR POSTGRADUATE QUALIFICATIONS

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## GENERAL ACADEMIC RULES FOR POSTGRADUATE QUALIFICATIONS

### APPLICATION, SELECTION, AND ADMISSION: POSTGRADUATE QUALIFICATIONS

#### A20 APPLYING FOR ADMISSION

A prospective first-time entering postgraduate student wishing to study at the UFS must apply for admission online or on the prescribed application form and include the requisite documents and must do so before the date annually determined by the UFS.

##### A20.1 Applying for admission: master's and doctoral degrees

- (a) Prior to officially applying for admission to a master's degree and a doctoral degree – online or on the prescribed form – the prospective student must approach 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 the physical capacity to provide supervision and/or to involve other persons from outside the UFS.
  - (iii) Whether the application is subject to selection.
  - (iv) The mode of presentation and assessment.
  - (v) The academic prerequisites that have to be met.
- (b) Once approval has been granted for the submission of an official application, a prospective first-time entering student wishing to study at the UFS must apply for admission online or on the prescribed form and submit this with the requisite documents (letter of permission from the academic head of department, certified copies of qualification certificates, study records and certificates of conduct, etc.), and must do so before the date annually determined by the UFS.
- (c) If a person presents a master's degree in the form of a master's research dissertation or two (2) interrelated publishable manuscripts / published articles, or 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.

##### A20.2 Applying for admission: higher doctorates

- (a) Prior to officially applying – online or 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 (2) 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 has not previously been submitted.
- (b) (i) On the strength of a written, justified recommendation by the academic head of the department and the faculty research committee, the application is submitted via the faculty board to the ECS to decide
  - (aa) whether the person may proceed with the submission of an official application for admission;
  - (bb) whether the person may register as a student; and
  - (cc) who must be nominated as a mentor(s) under whose guidance the person has to prepare her/his publications and assemble them for assessment.
- (ii) Justified written submissions may be made to the relevant dean at any time of the year.

#### **A20.3 Previous discontinuation of studies or academic exclusion or late submission of research**

- (a) A student who has previously discontinued her/his studies for at least one (1) academic year, or has been academically excluded, must apply for readmission online or on the prescribed application form and submit this with the requisite documents and must do so before the university application closing date determined annually by the UFS.
- (b) In cases where a student submits the research dissertation/thesis 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. If the degree is not awarded in the applicable academic year, the student pays for the full year.

#### **A20.4 Registered UFS student who wishes to continue with studies after obtaining a qualification**

A student registered at the UFS who wishes to continue with her/his studies in the next 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. A person's application must comply with UFS and faculty-specific admission/readmission requirements.

#### **A20.5 Students from other institutions of higher education**

The applications of students from other institutions of higher education must include a certificate of conduct, as well as an academic record, to be considered for admission. Students who have been excluded at other institutions will only be considered for admission to the UFS by the dean in consultation with the FAAC, on the strength of justified, written submissions.

#### **A20.6 Accuracy of academic data**

It remains the responsibility of the applicant to ensure the correct capturing of all academic data. The UFS takes no responsibility if a student does not receive a final or conditional offer due to incorrect academic data or missing information. The UFS reserves the right not to process incomplete applications received, or to initiate follow-up communication to retrieve missing information.

#### **A20.7 Late applications**

- (a) The registrar considers applications (including postgraduate international applications) received after the closing date only in exceptional cases. Only applications submitted online or delivered to the office of Student Academic Services are deemed received.

- (b) 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.

### **A21 ADMISSION OR READMISSION TO THE UFS AND AN ACADEMIC QUALIFICATION**

#### **A21.1 Admission to a postgraduate diploma**

- (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) A person may also be admitted to a postgraduate diploma
  - (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 of the school, or the director of the centre in 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 the department or the relevant head of the school or the director of the centre, on the strength of a standard of proficiency – determined by means of RPL – that is sufficient for the purposes of the study.
- (c) A person is admitted to an interdisciplinary postgraduate diploma subject to a justified written application for admission from the dean of the faculty in which the previous qualification was obtained, provided that the relevant dean, after consultation with the dean(s) of the other faculty(ies), recommends the application to the ECS.
- (d) (i) In addition to the above-mentioned requirements that pertain in respect of admission, the dean, on the recommendation of the programme director and/or the academic head of department or the relevant head 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 additional 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 of the school or the director of the centre, and with written notification to the registrar – may admit a student to a 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.

#### **A21.2 Admission to a bachelor honours degree**

- (a) A person is admitted to a bachelor honours degree on the recommendation of the academic head of the 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 in consultation with the registrar – on the strength of a qualification which 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 the department, on the strength of a standard of proficiency – determined by means of RPL – which is sufficient for the purposes of postgraduate study, with notification to the ECS.
- (b) No student will be allowed to register for a bachelor honours degree module for occasional study unless the required undergraduate qualification has been obtained.
- (c) (i) In addition to the above-mentioned requirements that pertain with respect to admission to all bachelor honours degrees, the dean, on the recommendation of the academic head of the 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) If the additional modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.
- (d) On the strength of a justified written application, based on special circumstances on the recommendation of the dean and the academic head of the department, a student who has obtained a bachelor's degree or an advanced diploma in one faculty may be allowed to register for a bachelor honours degree in another faculty.
- (e) (i) In exceptional cases, the dean may – on the recommendation of the academic head of the department and with written notification to the registrar – admit said student to a single module for the maximum number of credits normally allocated to a bachelor honours module, or to more than one (1) module (other than those prescribed) where the number of credits adds up to more than that maximum number, provided that it/these is/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.

### A21.3 Admission to a master's degree

- (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-oriented BEd degree, which must be followed by an honours degree in Education, and excluding a BTech degree, which must be followed by a relevant postgraduate diploma), or a relevant postgraduate diploma;
  - (ii) have obtained a weighted average of at least 60% (not rounded to the next integer), or, on the strength of special circumstances, have obtained a mark – as recommended by the academic head of the 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 academic head of department, in consultation with the registrar – on the strength of a qualification(s) t they consider to be equivalent to a four-year professionally-oriented bachelor's degree and/or a bachelor honours degree, including qualifications obtained internationally and were verified by MIE (Managed Integrity Evaluation (Pty) Ltd); or
    - (bb) 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 – which is sufficient for the purposes of master's degree studies, with notification to the ECS.

- (iv) 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) A person is admitted to interdisciplinary master's degree studies subject to a justified written application for admission from the dean/assistant dean of the faculty in which the previous qualification was obtained, provided that the relevant dean/assistant dean – after consultation with the dean(s) / assistant dean(s) of the other faculty(ies) – recommends the application to the ECS.
- (c) (i) In addition to the above-mentioned requirements pertaining to admission to all master's degrees, the dean – on the recommendation of the academic head of the 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) 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-oriented 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 ECS – on the recommendation of the dean and 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 – on the recommendation of the academic head of department 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 to more than one (1) module (other than those prescribed) where the number of credits adds up to more than such maximum number, 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.

### A21.4 Admission to a doctoral degree

- (a) To be admitted to a doctoral degree, a person must
  - (i) already have obtained a master's degree;
  - (ii) have obtained a weighted average of at least 65% (not rounded to the next integer) or, on the strength of special circumstances, have obtained a mark as recommended by the academic head of the 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 academic head of the department and in consultation with the registrar, on the strength of a qualification(s) they consider to be equivalent to a master's degree; or
    - (bb) with the approval of the dean, on the recommendation of the academic head of the 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 ECS.
  - (iv) The academic head of the 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 (1) year – on the recommendation of the faculty board and on the basis of a written justification – apply to the ECS for admission to and continuation of the study for a doctoral degree, provided that
  - (i) the supervisor, the co-supervisor(s), and the academic head of the department (via the faculty research committee) recommend the application to the faculty board;
  - (ii) the doctoral degree is only awarded after two (2) further years of 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 supervisor and co-supervisor(s) and the academic head of department, and with notification to the ECS – apply to the faculty board to cancel her/his candidature for the doctoral degree and to once again 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 the relevant dean, after consultation with the dean(s) of the other faculty(ies), recommends the application to the ECS.
- (e) (i) In addition to the above-mentioned requirements in respect of admission to all doctoral degrees, the dean, on the recommendation of the academic head of the 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) 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 faculty board to register for a doctoral degree in another faculty.
- (g) (i) In exceptional cases, the dean – on the recommendation of the academic head of the department and with written notification to the registrar – may admit the said student to a module(s) other than those prescribed, provided that it/these is/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.

#### A21.5 Admission to a higher doctoral degree

- (a) To be admitted to the higher doctorate degree, a person must
  - (i) already have a doctoral degree; and
  - (ii) have to her/his credit a distinguished record of published research at an advanced academic level, creative work, or superb academic contributions.
- (b) A person may also be admitted to the higher doctoral degree on the strength of her/his academic mentoring, with the approval of the ECS and on the recommendation of the academic head of the department, the faculty research committee, and the faculty board.

#### A21.6 Responsibility to ensure that admission requirements are adhered to

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 the department, the head of the school, or the director of the centre in which the qualification is offered, or the dean.

#### A21.7 Withdrawal of an offer by the UFS

An offer by the UFS is subject to fulfilment of the conditions determined by the UFS, and availability of space in the programme during the registration period. The UFS reserves the right to withdraw an offer should the processed academic results be erroneous or fraudulent. Should a student engage in conduct which the UFS, in its sole and unfettered discretion, deems undesirable, the UFS reserves the right to withdraw an offer.

#### A21.8 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 only be allowed to proceed with a programme for the next study year if she/he has passed at least 75% of the modules in an academic year, and/or mini-dissertation, to complete the qualification.

#### A21.9 Readmission on the strength of academic progress

- (a) Based on exceptional merit<sup>33</sup>, a student who has not yet fulfilled the requirements for the qualification may, even after the minimum allowable period plus one (1) year (calculated from the initial registration date for the qualification), be granted admission for an additional year. Approval for such admission is contingent upon the approval of the official governance structure in the faculty, ensuring compliance with conditions related to adapting to the new regulations. Written notification to the ECS is required.
- (b) A student who has undergone registration for a specific module (including question paper/practical work) twice and still fails to meet the pass requirements, will be eligible for one (1) additional opportunity to re-register for the module, based on exceptional merit. This requires approval from the official governance structure in the faculty in which the module is offered and endorsement from the official governance structure of the relevant programme's faculty. Written notification to ECS is required.

##### A21.9.1 Readmission: bachelor honours degrees

- (a) A student
  - (i) who has not yet completed the qualification after the minimum duration of the relevant qualification plus one (1) year – calculated from the date of first registration for the bachelor honours degree in question – may, based on exceptional merit and approval by the official governance structure of the faculty, be granted admission for one (1) additional year. Written notification to the ECS is required;
  - (ii) who, beyond the minimum period plus one (1) year and one (1) additional semester (or one (1) year in the case of an outstanding year module), has not yet obtained the qualification, but has completed at least 85% of the total number of credits required for the qualification, may be considered for readmittance for one (1) further semester or year (in the case of an outstanding year module) based on exceptional merit. In such instances, the official governance structure of the faculty may approve readmission. Written notification to the ECS is required.

<sup>33</sup> To be employed is not considered as exceptional merit.



- (b) A student who has registered twice for a specific module (examination paper/practical) and has not yet met the pass requirements, will only be granted a single chance to re-register for the module. This opportunity is contingent upon exceptional merit and requires approval from the official governance structure of the faculty. Written notification to the ECS is required.

#### A21.9.2 Readmission: master's degrees

- (a) Where a particular research protocol requires the student to collect data over a period that exceeds either the normal minimum period stipulated in the UFS PQM or the maximum period based on research, this should be stipulated and agreed upon before the 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 with the approval of the academic head of the department and the dean of the faculty, ratified by the faculty board. The final decision is therefore made by the faculty.
- (b) A student registered for a coursework master's degree dissertation or mini-dissertation, who has registered for a specific module (paper/practical) twice without fulfilling the pass requirements, is granted only one (1) further opportunity to register for the module. This chance is contingent upon exceptional merit and necessitates approval from the official governance structure of the faculty. Written notification to the ECS is required.
- (c)
  - (i) A student registered for a research master's degree may, in exceptional circumstances and with the permission of the official governance structure of the faculty, place their studies in abeyance for up to one (1) year, ensuring that supervision remains available. The official governance structure of the faculty must approve the application for abeyance. During abeyance, the student is not permitted to register for another qualification at the same or any other educational institution.
  - (ii) The student must apply for abeyance before the start of the semester in which the abeyance is to commence, but no later than the last date of registration of this preceding semester.
  - (iii) The student will be allowed to register in the year following immediately after the expiry of the abeyance year, without having to reapply for admission.
  - (iv) Should the student fail to register in the year following the abeyance period, she/he will have to reapply for admission and this year will be added when calculating the residential period of the student if studies are continued.
  - (v) The year for which the request for abeyance has been approved by the dean, is not included when calculating the residential period of the student.
  - (vi) The decision on approval of abeyance must be communicated to the registrar for capturing by Student Academic Services.
  - (vii) During the abeyance period, the student is not entitled to, nor will receive, any supervision guidance and/or participation in any academic activities whatsoever.
  - (viii) A student only has one (1) opportunity per degree to apply for abeyance.
- (d) If the study remains incomplete after the minimum study period has been reached as outlined in the UFS PQM, with an additional one (1) year for master's students, the student is required to provide comprehensive justification for further registration to the research supervisor. The official governance structure of the faculty can approve an extension of the study. Written notification to the ECS is required.
- (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 official governance structure of the faculty) will result in the registration being automatically cancelled by the UFS.

#### A21.9.3 Readmission: doctoral degrees

- (a) If a student, after the maximum residential time as stipulated in 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 in the UFS PQM plus one (1) year, upon approval by the supervisor and/or the academic head of the department and with the approval of the dean, with written notification to the registrar.
  - (ii) After the minimum residential time as stipulated in the UFS PQM plus two (2) years based on an exhaustive justification by the academic head of the department, to be approved by the official governance structure of the faculty (provided that the stipulations pertaining to the adaptation to new rules have been considered). Written notification to the ECS is required.
  - (iii) After the minimum residential time as indicated by the UFS PQM plus three (3) years, with the approval of the official governance structure of the faculty based on a comprehensive written justification by the head of the academic department, provided that the stipulations in respect of adaptation to new rules have been considered. Written notification to the ECS is required.
- (b)
  - (i) A student registered for a doctoral degree may, in exceptional circumstances and with the permission of the official governance structure of the faculty, place their studies in abeyance for up to one (1) year, ensuring that supervision remains available. The approval is contingent on the recommendation of the student's supervisor. During abeyance, the student is not permitted to register for another qualification at the same or any other educational institution.
  - (ii) The student must apply for abeyance before the start of the semester in which the abeyance is to commence, but not later than the last date of registration of this preceding semester.
  - (iii) The student will be allowed to register for the year immediately following the expiry of the abeyance year without having to reapply for admission.
  - (iv) Should the student fail to register in the year following the abeyance period, she/he will have to reapply for admission and this year will be added when calculating the residential period of the student if studies are continued.
  - (v) The year for which the request for abeyance has been approved by the dean, is not included when calculating the residential period of the student.
  - (vi) The decision must be communicated to the registrar for capturing by Student Academic Services.
  - (vii) During the abeyance period, the student is not entitled to, nor will receive, any supervision guidance and/or participate in any academic activities whatsoever.
  - (viii) A student only has one (1) opportunity per degree to apply for abeyance.
- (c) Should the study not be completed after six (6) years for doctoral students, comprehensive reasons for further registration must be provided to the research supervisor. The dean/assistant dean (on the advice of the head of the department and research supervisor) can, in collaboration with the registrar – or in the case of a student on the Qwaqwa Campus, the Campus Vice-Principal: Academic and Research – 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 cancelled by the UFS.

## REGISTRATION: POSTGRADUATE QUALIFICATIONS

### A22 SUBMISSION OF DOCUMENTATION REQUIRED TO REGISTER AS A STUDENT

- (a) A student
  - (i) who registers at the UFS for the first time must, before a date annually determined by the Senate, submit to the UFS a certified copy of the qualification(s) in respect of which admission to the relevant postgraduate qualification was granted; and
  - (ii) who previously studied at another institution of higher education must have certified copies of the official academic record as well as a certificate of conduct from the previous institution(s) of higher education submitted during the application process, available during the registration process.
- (b) An international student who is not a South African citizen and who is not in possession of a permanent residential permit, must
  - (i) submit a study permit to the Office for International Affairs 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 (No 13 of 2002), and with the regulations issued in accordance with the said Act (excluding non-residential international students who live abroad); and
  - (iii) apply to have SAQA evaluate the foreign qualifications obtained by the student prior to application for admission at the UFS. The evaluation and verification of foreign qualifications include authenticating the status of institutions and the qualifications offered by them, investigating the authenticity of qualification documents and confirming that awards were made to individuals, comparing foreign qualifications with South African qualifications, and 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).

### A23 MODE OF PRESENTATION

#### A23.1 Master's degrees

- (a) (i) There are two (2) types of master's degrees, namely a general master's degree and a professional master's degree.
- (ii) There are two (2) variants of the general master's degree: a master's degree by dissertation, or a master's degree by coursework and a mini-dissertation. Both variants must include a significant research component in the form of a 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 (hundred and eighty) 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: 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 (sixty) credits at NQF Level 9, culminating in the acceptance of a mini-dissertation or other forms of research.

- (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 requires a high level of theoretical engagement and intellectual independence, as well as the 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 two (2) interrelated publishable manuscripts/published articles (minimum 180 (hundred and eighty) credits)
  - (bb) successful completion of coursework and submission of a mini-dissertation (minimum 60 (sixty) credits) and a minimum of 180 (hundred and eighty) credits in total, or one (1) publishable manuscript/published article (minimum 60 (sixty) credits) and a minimum of 180 (hundred and eighty) credits in total.
- (b) A master's degree may also be partially (at least 50%) completed at the UFS and at a foreign (international) university with which the UFS has entered into an agreement in this regard, in accordance with the requirements of the Policy on Collaborative Degrees with Foreign Universities, as amended from time to time.
- (c) Irrespective of the mode of presentation, the standard of the outcomes must correspond with the requirements of the Level 9 descriptors of the HEQSF.

#### A23.2 Doctoral degrees

##### (a) Doctoral degree:

The doctoral degree provides training for an academic career. It requires a candidate to undertake research at the most advanced academic level, 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 it 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 merit publication. The degree may be earned through pure discipline-based or multidisciplinary research or applied research. This degree requires a minimum of two (2) 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 doctoral 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 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 (1) of the following options:

- (i) the submission of a doctoral thesis (360 (three hundred and sixty) credits)
- (ii) three (3) 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 (three hundred and sixty) credits).

**(b) 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.

- (c) A doctoral degree may also be partially (at least 50%) completed at the UFS and the remainder at a foreign (international) university with which the UFS has entered into an agreement in this regard, in accordance with the requirements of the Policy on Collaborative Degrees with Foreign Universities, as amended from time to time.
- (d) Irrespective of the mode of presentation, the standard of the outcomes must correspond with the requirements of the Level 10 descriptors of the HEQSF.

## A24 DURATION OF STUDY AND COMPILING A CURRICULUM

- (a) (i) Upon obtaining admission to the postgraduate qualification for which a student has applied, the student must be registered at the UFS for at least one (1) year (two (2) semesters) subsequent to obtaining the qualification on the basis of which admission has been granted, or as stipulated by the faculty board and set out in the rules of the faculty in question.
- (ii) A doctoral student must be registered at the UFS for at least two (2) years (four (4) semesters) or in accordance with the minimum residential time stipulated in the UFS PQM for the specific doctoral degree.
- (b) (i) Except in cases where the Council (via the Senate) implements new rules with immediate effect, a student may, for a postgraduate qualification, only register for the minimum residential period allowed for that qualification in the UFS PQM plus one (1) additional year, with the second period following directly after the first, and must complete her/his studies for that particular qualification in accordance with the rules applicable at the time of first registration.
- (ii) For a postgraduate diploma, students may only register for the minimum residential period allowed for that qualification, plus one (1) additional year in the case of full-time students and two (2) additional years in the case of part-time students, with the second period following directly after the first, and must complete their 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 the UFS who interrupts her/his studies for a year or longer, or who switches to another qualification, remains subject to both the General Academic 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 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, in consultation with the relevant programme director and/or the academic head of department, or the head of a school, or the director of a centre, in consultation with the dean and registrar.
- (e) (i) Subject to a student's academic achievements, the dean of the faculty in question may, on the recommendation of the head of a school or the director of a centre, or the programme director, grant

approval to a student to register for additional modules – up to a maximum of 32 (thirty-two) 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.
- (iii) The dean may grant approval for a deviation from the approved curriculum to a maximum of 32 (thirty-two) credits, on condition that
  - (aa) the replacement module(s) or credits are offered at the same HEQF level as the original module(s) or credits, or a higher level;
  - (bb) the credit load of the replacement module(s) is equal to or higher than the original module(s), and that the minimum total number of programme credits is attained, provided that content relevancy was considered as well;
  - (cc) coherence in the curriculum was maintained, i.e. the set of modules built cumulatively on one another to achieve the purpose and outcome of the programme;
  - (dd) the structure of the deviating curriculum still offers clear majors at higher NQF levels, e.g. a minor cannot serve as a substitute for a major;
  - (ee) progression in terms of cognitive complexity is taken into account and the content of the deviating or recognised module allows for vertical articulation;
  - (ff) no deviation may be approved for the major or specialisation module(s) or credits of the qualification;
  - (gg) no deviation may be approved at the highest HEQF level of the qualification;
  - (hh) a deviation from and/or recognition for a specific module may be approved only once; and
- (iv) previous deviations and recognitions are considered when making a decision.
- (f) (i) If a master's degree research dissertation or interrelated, publishable manuscripts/published articles or a coursework master's degree mini-dissertation, or publishable manuscript/published article 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.
- (ii) 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.

## A25 STUDENT REGISTRATION AND RE-REGISTRATION

### A25.1 Selection for registration

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), or qualifies to register for 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:

- (a) All master's and doctoral applicants are subject to a selection process, which could differ from one department to the next and the details of which will be published in the departmental brochures for postgraduate selection, as well as on the departmental webpage.
- (b) Before registration, the doctoral applicant should submit a research outline<sup>34</sup> that is considered appropriate by the academic department in which the applicant will be registered.

<sup>34</sup> 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.



- (c) Selection for registration is based on the content and performance in the prior degree, academic merit, bridging arrangements, prior work experience, and research ability.
- (d) The supervisor, in consultation with the head of the department, reserves the right to request applicants to write an admission examination, enrol for additional modules, or comply with additional admission requirements when deemed necessary.
- (e) If the above-mentioned requirements are confirmed to be of the appropriate standard by the supervisor and the academic head of the department, the applicant (if required) must write either the IELTS or TALPS test, whichever is required by the relevant academic department and/or faculty, at her/his own cost. The applicant must attain the level of achievement required by the relevant academic department and/or faculty.

## A25.2 Registering for the qualification

- (a) All student registrations are done in accordance with the coordinated arrangements of the registrar, as approved by the ECS. Registrations for master's and doctoral degrees for the first semester can take place until the last working day in March, and the registrations for the second semester can take place until the last working day in September.
- (b) Before a person's term of study commences, she/he must register annually during the first registration opportunity for both semesters (if applicable) for the period as prescribed by the Senate and must pay the required fees.
- (c) 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.
- (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) On the recommendation of the programme director and/or the academic head of the department and with the dean's approval, a doctoral degree student may – irrespective of the prerequisites that apply with respect to undergraduate qualifications – register for the said modules without having complied with the prerequisites, and simultaneously take the modules at different levels within the same discipline.
- (f) A person cannot simultaneously register for more than one (1) qualification
  - (i) at this institution, except on the basis of exceptional circumstances justified in writing, with the approval of the registrar, on the recommendation of the dean(s); or
  - (ii) at 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 of the other institution of higher education, taking into account the specific admission requirements, and with written notification to the registrar as well as the other institution of higher education.
- (g) The UFS grants no registration with retroactive effect for any qualification.
- (h) Conditional academic registration is granted by the UFS only if the registrar approves such registration. Financial and academic motivations for conditional registration can be considered.
- (i)
  - (i) If the dean of a faculty grants approval to a student to register for a qualification or a module at a time other than the registration opportunity approved by the Senate, an additional fee will be levied for late registration.
  - (ii) A student who wishes to begin – after the registration period – with a master's degree or doctoral degree studies that do not include examination papers, may be permitted to register by the academic head of the department in consultation with the assistant dean and registrar. Study fees and the minimum residential period, as stipulated in the UFS PQM, will apply.
  - (iii) Where actions related to registration permitted outside the official registration period take place between October and December, the student must, at least within the subsequent year(s), register for the qualification concerned within the scheduled registration period.

- (j) If a student 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 attended.
- (k) Registration for higher doctorates:
  - (i) Before the mentor(s) gives any guidance, the person must register as a student and pay the prescribed fees.
  - (ii) 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.
  - (iii) The academic head of the department, in consultation with the mentor(s), must ascertain whether a person has in fact registered before mentoring commences.
- (l) Within the first ten (10) weeks after registration, the faculty will, if it is deemed necessary, present an orientation programme (attendance of which is mandatory) to enrich all students intending to study at this level with appropriate research methods and the required background.
- (m) 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.
- (n) An acceptable research proposal and provisional title must usually be approved by the faculty research committee or faculty board, including compliance with the requirements of the ethics committees, within the first six (6) months after registration for master's degrees and within the first twelve (12) months following registration for doctoral degrees. Once the faculty board has approved a title registration, the information is entered into the system by staff in the relevant faculties.
- (o) Simultaneously with the application for approval of the research proposal and provisional title for a doctoral degree, a supervisor, as well as a co-supervisor(s) (if applicable), must be approved by the faculty board at the recommendation of the academic head of department, in accordance with the faculty procedures.
- (p) An extension regarding the submission of the research proposal and provisional title (for a maximum period of another 45 (forty-five) days for master's degrees) may only be granted with the approval of the dean on the recommendation of the academic head of department, and with notification in writing to the registrar, according to the specific requirements of each faculty. The requirements regarding the granting of an extension for the submission of the research proposal and a provisional title for full-time and part-time students will be specified in the faculty rulebooks.
- (q) A first registration for a master's degree that entails only a master's degree research dissertation or interrelated, publishable manuscripts/published articles, or 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 the approved registration periods.

## A25.3 Re-registration

- (a) To be able to re-register for a qualification, a student must meet the readmission requirements and her/his UFS 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/thesis or interrelated, publishable manuscripts/published articles have not been submitted in accordance with the dates determined by the Senate for assessment;
  - (ii) the degree cannot be awarded at the next graduation ceremony, for example, if corrections need to be made or if bound copies have not been received;
  - (iii) the master's degree by research dissertation/thesis or interrelated, publishable manuscripts/published articles have not been submitted in accordance with the dates stipulated by the Senate and the qualification cannot be conferred at the first relevant graduation ceremony of the academic year.

In this instance, the student must re-register and will be responsible for all fees charged for the first semester. Should a student miss the date for the submission of the dissertation / thesis or interrelated, publishable manuscripts/published articles and therefore miss the first relevant graduation ceremony and the degree is conferred at any other ceremony in the remainder of the academic year, the student is required to register and is responsible for all fees charged for the first semester;<sup>35</sup> and

- (iv) the interrelated, publishable manuscripts/published articles have not been submitted in accordance with the dates determined by the Senate for assessment, in which case the students who require residence in campus accommodation must apply or reapply for admission to campus accommodation.
- (c) Master's and doctoral degree students who re-register should do so by the end of March every year. No supervision can be provided to a student who did not register by the end of March.
- (d) The academic head of department, after consultation with the supervisor (for BHons, master's, and doctoral degrees) in consultation with the dean and the registrar, or with the mentor(s) for higher doctorates, must ascertain whether a student has in fact re-registered before supervision may commence.
- (e) A higher doctorate student does not qualify for re-registration if the examiners have not recommended a positive result.

#### A25.4 Cancellation of registration of a module(s) by a student

- (a) Notification of the cancellation of a registration must be processed electronically or be given in writing.
- (b) The date on which the cancellation is submitted electronically, or the written notification is received, is taken to be the date of the cancellation of the registration.
- (c) Notification of the cancellation may be given during the specified period in accordance with the coordinated arrangements of the registrar, as approved by the ECS. 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.
- (e) Cancellation of all modules by due dates:
  - (i) A student who cancels all her/his modules before 31 March will be held liable for the minimum cost charges.
  - (ii) The minimum cost will also be charged if a student registers for the first time in July and cancels all her/his second-semester modules before 15 August.

#### A25.5 Cancellation of a student's registration by the UFS

- (a) A student's registration at the UFS may be cancelled if she/he is found guilty in terms of the rules that pertain to disciplinary action against students.
- (b) A student's registration for a specific qualification may also be cancelled if the relevant dean deems such cancellation to be in the interest of the UFS and/or the student, provided that
  - (i) prior to a final decision being taken

<sup>35</sup> Students enrolled for a master's / doctoral degree by research in the previous academic year and able to successfully submit their research dissertation or interrelated, publishable manuscripts/published articles in the next academic year, in time for the degree to be conferred at the graduation ceremony for the first semester, are not required to re-register and as a result are exempted from the payment of fees. The late submission of mini-dissertations is excluded from the exemption.

- (aa) the dean of the relevant faculty informs the student in writing of the intention and also of the reasons for doing so; and
- (bb) the student – upon receiving written notification of the proposed cancellation – be given an opportunity to address written representations 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, may decide
  - (aa) not to pursue the matter; or
  - (bb) to have the student's registration for the qualification cancelled, with written notification to the ECS and to the student.

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

- (a) A prospective student who wishes to change the qualification and/or discipline for which she/he has applied, must use the online platform to do so.
- (b) A registered student who wants to switch from one qualification and/or discipline and/or module(s) to another, must apply electronically or 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 in consultation with the relevant academic head of the department, if applicable. The general principle is that an early exit qualification may not be awarded to a student who fails to complete the requirements for a qualification.
- (c) In the case of a module switch, the responsibility lies with the student to catch up on 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 UFS to another campus/centre of the UFS must apply on the prescribed form and obtain the necessary approval from the dean.

#### A27 CREDIT ACCUMULATION AND TRANSFER

- (a) The registrar, on the recommendation of the academic head of the department or the dean, may grant a person exemption from certain modules or give credit for credits earned through formal learning in a prior qualification or in a partially completed qualification – whether obtained at the UFS or elsewhere – with a view to taking another qualification, provided that
  - (i) no more than 50% of the credits may be transferred from the completed qualification(s) to another qualification, subject to the provision that
    - (aa) at least 50% of the credits for the new qualification be earned at the UFS; and
    - (bb) a maximum of 50% (for postgraduate diplomas) and a maximum of 25% (for bachelor honours, master's, and doctoral degrees) of the credits accrued at the highest NQF level in the previously completed qualification(s) be acknowledged for another qualification.
  - (ii) For a discontinued 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% of the credits required to obtain the qualification may be transferred – also taking into account the 50% restriction in respect of credits earned at the highest NQF level (for postgraduate diplomas) and the restriction of 25% (for bachelor honours, master's, and doctoral degrees). Before the approval of content for CAT regarding master's and doctoral qualifications, it should be determined whether the content is current and relevant.

- (iii) If credits have been granted based on a discontinued 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 the UFS.
  - (iv) A person from another institution of higher education must register at the UFS for at least one (1) academic year (two (2) semesters).
  - (v) Credits from a completed or discontinued qualification may be transferred to another qualification only once.
  - (vi) No research essay, dissertation or thesis may contain work that, in terms of research and content, is identical to work that a student previously presented for a qualification.
- (b) Credits are granted on the basis of formal learning with a relevance of at least 50%.
  - (c) Exemptions are granted on the basis of non-formal learning in accordance with RPL guidelines, with a minimum relevance of at least 50%.
  - (d) Before the approval of content for CAT, it should be determined whether the content is current and relevant. The rules pertaining to the shelf life of modules and their relevance beyond five (5) years will be determined by faculties and indicated in their different rulebooks.
  - (e) The application of a person for recognition of or exemption from modules after her/his studies have been interrupted, is considered by an academic head of the department in terms of the policy applicable to RPL.
  - (f) A UFS student who wishes to continue with her/his studies for the master's / doctoral degree at another institution of higher education, or a person who is registered for a master's / doctoral degree at another institution of higher education and wishes to continue with her/his studies at the UFS, may only continue with the same research after the UFS 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.
  - (g) 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.
  - (h) A student transferring from another accredited higher education institution must submit the application for recognition of credits, together with the application form, to Student Academic Services during the first year of study at the university. The application must be accompanied by the student's academic record(s) and the relevant year's syllabi for the module(s) concerned, for consideration and approval by the relevant faculty.
  - (i) If a university student in her/his final year of study has been granted permission by the relevant authorities to do modules at another accredited higher education institution, a written application for recognition of the credits, with the necessary documentation, must be submitted to the relevant faculty office before the end of January of the graduation year. It must be recorded by the registrar/faculty on the system.

## ASSESSMENT: POSTGRADUATE QUALIFICATIONS

### 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) An apology for non-attendance of teaching opportunities on account of unforeseen circumstances must be accompanied by supporting documentation and presented to the lecturer in question at the next available teaching opportunity in the module.

### A28.2 Research modules

#### A28.2.1 Registration of (provisional) 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 academic head of the department, be approved by the faculty board in question.

#### A28.2.2 Supervisor(s) and co-supervisor(s)

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

#### A28.2.3 Mentors

A mentor is nominated by the ECS for higher doctoral students on the recommendation of the academic head of the department, via the faculty research committee and the faculty board.

#### A28.2.4 Requirements in respect of a bachelor honours research report

A research report of limited scope (at least 30 (thirty) credits and not more than 60 (sixty) credits), in partial fulfilment of a bachelor honours degree, is written under the guidance of a supervisor and, where applicable, a co-supervisor(s).

#### A28.2.5 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 a master's 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 master's degree 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) (180 (minimum hundred and eighty) 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 (sixty) credits at NQF Exit Level 9).
- (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 has previously presented for a qualification.
- (d) The requirements in respect of a master's degree are as follows:
  - (i) A master's by coursework involves a mini-dissertation or one (1) publishable manuscript/published article in the place of a mini-dissertation (minimum 60 (sixty) credits research).



- (ii) In the case of an exceptional master's student with a demonstrable capacity for research, the student can choose to submit a publishable manuscript.
- (iii) A master's by research work involves a dissertation or two (2) interrelated publishable manuscripts/published articles (180 (hundred and eighty) credits research).
- (iv) Introductory and concluding chapters must form part of the research work done by the student when publishable manuscripts/published articles are submitted in the place of a mini-dissertation or dissertation.

#### **A28.2.6 Requirements in respect of a thesis, interrelated, publishable manuscripts/ published articles or mini-thesis**

- (a) The salient characteristic of a doctoral 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 doctoral degree study:
  - (i) A thesis or interrelated, publishable manuscripts/published articles are written under the guidance of a supervisor or a supervisor and a co-supervisor(s) (360 (three hundred and sixty) credits), or in those exceptions to this rule.
  - (ii) A mini-thesis is written under the guidance of a supervisor or a supervisor and a co-supervisor(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 (3) publishable manuscripts/published articles be submitted. For the professional doctorates, where the research component should comprise at least 60% of the degree, two (2) publishable manuscripts/published articles are submitted.
- (e) At least one (1) of the manuscripts must be publishable in an accredited journal, or the published articles must have appeared in an accredited journal.

#### **A28.3 Module mark**

- (a) (i) To gain admission to the examination in a module, a module mark of at least 40% is required, except where the relevant faculty requires a module mark of more than 40% as the minimum for admission to the examination.
- (ii) To gain admission to the examination in a doctoral degree module, a module mark of at least 60% 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 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 decides otherwise (in consultation with the particular lecturer), 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.

#### **A28.4 Examinations as summative assessment**

- (a) Only two (2) examinations are scheduled per semester:
  - (i) a main mid-year examination and a supplementary mid-year examination in respect of the first-semester modules
  - (ii) a main end-of-year examination and a supplementary end-of-year examination in respect of the second-semester modules and year modules, except in the case of the following:
    - (aa) exceptions as indicated in the faculty rules
    - (bb) a system of continuous assessment followed in respect of practical examinations
    - (cc) a system of continuous assessment with summative assessment.
- (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 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), 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.
- (d) (i) A postgraduate diploma student or a bachelor honours student who (as a result of justified extraordinary circumstances) is unable to take the main mid-year examination or the main end-of-year examination, may, within the period allowed for this purpose and using the prescribed form, apply or qualify for a supplementary examination during the relevant supplementary mid-year examination or supplementary end-of-year examination, except as regards the following:
  - (aa) a student who was admitted to the scheduled main examination in a given semester and who obtained an examination mark of at least 30% and a final mark of at least 45% for the module
  - (bb) a student who was admitted to the scheduled main examination in a given semester and who obtained a final mark of at least 50% yet failed to obtain the required subminimum of 40% in the examination.
- (ii) A master's student who (as a result of justified extraordinary circumstances) is unable to take the main mid-year examination or the main end-of-year examination, may, within the period allowed for this purpose and using the prescribed form, apply or qualify for a supplementary examination during the relevant supplementary mid-year examination or supplementary end-of-year examination, except as regards the following:
  - (aa) a student who was admitted to the scheduled main examination in a given semester (module mark at least 40%) and who obtained an examination mark of at least 30% and a final mark of at least 45% for the module
  - (bb) a student who was admitted to the scheduled main examination in a given semester (module mark at least 40%) and who obtained a final mark of at least 50%, but who did not obtain the required subminimum of 50% in the examination.
- (iii) A doctoral student who (as a result of justified extraordinary circumstances) is unable to take the main mid-year examination or the main end-of-year examination, may, within the period allowed for this purpose and using the prescribed form, apply or qualify for a supplementary examination during the relevant supplementary mid-year examination or supplementary end-of-year examination.
- (e) A student who, as a result of justified extraordinary circumstances, was unable to participate in the main examinations, could be considered to write an ad hoc examination only during the time scheduled for the supplementary examinations.
- (f) A student who wrongfully participates in a main examination or a supplementary 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, automatically qualifies for a special examination that must be written during the time scheduled for the supplementary examination immediately following the relevant main examination. The student is eligible for the special examination during the supplementary examination period under the following conditions:<sup>36</sup>
- The student is registered in their final academic year/semester for the qualification.
  - A student in their final year who fails only one module during the mid-year examination period, without factoring in the end-of-year examination that still needs to be completed, will be eligible to sit for the supplementary examination.
  - A student in their final year who fails only one module during the end-of-year examination period, with no other outstanding modules needed to obtain the qualification, will be granted admission to the supplementary examination.
  - The student is registered for the module in the current academic year, for which they require a special examination, and has obtained a predicate for admission to the examination.
  - The special examination will only be written during the time scheduled for the relevant supplementary examination.
  - If a student has already taken a supplementary examination for a specific module, whether during the mid-year or end-of-year supplementary examination, would be ineligible for a special examination for that particular module.
- (ii) A master's or doctoral 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.
- (i) A postgraduate diploma and bachelor honours 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 (1) module to obtain the qualification.

#### A28.5 Pass requirements for modules, passing with distinction, promotion, and continuous assessment

- (a) (i) If the bachelor honours qualification comprises both modules and a research report, each module must be passed with at least 50% to obtain the qualification. The research reports for bachelor honours degrees must be submitted by the end of October for assessment unless the particular faculty rules indicate differently.
- (ii) 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 at least 50% to obtain the qualification.
- (iii) 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% to obtain the qualification.
- (b) To pass a module, a final mark of at least 50% must be obtained.
- (c) (i) The calculation of the final mark of at least 50% for a postgraduate diploma module is set out in accordance with the following:
- (aa) A module mark of at least 40% must be taken into account.
  - (bb) A subminimum of 40% applies in respect of the examination mark.

- (cc) Where more than one (1) paper is written in a module, a subminimum of 40% should be obtained per paper; this may also apply in cases where a paper comprises more than one (1) section.
  - (dd) The weight assigned to the examination mark must be no less than 40% and no more than 60%, provided that, in the case of blended learning students, the weight assigned to the examination mark must be no less than 70% and no more than 80%.
- (ii) The calculation of the final mark of at least 50% for a bachelor honours module is set out in accordance with the following:
- (aa) A module mark of at least 40% must be taken into account.
  - (bb) A subminimum of 40% applies in respect of the examination mark.
  - (cc) Where more than one (1) paper is written in a module, a subminimum of 40% should be obtained per paper; this may also apply in cases where a paper comprises more than one (1) section.
  - (dd) The weight assigned to the examination mark must be no less than 40% and no more than 60%, provided that, in the case of blended learning students, the ratio between the module mark and the examination mark is 20:80.
- (iii) The calculation of the final mark for a master's degree module is set out in the module guide in accordance with the following:
- (aa) The module mark (at least 40% for admission to the examination) must be taken into account.
  - (bb) A subminimum of at least 50% applies in respect of the examination mark.
  - (cc) Where more than one (1) paper is written in a module, a subminimum of no less than 50% should be obtained per paper; this may also apply in cases where a paper comprises more than one (1) section.
  - (dd) The weight assigned to the examination mark must be no less than 50% and no more than 80%.
- (iv) The calculation of the final mark for a doctoral degree module is set out in the module guide in accordance with the following:
- (aa) A module mark (at least 60% for admission to the examination) must be taken into account.
  - (bb) A subminimum of at least 50% applies in respect of the examination mark.
  - (cc) Where more than one (1) paper is written in a module, a subminimum of no less than 50% should be obtained per paper; this may also apply in cases where a paper comprises more than one (1) section.
  - (dd) The weight assigned to the examination mark must be no less than 50% and no more than 80%.
- (d) A system of promotion does not apply to either postgraduate diplomas, bachelor honours degrees, master's degrees, or doctoral degrees.
- (e) In order to pass a module with distinction, a student must
- (i) obtain a final mark of at least 75% – in accordance with the same guidelines that apply in respect of the calculation of a pass mark;
  - (ii) have participated in all the scheduled assessments; and
  - (iii) have completed the qualification in the minimum residential period stipulated in the UFS PQM.
- (iv) The requirements to pass a module with distinction apply to doctoral modules as well. The doctoral qualification can, however, not be obtained with a distinction.

- (f) Where a system of continuous assessment – with or without summative assessment, as indicated in the module guide – applies, a student passes when a final mark of at least 50% has been obtained and she/he has participated in all the assessments unless otherwise stated in the module guide. A doctoral student passes a module where a system of continuous assessment, as indicated in the module guide, applies when a module mark of at least 60% has been obtained and she/he has participated in all the assessments unless otherwise stated in the module guide.
- (g) Where a postgraduate diploma or a bachelor honours degree 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.
- (h) Results received after the submission date published in the UFS calendar for a particular diploma/graduation ceremony will not be taken into account for that ceremony but will be held over until the following diploma/graduation ceremony.

#### A28.6 Examiners, assessors, and moderators

- (a) Module examinations of postgraduate diplomas and bachelor honours degrees are conducted by examiners, assessors, and moderators appointed by the relevant academic head of the department in accordance with the Quality Assurance Policy, and subject to approval by the faculty board.
- (b) (i) All examiners and moderators for master's degrees are – on the recommendation of the academic head of the department – approved by the faculty board in accordance with the Quality Assurance Policy.
- (ii) Examiners and moderators for master's degrees who are appointed by the relevant academic head of the department in accordance with the Quality Assurance Policy, and approved by the faculty board, conduct a module examination.
- (c) (i) All examiners for doctoral degrees are nominated by the academic head of the department and approved by the faculty board in accordance with the Quality Assurance Policy.
- (ii) Examiners for doctoral degrees who are appointed by the relevant academic head of the department in accordance with the Quality Assurance Policy, and approved by the faculty board, conduct a module examination.
- (d) Once the higher doctorate student indicates that she/he will be submitting the research report, the faculty board nominates the examiners and moderators on the recommendation of the academic head of the department and the faculty research committee.

#### A28.7 Oral assessment

An oral assessment may, with the approval of the academic head of the department, be conducted instead of a written assessment according to the Oral Assessment Guidelines, provided that

- (a) the assessment is conducted during an officially scheduled examination period;
- (b) the oral assessment for each module is at least half an hour per student;
- (c) besides the assessor(s) / examiners, at least the academic head of the department or a senior lecturer appointed by her/him is also present;
- (d) a digital recording is made of the oral assessment; and
- (e) oral assessments are only conducted on a campus of the UFS, except where the dean grants permission for other centres to be used.

#### A28.8 Assignments, portfolios, and/or research essays

- (a) Guidelines for the submission of assignments, portfolios, and/or research essays are set out in the module guide. In the event that the assignment, portfolio, and/or research essay is used for the final assessment, the submission must take place during the officially scheduled examination period.
- (b) An 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 no later than the next lecture that can be attended in the module, or a time stipulated by the relevant faculty.

#### A28.9 Plagiarism

Any matters relating to plagiarism will be dealt with in terms of the institutional rules and policies of the UFS.

#### A28.10 Centres where examinations are conducted

- (a) A student takes the written examination on the campus or at the centre where the module was offered, except if indicated to the contrary by the Examination Administration Division.
- (b) A student may, in the prescribed manner and before a date specified by the UFS, 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 UFS;
  - (ii) the application has been received in good time;
  - (iii) the prescribed fees have been paid;
  - (iv) where there are differences in time regarding when the examination commences and when it is conducted, an arrangement may be made with the invigilator; and
  - (v) an appropriate venue for the examination is available.
- (d) A supplementary examination is only written on a UFS campus, or as indicated to the contrary by the UFS.
- (e) Taking a supplementary examination at another centre is further subject to the condition that the UFS is able, in good time, to finalise the required arrangements in respect of taking supplementary examinations.

#### A28.11 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 CUADS. The written application of a postgraduate diploma student must be accompanied by a referral from the programme director.

#### A28.12 Errors as regards the examination timetable, tests, assignments, research essays, and/or the scheduled submission of research for assessment

A student is not entitled to any exceptions or concessions if she/he has erred with respect to the examination timetable and/or the scheduled test timetable, the submission of assignments or research essays or the scheduled submission of research for assessment.



### A28.13 Results in respect of examinations, assignments, and tests

- (a) As indicated in the module guide, a faculty or a department must make provisional examination results of the main examinations available to students within seven (7) working days after an examination as scheduled in the examination timetable. Provisional examination results of the supplementary examinations must be made available within two (2) working days after an examination as scheduled in the examination timetable.
- (b) Provisional examination results can also be accessed electronically on the UFS website.
- (c) Except where the Chief Financial Officer (CFO) decides otherwise, official examination results are made available electronically to a student.
- (d) Students are responsible for obtaining their results before the supplementary examinations. Results indicating reassessment or special examinations to be written in the relevant supplementary examination sitting will be visible on the study record, irrespective of outstanding payments.
- (e)
  - (i) A student may discuss the provisional results of an examination, test, or assignment with the lecturer and with the academic head of the department (irrespective of a student's account being in arrears, but on condition that particulars regarding the results are not divulged).
  - (ii) 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 the department. Such an appeal must be lodged within two (2) working days after discussion with the academic head of the department.
- (f) A student has the right of access to her/his script(s).
- (g) If a student qualifies for a supplementary examination or has been admitted to such an examination and the module comprises more than one (1) paper, the examination in both papers must be written during the supplementary examination in question.
- (h) No disclosure of marks or student information or discussion of students' performance with parents or other third parties will take place without the prior written permission of the student, in order to protect personal information.

### A28.14 Requirements in respect of examinations

- (a) Only registered students who have gained admission to examinations may participate in examinations.
- (b) A student who disregards the practice directives in respect of examinations and examination venues is dealt with in terms of the rules applicable to disciplinary procedures, which may result in expulsion.
- (c) Tests are subject to the same principles as examinations.
- (d) Departments that use a system of continuous assessment may not schedule assessments during approved examinations.
- (e) Where the conducting of examinations is influenced by differences in time zones, the student must remain under the supervision of the invigilator for the full duration of the examination.

### A28.15 Special assessment for continuous assessment modules

Students (excluding master's and doctoral degree students) in their final academic semester who have to prolong their studies to obtain the qualification subsequent to failing a single continuous assessment module, who have participated in all the assessments and obtained a final module mark of 45% to 49%, can be awarded a special assessment, the final format of which will be determined by the faculty. This special assessment must take place during the week scheduled for supplementary examinations.

A student could qualify for a special assessment in a continuous assessment module on the following conditions:

- The format and nature of the module, as well as the faculty structures, allow for such an assessment.
- The student is registered for the qualification in their final academic year / semester.
- A student in their final year who fails only one module during the mid-year assessment period, without factoring in the end-of-year assessment period that still needs to be completed, will be eligible to receive a special assessment during the supplementary assessment period.
- A student in their final year who fails only one module during the end-of-year assessment period, with no other outstanding modules needed to obtain the qualification, will be granted permission for a special assessment during the supplementary assessment.
- The student is registered for the module in the current academic year in which they require a special assessment.
- If a student has already taken a special assessment during the supplementary examination period, they would be ineligible for another special assessment for that particular module.

### A28.16 Pass requirements for mini-dissertations, research dissertations, mini-theses, theses, interrelated, publishable manuscripts/published articles, and higher doctorates

#### A28.16.1 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 (2) 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, a weighted average mark of at least 75% (rounded to the next integer) must be obtained within the minimum residential period indicated by the UFS PQM. Any exception to this rule can be made at 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 (2) appointed examiners are not in agreement, an arbitrator must be appointed by the dean of the faculty in collaboration with the head of the academic department. The decision of the arbitrator regarding the examination of the original work (and not a revised version), as well as the recommendation reports received from all examiners, will be final.
  - (ii) Upon receipt of the assessment reports from the Examination Administration Division, the head of department may (in consultation with the supervisor and the dean) decide to appoint an arbitrator in the case of borderline decisions, or when discrepancies occur in assessments. The dean approves the appointment of the arbitrator. In these cases, the decision of the arbitrator will be final.
  - (iii) A borderline decision occurs when the final weighted average mark of the student is 48 (forty-eight), 49 (forty-nine), 73 (seventy-three) or 74 (seventy-four).
  - (iv) Discrepancies with regard to assessments occur when
    - (aa) there is a difference of at least 25% between any of the examiners' marks;
    - (bb) any one (1) of the examiners did not award a distinction mark; and
    - (cc) any one (1) of the examiners did not award a mark and recommended that the document be revised and resubmitted (option 3), or be rejected (option 4 on the prescribed form).
  - (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 make the recommended revisions before the final work is submitted for the awarding of the degree.

**A28.16.2 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 (3) examiners has awarded a mark of at least 50%. If more than one (1) examiner did not pass the student, an arbitrator cannot be considered, and this remains a failing mark. If only one (1) of the three (3) examiners failed the student, an arbitrator can be considered.
- (b) The average of the three (3) 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 distinction<sup>37</sup>.
- (c) If the student fails, she/he must once again apply for admission; the same research that was previously assessed may not be submitted again for assessment in unaltered form.
- (d) To pass a master's degree research dissertation or interrelated, publishable manuscripts/published articles with distinction, a student must obtain an average mark of at least 75% (rounded to the next integer, that is 74,5% to 75%), irrespective of the residential time.
- (e) Upon receipt of the assessment reports from the Examination Administration Division, the head of department (in consultation with the supervisor and the dean) may decide to appoint an arbitrator in the case of borderline decisions, or when discrepancies occur in assessments. In these cases, the decision of the arbitrator will be final.
  - (i) A borderline case occurs when the final average mark of the student is 48 (forty-eight), 49 (forty-nine), 73 (seventy-three) or 74 (seventy-four).
  - (ii) Discrepancies with regard to assessments occur when
    - (aa) there is a difference of at least 25% between any of the examiners' marks;
    - (bb) any one (1) of the examiners did not award a distinction mark; and
    - (cc) any one (1) of the examiners did not award a mark and recommended that the document be revised and resubmitted (option 3) or be rejected (option 4 on the prescribed form).

**A28.16.3 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%. The dean confirms the final result on the recommendation of the supervisor and the academic head of the department.
- (b) If the examiners are not unanimous regarding the result – that is, as regards a pass or essential corrections – the dean must appoint an arbitrator internally on the recommendation of the supervisor and academic head of the department, with written notification to the registrar.
- (c) The decision of the arbitrator in respect of a pass or essential corrections regarding the examination of the original work and the recommendation reports received from all examiners will be final.

**A28.16.4 Pass requirements: thesis or interrelated, publishable manuscripts/published articles**

- (a) For a student to pass a thesis or interrelated, publishable manuscripts/published articles, each of the examiners must recommend it.
- (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 supervisor and the academic head of department, nominate an independent arbitrator, with written notification to the registrar.

- (c) The dean may appoint an arbitrator internally – in consultation with the relevant structures – in the case of borderline decisions or when discrepancies occur in assessments. In these cases, the decision of the arbitrator regarding the examination of the original work and the recommendation reports received from all examiners will be final.
- (d) If the student fails, she/he must once again apply for admission; the same research that was previously assessed may not be submitted for assessment again.
- (e) Doctoral degree qualifications are not awarded with distinction.

**A28.16.5 Pass requirements: higher doctorates**

- (a) To qualify for the higher doctorate, all the assessment reports must be positive.
- (b) If one (1) 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 deputy vice-chancellor and the dean.
- (c) The independent examiner's recommendation regarding 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.

**A28.17 Requirements to be met in respect of the submission of a coursework master's degree mini-dissertation, a master's degree research dissertation, a mini-thesis, a thesis, or interrelated, publishable manuscripts/published articles or higher doctorate scientific publications**

- (a) There is no standard format for the submission of a dissertation or thesis; formatting is at the candidate's discretion. Reasonable-width margins (2-2,5 cm) and 1,5 line spacing are desirable to ensure comfortable reading of the text. Consistent referencing should be applied; there may be departmental variations in the referencing system requirements.
- (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)
  - (i) An abstract of no more than 600 (six hundred) words must be included at the beginning of the coursework mini-dissertation, dissertation, mini-thesis, thesis or interrelated, publishable manuscripts/published articles, together with approximately 10 (ten) key terms that describe the topic.
  - (ii) A higher doctorate student must, under the mentor's guidance, prepare an overview of her/his scientific work and append an abstract (not more than 10 000 (ten thousand) words), and approximately 10 (ten) key terms that describe the topic of the manuscripts.
- (d) A summary report compiled in the Turnitin plagiarism search engine must be submitted by the student, together with the research essay, master's degree mini-dissertation, research dissertation, mini-thesis, thesis or interrelated, publishable manuscripts/published article or scientific publications, and a written declaration of approval by the supervisor or mentor, at the time of submission.
- (e) When the student submits the master's degree mini-dissertation, research dissertation, mini-thesis, thesis or interrelated, publishable manuscripts/published articles or scientific publications, the supervisor or mentor must provide the following:
  - (i) a letter that she/he approves the submission for assessment and that the submitted work has not previously been submitted, either in part or in its entirety, to the examiners or moderators;

- (ii) proof of the title registration; and
- (iii) proof of appointment of the examiners, with their acceptance of appointment and their addresses for the dispatching of the examination copy.
- (f) The student must submit the following written declarations as applicable to the relevant qualification:
  - (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”, or
  - (ii) “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.”
- (g) If a written agreement has been concluded between the university and the student, the written agreement must be submitted in lieu of the declaration by the student.
- (h) The title page must include the following:
  - (i) the registered research title
  - (ii) the student’s full names
  - (iii) a declaration reading:
    - (aa) “Submitted in fulfilment of the requirements in respect of the master’s degree ..... in the Department of ..... within the Faculty of ..... at the University of the Free State”; or
    - (bb) “Submitted in fulfilment of the requirements in respect of the doctoral degree ..... in the Department of ..... within the Faculty of ..... at the University of the Free State”; or
    - (cc) “Submitted in fulfilment of the requirements in respect of the higher doctorate in the Department of ..... within the Faculty of ..... at the University of the Free State, for the qualification .....”
  - (iv) the submission date
  - (v) the name of the supervisor and, if applicable, the co-supervisor(s) or the mentor(s).
- (i) 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.

**A28.18 Assessment of mini-dissertations, research dissertations, mini-theses, theses and interrelated, publishable manuscripts/published articles**

**A28.18.1 Assessment of a coursework master’s degree mini-dissertation 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 the Senate in respect of qualifying for the next graduation ceremony – determined by the student in consultation with the supervisor.
- (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.

**A28.18.2 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), notify the official in the Centre for Graduate Support of their intention to submit, as follows:
  - (i) on or before the last working day in September of the preceding year to graduate during the April graduation ceremonies; or
  - (ii) on or before 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 is already registered before she/he approves the notification of submission. It is the responsibility of the supervisor, in consultation with the dean, to ensure that the examiners and moderators have accepted their nominations in writing before she/he accepts the notification of submission. The correctness of delivery addresses, contact details, and email addresses of examiners and moderators must be signed off by supervisors.
- (c) Only if the following requirements have been met, the registrar can 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 allocation of 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) A student must submit the research in accordance with the dates determined by the Senate for assessment
    - (aa) on or before the last working day in November of the preceding year in order to graduate during the April graduation ceremonies; or
    - (bb) on or before the last working day in July in order to graduate during the December graduation ceremonies.

- (cc) It is possible, however, that due to problems/issues regarding the research, the student will only receive the qualification during the next graduation ceremony and will be required to register for the following semester/academic year. Should a student be required to register again, tuition fees will also be charged. In exceptional circumstances, based on merit, the registrar may waive any additional fees payable by the student.

- (v) 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.
- (e) If an examiner has already examined a research dissertation or interrelated publishable manuscripts/published articles and awarded a pass mark, the research dissertation or interrelated publishable manuscripts/published articles will not be resubmitted to the examiner who has awarded a pass mark.

#### **A28.18.3 Assessment of a mini-thesis or interrelated, publishable manuscripts/published articles**

- (a) The submission date for the assessment of a mini-thesis or interrelated publishable manuscripts/published articles is – with due regard for the deadlines determined by the Senate in respect of qualifying for the next graduation ceremony – determined by the student after consultation with the supervisor, in consultation with the dean and registrar.
- (b) Once submitted for assessment, a mini-thesis or interrelated publishable manuscripts/published articles may not be withdrawn, and the assessment must proceed.

#### **A28.18.4 Assessment of a 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 supervisor, and the co-supervisor(s) if applicable, inform the registrar of her/his intention in accordance with the dates determined by the Senate for assessment
  - (i) on or before the last working day of September of the preceding year in order to graduate during the April graduation ceremonies; or
  - (ii) on or before the first working day in April in order to graduate during the December graduation ceremonies.
- (b) It is the supervisor's responsibility to see to it that the title of the thesis or interrelated, publishable manuscripts/published articles is already registered before the notification of submission is approved by her/him. It is the responsibility of the supervisor, in consultation with the dean, to ensure that the examiners and moderators have accepted their nominations in writing before she/he accepts the notification of submission. The correctness of delivery addresses, contact details, and email addresses of examiners and moderators must be signed off by supervisors.
- (c) Only if the following requirements have been met, the registrar can 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 allocation of the supervisor, and a co-supervisor(s) if applicable, have been approved by the faculty board.
  - (iii) The faculty board has nominated the examiners and they have accepted the nominations in writing.
  - (iv) A student must submit the research in accordance with the dates determined by the Senate for assessment

- (aa) on or before the last working day in November of the preceding year in order to graduate during the April graduation ceremonies; or

- (bb) on or before the last working day in July in order to graduate during the December graduation ceremonies.

- (cc) It is possible, however, that due to problems/issues regarding the research, the student will only receive the qualification during the next graduation ceremony and will be required to register for the following semester/academic year. Should a student be required to register again, tuition fees will also be charged. In exceptional circumstances, based on merit, the registrar may waive any additional fees payable by the student.

- (v) 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.

#### **A28.19 Postgraduate assessment reports**

- (a) (i) Within 45 (forty-five) calendar days after an examiner has received a coursework master's degree mini-dissertation or article, the head of department of the Postgraduate Office in Student Academic Services must be provided with an assessment report, subsequent to which the dean confirms the final results.
- (ii) Assessment reports of a mini-thesis or interrelated, publishable manuscripts/ published articles must be sent to the academic head of department within 45 (forty-five) days after the said reports have been received, subsequent to which the dean confirms the final result.
- (iii) Within 45 (forty-five) days after an examiner has received a master's degree research dissertation, thesis or interrelated, publishable manuscripts/published articles, the registrar must be provided with an assessment report.
- (iv) Within 60 (sixty) days after an examiner has received the higher doctorate scientific publications, the registrar must be provided with an assessment report.
- (v) The registrar must, when forwarding the assessment reports to the dean, confirm that all rules and due dates have been adhered to.
- (b) The supervisor and/or co-supervisor(s) may not peruse the examiners' assessment reports until all the reports have been received.
- (c) (i) The evaluation of all the assessment reports is done by the dean on the recommendation of the academic head of department; the dean can use her/his discretion in difficult cases. Only when applicable, a faculty evaluation committee meeting can be convened under the chairmanship of the dean. The registrar must be notified of the final decision by the dean and/or the faculty evaluation committee (as applicable). A report in this regard must be submitted to the Higher Degrees Committee.
- (ii) The evaluation of all higher doctorate assessment reports is done by the registrar in consultation with the designated chief operating officer (COO) and (where necessary) the dean, with notification to the registrar, and with the submission of a report to the ECS.
- (d) If an examiner has already examined a mini-dissertation, research dissertation, mini-thesis, thesis, or interrelated publishable manuscripts/published articles and awarded a pass mark, the mini-dissertation, research dissertation, mini-thesis, thesis, or interrelated publishable manuscripts/published articles will not be resubmitted to the examiner who has awarded a pass mark.
- (e) If modifications are required or corrections have to be made by the student, the supervisor and the academic head of department must provide confirmation in writing to the dean that all of the requirements as specified by the examiners have been met, subsequent to which the dean must notify the registrar of the final result.



- (f) After the modifications/corrections have been made and subsequent to the dean informing the registrar of the final result, the student and the internal and external examiners are notified of the result.
- (g) Assessment reports must, at the student's request, be made available to her/him without the marks and without in any way identifying the examiners.

#### **A28.20 Postgraduate assessment results**

- (a) If a student is required to make changes or improvements, the supervisor must inform the registrar in writing when all the requirements 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 chief financial officer (CFO) decides otherwise, official results are made available electronically to a student.
- (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, at her/his discretion.
- (d) Results received after the submission date published in the UFS calendar for a particular graduation ceremony will not be taken into account for that ceremony but will be held over until the following graduation ceremony.
- (e) 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.

#### **A29 PUBLICATION OF A RESEARCH ESSAY, RESEARCH REPORT, MINI-DISSERTATION, RESEARCH DISSERTATION, MINI-THESIS, AND THESIS**

- (a) If the supervisor/co-supervisor, in consultation with the dean – before or after the degree qualification has been awarded and subsequent to consultation with the registrar and on the recommendation of the academic head of department – grants written authorisation
  - (i) for the 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 postgraduate diploma ..... in the Faculty of ..... at the University of the Free State, and is published with the necessary approval";
  - (ii) for the 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 ..... in the Faculty of ..... at the University of the Free State, and is published with the necessary approval";
  - (iii) for the 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 ..... in the Faculty of ..... at the University of the Free State and is published with the necessary approval"; and
  - (iv) for the 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."
- (b) Copyright of students' scripts (research essays, mini-dissertations, dissertations, theses, etc.) vests in the UFS. The UFS encourages the publication of derivative works from such scripts, preferably in subsidy-bearing publications. Copyright (including associated risks and benefits) of derivative works from scripts will vest in the student. However, the prior approval of the UFS Directorate Research Development is required in the three cases below:

- (i) Contract research: The publication of derivatives from scripts developed as part of contract research conducted by the UFS may be subject to certain contractual conditions.
- (ii) Patents: Some scripts may contain patentable or protectable subject matter with potential commercial benefits.
- (iii) Legislative requirements: The National Environmental Management: Biodiversity Act (No 10 of 2004) or the Intellectual Property Rights from Publicly Financed Research and Development Act (No 51 of 2008) may impose limitations upon the UFS to grant certain rights to students.

#### **A30 QUALIFICATION WITH DISTINCTION**

- (a) Except where faculty rules stipulate additional requirements, a qualification is awarded with distinction if a student
  - (i) obtained a weighted average of at least 75%, rounded to the next integer (that is 74,5 to 75%) based on the minimum number of modules (papers, research essays, coursework master's degree mini-dissertation, publishable manuscript / published articles, practicals, or public defence of research) prescribed for the qualification in question;
  - (ii) obtained an average mark of at least 75% in respect of a master's degree research dissertation or interrelated, publishable manuscripts / published articles;
  - (iii) has not resubmitted the master's degree research mini-dissertation or interrelated, publishable manuscripts/published article for assessment purposes;
  - (iv) has not failed or repeated any module during their study period, except for the purpose of improving a final mark.
  - (v) The result of discontinuation of a module(s) will not be taken into account for the calculation of a qualification with distinction.
- (b) Where exemption from or recognition of a module(s) from a previously discontinued qualification is granted, the registration period in which the module(s) in question was passed, is deemed to be an additional semester/year in respect of the new qualification.
- (c) Where a module has been repeated to improve the final mark, the highest final mark obtained in the module is used for applying the rule in connection with a pass with distinction.
- (d) Where a final-year student has qualified for a special examination and the mark obtained in the special examination as part of a supplementary examination complies with the requirements for a distinction, the mark of the special examination will be taken into account.
- (e) No doctoral qualification is awarded with distinction (cum laude).

#### **A31 POSTDOCTORAL RESEARCH FELLOWSHIPS/FELLOWS**

##### **A31.1 Primary objectives of postdoctoral research fellows**

The postdoctoral research fellow should

- (a) generate new knowledge and transfer knowledge and skills;
- (b) enable outstanding doctoral candidates to obtain experience of research and innovation at a higher education institution;
- (c) expand on existing research and ideas and pursue new lines of research;
- (d) interact with other academics and postdoctoral fellows;

- (e) emphasise an increase in publication outputs;
- (f) develop knowledge for stakeholders such as the government, business, industry, and social communities; and
- (g) promote national and international conference attendance and the presentation of research papers at these conferences.

### **A31.2 Responsibilities of the 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/department must advertise the postdoctoral research fellowship in order to comply with the SARS regulations and 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.
- (c) 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 Policy on Postdoctoral Research Fellowships/Postdoctoral Research Fellows.

### **A31.3 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) The research fellow 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) In order to complete the documentation mentioned in (a) and (b) above, a registration process must be followed at the UFS to register the person concerned as a postdoctoral research fellow.
- (d) Progress reports must be submitted according to the stipulations agreed upon.

## **LIBRARY RULES**

### **L1 Admission to the library**

- L1.1** Students can only access the library with their individual, valid UFS student cards and must therefore ensure that their contact details are updated.
- L1.2** The right of admission to the library is reserved.
- L1.3** Abuse of library privileges by a student will result in the withdrawal of library privileges, possible penalties, and/or disciplinary action.

### **L2 Borrowing of material**

- L2.1** A student may not remove a book or any other matter from the UFS Library other than in terms of the rules and procedures set by Library and Information Services.
- L2.2** Borrower privileges are not transferable. Therefore, a student will be held responsible for all material taken out under their name and may not lend such material to other people.
- L2.3** Students must report stolen or lost student cards to Library and Information Services. All thefts must also be reported to the Protection Services 24/7 Duty Room. All lost and found items and student cards must be handed in at Protection Services as well, to assist in locating the owner and returning the lost items.

### **L3 Conduct that will incur fines and disciplinary action**

- L3.1** Fines will be imposed on all overdue and lost books, as managed in collaboration with the Department of Finance.
- L3.2** Students with outstanding fines or long overdue and lost books will not be able to take out any material or access electronic databases.
- L3.3** Unauthorised removal of any UFS material or equipment from the library will be treated as a disciplinary offence.

### **L4 Library computers**

Users may not send, view, or download offensive, unauthorised, and/or illegal material.

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## ANNEXURE A

### PRACTICE DIRECTIVES FOR GENERAL ACADEMIC RULES AND REGULATIONS

The following practice directives have reference to the General Academic Rules and Regulations of the University of the Free State.

#### CHAPTER 1 - APPLICATIONS

1. 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.
2. All South African students must have achieved a minimum attainment level of 4 (50%-59%) in English or Afrikaans as the UFS language of instruction.
3. International students (excluding students who received instruction in the UFS language of instruction at school) must provide proof of language proficiency.
4. International students must note that neither a hospital plan policy nor a travel insurance plan will be accepted in lieu of membership of a medical aid fund.
5. To apply for a study permit, a letter from the Office for International Affairs verifying admission to the UFS must accompany the application.

#### CHAPTER 2 - ADMISSIONS

1. Academic advice in respect of faculty rules (for example in the case of curriculum compilation) given by staff designated by the faculty committee, corresponds to the application of faculty rules and is the responsibility of the dean.
2. Admission to occasional studies: To be admitted to occasional studies, a person must comply with the requirements and compulsory achievement levels. Permission to deviate from the requirements in the official Mathematics bridging course in the Faculty of Natural and Agricultural Sciences may be granted by the dean of the faculty in which the module is offered, with written notification to the registrar.
3. Admission to modules: Permission to deviate from the rules regarding prerequisites in respect of a student studying on the Qwaqwa Campus is granted by the official governance structure of the faculty.

4. **Admission** based on a standard of proficiency is dealt with in terms of the Alignment of the Recognition of Prior Learning (RPL) and short learning programmes guideline document.
5. **Exemptions** are granted on the basis of non-formal learning in accordance with the Alignment of the Recognition of Prior Learning (RPL) and short learning programmes guideline document, limited to not more than 50% (fifty percent) of the modules or courses of the qualification programme in question.
6. The application of a person for 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 Alignment of the Recognition of Prior Learning (RPL) and short learning programmes guideline document.
7. Readmission: All senior students who are not compliant with progression rules, or senior students who receive early notification for possible academic exclusion and who are blocked from registration, are to consult with an academic adviser (faculty or general) electronically or face to face according to the academic advising cycle during each academic year, in order to enable registration.

### CHAPTER 3 - REGISTRATIONS

1. The office of the registrar deals with student registrations.
2. No retroactive registration will be granted for any qualification.
3. The registration of students for qualifications offered on the Qwaqwa Campus takes place on the Qwaqwa Campus.
4. Certified copies of documents required to register as a student 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 where the certified copy was signed;
  - the date on which the certified copy was signed;
  - the business address; and
  - the signature.
5. Certificates of conduct must contain endorsements regarding the person's conduct and her/his financial position on the date of issue of the certificate.
6. Language proficiency:
  - All South African students must have attained a minimum achievement level of 4 (50%-59%) in English or Afrikaans.
  - International students (excluding students who received instruction in the UFS language of instruction at school) must take the IELTS test and obtain a minimum score of at least six (6) in each of the components of the test.
7. A person cannot simultaneously register for more than one (1) qualification at this or another institution of higher education, except on the basis of exceptional circumstances:
  - (a) In the case of the BML and the HCert in Management Development, 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.

- (b) In the case of the Advanced Diploma in Estate and Trust Administration, the Director of the School of Financial Planning Law grants approval, in consultation with the relevant dean(s) and, where applicable, the other institution of higher education.
8. Cancellation of registration of module(s) by a student:
  - (a) Notification of the cancellation of a registration must be processed through the self-service component of the PeopleSoft Campus Solutions system or must be given in writing.
  - (b) The date on which the cancellation was submitted through the self-service component of the PeopleSoft Campus Solutions system, or on which the written notification is received, is taken to be the date of the cancellation of the registration.
  - (c) 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 faculty and SAS.
  - (d) To receive financial credit regarding the cancellation of modules, the following due dates apply:
    - First-semester modules – up to and including 31 March.
    - Second-semester modules – up to and including 15 August.
    - Year modules up to and including 31 March – 100% credit will be granted; year modules up to and including 15 August – 50% credit will be granted.
    - A student registered for an online programme of the South Campus – up to the day prior to the start of a session.
  - (e) If a student terminates her/his studies before 31 March, a minimum cost will be levied as indicated in the Fees Rulebook. The minimum cost will also be charged if a student registers for the first time in July, and if the student cancels all her/his second-semester modules before 15 August.

9. Switches between modules:

Module switches are recorded through the self-service component of the PeopleSoft Campus Solutions system or on a prescribed form, within the period scheduled for that purpose.

### CHAPTER 4 - RECORDS

1. A prescribed 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.
2. A student may access study records and other documents that are not required for official purposes and are therefore not issued on a UFS letterhead, are not signed, or do not bear the UFS stamp, via the student portal at <http://kovsielife.ufs.ac.za>.
3. Official academic records, transcripts, and/or certificates of conduct will only be issued to a student when the overdue amount on her/his account is less than R2 000 (two thousand rand).

### CHAPTER 5 - RESEARCH TITLES

1. The registered title, as approved by the relevant faculty board, must be entered into the electronic database.
2. 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.



## CHAPTER 6 - EXAMINERS AND MODERATORS

1. Nominations for potential examiners and moderators should be submitted to the Postgraduate Programmes (Research) Unit in Student Academic Services.
2. Examiners and moderators are given advance written notification of their nomination and must accept such nomination in writing before the research is submitted or dispatched for assessment.
3. Acceptance of nominations: The Postgraduate Programmes Unit in Student Academic Services must keep the supervisor informed of examiners and moderators' acceptance of nominations.

## CHAPTER 7 - SUBMISSION OF RESEARCH

1. After a master's degree research dissertation or interrelated, publishable manuscripts / published articles that were temporarily bound or assembled has/have been accepted, at least one properly bound copy each for the supervisor and the co-supervisor(s) must be submitted to the Centre for Graduate Support. The official governance structure of the faculty signs off on all dissertations.
2. Master's degree students submit an electronic copy in PDF format of the final accepted research dissertation or interrelated, publishable manuscripts (or published articles) to [openaccess@ufs.ac.za](mailto:openaccess@ufs.ac.za) at the UFS Library. An electronic copy in PDF format must also be submitted to the Centre for Graduate Support at [mastersadmin@ufs.ac.za](mailto:mastersadmin@ufs.ac.za) and must meet the following requirements:
  - The document must be in PDF format.
  - The document must be submitted as one file containing the cover page, plagiarism declaration, an abstract, keywords, the full texts with graphics, tables and images, and bibliography.
  - The fonts in the document must be embedded.
3. A coursework master's degree mini-dissertation or publishable manuscript / published article may be submitted to the Department of Student Academic Services: Examination Administration Division by the academic head of department or her/his proxy, to be dispatched to the examiners.
4. 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.
5. After a temporarily bound or assembled thesis or interrelated, publishable manuscripts / published articles or mini-thesis has/have been accepted, at least one properly bound copy each for the supervisor and the co-supervisor(s) and external examiner(s) and moderator(s) must be submitted to the Centre for Graduate Support.
6. Doctoral students submit an electronic copy in PDF format of the final accepted research dissertation or interrelated, publishable manuscripts (or published articles) to [openaccess@ufs.ac.za](mailto:openaccess@ufs.ac.za) at the UFS Library. An electronic copy must also be submitted to the Centre for Graduate Support at [doctoraladmin@ufs.ac.za](mailto:doctoraladmin@ufs.ac.za) and must meet the following requirements:
  - The document must be in PDF format.
  - The document must be submitted as one file containing the cover page, plagiarism declaration, an abstract, keywords, the full text with graphics, tables and images, and bibliography.
  - The fonts in the document must be embedded.
7. A mini-thesis may be submitted by the academic head of department or her/his proxy to the Examination Administration Division, Student Academic Services, to be dispatched to the examiners.

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

## CHAPTER 8 - EXAMINATIONS

1. Only two examination opportunities are scheduled per semester – a main examination and a supplementary examination. The supplementary examination will make provision for reassessment, ad hoc examinations, and special examinations. No further examination opportunities will be granted.
2. The marks obtained in the main mid-year examination and in the main end-of-year examination, and also the marks obtained in the supplementary examinations, are recorded on the student record system; however, only the best final mark of either the main mid-year examination or of the supplementary examination and the main end-of-year examination, or of the supplementary examination, will be reflected on the student's study record.
3. Applications in respect of a supplementary examination must be sent to the Examination Administration Division.
4. Departments that use a system of continuous assessment may not schedule assessments during approved examinations.
5. If a student only needs one module to obtain her/his qualification, academic staff need to bring this to the student's attention well in advance to ensure that the relevant module can be written during the subsequent supplementary examination.

## CHAPTER 9 - EXAMINATION VENUES

Requirements in respect of examination venues:

1. A student card or prescribed proof of registration must be produced to gain entry to the examination venue.
2. A student may take into the examination venue only such particular electronic equipment as is specified on the examination paper and as communicated in advance to the students by the lecturer.
3. A student may take into the examination venue only such publications as are specified on the examination paper and as communicated in advance to the students by the lecturer.
4. Once 15 (fifteen) minutes from the commencement of the examination session have elapsed, no student is allowed into the examination venue.
5. Students may leave the examination venue only once 45 (forty-five) minutes from the commencement of the examination session have elapsed.
6. No extra time will be granted to students who arrive at the examination venue late.
7. 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.
8. 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.
9. A student may not take any pen holders, books of any description, notes or sheets of paper containing writing, cellphones / smart watches / dictaphones or electronic equipment into the examination venue during an examination session. The UFS cannot be held liable for loss of or damage to personal property that is left either in or outside the examination venue.

10. During the examination, a student may not:
  - (a) 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 in the examination venue;
  - (b) visit the restroom unless she/he is accompanied by an invigilator of the same gender;
  - (c) smoke or consume food or refreshments; and
  - (d) be a source of disturbance to other students.
11. Full particulars must be supplied on the examination script(s), and a student may not remove any scripts from the examination venue.
12. To obtain assistance in the examination venue, a student must draw the invigilator's attention by raising a hand.
13. 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 (2) 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; this is done in conditions of privacy and in a way deemed not to compromise the student's dignity.

## CHAPTER 10 - RESULTS

1. 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 the 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.
2. If the result of a thesis or interrelated, publishable manuscripts / published article(s) or mini-thesis is announced after the due dates determined by the 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.

## CHAPTER 11 - GRADUATIONS

1. When a qualification is awarded in absentia, the student must make prior arrangements regarding the posting of the certificate and must pay the necessary courier fee. Alternatively, students have the option to arrange for the certificate to be collected in person or to authorise a third party to collect on their behalf.
2. The UFS academic dress is registered with its supplier with regard to colour scheme and style and is rented from the UFS.

## CHAPTER 12 - QUALIFICATION CERTIFICATES AND AWARDS

1. All bachelor's, honours, and master's degree candidates on all the campuses/centres are eligible for awards.
2. Postgraduate diplomas are not eligible for Dean's Medals and Senate Medals.

## CHAPTER 13 - MODULE AND VENUE TIMETABLE AND EXAMINATION TIMETABLE

1. Module and venue timetable:
  - (a) Curricula based on the modules offered by departments and captured on the computer network are taken into account when the module and venue timetable is compiled annually.
  - (b) When a student experiences clashes in the module and venue timetable because two (2) or more modules are scheduled in the same time slot, an adjustment can only be made by taking into account the entire scheduling process, (i.e. the examination timetable, the student's academic record, and the possibility of taking alternative modules, especially with regard to modules that have been failed).
  - (c) If a student has failed a module(s), it is not always possible to adapt the timetables and the student will have to modify her/his curriculum.
2. Examination timetable:
  - (a) Modules for which students are registered are taken into account to schedule the examination timetables twice a year (mid-year and end-of-year). Once the examination timetable is published, it is the only official timetable. In exceptional cases, and within the set deadlines for feedback, changes to the examination timetable can be requested by academic departments and can be sent to the head of the Curriculum Management Division, provided that the requested changes do not result in clashes. The special arrangement must take place within the time scheduled for the main / supplementary examinations.
  - (b) Where rescheduling in respect of the examination timetable is not possible, a special arrangement can be made with the student with regard to writing the examination. The special arrangement must take place within the time scheduled for the main / supplementary examinations.
  - (c) 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 were attended*'. A request can be directed to the head of the Curriculum Management Division 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 (thirty) students.
  - (d) In cases where a student has not failed any modules and her/his curriculum has been compiled in accordance with the curriculum requirements, a special arrangement will be made with the student concerning the writing of the examination. The special arrangement must take place within the time scheduled for the main / supplementary examinations.
  - (e) The UFS recognises the religious holy days as indicated annually in the UFS Calendar and will avoid, if possible, scheduling examinations or assessments for such days.

## CHAPTER 14 - THE EIGHT-CHARACTER ALPHANUMERIC MODULE CODING SYSTEM

The eight-character alphanumeric code comprises two parts, namely the subject field and the catalogue number, consisting of four characters each.

1. Subject field:
 

Four letters of the alphabet are used 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, also a letter of the alphabet, 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 was the case when only three letters of the alphabet were used. 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 one (1) to indicate the first study year, two (2) for the second study year, etc. The numerical value five (5) is assigned to postgraduate diplomas and year five (5) of the MB ChB 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 degrees by research (master's degree research dissertations), and nine (9) to doctoral degrees.

The second digit reflects 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 curriculum review has led to questions about the rigidity of 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/ EDUCA- TIONAL LEVEL		NQF LEVEL		TUITION PERIOD Odd=1 <sup>st</sup> semester Even=2 <sup>nd</sup> semester 0=year module		CREDITS Multiples of 4		EXAMPLE
	The first 4 characters (letters)		1 <sup>st</sup> Digit		2 <sup>nd</sup> Digit		3 <sup>rd</sup> Digit		4 <sup>th</sup> 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 <sup>st</sup> year 5=NQF Level 2=2 <sup>nd</sup> 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 degrees					1/2/3/4	5/6/7/8					
MB ChB year 5	I	N	T	M	5	8	1	0	0=Credits (carries 48 credits)		

Subject field					Catalogue number					
QUALIFICATION TYPE	MODULE Abbreviation				YEAR/ EDUCATIONAL LEVEL	NQF LEVEL	TUITION PERIOD Odd=1 <sup>st</sup> semester Even=2 <sup>nd</sup> semester 0=year module		CREDITS Multiples of 4	EXAMPLE
	The first 4 characters (letters)				1 <sup>st</sup> Digit	2 <sup>nd</sup> Digit	3 <sup>rd</sup> Digit	4 <sup>th</sup> Digit		
POSTGRADUATE (PG)										
POSTGRADUATE DIPLOMAS										
POSTGRADUATE DIPLOMAS	E	D	U	P	5	8	2	8	EDUP5828, i.e. EDU=Education P=Policy 5=PG Dip level 8=NQF Level 2=2 <sup>nd</sup> semester 32=Credits (8X4)	
BACHELOR HONOURS DEGREES										
BACHELOR HONOURS DEGREES	C	E	M	O	6	8	2	6	CEMO6826, i.e. CEM=Chemistry O=Organic 6=Bachelor honours degree level 8=NQF level 2=2 <sup>nd</sup> semester 24=Credits (6X4)	
MASTER'S DEGREES										
MASTER'S DEGREES	E	C	O	I	7	9	2	8	ECOI7928, i.e. ECO=Economics I=International monetary relations 7=Master's level (structured) 9=NQF level 2=2 <sup>nd</sup> semester 32=Credits (8X4)	
	T	L	G	D	8	9	0	0	TLGD8900, i.e. TLG=Theology D=Dogmatology 8=Master's level (research/dissertation) 9=NQF level 0=year 180=Credits	
DOCTORAL DEGREES										
DOCTORAL DEGREES (PhD, DSc, DT, LLD, DPhil 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.



