

be worth more



# BML Rules and Procedures 2017



**UV SAKESKOOL**  
**UFS BUSINESS SCHOOL**

# Content

	Page
Admission	1
Registration	1
Assessment Procedures	2
Finances	4
Graduating with Distinction/Top Achiever Award	6
Study Period	6
Parking Discs	6
Student Cards	6
Request for Recognition of Prior Learning (RPL)	6
Enquiries	6

## Business School, University of the Free State (UFS)

*It is at all times the responsibility of the student to acquaint himself/herself with the procedures followed in the BML Programme. It should be read together with the regulations as published in the official documents of the University.*

### 1. Admission

Application for the BML Programme is done through the Business School. Admission to the programme will be according to the information in the BML brochure and UFS rules.

### 2. Registration

Registration for the BML Programme is done through the Business School. Unless otherwise specified, the general rules of the UFS with regard to registration apply to the BML students.

There will be two intakes per year on condition that a maximum of 35 students or a minimum of 15 students enroll for the intake.

Students register according to the curriculum applicable for the first year of registration. However, where a student receives credit for prior learning, the student could, where possible, slot in with the curriculum that applies for a previous year. The BML Management Committee will take the final decision in this regard. For online students the prescribed number of 2 academic credits per week may not be exceeded. For campus and modular students, no clashes of classes will be allowed.

Students are allowed to change the mode of delivery at the end of a semester. This will, however, prolong the duration of their studies.

At least 10 students must register for a specific module before it can be offered. The BML Management Committee will take the final decision in this regard. Lectures will start according to the timetables for the year.

The student is at all times responsible for the payment of the pre-registration amount where applicable for the year, or for a part of the academic year (January – December), before any registration will be processed. (See the section on Finance for the amount).

The general registration procedure of provisional registration does not apply to the Business School.

### 2.1 Incorrect registration and discontinuation of studies

It is at all times the responsibility of the student to ensure that his/her registration is correct. All registrations/corrections/changes/discontinuations should be done in writing via e-mail and submitted to the BML office before or on:

First semester: **10 February 2017**

Second semester: **28 July 2017**

No oral corrections and discontinuations will be accepted.

Where a student participates in a module for which he/she may/is not register, class attendance and marks obtained will not be considered.



If a student cancels all his/her courses before the dates as mentioned above, he/she will be held liable for the minimum cost charged.

Where a student discontinued studies for a year or more, he/she has to re-apply for admission and/or write the selection tests where applicable (contact the BML office for further information).

### 2.2 Module registration

Students may register for fewer modules than what are offered per year according to their personal time and finances available, but not for more than one module that is presented during a specific semester on the same date and at the same time. Students must adhere to the prerequisites indicated for specific modules.

It is at all times the responsibility of the student to ensure that he/she has access to registered modules on Blackboard.

## 3. Assessment Procedures

The BML Programme has a system of continuous assessment. Two dates will be scheduled for assignments. For all other assessments, only one date will be scheduled. Assessments that have not been completed or submitted by the student on the due dates, will not be considered.

### 3.1 Major Piece of Work (MPW)

The attendance of all MPW workshop sessions is compulsory. In failing to do so, a student will not be able to do the first and final presentation of the MPW.

Presenting the first and final MPW is subject to the prior consent of the study leader. Students should contact their study leaders on a regular basis and at least 6 months before the scheduled presentation day. It is at all times the responsibility of the student to stay in contact with his/her study leader.

### 3.2 Submission of assignments

All assignments must have a completed cover page as provided by the BML office. The BML office will not be responsible for any misunderstanding where this form was completed incorrectly. Without the cover page, the assignment will be returned as incomplete to the student. **No handwritten assignments will be accepted.**

All assignments must be submitted via Blackboard. It is at all times the responsibility of the student to ensure that assignments are submitted correctly on Blackboard.

### 3.3 Results, re-do and resubmission of assignments

The pass rate for all assessments is 50%. A pass average will be calculated only if all assessments for a specific module were submitted. Where no assessment(s) were submitted or any single assessment was not done, the module will be considered as incomplete (a zero mark will be awarded) and a student will have to redo such module in full.

All marked assignments will be distributed to students via Blackboard.

Queries with regard to official results should be brought to the attention of the BML office **within 5 working days** after the official publication of the results by the University.

Resubmissions of any of the PDCB modules should be done according to the decision of the Management Committee. Should a student fail any of the PDCB modules twice, he/she may not continue with the rest of the BML Programme.

#### 3.3.1 Re-do's and resubmissions will be determined in accordance to the following guidelines:

- All assessments were submitted;

- For a **resubmission** students must re-register for the module and an amount of R300-00 per module will be debited to their accounts;
- For the **redo** of a module students must re-register the module and the full amount for the module will be debited to their accounts;
- The final decision with regard to the re-submission or re-do of a module is taken by the BML Management Committee

### Assessments may be resubmitted under the following conditions:

- The final mark is determined by the weights per assesment; which implies that students do not need to pass every assessment in order to pass a module, except for the individual components of the PDC modules.
- Given the rule above, a pass will be allocated if a student receives 50% or more for a particular module.
- If a mark of 45%–49% is obtained for a module the student will be reassessed by means of a resubmission, if all assesments were submitted. The method of re-assessment will be decided by the lecturer.
- All resubmissions will be scheduled as determined by the BML Management Committee. Only one due date will be scheduled for resubmissions.
- If a mark of below 50% is obtained for a resubmission, that specific module must be repeated.
- Only one resubmission per module is allowed, whereafter the module has to be re-done.

### 3.4 Class attendance

Where a class activity/chat is scheduled and a student is unable to attend the class activity/chat, the student must make arrangements **PRIOR** to the specific class activity/chat with

the lecturer. An 80% attendance of class and online sessions is compulsory.

### 3.5 Group assessments

Where students are assessed as a group, only members whose names appear on the cover page, indicating their participation, will receive a mark. A group assessment may not be submitted/presented as an individual assessment.

### 3.6 Tests

All second opportunity tests will be written on the dates and times as specified on the timeline/by the lecturer for the specific module.

### 3.7 Feedback

Students are entitled to receive feedback with regard to all assessments within 15 working days (3 calendar weeks).

### 3.8 Disciplinary measures regarding plagiarism and academic writing misconduct

In the case of plagiarism and academic writing misconduct, four levels of breach of the institutional policy are identified, each level having its appropriate developmental or disciplinary measures depending on the seriousness of the violation, the extent of the advantage gained from the action and if it occurs repeatedly. These disciplinary measures will be taken with or without consulting with the student(s) concerned and it will be of immediate effect. Levels One and Two specifically concern acts of plagiarism, which levels Three and Four concern repeated incidents and/or forms of academic writing misconduct.

In cases of plagiarism at Levels One and Two formal disciplinary actions are not instituted. Measures at this level are developmental and include requiring the student to go through a didactic process with regard to plagiarism and academic writing misconduct and resubmit work. The student is informed of the modification of his/her marks. The student also receives a verbal warning of the consequences of any further breaching of the policy.

At Levels Three and Four formal disciplinary actions reside in the UFS Statute on Student Discipline for the students and the UFS's Disciplinary Policy and Procedure.

Other disciplinary procedures at these levels could include one or more of the following:

- A note is also placed on the student's file,

and/or

- The Director of the Business School will discuss any incidents with the Dean of the Faculty of Economic and Management Sciences,

and/or

- The student(s) will get zero for the assessment and will redo the module during the next round of presentation of the module. The full amount for the module will again be payable,

and/or

- the student(s) will be requested to appear before a hearing committee, a written report will be forwarded to the Dean of the Faculty Economic and Management Sciences as well as to the Dean: Student Affairs of the University for further action,

and/or

- where a student(s) is financially supported a written report will be forwarded to his/her bursary holder,

and/or

- the student(s) could be expelled from the BML Programme and the University,

and/or

- any other disciplinary measures that may be decided on by the BML Management Committee.

## 4. Finances

### 4.1 For registration and tuition fees one of the following payment procedures may be followed:

- a) In cash or by cheque or credit card at the UFS cashier, Thakaneng Bridge, Student Centre.
- b) Electronic payment via the internet or direct deposit into your student account using the following details:

Bank: ABSA  
Account: UFS Tuition Fees  
Account Number: 1570 151 688  
Branch (630734): Brandwag Centre, Bloemfontein  
Type of account: Cheque account  
**Reference: 100 plus your student number**  
(e.g. 100200711111)

Fax or email proof of payment to (051) 401 3587 or busregistration@ufs.ac.za

In terms of the UFS rules no cash may be handled at the BML office.

### 4.2 Payment dates

All fees must be paid as follows, whether an account has been received or not:

**1<sup>st</sup> Semester: Before or on 31 March 2017**  
**2<sup>nd</sup> Semester: Before or on 31 August 2017**

It is the responsibility of the student to supply the Business School with his/her correct details and to make enquiries if he/she does not receive an account.

Arrangements for payment in monthly installments may be made with the University's class fees department in writing, but interest will still be added on outstanding accounts.



### 4.3 The fees for 2016 are as follows:

Selection fee (non-refundable): R 900.00

#### Registration pre-payment

- South African students: R 6870.00

- International students (including Lesotho):

- First semester registration: pre-payment R28160.00
- Second semester registration: All tuition fees for second semester payable with registration

#### **All outstanding tuition fees (first and second semester) payable by 30 June**

Cost per academic credit: R 220.00

Application for conditional matric exemption (where applicable): R 500.00

### 4.4 Fees in arrears

If a student is in arrears with the payment of any University account, the University has the right, notwithstanding any arrangement that the student may have made for an extension of time or otherwise, to refuse study records, certified timetables and results until the amount in arrears have been paid to the University.

Interest will be charged on all amounts outstanding for longer than 30 days.

### 4.5 Re-registration

If a student did not settle his/her account with the University for the previous year in full, the University may, irrespective of whether the student has arranged for extension of time or otherwise, refuse his/her re-registration unless the account in question has been settled in the meantime. Such an account must be paid by means of a bank guaranteed cheque, cash or postal order.

### 4.6 Conferment of a degree

Unless a student's account with the University has been settled in full at least 21 days before a graduation ceremony, the University may irrespective of whether the student has arranged for extension of time otherwise, refuse to confer the degree at such a ceremony. Such a student's degree may be withheld until the account is settled in full.

### 4.7 Default of payment

If a student fails to settle his/her account with the University, the University shall, notwithstanding any other rights, be entitled to hand over the account to any attorney for collection.

### 4.8 Disciplinary measures

A student remains liable financially even if prevented by any regulation or rule of the University from continuing his/her studies for a degree/diploma/certificate or to take individual courses.

### 4.9 Refund of credit

If a student's tuition fees account shows a credit balance, the student should apply in writing for a refund. If after a period of 12 months no application for the refund has been received, it will be forfeited.

### 4.10 RPL payments

In agreement with the programme by which Recognition of Prior Learning (RPL) could be obtained, 20% of the amount for that specific module is payable.

## 5. Graduating with Distinction / Top Achiever Award

No recognition of prior learning will be taken into consideration in determining graduation with distinction and/or the annual top achiever.

Only the second and third academic years will be taken into consideration for purposes of Cum Laude.

A student has to participate in and complete at least 50% of the modules of each of the mentioned levels to qualify for a distinction and/or top achiever award.

The BML is obtained with distinction if a weighted average of at least 75% (not rounded to the next integer) has been obtained based on the minimum number of modules required for the qualification.

Students must be enrolled for a minimum of 8 semesters and a maximum of 10 semesters.

### 6. Study Period

The BML Programme is a 4 year part time degree. A minimum period of 2 years is required to complete the degree. Should a student change the mode of delivery (i.e. switch between campus, online, modular) it will take the student longer to complete the degree.

### 7. Parking Discs

Every student must see to it that he/she obtains a parking disc from the BML office during the first contact session. A student who parks on campus without a parking disc or in a reserved or undercover space, is guilty of a transgression of University regulations and will be fined by the Protection Services of the UFS.

### 8. Student Cards

Student cards are available at the UFS Student Card Division on the Thakaneng Bridge. Lost or damaged student cards will only be replaced on payment of R70.00 per student card. Student cards are compulsory as means of access to the University.

### 9. Request for Recognition of Prior Learning (RPL)

Request for RPL is an ongoing process in the BML Programme. A written request should accompany a portfolio and should be

handed in at the BML office on the dates as indicated on the timetable. The assessment of credit requests takes place in June and November of each year.

No request for credits will be considered once a student has started with a specific module.

Where a student is not satisfied with the outcome of the decision taken by the review committee, he/she may make a written appeal in this regard to BML Management Committee. The procedure for further assessment will be discussed with the student.

In cases where a student has already successfully obtained a degree in any discipline in Economic and Management Sciences, a maximum of 50% of the modules in the BML Programme could be recognised as prior learning.

### 10. Enquiries

BML students should make all enquiries with regard to their studies, registration and University accounts directly to the BML office.

All information and notices will be communicated via the UFS4life e-mail address. It is the responsibility of the student to familiarise himself/herself with the content thereof.

It is the responsibility of the student to inform the BML office of any changes in contact details.









IV SAKESKOOL  
UFS BUSINESS SCHOOL

Should you need more  
information contact us at:

**BML Programme**

UFS Business School PO Box 339, Bloemfontein 9301

T: +27 (0)51 401 2883 | F: +27 (0)51 401 3587 | W: <http://bus.ufs.ac.za>

F: [www.facebook.com/UFSBusinessSchool](http://www.facebook.com/UFSBusinessSchool)

**Fully accredited by the CHE | Member of AACSB**