

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



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

**2020**

## LIST OF ACRONYMS

<b>ACT:</b>	Advanced Certificate in Teaching
<b>AP:</b>	Admission point
<b>APDC:</b>	Academic Planning and Development Committee of Senate
<b>BML:</b>	Bachelor of Management Leadership
<b>CAT:</b>	Credit Accumulation and Transfer
<b>CHE:</b>	Council on Higher Education
<b>CUADS:</b>	Centre for Universal Access and Disability Support
<b>ECS:</b>	Executive Committee of Senate
<b>HCert:</b>	Higher Certificate
<b>HEQSF:</b>	Higher Education Qualifications Sub-Framework
<b>NBT:</b>	National Benchmark Test
<b>NC(V):</b>	National Certificate (Vocational)
<b>NPDE:</b>	National Professional Diploma in Education
<b>NSC:</b>	National Senior Certificate
<b>NQF:</b>	National Qualifications Framework
<b>PQM:</b>	Programme Qualification Mix
<b>RPL:</b>	Recognition of prior learning
<b>SADC:</b>	Southern African Development Community
<b>SAICA:</b>	South African Institute of Chartered Accountants
<b>SAQA:</b>	South African Qualifications Authority
<b>SLP:</b>	Short Learning Programme
<b>UAP:</b>	University Access Programme
<b>UFS:</b>	University of the Free State
<b>UPP:</b>	University Preparation Programme
<b>USAf:</b>	Universities South Africa
<b>WIL:</b>	Work-integrated Learning

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

*(Hereinafter referred to as General Rules)*

## STATUTORY POWERS IN RESPECT OF ESTABLISHING GENERAL RULES FOR QUALIFICATIONS

The General Rules are promulgated in accordance with the [Higher Education Act \(Act 101 of 1997\)](#), Chapter 4, Section 32 (1)(b), and the Institutional Statute of the University of the Free State (UFS), as published in [Government Gazette No. 41399, Volume 37 of 26 January 2018](#), in accordance with Chapter 4, Section 33 of the Higher Education Act (Act 101 of 1997), and read in conjunction with the 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, 2008 \(Act 67 of 2008\) \(Notice No. 1040 of 2012; Government Gazette No. 36003, Volume 570, 14 December 2012\)](#) and published, as directed by the Minister of Higher Education and Training in terms of section 27(k)(iv) of the National Qualifications Act, as policy of the Council on Higher Education by SAQA ([Notice No. 819, Government Gazette No. 38116, Volume 592, 17 October 2014](#)).

The General Rules apply to all full-time students at the UFS (including occasional and short learning programme students), except where the context of the rule would appear to indicate that the rule also applies to part-time students. Concessions in respect of part-time students are covered in the Faculty Rules of the respective faculties.

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

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

Where discrepancies in the names of qualifications arose 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 Rules, and where there is a discrepancy between the two sets of rules, the General Rules shall apply.

The General Rules are applied in accordance with the Higher Education Act (Act 101 of 1997), and the Institutional Statute: University of the Free State ([Government Gazette No. 41399, Volume 37 of 26 January 2018](#)), and the responsibility for implementing such rules is assigned by Council to the Registrar, except where indicated differently in the rules. The Registrar must regularly, as agreed, report in writing to Council *via* Senate on the implementation of the General Rules.

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

The 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 upon, all deans must regularly report in writing to Council *via* Senate on the implementation of Faculty Rules.

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

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

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

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

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

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

Various policy and procedure documents relevant to the higher education sector in South Africa, from (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 819, 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 a NSC, [Government Gazette, Vol. 751, No. 31231 of 11 July 2008](#) and Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a NC(V), published in the [Government Gazette, Vol. 1114, No. 32743, 26 November 2009](#).

All students have to take the National Benchmark Tests (NBTs) in the language of instruction of the school they attended.

Copyright of students' scripts (mini-dissertations, dissertations, theses, etc.) vests in the UFS. The UFS encourages the publication of derivative works of 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 that were 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 \(Act No. 10 of 2004\)](#) or the [Intellectual Property Rights from Publicly Financed Research and Development Act \(Act No. 51 of 2008\)](#) 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 done with parents or other third parties without the prior written permission of the student in order to protect personal information.

## DEFINITION OF TERMS

### Academic advisement<sup>1</sup>

Academic Advising at the UFS is a teaching and learning process to support and encourage advisees in fulfilling their personal, academic and career goals. It guides the advisee through student support in realising, connecting and achieving the institutional expectations for successful academic achievement (student success).

### Additional examination

Additional examinations are written after the completion of the compulsory main examination, and are subject to approval of a written application to the Examination Administration Division if the student does not automatically qualify.

### Additional modules

Refer to definition of Module.

### Admission point (AP)

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

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

#### Purpose and characteristics of the Advanced Certificate

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

#### Minimum admission requirements for the Advanced Certificate

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

#### Progression of the Advanced Certificate

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

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<sup>1</sup>

General advisors (staff who solely serve the purpose of acting as academic advisors, without other teaching responsibilities) and faculty advisors (members of staff in the faculties who act as advisors in addition to other roles and responsibilities).

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

### **Purpose and characteristics of the Advanced Diploma**

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

### **Minimum admission requirements for the Advanced Diploma**

An appropriate Diploma or Bachelor's Degree.

### **Progression of the Advanced Diploma**

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

### **Affiliation with the 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 reconsider this after a period of three (3) years.

### **Applying for admission**

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

### **Articulation**

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

### **Assessment**

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

### **Continuous assessment**

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

### **Formative assessment**

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

### **Summative assessment**

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

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

## **Assessor**

Refer to definition of Internal Assessor.

## **Assigned responsibility for implementation of the General Rules**

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

## **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 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 s/he has fulfilled all the requirements prescribed by the faculty and applicable general rules for the qualification.

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

### **Purpose and characteristics of the Bachelor's Degree**

There are two (2) types of Bachelor's Degrees, namely general and professionally-oriented Bachelor's Degrees. Both types of degree may be structured as a 360-credit qualification with an exit at Level 7 or as a 480-credit qualification with an exit at Level 8 on NQF. (It is also possible to structure a 480-credit Bachelor's Degree with an exit at NQF Level 7). The 480-credit Bachelor's Degree at NQF Level 8 has both a higher volume of learning and a greater cognitive demand than the 360-credit degree at Level 7, and should prepare students to be



able to undertake Master's-level study by providing them with research capacity in the methodology and research techniques of the discipline. The primary purpose of both the general and the professional Bachelor's Degree is to provide a well-rounded, broad education that equips graduates with the knowledge base, theory and methodology of disciplines and fields of study, and to enable them to demonstrate initiative and responsibility in an academic or professional context. Both the 360- and 480-credit Bachelor's Degrees may require students to undertake research in a manner that is appropriate to the discipline or field of study in order to prepare them for postgraduate study. The general Bachelor's Degree emphasises general principles and theory as preparation for entry into general employment or for a postgraduate programme. The professional Bachelor's Degree prepares students for professional training, postgraduate studies or professional practice in a wide range of careers. Therefore it emphasises general principles and theory in conjunction with procedural knowledge in order to provide students with a thorough grounding in the knowledge, theory, principles and skills of the profession or career concerned and the ability to apply these to professional or career contexts. The degree programme may contain a component of WIL. Some professionally-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.

#### **Minimum admission requirements for the Bachelor's Degree**

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

#### **Progression of the Bachelor's Degree**

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

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

#### **Purpose and characteristics of the Bachelor Honours Degree**

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

#### **Minimum admission requirements for the Bachelor Honours Degree**

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

### **Progression of the Bachelor Honours Degree**

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

### **Compulsory module**

Refer to definition of Module.

### **Conferment of a qualification**

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

### **Continuous assessment**

Refer to definition of Assessment.

### **Credit**

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

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

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

Even though SAQA prescribes the minimum number of credits required for obtaining a specific qualification and the HEQSF-aligned PQM prescribes the total number of credits required for obtaining a qualification, the UFS reserves the right to prescribe the total minimum number of credits required for programmes leading to UFS qualifications. This means that there may be instances where the total minimum number of credits prescribed by the UFS for a specific programme leading to a UFS qualification may differ from the number of credits prescribed by either SAQA or the HEQSF-aligned PQM. In such an event, the total minimum number of credits required by the UFS and specified by the UFS in the relevant UFS Faculty Rule Book will take precedence over the SAQA and the HEQSF-aligned PQM number of credits determination. All students wishing to qualify for a UFS qualification will thus have to attain the total prescribed minimum number of credits determined by the UFS and published in the relevant UFS Faculty Rule Book.

### **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>2</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 planned educational experiences prescribed or outlined by an institution for completion of a programme of study leading to a qualification.

## **Delegation of the General Rules**

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

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

### **Purpose and characteristics of the Diploma**

This qualification primarily has a vocational orientation, which includes professional, vocational, or industry-specific knowledge that provides a sound understanding of general theoretical principles, as well as a combination of general and specific procedures and their application. The purpose of the Diploma is to develop graduates who can demonstrate focused knowledge and skills in a particular field. Typically they will have gained experience in applying such knowledge and skills in a workplace context. A depth and specialisation of knowledge, together with practical skills and experience in the workplace, enables successful students to enter a number of career paths and to apply their learning to particular employment contexts from the outset. Diploma programmes typically include an appropriate WIL component. There are two (2) key distinctions between the 240- and 360-credit Diploma variants. The latter may provide for up to hundred and twenty (120) credits of workplace-based learning, while the 240-credit variant does not, and the 240-credit variant may only be offered where it leads to a professional designation or occupational role as determined by a professional body.

### **Minimum admission requirements for the Diploma**

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

### **Progression of the Diploma**

Completion of a 240- or 360-credit Diploma meets the minimum entry requirement for admission to a Bachelor's degree. Accumulated credits may also be presented for admission into a cognate Bachelor's Degree programme. Completion of a 360-credit Diploma also meets the minimum entry requirement for admission to an Advanced Diploma. Candidates who

<sup>2</sup> 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.

complete the 240-credit Diploma may enter an Advanced Diploma upon successful completion of a WIL component, or a combination of WIL and coursework equivalent to hundred and twenty (120) credits that is approved and accredited by an education provider and/or a professional body and a Quality Controller. A qualification may not be awarded for early exit from a Diploma programme.

## **Discipline**

A specialised and circumscribed field of study.

## **Distance education<sup>3</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. Distance education methods include structured learning resources and activities for independent study. As a mode of provision, distance education uses the design of a programme to bridge the separation of lecturers and students. The options include a single mode of provision in which all provision takes place in distance mode; a dual mode of provision in which some modules are offered in distance mode, or a mixed mode in which the same modules are offered in both contact and distance modes. The term 'distance education', in addition, refers to provision in which students spend 30% or less of the stated notional learning hours in undergraduate courses at NQF Levels 5 and 6, and 25% or less in courses at NQF Level 7 and initial postgraduate courses at NQF Level 8, in staff-led, face-to-face, campus-based structured learning activities.

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

### **Purpose and characteristics of the Doctoral Degree**

The doctorate provides training for an academic career. It requires a candidate to undertake research at the most advanced academic levels culminating in the submission, assessment and acceptance of a thesis. However, candidates may also present academic interrelated publishable manuscripts/published articles and papers, and, in certain fields, creative work such as artefacts, compositions, public performances and public exhibitions, in partial fulfilment of the research requirements. Coursework may be required as preparation or value addition to the research, but does not contribute to the credit value of the qualification. The defining characteristic of this qualification is that the candidate is required to demonstrate high-level research capability and to make a significant and original academic contribution at the frontiers of a discipline or field. The work must be of a quality to satisfy merit publication. The degree may be earned through pure discipline-based or multidisciplinary research or applied research. This degree requires a minimum of two (2) years' full-time study, usually after completing a Master's Degree. A graduate should be able to supervise and evaluate the research of others in the area of specialisation concerned. An additional type of doctorate, the Higher Doctorate, may be awarded on the basis of a distinguished record of research in the form of published works, creative works and/or other scholarly contributions that are judged by leading international experts to make an exceptional and independent contribution to one or more disciplines or fields of study.

### **Minimum admission requirements for the Doctoral Degree**

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

### **Progression of the Doctoral Degree**

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

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<sup>3</sup> Policy for the Provision of Distance Education in South African Universities, No. 37811 Government Gazette, 7 July 2014 as amended from time to time.

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

### **Purpose and characteristics of the Doctoral Degree (Professional)**

The professional Doctorate provides education and training for a career in the professions and/or industry, and is designed around the development of high-level performance and innovation in a professional context. Candidates are required to undertake a combination of coursework and advanced research leading to the submission, assessment and acceptance of a research component comprising an original thesis or another form of research that is commensurate with the nature of the discipline or field and the specific area of enquiry. The research component should comprise at least 60% of the degree. Professional Doctorates may also include appropriate forms of WIL. The defining characteristic of this qualification is that, in addition to the demonstration of high-level research capability, it requires the ability to integrate theory with practice through the application of theoretical knowledge to highly complex problems in a wide range of professional contexts.

### **Minimum admission requirements for the Doctoral Degree (Professional)**

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

### **Progression of the Doctoral Degree (Professional)**

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

## **E-learning**

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

## **Elective module**

Refer to definition of Module.

## **Examination mark**

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

## **Examination paper**

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

## **Examiner**

Refer to definition of Internal Examiner.

## **Exit-level outcomes**

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

**External assessment**

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

**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 Readmission Appeals Committee**

A Faculty Readmission Appeals Committee is established by a faculty as a permanent committee to generally deal with appeals in the faculty. The membership of the Faculty Readmission Appeals Committee will be approved by the Executive Committee of Senate (ECS).

**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 definition of Assessment.

**Foundation modules**

Refer to definition of Module.

**Full-time student**

Refer to definition of Student.

**General Rules for qualification**

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

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

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

### Purpose and characteristics of HCert

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.

### Minimum admission requirements for HCert

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

### Progression of the HCert

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

### Internal Assessor

The person, affiliated with the UFS, who sets and/or assesses the formative and summative assessment activities<sup>4</sup>.

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

### International student

A person who is not a South African citizen and does not have a permanent residence permit. 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 which equips them to evaluate the thesis and the candidate. They should have supervised other PhDs successfully, 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

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<sup>4</sup> For further requirements refer to the approved Policy on Master's and Doctoral Degrees, as amended from time to time.

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 entirely shared learning programme leading to a joint degree, requiring that all partner institutions are responsible for the entire programme and not just respective separate 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).

### **Learning**

Different types of learning are defined based on the National Policy for the Implementation of Recognition of Prior Learning (SAQA 2013):

#### **Formal learning**

Learning that occurs in an organised and structured education and training environment and that is explicitly designated as such. In Higher Education, this implies learning programmes that lead to qualifications and part qualifications on the NQF.

#### **Informal learning**

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 is planned learning activities, 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. 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 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 definition of Module.

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

### **Purpose and characteristics of the Master's Degree**

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

There are two (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 sixty (60) 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 in addition to a dissertation or treatise may take the form of a technical report, one or more creative performances or works, or a series of interrelated, publishable manuscripts/published articles or other research-equivalent outputs.

### **Minimum admission requirements for the Master's Degree**

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

### **Progression of the Master's Degree**

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

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

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

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

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

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

### **Progression of the Master's Degree (Professional)**

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

## **Module<sup>5</sup>**

### **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 to be able to progress with a programme or to be eligible for awarding of a qualification. They contain the essential parts of the programme and are therefore compulsory to enable the learning outcomes for the programme to be met.

### **Elective modules**

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

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<sup>5</sup> The words "module" and "course" are used as equivalent terminologies throughout this document.

**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 a required module for qualifications from other faculties.

**Module mark/Predicate/Semester mark**

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

**National Qualifications Framework (NQF)**

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

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

The 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 a 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 a NC(V), published in the Government Gazette, Vol. 533, No. 32743, November 2009.

**Notional learning hours**

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

**NQF level**

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

**Occasional student**

Refer to definition of Student.

**Period of study**

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

## Postdoctoral research fellowship/fellows<sup>6</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 awarded to a recent doctoral graduate by the relevant academic department, or as a result of an application for funding to an external funding body.

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

### Purpose and characteristics of the Postgraduate Diploma

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

### Minimum admission requirements for the Postgraduate Diploma

The minimum admission requirement is an appropriate Bachelor's Degree or an appropriate Advanced Diploma at NQF level 7.

### Progression of the Postgraduate Diploma

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

## Postgraduate research output <sup>7</sup>

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

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

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

A Master's Degree by research dissertation entails, *inter alia*, writing a Master's Degree research dissertation with a minimum total credits of hundred and eighty (180) 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 hundred and eighty (180) credits.

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

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<sup>6</sup> Information to compile definition derived from Draft UFS Policy on Postdoctoral Research Fellowships/Postdoctoral Research Fellows.

<sup>7</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.

- 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 sixty (60) credits at NQF Exit Level 9, culminating in the acceptance of a mini-dissertation or other forms of research.

The research component or components of a general Master's Degree should be commensurate with the characteristics of the discipline and field as well as the purpose of the programme, and in addition to a dissertation or treatise may take the form of a technical report, one (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's full-time study.

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

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

A doctoral thesis is a component of a Doctoral Degree equal to three hundred and sixty (360) credits. It must demonstrate that the candidate has made a specific contribution to the enhancement of knowledge in the chosen field (adding to the knowledge base) while providing evidence of independent critical ability, and which ought, either in part or in its entirety, to be published in a suitable journal or book.

A Doctoral Degree requires a candidate to undertake research at the most advanced academic levels, culminating in the submission, assessment and acceptance of a thesis. However, candidates may also present academic interrelated publishable manuscripts/published articles and papers and, in certain fields, creative work such as artefacts, compositions, public performances and public exhibitions in partial fulfilment of the research requirements. Coursework may be required as preparation or value addition to the research, but does not contribute to the credit value of the qualification. The defining characteristic of this qualification is that the candidate is required to demonstrate high-level research capability and to make a significant and original academic contribution at the frontiers of a discipline or field. The work must be of a quality to satisfy peer review and merit publication. The degree may be earned through pure discipline-based, multidisciplinary or applied research. This degree requires a minimum of two (2) years' full-time study, usually after completing a Master's Degree. A graduate should be able to supervise and evaluate the research of others in the area of specialisation concerned. An additional type of doctorate, the Higher Doctorate Degree, may be awarded on the basis of a distinguished record of research in the form of published works, creative works and/or other scholarly contributions that are judged by leading international experts to make an exceptional and independent contribution to one or more disciplines or fields of study.

## **Part-time student**

Refer to the definition of Student.

## **Programme**

The structure within which is indicated the cumulative learning that a student has to complete successfully so as to master the exit-level outcomes of a qualification. This structure comprises a related combination of modules/learning units, expressed in outcomes-based format and having an academic

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

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

## **Published article**

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

## **Qualification**

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

## **Recognition of Prior Learning (RPL)**

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 further learning and development. RPL can provide 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 are 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>8</sup>**

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

### **Residential student**

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

### **Revocation of qualification**

Council, in consultation with Senate and after compliance with the prescripts of the Higher Education Act, 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 the obtaining of such.

### **Service Module**

Refer to the definition of Module.

### **Short Course / Short Learning Programme (SLP)<sup>9</sup>**

Short courses are SLPs offered by higher education institutions outside their formal structured undergraduate and postgraduate programmes, and they therefore do not lead to qualifications on the HEQSF. An SLP therefore does not form part of the official, accredited and subsidised qualification and programme profile of a University Programme Qualification Mix (PQM). An SLP can be competency-based or attendance-based. Participants who complete SLPs may include such courses in their portfolios of evidence that can be presented in support of the RPL for access and/or advanced standing. This means that SLPs may be used, through RPL, to improve participants' eligibility for admission to formal qualification programmes.

### **Special examination**

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

- the student is registered in her/his final academic semester;
- this module in which the examination is needed is the only outstanding module to obtain the qualification, whether or not the examination was failed in the main mid-year or main end-of-year or any of the additional examination periods;
- the student is registered, in the current academic year, for the module in which she/he needs a special examination and has obtained a predicate;
- writing the examination (including alternative modes of assessment)<sup>10</sup> and passing would contribute to obtaining the qualification without prolonging her/his studies for another academic semester or year;
- after passing that single module, the student will obtain a qualification.

<sup>8</sup> “Registration” and “enrolment” are equivalent terminologies and will apply throughout this document, except when reference is made to the registration of research titles.

<sup>9</sup> Definition compiled from the Glossary of Terms, SAQA and the UFS Short Learning Programme Policy as amended from time to time.

<sup>10</sup> Modules for scripts and dissertations will be excluded.

## Student

A person 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 that has been approved by the Minister of Higher Education and Training;
- actively participates in a module, as defined above, before or on the census day determined by the institution; and
- is considered to be a full-time student if she/he is registered for a full academic curriculum as defined in the Faculty Rules in each year of study, i.e. an average of thirty (30) weeks of forty (40) 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, forty-five (45) weeks of forty (40) hours each will be assumed.<sup>11</sup>
- as a scholarship holder registered on a full-time basis for the degree, may not hold full-time salaried employment during the tenure of the bursary, but will be allowed to undertake a maximum of twelve (12) hours of teaching, research, tutorials, assistance or demonstration duties per week on average during the year of study, and may be remunerated for her/his services, provided that she/he is reimbursed at the normal UFS tariff for services rendered<sup>12</sup>.
- A student who is registered for fewer than the annual full curriculum requirements in terms of credits would normally be regarded as a part-time student, e.g. if a person is employed while she/he is studying and cannot afford to do a full-time curriculum<sup>13</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 registered for the approved qualification that the modules form a part of.

The HEMIS prescriptions define active participation as having:

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

The periods of study 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 definition of Assessment.

<sup>11</sup> Hours derived from a definition of full-time students by the CHE.

<sup>12</sup> Information derived from a definition of full-time students by the National Research Foundation.

<sup>13</sup> Hours derived from a definition of full-time students by the CHE.



## Weighted average

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

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

70% semester (40%)

50% examination (60%)

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

## Work-Integrated Learning (WIL)

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

## GENERAL RULES FOR UNDERGRADUATE QUALIFICATIONS

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## GENERAL RULES FOR UNDERGRADUATE QUALIFICATIONS

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

### A1 GENERAL RULES

- (a) Students are responsible for being well-informed as regards General Rules and Faculty Rules and complying with the said rules.
- (b) A registered or prospective student is not exempted from 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 exemption on the strength of a comprehensive, written justification.
- (c) Upon registering, a student undertakes to abide by the General 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) All appeals pertaining to the implementation of the General Rules are considered by the relevant Faculty Readmission Appeals Committee, and the decision of this committee will be final. Only Faculty Readmission Appeals Committees can decide to refer particular appeals regarding uncertainties and grey areas to the University Appeals Committee, for a final decision.
- (f) The decision of the Registrar with regard to the interpretation of the General Rules is final.

#### **Clarification**

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

### A2 APPLYING FOR ADMISSION

- (a) A prospective first-time entering student wishing to study at the UFS, and also a student who previously discontinued her/his studies for at least one (1) academic year, must apply for admission online or on the prescribed application form and accompany this with the requisite documents, and must do so before the date annually determined by the UFS.
- (b) A person's application must comply with the UFS's admission/ readmission requirements.
- (c) The applications of students from other institutions of higher education, who have been excluded at those institutions, will only be considered for admission to the UFS by the dean in consultation with the Registrar, on the strength of justified, written submissions.
- (d) The admission to the UFS of international applicants and other applicants who did not pass the NSC Examination, must each be accompanied by a letter from the Universities South Africa (USAf) Matriculation Board, in which it is certified

that the requirements for a conditional 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. Applicants without a Senior Certificate and older than forty-five (45) years of age can only be admitted through the RPL process, and will not obtain admission based on the letter of conditional exemption from the USAf Matriculation Board only.

- (e) The UFS reserves the right not to process incomplete applications received.
- (f) The Registrar considers applications (including undergraduate 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.

#### **Clarification**

*Address all enquiries and applications to: Student Academic Services, University of the Free State, PO Box 339, Bloemfontein 9300, telephone: +27(0) 51401 9666 or email to: StudentAdmin@ufs.ac.za.*

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

- *At the **South Campus in collaboration with a third party**: The Applications Office, Office of the Campus Principal: South Campus, South Campus, University of the Free State, PO Box 339, Bloemfontein 9300, telephone +27 51 505 1378 or +27 51 505 1212 or +27 51 505 1221.*
- *In respect of the **UPP and the HCerts in the UAP**: The Applications Office, Office of the Director, Access South Campus, University of the Free State, PO Box 339, Bloemfontein 9300, telephone +27 51 505 1201/1362 or fax number +27 51 505 1205.*
- *In respect of the **BML and the HCert in Management Development**: The Applications Office, Office of the Director, Business School, University of the Free State, PO Box 339, Bloemfontein 9300 or <http://www.ufs.ac.za/bus> or telephone +27 51 401 2874 or fax number 086 690 2473.*
- *In respect of admission on the basis of **RPL**: The RPL Office, Centre for Teaching and Learning, University of the Free State, PO Box 339, Bloemfontein, 9300, [RPLOffice@ufs.ac.za](mailto:RPLOffice@ufs.ac.za), or by phoning +27 51 401 7326/7327/7357 or by sending a fax to 086 729 0554/086 665 2554 or visiting the website at [www.ufs.ac.za/rpl](http://www.ufs.ac.za/rpl).*

*Information regarding conditional exemption can be obtained by addressing enquiries to: [http://Applications@USAf.ac.za](mailto:Applications@USAf.ac.za) or PO Box 3854, Pretoria 0001, South Africa or telephone 010 591 4402/1 or fax number 086 677 7744 (only South Africa) or +27 12 481 2922 (international).*

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

**A3 ADMISSION OR READMISSION TO THE UFS AND TO AN ACADEMIC QUALIFICATION**

- (a) The NSC or the NC(V) with appropriate subject combinations and levels of achievement in the applicant's possession determines her/his admission status in respect of a specific qualification.<sup>14</sup>
- (b) No person shall be provisionally admitted to any qualification whatsoever on the basis of examination scripts that have yet to be marked or additional examinations that have yet to be written.
- (c) The Registrar allows a person to participate in the registration process, provided that she/he has been accepted 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.
- (d) 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.

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

- (a) To be admitted to a Bachelor's Degree or a professionally-oriented Bachelor's Degree, a person must at least:
  - (i) be in possession of a 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 a NC(V)<sup>15</sup> with appropriate subject combinations and levels of achievement; and
  - (iii) other than in extraordinary circumstances, take the NBT(s); and
  - (iv) attain the required minimum AP; and
  - (v) have an achievement level of no less than 4 (50%-59%) for the school-leaving examination in English or Afrikaans<sup>16</sup>; and

<sup>14</sup> Please refer to General Rule A3.8(a) for applicants who do not comply with the admission requirements.

<sup>15</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>16</sup> Implementation of the new Language Policy of the UFS commenced in 2017. The phasing-in process of the Language Policy is guided by the UFS Language Implementation Plan, which (amongst others) provides for the following:

- a. **Phase 1:** English as language of instruction since 2017 on the Bloemfontein Campus, applicable to new first-year students registering in the Faculty of Health Sciences, the Faculty of the Humanities and the Faculty of Law.
  - Lectures and tutorials are compulsory for all first-year students in these faculties since 2017.
  - Supplementary material is provided in Afrikaans in the tutorial sessions.
  - Students are required to have a 75% attendance rate with regard to lectures and tutorials in order to sit for examinations, according to the guidelines of the particular faculty.
  - Study guides are in the language of instruction of the faculty.
  - Senior students who enrolled before 2017 will continue receiving instruction in their language of choice.
  - All students who commenced with extended programmes in 2017 and 2018 in the respective faculties have English as medium of instruction. (Not applicable to students in the extended studies in Natural and Agricultural Sciences).
  - With regard to the interface between faculties providing modules to students from the Faculties of Education and Theology, applicable arrangements will be made as agreed by the relevant faculties.
- b. **Phase 2:** Since 2018, English as language of instruction has been applicable to first-year students in the Faculties of Economic and Management Sciences, Natural and Agricultural Sciences (excluding modules offered in the

- (vi) comply with the specific rules for admission to the relevant qualification, including the selection rules set out in the relevant Faculty Rules;
- (vii) alternatively, a HCert or an Advanced Certificate or Diploma in a cognate field may satisfy the minimum admission requirements for the programme and the module.

- (b) Approval by the Senate and Council is required for the amendment of admission rules.

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

- (a) To be admitted to an undergraduate diploma, a person must at least:
  - (i) be in possession of a 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 a NC(V)<sup>17</sup> with appropriate subject combinations and levels of achievement; and
  - (iii) other than in extraordinary circumstances, take the NBT(s); and
  - (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) A HCert or Advanced Certificate in a cognate field will satisfy the minimum requirement for admission, subject to the dean's approval.
- (b) Approval by the Senate and Council is required for the amendment of admission rules.
- (c) To be admitted to the National Professional Diploma in Education (NPDE) by the Campus Principal: South Campus, a person must have to her/his credit at least five (5) years' teaching experience as a practising educator.
- (d) To be admitted to an Advanced Diploma, a person must be in possession of an applicable Diploma or a Bachelor's Degree.

**A3.3 Admission to a Higher Certificate or Advanced Certificate (NQF Exit Levels 5 and 6 respectively)**

- (a) To be admitted to a HCert, a person must at least:

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c. Agricultural Programmes), Education and Theology (postgraduate level). Undergraduate degrees in the Faculties of Education and Theology will continue to be offered in parallel medium.

**Implementation of the Language Policy on the Qwaqwa and South campuses of the university commenced in 2018.**

b. **Admissions:** All prospective students must write the NBTs in the language of instruction of their schools.

<sup>17</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.

- (i) be in possession of a 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 a NC(V)<sup>18</sup> with appropriate subject combinations and levels of achievement; and
  - (iii) other than in extraordinary circumstances, take the NBT(s); and
  - (iv) attain the required minimum AP; and
  - (v) 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
  - (vi) comply with the specific rules for admission to the relevant qualification, including the selection rules set out in the relevant Faculty Rules.
- (b) Approval by the Senate and Council is required for the amendment of admission rules.
- (c) To be admitted to an Advanced Certificate, a person must be in possession of an applicable HCert or an equivalent qualification.

#### **A3.4 Admission to occasional studies**

- (a) To be admitted to occasional studies, a person must
- (i) be in possession of a NSC with appropriate subject combinations and levels of achievement that has been certified by Umalusi with an applicable endorsement for admission to degree studies; or
  - (ii) be in possession of a NC(V)<sup>19</sup> with appropriate subject combinations and levels of achievement; and
  - (iii) have attained the required AP; and
  - (iv) for modules in programmes with additional selection requirements, also obtain written permission from the dean of the faculty in which the module is offered, in consultation with the Registrar; 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 that are not related to the certified NSC or NC(V), and those 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.

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<sup>18</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>19</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) At the Qwaqwa Campus, permission to deviate from the above requirements is granted by the Campus Vice-Principal: Academic in consultation with the dean and Registrar.
- (iii) Where a person has already obtained a qualification, she/he may apply for exemption from the rules in respect of prerequisites.
- (d) If the admission rules in respect of the specific qualification to which the module applies have not been adhered to, credits will later only be considered through a process of RPL.
- (e) Approval by the Senate and Council is required for the amendment of admission rules.

### **A3.5 Admission to the University Access Programme (UAP)<sup>20</sup>**

- (a) To be admitted to either the various one-year UAP study options or the various one-year HCert study options within the UAP, an applicant must be in possession of a NSC or a NC(V)<sup>21</sup> with appropriate subject combinations and levels of achievement; and
- (b) must have attained an AP of at least 20 (for the UAP study options), or at least eighteen (18) (for the HCert Study options); and
- (c) must, for all study options of both the UAP and HCert in the UAP, have attained an achievement level of at least 3 (40%-49%) in any four (4) Grade 12 subjects, Life Orientation excluded; and
- (d) must, for all study options of both the UAP and HCert in the UAP, have attained an achievement level of at least 3 (40%-49%) in the language of instruction English, except in the following cases:
  - (i) students registering for the UAP in Oudtshoorn (no HCert study options presented in Oudtshoorn), in which case an achievement level of at least 3 (40%-49%) for the school-leaving examination is required in the selected language of instruction of either English or Afrikaans;
  - (ii) students registering for the UAP in Natural and Agricultural Sciences (Agricultural Sciences study option) on the UFS South Campus, where an achievement level of 3 (40%-49%) is required in the languages of instruction of either English or Afrikaans; and
- (e) must, in respect of the HCert in Economic and Management Sciences (BCom study option), have attained an achievement level of 3 (40%-49%) for Mathematics; or
- (f) must, in respect of the UAP in Natural and Agricultural Sciences (Mathematics and Chemistry study option), have attained an achievement level of 3 (40%-49%) for Mathematics and an achievement level of 3 (40%-49%) for Life Sciences or an achievement level of 3 (40%-49%) for Physical Sciences; or
- (g) must, in respect of the UAP in Natural and Agricultural Sciences (Agricultural Sciences study option), have obtained Mathematical Literacy with a minimum

<sup>20</sup> Since January 2017, the UAP study options in the Humanities, and in Economic and Management Sciences, have been replaced by HCert in the Humanities and Economic and Management Sciences in all regions except in Oudtshoorn, where all study options are still UAP options. The UAP study options in Natural and Agricultural Sciences as well as the UAP in Education are still being offered as before, and have not been replaced by HCert yet. All of the above are now grouped under the umbrella descriptor "University Access Programmes", or UAP.

<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.



achievement level 5 (60%-69%) or Mathematics with a minimum achievement level 2 (30%-39%).

- (h) Approval by the Senate and Council is required for the amendment of admission rules.

### **A3.6 Admission programmes: Qwaqwa Campus<sup>22</sup>**

- (a) To gain entry to the admission programmes of the Qwaqwa Campus in the Faculty of Natural and Agricultural Sciences, the Faculty of Education, the Faculty of the Humanities or the Faculty of Economic and Management Sciences, a person must comply with the specific admission rules as set out in the rules of the relevant faculty.
- (b) Approval by the Senate and Council is required for the amendment of admission rules.

### **A3.7 Admission to modules**

- (a) Compulsory admission requirements apply in respect of 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)
  - (i) Deviations from the rules regarding prerequisites can be approved by the dean of the faculty in which the module is offered, subject to recommendation by the academic head of department, and with written notification to the Registrar.
  - (ii) Deviations from the rules regarding prerequisites in respect of a student studying at the Qwaqwa Campus are granted by the Campus Vice-Principal: Academic of the Qwaqwa Campus, in consultation with the dean and Registrar, on the recommendation of the academic head of department and with written notification to the relevant dean.
- (c) Approval by the Senate and Council is required for the amendment of admission rules.

### **A3.8 Admission on the basis of RPL<sup>23</sup>**

- (a) A person who does not qualify for admission to an academic qualification can, in accordance with the following guidelines, apply for admission in terms of a process of RPL:
  - (i) A person in possession of a 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.
  - (ii) A person who is forty-five (45) years old or older, with more than fifteen (15) 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.

<sup>22</sup> Implementation of the UFS Language Policy on the Qwaqwa Campus of the UFS commenced in 2018.

<sup>23</sup> Not more than 10% of a cohort 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.

- (b) Through a process of RPL, permission can also be granted to a student for admission to a module that is subject to a prerequisite and/or exemption granted in respect of specific assessments.
- (c) Approval for admission to an academic qualification and/or a module(s) is granted by the Registrar, upon recommendation by the RPL office after submission and recommendation by the director, programme director, head of department and dean following consultation with the relevant programme director, and subsequent to completion of the evaluation process. Written notification must be given to the Registrar and, in the case of a student at the Qwaqwa Campus, to the Campus Vice-Principal: Academic of the Qwaqwa Campus or, in the case of the Bachelor of Management Leadership (BML), to the Director of the Business School.
- (d) Approval by the Senate and Council is required for the amendment of admission rules.

### **A3.9 National Benchmark Tests (NBTs) and UFS101**

- (a) Responsibility for the implementation of these rules resides in the designated vice-rector.
- (b) It is compulsory that a prospective student registering for an undergraduate entry-level qualification take the Academic and Quantitative Literacy Test<sup>24</sup> prior to registering, and must have done so within the last three (3) years prior to registration<sup>25</sup>.
- (c) A prospective student registering for a qualification in the Faculty of Economic and Management Sciences or the Faculty of Health Sciences or the Faculty of Natural and Agricultural Sciences, or a student registering for Mathematics as a module in one of the other faculties, must normally also take the Mathematics test.
- (d) If the stipulated requirements of the NBTs have not been met or the results of the tests cannot be submitted, registration for the applicable language and/or Mathematics development modules is compulsory, except in the Faculty of Health Sciences, where the stipulated requirements form part of the selection process, and the Faculty of the Humanities, where the requirements for the registration of the applicable language development module will be implemented as indicated in the faculty rule book.
- (e) A qualification is not awarded unless the mandatory development modules have been passed.
- (f)
  - (i) Students must register for development modules in the first academic year and if these have not been passed, they must be repeated in the second academic year.
  - (ii) The UFS101 module is a compulsory module<sup>26</sup> for all students registering for a first qualification at the UFS, and a qualification cannot be obtained

<sup>24</sup> Should students fail to write the NBT tests, it is compulsory for them to enrol for appropriate developmental modules. No alternative test is available to test students.

<sup>25</sup> Implementation of the new Language Policy of the UFS commenced in 2017. The phasing-in process of the Language Policy is guided by the UFS Language Implementation Plan, which (amongst others) requires that all prospective students must write the NBTs in the language of instruction of their schools in order to be admitted.

<sup>26</sup> Students who register for Construction Management (Distance Learning), Quantity Surveying (Distance Learning), LLB via e-learning and Varsity College, BML, Bluris: Financial Planning Law, Advanced Diploma in Estate and Trust Administration, and distance/open learning are excluded from Rule 3.9(f)(ii). Undergraduate certificate courses are also excluded from Rule 3.9(f)(ii). Transfer students who have already completed a qualification (diploma or degree) from an accredited institution are also excluded from Rule 3.9(f)(ii).

from the UFS if UFS101 has not been completed successfully. Students register for UFS101 in their first academic year (excluding students in the UAP and extended programmes, who register for UFS101 in their second academic year), except where otherwise stipulated in the relevant faculty's rules, and subject to the requirements, stipulations and conditions approved by Senate.

- (g) Taking the NBTs 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) for admission to the BML;
  - (iii) where admission has been granted on the basis of a Senate resolution and psychometric tests have been taken at the Student Counselling and Development Division;
  - (iv) for admission to the NPDE;
  - (v) for qualifications offered *via* e-learning, and distance learning;
  - (vi) for admission to the HCert in Management Development;
  - (vii) for admission to the HCert in the Economic and Management Sciences, and
  - (viii) for admission to the HCert in Humanities.

**A3.10 Progression rule in respect of undergraduate students (applicable to all programmes as from 2014), excluding access, extended and distance learning programmes<sup>27 28</sup>**

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 rule book, these progression rules will apply.<sup>29</sup>  
30

The progression requirements are the following:

- (a) In the first study year of all undergraduate programmes, students are required to pass 35% of the minimum required compulsory and elective credits for the academic year, as stipulated in the curriculum, to be allowed to start with the second year's study.
- (b) In the second study year of all undergraduate programmes, students are required to pass at least 45% of the minimum required compulsory and elective credits for

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<sup>27</sup> Students aged thirty (30) years and above or students who are working full-time and studying part-time are excluded from Rule 3.9(f)(ii).  
If a student interrupted his/her studies for one year or longer, the student has 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.

<sup>28</sup> HCert 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.

<sup>29</sup> There might be exceptions in the Faculty of Natural and Agricultural Sciences.

<sup>30</sup> The faculties may include or exclude UFS101 with regard to these calculations, in accordance with their Faculty Rules.

the academic year, as stipulated in the curriculum, to be able to start with the next year's study.

- (c) In all other study years of undergraduate programmes, students are required to pass at least 60% of the minimum required compulsory and elective credits for that specific academic year, as stipulated in the curriculum, to be able to progress to the next year of study.
- (d) Where a student does not qualify to start with the next year's study, the student may (on the recommendation of the programme director and with the dean's permission) register for the outstanding modules and may, if the dean grants permission, repeat the relevant academic year. In addition, the student may (on the recommendation of the programme director and with the dean's permission) add a maximum number of modules to the next year's study, which together may not amount to more than thirty-two (32) credits above the normal curriculum requirements for the programme in a specific study year.
- (e) In respect of the Qwaqwa Campus, the assistant dean (on the recommendation of the programme director) may grant permission, where a student does not qualify to start with the next year's study, for the student to register for the outstanding modules and (with permission from the assistant dean) repeat the relevant academic year.
- (f) A student who repeats a study year must either match or exceed the requirement in respect of the percentage of modules stipulated in paragraphs A3.10(a), A3.10(b) and A3.10(c), before she/he shall be allowed to continue with the next study year of the programme in the following calendar year.
- (g) A part-time undergraduate student is expected to attain half of the achievements that are required in paragraphs A3.10(a),(b),(c),(d), and (f).
- (h) Students enrolled for HCerts (access) and distance learning programmes of the South Campus are excluded in terms of A3.10 (a) to (d), and follow the programme-specific progression requirements.

**Clarification**

*Rule A3.10 will be applied with due allowance for the requirements as set in rules A3.11 and A5.*

**A3.11 Readmission on the basis of academic progress, subsequent to complying with paragraph A3.10<sup>31</sup>**

- (a) (i) A student who has already twice registered for a particular module (question paper/practical work) and who still fails to comply with the pass requirements, will only be granted one (1) further opportunity to re-register for the module on the basis of exceptional merit – with the approval of the dean of the faculty in which the module is offered, on the recommendation of the academic head of department and/or the programme director, and with written notification to the Registrar, except in the case of a service module, where both the deans of the faculties involved will have to grant approval.

<sup>31</sup> If a student interrupted his/her studies for one year or longer, the student has 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.

- (ii) At the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus, in consultation with the dean and Registrar on the recommendation of the academic head of department) grants approval, with written notification to the dean.
  - (iii) At the South Campus, students will have to obtain approval from the dean of the particular faculty in which the module is offered. In the Faculty of Natural and Agricultural Sciences, this is not allowed.
- (b)
  - (i) With regard to the UAP and the admission programmes of the Qwaqwa Campus, a student must pass all the prescribed modules to be allowed to register at the UFS.
  - (ii) In cases of exceptional merit, decision-making ability regarding the merits of justified, written submissions resides (in respect of the UAP) in the Senior Director of the Centre for Teaching and Learning and in respect of the admission programmes of the Qwaqwa Campus, in the Campus Vice-Principal: Academic of the Qwaqwa Campus in consultation with the dean and Registrar. In both instances, the Registrar has to be notified of such decisions.
- (c) With the exception of the Faculty of Natural and Agricultural Sciences, a student who is registered for an extended programme must, to be admitted to modules of the second study year, comply with the following requirements:
  - (i) Have obtained at least sixty-four (64) credits in the first study year, provided that
    - (aa) at least thirty-two (32) of the sixty-four (64) credits are mainstream-module credits;
    - (bb) in the case of students in the Faculty of Economic and Management Sciences, at least a further two (2) development modules have to be passed, of which Mathematical Literacy has to be one. If students in the Faculty of Economic and Management Sciences have obtained all the prescribed credits of the first study year but have failed the Mathematical Literacy development module, they will be admitted to the modules of the second study year and will have to repeat the failed Mathematical Literacy module.
  - (ii) Students who have obtained fewer than sixty-four (64) credits and students who have obtained sixty-four (64) credits or more, but who have not met the requirements in respect of mainstream modules and/or development modules, may repeat only the modules that have been failed.
  - (iii) To be able to continue with the third study year, a student must have passed all the modules in the first and second study years.
  - (iv) Students who, after three (3) years of study, have not completed the first two (2) study years, shall not be readmitted to the UFS.
  - (v) As regards the Faculty of Natural and Agricultural Sciences, the following apply:
    - (aa) All the mainstream and developmental modules as prescribed in the curricula for the first year of each of the three (3) extended programmes – BSc four (4) years, BAgric four (4) years and BScAgric five (5) years – must be passed. In the case of the BSc

and the BScAgric extended programmes, students must obtain an average pass mark of 60% in the academic modules. In the case of the BAgric extended programme, a student must obtain an average of 55% in the academic modules.

- (bb) Students who could not pass all their required first-year modules in three (3) years (at least hundred and twenty-eight (128) credits for academic modules) and have not obtained at least forty-eight (48) second-year credits will not be allowed to re-register with the Faculty of Natural and Agricultural Sciences.

### **Clarification**

*The calculation of the AP for both degree and occasional study is based on the four compulsory Grade 12 subjects indicated in the following list plus the best of two (2) further subjects (Life Orientation excluded) of the Grade 12 school subjects passed in the course of one examination:*

- Accounting
- Agricultural Sciences
- Business Studies
- Consumer Studies
- Dramatic Arts
- Economics
- Engineering Graphics and Design
- Geography
- History
- Information Technology
- Life Sciences (Biology/Physiology)
- Mathematics or Mathematical Literacy
- Music
- Physical Sciences/Natural Sciences
- Religion Studies
- Three (3) languages, one (1) language of instruction and learning as used in an institution of higher education, and a further two (2) acknowledged language subjects
- Visual Arts

*The calculation of the AP for diploma and certificate studies for the UAP and for admission programmes of the Qwaqwa Campus is based on the best six (6) of the Grade 12 subjects (Life Orientation excluded) passed in the course of one examination.*

### **NSC attainment level**

### **AP**

7 (90%-100%)	8
7 (80%-89%)	7
6 (70%-79%)	6
5 (60%-69%)	5
4 (50%-59%)	4
3 (40%-49%)	3
2 (30%-39%)	2
Life Orientation at an attainment level of 5 or higher, except in respect of certificate programmes that require an attainment level of 3 or higher.	1

*A person who wrote the Grade 12 examination before 2008 may be admitted in terms of the rules published in the 2011 UFS Year Book that can be obtained from the Registrar.*

**Clarification (continued)**

Address all enquiries to: Student Academic Services, University of the Free State, PO Box 339, Bloemfontein 9300, telephone: +27(0) 51401 9666 or email to: [StudentAdmin@ufs.ac.za](mailto:StudentAdmin@ufs.ac.za)

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

- Qualifications offered at the **South Campus in collaboration with a third party** to: The Registrar, Office of the Campus Principal: South Campus, South Campus, University of the Free State, PO Box 339, Bloemfontein 9300, telephone +27 51 505 1378 or +27 51 505 1212 or +27 51 505 1221.
- The **Advanced Diploma in Estate and Trust Administration** to: The Director, School of Financial Planning Law, University of the Free State, PO Box 339, Bloemfontein, 9300, telephone +27 51 401 2823.
- The **BML** to: The Registrar, Office of the Director, Business School, University of the Free State, PO Box 339, Bloemfontein 9300, telephone +27 51 401 2874 or fax number 086 690 2473.
- The **HCert in Management Development** to: The Director, UFS Business School, telephone +27 51 4012874.
- In respect of the **UPP and the HCertificates in the UAP**: The Applications Office, Office of the Director, Access South Campus, University of the Free State, PO Box 339, Bloemfontein 9300, telephone +27 51 505 1201/1362 or fax number +27 51 505 1205.
- In respect of admission on the basis of **RPL**: The RPL Office, Centre for Teaching and Learning, University of the Free State, PO Box 339, Bloemfontein, 9300, [RPLOffice@ufs.ac.za](mailto:RPLOffice@ufs.ac.za), or by phoning +27 51 401 7326/7327/7357 or by sending a fax to 086 729 0554/086 665 2554 or visiting the website at [www.ufs.ac.za/rpl](http://www.ufs.ac.za/rpl).
- Admission on the basis of a Senate decision to: The Director, Student Academic Services, telephone +27 51 401 9666 or email: [StudentAdmin@ufs.ac.za](mailto:StudentAdmin@ufs.ac.za). The Registrar, on the Dean's recommendation and in accordance with Senate guidelines, grants approval.

The UFS accepts no academic and quantitative literacy test other than the NBTs. Information regarding the NBTs is available at [www.nbt.ac.za](http://www.nbt.ac.za) or telephone +27 21 650 3523, and from 07:00 to 10:00 on test weekends at +27 73 683 5044 or +27 73 129 7477. Enquire about the UFS's requirements in respect of the NBTs by phoning +27 51 401 2448 or visiting <http://www.ufs.ac.za/nbt>.

A person who has applied for admission to a qualification in the **Faculty of Health Sciences** may make enquiries about the NBTs by sending an email to [DuToitL@ufs.ac.za](mailto:DuToitL@ufs.ac.za) or [MerweLJ@ufs.ac.za](mailto:MerweLJ@ufs.ac.za), or by phoning +2751 401 7513 or +2751 401 3605.

#### A4 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 Senate, send a certified copy of the NSC/NC(V) or a certified copy of the notification of the examination result to the UFS;
- (ii) who previously studied at another institution of higher education must, not later than during the UFS's registration process, also submit an original study record and a certificate of conduct from the previous institution(s) of higher education.

- (b) Certified copies must also be available during the registration process.
- (c) An international student who is not a South African citizen and who is not in possession of a permanent residence permit, must
- (i) submit to the Office for International Affairs a study permit issued in favour of the UFS by the South African Department of Home Affairs;
  - (ii) comply with all the requirements of the Immigration Act and with the regulations issued in accordance with the said Act.

#### **Clarification**

*Certified copies are accepted only if the following information regarding the Commissioner of Oaths is clearly legible on the document:*

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

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

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

*The required documentation must be forwarded to: Student Academic Services, University of the Free State, PO Box 339, Bloemfontein 9300, telephone: +27(0) 51401 9666 or emailed to: StudentAdmin@ufs.ac.za.*

*Required documentation for the exceptions listed below must be forwarded as indicated in respect of qualifications offered:*

- *In respect of the **BML, as well as the HCert in Management Development**, to: The Director, Business School, University of the Free State, PO Box 339, Bloemfontein 9300, or <http://www.ufs.ac.za/bus> or telephone +27 51 401 2874 or fax number 086 690 2473.*
- *For the Advanced Diploma in Estate and Trust Administration the required documentation must be forwarded to: The Director, School of Financial Planning Law, University of the Free State, PO Box 339, Bloemfontein, 9300, Telephone +27 51 401 2823.*
- *At the **South Campus in collaboration with a third party**: The Applications Office, Office of the Campus Principal: South Campus, South Campus, University of the Free State, PO Box 339, Bloemfontein 9300, telephone +27 51 505 1378 or +27 51 505 1212 or +27 51 505 1221.*
- *In respect of the **UPP and the HCCerts in the UAP**: The Applications Office, Office of the Director, Access South Campus, University of the Free State, PO Box 339, Bloemfontein 9300, telephone +27 51 505 1201/1362 or fax number +27 51 505 1205.*

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

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

- *All South African students must have achieved a minimum attainment level of 4 (50%-59%) in English or Afrikaans (kindly refer to footnote no. 17).*
- *International students (excluding students who at school received instruction in the UFS language of instruction) must take the IELTS Test and obtain a minimum score of at least six (6) in each of the components of the test.*



**A5 DURATION OF STUDY AND COMPILING A CURRICULUM**

- (a) Except in cases where the Council, *via* the Senate implements new rules with immediate effect, a student may, for 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 she/he must complete her/his studies for that particular qualification in accordance with the rules applicable at the time of registration. Should there be an interruption to the student's study, the rules applicable to the time of the registration after interruption will apply<sup>32</sup>.
- (b) A student from another institution of higher education or a student from the UFS who interrupts her/his studies for a year or more or who switches to another qualification, remains subject to both the General Rules and the Faculty Rules that happen to apply at the time of the new registration, except with the dean's approval in respect of Faculty Rules and with written notification to the Registrar. If a student interrupts her/his studies for reasons other than the lack of academic progress, the maximum period of study will be counted from the year of return, but the student will not be permitted to register in the same programme in which she/he was registered before if there has been a change in the programme. The student must then register for a new qualification/programme and recognition must be given where it is valid.
- (c) In the case of a student studying at the Qwaqwa Campus, permission to deviate from the Faculty Rules may be granted by the Campus Vice-Principal: Academic of the Qwaqwa Campus, in consultation with the dean and Registrar and with written notification to the relevant dean.
- (d) A student must compile and distribute a curriculum over a period not shorter than that determined by Senate, in accordance with the module and venue timetable, the examination timetable, the module prerequisites and the prescribed sequence and composition of modules as required for specific study years.
- (e) (i) Depending on a student's academic achievements, 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 thirty-two (32) credits.
- (ii) For qualifications offered at the Qwaqwa Campus, approval may be granted by the dean, on the recommendation of the programme director and the Campus Vice-Principal: Academic of the Qwaqwa Campus, in consultation with the Registrar.
- (iii) For the NPDE and the Advanced Certificate in Teaching (ACT), the Campus Principal: South Campus may grant approval up to a maximum of sixteen (16) credits.
- (iv) In respect of the BML, the Director of the Business School grants approval, with written notification to the dean.
- (v) If the additional modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.
- (vi) The dean may grant approval for a deviation<sup>33</sup> from the approved curriculum to a maximum of thirty-two (32) credits, on the condition that:

<sup>32</sup> Unless a shorter period was indicated by the Faculty with respect to HCerts and all other one-year certificates in the Faculty Rule Book.

<sup>33</sup> A deviation means that the curriculum or the learning programme or the combination of modules leading to a specific qualification is modified (APDC decision of 3 September 2015).

- (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 more 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. that 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<sup>34</sup> for a specific module may be approved only once, and
- (ii) previous deviations and recognitions are considered when making a decision.

**Clarification**

*Academic advice in respect of Faculty Rules (for example in the case of curriculum compilation) is given by staff designated by the faculty committee, corresponds to the application of Faculty Rules and is the responsibility of the dean.*

*Responsibility for the General Rules lies with the Registrar.*

## **A6 STUDENT REGISTRATION AND RE-REGISTRATION**

### **A6.1 Registration**

- (a) All student registrations are done in accordance with the coordinated arrangements of the Registrar, as approved by the ECS.
- (b) Before a person's term of study commences, she/he must annually, during the first registration opportunity, register for both semesters (if applicable) for the period as prescribed by Senate, and must pay the required fees.

<sup>34</sup>

A recognition means that a module(s) already 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 Rules) according to the APDC decision of 3 September 2015.

- (c)
  - (i) Academic credit is earned only in respect of modules registered for in compliance with the correct module code(s) as indicated in the Faculty Rules, and for which passes have been obtained.
  - (ii) The rules applicable to module codes are set out in Annexure A to this document.
- (d) Registration for modules at the beginning of the year in respect of the second semester is conditional and remains subject to the rules that apply to modules, with specific prerequisites and as set out in the rules of the faculties in question.
- (e) A person cannot simultaneously register for more than one (1) qualification
  - (i) at this institution, except on the basis of exceptional circumstances justified in writing and with the approval of the Registrar, on recommendation of the dean(s);
  - (ii) and/or another institution of higher education, except on the basis of exceptional circumstances justified in writing and with the approval of the dean(s) in question and 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;
  - (iii) at this institution in the case of a student studying at the Qwaqwa Campus, unless the Registrar grants approval, on recommendation of the dean after consultation with the assistant dean, and with the Campus Vice-Principal: Academic of the Qwaqwa Campus, with written notification to the Campus Vice-Principal: Academic of the Qwaqwa Campus, as well as to the other institution of higher education where applicable;
  - (iv) at this institution and/or another institution of higher education in the case of a student studying at the Qwaqwa Campus, except on the basis of exceptional circumstances justified in writing and with the approval of the dean(s) in question as well as the other institution of higher education, on recommendation of the assistant dean and in consultation with the Campus Vice-Principal: Academic of the Qwaqwa Campus, with written notification to the Registrar and the Campus Vice-Principal: Academic of the Qwaqwa Campus, as well as to the other institution of higher education as applicable.
  - (v) 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.
  - (vi) 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.
- (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.

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

#### **A6.2 Re-registration**

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

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

- (a) Notification of the cancellation of a registration must be processed through the self-service component of the PeopleSoft Campus Solutions System, or 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 the written notification is received, is taken to be the date of the cancellation of the registration.
- (c) Notification of the cancellation of a module(s) may occur 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 1 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.

#### **A6.4 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 that pertain with regard to disciplinary action against students.
- (b) A student's registration for a specific qualification may also be cancelled if the relevant dean deems such to be in the interests 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;
    - (bb) the student – upon receiving written notification of the proposed cancellation – is 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.

#### **Clarification**

*The following decentralised offices are responsible for registrations and cancellations:*

*Registrations for the **BML** and the **HCert in Management Development** are managed by the Business School: telephone +27 51 401 2874.*

*Registrations for the **UAP** are managed by the Access Division at the South Campus: telephone +27 51 505 1201/1362.*

*Registrations for qualifications offered at the **South Campus in collaboration with a third party** are managed by the South Campus: telephone +27 51 505 1378 or +27 51 505 1212 or +27 51 505 1221.*

*Registrations and cancellations for the Advanced Diploma in Estate and Trust Administration are managed by the **School of Financial Planning Law**: telephone +27 51 401 2823.*

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

#### **Cancellation of modules can be done as follows:**

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

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

*Distance Learning, as well as Access and Extended Curriculum students of the South Campus, may cancel a module on the PeopleSoft self-service page at <http://kovsielife.ufs.ac.za>, or by means of a letter to the Campus Principal: South Campus.*

*No emailed or faxed cancellations will be accepted.*

*To receive financial credit, the following due dates apply:*

- *First-semester modules – up to and including 1 March.*
- *Second-semester modules – up to and including 15 August.*
- *Year modules up to and including 1 March, 100% credit will be granted; and 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.*

*If a student terminates her/his studies before 1 March of any given year, a minimum cost will be levied as indicated in the Fees Rule Book. 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.*

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

- (a) A prospective student
- (i) who wishes to change the qualification for which she/he has applied for another qualification, is obliged to notify the UFS in writing regarding the said change;
  - (ii) who switches qualifications in the course of the registration process, must fill in the prescribed form.
- (b) A registered student who wants to switch from one qualification to another must apply, on the prescribed form, for the switch in question and, before a modified registration can be done, the student must obtain the relevant dean's approval to do so.
- (c) Module switches are recorded through the self-service component of the PeopleSoft Campus Solutions System or on a prescribed form within the period scheduled for that purpose.
- (d) In the case of a module switch, note that the responsibility lies with the student to catch up work that has already been dealt with, and she/he can neither lay claim to any additional help from the lecturer nor expect to be accommodated in respect of notes, assignments, practicals and assessments that have been missed.
- (e) A prospective or registered student who migrates from one campus/centre of the UFS to another campus/centre of the UFS must apply on the prescribed form and obtain the necessary approval from the dean of the new campus, or from the Campus Vice-Principal: Academic, in consultation with the dean and Registrar, in the case of a student who migrates to the Qwaqwa Campus. Only after approval by the relevant officials of both campuses will this be granted.

**Clarification**

*The prescribed forms for a qualification switch by a registered student are obtainable from the Student Support Centre or the UFS website under Applications, and must be returned to the same office.*

*The prescribed forms for migrating from one campus/centre to another are obtainable from the Student Support Centre or the UFS website under Applications, and must be returned to the same office.*

*A student taking the NPDE or the ACT must fill in the prescribed forms and return them to: The Office of the Campus Principal: South Campus, South Campus, University of the Free State, PO Box 339, Bloemfontein 9300.*

*All the aforementioned actions can also be performed through the self-service component of the PeopleSoft Campus Solutions System, which can be accessed on the UFS's website at [www.ufs.ac.za](http://www.ufs.ac.za).*

**A8 CREDIT ACCUMULATION AND TRANSFER**

- (a) The Registrar, on the recommendation of the academic head of department or, in the case of the BML, the Director of the Business School, may 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 here 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 25% of the credits accrued at the highest NQF level in the previously completed qualification(s) be acknowledged for another qualification<sup>35</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.
- (v) A student taking the MBChB degree must complete the full qualification at the UFS. In extraordinary circumstances, the dean, after consultation with the selection committee, may consider exceptions.
- (vi) Credits from a completed or a discontinued qualification may be transferred to another qualification only once. Transfers from the UAP and extended programmes do not constitute a change in qualification.
- (b) As regards the BML and the HCert in Management Development, the Director of the Business School may grant academic credit for a module on the basis of an RPL process<sup>36</sup>.
- (c) For the NPDE, academic credit for a module is granted by the Campus Principal: South Campus on the basis of a process of RPL.
- (d) Recognition is granted on the basis of formal learning at the same NQF level, with a context relevance of at least 50%. The credits for notional learning hours granted by a previous university will not be recorded as a direct equivalent. An evaluation will be made by the faculty to determine whether recognition will be provided for a particular module, especially if that module has a different credit value within the relevant qualification at the UFS.
- (e) Exemptions are granted on the basis of non-formal learning in accordance with RPL guidelines, with a minimum relevance of at least 50%.

<sup>35</sup> Except if specific national qualification requirements stipulate that more than 25% at the highest NQF level must be acknowledged.

<sup>36</sup> When granting academic credit, differentiation should be made between formal, informal and non-formal learning. CAT transfer and RPL recognition should not be included in the sum of the credits for the qualification a student obtained.

**Clarification**

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

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

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

**Clarification**

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

**A9 ASSESSMENT RULES****A9.1 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.

**A9.2 Module mark**

- (a) To gain admission to the examination in a module, a module mark of at least 40% is required.<sup>37</sup>
- (b) A module mark is set out in the module guide or its addendum and is the result of the formative assessments, which are conducted in a decentralised fashion during the course of the module term.
- (c) A module mark that has been obtained in a module is valid only for the next examination applicable to the module in question.
- (d) Except where the dean of the faculty in which the relevant module is offered (in consultation with the particular lecturer) decides otherwise, a student must, in order to gain admission to the examination in a module, meet all the prescribed subminimum and assignment requirements, and must have participated in all the scheduled assessments as set out in the relevant module guide or its addendum<sup>38</sup>.

<sup>37</sup> A module mark of at least 40% is required for admission to the examination, except where the relevant faculty requires a module mark of more than 40% as the minimum for admission to the examination.

<sup>38</sup> The granting of approval to a student who has not obtained the required semester mark is specifically excluded from this Rule, as no student will be allowed to participate in an examination without having obtained the required semester mark.



### **A9.3 Examinations**

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

- (a) Two (2) examinations are scheduled per semester:
- (i) a main mid-year examination and an additional mid-year examination in respect of the first-semester modules; and
  - (ii) a main end-of-year examination and an additional end-of-year examination in respect of the second-semester modules and year modules, except in the case of the following:
    - (aa) School of Clinical Medicine;
    - (bb) School of Allied Health Professions;
    - (cc) where a system of continuous assessment is followed in respect of practical examinations;
    - (dd) where a system of continuous assessment with summative assessment is followed;
    - (ee) the BML, where a system of continuous assessment is followed;
    - (ff) the Bachelor of Accounting Honours, which requires examination dates for the main and the additional examinations earlier than the official examination periods during the end-of-year examinations in order to adhere to requirements for admission to the South African Institute of Chartered Accountants (SAICA).
- (b)
- (i) Once admission to the examination has been granted, participation in the main mid-year examination and the main end-of-year examination is compulsory.
  - (ii) Clinical examinations in the School of Clinical Medicine are only taken during the main examination, and a student can only qualify for an additional examination in terms of the rules as set out in the Faculty of Health Sciences Rule Book.
- (c) A student who, as a result of justified extraordinary circumstances, is unable to take the main mid-year examination, may, within the period allowed for this purpose and using the prescribed form, apply for an additional examination during the additional mid-year examination. A student who does not participate in the main end-of-year examination may also – based on justified extraordinary circumstances, within the period allowed for this purpose and using the prescribed form – apply for an additional examination during the additional end-of-year examination, except as regards the following:
- (i) a student who was admitted to the scheduled main examination in a given semester (module mark at least 40%), who 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 (module mark at least 40%) and who obtained a final mark of at least 50%, yet failed to obtain the required subminimum of 40% in the examination.

- (d) A student who wrongfully participates in a main examination or an additional examination will receive no recognition for such an examination, and she/he will be deemed not to have participated in the examination.
- (e) A student who has passed a module but wishes to improve the final mark – provided that a final mark of at least 60% has been obtained – must, within the time allowed and on the prescribed form, apply for an additional examination. Actuarial candidates from the Actuarial Science and Statistics/Mathematical Statistics learning programmes wishing to earn exemption from subjects offered by the Actuarial Society of South Africa are exempted from this rule and are allowed to write the additional examination in order to improve marks to earn the exemption, providing that they have participated in the relevant main examination and obtained a final mark of between 50 and 59%.
- (i) A student in her/his final academic semester who – upon completion of the main end-of-year examination or the main mid-year examination – must prolong her/his studies to obtain the qualification subsequent to failing a single module during the main mid-year examination or the main end-of-year examination, depending on which semester applies, or
- (ii) a student in her/his final academic semester who has to prolong her/his studies after having qualified for and participated in the additional examination of the semester in question and who, subsequent to completing the additional examination, still needs only one (1) module to obtain the qualification, irrespective of whether the said module was failed during either the main or the additional examination,
- automatically qualifies for a special examination which normally takes place before the commencement of the next semester.
- (f) With regard to the qualifications offered at the School of Financial Planning Law, a student in her/his final academic year who – upon completion of the main end-of-year examination – must prolong her/his studies to obtain the qualification subsequent to passing all required modules, but failing a single module during the main end-of-year examination, will automatically qualify to take a special examination, which is written during the additional end-of-year examination.
- (g) A student in her/his final academic semester who has failed to comply with the prerequisites regarding admission to an examination will not be considered for participation in a special examination, irrespective of the fact that the student needs only one (1) module to obtain the qualification.
- (h) A student who was promoted in a module but who wishes to improve the final mark – provided that a final mark of at least 70% was obtained – must apply for an additional examination within the specified time and on the prescribed form.
- (i) A student in her/his final year with a final mark between 50% and 59%, who wishes to improve her/his final mark in a module with the sole purpose of gaining admission to a subsequent postgraduate qualification (Bachelor Honours or a Master's Degree, but not a Doctoral Degree) must, *via* the academic head of department and with the dean's approval, within the specified time, apply for admission to the additional examination. The mark obtained in the additional examination is recorded on the student's study record together with a note indicating that the student had obtained this mark in an additional examination, with the *proviso* that only the highest mark obtained will be reflected on the student's study record.
- (ii) A student who wishes to improve her/his final mark in a module with the sole purpose of gaining admission to a subsequent postgraduate

qualification (Bachelor Honours or a Master's Degree, but not a Doctoral Degree) and who has failed to gain admission to an additional examination may, in the following year, repeat the module(s) after having registered for non-degree purposes, and may again take an examination in the said module after a new module mark has been obtained. The mark(s) will be recorded on the student's study record.

### **A9.3.2 Summative assessment other than examinations**

- (a) If a student has only one (1) module outstanding to obtain her/his qualification and this module is assessed only by examination of a project, a portfolio, and essay or research report, such student may (as the final opportunity) resubmit the improved work for assessment if her/his final mark for this module (in the final year of study) is between 45% and 49%, provided that this takes place before the due dates as determined by the UFS.
- (b) In the case of the Advanced Diploma in Estate and Trust Administration, where a student passed all but one (1) module in the main examination (September), the student will, irrespective of the examination mark obtained, be allowed to write the module in the additional examination, provided that the student obtained the necessary admission to the examination (40%).

### **A9.4 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 regarding e-learning students, the ratio between the module mark and the examination mark is 20:80.
- (c) As regards the BML, the final mark is calculated on the basis of continuous assessment during the module term.
- (d) Where a module comprises a research essay, the mark awarded is taken as the final mark.
- (e) Where a system of promotion applies, the information appears in the module guide and a student passes the module if a module mark of at least 70% has been obtained and the student has participated in all the scheduled assessments<sup>39</sup>.
- (f) If a student does not obtain the required module mark to pass in terms of the promotion system, the assessment rules apply.

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<sup>39</sup> Condonation to obtain a mark of 70% is not allowed.

- (g) 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.
- (h) 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.
- (i) Where a student has been granted admission to a module on the basis of RPL and has been exempted from specific assessments in the module, the final mark is based on the examination mark.
- (j) Results received after the date published in the UFS calendar are not taken into account for the next graduation and/or diploma ceremony, but will be held over until the following graduation and/or diploma ceremony.

#### **A9.5 Examiners, assessors, and moderators**

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

#### **A9.6 Oral assessment**

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

#### **A9.7 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 where the assignment, portfolio and/or research essay is used for final assessment, the submission must take place during the officially scheduled examination period.
- (b) Apology for non-submission of assignments arising from unforeseen circumstances must be accompanied by corroborative documentation and offered to the relevant lecturer as soon as possible, but not later than the next lecture opportunity that can be attended in the module.

#### **A9.8 Plagiarism**

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

**A9.9 Centres at which examinations are conducted**

- (a) A student takes the written examination on the campus or at the centre at which the module was offered.<sup>40</sup>
- (b) E-learning students may take written examinations at any of the centres or campuses designated by the UFS.
- (c) An additional examination is only written at UFS campuses and – in the case of the NPDE, and the ACT – at certain centres as indicated in the module or programme guides.

**A9.10 Additional time during examinations**

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

**A9.11 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.

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

- (a)
  - (i) As indicated in the module guide, a faculty or a department must make provisional examination results of the main and additional examinations available to students within seven (7) working days after an examination as scheduled in the examination timetable.
  - (ii) Examination results in respect of the NPDE and the ACT are announced by means of an electronic message (SMS).
  - (iii) Examination results in respect of the Advanced Diploma in Estate and Trust Administration are published on the student portal and students will be informed of this *via* electronic mail (e-mail).
- (b) Provisional examination results can also be accessed electronically by following a prescribed procedure, and they are also available on the UFS's website.
- (c) Students are responsible for obtaining their results before the additional examination. Results indicating reassessment or special examinations that are to be written in the relevant additional examination sitting, will be visible on the study record irrespective of outstanding payments<sup>41</sup>.
- (d) A student may discuss the results of an examination, test or assignment with the lecturer and with the academic head of department (irrespective of a student's account being in arrears, but on condition that particulars regarding the results are not divulged). The following procedures apply:

The discussion must take place within five (5) working days after the provisional results have been announced. A student has the right to address a justified written appeal to the dean, with notification to the academic head of department.

<sup>40</sup> Compact Learning students in the Faculty of Natural and Agricultural Sciences can write their undergraduate modules at specific external venues.

<sup>41</sup> The academic results of students whose accounts are in arrears by more than two thousand rand (R2000,00) will not be made available to the students.

Such an appeal must be lodged within two (2) working days after discussion with the academic head of department.

- (i) At the Qwaqwa Campus, this is done by the lecturer and the Campus Vice-Principal: Academic of the Qwaqwa Campus, in consultation with the dean, within five (5) working days after the provisional results have been announced. A student has the right to address a justified written appeal to the Campus Principal, with notification to the academic head of department. Such an appeal must be lodged within two (2) working days after discussion with the Campus Vice-Principal: Academic of the Qwaqwa Campus, in consultation with the dean and Registrar.
  - (ii) As regards qualifications administered at the South Campus, the Campus Principal: South Campus must – within five (5) working days after the examination results have been announced – be requested in writing to have the examination script re-marked by the lecturer and the academic head of department. The student has the right to address a justified written appeal to the Campus Principal, with notification to the academic head of department. Such an appeal must be lodged within two (2) working days after the results have been announced.
  - (iii) In the case of the results of tests and assignments for qualifications administered at the South Campus, a student must, within five (5) working days after the results have been announced, request in writing that the relevant lecturer re-mark the test or assignment in collaboration with the academic head of department.
- (e) For the purposes of the above-mentioned discussion, the student has the right of access to her/his script in the presence of the academic head of department.
- (f) If, owing to extraordinary circumstances, an examination result and/or feedback regarding an application in respect of an additional examination is not available one (1) week before the date of the additional examination, a further *ad hoc* examination may be scheduled with the approval of the programme director and the academic head of department, with written notification to the dean, the Registrar, and to the Examination Administration Division, provided that
  - (i) as regards first-semester modules, such an *ad hoc* examination must take place before the second semester commences;
  - (ii) as regards year modules and second-semester modules, such an *ad hoc* examination must take place before the new academic year commences;
  - (iii) all examination results in respect of first-semester modules have been announced and have been entered on the computer network prior to commencement of the second semester;
  - (iv) all examination results in respect of year modules and second-semester modules have been announced and have been entered on the computer network prior to commencement of the new academic year;
  - (v) any examination result that is received after the above-mentioned dates be sent to the Registrar by the academic head of department – on the basis of written justification of the circumstances, with the approval of the dean and with notification to the examination committee.
- (g) If a student qualifies for an additional examination or has been admitted to such and the module comprises more than one (1) paper, the examination in both papers must be written during the additional examination in question.

**A9.13 Requirements in respect of examination venues**

- (a) Only registered students who have gained admission to examinations may participate in examinations.
- (b) A student card or prescribed proof of registration must be produced to gain entry to the examination venue.
- (c) A student may take into the examination venue only such particular electronic equipment as is specified on the examination paper and as has in advance been communicated to the students by the lecturer.
- (d) A student may take into the examination venue only such publications as are specified on the examination paper and were communicated in advance to the students by the lecturer.
- (e) Once fifteen (15) minutes from the commencement of the examination session have elapsed, no student is allowed into the examination venue.
- (f) Students may leave the examination venue only once forty-five (45) minutes from the commencement of the examination session have elapsed.
- (g) No extra time will be granted to students who arrive late at the examination venue.
- (h) Each individual student must confirm her/his presence in the examination venue by completing an attendance form fully, and by making the latter available to the invigilator upon request.
- (i) When an invigilator requests students to do so, they must immediately hand in examination scripts and documents supplied to them at the designated point in the examination venue.
- (j) A student may not take any pen holders, books of any description, notes or sheets of paper containing writing, cellphones/dictaphones or electronic equipment into the examination venue during an examination session. The UFS cannot be held liable for loss of or damage to personal property that is left either in or outside the examination venue.
- (k) During the examination, a student may not
  - (i) in the examination venue, lend assistance to or receive assistance from, or attempt to lend assistance to or receive assistance from, or converse with, any person other than the invigilator;
  - (ii) visit the restroom unless she/he is accompanied by an invigilator of the same gender;
  - (iii) smoke or consume food or refreshments;
  - (iv) be a source of disturbance to other students.
- (l) Full particulars must be supplied on the script(s), and a student may not remove any scripts from the examination venue.
- (m) To obtain assistance in the examination venue, a student must seek the invigilator's attention by raising a hand.
- (n) If an invigilator has reasonable grounds – confirmed as such by another invigilator – to believe that a student may be in possession of inadmissible notes or items, the student may be requested by the head invigilator to leave the examination

venue with her/his examination script and the documentation that was supplied to her/him. Two (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, and does so in conditions of privacy and in a way deemed not to compromise the student's dignity.

- (o) A student who disregards the General Rules in respect of examinations and examination venues is dealt with in terms of the rules applicable to disciplinary procedures, set out in Annexure B hereto, which may result in expulsion.
- (p) Tests are subject to the same principles as examinations.

#### **Clarification**

*Address enquiries regarding examinations or examination results in respect of the NPDE, and the ACT to: The Registrar, Office of the Campus Principal: South Campus, South Campus, University of the Free State, PO Box 339, Bloemfontein 9300, telephone +27 51 505 1218 or +27 51 505 1242 or +27 51 505 1240 or +27 51 505 1444.*

*Applications in respect of an additional examination must be sent to office of the Examination Administration Division. Applications in respect of the NPDE, and the ACT must be faxed to 086 691 7980/0866110233, or posted to: Office of the Campus Principal: South Campus, South Campus, University of the Free State, PO Box 339, Bloemfontein 9300.*

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

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

*Departments that use a system of continuous assessment may not schedule assessments during approved examinations.*

## **A10 QUALIFICATION WITH DISTINCTION**

- (a) Except where Faculty Rules stipulate additional requirements, a qualification is awarded with distinction if a student meets the following requirements:
  - (i) obtained a 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; and
  - (ii) completed the qualification in the minimum period;<sup>42</sup> and
  - (iii) did not fail or repeat any module during an additional examination, except for the purpose of improving a final mark. The result of a discontinuation

<sup>42</sup> The residential year(s) of the UAP does not count towards the minimum residential period of undergraduate qualifications, with the exception of the extended programmes, where it does count towards the minimum residential period. Recognitions from the HCerts in the UAP will also count as one residential year towards the minimum residential period of the extended programmes.



of a module(s) will not be taken into account with 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 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 in an additional examination to improve the final mark, the highest final mark that has been obtained in the module is used for applying the rule in connection with a pass with distinction.
- (f) Where exemption from or recognition of an occasional module(s) from a previous year is granted, every year in which the module(s) in question was passed, is deemed to be an additional residential year in respect of the new qualification.
- (g) Where a final-year student qualified for a special examination and the mark obtained in the special examination complies with the requirements for a distinction, the mark of the special examination will be taken into account.

#### **A11 QUALIFICATION CERTIFICATES, DEAN'S MEDALS AND SENATE MEDALS**

- (a) Qualification certificates, Dean's Medals and Senate Medals are only awarded at a graduation and/or diploma ceremony, or subsequently posted to the student.
- (b) A student is only allowed to participate in the next graduation and/or diploma ceremony if all results have been received in accordance with the due dates determined by Senate.
- (c) The Registrar reserves the right not to present a qualification certificate to a student unless
  - (i) all monies owed to the UFS have been paid, all the results of modules passed at other institutions of higher education have been submitted, all books still owed to the library have been returned;
  - (ii) all other requirements have been met, and
  - (iii) 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 therefor, 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 were 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 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) Council, in consultation with Senate and after compliance with the prescripts of the Higher Education Act (Act 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:
- (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.
- (f) When a qualification is awarded *in absentia*, the student must make prior arrangements as regards the posting of the certificate and pay the necessary postage.
- (g) Should a candidate be absent from 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 was awarded changes, the Registrar may issue an appropriate certificate, provided that the necessary documentation furnishing proof of the change is submitted.
- (j) Dean's Medals are awarded in each of the three-, four- and five-year Bachelor's Degrees in a faculty to students who obtained the highest weighted average percentages over all the study years in the three- (including students in extended programmes, but excluding their developmental modules), four- and five-year Bachelor's Degrees, provided that
- (i) the qualification was awarded with distinction and that a weighted average of at least 80% (not rounded to the next integer) was obtained, calculated in respect of the minimum number of modules prescribed for the qualification in question (excluding the developmental modules of the extended programmes and UFS 101);
  - (ii) no module was failed or repeated in an additional examination, except for the purposes of improving a final mark. The result of discontinuation of a module(s) will not be taken into account with the awarding of a Dean's Medal, and
  - (iii) the qualification was completed in the minimum residential period stipulated on the UFS PQM.

- (k) A Senate Medal and Prize are awarded to a student who received a Dean's Medal with the highest weighted average percentage of all the faculties.

**Clarification**

*Address enquiries regarding lost or damaged qualification certificates via email to [graduations@ufs.ac.za](mailto:graduations@ufs.ac.za), or by telephone to +27 51 401 9666.*

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

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

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

The Registrar issues official documentation, such as examination results, academic records, study records, certificates of conduct, statements and examination timetables<sup>43</sup>.

**Clarification**

*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's stamp, online through the self-service component of the PeopleSoft Campus Solutions System. Requests for specific documents must be made to the relevant section in Student Academic Services.*

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

*Official academic records, etc. will only be issued to students owing less than two thousand rand (R2000) on their accounts.*

**A13 REQUESTS ON THE BASIS OF EXCEPTIONAL CIRCUMSTANCES**

- 13.1 Exceptional cases that have been justified in writing (with supporting documentation) must be referred to the Faculty Board, who will make a recommendation to the ECS to make a ruling regarding the request.
- 13.2 The ECS may condone any breach of the General Rules if it is satisfied that such a breach was due to an act of the UFS, and that the student concerned, not having contributed to such act, would suffer undue hardship should the rule in question be applied.

**A14 DISCIPLINE**

- (a) The Vice-Chancellor is responsible for enforcing discipline.
- (b) The rules applicable to discipline are set out in Annexure B to this document.

<sup>43</sup> Information about the examinations regarding the Advanced Diploma in Estate and Trust Administration does not appear on the UFS examination timetable, since they are written at different times and in different venues.

**A15 FINANCIAL SUPPORT**

- (a) Financial support in the form of bursaries is available, and must be applied for annually before the relevant closing dates. For more information, visit [www.ufs.ac.za](http://www.ufs.ac.za).
- (b) Students who qualify for an academic merit bursary will have the bursary amount credited to their tuition fees account after registration at the UFS.
- (c) In the case of students from other institutions of higher education, academic merit bursaries are only considered upon receipt of a written application that is accompanied by a study record and proof of monies paid in respect of specific modules in the respective study years.
- (d) The UFS also makes bursaries available with a view to recruiting students and awards bursaries for sport, culture and leadership.
- (e) In the case of a student who receives a bursary that is not administered by the UFS, the responsibility lies with the student to:
- (i) provide the donor of the bursary with particulars regarding her/his account;
  - (ii) see to it that bursary monies are transferred timeously in accordance with the rules, failing which the account will be debited as a matter of course.
- (f) A credit in respect of a student's account may be paid out to her/him, subject to permission in writing from the donor of the bursary or from the organisation that granted the study loan.
- (g) Students who discontinue their studies will forfeit allocated UFS bursaries.

**Clarification**

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

- *Special merit bursaries for sport: 30 September and 30 November.*
- *Bursaries for arts, culture and leadership for first-time entering students: 15 February of any particular year.*
- *UFS study benefits in respect of the dependants and spouses of staff members are administered by the Department of Human Resources, and the closing date is the end of November of the year before the study commences.*
- *For National Student Financial Aid Scheme (NSFAS) closing dates, please visit [www.nfas.org.za](http://www.nfas.org.za) or [www.ufs.ac.za](http://www.ufs.ac.za).*

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

*Application forms are also annually available from May/June on the UFS's web page: <http://kovsielife.ufs.ac.za> under the heading "Academic Life"; on the next page, click "Application documents UFS Admission".*

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

**Clarification (continued)****Students receiving financial aid (SA students only)**

*In cases where financial aid (bursary/loans) is received and covers all fees for the academic year, the amount payable in advance will be reduced by the amount of the financial aid. Proof of bursaries/loans must be faxed to 051 401 3579 five (5) working days prior to registration. The original proof of the bursary/loan must be presented upon registration.*

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

**A16 MODULE AND VENUE TIMETABLE AND EXAMINATION TIMETABLE<sup>44</sup>**

- (a) A module and venue timetable is drawn up annually and published on a date determined by Senate. This timetable, which takes curricula into account, is based on the modules offered by departments and captured on the computer network.
- (b) Examination timetables that take into account the modules for which students have registered are drawn up and published twice a year, for the mid-year examinations and for the end-of-year examinations. Once the examination timetable is published, it is the only official timetable. In exceptional cases, and within the said deadlines for feedback, changes to the examination timetable can be requested by academic departments and sent to the head of the Curriculum Management Division, providing that the requested changes do not result in clashes.
- (c)
  - (i) When a student experiences clashes in the module and venue timetable because two (2) or more modules have been scheduled in the same time slot, an adjustment can only be made by taking into account the entire scheduling process, among which the examination timetable, the student's academic record and the possibility of taking alternative modules, especially with regard to modules that have been failed.
  - (ii) Where rescheduling in respect of the examination timetable is not possible, a special arrangement can be made with the student with regard to writing the examination.
- (d) All modules scheduled for examination purposes are scheduled in the official examination venues, with the exception of off-campus modules, where the venue is indicated as "*centre where classes attended*". A request can be directed to the head of 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 thirty (30) students.

<sup>44</sup>

Rule A16 is not applicable to the Advanced Diploma in Estate and Trust Administration.

**Clarification**

*Clashes in the module and venue timetable and/or the examination timetable must be reported to the Registrar: Curriculum Management Division, on the prescribed form.*

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

*If a student has failed a module(s), it is not always possible to adapt the timetables and a student will have to modify her/his curriculum.*

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

**A17 RESIDENCE IN CAMPUS ACCOMMODATION**

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

**A17.1 Applying for residence in campus accommodation**

- (a) A person who wishes to study at the UFS for the very first time, and also a student who has interrupted her/his studies for at least one (1) academic year, must – on the prescribed form and before a date annually determined by the UFS – apply for residence in campus accommodation.
- (b) A student who is already studying at the UFS and who applies for residence in campus accommodation must complete the prescribed application form at the office of the Senior Director: Housing and Residence Affairs.
- (c) A student in residence must annually – on the prescribed form and before a date annually determined by the UFS – reapply to take up residence in campus accommodation.
- (d) The UFS processes only fully completed applications.

**A17.2 Allocation and reallocation of campus accommodation**

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

**A17.3 Cancellation of residence in campus accommodation**

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

**A18 FEES PAYABLE**

- (a) The designated vice-rector is responsible for enforcing the rules in respect of the fees payable.
- (b) The responsibility of keeping the 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 which 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 to an attorney 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's control;
- (ii) a student is not allowed to continue her/his studies in consequence of the enforcement of any institutional rule.

(i) An international student must

- (i) before registration, pay a non-refundable administrative levy;
- (ii) produce evidence that she/he has the necessary funds to pay the monies that are owed, and to do so on the dates that such fees are due;
- (iii) pay the stipulated module price plus 50%.
- (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 who failed to pay outstanding fees will not be allowed to register unless fees for the year are paid in advance. This includes students whose debt has prescribed. Should a student be of the opinion that sufficient reason exists for the granting of exemption from this requirement, such a student may appeal in writing to the Senior Director of Finance, University of the Free State, PO Box 339, Bloemfontein, 9300.
- (ii) An academic record/certificate of a student previously registered at the UFS who 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 prescribe.

#### **Clarification**

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

*Payment can be made as follows:*

##### **(i) ABSA Bank**

*The University of the Free State*

*Branch code 630734*

*Account number 1570151688, with reference number as follows:*

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

##### **(ii) Internet**

*Register the UFS as a beneficiary.*

*Use the ABSA banking details as above.*



**Clarification (continued)****(iii) Online credit card payments**

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

**(iv) Cashiers: Thakaneng Bridge****(v) Samba**

Samba card payments can be made at the cashiers' office on the Thakaneng Bridge, Monday to Friday 08:30-14:30.

**(vi) Fax proof of payment to: +27 51 401 3579.****A19****INFORMATION COMMUNICATION AND INFORMATION TECHNOLOGY**

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

## GENERAL RULES FOR POSTGRADUATE DIPLOMAS (NQF EXIT LEVEL 8)

[illegible]

## GENERAL RULES FOR POSTGRADUATE DIPLOMAS (NQF EXIT LEVEL 8)

### A20 GENERAL RULES

- (a) Students are responsible for being well-informed as regards General Rules and Faculty Rules, and complying with the said rules.
- (b) A registered or prospective student is not exempted from 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 exemption on the strength of a written justification.
- (c) Upon registering, a student undertakes to abide by the General and Faculty Rules, as amended from time to time<sup>45</sup>.
- (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) All appeals pertaining to the implementation of the General Rules are considered by the relevant Faculty Readmission Appeals Committee, and the decision of this committee will be final. Only Faculty Readmission Appeals Committees can decide to refer particular appeals regarding uncertainties and grey areas to the University Appeals Committee, for a final decision.
- (f) The decision of the Registrar with regard to the interpretation of the General Rules is final.

#### **Clarification**

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

### A21 APPLYING FOR ADMISSION

- (a) A prospective first-time entering student wishing to study at the UFS, and also a student who previously discontinued her/his studies for at least one (1) academic year, must apply for admission online or on the prescribed form and accompany this with the requisite documents, and must do so before the date annually determined by the UFS.
- (b) A student registered at the UFS who wishes to continue with her/his studies in the next year after a qualification has been obtained, must – on the prescribed form and within the period scheduled for that purpose – apply for admission.
- (c) The applications of students from other institutions of higher education who have been excluded at those institutions, will only be considered for admission to the UFS by the dean in consultation with the Registrar on the strength of justified, written submissions.

<sup>45</sup> Implementation of the new Language Policy of the UFS commenced in 2017. The phasing-in process is guided by the UFS Language Implementation Plan, which provides (amongst others) the following:

**Postgraduate studies:** The language for the writing of research at the UFS is English, except in disciplines where languages other than English are taught as subjects of study. Specific cases for the use of languages other than English in research are left to the discretion of the head of department and the dean who are accountable for the implementation of the UFS Language Policy.

**Implementation of the Language Policy on the Qwaqwa and South campuses of the UFS commenced in 2018.**

- (d) The UFS reserves the right not to process incomplete applications received.
- (e) 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 Student Academic Services office are deemed received.

**Clarification**

*Except in the cases listed below, a prospective first-time student wishing to study at the UFS, and also a student who previously discontinued her/his studies, must address enquiries and applications to: Student Academic Services, University of the Free State, PO Box 339, Bloemfontein 9300, or by telephone to +27 51 401 9666, or by email to: StudentAdmin@ufs.ac.za.*

*Address enquiries and applications in respect of the Postgraduate Diploma in Financial Planning, the Postgraduate Diploma in Estate Planning, Postgraduate Diploma in Investment Planning, Postgraduate Diploma in Personal Financial Risk Management, and the Postgraduate Diploma in Employee Benefits to: The Office of the Director, School of Financial Planning Law, University of the Free State, PO Box 339, Bloemfontein 9300, or by telephone to +27 51 401 3733, or by email to: cfpl@ufs.ac.za.*

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

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

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

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

*A student registered at the UFS who starts a new qualification in the following year, must complete the prescribed forms to apply for admission. The forms can be obtained from the Applications, Admissions and Certification Division and must be returned to the same office, accompanied by the necessary approvals.*

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

**A22 ADMISSION OR READMISSION TO THE UFS AND TO AN ACADEMIC QUALIFICATION**

**A22.1 Admission**

- (a) To be admitted to a Postgraduate Diploma, a person must be in possession of an appropriate Bachelor's Degree (NQF Level 7 or NQF Level 8) or an appropriate Advanced Diploma (NQF Level 7).

- (b) To be admitted to an Advanced Postgraduate Diploma<sup>46</sup>, a person must be in possession of an appropriate Postgraduate Diploma<sup>47</sup>.
- (c) A person may also be admitted
  - (i) with the dean's permission, on the recommendation of the relevant programme director and/or the academic head of department, or the relevant head of the school, or the director of the centre at which the qualification is offered, and in consultation with the Registrar on the strength of a qualification that they consider to be equivalent to the qualification that was stipulated as an admission requirement; or
  - (ii) with the approval of the dean of the faculty, on the recommendation of the programme director in question and/or the academic head of department or the relevant head 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.
- (d) 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.
- (e)
  - (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 modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.
- (f)
  - (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 single module(s) other than those that are prescribed, provided that it/these are deemed complementary to the specific programme of study and that the student possesses sufficient knowledge of the discipline to warrant admission to the module(s).
  - (ii) If the additional modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.
- (g) The responsibility to see to it that a person satisfies the necessary admission requirements lie with the relevant programme director and/or the academic head of department, or the head of the school, or the director of the centre at which the qualification is offered, or the dean.
- (h) 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.

<sup>46</sup> The Advanced Postgraduate Diploma is being phased out as a result of the implementation of the HEQSF. The final opportunity for prospective students to register for this qualification for the first time was in 2014.

<sup>47</sup> Unless there is further relaxation beyond 2014, granted by the CHE.

**A22.2 Readmission on the strength of academic progress**

- (a) On the basis of exceptional merit<sup>48</sup>, a student who has not yet completed the qualification after the minimum period allowed for completing the qualification in question plus one (1) year (calculated from the date of first registration for the qualification) may be admitted for one (1) additional year. Such admission is subject to the dean's approval, on the recommendation of the programme director and/or the academic head of department or the head of the school or the director of the centre, and that the Registrar be notified in writing – provided that the stipulations in respect of adaptation to new rules have been taken into account.
- (b) A student who has already registered twice for a particular module (question paper/practical work) and who still fails to comply with the pass requirements, will only be granted one (1) further opportunity to re-register for the module on the basis of exceptional merit – with the approval of the dean of the faculty in which the module is offered, on the recommendation of the academic head of department and/or the programme director and with written notification to the Registrar, except in the case of a service module, where both the deans of the faculties involved will have to grant approval.

**Clarification**

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

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

**A23 SUBMISSION OF DOCUMENTATION REQUIRED TO REGISTER AS A STUDENT**

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

<sup>48</sup> To be employed is not considered as exceptional merit.

**Clarification**

*Certified copies are accepted only if the following information regarding the Commissioner of Oaths is clearly legible on the document:*

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

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

*With the exception of the qualifications listed below, documents must be forwarded to: Student Academic Services, University of the Free State, PO Box 339, Bloemfontein 9300, telephone: +27(0) 51401 9666 or emailed to: [StudentAdmin@ufs.ac.za](mailto:StudentAdmin@ufs.ac.za).*

*Students applying for the Postgraduate Diploma in Financial Planning or the Postgraduate Diploma in Estate Planning, Postgraduate Diploma in Investment Planning, Postgraduate Diploma in Personal Financial Risk Management, and the Postgraduate Diploma in Employee Benefits, must forward documents to: The Office of the Director, School of Financial Planning Law, University of the Free State, PO Box 339, Bloemfontein 9300, or fax number +27 51 401 3733.*

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

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

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

**A24****DURATION OF STUDY AND COMPILING A CURRICULUM**

- (a) After obtaining the qualification in respect of which admission has been granted, a student must be registered at the UFS for at least one (1) year (two (2) semesters), or as stipulated by the faculty board and set out in the rules of the faculty in question.
- (b) Except in cases where the Council (*via* the Senate) implements new rules with immediate effect, a student may, for a Postgraduate Diploma, only register for the minimum period allowed for that qualification plus an additional year, with the second period following directly after the first, and she/he must complete her/his studies for that particular qualification in accordance with the rules applicable at the time of first registration.
- (c) A student from another institution of higher education or a student from the UFS who interrupts her/his studies for a year or longer than a year or who switches to another qualification, remains subject to both the General Rules and the Faculty Rules that happen to apply at the time of the new registration, except with the approval of the dean of the relevant faculty in respect of the Faculty Rules, on the

recommendation of the head of a school or the director of a centre, and with written notification to the Registrar.

- (d) A student must compile a curriculum in accordance with the module and venue timetable, the examination timetable and the module prerequisites as set out in the rules of the faculty in question, and must do so in consultation with the relevant programme director and/or the academic head of department, or the head/dean of a school, or the director of a centre.
- (e)
  - (i) Subject to a student's academic achievements, the dean of the faculty in question may, on the recommendation of the head of a school or the director of a centre, or the programme director, grant a student permission to register for additional modules – up to a maximum of thirty-two (32) credits – provided that the admission requirements are met.
  - (ii) If the additional modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.
  - (iii) The dean may grant approval for a deviation<sup>49</sup> from the approved curriculum to a maximum of thirty-two (32) credits, 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 a higher level; and
    - (bb) The credit load of the replacement module(s) is equal to or more than the original module(s), and that 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. that 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 that 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<sup>50</sup> for a specific module may be approved only once; and
    - (ii) Previous deviations and recognitions are considered when making a decision.

<sup>49</sup> A deviation means that the curriculum or the learning programme or the combination of modules that lead to a specific qualification is modified (APDC decision of 3 September 2015).

<sup>50</sup> A recognition means that a module(s) already 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 Rules) according to the APDC decision of 3 September 2015.



**A25 STUDENT REGISTRATION AND RE-REGISTRATION****A25.1 Registration**

- (a) All student registrations are done in accordance with the coordinated arrangements of the Registrar, as approved by the ECS.
- (b) Before a person's term of study commences, she/he must annually, during the first registration opportunity, register for both semesters (if applicable) for the period as prescribed by Senate, and must pay the required fees.
- (c)
  - (i) Academic credit is earned only in respect of modules registered for in compliance with the correct module code(s) as indicated in the Faculty Rules, and for which passes have been obtained.
  - (ii) The rules applicable to module codes are set out in Annexure A to this document.
- (d) Registration for modules at the beginning of the year in respect of the second semester is conditional and remains subject to the rules that apply to modules with specific prerequisites, as set out in the rules of the faculties in question.
- (e) A person cannot simultaneously register for more than one (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);
  - (ii) and/or another institution of higher education, except on the basis of exceptional circumstances justified in writing and with the approval of the dean(s) in question, and 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;
  - (iii) at this institution in the case of a student studying at the Qwaqwa Campus, unless the Registrar grants approval, on the recommendation of the dean, after consultation with the assistant dean and with the Campus Vice-Principal: Academic of the Qwaqwa Campus, with written notification to the Campus Vice-Principal: Academic of the Qwaqwa Campus, as well as to the other institution of higher education where applicable;
  - (iv) and/or another institution of higher education, in the case of a student studying at the Qwaqwa Campus, except on the basis of exceptional circumstances justified in writing and with the approval of the dean(s) on the recommendation of the assistant dean and in consultation with the Campus Vice-Principal: Academic of the Qwaqwa Campus, with written notification to the Registrar, and the Campus Vice-Principal: Academic of the Qwaqwa Campus, as well as the other institution of higher education as applicable.
- (f) The UFS grants no registration with retroactive effect.
- (g) 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.

- (h) 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 Senate, an additional fee will be levied for late registration.
- (i) If a person has not fully settled her/his account in respect of the previous year, a subsequent registration cannot take place.

#### **A25.2 Re-registration**

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

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

- (a) Notification of the cancellation of a registration must be processed through the self-service component of the PeopleSoft Campus Solutions System, or 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 the written notification is received, is taken to be the date of the cancellation of the registration.
- (c) Notification of the cancellation of a module(s) may occur 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 1 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.

#### **A25.4 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 that pertain with regard to disciplinary action against students.
- (b) A student's registration for a specific qualification may also be cancelled if the relevant dean deems such to be in the interests of the UFS and/or the student, provided that
- (c)
  - (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;

- (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.

**Clarification**

*Registrations for the Postgraduate Diploma in Education are managed by the Faculty of Education.*

*Registrations for the Postgraduate Diploma in Financial Planning, the Postgraduate Diploma in Estate Planning, Postgraduate Diploma in Investment Planning, Postgraduate Diploma in Personal Financial Risk Management, and the Postgraduate Diploma in Employee Benefits are managed by the School of Financial Planning Law.*

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

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

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

*To receive financial credit, the following due dates apply:*

- *First-semester modules – up to and including 1 March*
- *Second-semester modules – up to and including 15 August*
- *Year modules – up to and including 1 March, 100% credit will be granted and year modules; up to and including 15 August, 50% credit will be granted.*

*If a student terminates her/his studies before 1 March of any given year, a minimum cost will be levied as indicated in the Fees Rule Book. The minimum cost will also be charged if a student registers for the first time in July, and cancels all second-semester modules before 15 August.*

**A26**

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

- (a) A prospective student
  - (i) who wishes to change the qualification and/or discipline for which she/he has applied to another qualification and/or discipline, is obliged to notify the UFS in writing regarding the said change;
  - (ii) who switches qualifications in the course of the registration process, must fill in the prescribed form(s).

- (b) A registered student who wants to switch from one qualification and/or discipline and/or module(s) to another, must apply, through the self-service component of the PeopleSoft Campus Solutions System 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. With regard to a student who fails to complete the requirements for a qualification, the general principle is that the student may not be awarded an early-exit qualification.
- (c) In the case of a module switch, note that the responsibility lies with the student to catch up work that has already been dealt with, and she/he can neither lay claim to any additional help from the lecturer nor expect to be accommodated in respect of notes, assignments, practicals and assessments that have been missed.
- (d) A prospective or registered student who migrates from one campus/centre of the UFS to another campus/centre of the UFS must apply on the prescribed form and obtain the necessary approval from the programme director and/or academic head of department. Only after approval by the relevant officials of both campuses will this be granted.

**Clarification**

*The prescribed forms for a qualification switch by a registered student are obtainable from the Student Support Centre or the UFS website under Applications, and must be returned to the same office.*

*The prescribed forms for migrating from one campus/centre to another are obtainable from the Student Support Centre or the UFS website under Applications, and must be returned to the same office.*

**A27**

**CREDIT ACCUMULATION AND TRANSFER**

- (a) The Registrar, on the recommendation of the programme director and/or the academic head of department or the dean of a school or the director of a centre, may grant a person exemption from or give credit for credits earned through formal learning in a prior qualification or in a partially completed qualification – whether obtained here or elsewhere – with a view to taking another qualification, provided that:
  - (i) No more than 50% 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 25% of the credits accrued at the highest NQF level in the previously completed qualification(s) be acknowledged for another qualification.
  - (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 be transferred – also taking into account the 25% restriction in respect of credits earned at the highest NQF level.
  - (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 has to register at the UFS for at least one (1) academic year (two (2) semesters).
- (v) Credits from a completed or a discontinued qualification may be transferred to another qualification only once.
- (b) Credits are granted on the basis of formal learning with a relevance of at least 50%.
- (c) Exemptions are granted on the basis of non-formal learning in accordance with RPL guidelines, with a minimum relevance of at least 50%.

**Clarification**

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

## **A28 ASSESSMENT RULES**

### **A28.1 Attendance of teaching opportunities**

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

### **A28.2 Module mark**

- (a) To gain admission to the examination in a module, a module mark of at least 40% is required.<sup>51</sup>
- (b) A module mark is set out in the module guide or its addendum, and is the result of both the continuous and the summative assessments, which are conducted in a decentralised fashion during the course of the module term.
- (c) A module mark that has been obtained in a module is valid only for the next examination applicable to the module in question.
- (d) Except where the dean of the faculty in which the relevant module is offered, in consultation with the particular lecturer, decides otherwise, a student must, in order to gain admission to the examination in a module, meet all the prescribed subminimum and assignment requirements, and must have participated in all the scheduled assessments as set out in the relevant module guide or its addendum.<sup>52</sup>

<sup>51</sup> A module mark of at least 40% is required for admission to the examination, except where the relevant faculty requires a module mark of more than 40% as the minimum for admission to the examination.

<sup>52</sup> The granting of approval to a student who has not obtained the required semester mark is specifically excluded from this Rule, as no student will be allowed to participate in an examination without having obtained the required semester mark.

**A28.3 Examinations****A28.3.1 Examinations as summative assessment**

- (a) Two (2) examinations are scheduled per semester:
- (i) a main mid-year examination and an additional mid-year examination in respect of the first-semester modules; and
  - (ii) a main end-of-year examination and an additional end-of-year examination in respect of the second-semester modules and year modules, except in the case of the following:
    - (aa) the Postgraduate Diploma in Financial Planning and the Postgraduate Diploma in Estate Planning, Postgraduate Diploma in Investment Planning, Postgraduate Diploma in Personal Financial Risk Management, and the Postgraduate Diploma in Employee Benefits, where two (2) examinations per year are scheduled, namely in September and in November/December;
    - (bb) where a system of continuous assessment is followed in respect of practical examinations;
    - (cc) where a system of formative assessment with summative assessment is followed.
- (b) Once admission to the examination has been granted, participation in the main mid-year examination and the main end-of-year examination is compulsory. In respect of the Postgraduate Diploma in Financial Planning and the Postgraduate Diploma in Estate Planning, Postgraduate Diploma in Investment Planning, Postgraduate Diploma in Personal Financial Risk Management, and the Postgraduate Diploma in Employee Benefits, participation in the September examination is compulsory.
- (c) A student who has passed a module but wishes to improve the final mark – provided that a final mark of at least 60% has been obtained – must, within the time allowed and on the prescribed form, apply for an additional examination<sup>53</sup>.
- A student who, as a result of justified extraordinary circumstances, is unable to take the main mid-year examination, may, within the period allowed for this purpose and using the prescribed form, apply for an additional examination during the additional mid-year examination. A student who does not participate in the main end-of-year examination may also – based on justified extraordinary circumstances, within the period allowed for this purpose and using the prescribed form – apply for an additional examination during the additional end-of-year examination, except as regards the following:
- (i) a student who participated in the scheduled main examination in a given semester, who obtained an examination mark of at least 30% and a final mark of at least 45% for the module; or
  - (ii) a student who participated in the scheduled main examination in a given semester, who obtained a final mark of at least 50% yet failed to obtain the required subminimum of 40% in the examination.

<sup>53</sup> Students at the School of Financial Planning Law are excluded from this rule, as only students who wrote all their examinations and passed all modules but one may write an additional examination in November. No alternative is made available.

- (iii) Students at the School of Financial Planning Law, when a student who has passed a module but wishes to improve the final mark – provided that a final mark of at least 60% has been obtained – may, within the time allowed and on the prescribed form, apply for an additional examination.
- (d) A student who wrongfully participates in a main examination or an additional examination will receive no recognition for such an examination, and she/he will be deemed not to have participated in the examination.
- (e)
    - (i) A student in her/his final academic semester who – upon completion of the main end-of-year examination or the main mid-year examination – must prolong her/his studies to obtain the qualification subsequent to failing a single module during the main mid-year examination or the main end-of-year examination, depending on which semester applies;
    - or
    - (ii) a student in her/his final academic semester who has to prolong her/his studies to obtain the qualification after having qualified for and participated in the additional examination of the semester in question, and who, subsequent to completing the additional examination, still needs only one (1) module to obtain the qualification, irrespective of whether the said module was failed during either the main or the additional examination, will automatically qualify for a special examination, which normally takes place before the commencement of the next semester.
    - (iii) With regard to the qualifications offered at the School of Financial Planning Law, a student in her/his final academic year who – upon completion of the main end-of-year examination – must prolong her/his studies to obtain the qualification subsequent to passing all required modules, but failing a single module during the main end-of-year examination, will automatically qualify to take a special examination, which is written during the additional end-of-year examination.
- (f) A student in her/his final academic semester who has failed to comply with the prerequisites regarding admission to an examination, will not be considered for participation in a special examination, irrespective of the fact that the student needs only one (1) module to obtain the qualification.
- (g)
    - (i) A student who wishes to improve her/his final mark in a module with the sole purpose of gaining admission to a subsequent postgraduate qualification (Bachelor Honours Degree or a Master's Degree, but not a Doctoral Degree) must, *via* the academic head of department and with the dean's approval, within the specified time, apply for admission to the additional examination. The mark obtained in the additional examination is recorded on the student's study record together with a note indicating that the student had obtained this mark in an additional examination, with the *proviso* that only the highest mark obtained will be reflected on the student's record.
    - (ii) A student who wishes to improve her/his final mark in a module with the sole purpose of gaining admission to a subsequent postgraduate qualification (Bachelor Honours Degree or a Master's Degree, but not a Doctoral Degree) and who has failed to gain admission to an additional examination, may, in the following year, repeat the module(s) after having registered for non-degree purposes, and may again take an examination in the said module after a new module mark has been obtained. The mark(s) will be recorded on the student's study record.

**A28.3.2 Summative assessment other than examinations**

If a student has only one (1) module outstanding to obtain her/his qualification and this module is assessed only by examination of a project, a portfolio, and essay or research report, such student may (as the final opportunity) resubmit the improved work for assessment if her/his final mark for this module (in the final year of study) is between 45% and 49%, provided that this takes place before the due dates as determined by the UFS.

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

- (a) To pass a module, a student must obtain a final mark of at least 50%, except in the case of a specific module of the postgraduate diplomas offered at the School of Financial Planning Law – as stipulated in the rules of the Faculty of Law – in which case a final mark of 60% is required to pass the module.
- (b) The calculation of the final mark of at least 50% or 60% in the specific module for the Postgraduate Diploma in Financial Planning, 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 and 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 regarding e-learning students, the ratio between the module mark and the examination mark is 20:80.
- (c) In order to pass a module with distinction, a student must obtain a final mark of at least 75% and must have participated in all the scheduled assessments.
- (d) Where a system of continuous assessment applies, a student passes when a final mark of at least 50% has been obtained, or at least 75% has been obtained to pass the module with distinction, and she/he has participated in all the assessments.
- (e) A system of promotion does not apply for Postgraduate Diplomas.
- (f) Where a student has been granted admission to a module on the basis of RPL and has been exempted from specific assessments in the module, the final mark is based on the examination mark.
- (g) Results received after the date published in the UFS calendar are not taken into account for the next diploma ceremony, but will be held over until the following diploma ceremony.

**A28.5 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 committee.



**A28.6 Oral assessment**

- (a) An oral assessment may, with the approval of the academic head of department, be conducted instead of a written assessment, provided that
- (i) the assessment is conducted during an officially scheduled examination period;
  - (ii) the oral assessment for each module is at least half an hour per student;
  - (iii) besides the assessor(s), at least the academic head of department or a senior lecturer appointed by her/him must also be present;
  - (iv) a digital recording be made of the oral assessment;
  - (v) oral assessments be conducted only at a campus of the UFS, except where the dean grants permission for other centres to be used.
- (b) Oral examinations in respect of students taking the Postgraduate Diploma in Financial Planning or the Postgraduate Diploma in Estate Planning, Postgraduate Diploma in Investment Planning, Postgraduate Diploma in Personal Financial Risk Management, or the Postgraduate Diploma in Employee Benefits will only be considered by the Director of the School of Financial Planning Law on the strength of a written justification of extraordinary circumstances.

**A28.7 Assignments, portfolios and/or research essays**

Submission of assignments, portfolios and/or research essays is set out in the module guide. In the event where the assignment, portfolio and/or research essay is used for final assessment the submission must take place during the officially scheduled examination period.

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

Apology for non-submission of assignments arising from unforeseen circumstances must be accompanied by corroborative documentation and offered to the relevant lecturer as soon as possible, but not later than the next lecture that can be attended in the module. In the case of the Postgraduate Diploma in Financial Planning, the Postgraduate Diploma in Estate Planning, Postgraduate Diploma in Investment Planning, Postgraduate Diploma in Personal Financial Risk Management, and the Postgraduate Diploma in Employee Benefits, the said apology must be offered to the Director of the School of Financial Planning Law within two (2) working days.

**A28.8 Plagiarism**

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

**A28.9 Centres at which examinations are conducted**

- (a) A student takes the written examination on the campus or at the centre at which the module was offered.
- (b) A student registered for the Postgraduate Diploma in Financial Planning or the Postgraduate Diploma in Estate Planning, Postgraduate Diploma in Investment

Planning, Postgraduate Diploma in Personal Financial Risk Management or the Postgraduate Diploma in Employee Benefits takes an examination at any of the centres approved by the Director of the School of Financial Planning Law, provided that:

- (i) A student may, on the basis of exceptional circumstances justified in writing, apply to take a written examination at another scheduled centre of the UFS.
- (ii) The application is recommended to the Registrar by the Director of the School of Financial Planning Law.
- (iii) The required fees have been paid.
- (c) A student registered for the Postgraduate Diploma in Governance and Political Transformation takes an examination at any of the centres approved by the Examination Administration Division of the UFS.
- (d) An additional examination is only written at a UFS campus, or as indicated to the contrary by the UFS.

#### **A28.10 Additional time during examinations**

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

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

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 or research essays.

#### **A28.12 Results in respect of examinations, assignments, tests and research essays<sup>54</sup>**

- (a)
  - (i) As indicated in the module guide, a faculty or a department must make provisional examination results of the main and additional examinations available to students within seven (7) working days after an examination as scheduled in the examination timetable.
  - (ii) Examination results in respect of the Postgraduate Diploma in Financial Planning and the Postgraduate Diploma in Estate Planning, Postgraduate Diploma in Investment Planning, Postgraduate Diploma in Personal Financial Risk Management, and the Postgraduate Diploma in Employee Benefits are announced on the UFS's web page.
- (b) Provisional examination results can also be accessed electronically by following a prescribed procedure, and they are also available on the UFS's website.
- (c) Students are responsible for obtaining their results before the additional examination.
- (d) Except where the Senior Director of Finance decides otherwise, official examination results are made available electronically to a student.

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<sup>54</sup> The academic results of students whose accounts are in arrears by more than two thousand rand (R2000,00) will not be made available to the students.

- (e) A student may discuss the provisional results of an examination, test, assignment or research essay with the lecturer and with the academic head of department (irrespective of a student's account being in arrears, but on condition that particulars regarding the results are not divulged). The discussion must take place within five (5) working days after the provisional results have been announced. A student has the right to address a justified written appeal to the dean, with notification to the academic head of department. Such appeal must be lodged within two (2) working days after discussion with the academic head of department.
  
- (f) A student registered for the Postgraduate Diploma in Financial Planning or the Postgraduate Diploma in Estate Planning, Postgraduate Diploma in Investment Planning, Postgraduate Diploma in Personal Financial Risk Management or the Postgraduate Diploma in Employee Benefits may appeal against the result of an examination, test or assignment by applying for a re-mark in terms of the prescribed process and after payment of the re-marking fee (irrespective of a student's account being in arrears, but subject to the provision that the details of the result will not be announced). This must be done within seven (7) working days after the results in respect of the Postgraduate Diploma in Financial Planning or the Postgraduate Diploma in Estate Planning, Postgraduate Diploma in Investment Planning, Postgraduate Diploma in Personal Financial Risk Management or the Postgraduate Diploma in Employee Benefits have been announced on the UFS's website. The student may, within three (3) weeks after the application for a re-mark has been received by the School of Financial Planning Law, address a justified, written appeal to the examination committee of the School of Financial Planning Law.
  
- (g) A student has the right of access to her/his script(s).
  
- (h) If, owing to extraordinary circumstances, an examination result and/or feedback regarding an application in respect of an additional examination is not available one (1) week before the date of the additional examination, a further *ad hoc* examination may be scheduled with the approval of the programme director and the academic head of department or the Director of the School of Financial Planning Law, with written notification to the dean and to the Registrar, provided that
  - (i) as regards first-semester modules, such an *ad hoc* examination must take place before the second semester commences;
  - (ii) as regards year modules and second-semester modules, such an *ad hoc* examination must take place before the new academic year commences;
  - (iii) all examination results in respect of modules of the first semester have been announced and have been entered on the computer network prior to commencement of the second semester;
  - (iv) all examination results in respect of year modules and modules of the second semester have been announced and have been entered on the computer network prior to commencement of the new academic year;
  - (v) any examination result received after the above-mentioned dates be sent to the Registrar by the academic head of department or the head/dean of a school or the Director of the School of Financial Planning Law – on the basis of written justification of the circumstances and with the approval of the dean, and with notification to the examination committee.

- (i) If a student qualifies for an additional examination or has been admitted to such and the module comprises more than one (1) paper, the examination in both papers must be written during the additional examination in question.

**A28.13 Requirements in respect of examination venues**

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

- (n) If an invigilator has reasonable grounds – confirmed as such by another invigilator – to believe that a student may be in possession of inadmissible notes or items, a student may be requested by the head invigilator to leave the examination venue with her/his examination script and the documentation that was supplied to her/him. Two (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, and does so in conditions of privacy and in a way deemed not to compromise the student's dignity.
- (o) A student who disregards the General Rules in respect of examinations and examination venues is dealt with in terms of the rules applicable to disciplinary procedures, set out in Annexure B hereto, which may result in expulsion.
- (p) Tests are subject to the same principles as examinations.

**Clarification**

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

*Students registered for the Postgraduate Diploma in Financial Planning or the Postgraduate Diploma in Estate Planning, Postgraduate Diploma in Investment Planning, Postgraduate Diploma in Personal Financial Risk Management or the Postgraduate Diploma in Employee Benefits should address applications to the Office of the Director: School of Financial Planning Law to take an examination during November/December.*

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

*Departments that use a system of continuous assessment may not schedule assessments during approved examinations.*

**A29**

**QUALIFICATION WITH DISTINCTION**

- (a) Except where Faculty Rules stipulate additional requirements, a qualification is awarded with distinction if a student meets the following requirements:
  - (i) obtained a weighted average of at least 75% rounded to the next integer, that is 74,5% to 75%), based on the minimum number of modules prescribed for the qualification in question; and
  - (ii) completed the qualification in the minimum period, and
  - (iii) did not fail any module or take an additional examination, except for the purpose of improving a final mark. The result of discontinuation of a module(s) will not be taken into account with 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 written justification of the circumstances, provided that such approval be obtained before the qualification is awarded at a diploma ceremony.
- (c) Where exemption from or recognition of a module(s) from a previously 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.

- (d) Exemptions or recognitions from a completed qualification(s) are taken as additional residential years in respect of the new, completed qualification.
- (e) Where a module has been repeated in an additional examination to improve the final mark, the highest final mark that has been obtained in the module is used for applying the rule in connection with a pass with distinction.
- (f) Where exemption from or recognition of an occasional module(s) from a previous year is granted, every year in which the module(s) in question was passed, is deemed to be an additional residential year in respect of the new qualification.
- (g) Where a final-year student qualified for a special examination and the mark obtained in the special examination complies with the requirements for a distinction, the mark of the special examination will be taken into account.

### **A30 QUALIFICATION CERTIFICATES**

- (a) Qualification certificates are only awarded at a diploma ceremony or subsequently posted to students.
- (b) A student is only allowed to participate in the next diploma ceremony provided that all results have been received in accordance with the due dates determined by Senate.
- (c) The Registrar reserves the right not to present a qualification certificate to a student unless
  - (i) all monies owed to the UFS have been paid, all the results of modules passed at other institutions of higher education have been submitted, all books still owed to the library have been returned;
  - (ii) all other requirements have been met, and
  - (iii) 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 therefor, 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 were found guilty of misconduct in accordance with the 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 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) Council, in consultation with Senate and after compliance with the prescripts of the Higher Education Act (Act 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:
  - (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.
- (f) When a qualification is awarded *in absentia*, the student must make prior arrangements as regards the posting of the certificate and pay the necessary postage.
- (g) Should a candidate be absent from 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 was awarded changes, the Registrar may issue an appropriate certificate, provided that the necessary documentation furnishing proof of the change is submitted.

**Clarification**

*Address enquiries regarding lost or damaged qualification certificates via email to: [graduations@ufs.ac.za](mailto:graduations@ufs.ac.za), or by telephone to +27 51 401 9666.*

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

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

**A31 INTELLECTUAL PROPERTY**

- (a) In the absence of a written agreement entered into between the UFS and the student, which attests to the contrary being true, ownership of intellectual property that has been developed by a student in the course of and/or in connection with her/his studies at the UFS, will in all respects reside in the UFS.
- (b) No action mentioned in Section 6 of the Copyright Act, 1978 – nor any action claiming that any publication or part thereof constituted part of a research essay in respect of which a qualification was awarded by the 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: Research Commercialisation and with written notification to the Registrar, to record the said permission on the student's record.

**A32 PUBLICATION OF A RESEARCH ESSAY**

- (a) If the supervisor/co-supervisor<sup>55</sup>, in consultation with the dean – before or after the degree has been awarded and subsequent to consultation with the Registrar and on the recommendation of the academic head of department – grants written authorisation for publication of a research essay, the following particulars must be stated on the title page:
- (b) 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.”
- (c) Copyright of students’ scripts (research essays, mini-dissertations, dissertations, theses, etc.) vests in the UFS. The UFS encourages the publication of derivative works of 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:
- (i) Contract research: The publication of derivatives of scripts that were 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 (Act No. 10 of 2004) or the Intellectual Property Rights from Publicly Financed Research and Development Act (Act No. 51 of 2008) may impose limitations upon the UFS to grant certain rights to students.

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

The Registrar issues official documentation, such as examination results, academic records, study records, certificates of conduct, statements and examination timetables<sup>56</sup>.

**Clarification**

*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’s stamp, via the student portal at <http://kovsielife.ufs.ac.za>.*

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

*Official academic records, etc. will only be issued to students owing less than two thousand rand (R2000) on their accounts.*

<sup>55</sup> The Campus Vice-Principal: Academic of the Qwaqwa Campus, in consultation with the Dean and Registrar, grants written authorisation for publication of a research report on the Qwaqwa Campus.

<sup>56</sup> Information about the examinations regarding the Advanced Diploma in Estate and Trust Administration does not appear on the UFS examination timetable, since they are written at different times and in different venues.



**A34 REQUESTS ON THE BASIS OF EXCEPTIONAL CIRCUMSTANCES**

- 13.1 Exceptional cases that have been justified in writing (with supporting documentation) must be referred to the Faculty Board, who will make a recommendation to the ECS to make a ruling regarding the request.
- 13.2 The ECS may condone any breach of the General Rules if it is satisfied that such a breach was due to an act of the UFS, and that the student concerned, not having contributed to such act, would suffer undue hardship should the rule in question be applied.

**A35 DISCIPLINE**

- (a) The Vice-Chancellor is responsible for enforcing discipline.
- (b) The rules applicable to discipline are set out in Annexure B to this document.

**A36 FINANCIAL SUPPORT**

- (a) Financial support in the form of bursaries is available, and must be applied for annually before the relevant closing dates. For further information, visit [www.ufs.ac.za](http://www.ufs.ac.za).
- (b) Students who qualify for an academic merit bursary will have the bursary amount credited to their tuition fees account after registration at the UFS.
- (c) Students who discontinue their studies will forfeit allocated UFS bursaries.

**A37 MODULE AND VENUE TIMETABLE AND EXAMINATION TIMETABLE**

- (a) A module and venue timetable is drawn up annually and published on a date determined by Senate. This timetable, which takes curricula into account, is based on the modules offered by departments and captured on the computer network.
- (b) Examination timetables that take into account the modules for which students have registered are drawn up and published twice a year, for the mid-year examinations and for the end-of-year examinations. Once the examination timetable is published, it is the only official timetable. In exceptional cases, and within the said deadlines for feedback, changes to the examination timetable can be requested by academic departments and sent to the head of the Curriculum Management Division, providing that the requested changes do not result in clashes.
- (c) (i) When a student experiences clashes in the module and venue timetable because two (2) or more modules have been scheduled in the same time slot, an adjustment can only be made by taking into account the entire scheduling process, among which the examination timetable, the student's academic record and the possibility of taking alternative modules, especially as regards modules that have been failed.
- (ii) Where rescheduling in respect of the examination timetable is not possible, a special arrangement can be made with the student with regard to writing the examination.

- (d) All modules scheduled for examination purposes are scheduled in the official examination venues, with the exception of off-campus modules, where the venue is indicated as “*centre where classes attended*”. A request can be directed to the head of 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 thirty (30) students<sup>57</sup>.

**Clarification**

*Clashes in the module and venue timetable and/or the examination timetable must be reported to the Registrar: Curriculum Management Division, on the prescribed form.*

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

*If a student has failed a module(s), it is not always possible to adapt the timetables and a student will have to modify her/his curriculum.*

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

**A38 RESIDENCE IN CAMPUS ACCOMMODATION**

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

**A38.1 Applying for residence in campus accommodation**

- (a) A person who wishes to study at the UFS for the very first time, and also a student who has interrupted her/his studies for at least one (1) academic year, must – on the prescribed form and before a date annually determined by the UFS – apply for residence in campus accommodation.
- (b) A student who is already studying at the UFS and who applies for residence in campus accommodation must complete the prescribed application form at the office of the Senior Director: Housing and Residence Affairs.
- (c) A student in residence must annually – on the prescribed form and before a date annually determined by the UFS – reapply to take up residence in campus accommodation.

<sup>57</sup>

Rule A37 is not applicable to the Advanced Diploma in Estate and Trust Administration.

- (d) The UFS processes only fully completed applications.

**A38.2 Allocation and reallocation of campus accommodation**

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

- A38.3** Written notice of cancellation of residence must, in accordance with the requirements, be addressed to the Senior Director: Housing and Residence Affairs.

**A39 FEES PAYABLE**

- (a) The designated vice-rector is responsible for enforcing the rules in respect of the fees payable.
- (b) The responsibility of keeping the 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 which 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 to an attorney 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's control.
  - (ii) A student is not allowed to continue with her/his studies in consequence of the enforcement of any institutional rule.
- (i) (i) An international student must
- (aa) before registration, pay a non-refundable administrative levy;
  - (bb) produce evidence that she/he has the necessary funds to pay the monies that are owed, and to do so on the dates that such fees are due;
  - (cc) pay the stipulated module price plus 50%.
- (ii) Students from countries of the SADC are exempted from the stipulation regarding the additional 50%.
- (j) **Prescribed debt:**
- (i) A student who has previously registered at the UFS who failed to pay outstanding fees will not be allowed to register unless fees for the year are paid in advance. This includes students whose debt has prescribed. Should a student be of the opinion that sufficient reason exists for the granting of exemption from this requirement, such a student may appeal in writing to the Senior Director of Finance, University of the Free State, PO Box 339, Bloemfontein, 9300.
  - (ii) An academic record/certificate of a student previously registered at the UFS who 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 prescribe.

#### **Clarification**

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

*Payments can be made as follows:*

**(i) ABSA Bank**

*The University of the Free State*

*Branch code 630734*

*Account number 1570151688, with reference number as follows:*

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

**Clarification (continued)****(ii) Internet**

*Register the UFS as a beneficiary  
Use the ABSA banking details as above*

**(iii) Online credit card payments**

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

**(iv) Cashiers: Thakaneng Bridge****(v) Samba**

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

*Monday to Friday 08:30-14:30*

**(vi) Fax proof of payment to: +27 51 401 3579****A40****INFORMATION COMMUNICATION AND INFORMATION TECHNOLOGY**

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

**A41 – A44****For potential further additions**

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

### A45 GENERAL RULES

- (a) Students are responsible for being well-informed as regards the General Rules and Faculty Rules, and for complying with the said rules.
- (b) A registered or prospective student is not exempted from 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 exemption on the strength of a written justification.
- (c) Upon registering, a student undertakes to abide by the General and Faculty Rules, as amended from time to time<sup>58</sup>.
- (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) All appeals pertaining to the implementation of the General Rules are considered by the relevant Faculty Readmission Appeals Committee, and the decision of this committee will be final. Only Faculty Readmission Appeals Committees can decide to refer particular appeals regarding uncertainties and grey areas to the University Appeals Committee, for a final decision.
- (f) The decision of the Registrar with regard to the interpretation of the General Rules is final.

#### **Clarification**

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

### A46 APPLYING FOR ADMISSION

- (a) A prospective first-time student wishing to study at the UFS, and also a student who previously discontinued her/his studies for at least one (1) academic year, must apply for admission online or on the prescribed form and accompany this with the requisite documents, and must do so before the date annually determined by the UFS.
- (b) A student registered at the UFS who wishes to continue with a Bachelor Honours Degree in the year after the first relevant qualification has been obtained, must – on the prescribed form and within the period scheduled for that purpose – apply to the academic head of department for admission.

<sup>58</sup> Implementation of the new Language Policy of the UFS commenced in 2017. The phasing-in process is guided by the UFS Language Implementation Plan, which provides (amongst others) the following:

**Postgraduate studies:** The language for the writing of research at the UFS is English, except in disciplines where languages other than English are taught as subjects of study. Specific cases for the use of languages other than English in research are left to the discretion of the head of department and the dean who are accountable for the implementation of the UFS Language Policy.

**Implementation of the Language Policy on the Qwaqwa and South campuses of the UFS commenced in 2018.**

- (c) The applications of students from other institutions of higher education who have been excluded at those institutions, will only be considered for admission to the UFS by the dean in consultation with the Registrar on the strength of justified, written submissions.
- (d) The UFS reserves the right not to process incomplete applications received.
- (e) 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.

#### **Clarification**

*Address enquiries and applications to: Student Academic Services, University of the Free State, PO Box 339, Bloemfontein 9300, telephone: +27(0) 51401 9666 or email to: StudentAdmin@ufs.ac.za.*

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

*The prescribed forms in respect of an application for admission to a Bachelor Honours Degree by a registered student at the UFS must be completed, and can be obtained from the Applications, Admissions and Certification Division and must be returned to the same office once the academic head of department has approved the application for admission.*

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

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

## **A47 ADMISSION OR READMISSION TO THE UFS AND TO A BACHELOR HONOURS DEGREE**

### **A47.1 Admission**

- (a) A person is admitted to a Bachelor Honours Degree on the recommendation of the academic head of department, provided that she/he has already obtained a relevant Bachelor's Degree or an appropriate Advanced Diploma and meets any other or further requirements as set out in the rules of the faculty in question, on condition that a person may also be admitted to a Bachelor Honours Degree
  - (i) with the dean's permission, on the recommendation of the academic head of department or, in the case of a student at the Qwaqwa Campus, with the permission of the Campus Vice-Principal: Academic of the Qwaqwa Campus, on the recommendation of the academic head of department – both in consultation with the Registrar – on the strength of a qualification that they consider to be equivalent to a first Bachelor's Degree; or



- (ii) with the approval of the dean of the faculty, on the recommendation of the academic head of department, on the strength of a standard of proficiency – determined by means of RPL – that is sufficient for the purposes of postgraduate study, with notification to the ECS.
  - (iii) No student will be allowed to register for a Bachelor Honours Degree module for occasional study unless the required undergraduate qualification has been obtained.
- (b)
  - (i) In addition to the above-mentioned requirements that pertain in respect of admission to all Bachelor Honours Degrees, the dean, on the recommendation of the academic head of department and with written notification to the Registrar, may require a person to complete certain additional modules before admission, or before the qualification is awarded.
  - (ii) At the Qwaqwa Campus, decision-making powers are vested in the Campus Vice-Principal: Academic of the Qwaqwa Campus, in consultation with the dean and Registrar, on the recommendation of the academic head of department, and with written notification to the dean.
  - (iii) If the additional modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.
- (c) On the strength of a justified written application, based on special circumstances on the recommendation of the dean and the academic head of department, 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.
- (d)
  - (i) In exceptional cases the dean, in respect of a student at the Qwaqwa Campus, may – on the recommendation of the academic head of department or the Campus Vice-Principal: Academic of the Qwaqwa Campus, in consultation with the dean and Registrar, and with written notification to the Registrar – admit the said student to a single module for the maximum number of credits normally allocated to a Bachelor Honours module, or for more than one (1) module where the number of credits add up to more than that maximum number, other than those that are prescribed, provided that it/these are deemed complementary to the specific programme of study and that the student possesses sufficient undergraduate knowledge of the discipline to warrant admission to the module(s).
  - (ii) If the additional modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.
- (e) The responsibility to see to it that a person satisfies the necessary admission requirements lies with the relevant academic head of department and the programme director.
- (f) 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.

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

- (a) Students who are admitted to postgraduate programmes are generally expected to pass all the modules for which they registered in a particular study year. A student will normally only be allowed to proceed with a programme if she/he has passed at least 75% of the modules required in an academic year.
- (b) A student:
  - (i) Who has not yet completed the qualification after the minimum duration of the relevant qualification plus one (1) year – calculated from the date of first registration for the Bachelor Honours Degree in question – may, on the basis of exceptional merit and on the recommendation of the academic head of department, be granted admission by the dean for one (1) additional year, with written notification to the Registrar or, in the case of a student studying at the Qwaqwa Campus, be granted admission by the assistant dean, with written notification to the Campus Vice-Principal: Academic of the Qwaqwa Campus.
  - (ii) Who, after the minimum period plus one (1) year and one (1) further 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 readmitted for one (1) additional semester or year (in the case of an outstanding year module) if the academic head of department recommends such readmission to the faculty committee on the basis of exceptional merit, with written notification to the Registrar or, in the case of a student studying at the Qwaqwa Campus, if approval is granted by the Campus Vice-Principal: Academic of the Qwaqwa Campus with written notification to the Registrar.
- (c)
  - (i) A student who has already twice registered for a specific module (examination paper/practicals) and has not yet met the pass requirements, will only be allowed one (1) further opportunity to re-register for the module – on the basis of exceptional merit and with the approval of the dean, on the recommendation of the academic head of department, and with written notification to the Registrar.
  - (ii) At the Qwaqwa Campus, approval is granted by the assistant dean on the recommendation of the academic head of department and with written notification to the Campus Vice-Principal: Academic of the Qwaqwa Campus.

**Clarification**

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

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

**A48 SUBMISSION OF DOCUMENTATION REQUIRED TO REGISTER AS A STUDENT**

- (a) A student
- (i) who registers at the UFS for the first time must forward to the UFS, before a date annually determined by Senate, a certified copy of the qualification(s) in respect of which admission to the Bachelor Honours Degree was granted;
  - (ii) who previously studied at another institution of higher education must, not later than during the UFS's registration process, also submit an original study record and a certificate of conduct from the previous institution(s) of higher education.
- (b) Certified copies must also be available during the registration process.
- (c) An international student who is not a South African citizen and who is not in possession of a permanent residential permit, must:
- (i) Submit to the Office for International Affairs, a study permit issued in favour of the UFS by the South African Department of Home Affairs.
  - (ii) Comply with all the requirements of the Immigration Act, and with the regulations issued in accordance with the said Act.
  - (iii) Apply to have SAQA evaluate the foreign qualifications obtained by the student prior to the 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, and comparing foreign qualifications with South African qualifications, considering the structure and outcomes of the foreign qualifications, to locate them within the South African NQF (SAQA Application Guidelines and Form, March 2014 based on Section 13(1)(m) of the National Qualifications Framework (NQF) Act 67 of 2008.

**Clarification**

*Certified copies are accepted only if the following information regarding the Commissioner of Oaths is clearly legible on the document:*

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

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

**Clarification (continued)**

*Forward documentation in respect of a qualification that is offered at the Bloemfontein Campus to: Student Academic Services, University of the Free State, PO Box 339, Bloemfontein 9300, telephone: +27(0) 51401 9666 or email to: StudentAdmin@ufs.ac.za.*

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

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

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

- *All South African students must have attained a minimum achievement level of 4 (50%-59%) in English or Afrikaans (kindly refer to footnote no. 17).*
- *International students (excluding students who at school received instruction in the UFS language of instruction) must take the IELTS Test and obtain a minimum score of at least six (6) in each of the components of the test.*

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

- (a) As regards the Bachelor Honours Degree, a student must be registered at the UFS for at least one (1) year (two (2) semesters) subsequent to obtaining the qualification on the basis of which admission has been granted.
- (b) Except in cases where the Council, *via* the Senate, implements new rules with immediate effect, a student may, for a Bachelor Honours Degree, only be registered for the minimum period allowed for that qualification plus an additional year, with the second period following directly after the first, and she/he must complete her/his studies for that particular qualification in accordance with the rules applicable at the time of first registration.
- (c) (i) A student from another institution of higher education or a student from the UFS who interrupts her/his studies for a year or longer than a year, or who switches to another qualification, remains subject to both the General Rules and the Faculty Rules that happen to apply at the time of the new registration, except with the approval of the dean of the relevant faculty in respect of the Faculty Rules, on the recommendation of the academic head of department and with written notification to the Registrar.
- (ii) In the case of a student studying at the Qwaqwa Campus, permission to deviate from the Faculty Rules may be granted by the dean, on the recommendation of the Campus Vice-Principal: Academic of the Qwaqwa Campus, in consultation with the Registrar and on the recommendation of the academic head of department.
- (d) A student must compile a curriculum in accordance with the module and venue timetable, the examination timetable and the module prerequisites as set out in the rules of the faculty in question, and must do so in consultation with the relevant academic head of department.

- (e) (i) Subject to a student's academic achievements, a dean may, on the recommendation of the programme director, grant approval to a student to register for additional modules up to a maximum of thirty-two (32) credits, provided that the admission requirements are met.
- (ii) In the case of qualifications offered at the Qwaqwa Campus, permission is granted by the dean, with written notification to the academic head of department and the Campus Vice-Principal: Academic of the Qwaqwa Campus.
- (iii) If the additional modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.
- (iv) The dean may grant approval for a deviation<sup>59</sup> from the approved curriculum to a maximum of thirty-two (32) credits, 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; and
  - (bb) The credit load of the replacement module(s) is equal to or more than the original module(s), and that 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. that 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 that 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<sup>60</sup> for a specific module may be approved only once; and
  - (ii) Previous deviations and recognitions are considered when making a decision.

<sup>59</sup> A deviation means that the curriculum or the learning programme or the combination of modules that lead to a specific qualification is modified (APDC decision of 3 September 2015).

<sup>60</sup> A recognition means that a module(s) already 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 Rules) according to the APDC decision of 3 September 2015.

**A50 STUDENT REGISTRATION AND RE-REGISTRATION****A50.1 Registration**

- (a) All student registrations are done in accordance with the coordinated arrangements of the Registrar, as approved by the ECS.
- (b) Before a person's term of study commences, she/he must annually, during the first registration opportunity, register for both semesters (if applicable) for the period as prescribed by Senate, and must pay the required fees.
- (c)
  - (i) Academic credit is earned only in respect of modules registered for in compliance with the correct module code(s) as indicated in the Faculty Rules, and for which passes have been obtained.
  - (ii) The rules applicable to module codes are set out in Annexure A to this document.
- (d) Registration for modules at the beginning of the year in respect of the second semester is conditional and remains subject to the rules that apply to modules with specific prerequisites, as set out in the rules of the faculties in question.
- (e) A person cannot simultaneously register for more than one (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);
  - (ii) and/or another institution of higher education, except on the basis of exceptional circumstances justified in writing and with the approval of the dean(s) in question, and 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;
  - (iii) at this institution in the case of a student studying at the Qwaqwa Campus unless the Registrar grants approval, on recommendation of the dean after consultation with the assistant dean, and with the Campus Vice-Principal: Academic of the Qwaqwa Campus, with written notification to the Campus Vice-Principal: Academic of the Qwaqwa Campus, as well as to the other institution of higher education where applicable;
  - (iv) and/or another institution of higher education, in the case of a student studying at the Qwaqwa Campus, except on the basis of exceptional circumstances justified in writing and with the approval of the dean(s) on recommendation of the assistant dean and in consultation with the Campus Vice-Principal: Academic of the Qwaqwa Campus, with written notification to the Registrar and the Campus Vice-Principal: Academic of the Qwaqwa Campus, as well as the other institution of higher education as applicable.
- (f) The UFS grants no registration with retroactive effect.
- (g) 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.

- (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 Senate, an additional fee will be levied for late registration.
- (i) If a person has not fully settled her/his account in respect of the previous year, a subsequent registration cannot take place.

#### **A50.2 Re-registration<sup>61</sup>**

- (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) The academic head of department, after consultation with the supervisor and the Campus Vice-Principal: Academic of the Qwaqwa Campus, in consultation with the dean and the Registrar in the case of a student at the Qwaqwa Campus, must ascertain whether a student has in fact re-registered before supervision may commence.

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

- (a) Notification of the cancellation of a registration must be processed through the self-service component of the PeopleSoft Campus Solutions System, or 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 the written notification is received, is taken to be the date of the cancellation of the registration.
- (c) Notification of the cancellation of a module(s) may occur 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 1 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.

#### **A50.4 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 that pertain with regard to disciplinary action against students.
- (b) A student's registration for a specific qualification may also be cancelled if the relevant dean deems such to be in the interests of the UFS and/or the student, provided that

<sup>61</sup>

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

- (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;
  - (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.

**Clarification**

*The office of the Registrar deals with student registrations.*

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

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

*To receive financial credit, the following due dates apply:*

- *First-semester modules – up to and including 1 March.*
- *Second-semester modules – up to and including 15 August.*
- *Year modules up to and including 1 March, 100% credit will be granted; year modules up to and including 15 August, 50% credit will be granted.*

*If a student terminates her/his studies before 1 March of any given year, a minimum cost will be levied as indicated in the Fees Rule Book. The minimum cost will also be charged if a student registers for the first time in July, and cancels all second-semester modules before 15 August.*

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

- (a) A prospective student
  - (i) who wishes to change the qualification and/or discipline for which she/he has applied to another qualification and/or discipline, is obliged to notify the UFS in writing regarding the said change.
  - (ii) who switches qualifications and/or disciplines and/or modules in the course of the registration process, must fill in the prescribed form(s).
- (b) A registered student who wants to switch from one qualification and/or discipline and/or module(s) to another, must, through the self-service component of the PeopleSoft Campus Solutions System or on the prescribed form(s), apply for the switch in question and, before a modified registration can be done, the student must obtain the relevant dean's approval in consultation with the relevant academic head of the department, if applicable.



- (c) In the case of a module switch, note that the responsibility lies with the student to catch up work that has already been dealt with, and she/he can neither lay claim to any additional help from the lecturer nor expect to be accommodated in respect of notes, assignments, practicals and assessments that have been missed.
- (d) A prospective or registered student who migrates from one campus/centre of the UFS to another campus/centre of the UFS, must apply on the prescribed form and obtain the necessary approval from the relevant academic head of department. Only after approval by the relevant officials of both campuses will this be granted.

**Clarification**

*The prescribed forms for a qualification switch by a registered student are obtainable from the Student Support Centre or the UFS website under Applications, and must be returned to the same office.*

*The prescribed forms for migrating from one campus/centre to another are obtainable from the Student Support Centre or the UFS website under Applications, and must be returned to the same office.*

**A52**

**CREDIT ACCUMULATION AND TRANSFER**

- (a) The Registrar, on the recommendation of the academic head of department, may grant a person exemption from or give credit for credits earned through formal learning in a previous qualification or in a partially completed qualification – whether obtained here or elsewhere – with a view to taking another qualification, provided that
- (i) no more than 50% of the credits may be transferred from the completed qualification(s) to another qualification, subject to the provision that:
    - (aa) No more than 50% of the credits required for the other qualification are credits that have been used for a completed qualification.<sup>62</sup>
    - (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.
  - (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 be transferred – also taking into account the 25% restriction in respect of credits earned at the highest NQF level;
  - (iii) if credits have been granted on the basis of 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 has to register at the UFS for at least one (1) academic year (two (2) semesters);

<sup>62</sup> The change to the rule is a direct quote from Section 33 of the Higher Education Qualifications Sub-Framework (HEQSF), Volume 592, Government Gazette no. 38116.

- (v) credits from a completed or a discontinued qualification may be transferred to another qualification only once.
- (b) Credits are granted on the basis of formal learning with a relevance of at least 50%.
- (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 relevancy beyond five (5) years will be determined by faculties and indicated in their different rule books.

**Clarification**

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

**A53 ASSESSMENT RULES**

**A53.1 Attendance of teaching opportunities**

- (a) Compulsory attendance of teaching opportunities in a module, as prescribed by the board of the faculty in which the specific module is offered and 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 because of unforeseen circumstances must be accompanied by supporting documentation and presented to the lecturer in question at the next available teaching opportunity in the module.

**A53.2 Research report**

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

**A53.3 Module mark**

- (a) To gain admission to the examination in a module, a module mark of at least 40% is required.<sup>63</sup>
- (b) A module mark is set out in the module guide or its addendum and is the result of both the continuous and the summative assessments, which are conducted in a decentralised fashion during the course of the module term.
- (c) A module mark that has been obtained in a module is valid only for the next examination applicable to the module in question.

<sup>63</sup> A module mark of at least 40% is required for admission to the examination, except where the relevant faculty requires a module mark of more than 40% as the minimum for admission to the examination.

- (d) Except where the dean of the faculty in which the relevant module is offered, in consultation with the particular lecturer, decides otherwise, a student must, in order to gain admission to the examination in a module, meet all the prescribed subminimum and assignment requirements, and must have participated in all the scheduled assessments as set out in the relevant module guide or its addendum.<sup>64</sup>

## **A53.4 Examinations**

### **A53.4.1 Examinations as summative assessment**

- (a) Two (2) examinations are scheduled per semester:
- (i) a main mid-year examination and an additional mid-year examination in respect of the first-semester modules; and
  - (ii) a main end-of-year examination and an additional end-of-year examination in respect of the second-semester modules and year modules, except in the case of the following:
    - (aa) where a system of continuous assessment is followed in respect of practical examinations;
    - (bb) where a system of continuous assessment with summative assessment is followed.
- (b) Once admission to the examination has been granted, participation in the main mid-year examination and the main end-of-year examination is compulsory.
- (c) A student who, as a result of justified extraordinary circumstances, is unable to take the main mid-year examination, may, within the period allowed for this purpose and using the prescribed form, apply for an additional examination during the additional mid-year examination. A student who does not participate in the main end-of-year examination may also – based on justified extraordinary circumstances, within the period allowed for this purpose and using the prescribed form – apply for an additional examination during the additional end-of-year examination, except as regards the following:
- (i) a student who was admitted to the scheduled main examination in a given semester and who 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 who obtained a final mark of at least 50%, yet failed to obtain the required subminimum of 40% in the examination.
- (d) A student who has passed a module but wishes to improve the final mark – provided that a final mark of at least 60% has been obtained – must, within the time allowed and on the prescribed form, apply for an additional examination. A student who has not obtained a final mark of at least 60% and wishes to improve the final mark, should follow the steps as stipulated in Rule A53.4 (e)(i) and (ii).
- (e) (i) A student who wishes to improve her/his final mark in a module with the sole purpose of gaining admission to a subsequent postgraduate qualification (Master's Degree, but not a Doctoral Degree) must, *via* the academic head of department and with the dean's approval, within the specified time, apply for admission to the additional examination. The

<sup>64</sup> The granting of approval to a student who has not obtained the required semester mark is specifically excluded from this Rule, as no student will be allowed to participate in an examination without having obtained the required semester mark.

mark obtained in the additional examination is recorded on the student's study record, together with a note indicating that the student had obtained this mark in an additional examination, with the *proviso* that only the highest mark obtained will be reflected on the student's study record.

- (ii) A student who wishes to improve her/his final mark in a module with the sole purpose of gaining admission to a subsequent postgraduate qualification (Master's Degree, but not a Doctoral Degree) and who has failed to gain admission to an additional examination, may, in the following year, repeat the module(s) after having registered for non-degree purposes, and may again take an examination in the said module after a new module mark has been obtained. The mark(s) will be recorded on the student's study record.
- (f) A student who wrongfully participates in a main examination or an additional examination, will receive no recognition for such an examination and she/he will be deemed not to have participated in the examination.
- (g) (i) A student in her/his final academic semester who – upon completion of the main end-of-year examination or the main mid-year examination – must prolong her/his studies to obtain the qualification subsequent to failing a single module during the main mid-year examination or the main end-of-year examination, depending on which semester applies;  
or  
(ii) a student in her/his final academic semester who has to prolong her/his studies to obtain the qualification after having qualified for and participated in the additional examination of the semester in question and who, subsequent to completing the additional examination, still needs only one (1) module to obtain the qualification, irrespective of whether the said module was failed during either the main or the additional examination, will automatically qualify for a special examination, which normally takes place before the commencement of the next semester.
- (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.

#### **A53.4.2 Summative assessment other than examinations**

If a student has only one (1) module outstanding to obtain her/his qualification and this module is assessed only by examination of a project, a portfolio, and essay or research report, such student may (as the final opportunity) resubmit the improved work for assessment if her/his final mark for this module (in the final year of study) is between 45% and 49%, provided that this takes place before the due dates as determined by the UFS.

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

- (a) To pass a research report, the assessor must award a mark of at least 50%.
- (b) If the qualification comprises both modules and a research report, each separate component must be passed. The research reports for Bachelor Honours Degrees must be submitted by the end of October for assessment, unless the particular Faculty Rules indicate differently.

- (c) To pass a module, a final mark of at least 50% must be obtained.
- (d) The calculation of the final mark of at least 50% 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 and 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 in the case of e-learning students, the ratio between the module mark and the examination mark is 20:80.
- (e) A system of promotion does not apply to Bachelor Honours Degrees.
- (f) In order to pass a module with distinction, a student must obtain a final mark of at least 75% and must have participated in all the scheduled assessments, and have completed the qualification in the minimum residential period stipulated on the UFS PQM.
- (g) Where a system of continuous assessment applies, a student passes when a final mark of at least 50% has been obtained and she/he has participated in all the assessments.
- (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 date published in the UFS calendar are not taken into account for the next graduation ceremony, but will be held over until the following graduation ceremony.

#### **A53.6 Examiners, assessors, moderators**

Module examinations are conducted by examiners, assessors and moderators appointed by the relevant academic head of department in accordance with the Quality Assurance Policy, and subject to approval by the faculty committee.

#### **A53.7 Oral assessment**

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

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

**A53.8 Assignments, portfolios and/or research essays**

- (a) Submission of assignments, portfolios and/or research essays is set out in the module guide. In the event where the assignment, portfolio and/or research essay is used for final assessment, the submission must take place during the officially scheduled examination period.
- (b) Apology for non-submission of assignments arising from unforeseen circumstances must be accompanied by corroborative documentation and offered to the relevant lecturer as soon as possible, but not later than the next lecture that can be attended in the module.

**A53.9 Plagiarism**

- (a) Any matters relating to plagiarism will be dealt with in terms of the institutional rules and policies of the UFS.
- (b) A summary report compiled in the Turnitin Plagiarism Search Engine must be submitted by the student together with the research essay, and a written declaration of approval by the supervisor.

**A53.10 Centres at which examinations are conducted**

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

**A53.11 Additional time during examinations**

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

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

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 or research essays.

**A53.13 Results in respect of examinations, assignments, tests and research essays<sup>65</sup>**

- (a) As indicated in the module guide, a faculty or a department must make provisional examination results of the main and additional examinations available to students within seven (7) working days after an examination as scheduled in the examination timetable.
- (b) Provisional examination results can also be accessed electronically by following a prescribed procedure, and they are also available on the UFS's website.
- (c) Students are responsible for obtaining their results before the additional examination.
- (d) Except where the Senior Director of Finance decides otherwise, official examination results are made available electronically to a student.

<sup>65</sup> The academic results of students whose accounts are in arrears by more than two thousand rand (R2000,00) will not be made available to the students.

- (e) A student may discuss the results of an examination, test or assignment with the lecturer and with the academic head of department (irrespective of a student's account being in arrears, but on condition that particulars regarding the results are not divulged). The following procedures apply:
- (i) This discussion must take place within five (5) working days after the provisional results have been announced. A student has the right to address a justified written appeal to the dean, with notification to the academic head of department. Such an appeal must be lodged within two (2) working days after discussion with the academic head of department.
  - (ii) At the Qwaqwa Campus, the discussion is held with the lecturer and the Campus Vice-Principal: Academic of the Qwaqwa Campus, in consultation with the dean and Registrar, within five (5) working days after the provisional results have been announced. A student has the right to address a justified written appeal to the Campus Principal, with notification to the Campus Vice-Principal: Academic of the Qwaqwa Campus. Such an appeal must be lodged within two (2) working days after the results have been discussed with the Campus Vice-Principal: Academic of the Qwaqwa Campus in consultation with the dean and Registrar.
- (f) For the purposes of the above-mentioned discussion, the student has the right of access to her/his script.
- (g) If, owing to extraordinary circumstances, an examination result and/or feedback regarding an application in respect of an additional examination is not available one (1) week before the date of the additional examination, a further *ad hoc* examination may be scheduled with the approval of the programme director and the academic head of department, with written notification to the dean and to the Registrar, Examination Administration Division, provided that:
- (i) As regards first-semester modules, such an *ad hoc* examination must take place before the second semester commences.
  - (ii) As regards year modules and second-semester modules, such an *ad hoc* examination must take place before the new academic year commences.
  - (iii) All examination results in respect of modules of the first semester have been announced and have been entered on the computer network prior to commencement of the second semester.
  - (iv) All examination results in respect of year modules and modules of the second semester have been announced and have been entered on the computer network prior to commencement of the new academic year.
  - (v) Any examination result that is received after the above-mentioned dates be sent to the Registrar by the academic head of department – on the basis of written justification of the circumstances and with the approval of the dean, and with notification to the examination committee.
- (h) If a student qualifies for an additional examination or has been admitted to such and the module comprises more than one (1) paper, the examination in both papers must be written during the additional examination in question.

**A53.14****Requirements in respect of examination venues**

- (a) Only registered students who have gained admission to examinations may participate in examinations.

- (b) A student card or prescribed proof of registration must be produced to gain entry to the examination venue.
- (c) A student may take into the examination venue only such particular electronic equipment as is specified on the examination paper and has been communicated in advance to the students by the lecturer.
- (d) A student may take into the examination venue only such publications as are specified on the examination paper and have been communicated in advance to the students by the lecturer.
- (e) Once fifteen (15) minutes from the commencement of the examination session have elapsed, no student is allowed into the examination venue.
- (f) Students may leave the examination venue only once forty-five (45) minutes from the commencement of the examination session have elapsed.
- (g) Students who arrive late at the examination venue will not be granted extra time.
- (h) Each individual student must confirm her/his presence in the examination venue by completing an attendance form fully and by, upon request, making the latter available to the invigilator.
- (i) When an invigilator requests students to do so, they must immediately hand in examination scripts and documents supplied to them at the designated point in the examination venue.
- (j) A student may not take any pen holders, books of any description, notes or sheets of paper containing writing, cellphones/dictaphones or electronic equipment into the examination venue during an examination session. The UFS cannot be held liable for loss of or damage to personal property that is placed either in or outside the examination venue.
- (k) During the examination, a student may not
  - (i) in the examination venue, lend assistance to or receive assistance from, or attempt to lend assistance to or receive assistance from, or converse with, any person other than the invigilator.
  - (ii) visit the restroom unless she/he is accompanied by an invigilator of the same gender.
  - (iii) smoke or consume food or refreshments.
  - (iv) be a source of disturbance to other students.
- (l) Full particulars must be supplied on the script(s), and a student may not remove any scripts from the examination venue.
- (m) To obtain assistance in the examination venue, a student must seek the invigilator's attention by raising a hand.
- (n) If an invigilator has reasonable grounds – confirmed as such by another invigilator – to believe that a student may be in possession of inadmissible notes or items, the student may be requested by the head invigilator to leave the examination venue with her/his examination script and the documentation that was supplied to her/him. Two (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, and does so in conditions of privacy and in a manner deemed not to compromise the student's dignity.

- (o) A student who disregards the General Rules in respect of examinations and examination venues is dealt with in terms of the rules applicable to disciplinary procedures set out in Annexure B hereto, which may result in expulsion.
- (p) Tests are subject to the same principles as examinations.

**Clarification**

*Address applications for additional examinations to The Examinations Office.*

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

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

*Departments that use a system of continuous assessment may not schedule assessments during approved examinations.*

**A54 QUALIFICATION WITH DISTINCTION**

- (a) Except where Faculty Rules stipulate additional requirements, a qualification is awarded with distinction if a student meets the following requirements:
  - (i) Obtained a weighted average of at least 75% (rounded to the next integer, that is 74,5% to 75%), based on the minimum number of modules (papers/research essays/practicals) prescribed for the qualification in question; and
  - (ii) Completed the qualification in the minimum residential period as stipulated on the UFS PQM; and
  - (iii) Did not fail any module or repeat any module during an additional examination, except for the purpose of improving a final mark. The result of a discontinuation of a module(s) will not be taken into account with the calculation of a qualification with distinction.
- (b) With the approval of the dean, in consultation with the Registrar, and on the recommendation of the academic head of department, the restriction regarding the minimum period can be revoked on the basis of written justification of the circumstances, provided that such approval be obtained before the qualification is awarded at a graduation ceremony.
- (c) Where exemption from or recognition of a module(s) from a previously 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.
- (d) Exemptions or recognitions from a completed qualification(s) are taken as additional residential years in respect of the new, completed qualification.

- (e) Where a module has been repeated in an additional examination to improve the final mark, the highest final mark that has been obtained in the module is used for applying the rule in connection with a pass with distinction.
- (f) Where exemption from or recognition of an occasional module(s) from a previous year is granted, every year in which the module(s) in question was passed, is deemed to be an additional residential year in respect of the new qualification.
- (g) Where a final-year student qualified for a special examination and the mark obtained in the special examination complies with the requirements for a distinction, the mark of the special examination will be taken into account.

#### **A55 QUALIFICATION CERTIFICATES, DEAN'S MEDALS AND SENATE MEDALS**

- (a) Qualification certificates, Dean's Medals and Senate Medals are only awarded at a graduation ceremony or subsequently posted to the student.
- (b) A student is only allowed to participate in the next graduation ceremony provided that all results have been received in accordance with the due dates determined by Senate.
- (c) The Registrar reserves the right not to present a qualifications certificate to a student unless
  - (i) all monies owed to the UFS have been paid, all the results of modules passed at other institutions of higher education have been submitted, all books still owed to the library have been returned;
  - (ii) all other requirements have been met, and
  - (iii) 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 therefor, 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 were found guilty of misconduct in accordance with the 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 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) Council, in consultation with Senate and after compliance with the prescripts of the Higher Education Act (Act 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:
  - (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.
- (f) When a qualification is awarded *in absentia*, the student must make prior arrangements as regards the posting of the certificate and pay the necessary postage.

- (g) Should a candidate be absent from 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 originally issued certificate – 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 was awarded changes, the Registrar may issue an appropriate certificate, provided that the necessary documentation verifying the change be submitted.
- (j) In each of the faculties, a Dean's Medal is awarded to a registered Bachelor Honours Degree student who has obtained the highest weighted average percentage over all the study years, provided that
- (i) the qualification was awarded with distinction and that a weighted average of at least 80% (not rounded to the next integer) was obtained, calculated in respect of the minimum number of modules prescribed for the qualification in question;
  - (ii) no module was failed or repeated in an additional examination, except for the purposes of improving a final mark. The result of a discontinuation of a module(s) will not be taken into account for the awarding of a Dean's Medal;
  - (iii) the qualification was completed in the minimum study period as stipulated on the UFS PQM.
- (k) A Senate Medal and Prize are awarded to a student who received a Dean's Medal and who obtained the highest weighted average percentage of all the recipients in all of the faculties.

**Clarification**

*Address enquiries regarding lost or damaged qualification certificates via email to: [graduations@ufs.ac.za](mailto:graduations@ufs.ac.za), or by telephone to +27 51 401 3016 or +27 51 401 3083.*

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

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

**A56 INTELLECTUAL PROPERTY**

- (a) In the absence of a written agreement entered into between the UFS and the student, which attests to the contrary being true, ownership of intellectual property that has been developed by a student in the course of and/or in connection with her/his studies at the UFS, will in all respects vest in the UFS.
- (b) No action mentioned in Section 6 of the Copyright Act, 1978, nor any action claiming that any publication or part thereof constituted part of a research report in respect of which a qualification was awarded by the 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: Research Commercialisation and with written notification to the Registrar, to record the said permission on the student's record.

**A57 PUBLICATION OF A RESEARCH REPORT**

- (a) If the supervisor/co-supervisor<sup>66</sup>, in consultation with the dean – before or after the degree has been awarded and subsequent to consultation with the Registrar and on the recommendation of the academic head of department – grants written authorisation for publication of a research report, the following particulars must be stated on the title page:
- (b) "This publication is based on research conducted under the supervision of ....., in partial/complete fulfilment of the requirements for the Bachelor Honours Degree qualification ..... in the Faculty of ..... at the University of the Free State, and is published with the necessary approval."
- (c) Copyright of students' scripts (research essays, mini-dissertations, dissertations, theses, etc.) vests in the UFS. The UFS encourages the publication of derivative works of 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:
  - (i) Contract research: The publication of derivatives of scripts that were 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 (Act No. 10 of 2004) or the Intellectual Property Rights from Publicly Financed Research and Development Act (Act No. 51 of 2008) may impose limitations upon the UFS to grant certain rights to students.

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<sup>66</sup> The Campus Vice-Principal: Academic of the Qwaqwa Campus, in consultation with the dean and Registrar, grants written authorisation for publication of a research report on the Qwaqwa Campus.

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

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

**Clarification**

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

*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.*

*Official academic records, etc. will only be issued to students owing less than two thousand rand (R2000) on their accounts.*

**A59 REQUESTS ON THE BASIS OF EXCEPTIONAL CIRCUMSTANCES**

1.31 Exceptional cases that have been justified in writing (with supporting documentation) must be referred to the Faculty Board, who will make a recommendation to the ECS to make a ruling regarding the request.

13.2 The ECS may condone any breach of the General Rules if it is satisfied that such a breach was due to an act of the UFS, and that the student concerned, not having contributed to such act, would suffer undue hardship should the rule in question be applied.

**A60 DISCIPLINE**

(a) The Vice-Chancellor is responsible for enforcing discipline.

(b) The rules applicable to discipline are set out in Annexure B to this document.

**A61 FINANCIAL SUPPORT**

(a) Academic merit bursaries for postgraduate studies that are awarded to students who have obtained a qualification at the UFS are automatically transferred to the student accounts of registered students who qualify for the said bursaries.

(b) In the case of students from other institutions of higher education, academic merit bursaries are only considered upon receipt of a written application that is accompanied by a study record and proof of monies paid in respect of specific modules in the respective study years.

(c) Bursaries are also managed by the Postgraduate School, and information in this regard is available from the UFS's website.

(d) Academic heads of department, in consultation with the dean, award postgraduate faculty bursaries.

(e) Students who discontinue their studies will forfeit allocated UFS bursaries.

**Clarification**

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

**A62****MODULE AND VENUE TIMETABLE AND EXAMINATION TIMETABLE**

- (a) A module and venue timetable is drawn up annually and published on a date determined by Senate. This timetable, which takes curricula into account, is based on the modules offered by departments and captured on the computer network.
- (b) Examination timetables that take into account the modules for which students have registered are drawn up and published twice a year, for the mid-year examinations and for the end-of-year examinations. Once the examination timetable is published, it is the only official timetable. In exceptional cases, and within the said deadlines for feedback, changes to the examination timetable can be requested by academic departments and sent to the head of the Curriculum Management Division, providing that the requested changes do not result in clashes.
- (c)
  - (i) When a student experiences clashes in the module and venue timetable because two (2) or more modules have been scheduled in the same time slot, an adjustment can only be made by taking into account the entire scheduling process, among which the examination timetable, the student's academic record and the possibility of taking alternative modules, especially with regard to modules that have been failed.
  - (ii) Where rescheduling in respect of the examination timetable is not possible, a special arrangement can be made with the student with regard to writing the examination.
- (d) All modules for examination purposes are scheduled in the official examination venues, with the exception of off-campus modules, where the venue is indicated as "*centre where classes attended*". A request can be directed to the head of 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 thirty (30).

**Clarification**

*Clashes in the module and venue timetable and/or the examination timetable must be reported to the Registrar: Curriculum Management Division, on the prescribed form.*

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

*If a student has failed a module(s), it is not always possible to adapt the timetables and a student will have to modify her/his curriculum.*

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

**A63 RESIDENCE IN CAMPUS ACCOMMODATION**

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

**A63.1 Application for residence in campus accommodation**

- (a) A person who wishes to study at the UFS for the very first time, and also a student who has interrupted her/his studies for at least one (1) academic year, must – on the prescribed form and before a date annually determined by the UFS – apply for residence in campus accommodation.
- (b) A student who is already studying at the UFS and who applies for residence in campus accommodation must complete the prescribed application form at the office of the Senior Director: Housing and Residence Affairs.
- (c) A student in residence must annually – on the prescribed form and before a date annually determined by the UFS – reapply to take up residence in campus accommodation.
- (d) The UFS processes only fully completed applications.

**A63.2 Allocation and reallocation of campus accommodation**

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

**A63.3 Cancellation of residence in campus accommodation**

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

**A64 FEES PAYABLE**

- (a) The designated vice-rector is responsible for enforcing the rules in respect of the fees payable.
- (b) The responsibility of keeping the 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 which may appear on account statements.

If payments are not made by the due dates:

- interest at the prime bank rates plus 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 to an attorney 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's control.
  - (ii) A student is not allowed to continue with her/his studies in consequence of the enforcement of any institutional rule.
- (i) An international student must
  - (aa) before registration, pay a non-refundable administrative levy;
  - (bb) produce evidence that she/he has the necessary funds to pay the monies that are owed, and to do so on the dates that such fees are due;
  - (cc) pay the stipulated module price plus 50%.
  - (ii) Students from countries of the SADC are exempted from the stipulation regarding the additional 50%.



(j)

**Prescribed debt**

- (i) A student who has previously registered at the UFS who failed to pay outstanding fees will not be allowed to register unless fees for the year are paid in advance. This includes students whose debt has prescribed. Should a student be of the opinion that sufficient reason exists for the granting of exemption from this requirement, such a student may appeal in writing to the Senior Director of Finance, University of the Free State, PO Box 339, Bloemfontein, 9300.
- (ii) An academic record/certificate of a student who was previously registered at the UFS and 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 previously registered at the UFS who failed to claim credit balances, will prescribe.

**Clarification**

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

*Payments can be made as follows:*

**(i) ABSA Bank**

*The University of the Free State*

*Branch code 630734*

*Account number 1570151688, with reference number as follows:*

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

**Clarification (continued)****(ii) Internet**

*Register the UFS as a beneficiary*

*Use the ABSA banking details as above*

**(iii) Online credit card payments**

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

**(iv) Cashiers: Thakaneng Bridge****(v) Samba**

*Samba card payments can be made at the cashiers' office at the Thakaneng Bridge, Monday to Friday 08:30-14:30.*

**(vi) Fax proof of payment to: +27 51 401 3579****A65****INFORMATION COMMUNICATION AND INFORMATION TECHNOLOGY**

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

**A66 – A69****For potential further additions**

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

### A70 GENERAL RULES

- (a) Students are responsible for being well-informed as regards General Rules and Faculty Rules, and for complying with the said rules.
- (b) A registered or prospective student is not exempted from 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 exemption on the strength of a comprehensive, written justification.
- (c) Upon registering, a student undertakes to abide by the General and Faculty Rules, as amended from time to time<sup>67</sup>.
- (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) All appeals pertaining to the implementation of the General Rules are considered by the relevant Faculty Readmission Appeals Committee and the decision of this committee will be final. Only Faculty Readmission Appeals Committees can decide to refer particular appeals regarding uncertainties and grey areas to the University Appeals Committee, for a final decision.
- (f) The decision of the Registrar with regard to the interpretation of the General Rules is final.

#### **Clarification**

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

### A71 APPLYING FOR ADMISSION

- (a) Prior to officially applying for admission to a Master's Degree, online or on the prescribed form, the prospective student must approach the designated programme director and/or the academic head of department of the discipline in which the study is to be undertaken to clarify the following:
  - (i) Whether the department does indeed have at its disposal the specific specialised expertise and research resources to embark on the proposed study.

<sup>67</sup> Implementation of the new Language Policy of the UFS commenced in 2017. The phasing-in process is guided by the UFS Language Implementation Plan, which provides (amongst others) the following:

- (a) **Postgraduate education:** The language for the writing of theses and dissertations at the UFS is English, except in disciplines where languages other than English are taught as subjects of study.
- (b) Specific cases for the use of languages other than English in theses and dissertations are left to the discretion of the head of department and the dean, who are accountable for the implementation of this language policy and for the compliance with the academic rules of the UFS regarding external examination of PhD theses.
- (c) **Implementation of the Language Policy on the Qwaqwa and South campuses of the UFS commenced in 2018.**

- (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 must be submitted directly to the relevant department, to the Qwaqwa Campus or to the Applications, Admissions and Certification Division.
  - (iv) Whether the application is subject to selection.
  - (v) The mode of presentation and assessment.
  - (vi) The academic prerequisites that have to be met.
- (b) Once approval has been granted for submission of an official application,
  - (i) a prospective first-time entering student wishing to study at the UFS, or
  - (ii) a student who discontinued her/his studies for at least one (1) academic year, must
  - (iii) apply for admission online or on the prescribed form, accompanied by the necessary documents (letter of permission from the programme director or the academic head of department, certified copies of qualification certificates, study records and certificates of conduct, etc.).
- (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, she/he may – bearing in mind the subsidy guidelines – apply for admission at any time during the academic year. However, in cases where examinations have to be taken, applications in respect of admission must be made before the academic year commences and before the registration process ends. In cases where a student submits the research dissertation or interrelated publishable manuscripts/published articles after the communicated deadline, the student's fees will be adjusted proportionally. The academic year in which the degree is awarded determines the fees charged and payable:
  - (i) If the degree is awarded in time for the student to graduate at the June graduation ceremony, no fees are paid by the student for that year.
  - (ii) If the degree is not awarded in time for the June graduation, but in time for the December graduation, the student pays the registration fee plus 50% of the tuition fees for the first semester.
  - (iii) If the degree is not awarded in the applicable academic year, the student pays for the full year.
- (d) The applications of students from other institutions of higher education who have been excluded at those institutions, will only be considered for admission to the UFS by the dean in consultation with the Registrar on the strength of justified, written submissions.
- (e) The UFS reserves the right not to process incomplete applications received.
- (f) 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.

**Clarification**

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

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

*Address enquiries and applications in respect of the MBA to: The Office of the Director, Business School, University of the Free State, PO Box 339, Bloemfontein 9300, or by email to mba@ufs.ac.za, or by telephone to +27 51 401 2874, or by fax to 0866 558 044.*

*The prescribed forms in respect of an application for admission to a Master's Degree by a registered student at the UFS must be completed, and can be obtained from the Applications, Admissions and Certification Division. The forms must be returned to the same office once the programme director and/or the academic head of department has approved the application for admission.*

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

## **A72 ADMISSION OR READMISSION TO THE UFS AND TO A MASTER'S DEGREE**

### **A72.1 Admission**

(a) To be admitted to a Master's Degree, a person must

- (i) already have obtained a relevant Postgraduate Diploma, or a relevant Bachelor Honours Degree, or a relevant Bachelor's Degree at NQF Level 8 (excluding a four-year, 480-credit professionally-oriented BEd Degree, which needs to be followed by an Honours degree in Education and excluding a BTech degree, which needs to be followed by a relevant Postgraduate Diploma) or a relevant Postgraduate Diploma; and
- (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 department and approved by the faculty board in question – for the Bachelor Honours Degree or for the modules (at the highest NQF level) presented for the four-year professionally-oriented Bachelor's Degree in the discipline in which she/he is to proceed; and
- (iii) meet any other requirements as approved by the faculty board in question, provided that a person may also be admitted to a Master's Degree
  - (aa) with the dean's permission, on the recommendation of the programme director or the academic head of department, in consultation with the Registrar – on the strength of a qualification(s) that they consider to be equivalent to a four-year professionally-oriented Bachelor's Degree and/or a Bachelor Honours Degree, including qualifications that were obtained

internationally and 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 programme director or the academic head of department, on the strength of a standard of proficiency – determined by means of RPL – that is sufficient for the purposes of Master's Degree studies, with notification to the ECS.
- (cc) In respect of the Qwaqwa Campus, with the assistant dean's permission, on the recommendation of the programme director or the academic head of department and in consultation with the Campus Vice-Principal: Academic and Registrar – on the strength of a qualification(s) that they consider to be equivalent to a four-year professionally-oriented Bachelor's Degree and/or a Bachelor Honours Degree, including qualifications that were obtained internationally and were verified by MIE (Managed Integrity Evaluation (Pty) Ltd); or
- (dd) in respect of the Qwaqwa Campus, with the approval of the assistant dean of the faculty, on the recommendation of the programme director or the academic head of department, on the strength of a standard of proficiency – determined by means of RPL – that is sufficient for the purposes of Master's Degree studies, with notification to the ECS.
- (iv) The programme director and/or the academic head of department may also require a person to take an oral and/or a written examination and/or to be subjected to an interview, before admission to Master's Degree studies may be granted.
- (b) 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 that pertain to the admission to all Master's Degrees, the dean, on the recommendation of the programme director or the academic head of department and with written notification to the Registrar, may require a person to complete certain additional modules before admission, or before the qualification is awarded.
  - (ii) At the Qwaqwa Campus, decision-making powers are vested in the Campus Vice-Principal: Academic of the Qwaqwa Campus, in consultation with the assistant dean and Registrar, on the recommendation of the programme director and/or the academic head of department, and with written notification to the dean.
  - (iii) If the additional modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.
- (d) A student who has obtained either a four-year professionally-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/assistant dean and the programme director and/or the academic head of department – to register for a Master's

Degree in another faculty. Students from any faculty can register for the Master's Degree in Higher Education in the Faculty of Education.

- (e)
  - (i) In respect of a student at the Qwaqwa Campus, the assistant dean, on the recommendation of the programme director and/or the academic head of department, in consultation with the Campus Vice-Principal: Academic and with written notification to the Registrar, may admit the said student to a single module for a maximum number of credits normally allocated to a Master's module or for more than one (1) module where the number of credits add up to more than such maximum number, other than such maximum prescribed 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.
- (f) The responsibility to see to it that a person satisfies the necessary admission requirements lies with
  - (i) the relevant programme director and/or the academic head of department, in consultation with the dean/assistant dean and Registrar, and with the Campus Vice-Principal: Academic of the Qwaqwa Campus;
  - (ii) the Director of the Business School in respect of the MBA.
- (g) 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.

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

Students who are admitted to postgraduate programmes are expected to pass all the modules, as specified in the curriculum, for which they registered in a particular study year. After the first year of study, a student will only be allowed to proceed with a programme for a next study year if she/he has passed at least 75% of the credits and/or mini-dissertation required to complete the qualification.

#### **A72.3 Readmission on the strength of academic progress**

- (a) Where a particular research protocol requires the student to collect data over a period that exceeds either the normal minimum period stipulated on the UFS PQM or the maximum period based on research, it should be stipulated and agreed upon before commencement of the study. If a student has not yet obtained the Master's Degree after the minimum study period, she/he may only continue the study on the approval of the supervisor/promoter and/or academic head of department and the dean of the faculty, ratified by the faculty board. Therefore, the final decision is made by the faculty.
- (b)
  - (i) A student who has already twice registered for a specific module (paper/practical) in a coursework Master's Degree dissertation or mini-dissertation) and has not yet met the pass requirements, is only allowed one (1) further opportunity to register for the module – on the basis of exceptional merit, with the approval of the dean, on the recommendation of the programme director or the academic head of department or the

Director of the Business School as regards the MBA, and with written notification to the Registrar.

- (ii) In the case of a student studying at the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus, in consultation with the assistant dean and Registrar, grants approval on the recommendation of the academic head of department, with written notification to the dean.
- (c)
  - (i) A student who is registered for a research Master's Degree may, with the permission of the dean/assistant dean of the faculty, place her/his studies in abeyance for a period of no more than one (1) year in the event of exceptional circumstances only, and subject to the availability of supervision.
  - (ii) The student needs to apply for abeyance not later than November of the year preceding the abeyance period.
  - (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 student's application for abeyance will only be presented to the dean/assistant dean of the faculty for approval if such is supported by the student's supervisor. The decision needs to be communicated to the Registrar or Campus Vice-Principal: Academic of the Qwaqwa Campus, 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) Should the study not be completed after the minimum study period (as stipulated in the UFS PQM) plus one (1) year for Master's students, comprehensive reasons for further registration must be provided to the research supervisor. The dean/assistant dean, in collaboration with the head of the department and research supervisor, can approve an extension of the study.
- (e) Failure to submit a dissertation either at the end of the regular period or the extended period (if an extension has been formally approved by the dean/assistant dean) will result in the registration being automatically cancelled by the UFS.



**Clarification**

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

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

**A73 SUBMISSION OF DOCUMENTATION REQUIRED TO REGISTER AS A STUDENT**

- (a) A student
  - (i) who registers at the UFS for the first time must submit her/his prescribed application form and include a certified copy of the qualification(s) in respect of which admission to the Master's Degree was granted;
  - (ii) who previously studied at another institution of higher education must submit an original study record and a certificate of conduct from the previous institution(s) of higher education during the application process.
- (b) Certified copies must also be available during the registration process.
- (c) An international student who is not a South African citizen and who is not in possession of a permanent residential permit, must:
  - (i) Submit to the Office for International Affairs a study permit issued in favour of the UFS by the South African Department of Home Affairs (excluding non-residential international students who live abroad).
  - (ii) Comply with all the requirements of the Immigration Act, and with the regulations issued in accordance with the said Act (excluding non-residential international students who live abroad).
  - (iii) Apply to have SAQA evaluate the foreign qualifications obtained by the student prior to the application for 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, and comparing foreign qualifications with South African qualifications, considering the structure and outcomes of the foreign qualifications, to locate them within the South African NQF (SAQA Application Guidelines and Form, March 2014, based on Section 13 (1) (m) of the National Qualifications Framework (NQF) Act 67 of 2008) including non-residential international students.

**Clarification**

*Certified copies are accepted only if the following information regarding the Commissioner of Oaths is clearly legible on the document:*

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

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

*Forward the required documentation in respect of qualifications offered at the Bloemfontein Campus to the relevant programme director or the academic head of department, or to: The Applications, Admissions and Certification Division, Student Academic Services, University of the Free State, PO Box 339, Bloemfontein 9300, or [StudentAdmin@ufs.ac.za](mailto:StudentAdmin@ufs.ac.za).*

*Forward documentation in respect of the MBA to: The Registrar, Office of the Director, Business School, PO Box 339, or Internal Post Box 17, Bloemfontein 9300, or by fax to 086 655 8044.*

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

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

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

*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.*

*International students (excluding students who at school received instruction in the UFS language of instruction) must provide proof of language proficiency.*

**A74****MODE OF PRESENTATION**

- (a) (i) There are two (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 research Master's Degree by dissertation, or a research 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 (hundred and eighty (180) credits research): a single advanced research project, culminating in the production and acceptance of a dissertation or other forms of research as indicated below.
- (bb) Master's Degree by coursework and mini-dissertation. 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 sixty (60) 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 requiring a high level of theoretical engagement and intellectual independence, as well as demonstration of the ability to relate knowledge to the resolution of complex problems in appropriate areas of professional practice.
  - (bb) A professional Master's Degree must include an independent study component that comprises at least a quarter of the total credits, which must be at NQF Level 9, consisting of either a single research or technical project or a series of smaller projects demonstrating innovation or professional expertise.
- (v) In accordance with the stipulations of a faculty board, as contained in the Faculty Rules, a Master's Degree may be presented in the form of one of the following options (with the standard faculty approval procedures applying to all forms of the titles of the research component):
  - (aa) the submission of a Master's Degree research dissertation (minimum 180 credits); or two (2) interrelated publishable manuscripts/published articles (minimum hundred and eighty (180) credits); or
  - (bb) successful completion of coursework and submission of a mini-dissertation (minimum sixty (60) credits), and minimum hundred and eighty (180) credits in total; or one (1) publishable manuscript/published article (minimum sixty (60) credits) and minimum hundred and eighty (180) credits in total.
- (b) A Master's 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 UFS Policy on Joint 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.

**A75 REQUIREMENTS IN RESPECT OF A MASTER'S DEGREE RESEARCH DISSERTATION OR INTERRELATED, PUBLISHABLE MANUSCRIPTS/PUBLISHED ARTICLES OR A COURSEWORK MASTER'S DEGREE MINI-DISSERTATION**

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

- (b) The following requirements are stipulated in respect of this study:
- (i) A Master's Degree research dissertation or interrelated, publishable manuscripts/published articles are written under the guidance of a supervisor or a supervisor and a co-supervisor(s) (minimum hundred and eighty (180) credits at NQF Exit Level 9).
  - (ii) A coursework Master's Degree mini-dissertation is written under the guidance of a supervisor or a supervisor and a co-supervisor(s) (minimum sixty (60) 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 previously presented for a qualification.
- (d) The requirements in respect of a Master's Degree are:
- (i) A Master's by coursework involves a mini-dissertation or one (1) publishable manuscript/published article in the place of a mini-dissertation (minimum sixty (60) credits research).
  - (ii) In the case of an exceptional Master's student with a demonstrable capacity for research, a student can choose to submit a publishable manuscript.
  - (iii) A Master's by research work involves a dissertation or two (2) interrelated publishable manuscripts/published articles (hundred and eighty (180) credits research).
  - (iv) An introduction and a conclusion must form part of the research work that has been done by the student when publishable manuscripts/published articles are submitted in the place of a mini-dissertation or dissertation.

**A76****DURATION OF STUDY AND COMPILING A CURRICULUM**

- (a) After obtaining the qualification in respect of which admission has been granted, a Master's Degree student must be registered at the UFS for at least one (1) year (two (2) semesters), or as stipulated by the faculty board and set out in the rules of the faculty in question.
- (b) Except in cases where the Council, *via* the Senate, implements new rules with immediate effect, a student may, for a Master's Degree, only be registered for the minimum period allowed for that qualification plus an additional year, with the second period following directly after the first, and she/he must complete her/his studies for that particular qualification in accordance with the rules applicable at the time of first registration.
- (c)
- (i) A student from another institution of higher education or a student from the UFS who interrupts her/his studies for a year or longer than a year or who switches to another qualification, remains subject to both the General Rules and the Faculty Rules that happen to apply at the time of the new registration, except with the dean's approval in respect of the relevant Faculty Rules, on the recommendation of the programme director and/or the academic head of department and with written notification to the Registrar.
  - (ii) In the case of a student studying at the Qwaqwa Campus, approval in respect of the Faculty Rules may be granted by the Campus Vice-Principal: Academic of the Qwaqwa Campus in consultation with the

programme director and/or the academic head of department. In respect of the MBA, approval is granted by the Director of the Business School, with written notification to the dean.

- (d) If a Master's Degree research dissertation or interrelated, publishable manuscripts/published articles or a coursework Master's Degree mini-dissertation, 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 or, in the case of a student at the Qwaqwa Campus, to the Campus Vice-Principal: Academic of the Qwaqwa Campus.
- (e)
  - (i) Depending on a student's academic achievements, a dean may, on the recommendation of the programme director, grant approval to a student to register for additional modules up to a maximum of thirty-two (32) credits, provided that the admission requirements have been met.
  - (ii) In the case of qualifications offered at the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus, in consultation with the dean and Registrar, grants approval, with written notification to the programme director and/or the academic head of department and the relevant dean.
  - (iii) If the additional modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.
  - (iv) The dean may grant approval for a deviation<sup>68</sup> from the approved curriculum up to a maximum of thirty-two (32) credits, 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; and
    - (bb) The credit load of the replacement module(s) is equal to or more than the original module(s), and that 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. that 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 that 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;

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<sup>68</sup> A deviation means that the curriculum or the learning programme or the combination of modules that lead to a specific qualification is modified (APDC decision of 3 September 2015).

- (hh) A deviation and/or recognition<sup>69</sup> for a specific module may be approved only once; and
  - (ii) Previous deviations and recognitions are considered when making a decision.
- (f) A student must compile a curriculum in accordance with the module and venue timetable, the examination timetable and the module prerequisites as approved by the faculty board in question and in consultation with the relevant programme director and/or the academic head of department or, in the case of a student at the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus, in consultation with the dean and Registrar, or, in the case of the MBA, the Director of the Business School.

## **A77 STUDENT REGISTRATION AND RE-REGISTRATION**

### **A77.1 Selection for registration**

- (a) A person who qualifies to register for her/his Master's Degree by means of the dissertation option or interrelated, publishable manuscripts/published articles (journal manuscript/published article option) must meet the following requirements before being able to register for the qualification concerned:
- (i) All Master's applicants are subject to a selection process which could differ from one department to the next and of which the details will be published in the departmental brochures for postgraduate selection and on the departmental webpages.
  - (ii) Selection for registration is based on the content and performance in the prior degree, academic merit, bridging arrangements, prior work experience and research ability.
  - (iii) The supervisor, in consultation with the head of department, reserves the right to request applicants to write an admission examination or to enrol for additional modules or to comply with additional admission requirements when deemed necessary.
  - (iv) If the above-mentioned requirements are confirmed to be of the appropriate standard by the supervisor and the academic head of 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.

### **A77.2 Registering for the qualification**

- (a) All student registrations are done in accordance with the coordinated arrangements of the Registrar, as approved by the ECS. Registrations 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.

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<sup>69</sup> A recognition means that a module(s) already 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% on the exit level should be adhered to (refer to General Rules), according to the APDC decision of 3 September 2015.

- (b) Before a person's term of study commences, she/he must annually, during the first registration opportunity, register for both semesters (if applicable) for the period as prescribed by Senate, and must pay the required fees.
- (c) Within the first 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.
- (d) After registration, the student must work on a research proposal together with the supervisor, except in cases where a research proposal is submitted immediately and accepted by the faculty research committee or the faculty board.
- (e) An acceptable research proposal and provisional title must usually be approved by the faculty research committee or faculty board, including compliance with requirements of the ethics committees, within the first six (6) months after registration. Once the faculty board has approved a title registration, the information is entered into the system by staff in the relevant faculties.
- (f) An extension with regard to the submission of the research proposal and provisional title may only be granted with the approval of the dean upon the recommendation of the programme director or the academic head of department, and with notification in writing to the Registrar, or the Campus Vice-Principal: Academic of the Qwaqwa Campus (in consultation with the assistant dean and Registrar) in respect of a student at the Qwaqwa Campus, 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 rule books.
- (g) A student who wishes to begin, after the registration period, with Master's Degree studies that do not include examination papers, may be permitted to register by the programme director or the academic head of department, or the Campus Vice-Principal: Academic of the Qwaqwa Campus (in consultation with the assistant dean and Registrar) in respect of a student at the Qwaqwa Campus. Study fees and the minimum residential period, as stipulated in the UFS PQM, will apply.
- (h) Where these steps take place between October and December and therefore do not fall within the official registration period, the student must, at least within the subsequent year(s), register for the qualification concerned within the scheduled registration period.
- (i)
  - (i) Academic credit is earned only in respect of modules registered for in compliance with the correct module code(s) as indicated in the Faculty Rules, and for which passes have been obtained.
  - (ii) The rules applicable to module codes are set out in Annexure A to this document.
- (j) 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.
- (k) 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);

- (ii) and/or another institution of higher education, except on the basis of exceptional circumstances justified in writing and with the approval of the dean(s) in question, and 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;
  - (iii) at this institution in the case of a student studying at the Qwaqwa Campus, unless the Registrar grants approval, on the recommendation of the assistant dean and in consultation with the Campus Vice-Principal: Academic of the Qwaqwa Campus, with written notification to the Campus Vice-Principal: Academic of the Qwaqwa Campus, as well as to the other institution of higher education where applicable;
  - (iv) and/or another institution of higher education in the case of a student studying at the Qwaqwa Campus, except on the basis of exceptional circumstances justified in writing and with the approval of the assistant dean(s) on the recommendation of the programme director, and in consultation with the Campus Vice-Principal: Academic of the Qwaqwa Campus, with written notification to the Registrar and the Campus Vice-Principal: Academic of the Qwaqwa Campus, as well as the other institution of higher education where applicable.
- (l) No retroactive registration will be granted for any qualification.
  - (m) A first registration for a Master's Degree that entails only a Master's Degree research dissertation or interrelated, publishable manuscripts/published articles may – taking into account the subsidy guidelines – take place outside of the approved registration periods.
  - (n) If a person has not fully settled her/his account in respect of the previous year, a subsequent registration cannot take place and no supervision can be given or teaching opportunities be attended.
  - (o) The UFS grants conditional academic registration only if the Registrar approves such registration. Financial and academic motivations for conditional registration can be considered.

### **A77.3 Re-registration**

- (a) 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.
- (b) 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.
- (c) A student must re-register for the qualification in question if:
  - (i) the Master's Degree by research dissertation or interrelated, publishable manuscripts/published articles have not been submitted in accordance with the dates determined by Senate for assessment;
  - (ii) the degree cannot be awarded during the next graduation ceremony, for example if corrections have to be made or if bound copies have not been received;
  - (iii) the Master's Degree by research dissertation or interrelated, publishable manuscripts/published articles have not been submitted in accordance with the dates stipulated by 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 the student will be responsible for all fees charged for the first semester. Should a student miss the date for the submission of the dissertation 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, then the student is required to register and is responsible for all fees charged for the first semester;<sup>70</sup>

- (iv) the interrelated, publishable manuscripts/published articles have not been submitted in accordance with the dates determined by Senate for assessment, in which case the students who require residence in campus accommodation must apply or reapply for admission to campus accommodation.
- (d) The supervisor and/or the academic head of department, after consultation with the Campus Vice-Principal: Academic of the Qwaqwa Campus, in consultation with the assistant dean and Registrar in the case of a student at the Qwaqwa Campus, must ascertain whether a student has in fact re-registered before supervision may commence.

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

- (a) Notification of the cancellation of a registration must be processed through the self-service component of the PeopleSoft Campus Solutions System, or 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 the written notification is received, is taken to be the date of the cancellation of the registration.
- (c) Notification of the cancellation of a module(s) may occur 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 1 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.

#### **A77.5 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 with regard to disciplinary action against students.

<sup>70</sup> Students who are enrolled for a Master's Degree by research in the previous academic year and are 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.

- (b) A student's registration for a specific qualification may also be cancelled if the relevant dean deems such to be in the interests 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;
    - (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.

**Clarification**

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

*Registration of students for the MBA takes place at the Business School, telephone +27 51 401 3172.*

*No retroactive registration will be granted for any qualification.*

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

*To receive financial credit, the following due dates apply:*

- *First-semester modules – up to and including 1 March*
- *Second-semester modules – up to and including 15 August*
- *Year modules up to and including 1 March, 100% credit will be granted; year modules up to and including 15 August, 50% credit will be granted.*

*If a student terminates her/his studies before 1 March of any given year, a minimum cost will be levied as indicated in the Fees Rule Book. The minimum cost will also be charged if a student registers for the first time in July, and cancels all second-semester modules before 15 August.*

**A78 REGISTRATION OF RESEARCH TITLES AND MODIFYING A RESEARCH TITLE**

- (a) Official title registration must be done in respect of all research titles.
- (b) Modifications to an approved research title may, on the recommendation of the supervisor and the programme director and/or the academic head of department, be approved by the faculty board in question.

**Clarification**

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

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

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

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

**A80 EXAMINERS AND MODERATORS**

This rule must be read in conjunction with Rule A83.5.2.

- (a) All examiners and moderators are – on the recommendation of the programme director and/or the academic head of department – approved by the faculty board in accordance with the Quality Assurance Policy.
- (b) Examiners and moderators who are appointed by the relevant academic head of department in accordance with the Quality Assurance Policy and approved by the faculty board conduct a module examination.
- (c) The assessment panel of a Master's Degree by research should consist of three (3) members, with the *proviso* that if an internal examiner – who must not be either the supervisor or the co-supervisor(s) – is nominated, the external examiners must constitute the majority of the assessment panel. If it is decided to appoint only external examiners, three (3) examiners still need to be appointed for a Master's Degree by dissertation. External examiners must be recognised experts in their fields and must not have any affiliation with the UFS.
- (d) In the case of interrelated, publishable manuscripts/published articles, the assessment panel should consist of three (3) members, with the *proviso* that if an internal examiner – who must not be either the supervisor or the co-supervisor(s) – is nominated, the external examiners must constitute the majority of the panel. External examiners must be recognised experts in their fields and must not have any affiliation with the UFS.
- (e) Examiners who may additionally be required for a practical project or an oral examination, together with the academic head of department, constitute the nominated panel of examiners.

- (f) With reference to a coursework Master's Degree mini-dissertation, at least two (2) examiners should be appointed, of whom an external examiner (person not affiliated with the UFS) and an internal examiner (who must not be either the supervisor or the co-supervisor(s)) must be nominated.
- (g) (i) Examiners will only be appointed once the student indicates that she/he is going to submit the research for assessment. As soon as the supervisor considers the study to be at an advanced stage, the examiners should be nominated in order to allow sufficient time for the approval of such nomination by the Faculty Boards.
- (ii) The General Rules for a specific academic year will apply when a postgraduate student submits her/his final documentation for examination. In exceptional circumstances justified in writing, the dean/assistant dean, on the recommendation of the supervisor and the programme director and/or the academic head of department, may approve the modification as regards the examiners and moderators, with notification to the faculty committee and the Registrar or, in the case of a student at the Qwaqwa Campus, to the Campus Vice-Principal: Academic of the Qwaqwa Campus.
- (h) A student may not communicate with an examiner or a moderator. Assessment decisions should be made transparently and students must be afforded reasonable access to such information. Content of assessment reports can be made known to the student orally or in writing by the supervisor/promoter at her/his discretion, provided that the comments are treated confidentially (the identity of the assessor may not be revealed) and the comments of a personal nature are removed before it is provided to the student.
- (i) In the event that an examiner is no longer available, a new examiner must be appointed in accordance with General Rule A80 (a) to (g) prior to the submission of the research for assessment.

**Clarification**

*Nominations for potential examiners and moderators should be submitted to the Postgraduate Programmes (Research) Unit in Student Academic Services.*

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

*The Registrar must keep the supervisor informed as regards the examiners' and moderators' acceptance of nominations.*

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

- (a) A prospective student:
- (i) who wishes to change the qualification and/or discipline for which she/he has applied to another qualification and/or discipline, is obliged to notify the UFS in writing regarding the said change;
- (ii) who switches qualifications and/or disciplines and/or modules in the course of the registration process, must fill in the prescribed form(s).
- (b) A registered student who wants to switch from one (1) qualification and/or discipline and/or module(s) to another must, through the self-service component

of the PeopleSoft Campus Solutions System or on the prescribed form(s), apply for the switch in question and, before a modified registration can be done, the student must obtain the relevant dean's approval to do so.

- (c) In the case of a module switch, note that the responsibility lies with the student to catch up work that has already been dealt with, and she/he can neither lay claim to any additional help from the lecturer nor expect to be accommodated in respect of notes, assignments, practicals and assessments that have been missed.
- (d) A prospective or registered student who migrates from one campus/centre of the UFS to another campus/centre of the UFS, must apply on the prescribed form and obtain the necessary approval from the programme director and/or the academic head of department. Only after approval by the relevant officials of both campuses will this be granted.

**Clarification**

*The prescribed forms for a qualification switch by a registered student are obtainable from the Student Support Centre or the UFS website under Applications, and must be returned to the same office.*

*The prescribed forms for migrating from one campus/centre to another are obtainable from the Student Support Centre or the UFS website under Applications, and must be returned to the same office.*

**A82**

**CREDIT ACCUMULATION AND TRANSFER**

- (a) The Registrar, on the recommendation of the academic head of department or, in the case of the MBA, the Director of the Business School, may once grant a person exemption from or give credit for credits earned through formal learning in a prior qualification or in a partially completed qualification – whether obtained here or elsewhere – with a view to taking another qualification, provided that:
  - (i) No more than 50% of the credits may be transferred from the completed qualification(s) to another qualification, subject to the provision that
    - (aa) no more than 50% of the credits required for the other qualification are credits that have been used for a completed qualification;<sup>71</sup>
    - (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.
  - (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 be transferred – also taking into account the 25% restriction in respect of credits earned at the highest NQF level. Before the approval of content for CAT, 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.

<sup>71</sup> Change to the rule is a direct quote from Section 33 of the Higher Education Qualifications Sub-Framework (HEQSF). Volume 592. Government Gazette no. 38116.

- (iv) A person from another institution of higher education has to register at the UFS for at least one (1) academic year (two (2) semesters).
  - (v) Credits from a completed or a discontinued qualification may be transferred to another qualification only once.
  - (vi) No Master's Degree research dissertation may contain work that is identical in terms of research and content to work that a student previously presented for a qualification.
- (b) A UFS student who wishes to continue with her/his studies for the Master's Degree at another institution of higher education, or a person who is registered for a Master's Degree at another institution of higher education and wishes to continue with her/his studies at 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.

**Clarification**

*Exemptions are granted on the basis of non-formal learning in accordance with RPL guidelines, with a 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 the RPL.*

- (c) With regard to a student who fails to fulfil the requirements for a qualification, the general principle is that the student may not be awarded an early-exit qualification.
- (d) Before the approval of content for CAT, it should be determined whether the content is current and relevant. The rules pertaining to the shelf life of modules and their relevancy beyond five (5) years will be determined by faculties and indicated in their different rule books.

## **A83 ASSESSMENT RULES**

### **A83.1 Attendance of teaching opportunities**

- (a) Compulsory attendance of teaching opportunities in a module, as prescribed by the board of the faculty in which the specific module is offered and 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.

### **A83.2 Module mark**

- (a) To gain admission to the examination in a module, a module mark of at least 40% is required.<sup>72</sup>

<sup>72</sup> A module mark of at least 40% is required for admission to the examination, 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 both the continuous and the summative assessments, which are conducted in a decentralised fashion during the course of the module term.
- (c) A module mark that has been obtained in a module is valid only for the next examination applicable to the module in question.
- (d) Except where the dean of the faculty in which the relevant module is offered (in consultation with the particular lecturer) decides otherwise, a student must, in order to gain admission to the examination in a module, meet all the prescribed subminimum and assignment requirements, and must have participated in all the scheduled assessments as set out in the relevant module guide or its addendum<sup>73</sup>.

### **A83.3 Examinations: modules**

- (a) Two (2) examinations are scheduled per semester:
  - (i) a main mid-year examination and an additional mid-year examination in respect of the first-semester modules; and
  - (ii) a main end-of-year examination and an additional end-of-year examination in respect of the second-semester modules and year modules, except in the case of the following:
    - (aa) where a system of continuous assessment is followed in respect of practical examinations;
    - (bb) where a system of continuous assessment with summative assessment is followed.
- (b) Once admission to the examination has been granted, participation in the main mid-year examination and the main end-of-year examination is compulsory.
- (c) A student who, as a result of justified extraordinary circumstances, is unable to take the main mid-year examination, may, within the period allowed for this purpose and using the prescribed form, apply for an additional examination during the additional mid-year examination. A student who does not participate in the main end-of-year examination may also – based on justified extraordinary circumstances, within the period allowed for this purpose and using the prescribed form – apply for an additional examination during the additional end-of-year examination, except as regards the following:
  - (i) a student who was admitted to the scheduled main examination in a given semester (module mark at least 40%), who 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 (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.
- (d) A student in her/his final academic semester who must prolong her/his studies to obtain the qualification subsequent to failing a single module will not be considered for a special examination, as special examinations are only considered up to Honours level.

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<sup>73</sup> The granting of approval to a student who has not obtained the required semester mark is specifically excluded from this rule, as no student will be allowed to participate in an examination without having obtained the required semester mark.

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

#### **A83.4 Oral assessment**

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

#### **A83.5 Pass requirements**

If the qualification entails both an examination and a coursework Master's Degree mini-dissertation or publishable manuscript/published article, each module must be passed with at least 50% to obtain the qualification.

##### **A83.5.1 Pass requirements, passing with distinction: modules**

- (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 (at least 40% for admission to the examination) must be taken into account.
  - (ii) A subminimum of at least 50% 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 50% should be obtained per paper and 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 50% and no more than 80%.
- (c) Where a system of continuous assessment – with or without summative assessment – applies, the information is included in the module guide, and a student passes the module when a final mark of at least 50% has been obtained and she/he has participated in all the assessments.
- (d) In order to pass a module with distinction, a student must obtain a final mark of at least 75% – in accordance with the same guidelines that apply in respect of the calculation of a pass mark.
- (e) A system of promotion does not apply to Master's Degrees.



**A83.5.2 Pass requirements, passing with distinction: coursework Master's Degree mini-dissertations or interrelated, publishable manuscripts/published articles**

- (a) For a student to pass a coursework Master's Degree mini-dissertation or publishable manuscript/published article, both of the two (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) The dean may internally appoint an arbitrator, in consultation with the relevant structures, in the case of borderline decisions or when discrepancies occur in assessments. In such cases, the decision of the arbitrator regarding the examination of the original work and the recommendation reports received from all examiners will be final.
  - (iii) A borderline decision occurs when the final weighted average mark of the student is forty-eight (48), forty-nine (49), seventy-three (73) or seventy-four (74).
  - (iv) Discrepancies with regard to assessments occur when:
    - (aa) there is a difference of at least 25% between any of the examiners' marks;
    - (bb) only one (1) of the examiners did not award a distinction mark;
    - (cc) any one (1) of the examiners does not award a mark and recommends that the document should be revised and resubmitted (option 3) or be rejected (options 4) of 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.

**A83.5.3 Pass requirements, passing with distinction: Master's Degree research dissertations or interrelated, publishable manuscripts/published articles**

- (a) A student passes a Master's Degree research dissertation or interrelated publishable manuscripts/published articles, only when each of the three (3) examiners have awarded a mark of at least 50%. If more than one (1) examiner did not pass the student an arbitrator cannot be considered, and it remains a fail

mark. If only one (1) of the three (3) examiners failed the student, an arbitrator could 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>74</sup>.
- (c) If the student fails, she/he must once again apply for admission and the same research that was previously assessed may not again, in unaltered form, be submitted for assessment.
- (d) To pass a Master's Degree research dissertation or interrelated, publishable manuscripts/published articles with distinction, 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 (ECS 14 September 2015).
- (e) The dean may internally appoint an arbitrator, in consultation with the relevant structures, in the case of borderline decisions or when discrepancies occur in assessments. In such cases, the decision of the arbitrator regarding the examination of the original work and the recommendation reports received from all examiners will be final.
  - (i) A borderline case occurs when the final average mark of the student is forty-eight (48), forty-nine (49), seventy-three (73) or seventy-four (74).
  - (ii) Discrepancies with regard to assessments occur when:
    - (aa) there is a difference of at least 25% between any of the examiners' marks;
    - (bb) only one (1) of the examiners did not award a distinction mark;
    - (cc) any one (1) of the examiners does not award a mark and recommends that the document be revised and re-submitted (option 3) or be rejected option 4 on the prescribed form.

**A83.6 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 Postgraduate Office at Student Academic Services or, in the case of a student at the Qwaqwa Campus, the Examination Administration Division: Student Academic Services in consultation with the assistant dean and Campus Vice-Principal: Academic, of her/his intention to submit, as follows:
  - (i) in the case of the Bloemfontein Campus, on or before the last working day of September of the preceding year in order to graduate during the April graduation ceremonies; or
  - (ii) in the case of the Bloemfontein Campus, on or before the first working day in April for graduating during the December graduation ceremonies.

<sup>74</sup>

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

- (iii) in the case of the Qwaqwa Campus, on or before the last working day of September of the preceding year for graduating during the May graduation ceremonies.

- (b) It is the supervisor's responsibility to see to it that the title of the Master's Degree research dissertation or of the interrelated, publishable manuscripts/published articles have already been registered before the notification of submission is approved by her/him. It is the responsibility of the supervisor, in consultation with the dean, or in the case of a student at the Qwaqwa Campus, the assistant 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 e-mail addresses of examiners and moderators must be signed off by supervisors.

**Clarification**

*Nominations for potential examiners and moderators should be submitted to the Postgraduate Programmes (Research) Unit in Student Academic Services.*

*Examiners and moderators are given advance written notification of their nomination and must, in writing, accept such nomination before the research is submitted or dispatched for assessment. The Postgraduate Programmes Unit in Student Academic Services must keep the supervisor informed as regards the examiners' and moderators' acceptance of nominations.*

- (c) Only if the following requirements have been met, can the Registrar or, in the case of a student at the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus in consultation with the dean and Registrar, 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 of 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) in the case of the Qwaqwa Campus, on or before the last working day in November of the previous year in order to graduate during the May graduation ceremonies.
    - (dd) 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.

**A83.7 Assessment of coursework Master's Degree mini-dissertations or interrelated, publishable manuscripts/published articles**

(a) The submission date for assessment of a coursework Master's Degree mini-dissertation or publishable manuscript/published article is – with due regard for the deadlines determined by the Senate in respect of qualifying for the next graduation ceremony – determined by the student in consultation with the supervisor and, in the case of a student at the Qwaqwa Campus, in consultation with the assistant dean.

(b) Once a coursework Master's Degree mini-dissertation or publishable manuscript/published article has been submitted for assessment, it may not be withdrawn and the assessment must proceed.

**A83.8 Requirements to be met in respect of the submission of a Master's Degree research dissertation, interrelated, publishable manuscripts/published articles, or coursework Master's Degree mini-dissertation**

(a) There is no standard format for submission of a dissertation: formatting is at the candidate's discretion. Reasonable width margins (2–2,5 cm) and 1,5 spacing are desirable to ensure comfortable reading of the text. Consistent referencing should be applied, and there may be departmental variations in the referencing system requirements.

(b) For assessment purposes, a student must submit either properly bound copies or subedited copies in temporary bindings or electronic copies saved in the prescribed electronic format.

(c) An abstract of no more than six hundred (600) words must be included at the beginning of the dissertation, coursework mini-dissertation or interrelated, publishable manuscripts/published articles, together with approximately ten (10) key terms that describe the topic.

(d) A summary report compiled in the Turnitin Plagiarism Search Engine must be submitted by the student together with the research dissertation, interrelated, publishable manuscripts/published articles, or coursework Master's Degree mini-dissertation, and a written declaration of approval by the supervisor, at the time of submission.

(e) When the student submits the research dissertation, interrelated, publishable manuscripts/published articles or coursework Master's Degree mini-dissertation, the supervisor must provide the following:

(i) a letter that she/he approves the submission for assessment and that the submitted work has not previously, either in part or in its entirety, been submitted to the examiners or moderators,

(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:
- (g) The title page must include the following:
  - (i) the registered research title;
  - (ii) the student's full names;
  - (iii) a declaration reading:
 

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

#### **A83.9 Assessment reports**

- (a)
  - (i) Within forty-five (45) days after an examiner has received a Master's Degree research dissertation or interrelated, publishable manuscripts/published articles, the Registrar must be provided with an assessment report.
  - (ii) As regards a student studying at the Qwaqwa Campus, the assessment report must be forwarded to the Campus Vice-Principal: Academic of the Qwaqwa Campus.
- (b) The supervisor and/or co-supervisor(s) may not peruse the examiners' assessment reports before all the reports have been received.
- (c) The evaluation of all the assessment reports is done by the dean on the recommendation of the programme director and/or the academic head of department and the dean can use her/his discretion in difficult cases. Only when applicable, a Faculty Evaluation Committee can be convened under the chairmanship of the dean. The Registrar/Director, or the Campus Vice-Principal: Academic of the Qwaqwa Campus in the case of a student at the Qwaqwa Campus, 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.
- (d) If modifications are required or corrections have to be made by the student, the supervisor and the programme director and/or the academic head of department must, in writing, provide confirmation to the dean that all of the requirements as specified by the examiners have been met, subsequent to which the dean has to notify the Registrar or, in the case of a student at the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus, of the final result.
- (e) After the modifications/corrections have been made and subsequent to the dean having informed the Registrar or the Campus Vice-Principal: Academic of the Qwaqwa Campus (in the case of a student at the Qwaqwa Campus) of the final result, the student and the internal and external examiners are notified of the result.

- (f) Assessment reports must, at the student's request, be made available to her/him without the marks and without in any way identifying the examiners.
- (g) Within forty-five (45) 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.
- (h) The Registrar or the Campus Vice-Principal: Academic of the Qwaqwa Campus in consultation with the dean and Registrar, in respect of a student at the Qwaqwa Campus, must, when forwarding the assessment reports to the dean, confirm that all rules and due dates have been adhered to.

#### **A83.10 Plagiarism**

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

#### **A83.11 Centres at which examinations are conducted**

- (a) A student takes the written examination on the campus or at the centre at which the module was offered.
- (b) A student may, in the prescribed manner and before a date specified by the 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) an 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;
  - (v) an appropriate venue for the examination is available.
- (d) Taking an additional examination at another centre is further subject to the condition that the UFS is able, in good time, to finalise the required arrangements in respect of taking additional examinations.

#### **A83.12 Additional time during examinations**

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

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

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 submission of research for assessment.

**A83.14 Examination results<sup>75</sup>**

- (a) As indicated in the module guide, a faculty or a department must make provisional examination results of the main and additional examinations available to students within seven (7) working days after an examination as scheduled on the examination timetable.
- (b) After the final evaluation of the assessment reports or after adjustments/corrections have been made, the Registrar officially informs the student and the examiners of the result.
- (c) Provisional examination results can also be accessed electronically by following a prescribed procedure, and they are also available on the UFS's website.
- (d) Students are responsible for obtaining their results before the additional examination.
- (e) Except where the Senior Director of Finance decides otherwise, official examination results are made available electronically to a student.
- (f) A student may discuss the results of an examination, test or assignment with the lecturer and with the academic head of department (irrespective of a student's account being in arrears, but on condition that particulars regarding the results are not divulged). The following procedures apply:
  - (i) The discussion must take place within five (5) working days after the provisional results have been announced. A student has the right to address a justified written appeal to the dean, with notification to the academic head of department. Such appeal must be lodged within two (2) working days after discussion with the academic head of department.
  - (ii) At the Qwaqwa Campus, the discussion is held with the lecturer and the assistant dean in consultation with the Campus Vice-Principal: Academic of the Qwaqwa Campus, within five (5) working days after the provisional results have been announced. A student has the right to address a justified written appeal to the Campus Principal, with notification to the Campus Vice-Principal: Academic of the Qwaqwa Campus. Such appeal must be lodged within two (2) working days after the results have been discussed with the Campus Vice-Principal: Academic of the Qwaqwa Campus in consultation with the assistant dean and Registrar.
- (g) For the purposes of the above-mentioned discussion, the student has the right of access to her/his script.
- (h) If, owing to extraordinary circumstances, an examination result and/or feedback regarding an application in respect of an additional examination is not available one (1) week before the date of the additional examination, a further *ad hoc* examination may be scheduled with the approval of the programme director and the academic head of department, with written notification to the dean and to the Registrar: Examination Administration Division, provided that
  - (i) as regards first-semester modules, such an *ad hoc* examination must take place before the second semester commences;
  - (ii) as regards year modules and second-semester modules, such an *ad hoc* examination must take place before the new academic year commences;

<sup>75</sup> The academic results of students whose accounts are in arrears by more than two thousand rand (R2000,00) will not be made available to the students.

- (iii) all examination results in respect of modules of the first semester have been announced and have been entered on the computer network prior to commencement of the second semester;
  - (iv) all examination results in respect of year modules and modules of the second semester have been announced and have been entered on the computer network prior to commencement of the new academic year;
  - (v) any examination result that is received after the above-mentioned dates be sent to the Registrar by the academic head of department – on the basis of written justification of the circumstances and with the approval of the dean, and with notification to the examination committee.
- (i) If a student qualifies for an additional examination or has been admitted to such and the module comprises more than one (1) paper, the examination in both papers must be written during the additional examination in question.

**A83.15 Requirements in respect of examination venues**

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



- (ii) Visit the restroom unless she/he is accompanied by an invigilator of the same gender.
- (iii) Smoke or consume food or refreshments.
- (iv) Be a source of disturbance to other students.
- (l) Full particulars must be supplied on the script(s), and a student may not remove any scripts from the examination venue.
- (m) To obtain assistance in the examination venue, a student must seek the invigilator's attention by raising a hand.
- (n) If an invigilator has reasonable grounds – confirmed as such by another invigilator – to believe that a student may be in possession of inadmissible notes or items, the student may be requested by the head invigilator to leave the examination venue with her/his examination script and the documentation that was supplied to her/him. Two (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, and does so in conditions of privacy and in a way deemed not to compromise the student's dignity.
- (o) A student who disregards the General Rules in respect of examinations and examination venues is dealt with in terms of the rules applicable to disciplinary procedures, set out in Annexure B hereto, which may result in expulsion.
- (p) Where the conducting of examinations is influenced by differences in time zones, the person must remain under the supervision of the invigilator.
- (q) Tests are subject to the same principles as examinations.

#### **Clarification**

*Address applications in respect of an additional examination to the Examinations Office or to the Campus Head, in the case of a student at the Qwaqwa Campus.*

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

*Departments that use a system of continuous assessment may not schedule assessments during approved examinations.*

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

**Clarification (continued)**

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

- *embedded font*
- *one file containing the full text, an abstract, keywords, illustrations and maps*
- *PDF format*

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

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

**A84****QUALIFICATION WITH DISTINCTION**

- (a) Except where Faculty Rules stipulate additional requirements, a qualification is awarded with distinction if a student meets the following requirements:
- (i) An average mark of at least 75% has been obtained in respect of a Master's Degree research dissertation or interrelated, publishable manuscripts/published articles.
  - (ii) A weighted average of at least 75% rounded to the next integer that is 74,5% to 75%) has been obtained based on the minimum number of modules, coursework Master's Degree mini-dissertation, publishable manuscript/published article, practicals or public defence of research prescribed for the qualification in question.
  - (iii) No module has been failed or repeated in an additional examination.
  - (iv) The Master's Degree research mini-dissertation or interrelated, publishable manuscripts/published article was not resubmitted for assessment purposes.
  - (v) All components of the Master's Degree have been completed within the maximum of three (3) consecutive years allowed for completion of the qualification.
  - (vi) The result of a discontinuation of a module(s) will not be taken into account with 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) Exemptions or recognitions in respect of a completed qualification(s) are taken as additional residential years in respect of the new, completed qualification.

- (d) Where exemption from or recognition of an occasional module(s) from a previous year is granted, every year in which the module(s) in question was passed, is deemed to be an additional residential year in respect of the new qualification.

#### **A85 QUALIFICATION CERTIFICATES, DEAN'S MEDALS AND SENATE MEDALS**

- (a) Qualification certificates, Dean's Medals and Senate Medals are only awarded at a graduation ceremony or subsequently posted to the student.
- (b) A student is only allowed to participate in the next graduation ceremony provided that all results – including corrections/adjustments that had to be made – have been received in accordance with the due dates determined by Senate.
- (c) The Registrar reserves the right not to present a qualifications certificate to a student unless
- (i) all monies owed to the UFS have been paid, all the results of modules passed at other institutions of higher education have been submitted, all books still owed to the library have been returned;
  - (ii) properly bound copies of the Master's Degree research dissertation or interrelated, publishable manuscripts/published articles for the supervisor, co-supervisor(s) (plus submission of the research on KopsieScholar or alternatively a CD-ROM for the library) have been received by the Registrar on the date determined by Senate;
  - (iii) all other requirements have been met and
  - (iv) 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 therefor, 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 were found guilty of misconduct in accordance with the 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 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) Council, in consultation with Senate, and after compliance with the prescripts of the Higher Education Act (Act 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:
- (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.
- (f) When a qualification is awarded *in absentia*, the student must make prior arrangements as regards the posting of the certificate and pay the necessary postage.

- (g) Should a candidate be absent from 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 or contains the following particulars:
- (i) an affidavit explaining the request;
  - (ii) an indication as to which surname appeared on the originally issued certificate – in the case of an application from a married person;
  - (iii) a certified copy of an identity document or passport.
- (i) If the name of the student to whom the qualification was awarded changes, the Registrar may issue an appropriate certificate, provided that the necessary documentation verifying the change be submitted.
- (j) In each of the faculties, a Dean's Medal is awarded to a registered Master's Degree student who has obtained the highest weighted average percentage over all the study years, provided that
- (i) the qualification was awarded with distinction and a weighted average of at least 80% (not rounded to the next integer) has been obtained, based on the minimum number of modules prescribed for the qualification in question; and
  - (ii) no module was failed or repeated in an additional examination. The result of a discontinuation of a module(s) will not be taken into account with the awarding of a Dean's Medal;
- (k) A Senate Medal and Prize are awarded to a student who received a Dean's Medal and who obtained the highest weighted average percentage in all the faculties.

**Clarification**

*Address enquiries regarding lost or damaged qualification certificates via email to: [graduations@ufs.ac.za](mailto:graduations@ufs.ac.za), or by telephone to +27 51 401 3016 or +27 51 401 3083.*

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

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

**A86**

**INTELLECTUAL PROPERTY**

- (a) In the absence of a written agreement entered into between the UFS and the student, which attests to the contrary being true, ownership of intellectual property that has been developed by a student in the course of and/or in connection with her/his studies at the UFS, will in all respects reside in the UFS.
- (b) No action mentioned in section 6 of the Copyright Act, 1978 – nor any action claiming that any publication or part thereof constituted part of a Master's Degree

research dissertation, interrelated, publishable manuscripts/published articles or a coursework Master's Degree dissertation or publishable manuscript/published article in respect of which a qualification was awarded by the 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: Research Commercialisation, and with written notification to the Registrar to record the said permission on the student's record.

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

- (a) If the supervisor/co-supervisor<sup>76</sup>, in consultation with the dean – before or after the degree has been awarded and subsequent to consultation with the Registrar and on the recommendation of the programme director and/or the academic head of department – grants written authorisation for publication of a Master's Degree research dissertation or coursework Master's Degree mini-dissertation, the following particulars must be stated on the title page:
- (b) "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."
- (c) Copyright of students' scripts (mini-dissertations, dissertations, theses, etc.) vests in the UFS. The UFS encourages the publication of derivative works of 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:
- (i) Contract research: The publication of derivatives of scripts that were 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 (Act No. 10 of 2004) or the Intellectual Property Rights from Publicly Financed Research and Development Act (Act No. 51 of 2008) may impose limitations upon the UFS to grant certain rights to students.

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

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

<sup>76</sup> The Campus Vice-Principal: Academic of the Qwaqwa Campus, in consultation with the dean and Registrar, grants written authorisation for publication of a research report on the Qwaqwa Campus.

**Clarification**

*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's stamp, via the student portal at <http://kovsielife.ufs.ac.za>.*

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

*Official academic records, etc. will only be issued to students owing less than two thousand rand (R2000) on their accounts.*

**A89 REQUESTS ON THE BASIS OF EXCEPTIONAL CIRCUMSTANCES**

- 13.1 Exceptional cases that have been justified in writing (with supporting documentation) must be referred to the Faculty Board, who will make a recommendation to the ECS to make a ruling regarding the request.
- 13.2 The ECS may condone any breach of the General Rules if it is satisfied that such a breach was due to an act of the UFS, and that the student concerned, not having contributed to such act, would suffer undue hardship should the rule in question be applied.

**A90 DISCIPLINE**

- (a) The Vice-Chancellor is responsible for enforcing discipline.
- (b) The rules applicable to discipline are set out in Annexure B to this document.

**A91 FINANCIAL SUPPORT**

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

**Clarification**

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

**A92 MODULE AND VENUE TIMETABLE AND EXAMINATION TIMETABLE**

- (a) A module and venue timetable is drawn up annually and published on a date determined by Senate. This timetable, which takes curricula into account, is based on the modules offered by departments and captured on the computer network.
- (b) An examination timetable that takes into account the modules for which students have registered, is drawn up and published twice annually.
- (c)
  - (i) When a student experiences clashes on the module and venue timetable because two (2) or more modules have been scheduled in the same time slot, an adjustment can only be made by taking into account the entire scheduling process, among which the examination timetable, the student's academic record and the possibility of taking alternative modules, especially as regards modules that have been failed.
  - (ii) Where rescheduling in respect of the examination timetable is not possible, a special arrangement can be made with the student as regards writing the examination.

**Clarification**

*Clashes in the module and venue timetable and/or the examination timetable must be reported on the prescribed form to the Registrar: Curriculum Management Division.*

*The module and venue timetable and the examination timetable are available on the UFS's web page: <http://kovsielife.ufs.ac.za>.*

**A93 RESIDENCE IN CAMPUS ACCOMMODATION**

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

**A93.1 Applying for residence in campus accommodation**

- (a) A person who wishes to study at the UFS for the very first time, and also a student who has interrupted her/his studies for at least one (1) academic year, must – on the prescribed form and before a date annually determined by the UFS – apply for residence in campus accommodation.

- (b) A student who is already studying at the UFS and who applies for residence in campus accommodation must complete the prescribed application form at the office of the Senior Director: Housing and Residence Affairs.
- (c) A student in residence must annually – on the prescribed form and before a date annually determined by the UFS – reapply to take up residence in campus accommodation.
- (d) Only fully completed applications are processed by the UFS.

#### **A93.2 Allocation and reallocation of campus accommodation**

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

#### **A93.3 Cancellation of residence in campus accommodation**

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

#### **A94 FEES PAYABLE**

- (a) The designated vice-rector is responsible for enforcing the rules in respect of the fees payable.
- (b) The responsibility of keeping the 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 which may appear on account statements.

If payments are not made by the due dates:

- interest at the prime bank rates plus 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 to an attorney 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, where Master's Degree research dissertations, interrelated, publishable manuscripts/published articles or coursework Master's Degree dissertations are not dispatched for assessment, where examination results are not disclosed and/or where official documentation (for example study records and certificates of conduct) is not issued.
- (h) Fees must be paid in full, irrespective of whether:
  - (i) Services are disrupted by strikes, student boycotts, civil unrest or any other disruptions on any of the campuses or at any of the centres, or due to any other circumstances beyond the UFS's control.
  - (ii) A student is not allowed to continue with her/his studies in consequence of the enforcement of any institutional rule.
- (i) (i) An international student must:
  - (aa) Before registration, pay a non-refundable administrative levy.
  - (bb) Produce evidence that she/he has the necessary funds to pay the monies that are owed, and to do so on the dates that such fees are due.
  - (cc) Pay the stipulated module price plus 50%.
- (ii) Students from countries of the SADC are exempted from the stipulation regarding the additional 50%.
- (j) **Prescribed debt**
  - (i) A student who has previously registered at the UFS who failed to pay outstanding fees will not be allowed to register unless fees for the year are paid in advance. This includes students whose debt has prescribed. Should a student be of the opinion that sufficient reason exists for the granting of exemption from this requirement, such a student may appeal in writing to the Senior Director of Finance, University of the Free State, PO Box 339, Bloemfontein, 9300.
  - (ii) An academic record/certificate of a student previously registered at the UFS who 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 previously registered at the UFS who failed to claim credit balances, will prescribe.

**Clarification**

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

*Payments can be made as follows:*

**(i) ABSA**

*The University of the Free State*

*Branch code 630734*

*Account number 1570151688, with reference number as follows:*

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

**(ii) Internet**

*Register the UFS as a beneficiary*

*Use the ABSA banking details as above*

**(iii) Online credit card payments**

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

**(iv) Cashiers: Thakaneng Bridge****(v) Samba**

*Samba card payments can be made at the cashiers' office at the Thakaneng Bridge – Monday to Friday 08:30-14:30.*

**(vi) Fax proof of payment to: +27 51 401 3579****A95****INFORMATION COMMUNICATION AND INFORMATION TECHNOLOGY**

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

**A96 – A99****For potential further additions**

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## GENERAL RULES FOR DOCTORAL DEGREES (NQF EXIT LEVEL 10)

### A100 GENERAL RULES

- (a) Students are responsible for being well-informed as regards General Rules and Faculty Rules, and for complying with the said rules.
- (b) A registered or prospective student is not exempted from 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 exemption on the strength of a comprehensive, written justification.
- (c) Upon registering, a student undertakes to abide by the General and Faculty Rules, as amended from time to time<sup>77</sup>.
- (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) All appeals pertaining to the implementation of the General Rules are considered by the relevant Faculty Readmission Appeals Committee, and the decision of this committee will be final. Only Faculty Readmission Appeals Committees can decide to refer particular appeals regarding uncertainties and grey areas to the University Appeals Committee, for a final decision.
- (f) The decision of the Registrar with regard to the interpretation of the General Rules is final.

#### **Clarification**

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

### A101 APPLYING FOR ADMISSION

- (a) Prior to officially applying for admission to a Doctoral Degree, online or on the prescribed form, the prospective student must approach the designated programme director and/or the academic head of department of the discipline in which the study is to be undertaken to clarify the following:
  - (i) whether the department does indeed have at its disposal the specific specialised expertise to embark on the proposed study;
  - (ii) whether the department does indeed have at its disposal the necessary personnel capacity and also the physical capacity to provide guidance and/or to involve other persons from outside the UFS;

<sup>77</sup> Implementation of the new Language Policy of the UFS commenced in 2017. The phasing-in process is guided by the UFS Language Implementation Plan, which provides (amongst others) the following:

- (a) **Postgraduate education:** The language for the writing of theses and dissertations at the UFS is English, except in disciplines where languages other than English are taught as subjects of study.
- (b) Specific cases for the use of languages other than English in theses and dissertations are left to the discretion of the head of department and the dean, who are accountable for the implementation of this language policy and for the compliance with the academic rules of the UFS regarding external examination of PhD theses.
- (c) **Implementation of the Language Policy on the Qwaqwa and South campuses of the UFS commenced in 2018.**

- (iii) whether the application must be submitted directly to the relevant department, to the Qwaqwa Campus or to the Applications, Admissions and Certification Division;
  - (iv) whether the application is subject to selection;
  - (v) the mode of presentation and assessment;
  - (vi) the academic prerequisites that have to be met.
- (b) Once approval has been granted for submission of an official application,
  - (i) a prospective first-time student wishing to study at the UFS, or
  - (ii) a student who discontinued her/his studies for at least one (1) academic year, must
  - (iii) apply for admission online or on the prescribed form, accompanied by the necessary documents (letter of permission from the programme director and/or the academic head of department, certified copies of qualification certificates, study records and certificates of conduct, etc.).
- (c) A student registered at the UFS who wishes to continue with a Doctoral Degree in the year after the required Master's Degree has been obtained, must apply on the prescribed form.
- (d) If a person presents a Doctoral Degree in the form of a thesis or interrelated, publishable manuscripts/published articles, she/he may – bearing in mind the subsidy guidelines – apply for admission at any time during the academic year. However, in cases where examinations have to be taken, applications in respect of admission must be made before the academic year commences and before the registration process ends.
- (e) If the degree is not awarded in the applicable academic year, the student pays for the full year.
- (f) The applications of students from other institutions of higher education who have been excluded at those institutions, will only be considered for admission to the UFS by the dean in consultation with the Registrar, on the strength of justified, written submissions.
- (g) The UFS reserves the right not to process incomplete applications received.
- (h) 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.

**Clarification**

*Address enquiries to: The Applications, Admissions and Certification Division, University of the Free State, PO Box 339, Bloemfontein 9300, or by fax to 086 697 2604/+27 51 401 9210, or via email to: [applications@ufs.ac.za](mailto:applications@ufs.ac.za). Direct telephonic enquiries as follows:*

*Faculty of the Humanities and Faculty of Health Sciences – +27 51 401 2345 or +27 51 401 3459.*

*Faculty of Economic and Management Sciences, Faculty of Law and Faculty of Theology – +27 51 401 3365 or +27 51 401 9863.*

*Faculty of Natural and Agricultural Sciences and Faculty of Education – +27 51 401 3597 or +27 51 401 3659.*

**Clarification (continued)**

*The prescribed forms in respect of an application for admission to a Doctoral Degree by a registered student at the UFS must be completed, and can be obtained from the Applications, Admissions and Certification Division. The forms must be returned to the same office once the programme director and/or the academic head of department has approved the application for admission.*

*Forward documentation in respect of the Business School to: The Director, Business School, PO Box 339, Internal Post Box 17, Bloemfontein 9300, or by fax to 086 655 8044.*

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

## **A102                    ADMISSION OR READMISSION TO THE UFS AND TO A DOCTORAL DEGREE**

### **A102.1                Admission**

- (a) To be admitted to a Doctoral Degree, a person must
- (i) already have obtained a Master's Degree; and
  - (ii) have obtained a weighted average of at least 65% (not rounded to the next integer) or, on the strength of special circumstances, have obtained a mark as recommended by the academic head of department and approved by the faculty board in question in the discipline in which she/he wishes to continue; and
  - (iii) meet any other requirements as approved by the faculty board in question, provided that a person may also be admitted to a Doctoral Degree
    - (aa) with the dean's permission, on the recommendation of the programme director and/or the academic head of department and in consultation with the Registrar, on the strength of a qualification(s) that they consider to be equivalent to a Master's Degree; or
    - (bb) with the approval of the dean, on the recommendation of the programme director and/or the academic head of department, on the strength of a standard of proficiency – determined by means of RPL – that is sufficient for the purposes of doctoral studies, with notification to the ECS.
    - (cc) In respect of the Qwaqwa Campus, with the assistant dean's permission, on the recommendation of the programme director or the academic head of department, in consultation with the Campus Vice-Principal: Academic and the Registrar – on the strength of a qualification(s) that they consider to be equivalent to a Master's Degree, including qualifications that were obtained internationally and were verified by MIE (Managed Integrity Evaluation (Pty) (Ltd); or
    - (dd) In respect of the Qwaqwa Campus, with the approval of the assistant dean of the faculty, on the recommendation of the programme director or the academic head of department, on the strength of a standard of proficiency – determined by means of

RPL – that is sufficient for the purposes of Doctoral Degree studies, with notification to the ECS.

- (iv) The programme director and/or the academic head of department may also require a person to take an oral and/or a written examination and/or to be subjected to an interview before admission to Doctoral Degree studies may be granted.
- (b) A student who was originally admitted to a Master's Degree may, after a study and registration period of at least one (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 programme director and/or the academic head of department (*via* the faculty research committee) recommend the application to the faculty board;
  - (ii) the Doctoral Degree is only awarded after two (2) further years' study; and
  - (iii) the general principle that an early-exit qualification may not be awarded if the student fails to complete the requirements for the qualification, is applied.
- (c) Before any assessment has taken place, a student may, on the basis of a written justification – on the recommendation of the promoter and co-promoter(s) and the programme director and/or the academic head of department, and with notification to the ECS – apply to the faculty board to cancel her/his candidature for the Doctoral Degree and once again to grant her/him admission to continue with the Master's Degree.
- (d) A person is admitted to interdisciplinary doctoral studies subject to a justified written application for admission from the dean/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.
- (e)
  - (i) In addition to the above-mentioned requirements that pertain in respect of admission to all Doctoral Degrees, the dean, on the recommendation of the programme director and/or the academic head of department and with written notification to the Registrar, may require a person to complete certain additional modules before admission, or before the qualification is awarded.
  - (ii) At the Qwaqwa Campus, decision-making powers are vested in the Campus Vice-Principal: Academic of the Qwaqwa Campus in consultation with the assistant dean and Registrar, on the recommendation of the programme director and/or the academic head of department and with written notification to the dean.
  - (iii) If the additional modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.
- (f) A student who has obtained a Master's Degree in one faculty may, on the strength of a justified written application based on special circumstances, be allowed by the ECS (on the recommendation of the dean/assistant dean and the programme director and/or the academic head of department) to register for a Doctoral Degree in another faculty. Students from any faculty can register for the Doctoral Degree in Higher Education in the Faculty of Education.

- (g)
  - (i) In exceptional cases, the assistant dean, in respect of a student at the Qwaqwa Campus – on the recommendation of the programme director and/or the academic head of department or the Campus Vice-Principal: Academic of the Qwaqwa Campus in consultation with the assistant dean and Registrar, and with written notification to the Registrar – may admit the said student to a single module(s) other than those that are prescribed, provided that it/these are deemed complementary to the specific programme and that the student possesses sufficient knowledge of the discipline to warrant admission to the module(s).
  - (ii) If the additional modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.
- (h) The responsibility to see to it that a person satisfies the necessary admission requirements lies with the programme director and/or the relevant academic head of department and, in respect of the Qwaqwa Campus, with the programme director and/or the academic head of department and the assistant dean in consultation with the Campus Vice-Principal: Academic of the Qwaqwa Campus.
- (i) 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.

**A102.2****Readmission on the strength of academic progress**

- (a) If a student, after the maximum residential time as stipulated on the UFS PQM, has not yet obtained the Doctoral Degree, she/he may only continue with the study on the basis of exceptional merit and subject to the following conditions:
  - (i) after the minimum residential time as stipulated in the UFS PQM plus one (1) year, upon approval by the promoter and/or the academic head of department and with the approval of the dean/assistant dean, with written notification to the Registrar or the Campus Vice-Principal: Academic of the Qwaqwa Campus, in the case of a student at the Qwaqwa Campus;
  - (ii) after the minimum residential time as stipulated on the UFS PQM plus two (2) years on the basis of an exhaustive justification by the programme director and/or the academic head of department, to be approved by the faculty committee and with written notification to the Registrar, or the Campus Vice-Principal: Academic of the Qwaqwa Campus in the case of a student at the Qwaqwa Campus (provided that the stipulations pertaining to the adaptation to new rules have been taken into account);
  - (iii) after the minimum residential time as indicated by the UFS PQM plus three (3) years, with the approval of the faculty board on the basis of a comprehensive written justification by the programme director and/or the academic head of department and with written notification to the Registrar or the Campus Vice-Principal: Academic of the Qwaqwa Campus in respect of a student at the Qwaqwa Campus, provided that the stipulations that pertain in respect of adaptation to new rules have been taken into account.
- (b)
  - (i) A student who is registered for a Doctoral Degree may, with the permission of the dean of the faculty, place her/his studies in abeyance for a period of no more than one (1) year in exceptional circumstances only and subject to the availability of supervision.



- (ii) The student needs to apply for abeyance not later than November of the year preceding the abeyance period.
  - (iii) The student will be allowed to register in 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 student's application for abeyance will only be presented to the dean of the faculty for approval if such is supported by the student's promoter. The decision needs to 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 addressed to the research promoter. The dean/assistant dean, on the advice of the head of the department and research promoter, can, in collaboration with the Registrar, or in the case of a student at the Qwaqwa Campus, the Campus Vice-Principal: Academic, 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.

**Clarification**

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

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

**A103**

**SUBMISSION OF DOCUMENTATION REQUIRED TO REGISTER AS A STUDENT**

- (a) A prospective student
- (i) registering at the UFS for the first time must, together with the prescribed application form, submit a certified copy(ies) of the qualification(s) on the strength of which admission to the Doctoral Degree is to be granted;
  - (ii) who previously studied at another institution of higher education must submit an original study record and a certificate of conduct from the previous institution(s) of higher education during the application process.

- (b) Certified copies must also be available during the registration process.
- (c) An international student must:
- (i) Submit to the Office for International Affairs a study permit issued in favour of the UFS by the South African Department of Home Affairs.
  - (ii) Comply with all the requirements of the Immigration Act, and with the regulations issued in accordance with the said Act.
  - (iii) Apply to have SAQA evaluate the foreign qualifications obtained by the student prior to the 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, and comparing foreign qualifications with South African qualifications, considering the structure and outcomes of the foreign qualifications, to locate them within the South African NQF (SAQA Application Guidelines and Form, March 2014 based on Section 13(1)(m) of the National Qualifications Framework (NQF), Act 67 of 2008).

#### **Clarification**

*Certified copies are accepted only if the following information regarding the Commissioner of Oaths is clearly legible on the document:*

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

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

*Forward the required documentation in respect of qualifications offered at the Bloemfontein Campus to the relevant programme director and/or the academic head of department, or to: Student Academic Services, University of the Free State, PO Box 339, Bloemfontein 9300, or [StudentAdmin@ufs.ac.za](mailto:StudentAdmin@ufs.ac.za).*

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

*Forward documentation intended for the Business School to: The Director, Business School, PO Box 339, Internal Post Box 17, Bloemfontein 9300, or fax it to 086 525 6336.*

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

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

*All South African students must have achieved a minimum attainment level of 4 (50%-59%) in English or Afrikaans (kindly refer to footnote no. 17).*

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

A104

**MODE OF PRESENTATION**

(a)

**Doctoral Degree:**

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

In accordance with the stipulations of a faculty board, as contained in the Faculty Rules, a Doctoral Degree may be presented in the form of one (1) of the following options:

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

**Doctoral Degree (Professional):**

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

(b)

A Doctoral Degree may also be partially (at least 50%) 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 UFS Policy on Joint 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 10 descriptors of the HEQSF.

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

- (a) The salient characteristic of this particular qualification is that a person must be able to undertake high-level research and make a significant and original scientific contribution.
- (b) The following requirements are stipulated in respect of this study:
  - (i) A thesis or interrelated, publishable manuscripts/published articles are written under the guidance of a promoter or a promoter and a co-promoter(s) (three hundred and sixty (360) credits); or in those exceptions to this rule,
  - (ii) A mini-thesis is written under the guidance of a promoter or a promoter and a co-promoter(s) (at least 60% of the degree).
- (c) No thesis or interrelated, publishable manuscripts/published articles may contain work that is identical to work that a student previously presented for a qualification.
- (d) The requirement in respect of a doctoral thesis is that at least three (3) publishable manuscripts/published articles are 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.

**A106 DURATION OF STUDY AND COMPILING A CURRICULUM**

- (a) After obtaining the qualification in respect of which admission has been granted, a doctoral student must be registered at the UFS for at least two (2) years (four (4) semesters) or in relation with the minimum residential time stipulated on the UFS PQM for the specific doctoral degree.
- (b) Except in cases where the Council, *via* the Senate, implements new rules with immediate effect, a student may, for a Doctoral Degree, only be registered for the minimum residential period allowed for that qualification on the UFS PQM plus an additional year, with the second period following directly after the first, and she/he must complete her/his studies for that particular qualification in accordance with the General Rules and the Faculty Rules applicable at the time of first registration.
- (c)
  - (i) A student from another institution of higher education or a student from the UFS who interrupts her/his studies for a year or longer than a year or who switches to another qualification, remains subject to both the General Rules and the Faculty Rules that happen to apply at the time of the new registration, except with the dean's approval in respect of the relevant Faculty Rules, on the recommendation of the programme director and/or the academic head of department and with written notification to the Registrar.

- (ii) In the case of a student studying at the Qwaqwa Campus, approval in respect of the Faculty Rules may be granted by the Campus Vice-Principal: Academic of the Qwaqwa Campus, in consultation with the assistant dean and Registrar, on the recommendation of the programme director and/or the academic head of department, with written notification to the relevant dean.
- (d) If a thesis or interrelated, publishable manuscripts/published articles or a mini-thesis is not accepted and the student subsequently re-registers for the Doctoral Degree, the faculty board gives an *ad hoc* ruling as regards the study period. Written notification of the ruling is forwarded to the Registrar or, in the case of a student at the Qwaqwa Campus, to the Campus Vice-Principal: Academic of the Qwaqwa Campus.
- (e)
  - (i) Depending on a student's academic achievements, a dean may, on recommendation of the programme director, grant approval to a student to register for additional modules to a maximum of thirty-two (32) credits, provided that the admission requirements have been met.
  - (ii) In the case of qualifications offered at the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus (in consultation with the assistant dean and Registrar) grants approval, with written notification to the programme director and/or the academic head of department and the relevant dean.
  - (iii) If the additional modules fall under the jurisdiction of another faculty, approval is granted in consultation with the dean of that faculty.

## **A107 STUDENT REGISTRATION AND RE-REGISTRATION**

### **A107.1 Selection for registration**

- (a) A person who qualifies to register to complete her/his Doctoral Degree by means of a thesis or interrelated, publishable manuscripts/published articles must meet the following requirements before being able to register for the qualification concerned:
  - (i) Before registration the applicant should submit a research outline<sup>78</sup> that is considered appropriate by the academic department in which the applicant will be registered.
  - (ii) All doctoral applicants are subject to a selection process which could differ from one department to the next and of which the details will be published in the departmental brochures for postgraduate selection and on the departmental web pages.
  - (iii) Selection for registration is based on the content and performance in the prior degree, academic merit, bridging arrangements, prior work experience and research ability.
  - (iv) The promoter, in consultation with the head of department, reserves the right to request applicants to write an admission examination or to enrol for additional modules or to comply with additional admission requirements when deemed necessary.

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<sup>78</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.

- (v) If the above-mentioned requirements are confirmed to be of the appropriate standard by the supervisor and the academic head of 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.

- (b) If the applicant complied with all the requirements stated in A107.1(a)(i) – (v), permission will be granted for registration.

#### **A107.2 Registration for the qualification**

- (a) All student registrations are done in accordance with the coordinated arrangements of the Registrar, as approved by the ECS. Registrations 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 annually, during the first registration opportunity, register for both semesters (if applicable) for the period as prescribed by Senate, and must pay the required fees.
- (c) Within the first ten (10) weeks after registration the faculty will, if it is deemed necessary, present an orientation programme (completion is mandatory) to enrich all students intending to study at this level with appropriate research methods and the required background.
- (d) After registration, the student must work on a research proposal together with the promoter, except in cases where a research proposal is submitted immediately and accepted by the faculty research committee or the faculty board.
- (e) An acceptable research proposal and provisional title must be approved by the faculty research committee or faculty board, including compliance with requirements of the ethics committees, within the first twelve (12) months following registration.
- (f) An extension with regard to the submission of the research proposal and provisional title, for a maximum period of another forty-five (45) days, may only be granted with the approval of the dean upon the recommendation of the programme director or the academic head of department, and with notification in writing to the Registrar, or the Campus Vice-Principal: Academic of the Qwaqwa Campus in respect of a student at the Qwaqwa Campus.
- (g) Simultaneously with the application for approval of the research proposal and provisional title, a promoter, as well as a co-promoter(s) (if applicable), must be approved by the faculty board at the recommendation of the programme director or the academic head of department, in accordance with the faculty procedures.
- (h) A student who wishes to begin, after the registration period, with Doctoral Degree studies that do not include examination papers, may be permitted to register by the programme director or the academic head of department, or in respect of a student at the Qwaqwa Campus, the assistant dean, in consultation with the Campus Vice-Principal: Academic and the Registrar. Study fees and the minimum residential period, as stipulated in the UFS PQM, will apply.
- (i) When a student submits a 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:

- (i) If the degree is awarded in time for the student to graduate at the June graduation ceremony, no fees are paid by the student for that year.
  - (ii) If the degree is not awarded in time for the June graduation, but in time for the December graduation, the student pays the registration fee plus 50% of the tuition fees for the first semester.
- (j) Where these steps take place between October and December and therefore do not fall within the official registration period, the student must (at least within the subsequent year(s)) register for the qualification concerned within the scheduled registration period.
- (k)
    - (i) Academic credit is earned only in respect of modules registered for in compliance with the correct module code(s) as indicated in the Faculty Rules, and for which passes have been obtained.
    - (ii) The rules applicable to module codes are set out in Annexure A to this document.
  - (l) Registration for modules at the beginning of the year in respect of the second semester is conditional and remains subject to the rules that apply to modules, with specific prerequisites as set out in the rules of the faculties in question.
  - (m) On the recommendation of the programme director and/or the academic head of department and with the dean's approval, a student may – irrespective of the prerequisites that apply in respect of undergraduate qualifications – register for the said modules without having complied with the prerequisites, and then simultaneously take the modules at different levels within the same discipline.
  - (n) A person cannot simultaneously register for more than one (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);
      - (ii) and/or another institution of higher education, except on the basis of exceptional circumstances justified in writing and with the approval of the dean(s) in question, and 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;
      - (iii) at this institution in the case of a student studying at the Qwaqwa Campus unless the Registrar grants approval, on the recommendation of the assistant dean and in consultation with the Campus Vice-Principal: Academic of the Qwaqwa Campus, with written notification to the Campus Vice-Principal: Academic of the Qwaqwa Campus as well as to the other institution of higher education where applicable;
      - (iv) and/or another institution of higher education, in the case of a student studying at the Qwaqwa Campus, except on the basis of exceptional circumstances justified in writing and with the approval of the assistant dean(s) on the recommendation of the programme director and in consultation with the Campus Vice-Principal: Academic of the Qwaqwa Campus, with written notification to the Registrar and the Campus Vice-Principal: Academic of the Qwaqwa Campus, as well as the other institution of higher education where applicable.
    - (o) No retroactive registration will be granted for any qualification.

- (p) A first registration for a Doctoral Degree that entails only a thesis or interrelated, publishable manuscripts/published articles, may – taking into account the subsidy guidelines – take place outside the approved registration periods.
- (q) 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 be attended.
- (r) 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.

#### **A107.3 Re-registration**

- (a) 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.
- (b) 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.
- (c) A student must re-register for the qualification in question if
  - (i) the thesis or interrelated, publishable manuscripts/published articles have not been submitted in accordance with the dates determined by Senate for assessment;
  - (ii) the degree cannot be awarded during the next graduation ceremony, for example if corrections have to be made or if bound copies have not been received;
  - (iii) the thesis or interrelated, publishable manuscripts/published articles have not been submitted in accordance with the dates stipulated by 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 the student will be responsible for all fees charged for the first semester. Should a student miss the date for the submission of the 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, then the student is required to register and is responsible for all fees charged for the first semester.<sup>79</sup>
- (d) The programme director and/or the academic head of department, after consultation with the promoter and, in the case of a student at the Qwaqwa Campus, the assistant dean, in consultation with the Campus Vice-Principal: Academic of the Qwaqwa Campus and the Registrar, must ascertain whether a student has in fact re-registered before supervision may commence.

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

- (a) Notification of the cancellation of a registration must be processed through the self-service component of the PeopleSoft Campus Solutions System, or be given in writing.

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<sup>79</sup> Students who enrolled for a Doctoral Degree by research in the previous academic year and are able to successfully submit their thesis 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.



- (b) The date on which the cancellation was submitted through the self-service component of the PeopleSoft Campus Solutions System or the written notification is received, is taken to be the date of the cancellation of the registration.
- (c) Notification of the cancellation of a module(s) may occur 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 1 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.

**A107.5 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 with regard to disciplinary action against students.
- (b) A student's registration for a specific qualification may also be cancelled if the relevant dean deems such to be in the interests 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;
    - (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.

**Clarification**

*Registration of students for qualifications offered at the Qwaqwa Campus and at the UFS Business School takes place at the Qwaqwa Campus (telephone +27 58 718 5011/2) and at the Business School (telephone +27 51 401 3172) respectively.*

*No retroactive registration will be granted for any qualification.*

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

*To receive financial credit, the following due dates apply:*

- *First-semester modules – up to and including 1 March*
- *Second-semester modules – up to and including 15 August*
- *Year modules up to and including 1 March, 100% credit will be granted and year modules, up to and including 15 August, 50% credit will be granted.*

*If a student terminates her/his studies before 1 March of any given year, a minimum cost will be levied as indicated in the Fees Rule Book. The minimum cost will also be charged if a student registers for the first time in July, and cancels all second-semester modules before 15 August.*

## **A108 REGISTRATION OF PROVISIONAL RESEARCH TITLES AND MODIFYING A RESEARCH TITLE**

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

**Clarification**

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

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

## **A109 PROMOTER AND CO-PROMOTER(S)**

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

## A110

## EXAMINERS

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

- (a) All examiners are nominated by the academic head or programme director of the department and approved by the faculty board in accordance with the Quality Assurance Policy.
- (b) Examiners who are appointed by the relevant academic head of department in accordance with the Quality Assurance Policy, and approved by the faculty board, conduct a module examination.
- (c) At least three (3) examiners are required in respect of a thesis, provided that if an internal examiner – who must not be either the promoter or the co-promoter(s) – is nominated, the external examiners (persons not affiliated with the UFS) must constitute the majority of the panel of examiners.
- (d) In the case of interrelated publishable manuscripts/published articles at least three (3) examiners are required, provided that, if an internal examiner – who must not be either the promoter or co-promoter(s) – is nominated, the external examiners (persons not affiliated with the UFS) must constitute the majority of the panel of examiners.
- (e) Examiners who may additionally be required for a practical project or an oral examination, together with the academic head of department, constitute the nominated panel of examiners.
- (f) At least three (3) examiners are required in respect of a mini-thesis or interrelated, publishable manuscripts/published articles, provided that if an internal examiner – who must not be either the promoter or the co-promoter(s) – is nominated, the external examiners (persons not affiliated with the UFS) must constitute the majority of the panel of examiners.
- (g)
  - (i) Examiners will only be appointed once the student indicates that she/he is going to submit the research for assessment. As soon as the promoter considers the study to be at an advanced stage, the examiners should be nominated in order to allow sufficient time for the approval of such nomination by the Faculty Boards.
  - (ii) The General Rules for a specific academic year will apply when a postgraduate student submits her/his final documentation for examination. In exceptional circumstances, justified in writing, the dean/assistant dean – on the recommendation of the promoter and the programme director and/or the academic head of department – may approve the modification as regards the examiners, with notification to the faculty committee and the Registrar or, in the case of a student at the Qwaqwa Campus, to the Campus Vice-Principal: Academic of the Qwaqwa Campus.
- (h) Except in extraordinary circumstances, one (1) of the assessors must be an international examiner, as approved by the faculty board.
- (i) In the event that an examiner is no longer available, a new examiner must be appointed in accordance with general rule A110 (a) to (h) prior to the submission of the research for assessment.
- (j) A student may not communicate with an examiner.

**Clarification**

*Nominations for potential examiners and moderators should be submitted to the Postgraduate Programmes (Research) Unit in Student Academic Services.*

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

*The Registrar must keep the promoter informed as regards the examiners' acceptance of nominations.*

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

- (a) A prospective student
- (i) who wishes to change the qualification and/or discipline for which she/he has applied for another qualification and/or discipline, is obliged to notify the UFS in writing regarding the said change;
  - (ii) who switches qualifications and/or disciplines and/or modules in the course of the registration process, must fill in the prescribed form(s).
- (b) A registered student who wants to switch from one qualification and/or discipline and/or module(s) to another must apply, through the self-service component of the PeopleSoft Campus Solutions System 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.
- (c) In the case of a module switch, note that the responsibility lies with the student to catch up work that has already been dealt with, and she/he can neither lay claim to any additional help from the lecturer nor expect to be accommodated in respect of notes, assignments, practicals and assessments that have been missed.
- (d) A prospective or registered student who migrates from one campus/centre of the UFS to another campus/centre of the UFS, must apply on the prescribed form and obtain the necessary approval from the relevant programme director and/or the academic head of department. Only after approval by the relevant officials of both campuses will this be granted.

**Clarification**

*The prescribed forms for a qualification switch by a registered student are obtainable from the Student Support Centre or the UFS website under Applications, and must be returned to the same office.*

*The prescribed forms for migrating from one campus/centre to another are obtainable from the Student Support Centre or the UFS website under Applications, and must be returned to the same office.*

## A112

## CREDIT ACCUMULATION AND TRANSFER

- (a) The Registrar, on the recommendation of the academic head of department, may once grant a person exemption from or give credit for credits earned through formal learning in a previous qualification or in a partially completed qualification – whether obtained here or elsewhere – with a view to taking another qualification, provided that
- (i) no more than 50% of the credits may once only be transferred from the completed qualification(s) to another qualification, subject to the provision that
    - (aa) at least 50% of the credits for the new qualification be earned at the UFS; 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;
  - (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 be transferred – also taking into account the 25% restriction in respect of credits earned at the highest NQF level;
  - (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 has to register at the UFS for at least two (2) academic years (four (4) semesters);
  - (v) credits from a completed or a discontinued qualification may be transferred to another qualification only once.
- (b) A UFS student who wishes to continue with her/his Doctoral Degree studies at another institution of higher education or a candidate who is registered for a Doctoral Degree at another institution of higher education and wishes to continue with her/his studies at 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.
- (c) With regard to a student who fails to fulfil the requirements for a qualification, the general principle is that the student may not be awarded an early-exit qualification.

**Clarification**

*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 who applies for recognition of or exemption from modules after her/his studies have been interrupted, is considered in terms of the policy applicable to the RPL.*

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

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

**A113.2 Module mark**

- (a) To gain admission to the examination in a module, a module mark of at least 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 that has been obtained in a module is valid only for the next examination applicable to the module in question.
- (d) Except where the dean of the faculty in which the relevant module is offered, in consultation with the particular lecturer, decides otherwise, a student must, in order to gain admission to the examination in a module, meet all the prescribed subminimum and assignment requirements, and must have participated in all the scheduled assessments as set out in the relevant module guide or its addendum<sup>80</sup>.

**A113.3 Examinations: modules**

- (a) Two (2) examinations are scheduled per semester:
  - (i) a main mid-year examination and an additional mid-year examination in respect of the first-semester modules; and
  - (ii) a main end-of-year examination and an additional end-of-year examination in respect of the second-semester modules and year modules, except in the case of the following:
    - (iii) where a system of continuous assessment is followed in respect of practical examinations;
    - (iv) where a system of continuous assessment with summative assessment is followed.
- (b) Once admission to the examination has been granted, participation in the main mid-year examination and the main end-of-year examination is compulsory.
- (c) A student who (as a result of justified extraordinary circumstances) is unable to take the main mid-year examination may, within the period allowed for this purpose and using the prescribed form, apply for an additional examination during the additional mid-year examination. A student who does not participate in the

<sup>80</sup> The granting of approval to a student who has not obtained the required semester mark is specifically excluded from this rule, as no student will be allowed to participate in an examination without having obtained the required semester mark.

main end-of-year examination may also – based on justified extraordinary circumstances, within the period allowed for this purpose and using the prescribed form – apply for an additional examination during the additional end-of-year examination.

- (d) A student in her/his final academic semester who must prolong her/his qualification subsequent to failing a single module will not be considered for a special examination, as special examinations are only considered up to Honours level.
- (e) A student who wrongfully participates in a main examination or an additional examination will receive no recognition for such an examination, and she/he will be deemed not to have participated in the examination.

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

- (a) A student who intends to submit a thesis or interrelated, publishable manuscripts/published articles for assessment must, on the prescribed form and with the approval of the promoter and, if applicable, the co-promoter(s), inform the Registrar or, in the case of a student at the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus, of her/his intention in accordance with the dates determined by 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 for graduating during the December graduation ceremonies.
  - (iii) in the case of the Qwaqwa Campus, on or before the last working day in September of the preceding year for graduating during the May graduation ceremonies.
- (b) It is the promoter's responsibility to see to it that the title of the thesis, mini-thesis or interrelated, publishable manuscripts/published articles has already been registered before the notification of submission is approved by her/him. It is the responsibility of the promoter, in consultation with the dean or assistant 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 e-mail addresses of examiners and moderators must be signed off by promoters.
- (c) Only if the following requirements have been met can the Registrar or, in the case of a student at the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus in consultation with the dean and the Registrar, 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 promoter and, if applicable, a co-promoter(s) have been approved by the faculty board.
  - (iii) The faculty board has nominated the examiners and they have, in writing, accepted the nominations.

- (iv) A student must submit the research in accordance with the dates determined by 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) in the case of the Qwaqwa Campus, the last working day in November of the previous year, in order to graduate during the May graduation ceremonies.
  - (dd) 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.

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

- (a) The submission date for assessment of a mini-thesis or interrelated publishable manuscripts/published articles is, with due regard for the deadlines determined by Senate in respect of qualifying for the next graduation ceremony, determined by the student after consultation with the promoter and, in the case of a student at the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus, in consultation with the dean and Registrar.
- (b) Once a mini-thesis or interrelated publishable manuscripts/published articles has been submitted for assessment, it may not be withdrawn and the assessment must proceed.

**A113.6      Requirements to be met in respect of the submission of a thesis, interrelated, publishable manuscripts/published articles or a mini-thesis**

- (a) There is no standard format for 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, and there may be departmental variations in the referencing system requirements.
- (b) For assessment purposes, a student may submit either properly bound copies or subedited copies in temporary bindings or electronic copies saved in the prescribed electronic format.
- (c) An abstract of no more than six hundred (600) words must be included at the beginning of the thesis, together with approximately ten (10) key terms that describe the topic.



- (d) A summary report compiled in the Turnitin Plagiarism Search Engine must be submitted by the student together with the thesis, interrelated, publishable manuscripts/published articles or mini-thesis and a written declaration of approval by the promoter, at the time of submission.
- (e) When the student submits the thesis or interrelated, publishable manuscripts/published articles, the promoter must provide the following:
- (i) a letter that she/he approves the submission for assessment and that the thesis or interrelated, publishable manuscripts/published articles have not previously, either in part or in their entirety, been submitted to the examiners;
  - (ii) proof of the title registration, and
  - (iii) proof of appointment of the examiners with their acceptance of appointment, as well as their addresses for the dispatching of the examination copy.
- (f) The student must submit the following written declarations:
- “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.”
- In the event of a written agreement between the UFS and the student, the written agreement must be submitted in lieu of the declaration by the student.
- (g) The title page must include the following:
- (i) the registered research title;
  - (ii) the student’s full names;
  - (iii) a declaration reading:  
 “Submitted in fulfilment of the requirements in respect of the Doctoral Degree ..... in the Department of ..... in the Faculty of ..... at the University of the Free State.”;
  - (iv) the submission date;
  - (v) the name of the promoter and, if applicable, the co-promoter(s).
- (h) The following particulars are required for publication in the graduation ceremony programme:
- (i) date of birth;
  - (ii) place of birth;
  - (iii) school at which the student matriculated;
  - (iv) professional career;
  - (v) exceptional achievements;
  - (vi) marital and family details.

**A113.7 Pass requirements for modules**

If the qualification entails both modules and a mini-thesis or interrelated, publishable manuscripts/published articles, each individual module must be passed with at least 50% to obtain the qualification.

**A113.7.1 Pass requirements, passing with distinction: modules**

- (a) To pass a module, a final mark of at least 50% must be obtained.
- (b) The calculation of the final mark is set out in the module guide in accordance with the following:
  - (i) that a module mark (at least 60% for admission to the examination) be taken into account; and
  - (ii) a subminimum of at least 50% applies in respect of the examination mark; and
  - (iii) where more than one (1) paper is written in a module, a subminimum of no less than 50% should be obtained per paper and 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 50% and no more than 80%.
- (c) Where a system of continuous assessment applies, the information is included in the module guide and a student passes the module when a module mark of at least 60% has been obtained and she/he has participated in all the assessments.
- (d) In order to pass a module with distinction, a student must obtain a final mark of at least 75% in accordance with the same guidelines that apply in respect of the calculation of a pass mark. The qualification can, however, not be obtained with a distinction (refer to General Rule 113.7.3(e)).

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

- (a) For a student to pass a mini-thesis or interrelated, publishable manuscripts/published articles, each of the examiners must have awarded a mark of at least 50%. The dean confirms the final result on the recommendation of the promoter, the programme director and the academic head of department.
- (b) If the examiners are not unanimous regarding the result – that is, as regards a pass or essential corrections – the dean must internally appoint an arbitrator, on the recommendation of the promoter and the programme director and/or the academic head of department, nominate an arbitrator with written notification to the Registrar and to the Campus Vice-Principal: Academic of the Qwaqwa Campus as regards a student at the Qwaqwa Campus.
- (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.

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

This rule must be read in conjunction with Rule A110.

- (a) For a student to pass a thesis or interrelated, publishable manuscripts/published articles, each of the examiners must so recommend.
- (b) If the examiners are not unanimous regarding the result – that is, as regards a pass or essential corrections – the dean must, on the recommendation of the promoter and the programme director and/or the academic head of department, nominate an independent arbitrator, with written notification to the Registrar or to the Campus Vice-Principal: Academic of the Qwaqwa Campus as regards a student at the Qwaqwa Campus.
- (c) The dean may internally appoint an arbitrator, 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 and the same research that was previously assessed, may not again be submitted for assessment.
- (e) Doctoral Degree qualifications are not awarded with distinction.

**A113.8 Promotion**

A system of promotion does not apply in respect of Doctoral Degree studies.

**A113.9 Oral assessment**

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

**A113.10 Assessment reports**

- (a)
  - (i) Within forty-five (45) days after an examiner has received a thesis or interrelated, publishable manuscripts/published articles, the Registrar must be provided with an assessment report.
  - (ii) As regards a student studying at the Qwaqwa Campus, the assessment report must be forwarded to the Campus Vice-Principal: Academic of the Qwaqwa Campus.

- (b) The evaluation of all the assessment reports is done by the dean, on the recommendation of the programme director and/or the academic head of department, and the dean can use her/his discretion in difficult cases. Only when applicable, a faculty evaluation committee can be convened under the chairmanship of the dean. The Registrar/Director or the Campus Vice-Principal: Academic of the Qwaqwa Campus, in consultation with the dean and Registrar in the case of a student at the Qwaqwa Campus, must be notified of the final decision by the dean and/or the faculty evaluation committee (as applicable). A report in this regard is submitted to the Higher Degrees Committee.
- (c) If modifications are required or corrections have to be made by the student, the promoter and the programme director and/or the academic head of department must, in writing, provide confirmation to the dean that all of the requirements as specified by the examiners have been met, subsequent to which the dean has to notify the Registrar or, in the case of a student at the Qwaqwa Campus, the Campus Vice-Principal: Academic of the Qwaqwa Campus, of the final result.
- (d) Subsequent to the dean having informed the Registrar or the Campus Vice-Principal: Academic of the Qwaqwa Campus, in the case of a student at the Qwaqwa Campus, of the final result – after modifications/corrections have been made – the Registrar officially notifies the student and the examiners of the result.
- (e) Assessment reports must, at the student's request, be made available to her/him without in any way identifying the examiners.
- (f) Assessment reports of a mini-thesis or interrelated, publishable manuscripts/published articles must be sent to the academic head of department within forty-five (45) days after the said reports have been received, subsequent to which the dean confirms the final result.
- (g) The Registrar or the Campus Vice-Principal: Academic of the Qwaqwa Campus in respect of a student at the Qwaqwa Campus must, when forwarding the assessment reports to the dean, confirm that all rules and due dates have been adhered to.

#### **A113.11 Plagiarism**

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

#### **A113.12 Additional time during examinations/assessments**

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

#### **A113.13 Errors regarding the submission of research for assessment purposes**

A student is not entitled to any exceptions or concessions if she/he has erred in respect of the scheduled submission of research for assessment.

**A113.14 Assessment results<sup>81</sup>**

- (a) If a student is required to make changes or improvements, the promoter must inform the Registrar in writing when all requirements, as set by the examiners, have been met. Only once this has been done will the result be confirmed to the student.
- (b) Except where the Senior Director of Finance decides otherwise, official results are 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 promoter at her/his discretion.
- (d) Results received after the date published in the UFS calendar are not taken into account for the next graduation ceremony, but will be held over until the following graduation ceremony.

**Clarification**

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

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

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

- *embedded font*
- *one file containing the full text, abstract, keywords, illustrations and maps*
- *PDF format*

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

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

<sup>81</sup> The academic results of students whose accounts are in arrears by more than two thousand rand (R2000,00) will not be made available to the students.

**A114 QUALIFICATION WITH DISTINCTION**

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

**A115 QUALIFICATION CERTIFICATES**

- (a) Qualification certificates are only awarded at a graduation ceremony or subsequently posted to the student.
- (b) A student is only allowed to participate in the graduation ceremony provided that all results – including corrections/adjustments that had to be made – have been received in accordance with the due dates determined by Senate.
- (c) The Registrar reserves the right not to present a qualification certificate to a student, unless
  - (i) all monies owed to the UFS have been paid, all the results of modules passed at other institutions of higher education have been submitted, all books still owed to the library have been returned;
  - (ii) a student intending to submit a thesis that corresponds to a commission of her/his employer has to disclose 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 shall then negotiate copyright ownership and confidentiality related to the student's thesis;
  - (iii) all other requirements have been met, and
  - (iv) 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 therefor, 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 were found guilty of misconduct in accordance with the 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 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) Council, in consultation with Senate and after compliance with the prescripts of the Higher Education Act (Act 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:
  - (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.
- (f) When a qualification is awarded *in absentia*, the student must make prior arrangements as regards the posting of the certificate and pay the necessary postage.

- (g) Should a candidate be absent from 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 or contains the following particulars:
- (i) an affidavit explaining the request;
  - (ii) an indication as to which surname appeared on the originally issued certificate – in the case of an application from a married person;
  - (iii) a certified copy of an identity document or passport.
- (i) If the name of the student to whom the qualification was awarded changes, the Registrar may issue an appropriate certificate, provided that the necessary documentation is submitted in confirmation of the change.

**Clarification**

*Address enquiries regarding lost or damaged qualification certificates via email to: [graduations@ufs.ac.za](mailto:graduations@ufs.ac.za), or by telephone to +27 51 401 9666.*

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

**A116 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 that has been developed by a student in the course of and/or in connection with her/his studies at the UFS, will in all respects vest in the UFS.
- (b) No action mentioned in section 6 of the Copyright Act, 1978 – nor any action claiming that any publication or part thereof constituted part of a thesis, interrelated, publishable manuscripts/published articles or mini-thesis in respect of which a qualification was awarded by the 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: Research Commercialisation and with written notification to the Registrar, to record the said permission on the student's record.

**A117 PUBLICATION OF A THESIS**

- (a) If the promoter/co-promoter<sup>82</sup>, in consultation with the dean – before or after the degree has been awarded and subsequent to consultation with the Registrar and on the recommendation of the programme director and/or the academic head of

<sup>82</sup>

On the Qwaqwa Campus, the Campus Vice-Principal: Academic, in consultation with the dean and Registrar, grants written authorisation for the publication of research.

department – grants written authorisation for publication of a thesis, the following particulars must be stated on the title page.

- (b) “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.”
- (c) Copyright of students’ scripts (mini-dissertations, dissertations, theses, etc.) vests in the UFS. The UFS encourages the publication of derivative works of 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:
  - (i) Contract research: The publication of derivatives of scripts that were 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 (Act No. 10 of 2004) or the Intellectual Property Rights from Publicly Financed Research and Development Act (Act No. 51 of 2008) may impose limitations upon the UFS to grant certain rights to students.

#### **A118 RESULTS STATEMENTS, ACADEMIC RECORDS, STUDY RECORDS, CERTIFIED STATEMENTS AND CERTIFICATES OF CONDUCT**

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

##### **Clarification**

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

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

*Official academic records, etc. will only be issued to students owing less than two thousand (R2000) on their accounts.*

#### **A119 REQUESTS ON THE BASIS OF EXCEPTIONAL CIRCUMSTANCES**

- 13.1 Exceptional cases that have been justified in writing (with supporting documentation) must be referred to the Faculty Board, who will make a recommendation to the ECS to make a ruling regarding the request.
- 13.2 The ECS may condone any breach of the General Rules if it is satisfied that such a breach was due to an act of the UFS, and that the student concerned, not having contributed to such act, would suffer undue hardship should the rule in question be applied.



**A120 DISCIPLINE**

- (a) The Vice-Chancellor is responsible for enforcing discipline.
- (b) The rules applicable to discipline are set out in Annexure B to this document.

**A121 FINANCIAL SUPPORT**

- (a) An academic merit bursary is automatically awarded to a student who is registering for a Doctoral Degree after obtaining a Master's Degree with distinction at the UFS.
- (b) Academic merit bursaries are only awarded to students from another institution of higher education upon receipt of a written application that is accompanied by a study record.
- (c) The Postgraduate School also manages bursaries, and information in this regard is available from the UFS's website.
- (d) Academic heads of department, in consultation with the dean, award postgraduate faculty bursaries.
- (e) Students who discontinue their studies will forfeit allocated UFS bursaries.

**Clarification**

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

**A122 RESIDENCE IN CAMPUS ACCOMMODATION**

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

**A122.1 Applying for residence in campus accommodation**

- (a) A person who wishes to study at the UFS for the very first time, and also a student who has interrupted her/his studies for at least one (1) academic year, must – on the prescribed form and before a date annually determined by the UFS – apply for residence in campus accommodation.

- (b) A student who is already studying at the UFS and who applies for residence in campus accommodation must complete the prescribed application form at the Office of the Director: Housing and Residence Affairs.
- (c) A student in residence must annually – on the prescribed form and before a date annually determined by the UFS – reapply to take up residence in campus accommodation.
- (d) The UFS processes only fully completed applications.

#### **A122.2 Allocation and reallocation of campus accommodation**

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

#### **A122.3 Cancellation of residence in campus accommodation**

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

#### **A123 FEES PAYABLE**

- (a) The designated vice-rector is responsible for enforcing the rules in respect of the fees payable.
- (b) The responsibility of keeping the 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 which may appear on account statements.

If payments are not made by the due dates:

- interest at the prime bank rates plus 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 to an attorney 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, where a doctoral thesis or interrelated, publishable manuscripts/published articles or mini-thesis is not dispatched for assessment, or where examination results are not disclosed and/or where official documentation (for example study records and certificates of conduct) is not issued.
- (h) Fees must be paid in full, irrespective of whether:
  - (i) Services are disrupted by strikes, student boycotts, civil unrest or any other disruptions on any of the campuses or at any of the centres, or due to any other circumstances beyond the UFS's control.
  - (ii) A student is not allowed to continue with her/his studies in consequence of the enforcement of any institutional rule.
- (i) (i) An international student must
  - (aa) before registration, pay a non-refundable administrative levy;
  - (bb) produce evidence that she/he has the necessary funds to pay the monies that are owed, and to do so on the dates that such fees are due;
  - (cc) pay the stipulated module price plus 50%.
- (ii) Students from countries of the SADC are exempted from the stipulation regarding the additional 50%.
- (j) **Prescribed debt**
  - (i) A student who has previously registered at the UFS who failed to pay outstanding fees, will not be allowed to register unless fees for the year are paid in advance. This includes students whose debt has prescribed. Should a student be of the opinion that sufficient reason exists for the granting of exemption from this requirement, such a student may appeal in writing to the Senior Director of Finance, University of the Free State, PO Box 339, Bloemfontein, 9300.
  - (ii) An academic record/certificate of a student previously registered at the UFS who 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 previously registered at the UFS who failed to claim credit balances, will prescribe.

**Clarification**

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

*Payments can be made as follows:*

**(i) ABSA Bank**

*The University of the Free State*

*Branch code 630734*

*Account number 1570151688, with reference number as follows:*

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

**(ii) Internet**

*Register the UFS as a beneficiary*

*Use the ABSA banking details as above*

**(iii) Online credit card payments**

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

**(iv) Cashiers: Thakaneng Bridge****(v) Samba**

*Samba card payments can be made at the cashiers' office at the Thakaneng Bridge – Monday to Friday 08:30-14:30.*

**(vi) Fax proof of payment to: +27 51 401 3579****A124****INFORMATION COMMUNICATION AND INFORMATION TECHNOLOGY**

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

**A125 – A129 For potential further additions**

## GENERAL RULES FOR HIGHER DOCTORATES (NQF EXIT LEVEL 10)

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## GENERAL RULES FOR HIGHER DOCTORATES (NQF EXIT LEVEL 10)

### A130 GENERAL RULES

- (a) Students are responsible for being well-informed as regards both the General and Faculty Rules, and for complying with the said rules.
- (b) A registered or prospective student is not exempted from the General and Faculty Rules merely because of having been misinformed as regards the content of such rules. The Registrar may, however, grant exemption on the strength of a comprehensive, written justification.
- (c) Upon registering, a student undertakes to abide by the General and Faculty Rules, as amended from time to time<sup>83</sup>.
- (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) All appeals pertaining to the implementation of the General Rules are considered by the relevant Faculty Readmission Appeals Committee and the decision of this committee will be final. Only Faculty Readmission Appeals Committees can decide to refer particular appeals regarding uncertainties and grey areas to the University Appeals Committee, for a final decision.
- (f) The decision of the Registrar with regard to the interpretation of the General Rules is final.

#### **Clarification**

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

### A131 APPLYING FOR ADMISSION

- (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

<sup>83</sup> Implementation of the new Language Policy of the UFS commenced in 2017. The phasing-in process is guided by the UFS Language Implementation Plan, which provides (amongst others) the following:

- (a) **Postgraduate education:** The language for the writing of theses and dissertations at the UFS is English, except in disciplines where languages other than English are taught as subjects of study.
- (b) Specific cases for the use of languages other than English in theses and dissertations are left to the discretion of the head of department and the dean, who are accountable for the implementation of this language policy and for the compliance with the academic rules of the UFS regarding external examination of PhD theses.
- (c) **Implementation of the Language Policy on the Qwaqwa and South campuses of the UFS commenced in 2018.**

- (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 to another institution of higher education.
- (b) On the strength of a written, justified recommendation of the programme director and/or the academic head of department and the faculty research committee, the application is submitted *via* the faculty board to the ECS to decide
  - (i) whether the person may proceed with the submission of an official application for admission; and
  - (ii) whether the person may register as a student; and
  - (iii) who must be nominated as a mentor(s) under whose guidance the person has to prepare her/his publications and assemble them for assessment.
- (c) Justified written submissions may be made to the relevant dean at any time of the year.

**Clarification**

*Certified copies are accepted only if the following information regarding the Commissioner of Oaths is clearly legible on the document:*

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

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

**A132**

**ADMISSION TO THE HIGHER DOCTORATE DEGREE**

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

### **A133 STUDENT REGISTRATION AND RE-REGISTRATION**

#### **A133.1 Registration**

- (a) Before the mentor(s) gives any guidance, the person must register as a student and pay the prescribed fees.
- (b) A subsequent registration for a Higher Doctorate – if the publications have not yet been submitted for assessment – must take place within the first scheduled registration process, and must include compliance with the requirements of the ethics committees.
- (c) The programme director and/or the academic head of department, in consultation with the mentor(s), must ascertain whether a person has in fact re-registered before mentoring commences.

#### **A133.2 Re-registration**

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

#### **A133.3 Cancellation of a registration by a student**

- (a) Notification of the cancellation of a module(s) may occur 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.
- (b) The date on which the written notification is received, is taken to be the date of the cancellation of the registration.

#### **A133.4 Cancellation of a student's registration by the 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 with regard to disciplinary action against students.
- (b) A student's registration for a specific qualification may also be cancelled if the relevant dean deems such to be in the interests 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;
    - (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.



**Clarification**

*The Registrar manages student registration, and notification of cancellation of a registration by a student must likewise be addressed to: The Registrar, University of the Free State, PO Box 339, Bloemfontein 9300.*

**A134****MENTOR**

A mentor is nominated by the ECS on the recommendation of the programme director and/or the academic head of department, via the faculty research committee and the faculty board.

**A135****EXAMINERS**

- (a) Once the student indicates that she/he will submit the research report, the faculty board nominates the examiners and moderators, on the recommendation of the programme director and/or the academic head of department and the faculty research committee.
- (b) At least three (3) international examiners who are considered to be leaders in the field, must be nominated.
- (c) The examiners must be affiliated with different institutions.
- (d) A mentor is not part of the examination panel.
- (e) In the event that an examiner is no longer available, a new examiner must be appointed in accordance with general rule A135(a) to (d) prior to the submission of the research for assessment.
- (e) The student may not communicate with an examiner.

**Clarification**

*Nominations for potential examiners and moderators should be submitted to the Postgraduate Programmes (Research) Unit in Student Academic Services.*

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

*The Registrar must keep the mentor(s) informed as regards the examiners' acceptance of nominations.*

**A136****REQUIREMENTS TO BE MET WHEN SUBMITTING SCIENTIFIC PUBLICATIONS**

- (a) A student must, under the mentor's guidance, prepare an overview of her/his scientific work and append an abstract (not more than ten thousand (10 000) words), and approximately ten (10) key terms that describe the topic of the manuscripts.
- (b) For assessment purposes, the student must submit a sufficient number of either properly bound copies or subedited copies in temporary bindings or electronic copies saved in the prescribed electronic format.

- (c) A summary report compiled in the Turnitin Plagiarism Search Engine must be submitted by the student together with the scientific publications, and a written declaration of approval by the mentor at the time of submission.
- (d) When the student submits the scientific publications, the mentor must provide the following:
  - (i) a letter that she/he approves the submission for assessment and that the submitted work has not previously, either in part or in its entirety, been submitted to the examiners or moderators;
  - (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.
- (e) The title page must include the following:
  - (i) the student's full names;
  - (ii) a declaration reading:
 

"Submitted in fulfilment of the requirements in respect of the Higher Doctorate in the Department of ..... in the Faculty of ..... at the University of the Free State, for the qualification .....";
  - (iii) the date of submission;
  - (iv) the name of the mentor(s).

#### **A137 ASSESSMENT REPORTS**

- (a) Within sixty (60) days after an examiner has received the scientific publications, the Registrar must be provided with an assessment report.
- (b) The evaluation of all assessment reports is done by the Registrar in consultation with the designated vice-rector and (where necessary) the dean, with notification to the Registrar, and with the submission of a report to the ECS.

#### **A138 PASS REQUIREMENTS AND QUALIFICATION WITH DISTINCTION**

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

A139

**PLAGIARISM**

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

A140

**QUALIFICATION CERTIFICATES**

- (a) Qualification certificates are only awarded at a graduation ceremony or subsequently posted to the student.
- (b) A student is only allowed to participate in the next graduation ceremony provided that all results have been received in accordance with the due dates determined by Senate.
- (c) The Registrar reserves the right not to present a qualification certificate to a student, unless
  - (i) all monies owed to the UFS have been paid;
  - (ii) properly bound copies of the document submitted for assessment have been received by the Registrar on the date determined by Senate (copies for the mentor(s) and submission of the research on KovskyScholar or alternatively one (1) CD-ROM for the library);
  - (iii) all other requirements have been met and
  - (iv) 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 therefor, 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 were found guilty of misconduct in accordance with the 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 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 Registrar reserves the right to cancel a qualification certificate and to strike a person's name from the Convocation if
  - (i) the UFS has made a substantive error; or
  - (ii) the person's dishonesty in respect of obtaining the qualification should later become evident (for example in the case of plagiarism, etc.).
- (f) When a qualification is awarded *in absentia*, the student must make prior arrangements as regards the posting of the certificate and pay the necessary postage.
- (g) Should a candidate be absent from 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 or contains the following particulars:
- (i) an affidavit explaining the request;
  - (ii) an indication as to which surname appeared on the originally issued certificate – in the case of an application from a married person;
  - (iii) a certified copy of an identity document or passport.
- (i) If the name of the student to whom the qualification was awarded changes, the Registrar may issue an appropriate certificate, provided that the necessary documentation is submitted in confirmation of the change.

**Clarification**

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

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

**A141**

**FEES PAYABLE**

- (a) The designated vice-rector is responsible for enforcing the rules in respect of the fees payable.
- (b) Registration fees are payable during the registration process, unless the publications are submitted in time for the graduation of the first semester. In this instance, no registration fees have to be paid.
- (c) No study fees are payable.
- (d) **Prescribed debt**
  - (i) A student who has previously registered at the UFS who failed to pay outstanding fees will not be allowed to register. This includes students whose debt has prescribed. Should a student be of the opinion that sufficient reason exists for the granting of exemption from this requirement, such a student may appeal in writing to the Senior Director of Finance, University of the Free State, PO Box 339, Bloemfontein, 9300.
  - (ii) An academic record/certificate of a student previously registered at the UFS who 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 previously registered at the UFS who failed to claim credit balances, will prescribe.

**A142 – A144 For potential further additions**

**GENERAL RULES FOR HONORARY DEGREES**

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**GENERAL RULES FOR HONORARY DEGREES<sup>84</sup>****A145 HONORARY DEGREE PROPOSALS**

- (a) In accordance with the provisions of the Higher Education Act and the Senate Constitution, proposals are considered by the Honorary Degrees Committee for recommendation to Senate, after which Senate's recommendation(s) in respect of the candidate(s) who is/are supported as recipient(s) of an honorary degree is/are submitted to Council for a ruling.
- (b) The mere fact of being the recipient of an honorary degree does not entitle the recipient to be in professional practice.
- (c) Honorary degree proposals that are initiated by faculty members are not considered within formal committee structures, but are submitted *via* the dean.
- (d) Honorary degree proposals must meet the criteria that are, at intervals, approved by Council on the recommendation of Senate.
- (e) The proposal in respect of awarding an honorary degree must be
  - (i) justified thoroughly and in considerable detail;
  - (ii) put forward by a member of Council or of Senate;
  - (iii) supported by a minimum of ten (10) seconders from either Council or Senate, of whom at least five have to be members of Senate.
- (f) The justification for the proposal must be submitted in the following format:
  - (i) a concise CV containing the following:
    - (aa) the most important highlights from the candidate's oeuvre, career and activities (e.g. membership of important boards, etc.);
    - (bb) an indication of the scholarly impact of her/his work and/or its impact on society;
    - (cc) prizes, marks of honour and awards received to date;
    - (dd) scholarly output (such as publications in books or journals) and/or professional or creative work generated (include only titles or descriptions of work to support the awarding of the degree);
    - (ee) the wider national and/or international scope of her/his scientific and scholarly achievements or of her/his contribution(s) in specific spheres of society;
    - (ff) other special achievements;
  - (ii) a justification of between eight hundred (800) and one thousand (1 000) words, which gives an indication of the specific honorary degree that is being proposed;
  - (iii) the full addresses and phone numbers of candidates.

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<sup>84</sup> These provisions are under revision.

**A146 QUALIFICATION CERTIFICATES**

- (a) Qualification certificates are generally only awarded at a graduation ceremony and/or a diploma ceremony, or subsequently posted to the student.
- (b) Council may, on the recommendation of the Registrar, declare the honorary degree award null and void and revoke the qualification certificate, if
  - (i) the recipient of the award tarnishes the UFS's reputation;
  - (ii) the recipient uses the honorary degree to run a professional practice.

**Clarification**

*After Council has approved the honorary degree, the Vice-Chancellor must personally inform the candidate and must subsequently confirm the arrangement in writing.*

**A147 For potential further additions**

**GENERAL RULES FOR POSTDOCTORAL RESEARCH FELLOWSHIPS/FELLOWS**

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## GENERAL RULES FOR POSTDOCTORAL RESEARCH FELLOWSHIPS/FELLOWS

### A148 POSTDOCTORAL RESEARCH FELLOWSHIPS/FELLOWS <sup>85</sup>

#### A148.1 Primary objectives of postdoctoral research fellows

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

#### A148.2 Responsibilities of 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/host 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) The postdoctoral research fellows are not employees of the UFS and do not qualify for employee benefits.
- (d) Postdoctoral research fellows will be registered as research students and will be issued with access cards that differ from those of employees. These cards may, in some instances, be student cards and student library cards.
- (e) The postdoctoral research fellowship can be extended according to the regulations of the Draft Policy on Postdoctoral Research Fellowships/Postdoctoral Research Fellows.

#### A148.3 Responsibilities of postdoctoral research fellow

- (a) By way of acceptance of the postdoctoral research fellowship, the research fellow must submit an application form for registration as a postdoctoral research fellow for the current academic year.

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<sup>85</sup> Information to compile definition derived from Draft UFS Policy on Postdoctoral Research Fellowships/Postdoctoral Research Fellows.

- (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 at the UFS must be followed in order to register the person concerned as a postdoctoral research fellow.
- (d) Progress reports must be submitted according to the stipulations as agreed upon.

**A149 For potential further additions**

**A150      CONVOCATION**

**A150      CONVOCATION**

- (a)      In addition to designated members of staff, all students (present or past) who obtained a qualification at the UFS are members of the Convocation.
- (b)      The Registrar is responsible for convening meetings and for notification in this regard.

### 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 alpha characters are available to identify the discipline. The first three characters (letters) of the code constitute an abbreviation of the module title/name and refer to the subject field associated with the module. This subject-field coding holds meaning for staff and students; for example, MATH refers to Mathematics. The fourth character could further specify or narrow down the subject field, for example, Mathematical Statistics is MATS, Applied Mathematics is MATA, and so on. The four letters describing the subject field provide a wider range of options than did the previous three. If letters are not repeated, there are 26 options for the first letter, 25 options for the second letter, 24 options for the third letter, and 23 for the fourth. This means that in total there are  $26 \times 25 \times 24 \times 23 = 358\,800$  possible four-letter code options.

#### 2. Catalogue number

The second set represents the catalogue number, which consists of four numerical characters. The first digit is assigned to either an undergraduate or a postgraduate-level module. The numerical values one (1) to four (4) are thus assigned to undergraduate-level modules leading to Certificates (Higher and Advanced), Diplomas, Advanced Diplomas, Bachelor's Degrees and professionally-oriented Bachelor's Degrees, using 1 to indicate the first study year, 2 for the second study year, etc. The numerical value five (5) is assigned to postgraduate diplomas and year 5 of the MBChB programme. Six (6) is assigned to Bachelor Honours Degrees, seven (7) to structured (coursework) Master's Degrees and also to coursework Master's Degree dissertations (mini-dissertations), eight (8) to Master's Degrees by research (Master's Degree research dissertations) and nine (9) to Doctoral Degrees.

The second digit is assigned to the NQF level at which the module is offered. The numerical values five (5) to eight (8) are therefore assigned to undergraduate-level modules leading to Certificates (Higher and Advanced), Diplomas, Advanced Diplomas, Bachelor's Degrees and Professional Bachelor's Degrees. The numerical value eight (8) is assigned to Postgraduate Diplomas and Bachelor Honours Degrees, nine (9) to Master's Degrees, and one (1), which represents 10, to Doctoral Degrees. The third digit, where possible, indicates the tuition period, i.e. semester, one using odd numbers (1, 3, 5, 7 or 9), semester two using even numbers (2, 4, 6 or 8) or a year module (0). This approach not only allows for a wider range of code options to be utilised, but also for tracking progression within a programme. The fourth and last digit corresponds to the credit load of the module in multiples of four. If the credit load deviates from this, a zero (0) is assigned (see Table 1 for examples). Although the institutional process of HEQSF alignment and the curriculum review also led to questions about the rigidity characterising the institutional allocation of module credit values in multiples of four, both the limited number of digits available in PeopleSoft and the number of digits used to do HEMIS submissions necessitate the use of only one digit to indicate credits.

Table 1: Eight-character alphanumeric module code examples

Subject Field					Catalogue number				
QUALIFICATION TYPE	MODULE Abbreviation				YEAR/ EDUCATIONAL LEVEL	NQF LEVEL	TUITION PERIOD Odd=1 <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			
MBChB year 5	I	N	T	M	5	8	1	0	0=Credits (carries 48 credits)
POSTGRADUATE (PG)									
POSTGRADUATE DIPLOMA									
POSTGRADUATE DIPLOMA	E	D	U	P	5	8	2	8	EDUP5828 i.e. EDU=Education P=Policy 5=PG Dip level 8=NQF Level 2=2 <sup>nd</sup> semester 32=Credits (8X4)
BACHELOR HONOURS DEGREE									
BACHELOR HONOURS DEGREE	C	E	M	O	6	8	2	6	CEMO6826 i.e. CEM=Chemistry O=Organic 6=Bachelor 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=Masters level (Research/Dissertation) 9=NQF Level 0=year

									180=Credits
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**DOCTORAL DEGREES**

<b>DOCTORAL DEGREES</b> (PhD, DSc, DT, LLD, DPhil and MD)	<b>A</b>	<b>G</b>	<b>R</b>	<b>O</b>	<b>9</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>AGRO9100</b> , i.e. AGRO=Agronomy 9=Education level 1(0)= NQF Level 0=year 360=Credits
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Including the year/educational level, the NQF level and the credit value in the code limits the range of numbers that can be used in the catalogue number area, since many modules have the same levels and credit loads, e.g. a first-year module in the second semester in Mathematics 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.

## UFS RULES ON STUDENT DISCIPLINE

### 1 *Misconduct*

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

### 2 *Reporting, investigating and summary dealing with misconduct*

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

### 3 *Disciplinary bodies or disciplinary persons and punitive jurisdiction*

- (1) The following disciplinary bodies or disciplinary persons may hear complaints of misconduct and impose sentences as indicated:
  - (a) Residence committees may

- (i) hear less serious complaints of misconduct at residence level; and
  - (i) impose as sentences reprimands, warnings, community service within residence context or fines that do not exceed 5% of the annual residence fee.
- (b) Wardens may
  - (i) hear appeals against findings of residence committees as well as complaints of more serious misconduct at residence level; and
  - (ii) in addition to sentences imposed by residence committees, also expel a student from the residence or suspend such expulsion on suitable conditions.
- (c) The student disciplinary committee, comprising senior law students who are appointed annually by the dean of the Faculty of Law in consultation with the disciplinary officer
  - (i) hears complaints referred by residence committees, wardens or the disciplinary officer; and
  - (ii) may reprimand or warn students or impose fines that do not exceed 7,5% of the annual residence fee, or community service in campus context.
- (d) The Director: Student Affairs
  - (i) hears appeals against findings by wardens or the student disciplinary committee, as well as complaints referred to him or her by the disciplinary officer; and
  - (ii) may, in addition to the sentences imposed by wardens, fine students to a maximum fine that may not exceed 10% of the annual residence fee, or to community service in campus context;
  - (iii) may inform the student's parents or guardians before, during or after the hearing about the matter, and may refer the student to experts for psychological, pastoral or other diagnosis, therapy or help.
- (e) A Vice-Rector
  - (i) is the final authority for appeals against findings by the Director: Student Affairs; and
  - (ii) also hears any complaint of misconduct, with the consent of and admission of guilt by the student, on a summary basis and imposes sentences that fall within the competence of the hearing committee.
- (f) The Hearing Committee
  - (i) is appointed by the Rector;
  - (ii) comprises at least three members and their alternate members, of whom at least one must be a jurist who acts as chairperson.
  - (iii) The Rector may appoint a disciplinary officer or a jurist to submit evidence at the hearing and to be of assistance in any other respect.
  - (iv) A student who must appear before the hearing committee receives written notice of such hearing at least five working days before the hearing.



- (v) The complaint that the student is charged with, as well as the student's right to be assisted at the hearing by a jurist or his or her parent or guardian, must be stated in the notice.
- (vi) Failure of an accused to be personally present or to remain at a hearing does not make the proceedings invalid.
- (vii) The hearing committee hears all appeals against findings by a vice-rector, as well as complaints referred by the disciplinary officer, and may impose one or more of the following sentences:
  - (aa) a serious warning or caution;
  - (bb) depriving the student concerned of certain student privileges;
  - (cc) refusal of readmission to the University for a certain period, or permanently;
  - (dd) imposing a fine that may not exceed the annual residence fees;
  - (ee) refusal of admission to any examination or test event with or without forfeit of any marks already obtained, and with or without cancellation of any subject or course;
  - (ff) refusal of admission to all or some of the University's buildings, grounds or services, or to be admitted only on certain conditions;
  - (gg) suspension from the University for a certain period; or
  - (hh) expulsion from the University.
- (g) Any sentence imposed may be suspended by any of the disciplinary bodies or disciplinary persons on suitable conditions, and may be made known to all or certain other higher educational institutions, applicable occupational or professional bodies and by the campus media.
- (h) If a student's misconduct has caused damage, he or she may be ordered to repay the damage in addition to the imposed sentence.
- (i) All proceedings before any disciplinary body or disciplinary person must comply with the requirements of natural justice.
- (j) If a student wishes to use legal representation, the case is referred directly to the hearing committee.
- (2) A student who wishes to appeal
  - (a) to a warden against a finding of a residence committee;
  - (b) against a finding by a warden to the Director: Student Affairs;
  - (c) against a finding of the student disciplinary committee to the Director: Student Affairs;
  - (d) against a decision of the Director: Student Affairs to a vice-rector; or
  - (e) against a finding of a vice-rector, other than a finding of an appeal, to the hearing committee, must do so by means of a written notice to the applicable disciplinary body or disciplinary person within five working days after the sentence is imposed.

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

## 5 *Continued liability for full fees*

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

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

- (1) after having given the student a reasonable opportunity to make representations, and
- (2) as a temporary measure pending final determination of a disciplinary enquiry, prohibit students from:
  - (i) attending teaching and learning activities, including lectures, tutorials and practicals; and/or
  - (ii) participating in specified activities of the UFS; and/or
  - (iii) entering the premises of the university of the UFS or specified parts or a part thereof; and/or
  - (iv) residing in or entering any residence of the UFS; and/or
  - (v) directly or indirectly making contact with one or more specified person/persons on any or all campuses.

**Note:**

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

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

## ANNEXURE C

**CONVERSION TABLE: ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS**

The UFS uses this conversion table to help consider all applications equally. The conversion table below is used to calculate the Admission Point of an international and/or home-schooled prospective student and applies to all examination authorities/bodies in South Africa, and internationally.

UFS Formula	HG		SG		NSC/NSS and IEB		NSSC/HIGCSE		IGCSE		"A"		"AS"		"O"/GCE		ACE SoT (until 11/2013)		ACE SoT (until 01/2014)		IB Dip (SL)	
	Symbol	%	Symbol	%	Level	%	Level	%	Symbol	%	Symbol	%	Symbol	%	Symbol	%	Symbol	%	Symbol	%	Level	%
8	A	80			7	90	1	80			A	80	A	80			A	80	A+/A	96-100	7	80
7	B	70			7	80	2	70			B	70	B	70			B	70	B	92-95	6	70
6	C	60	A	80	6	70	3	60	A	80	C	60	C	60	A	80	C	60	C	88-91	5	60
5	D	50	B	70	5	60			B	70	D	50	D	50	B	70	D	50	D	84-87	4**	50
4	E	40	C	60	4	50			C	60	E	40			C	60			E	80-83		40
3	F	33	D	50	3	40																
2	FF	20	E	40	2	30																
1			F	33																		

\*\*Maths IB HL4 = AP7

UFS Formula	Zambia School Certificate		Zeugnis der allgemeinen Hochschulreife		Malawi MSCE		Angola		Uganda				China		West Africa			USA		
	Symbol	%	Symbol	%	Rating	%	Marks	Symbol	Advanced		Certificate of Education				(WAEC / NECO / WA A-levels)					
Symbol									Marks	Marks / 100	Marks / 150	Symbol	Rating	West Africa O-levels	Symbol	%				
8			12-15	80					A	80			90	135	A	1,2		A	90-100	
7			10-11	70					B	70			80	120	B	3,4				
6	1,2	Dist	8-9	60	1,2	80	18-20	A	C	60	1,2	A	70	105	C	5,6	1,2	B+ / A-	85-89	
5	3,4	Merit	6-7	50	3,4	70	14-17	B	D	50	3,4	B	60	90			3,4	B	80-84	
4	5,6	Credit	4-5	40	5,6	60	10-13	C	E	40	5,6	C					5,6	C	70-79	
3					7,8	50													D	60-69
2																				
1																				

\* Already confirmed by the Matriculation Board and approved by the Access Committee:  
HIGCSE "4" = IGCSE "C" = 60%

\* Already confirmed by the Matriculation Board and approved by the Access Committee:  
HIGCSE "4" = IGCSE "C" = 60%

For more information, visit [www.usaf.ac.za](http://www.usaf.ac.za)

## GENERAL RULES: CROSS-REFERENCED AND INDEXED

UNDERGRADUATE QUALIFICATIONS		POSTGRADUATE DIPLOMAS		BACHELOR HONOURS DEGREES		MASTER'S DEGREES		DOCTORAL DEGREES		HIGHER DOCTORATES	
<b>A1</b> <i>p.27</i>	General Rules	<b>A20</b> <i>p.67</i>	General Rules	<b>A45</b> <i>p.95</i>	General Rules	<b>A70</b> <i>p.123</i>	General Rules	<b>A100</b> <i>p.164</i>	General Rules	<b>A130</b> <i>p.198</i>	General Rules
<b>A2</b> <i>p.27</i>	Applying for Admission	<b>A21</b> <i>p.67</i>	Applying for Admission	<b>A46</b> <i>p.95</i>	Applying for Admission	<b>A71</b> <i>p.123</i>	Applying for Admission	<b>A101</b> <i>p.164</i>	Applying for Admission	<b>A131</b> <i>p.199</i>	Applying for admission
<b>A3</b> <i>p.29</i>	Admission or readmission to the UFS and to an academic qualification	<b>A22</b> <i>p.68</i>	Admission or readmission to the UFS and to an academic qualification	<b>A47</b> <i>p.96</i>	Admission or readmission to the UFS and to a Bachelor Honours Degree	<b>A72</b> <i>p.125</i>	Admission or readmission to the UFS and to a Master's Degree	<b>A102</b> <i>p.166</i>	Admission or readmission to the UFS and to a Doctoral Degree	<b>A132</b> <i>p.199</i>	Admission to the Higher Doctorate Degree
<b>A4</b> <i>p.39</i>	Submission of documentation required to register as a student	<b>A23</b> <i>p.70</i>	Submission of documentation required to register as a student	<b>A48</b> <i>p.99</i>	Submission of documentation required to register as a student	<b>A73</b> <i>p.129</i>	Submission of documentation required to register as a student	<b>A103</b> <i>p.169</i>	Submission of documentation required to register as a student		
						<b>A74</b> <i>p.130</i>	Mode of presentation	<b>A104</b> <i>p.171</i>	Mode of presentation		
						<b>A75</b> <i>p.131</i>	Requirements in respect of a Master's Degree research dissertation or interrelated, publishable manuscripts/published articles or a coursework Master's Degree mini-dissertation	<b>A105</b> <i>p.172</i>	Requirements in respect of a thesis, interrelated publishable manuscripts/published articles or a mini-thesis		
<b>A5</b> <i>p.41</i>	Duration of study and compiling a curriculum	<b>A24</b> <i>p.71</i>	Duration of study and compiling a curriculum	<b>A49</b> <i>p.100</i>	Duration of study and compiling a curriculum	<b>A76</b> <i>p.132</i>	Duration of study and compiling a curriculum	<b>A106</b> <i>p.172</i>	Duration of study and compiling a curriculum		
<b>A6</b> <i>p.42</i>	Student registration and re-registration	<b>A25</b> <i>p.73</i>	Student registration and re-registration	<b>A50</b> <i>p.102</i>	Student registration and re-registration	<b>A77</b> <i>p.134</i>	Student registration and re-registration	<b>A107</b> <i>p.173</i>	Student registration and re-registration	<b>A133</b> <i>p.200</i>	Student registration and re-registration
						<b>A78</b> <i>p.138</i>	Registration of research titles and modifying a research title	<b>A108</b> <i>p.178</i>	Registration of provisional research titles and modifying a research title		
						<b>A79</b> <i>p.139</i>	Supervisor(s) and co-supervisor(s)	<b>A109</b> <i>p.178</i>	Promoter(s) and co-promoter(s)	<b>A134</b> <i>p.201</i>	Mentor
						<b>A80</b> <i>p.139</i>	Examiners and moderators	<b>A110</b> <i>p.179</i>	Examiners	<b>A135</b> <i>p.201</i>	Examiners

UNDERGRADUATE QUALIFICATIONS		POSTGRADUATE DIPLOMAS		BACHELOR HONOURS DEGREES		MASTER'S DEGREES		DOCTORAL DEGREES		HIGHER DOCTORATES	
<b>A7</b> <i>p. 46</i>	Switching qualifications and/or modules and/or instructional modes and/or migrating to another UFS campus/centre	<b>A26</b> <i>p. 75</i>	Switching qualifications and/or disciplines and/or modules and/or migrating to another UFS campus/centre	<b>A51</b> <i>p. 104</i>	Switching qualifications and/or disciplines and/or modules and/or migrating to another UFS campus/centre	<b>A81</b> <i>p. 140</i>	Switching qualifications and/or disciplines and/or modules and/or migrating to another UFS campus/centre	<b>A111</b> <i>p. 180</i>	Switching qualifications and/or disciplines and/or modules and/or migrating to another UFS campus/centre		
<b>A8</b> <i>p. 46</i>	Credit accumulation and transfer	<b>A27</b> <i>p. 76</i>	Credit accumulation and transfer	<b>A52</b> <i>p. 105</i>	Credit accumulation and transfer	<b>A82</b> <i>p. 141</i>	Credit accumulation and transfer	<b>A112</b> <i>p. 181</i>	Credit accumulation and transfer		
										<b>A136</b> <i>p. 201</i>	Requirements to be met when submitting scientific publications
<b>A9</b> <i>p. 48</i>	Assessment rules	<b>A28</b> <i>p. 77</i>	Assessment rules	<b>A53</b> <i>p. 106</i>	Assessment rules	<b>A83</b> <i>p. 142</i>	Assessment rules	<b>A113</b> <i>p. 182</i>	Assessment rules	<b>A137</b> <i>p. 202</i>	Assessment reports
<b>A10</b> <i>p. 56</i>	Qualification with distinction	<b>A29</b> <i>p. 85</i>	Qualification with distinction	<b>A54</b> <i>p. 113</i>	Qualification with distinction	<b>A84</b> <i>p. 154</i>	Qualification with distinction	<b>A114</b> <i>p. 190</i>	Qualification with distinction	<b>A138</b> <i>p. 202</i>	Pass requirements and qualification with distinction
										<b>A139</b> <i>p. 203</i>	Plagiarism
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		<b>A31</b> <i>p. 87</i>	Intellectual property	<b>A56</b> <i>p. 116</i>	Intellectual property	<b>A86</b> <i>p. 156</i>	Intellectual property	<b>A116</b> <i>p. 191</i>	Intellectual property		
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<b>A17</b> <i>p.62</i>	Residence in campus accommodation	<b>A38</b> <i>p.90</i>	Residence in campus accommodation	<b>A63</b> <i>p.119</i>	Residence in campus accommodation	<b>A93</b> <i>p.159</i>	Residence in campus accommodation	<b>A122</b> <i>p.193</i>	Residence in campus accommodation		
<b>A18</b> <i>p.63</i>	Fees payable	<b>A39</b> <i>p.91</i>	Fees payable	<b>A64</b> <i>p.119</i>	Fees payable	<b>A94</b> <i>p.160</i>	Fees payable	<b>A123</b> <i>p.194</i>	Fees payable	<b>A141</b> <i>p.204</i>	Fees payable
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