



UNIVERSITY  
OF  
JOHANNESBURG

# ACADEMIC REGULATIONS 2015

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## **GENERAL CONTACT INFORMATION**

### **UNIVERSITY OF JOHANNESBURG**

#### **Student Enrolment Centre**

Call Centre Telephone: 011 559 4555

## **STREET ADDRESSES OF CAMPUSES**

### **Auckland Park Bunting Road Campus (APB)**

University of Johannesburg  
Auckland Park Bunting Road Campus  
Bunting Road, Auckland Park  
Johannesburg  
2092

### **Auckland Park Kingsway Campus (APK)**

University of Johannesburg  
Auckland Park Kingsway Campus  
Corner Kingsway and University Road  
Auckland Park  
Johannesburg  
2092

### **Doornfontein Campus (DFC)**

University of Johannesburg  
Doornfontein Campus  
37 Corner Beit and Nind Street  
Doornfontein  
Johannesburg  
2094

### **Soweto Campus (SWC)**

University of Johannesburg  
Soweto Campus  
Old Potchefstroom Road  
Power Park  
Soweto  
6201

## **POST ADDRESS: ALL CAMPUSES**

### **University of Johannesburg**

Auckland Park Kingsway Campus  
PO Box 524  
Auckland Park  
2006

## **ACADEMIC REGULATIONS 2015**

### **1 GENERAL PROVISIONS**

#### **1.1 Legal requirements**

These regulations are subject to:

- (a) all statutory and common law, in particular the Constitution of the Republic of South Africa of 1996, the Higher Education Act 101 of 1997 (as amended) and all other statutes relating to higher education;
- (b) the UJ Statute (as amended)
- (c) amendments of and deviations from these regulations as approved by Senate and Council.

#### **1.2 Application**

These regulations apply to all subsidised and non-subsidised programmes, modules and other learning units approved or ratified by Senate.

#### **1.3 Status of regulations**

- 1.3.1 In the event of a conflict between these Regulations and Faculty Rules or institutional policies, these Regulations take precedence.
- 1.3.2 Faculty Rules that are in force at the commencement of these Regulations remain in force until amended by Senate.
- 1.3.3 Situations that are not covered by these Regulations, the Faculty Rules and Regulations or institutional policies are dealt with in terms of the applicable legislation and the common law.

### **2 ABBREVIATIONS AND DEFINITIONS**

#### **2.1 Abbreviations**

A level	Advanced level
AARP	Alternative Admission Project of the Department of Education
APS	Admission points score (2008 and after)
AR	Academic regulation
AS level	Advanced subsidiary level
CHE	Council for Higher Education
CHED	Centre for Higher Learning at UCT
CPD	Continuous professional development
DHET	Department of Higher Education and Training
DVC	Deputy Vice-Chancellor
HEI	Higher Education Institution
HEMIS	Higher Education Management Information System
HEQC	Higher Education Quality Committee
HEQF	Higher Education Qualifications Framework
HEQSF	Higher Education Qualifications Sub-Framework
HESA	Higher Education South Africa
HG	Higher grade
HIGCSE	Higher International General Certificate in Secondary Education
HL	Higher Level

IB	International Baccalaureate
IEB	Independent Examination Board
IELTS	International English Language Testing System
IGCSE	International General Certificate in Secondary Education
M score	Grade 12 score (before 2008)
MEC	Management Executive Committee
NATED	Reports representing the former Department of Education's general policies regarding technikon instructional programmes in South Africa
NBT	National Benchmark Test
NCV	National Certificate Vocational
NQF	National Qualifications Framework
NSC	National Senior Certificate (obtained in 2008 or after/replacing the Senior Certificate (SC) as from 2008)
N score	Grade 11 score (before 2008)
NSSC	Namibia Senior Secondary Certificate (Ordinary Level examinations) / (Higher-level examinations) from 2007
NSF	National Standards Framework
O level	Ordinary level
OL	Ordinary Level
PQM	Programme qualification mix
RPL	Recognition of prior learning
SAQA	South African Qualifications Authority
SC	Senior Certificate (obtained prior to 2008). A final exit level school-leaving certificate for school learners (i.e. at the end of Grade 12) registered at level 4 on the NQF which began to be phased out from 2007.
SEC	Student Enrolment Centre
Senex	Senate Executive Committee
SG	Standard grade
SGB	Standards Generating Body
SHDC	Senate Higher Degrees Committee
SL	Standard level
UJ	University of Johannesburg



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## 2.3 Definitions

- 2.3.1. **“Assessment”** means the systematic collection of evidence of students’ performance in respect of defined criteria to achieve the set learning outcomes and, based on such evidence, the making of decisions concerning the progress of students.
- 2.3.2. **“Assessment criteria”** means the standards that students must achieve. Criteria are derived directly from the outcomes.
- 2.3.3. **“Assessment opportunities”** means occasions for assessment as determined by the relevant faculty board and include assignments, portfolios, tests, practicals and examinations (including electronically).
- 2.3.4. **“Certificate”** means a document that is issued as evidence of compliance with the requirements of subsidised and non-subsidised programmes.
- 2.3.5. **“Chief assessor”** means the person responsible for teaching and assessing a module, usually the lecturer.
- 2.3.6. **“Continuous summative assessment”** is conducted by means of a number of integrated weighted assessments i.e. tests, assignments, practicals, etc. Judgement of the student’s achievement of the learning outcomes is spread over the duration of the module and culminates in a final accumulative mark/sum total (i.e. judgement).
- 2.3.7. **“Co-supervisor”** means a person who is not necessarily an employee of the University and who, in consultation with the supervisor, is appointed to give assistance and guidance to a student in those areas where the supervisor is not sufficiently familiar with the full scope of the field to be covered in the project, where the project is multidisciplinary or for purposes of mentorship.
- 2.3.8. **“Dissertation”** means a written research report, prepared for summative assessment purposes, that communicates the work, its context and outcomes, pursued in the course of the project, proving that the candidate is

conversant with the method of research in full compliance with the requirements for the prescribed outcomes for a research master's degree.

- 2.3.9. **“Doctoral degree”** means that the essential defining requirement of the research project for graduation purposes is an original contribution to a field of study at a theoretical, conceptual or analytical level in addition to proficiency in research methods and exercise of independent and critical ability.
- 2.3.10. **“Experiential learning”** means work- or service-based learning in accordance with programme-specific requirements. See also Work-integrated learning and Service learning.
- 2.3.11. **“External assessor”** means an expert who is not an employee of the University but who is appointed by the University to assess students' work.
- 2.3.12. **“Faculty-specific assessment”** means opportunities such as continuous assessments that are determined by academic departments and approved by the Faculty Board.
- 2.3.13. **“Field of study”** means a broad demarcation of study within which smaller foci of study may be identified. SAQA has identified 11 fields of study, each with its own National Standards Framework (NSF) (e.g. Business, Commerce and Management Studies = NSF 03). A number of subfields are identified within each field of study, each with a Standards Generating Body (SGB) (e.g. the SGB for Human Resource Management). The National Qualification Framework (NQF) is therefore structured according to these 11 fields of study.
- 2.3.14. **“Formative assessment”** takes place during the teaching and learning process within the module and informs both students and lecturers regarding the progress made towards the learning outcomes, together with guidance to assist the students to understand areas of strengths and weaknesses, and the strategies for improvement. This kind of assessment does not cast a final judgement, but informs the student and the lecturer regarding the progress of learning. Different assessment methods and techniques could be used to assess the student learning. These assessments can count marks but students must be informed thereof.
- 2.3.15. **“Full-time student”** means a student for whom study is the main activity and who is enrolled for the total number of specified modules per semester in accordance with the minimum study period for the qualification.
- 2.3.16. **“Granting of a module credit”** means a module successfully completed at a specified NQF level within an academic programme may be used to exempt a student from, and grant credit for an equivalent module in another academic programme, provided that the module for which the student is registered is at the same NQF level.
- 2.3.17. **“Higher degrees and postgraduate studies”** means studies, research or programmes at the master's or doctoral level or at a level for which a completed bachelor's degree is a prerequisite.
- 2.3.18. **“Interdisciplinary degree”** means a degree in which the formal foundation cannot be found in only one academic department, but is spread across several home departments, and for which a cognate formal undergraduate degree may not be available. At the master's and doctoral levels these degrees are referred to as MPhil and DPhil degrees respectively.

- 2.3.19. **“Marks”** means the following in the defined context:
- (a) **“Final mark”** means a mark calculated according to a prescribed ratio/proportion and/or weighting per programme of the module mark and the mark of the last summative assessment opportunity, determined by the Faculty Board.
  - (b) **“Module mark”** means the mark obtained from summative assessment opportunities during the period of registration for the module. The module mark obtained from the summative assessment is calculated as determined by the Faculty Board.
- 2.3.20. **“Master’s degree”** means the following in the defined context:
- (a) **“Coursework master’s programme or degree”** means the successful completion of compulsory, formal, taught modules that constitute a significant part of the requirements for graduation, with a minor dissertation accounting for the balance.
  - (b) **“Research master’s programme or degree”** means that the successful completion of a research dissertation is the sole academic requirement for graduation.
- 2.3.21. **“Minor dissertation”** means a written document, more limited in scope and length than a full research master’s dissertation that communicates the work pursued in the course of the project. Its context and outcome are proving that the candidate is conversant with the method of research in partial compliance with the requirements for the prescribed outcomes of a coursework master’s degree.
- 2.3.22. **“Moderator”** means a competent assessor who is familiar with the subject content ensuring that the assessment practice in a module or academic programme meets national and institutional requirements.
- 2.3.23. **“Module”** means the following in the defined context:
- (a) **“Compulsory module”** is a module that students must register for as part of a particular programme and whose outcomes students must achieve successfully before a qualification can be awarded.
  - (b) **“Couplet module”** is a first-semester module followed by the second-semester module where the content of the second-semester module is dependent on the content of the first-semester module, subject to a minimum of 40% obtained for the first-semester module to progress to the second-semester module.
  - (c) **“Elective module”** is any module that can be exchanged for another module as provided for in the programme.
  - (d) **“Module”** is a predetermined unit of teaching and learning.
  - (e) **“Semester module”** is a module that extends over one semester (approximately 14 academic weeks) as reflected in the academic calendar approved by Senate.
  - (f) **“Term module”** is a module that extends over one term (approximately 7 academic weeks) within a particular semester as reflected in the academic calendar as approved by Senate.
  - (g) **“Year module”** is a module that extends over two semesters (approximately 28 academic weeks) as reflected in the academic calendar of a particular calendar year as approved by Senate.

- 2.3.24. **“Module exemption”** means recognition that is granted within the framework of the admissions requirements of accredited learning from an approved or accredited provider, which is usually confirmed by means of academic records or other documents. However, when exemption is granted for a module(s), an additional optional module must be registered for to comply with the credit total/accumulative credits.
- 2.3.25. **“National Qualifications Framework (NQF)”** means a structure within which all qualifications are registered. Higher education qualifications are pegged at levels five (5) to ten (10) subject to a phased-in process determined by the CHE and “teach out” of existing qualifications.

**Teach out Qualifications before 2012**

- 5 - Undergraduate
- 6 - Undergraduate
- 7 - Honours / B Tech
- 8 - Master’s and Doctoral

**Commencing in 2012 for new enrolments in HEQSF aligned academic programmes**

- 5 - Undergraduate Higher Certificate
  - 6 - Advanced Certificate, Diploma
  - 7 - Advanced Diploma, Three year Bachelor Degree
  - 8 - Postgraduate Diploma, Four year Bachelor Degree, Honours Bachelor Degree
  - 9 - Master’s Degree
  - 10 - Doctoral Degree
- 2.3.26. **“Outcomes”** means a demonstration of relevant abilities (knowledge, competencies, attitudes and values).
- 2.3.27. **“Part-time student”** means a person for whom study is not the main activity, who may be employed and is enrolled for fewer than the specified number of modules per semester and who may complete his/her qualification within a longer specified time frame than the minimum study period stipulated for an equivalent full-time programme.
- 2.3.28. **“Plagiarism”** means the act of representing the ideas, writings, works or inventions of others as the fruits of one’s own original intellectual endeavours without adequately acknowledging the author or source. Within the copyright law, provision is made for only a limiting or legitimate curtailment of the copyright of the holder of the right if the infringement qualifies as “fair dealing” which presupposes adequate and full acknowledgement of the source. Any contravention is not merely immoral and unethical but a contravention of the law. “Fair dealing” includes research or private study, criticism or review of that work or for the purpose of reporting on current events in a periodical, provided that the source of the work as well as the name of the author is mentioned in full. If a student or researcher’s work is not authentically his/her own, such work does not qualify as an academic output, whether this is a student assignment or employee research, and will be viewed as plagiarism,

which is defined as the appropriation of another's work, whether intentionally or unintentionally, without proper acknowledgement. Copyright is the specific intellectual property right that an author acquires in accordance with the Copyright Act, No. 98 of 1978 in respect of a protected work. Copyright infringement includes the infringement of the economic rights of the right holder and the moral rights of the author. Academic dishonesty is a denial of ethical values. It undermines the credibility of research results and is a negation of sound academic practice. No value is added if copyright is infringed or where unethical research practices are used. Material gained through dishonesty adds nothing to existing knowledge: there is no growth in the independence of the writer's intellectual involvement and the writer's academic integrity is compromised. Unethical research practices undermine the purpose of education by casting doubt on the institution's ability to promote sound and efficient scholarship and will not be tolerated.

2.3.29. **“Programme”** means the following in the defined context:

- (a) **“Attendance-based short learning academic programme”** means an institution-approved short learning academic programme for which no credits are awarded in relation to a particular formal programme such as seminars, workshops and continuous professional development (CPD) programmes.
- (b) **“Credit-bearing short learning academic programme”** means an institution-approved short learning academic programme for which credits may be considered in relation to its contribution to a particular programme, in accordance with legal requirements.
- (c) **“Duration of a programme”** means the minimum study period for which students must be registered towards a particular programme in order to qualify for a qualification after they have successfully completed all the prescribed modules.
- (d) **“Extended curriculum programme”** means an undergraduate diploma or degree incorporating substantial foundational work/provision that is additional to the coursework prescribed for the regular programme. The foundational work/provision is equivalent to one or two semesters of full-time study, designed to articulate effectively with the regular elements of the programme, and planned, scheduled and regulated as an integral part of the programme.
- (e) **“Non-subsidised academic programme”** means an institution-approved academic programme at the University that receives no state funding and that, upon successful completion, will lead to the award of a qualification or an attendance certificate.
- (f) **“Programme”** means a purposeful and structured set of learning experiences leading to a qualification comprising a set of credit-bearing, level-pegged modules. In an outcomes-based system, programmes are designed to enable students to achieve predetermined exit level outcomes.
- (g) **“Programme group”** means a number of programmes with the same focus or field of specialisation.
- (h) **“Programme title”** means the name of a qualification with or without a qualifier, e.g. BA (Development Studies), BEng (Mechanical) or LLB.
- (i) **“Purpose of a programme”** means the value of a programme to students and society, and reflects the outcomes.
- (j) **“Short learning academic programme”** means an institution-approved non-subsidised academic learning programme inclusive of a credit-bearing short learning academic programme and non-credit-bearing (attendance-

based) short learning academic programme generating fewer than 120 NQF credits and extending over a period of less than one year.

- (k) **"Subsidised academic programme"** means an externally approved, funded, registered and accredited, structured academic programme at the University that, upon successful completion, will lead to the award of a formal qualification such as a certificate, diploma or a degree.
  - (l) **"Whole programme"** means an institution-approved non-subsidised academic learning programme generating 120 NQF credits or more and extending over a period of one year or more.
- 2.3.30. **"Promotion"** means the advancement of students who meet the minimum requirements of a particular study level from that particular study level to the next (e.g. from the first-year level to the second-year level) as determined per programme by the academic department and the relevant faculty board, approved by Senate and contained in the Faculty Rules and Regulations.
- 2.3.31. **"Promotion requirements"** means the grounds of a student's achievements in a particular study period.
- 2.3.32. **"Qualification"** means the formal recognition and certification of learning outcomes by an accredited provider as reflected in the degrees that the provider confers and the diplomas and certificates it awards, whether they are subsidised or non-subsidised academic programmes.
- 2.3.33. **"Qualifier"** or **"field of specialisation"** means the manner in which a specific field is identified within a generic qualification, e.g. BSc (Chemistry) or BA (Law), in which "BSc" or "BA" represents the generic component and "(Chemistry)" or "(Law)" the qualifier or field of specialisation.
- 2.3.34. **"Recognition of prior learning (RPL)"** means the granting of credits for or the recognition of any appropriate learning that has occurred prior to admission to a formal learning programme, based on the demonstration of particular abilities in respect of knowledge, competence, attitudes and values.
- 2.3.35. **"Rules of access"** means the minimum requirements for access to a module or programme.
- 2.3.36. **"Rules of combination"** means the requirements for the combination or succession of modules in a programme (e.g. a student having to pass Chemistry 1A to gain access to Chemistry 1B).
- 2.3.37. **"Service learning"** means a form of teaching and learning that is directed at specific community needs and integrated into a credit-bearing academic programme and curriculum in which students participate in contextualised, well-structured and organised service activities aimed at addressing identified service needs in a community and in which the students subsequently reflect on such experiences in order to gain a deeper understanding of the linkage between curriculum, content and community dynamics as well as to achieve personal growth and a sense of social and civic responsibility. The experience is assessed and takes place under the supervision and/or mentorship of a person/s representing the community (HEQC). A collaborative partnership that enhances mutual reciprocal teaching and learning among all members of the partnership (lecturers and students, members of the communities or representatives of the service sector) is required. See also Experiential learning and Work-integrated learning.

- 2.3.38. **“Special assessment opportunity”** means a further assessment opportunity equivalent to the original assessment opportunity aimed at accommodating students who were unable to be assessed in the original assessment opportunity.
- 2.3.39. **“Study year/semester”** means the academic level of the study year/semester of study for which students are registered, e.g. first year, second year or third year, of a particular programme.
- 2.3.40. **“Summative assessment” (traditional)** is carried out at the end of a period of teaching and learning of a module, e.g. the end of a lecture or series of lectures or the end of the semester. The purpose is to determine (i.e. judge) the student’s achievement of the outcomes, i.e. the learning products. It services a judgemental purpose.
- 2.3.41. **“Supervisor”** means the person appointed by the University to give professional and academic guidance to a student registered for a postgraduate research project under his/her name and to ensure the provision of adequate financial, spatial and infrastructural support for the research project prior to enrolment.
- 2.3.42. **“Supplementary summative assessment”** means an assessment that supplements the original assessment granted to students. Admission to this assessment opportunity is based on the results of the original assessment opportunity.
- 2.3.43. **“Thesis”** means a treatise, prepared for examination purposes, which represents a distinct, original contribution to the knowledge of and insight into a field of study, either by the disclosure of new facts or by the exercise of an independent and critical ability, in full compliance with the requirements of a doctorate from the University.
- 2.3.44. **“University”** means the University of Johannesburg.
- 2.3.45. **“Work-integrated learning”** means the component of a learning programme that focuses on the application of learning in an authentic learning work-based context under the supervision and/or mentorship of a person/s representing the workplace. It addresses specific competencies identified for the acquisition of a qualification that make the learner employable and assist in the development of related personal attributes. Workplace/service employees and professional bodies are involved in the assessment of the learning experience together with the University’s academic employees. See also Experiential learning and Service learning.



### **3. LANGUAGE**

The language of teaching, learning, assessment and academic administration is determined by the University's Language Policy as approved by Senate and Council.

### **4. ADMISSION**

#### **4.1 General admission requirements for undergraduate programme**

4.1.1 Admission requirements and compliance with the legal endorsement for undergraduate programmes for study at the University are as follows:

- (a) A NSC higher certificate endorsement is a legal requirement for admission into a higher certificate.
- (b) A NSC diploma endorsement is a legal requirement for admission into an undergraduate diploma.
- (c) A NSC bachelor's degree endorsement is a legal requirement for admission into an undergraduate bachelor's degree.
- (d) An applicant who has successfully completed a Higher Certificate at an accredited HEI may be admitted into an appropriate Advanced Certificate.
- (e) An applicant who has successfully completed a Higher Certificate at an accredited HEI and has accumulated relevant credits may be admitted to a related undergraduate diploma programme, subject to the candidate being granted a NSC diploma endorsement by HESA after the successful completion of the Higher Certificate (refer to AR 6 and AR 7 for credit requirements).
- (f) An applicant who has successfully completed an undergraduate diploma, may be admitted into an undergraduate bachelor's degree programme, subject to the candidate being granted a NSC bachelor's degree endorsement by HESA (refer to AR 6 and AR 7 for credit requirements).
- (g) Other progression requirements, as reflected in the Higher Education Qualifications Sub Framework (HEQSF), are applicable.
- (h) Applicants who have completed their National Senior Certificate (NSC) in or after 2008 must also comply with the minimum Admission Points Score (APS) and those who have completed their Senior Certificate (SC) prior to 2008 must also comply with the minimum M-Score. All applicants must also comply with the language requirements, and faculty and qualification or module requirements for admission into each programme as laid down by the relevant faculty.
- (i) Other additional admission requirements may be:
  - (i) admission and placement tests as approved by Senate;
  - (ii) personal interviews;
  - (iii) biographical information;
  - (iv) portfolios of evidence;
  - (v) RPL;
  - (vi) SAQA or HESA certification of equivalents;
  - (vii) language proficiency tests.

#### **4.2 Admissions before 2008**

4.2.1 M score points are awarded for the six best symbols (taking faculty- and programme-specific requirements into account) in the SC/Grade 12 according to the scale below. A maximum of six subjects will be used to calculate the M score with a maximum M score of 30.

## 4.2.2 The SC/Grade 12 M Score Table for Senior Certificates completed before 2008

Subject symbol	M Score (Higher Grade)	M Score (Standard Grade)
A	5	4
B	4	3
C	3	2
D	2	1
E	1	0

4.2.3 Admission scores for other types of school-end certificates such as the HIGCSE, the IGCSE, the A level, the O level, the AS level, the IB and the IEB are calculated in the same manner as above using the following table:

UJ M score	A level	O level	HIGCSE	IGCSE	AS level	IB	IEB
5	A		1		A	7	5
4	B		2		B	6	4
3	C	A	3	A	C	5	3
2	D	B	4	B	D	4	2
1	E	C		C	E	3	1
0	F	D		D			0

4.2.4 School-end certificates not included in the above scorecard are dealt with individually in faculties and departments.

4.2.5 Applicants who obtained the SC before 2008 will be considered for admission to study at the University in accordance with their final Grade 12 results.

4.2.6 The minimum M scores required for admission of prospective students who obtained the SC/Grade 12 prior to 2008 are determined by the relevant faculty board, approved by Senate and contained in the relevant faculty rules and regulations.

## 4.3 Admission Requirements for students who obtained the NSC in 2008 or later

## 4.3.1 THE ADMISSION POINT SCORE (APS) AND GRADE 11 SCORE (GES) TABLE

APS	NATIONAL			INTERNATIONAL						
	NSC ACHIEVEMENT RATING	SC HG	SC SG	IEB	HIGCSE/ NSSC (HL)	IGCSE/ NSSC (OL)	AS LEVELS	A LEVELS	IB (HL)	IB (SL)
10								A	7	
9								B	6	
8								C	5	
7	7 (80-100%)	A		7	1		A	D	4	7
6	6 (70-79%)	B	A	6	2		B	E	3	6
5	5 (60-69%)	C	B	5	3	A	C		2	5
4	4 (50-59%)	D	C	4	4	B	D		1	4
3	3 (40-49%)	E	D	3		C	E			3
2	2 (30-39%)	F	E	2		D/E				2
1	1 (0-29%)	G	F	1		F/G				1

- 4.3.2 The APS and GES are based on the achievement rating of each subject as indicated above and are the sum of the achievement ratings of the seven school subjects, keeping in mind that the performance rating achieved for Life Orientation must be divided by two.
- 4.3.3 Prospective students currently in Grade 12 will be considered for admission to study at the University based on a Grade Eleven Score (GES) that is calculated in the same way as the APS using the final achievement ratings of the Grade 11 subjects. Any student who has been admitted on the Grade 11 results will have to satisfy the minimum admission requirements in Grade 12 for registration for the relevant qualification as laid down by the University.
- 4.3.4 The minimum GES and APS required for admission to each qualification are determined by the relevant faculty board, approved by Senate and contained in the relevant faculty rules and regulations.
- 4.3.5 The GES and APS are calculated as follows:
- (a) The prescribed seven subjects are used for the calculation of the GES and APS.
  - (b) The GES and APS of an applicant are the sum of the achievement ratings of the NSC subjects of that applicant, subject to the achievement rating of Life Orientation (10 credits) being divided by two in the calculation of the GES and APS.
  - (c) If applicants included more than the minimum of three electives in their NSC the four compulsories and the best three of the electives are used.
  - (d) If an elective is compulsory for admission this subject must be included in the calculation.
- 4.3.6 School-end certificates not included in the above scorecard are dealt with individually in faculties and departments.
- 4.3.7 Prospective students who comply with the minimum legal requirements for admission to a National Diploma or Bachelor's degree programme, but who do not meet the additional faculty-specific minimum Admission Points Score, may, upon good cause shown, be granted admission to such programme at the discretion of the relevant executive dean. If prospective students do not meet faculty-specific admission requirements in respect of a module in such a programme that is taught in a faculty other than the faculty in which the programme is offered, the Executive Dean must consult with the Executive Dean of the faculty within which the module resides before admission to the programme may be granted.

#### **4.4 Admission requirements for students who obtained the National Certificate (Vocational) (NCV)**

Admission requirements for applicants with a NCV are in accordance with relevant legislation and the faculty rules and regulations related to the various academic programmes.

#### **4.5 Alternative admissions**

##### **4.5.1 School of Tomorrow applicants**

The Executive Dean, together with the Registrar, may approve admission of School of Tomorrow applicants via the Senate discretionary admission process subject to the applicant successfully completing the NBT and obtaining at least Higher Intermediate level.

#### **4.5.2 Recognition of prior learning (RPL)**

The University may, on the grounds of RPL, and subject to Senate-approved special admission rules, admit students who do not comply with the minimum requirements.

#### **4.5.3 Placement in access programmes**

Prospective students who do not meet the general minimum admission requirements for a specific programme may be placed in a Senate-approved access programme, having followed a Senate-approved placement procedure.

### **4.6 Application for admission to study at the University**

4.6.1 Prospective students must apply for admission to programmes not later than the determined closing dates. An annually determined application fee is payable.

4.6.2 Admission is subject to selection in accordance with programme-specific admission requirements determined by the Faculty Board, as well as minimum requirements set for transfer students, approved by Senate and contained in the relevant faculty rules and regulations.

4.6.3 Admission is also subject to

- (a) the University's Enrolment Management Plan approved by the Department of Education, the Senate and faculty boards;
- (b) quota determination of elective modules as approved;
- (c) professional regulatory requirements where programmes are regulated by external regulatory boards/councils;
- (d) requirements related to the student equity profile;
- (e) Senate-approved selection, placement and admission tests.

### **4.7 Admission of non-South African resident students**

4.7.1 Admission of non-South African resident students is subject to the conditions set out in the Immigration Act 13 of 2002.

4.7.2 The success of a non-South African resident application depends on both the confirmation of academic acceptance and the obtaining of the necessary statutory documentation and state approval.

4.7.3 All non-South African resident prospective students are required to submit proof of English language proficiency, which may consist of:

- (a) the results of the internationally recognised IELTS test (with a score of six for undergraduate studies and a score of seven for postgraduate studies);

**or**

- (b) English passed at school-leaving level.

### **4.8 Right of admission**

The Vice-Chancellor and the Council of the University determine the admission of a student to the University. An applicant who has applied for admission and satisfies the minimum rules of access, but who has been refused admission, may request written reasons for such refusal from the relevant executive dean.

## **5. REGISTRATION**

### **5.1 General principles**

- 5.1.1 Students register for a subsidised academic programme as contained in the University's programme qualification mix and also in the Faculty Rules and Regulations, or for an institution-approved non-subsidised academic programme.
- 5.1.2 Students register for a programme subject to the regulations that applied at the time of first registration for that particular programme, provided that:
- (a) if the regulations are amended, students who commenced their studies under the previous regulations and who have not interrupted their studies may complete their studies according to the previous regulations;
  - (b) if the new regulations are beneficial to them, students may complete their studies under these new regulations;
  - (c) the Faculty Board may set special transitional arrangements, approved by Senate, in respect of programmes where a change has been approved, and determine a date on which new regulations will be phased in and previous regulations phased out.
- 5.1.3 Students who were registered for a programme and who failed to renew their registration for that programme in the following academic semester or year, or who have interrupted their studies, forfeit the right to complete their studies according to the previous regulations, provided that:
- (a) registration for experiential learning or service learning or work-integrated learning for the academic period following the period in question will be regarded as a renewal of registration;
  - (b) the Executive Dean may in exceptional circumstances allow students to continue their studies according to conditions that may be determined.
- 5.1.4 When regulations are amended, Senate may formulate transitional regulations for students to complete a specific programme according to the new regulations.
- 5.1.5 All students must register annually in accordance with the approved Academic Calendar. Programme-specific exceptions (such as a second-semester intake) must be considered by MEC for recommendation to the Senate Teaching and Learning Committee and approved by Senate.
- 5.1.6 The registration fee and the first instalment of the tuition fee as determined annually by the University are payable upon registration.
- 5.1.7 After registration, students are obliged to pay the outstanding fees due on or before the dates stipulated by the University.
- 5.1.8 Students who cancel their registration are not entitled to reimbursement of the registration fee and remain liable for the tuition fees in accordance with the Student Fees Policy.
- 5.1.9 Students are not allowed to register outside the prescribed and approved registration periods unless the Management Executive Committee formally extends the registration period. Students who register late are liable for the payment of a late registration fee in accordance with the Student Fees Policy and decisions taken by the Management Executive Committee in this regard.
- 5.1.10 Students sign a formal agreement with the University in electronic format when they register online. Students who do not register online must

complete, sign and submit a hard copy of the agreement. In the case of all minors their parents or guardians must also sign and submit a hard copy of the agreement.

- 5.1.11 Students submit themselves to the rules and regulations of the University and undertake to pay the prescribed fees by signing the official registration form and the formal agreement with the University.
- 5.1.12 The registration of students is valid for the applicable registration period only and lapses on expiry of this period.
- 5.1.13 Students may not register simultaneously for two programmes at the University or for a programme or module at another university concurrently with their registration at the University without prior written consent of the executive deans of the relevant faculties and the relevant authority of the other university.
- 5.1.14 At least 50% of all the required modules (including all exit level modules) that a student must successfully complete for an undergraduate qualification to be awarded or conferred must be completed at the University to obtain the qualification certification. Only in exceptional cases, may the executive deans in consultation with the Registrar grant permission to complete an exit level module at another higher education institution.
- 5.1.15 Senate may determine the minimum number of students who should register for a programme or a module for it to be offered on a particular campus and/or in a particular year.
- 5.1.16 A student may not register for more than the prescribed number of modules per academic year/semester as:
  - (a) approved by Faculty Board and Senate;
  - (b) reflected in the faculty rules and regulations and curriculum;
  - (c) specified per year level.

The Executive Dean of the faculty may approve a maximum of two additional semester modules or one year module per academic year.

Repeat modules are not included in the above-mentioned two modules.

- 5.1.17 Faculty Boards may determine the maximum number of students who may register for a programme or module in accordance with the University's Enrolment Management Plan or in order to ensure quality teaching.
- 5.1.18 Registration takes place in accordance with the Programme Qualification Mix and related HEMIS business rules approved by the DHET.
- 5.1.19 The University does not guarantee that students (including those with a disability/impairment) who register for a qualification and successfully complete that qualification will be registered with a professional board/council or be successful in obtaining employment.

## **5.2 Documents to be submitted upon registration**

At registration, prospective students who register for the first time at the University must submit, together with their registration documents, certified copies of the documents specified below.

**5.2.1 First-year students**

- (a) Identity document or permanent residence permit
- (b) Senior Certificate or National Senior Certificate or equivalent qualification and statement of symbols.

**5.2.2 Transfer students from other higher education institutions**

- (a) Identity document or permanent residence permit
- (b) Senior Certificate or National Senior Certificate or equivalent qualification and statement of symbols
- (c) Original academic record from the previous higher education institution(s)
- (d) Original certificate of conduct
- (e) Additional faculty programme requirements determined by the relevant faculty boards.

**5.2.3 First registration for honours, masters and doctoral students who completed their previous degree at another higher education institution**

- (a) Identity document or permanent residence permit
- (b) Degree certificate
- (c) Original academic record
- (d) Original certificate of conduct
- (e) Additional faculty or programme requirements as determined by the faculty boards.

**5.2.4 Non-South African resident students: documents**

- (a) Passport
- (b) Study permit
- (c) Postgraduates: SAQA evaluation of previous qualification
- (d) Undergraduates: HESA evaluation of the school-leaving certificate
- (e) IELTS certificate: English proficiency test or proof of English passed at school-leaving level
- (f) Proof of South African medical insurance cover
- (g) Proof of sufficient financial repatriation funds for purposes of the students' fees.

**5.2.5 Unavailability of documents**

In exceptional cases, (excluding non-South African resident students) where the documentation is not available upon registration, conditional registration will be allowed only with the permission of the Executive Dean of the faculty. In these instances, the submission date is 28 February (or 30 July for second-semester registrations). Failure to submit the documentation may lead to cancellation of registration.

**5.2.6 Omission of material information and submission of incorrect documentation**

The University has the right to cancel the registration of a student who provided incorrect information and documentation material to an application for admission or who omitted to provide material information or documentation.

### **5.3 Change of personal information**

- 5.3.1 Students must inform the University of any changes in their names and other personal details or update the details personally on the Student Portal.
- 5.3.2 Correspondence to students will be addressed to the post addresses, email addresses and cell phone numbers supplied during registration or as changed according to the previous regulation.

### **5.4 Student access cards**

- 5.4.1 Students registering for the first time will be issued with student access cards after their registration process has been successfully completed and the cards will be activated for that registration period only. Thereafter these student cards will be re-activated each time after reregistration.
- 5.4.2 Students must carry their student access cards with them at all times when they are on University premises.
- 5.4.3 A valid student access card must be presented to gain admission to assessment venues and the library.

### **5.5 Non-South African resident students**

- 5.5.1 Non-South African resident students may register at the University if they meet the University's academic admission requirements, obtain valid study permits and satisfy all other registration requirements.
- 5.5.2 Non-South African resident students are liable for the full payment of registration and tuition fees, the international levy and other required fees upon registration.

### **5.6 Registration for the higher level of a module or qualification**

Students will only be permitted to register for the higher level of a module or qualification if they have passed the prerequisite modules or qualifications.

### **5.7 Programme and module changes**

- 5.7.1 After the official registration period and within the appointed time, students may change their registration only with the permission of the Executive Dean of the faculty.
- 5.7.2 Application for programme changes must be made on the prescribed form. These changes are subject to adherence to closing dates.

### **5.8 Cancellation of studies**

- 5.8.1 Students cancel their studies in a particular programme or module by official notification thereof before the date determined by the University. This notification is submitted to the relevant faculty officer.
- 5.8.2 Students who fail to notify the University officially before the prescribed dates will forfeit any claim to the reimbursement of money.
- 5.8.3 Cancellation of studies in a module or modules within the 21-day period before the beginning of the examinations will be regarded as absence from the examination/assessment opportunity.

### **5.9 Experiential, service or work-integrated learning**

- 5.9.1 If experiential, service or work-integrated learning forms an integral part of a programme, this period is included in the programme as part of the study period.



- 5.9.2 Although the University provides assistance with placements for experiential, service or work-integrated learning, it does not guarantee such placements and the responsibility for securing them rests with students.

#### **5.10 Registration and assessment**

- 5.10.1 Students may not attend lectures or any contact sessions in a module, receive study material or supervision, or have access to any electronic study material or sources or be assessed in a module if they are not registered students at the University for the relevant module for the relevant academic year.
- 5.10.2 No assessment result obtained by a student is official if the student was not registered for the relevant module when the result concerned was obtained.

#### **5.11 Class attendance**

- 5.11.1 Attendance of classes, tutorials and practical classes (where applicable) are compulsory for undergraduate students.

### **6. CREDIT AND PROMOTION REQUIREMENTS FOR UNDERGRADUATE PROGRAMMES**

- 6.1 Students may receive credit once only for an interchangeable module in any one programme at the equivalent NQF level.
- 6.2 A module passed at a particular NQF level may not serve as an equivalent for a module at a higher NQF level.
- 6.3 Students retain credit for exemption and/or renewal of registration purposes for a module passed for a period not exceeding seven years, provided that there are no material changes to the curriculum content in this period and provided further that there has been no change in the statutory body regulating the relevant qualification. This retention is also subject to the programme-specific requirements contained in the Faculty Rules and Regulations. Exceptions may be allowed by the Executive Dean in consultation with the Head of Department.
- 6.4 Faculty-specific promotion requirements and deregistration rules are contained in the Faculty Rules and Regulations and are applied in addition to the other regulations in this section.
- 6.5 Students who have temporarily discontinued their studies and who have passed a module whose content has in the meantime undergone substantial changes may be refused admission to a module for which this module is a prerequisite.
- 6.6 Students who have failed a module twice will not be allowed to continue their studies in the same module at the University, except with the permission of the Executive Dean on recommendation of the relevant head of department after consultation with the Lecturer, or on recommendation of the faculty's examination or assessment committee.
- 6.7 To be admitted to any module in the second, third or fourth academic year of study, and progress to the following year of study, students must have passed at least 60% of the modules in the previous year of study.
- 6.8 Students who have not been promoted to the following year of study for any two years of study will not be permitted to continue with that programme except with the special permission of the Executive Dean. The Executive Dean may stipulate conditions for students to continue with their studies.

- 6.9 If students have been granted special permission to continue with studies as determined in AR 6.6 and AR 6.8, the Executive Dean may refuse continuation of studies if their work in the first semester is unsatisfactory. Students may also be refused further admission if they continue to perform unsatisfactorily at the end of the relevant academic year.
- 6.10 The formal time during which students were registered for a particular programme at another higher education institution, as well as their results at such institution, may be considered in applying AR 6.6, AR 6.8 and AR 6.9.
- 6.11 Students who are registered for a three- or four-year programme and fail to complete the programme within a further period of two years will be allowed to continue with the programme only if granted special permission by the Executive Dean on recommendation of the relevant head of department or the faculty's Examination or Assessment Committee.
- 6.12 Unsatisfactory attendance of lectures or (where applicable) participation in an electronic learning environment, tutorials and practicals is taken into consideration when unsatisfactory progress in students' studies is determined for purposes of deciding on the continuation of their studies.
- 6.13 **Appeals against academic exclusion**
- (a) Students may lodge an appeal against their academic exclusion (i.e. receiving an F7 global result code) at the specific faculty on the campus where the student is registered, on or before the 2<sup>nd</sup> Monday in January for the exclusion of the second semester of the previous year and the 1<sup>st</sup> Thursday of the second semester for the exclusion of the first semester. In the case of supplementary summative assessment opportunities, faculty-specific arrangements will be made and dates publicised by the Faculty concerned.
  - (b) Applicants who want to appeal must follow the prescribed administrative procedure by submitting their motivation and supporting documents as well as other substantiating documents to the relevant dean's office according to faculty guidelines and procedures and in accordance with UJ policies.
  - (c) The Faculty Appeals Committee will consider the appeals and may refuse or allow readmission.
  - (d) The students will be notified in writing of the outcome of the appeal.
  - (e) The decision of the Faculty Appeals Committee is final.
  - (f) Students who transfer to another faculty retain their academic record related to their previous registration for any other programme/s.

## **7. EXEMPTION AND RECOGNITION REQUIREMENTS**

- 7.1 A head of department may, in consultation with the Executive Dean or in accordance with a list of exemptions approved by the Executive Dean, grant exemption from and award a credit for a module to students on the grounds that they have passed a relevant module at the University or at another accredited higher education institution.
- 7.2 Exemption from and awarding of credit for modules, as stipulated in AR 7.1, may not be granted for more than half the number of modules required in an undergraduate programme in which exemption and recognition are requested. A faculty may determine rules and regulations in this regard in agreement with the existing Faculty Rules and Regulations, and subject to approval by Senate. At least half the number of semester modules, including

the exit level modules where appropriate, should be passed at the University for the University to award the diploma or confer the degree. The Executive Dean concerned, in consultation with the Registrar, may give permission to the student (for legitimate reasons) to complete such exit level module(s) at another HEI in South Africa, or abroad in accordance with the academic record concerned. For the purposes of this sub-regulation, a year module counts as two semester modules, and one term module counts as half a semester module.

- 7.3 Only in exceptional circumstances may the Executive Dean grant exemption from an exit level or semester core module that has been passed at another institution or in another programme.
- 7.4 Exemption from or credit for a module may only be granted for one further programme in addition to the programme in which the module was originally completed.

## **8. PREREQUISITE AND COMPULSORY MODULES**

- 8.1 Detailed information on compulsory and elective modules is contained in the relevant faculty rules and regulations.
- 8.2 If module X is a prerequisite for module Y, students must have passed module X or have obtained credit for module X before they will be allowed to register for module Y.

If module X is a co-requisite for module Y, students must have passed module X or have obtained credit for module X or register for it as well, before they will be allowed to register for module Y.

In exceptional cases the Executive Dean may, based on outstanding academic performance by the student, waive this rule in consultation with the Registrar.

## **9. DURATION OF PROGRAMME**

- 9.1 The minimum and maximum duration of a programme are reflected in the officially approved UJ Programme Qualification Mix and are contained in the Faculty Rules and Regulations, in accordance with the original programme submission as accredited by the CHE and registered by SAQA.
- 9.2 Students who are granted credit for modules towards a specific programme must be registered at the University for this specific programme for a minimum of one semester if it is a one-year programme, a minimum of one year if it is a two-year programme, or a minimum of two years if it is a three-year or four-year programme before the qualification can be awarded or conferred by the University.

## **10. TEACHING, LEARNING AND ASSESSMENT**

### **10.1 General**

- 10.1.1 Teaching, learning and assessment take place in accordance with the University's Teaching and Learning Policy, Assessment Policy and the Senate-approved academic timetable.
- 10.1.2 Registered students have a right to tuition in accordance with the Senate-approved academic timetable.
- 10.1.3 The University does not permit student behaviour that disrupts formal teaching and learning activities.

- 10.1.4 Any form of dishonesty, including plagiarism, in relation to any assessment event in any programme, will be dealt with in accordance with the University's disciplinary code and/or criminal law.
- 10.1.5 Programme-specific assessment and regulations are determined by the Faculty Board and Senate.
- 10.1.6 For admission to a final summative assessment opportunity, a minimum of 80% attendance in all lectures, tutorials and practicals is required. A legitimate reason, and where appropriate the necessary evidence thereof (a medical certificate or similar), is required to substantiate any non-attendance.

## **10.2 Assessment opportunities**

- 10.2.1 Assessment takes place in accordance with the University's Assessment Policy.
- 10.2.2 Programme-specific assessment regulations are determined by the Faculty Board and approved by Senate.
- 10.2.3 Programme-specific assessment criteria rules and regulations must be communicated to students in all learning guides.
- 10.2.4 The following minimum number of summative assessment opportunities per module applies:
  - (a) in an approximately seven-week (term) module – a minimum of two summative assessment opportunities;
  - (b) in an approximately 14-week (semester) module – a minimum of three summative assessment opportunities;
  - (c) in an approximately 28-week (year) module – a minimum of five summative assessment opportunities.
- 10.2.5 Every summative assessment opportunity carries a predetermined weight that takes the integration of the outcomes into account. A number of smaller summative assessments may count as one assessment opportunity in a module.
- 10.2.6 When a summative assessment opportunity is used as a last (comprehensive) summative assessment opportunity, a minimum module mark of 40% and attendance of 80% in all lectures, tutorials and practicals, where applicable, are required for admission to the summative assessment opportunity concerned.

## **10.3 Assessment results**

- 10.3.1 Higher assessment requirements than those indicated below are determined by the Faculty Board, approved by Senate and contained in the Faculty Rules and Regulations.
- 10.3.2 The judgement of the Departmental and/or Faculty Assessment Committee is final.
- 10.3.3 When a traditional examination is used as a last assessment opportunity, students pass a module subject to obtaining:
  - (a) a last summative assessment opportunity (examination) mark of at least 40%;
  - and
  - (b) a calculated final mark of at least 50%.

- 10.3.4 When a final assessment opportunity is used for continuous assessment, programme-specific requirements, as approved by the Faculty Board and contained in the Faculty Rules and Regulations will be adhered to. The number, type, weight and date of assessments, replacement and/or supplementary assessments are pre-set and agreed upon by the assessor and moderator before the beginning of the unit/module or programme. Summative assessments are not limited to written assessments.
- 10.3.5 Students pass a continuous assessment module if they obtain a weighted or calculated final mark of at least 50% (or more if stipulated by a professional/regulating body).
- 10.3.6 Students pass a module with distinction if they obtain a final mark of at least 75%.
- 10.3.7 A couplet module consists of two modules in the academic year concerned whereby the second module builds on the first module. A last summative assessment mark and a final mark of at least 40% each in the first semester are required for admission to the second module. To pass the couplet a combined calculated final mark of at least 50% and a combined last assessment mark of at least 40% (where applicable) must be obtained in the same year.
- 10.3.8 If a couplet is not passed on the combined marks, the module or modules in which a final mark of at least 50% and a last assessment mark of at least 40% have not been obtained must be repeated. If both modules have to be repeated pass marks as stipulated in AR 10.3.7 must be obtained to pass the couplet. If the couplet is not passed as stipulated in AR 10.3.7 above, credit is retained for the module (if any) in which a final mark of at least 50% and a last assessment mark of at least 40% have been obtained and only the other module must be repeated. Pass marks as stipulated in AR 10.3.3 and AR 10.3.5 above must then be obtained in the module that is repeated to pass the couplet.

#### **10.4 Appeals**

- 10.4.1 After the final mark for a module is made known, students
- (a) who failed the module with a final mark of at least 45%, or
  - (b) whose last summative assessment (examination) mark is at least 15% lower than their module mark, or
  - (c) who passed a module without distinction, but whose module mark or last summative assessment (examination) mark was a distinction mark, may apply to the lecturer who awarded marks in the final or last summative assessment opportunity for an explanation of the final mark obtained.
- 10.4.2 Requests for the explanation of the award of final marks in the final summative assessment opportunity as indicated in AR 10.4.1 must be made within 10 days after the final mark for a module is made known with due regard of the commencement of the recess as reflected in the Academic Calendar annually. In respect of a July, August, December and January supplementary summative assessment opportunities, requests must be made 10 calendar days from the date of publication of the relevant global results. No assessment material (for example answer scripts or portfolios) or copies of it may be provided to students after such explanatory discussion if such material would not otherwise have been returned to them.

10.4.3 If, after the explanation has been provided as described in AR 10.4.2, students are still dissatisfied with the award of marks, they may appeal to the Executive Dean. Executive deans may, at their own discretion decide to appoint an external arbitrator to re-assess the final and/or last summative assessment. A fee, as determined by the University, is payable for the assessment by arbitration. The decision of the Executive Dean is final.

10.4.4 The fee is refunded if the arbitrator alters results from a fail to a pass or from a pass without distinction to a pass with distinction. In all other cases the fee is forfeited to the University.

#### **10.5 Special summative assessment and supplementary summative assessment opportunities**

10.5.1 Special assessment opportunities are considered by the faculty in which the module resides, for students who, in the event of illness, for compassionate reasons, on religious grounds or for similar legitimate reasons, were prevented from attending a summative assessment opportunity. Students may be granted a special summative assessment opportunity if they apply for it within seven calendar days after the original date of the relevant summative assessment opportunity. The Executive Dean or the Vice Dean, in consultation with the relevant head of department, considers all applications and decides whether or not to grant the special summative assessment opportunity.

The Faculty Board determines the procedure for and manner of such application in accordance with University procedure. The application procedure must be contained in a relevant programme-specific information or learning guide.

10.5.2 The Assessment Committee or a senior administrative officer of a faculty in which the module resides may grant a student a supplementary last summative assessment opportunity if

(a) the student failed a module but obtained a final mark of at least 45%;

**or**

(b) the student failed a module but obtained a module mark of at least 60%;

**or**

(c)

(i) the student is a final year student, and

(ii) the module concerned is a first semester module, and

(iii) the module concerned is a pre-requisite for an exit level module in the second semester of the particular programme, and

(iv) the student obtained a final mark of at least 40% in the module concerned.

10.5.3 The Assessment Committee or a senior administrative officer of a faculty in which the qualification resides may grant a student a supplementary last summative assessment opportunity if the student requires not more than the equivalent of two semester modules or one year module for the completion of the relevant qualification, provided that the student

- (a) was registered for the relevant module in the current academic year; and
- (b) was admitted to, and participated in the last assessment opportunity in the relevant module; and
- (c) has complied with all the experiential or practical requirements prescribed for the qualification (where applicable); and
- (d) was not granted a supplementary last assessment opportunity in the relevant module during the current academic year; and
- (e) fulfilled the requirements of 80% attendance in all lectures, tutorials and practicals.

The Executive Dean of the faculty in which the qualification resides may, in exceptional circumstances and in consultation with the Executive Dean of the faculty in which the particular modules reside, waive one or more of the conditions specified in (a) to (e).

- 10.5.4 Supplementary assessment results are, subject to AR 10.5.10, combined with the module mark for calculation of the final mark.
- 10.5.5 Supplementary assessments for continuous assessment modules are scheduled as part of the assessment plan for a particular module. The following applies:
- (a) A minimum of 45 % in the predetermined assessment is required to gain access to a supplementary assessment.
  - (b) Supplementary assessments are limited to a minimum of one scheduled assessment per semester module, or two scheduled assessments per year module, or according to each faculty's internal assessment policy.
  - (c) A maximum of no more than a pass mark is awarded for the supplementary assessment.
- 10.5.6 Special summative assessment and supplementary assessment opportunities reflect the same degree of difficulty and cover the same scope as the original summative assessment opportunity.
- 10.5.7 Students are personally responsible for ascertaining whether they qualify for a special assessment or a supplementary assessment opportunity and for acquainting themselves with the details of the timetable and the venue.
- 10.5.8 Students' entitlement to a special or supplementary summative assessment opportunity lapses if they fail to use the opportunity.
- 10.5.9 Students may not be granted another supplementary summative assessment opportunity if they have used and failed a previous one except if the Executive Dean of the faculty in which the qualification resides has waived requirement (d) of AR 10.5.3 above.
- 10.5.10 The final mark for a supplementary summative assessment opportunity is capped at 50%.
- 10.5.11 No capping of a final mark is applicable in the case of a special summative assessment opportunity.

## **10.6 Obtaining a qualification**

- 10.6.1 Students obtain a qualification if they have passed every module prescribed for a programme and have successfully completed experiential, service or work-integrated learning where applicable.

- 10.6.2 A qualification is awarded or conferred with distinction if the requirements below are met:
- (a) Duration:
    - (i) Students must complete an undergraduate programme in the minimum period of study specified for the programme, unless the Executive Dean has approved a longer period of study for legitimate reasons.
    - (ii) Students must complete an honours qualification within one year if registered full-time and within two years if registered part-time.
    - (iii) Students must complete a master's qualification within three years.
  - (b) Average final mark for the qualification:
    - (i) Students must achieve a weighted and/or proportional calculated average final mark for an undergraduate qualification of at least 75% as determined by the Faculty Board, approved by Senate and contained in the Faculty Rules and Regulations.
    - (ii) Students must achieve an average final mark for an honours qualification of at least 75% calculated by weighting the final marks for all the modules comprising the qualification in accordance with the credit values allocated to the modules.
    - (iii) Students for a master's qualification by dissertation must achieve a final mark of at least 75% for the dissertation.
    - (iv) Students for a master's qualification by coursework must achieve an average final mark for the qualification of at least 75% calculated by weighting the average final marks for all the coursework modules and the final mark for the minor dissertation in accordance with the credit values allocated to all the coursework modules and the minor dissertation respectively (for example, if the credit value of the minor dissertation represents 40% of the total credit value of the qualification, the average final mark for the qualification will be weighted in the proportion of 40 for the minor dissertation and 60 for all the coursework modules).
    - (v) Decimal marks may be rounded upwards or downwards in accordance with the decision taken by the Faculty Assessment Committee concerned.
  - (c) A student must never have failed a module as a first attempt in the relevant programme.
  - (d) A student must have obtained a minimum mark of 65% in every prescribed module and, in the case of a master's qualification by coursework, in the minor dissertation as well.
  - (e) Students for an honours qualification must have been registered for the full curriculum as prescribed for each academic year on a full-time or part-time basis, as the case may be.
  - (f) If students are transferred from another Higher Education Institution in the same programme at the UJ the same requirements as stated shall apply subject to the necessary changes having been made.
  - (g) If students change programmes within the UJ only the modules related to the new programme will be taken into consideration in calculating whether the qualification is obtained with distinction.

## **10.7 Students with disabilities**

- 10.7.1 Students wishing to submit an application for special assessment conditions based on the grounds of a disability must do so in accordance with the procedure prescribed in the University's Policy on People with Disabilities.



- 10.7.2 Students should submit the application, together with the relevant medical/psychological reports supporting the request, to the Coordinator: People with Disabilities at the beginning of every semester/year. The request should clearly specify the needs and concessions requested. After consideration, the Coordinator: People with Disabilities will refer the request, together with a recommendation to the respective executive dean, other divisions and lecturers. Extension of assessment time and/or the granting of a concession must be reaffirmed every semester/year.
- 10.7.3 The confidential nature of information regarding a disability will be honoured at all times. The information will only be revealed with students' written consent or, where applicable, that of their parents or guardians.

## **10.8 Access control during assessments**

- 10.8.1 Students may not enter a summative assessment venue later than 30 minutes after the official starting time of the summative assessment opportunity to take part in the assessment opportunity, and neither may they leave the assessment venue during the first 30 minutes of an assessment opportunity or during the last 15 minutes of the allocated assessment time.
- 10.8.2 Students must produce their student access cards for admission to an assessment venue.

## **10.9 Offences during summative assessment opportunities**

- 10.9.1 Students commit an offence if
- (a) they commit plagiarism;
  - (b) during a formal assessment opportunity, they are in possession of any book, cell phone that has not been switched off, memorandum, notes in whatsoever form, or any papers, documents or database equipment, except for access to such answer books or other books, papers or documents that the invigilator has supplied or such other sources that the invigilator has authorised;
  - (c) they help or attempt to help other students, or obtain help or attempt to obtain help from other students, or obtain help or attempt to obtain help from any source of information, with the exception of explicitly approved sources as permitted by the assessor;
  - (d) they help other students to commit an offence (also considering that they are under an obligation to take all reasonable measures to ensure that other students do not have access to their work);
  - (e) they have unauthorised information stored on a pocket calculator, cell phone or any other device brought into the assessment venue, whether or not they have had the opportunity to access such information;
  - (f) they cause a disturbance in the proximity of, or inside the assessment venue, or conduct themselves in an improper or unbecoming manner;
  - (g) they disregard the instructions of invigilators or assessors;
  - (h) they pose as other students.
- 10.9.2 Persons who are not registered for a relevant module and are present in an assessment venue with the intention of taking part in the assessment are guilty of fraud and may face disciplinary procedures or legal action.

## **10.10 Irregularities during participation in summative assessment opportunities**

- 10.10.1 Students who, in the opinion of the invigilator, commit an irregularity during an assessment opportunity will have their assessment script, product or any other material or equipment that, in the opinion of the invigilator, pertains to the irregularity, confiscated immediately with the time recorded on it. Students will be issued immediately with a new assessment script or any other relevant material or equipment and the time of issue will be written on the front cover of the script.
- 10.10.2 Students referred to in AR10.9.1 must complete a prescribed declaration form after the assessment opportunity. The invigilator will submit this form together with a written report to the Executive Dean for submission to the Executive Director of Student Affairs.
- 10.10.3 If the suspected offence involves an electronic device, the invigilator will consult the assessor before responding to the offence as described in AR10.10.1.

## **10.11 Assessment of experiential, service or work-integrated learning**

- 10.11.1 Assessment in modules and programmes that require experiential, service or work-integrated learning
- (a) must meet the requirements of the relevant industry, place of work, statutory professional bodies and/or the needs of the community (where applicable);
  - (b) must include the abilities (assessment of knowledge, skills, values and attitudes) necessary to function in the particular workplace or context that is contained in the outcomes and assessment criteria;
  - (c) may include co-assessors who should be familiar with the module or programme outcomes and assessment criteria, the assessment methods, recording procedures, additional learning support, etc.;
- and
- (d) requires clear communication with students, workplace or community and co-assessors on assessment matters, including the contribution that the experiential, work-integrated or service learning component makes to students' progression each year.
- 10.11.2 Programme-specific requirements in this regard are addressed in the Faculty Assessment Policies and Work-integrated and Service Learning Policy.

## **10.12 Assessment for RPL**

Assessment for RPL is governed by the University's Policy on RPL in terms of the following principles:

- (a) Current competence is more important than learning history. Relevant learning is valued, irrespective of where, when or how it occurred.
- (b) Applicants have to demonstrate competence (proven learning).
- (c) The standards by which students are assessed for prior learning are determined by the relevant faculty board, approved by Senate and contained in the relevant faculty rules and regulations.
- (d) Each assessment of prior learning is individual based.
- (e) RPL assessment is conducted by the lecturer responsible for that particular module or programme, or by the RPL Committee of the faculty if RPL affects the whole programme.

- (f) A variety of assessment methods are used, including a formal summative assessment opportunity similar to the summative assessment opportunity that is required of students in the particular module or programme.

### **10.13 Publication of final assessment results**

- 10.13.1 The assessment results of students are released per module as provisional results as soon as they are captured and computed throughout the summative assessment period.
- 10.13.2 After the final mark has been calculated, (including the module mark and the last assessment mark) an indication of admission to a special or supplementary summative assessment opportunity, is published on or by:
  - (a) the Internet;
  - (b) the mobile service provider contracted by the University;
  - (c) Edulink.
- 10.13.3 Final results for an assessment are finalised and released in accordance with a date determined by Central Academic Administration.
- 10.13.4 The University strives to ensure confidentiality of personal information in the publication of assessment results.

## **11. CERTIFICATION**

- 11.1 Certification takes place in accordance with the Higher Education Act 101 of 1997 (as amended), academic regulations and related policies. The requirements for the completion of qualifications are indicated in Academic Regulations 6, 7, 8, 9 and 10.6 above.
- 11.2 Certification is confirmed by the signatures of two senior officials of the University who are authorised to do so.
- 11.3 All subsidised and non-subsidised academic programmes generating 240 NQF credits or more are conferred or awarded at a graduation ceremony of the University. Students who have complied with the requirements of a qualification receive a certificate at such a graduation ceremony.
- 11.4 This certificate is the only official recognised certification issued by the University.

### **11.5 Duplicate certificates**

- 11.5.1 The Registrar considers written applications for duplicate certificates. A duplicate certificate will be endorsed to reflect its status.
- 11.5.2 Applicants must submit the following original documents and evidence with the application:
  - (a) An academic record or other acceptable evidence of the date on which they complied with the requirements of the qualification.
  - (b) A certified copy of their identity document.
  - (c) Proof of payment of the prescribed fees for a duplicate certificate.
  - (d) Acceptable reasons why the original certificate is not available.

### **11.6 Translations of certificates**

- 11.6.1 Should a translation of a certificate or valid duplicate certificate originally issued in Afrikaans be required in English, or the other way around, the original certificate or a valid duplicate must be made available to Central

Academic Administration and the prescribed fee must be paid to the University. The Registrar will issue a certified translation but not a new certificate, although exceptions will be considered.

## **12. ACADEMIC REGULATIONS APPLICABLE TO NATIONAL CERTIFICATES**

**Note:** No subsidised National Certificates or National Higher Certificates are offered by the University. See Academic Regulation 19 for more details.

### **12.1 Minimum admission requirements**

The minimum admission requirements for a National Certificate are

- (a) a Senior Certificate/NSC//NQF 4/Grade 12 or equivalent;
- (b) M score, AP score or other similar scores;
- (c) language requirements;
- (d) Faculty- and programme-specific requirements as determined by the relevant faculty board, approved by Senate and contained in the relevant faculty rules and regulations.

### **12.2 Registration**

The registration requirements of AR 5 are, subject to the necessary adaptations having been made, applicable to National Certificates.

### **12.3 Assessment**

The assessment requirements of AR 10 are, subject to the necessary adaptations having been made, applicable to National Certificates.

## **13. ACADEMIC REGULATIONS APPLICABLE TO NATIONAL HIGHER CERTIFICATES**

### **13.1 Minimum admission requirements**

13.1.1 Additional faculty- or programme-specific requirements are determined by the relevant faculty boards, approved by Senate and contained in the relevant faculty rules and regulations. The minimum admission requirements for a National Higher Diploma are in accordance with the requirements as defined in the NATED Report 150, the Government Gazette July 2008 Policy and the HEQF 2007. This implies the following.

13.1.2 Prospective students must

- (a) be in possession of an SC or NSC;
- or**
- (b)
    - (i) have obtained the National Certificate N3 with passes of at least 40% in at least four subjects;
    - (ii) have passed one of the official languages on at least first-language standard-grade level in the certification examination;
    - (iii) have passed another official language on at least second-language standard-grade level in the certification examination;
    - (iv) have passed any instructional offering in an official language as approved by Higher Education South Africa;
    - (v) be able to prove their competence in English as laid down in Faculty Rules and Regulations;
    - (vi) have complied with M score requirements;

- (vi) have complied with faculty- and department-specific requirements as determined by the Faculty Board, approved by Senate and contained in the Faculty Rules and Regulations;

**or**

(c)

- (i) have obtained one of the following credit combinations:
- three Grade 12 subjects on at least standard-grade level, plus one National Certificate N3 subject; or
  - two Grade 12 subject on at least standard-grade level, plus two National Certificate N3 subjects; or
  - one Grade 12 subject on at least standard grade level, plus three National Certificate N3 subjects;
- (ii) have passed two official languages with at least 40%;
- (iii) be able to prove their competence in English as laid down in the relevant faculty rules and regulations;
- (iv) have complied with M score, AP score or other equivalent scores;
- (v) have complied with faculty- and department-specific requirements as determined by the Faculty Board, approved by Senate and contained in the Faculty Rules and Regulations;

**or**

(d)

- (i) have obtained the National N4 Certificate with passes of at least 50% in at least four appropriate subjects;
- (ii) be able to prove their competence in English as laid down in Faculty Rules and Regulations;
- (iii) have complied with M score requirements;
- (iv) have complied with faculty- and department-specific requirements as determined by the Faculty Board, approved by Senate and contained in the Faculty Rules and Regulations.

### **13.2 Alternative admission requirements**

A prospective student who does not meet the general minimum admission requirements for admission into the national higher certificate can be referred by faculties for possible admission to career-focused bridging or extended curricula programmes.

### **13.3 Registration**

The registration requirements of AR 5 are, subject to the necessary adaptations having been made, applicable to National Certificates.

### **13.4 Assessment**

The assessment requirements of AR 10 are, subject to the necessary adaptations having been made, applicable to National Certificates.

## **14. ACADEMIC REGULATIONS APPLICABLE TO DIPLOMAS**

### **14.1 Minimum admission requirements**

The minimum admission requirements for a national diploma are in accordance with the requirements as defined in the NATED Report 150, the Government Gazette July 2008 Policy and HEQF 2007. This implies the following:

- (a) SC or NSC endorsed with diploma admission;
- (b) SC-based complete/conditional admission certificate;
- (c) NATED Report 150 requirements;
- (d) M score, AP score or other equivalent scores;
- (e) language requirements;
- (f) admission/placement tests as approved by Senate;
- (g) faculty- and programme-specific requirements as determined by the relevant faculty board, approved by Senate and contained in the relevant faculty rules and regulations.

#### **14.2 Senate Discretionary Conditional Admission**

Senate Discretionary Conditional Admission for candidates who have successfully completed the **National Senior Certificate or** National Certificate (Vocational) and who have applied for admission to an undergraduate Diploma at the University may be considered by Senate on recommendation of the relevant executive dean

- (a) subject to successful completion of the **NBT and obtaining at least Higher Intermediate Level.**

### **15. ACADEMIC REGULATIONS APPLICABLE TO BACHELOR'S PROGRAMMES**

#### **15.1 Minimum admission requirements**

15.1.1 The minimum admission requirements for a bachelor's programme are in accordance with the requirements as defined in the NATED Report 116: A Qualification Structure for Universities in South Africa, Government Gazette July 2008 Policy, and the HEQF 2007. This implies the following:

- (a) Senior Certificate (SC) with complete or conditional exemption.
- (b) National Senior Certificate (**NSC**) endorsed with admission to a bachelor's degree,

**or**

Senate discretionary admission may be considered for candidates with an NSC endorsed with admission to a diploma who have applied for admission to an undergraduate bachelor's degree at the University. Senate may consider such matter on recommendation by the relevant executive dean in accordance with clause 31 of the Regulations on Senate Discretionary Exemption for SC holders as contained in the HESA guidelines regarding Senate discretionary exemption:

- (c) Admission tests, as approved by Senate;
- (d) M score, APS and other equivalent scores;
- (e) Language requirements;
- (f) Faculty and programme specific requirements as determined by the relevant faculty board, approved by Senate and contained in the relevant faculty rules and regulations.

## **16. ACADEMIC REGULATIONS APPLICABLE TO HONOURS DEGREES**

### **16.1 Minimum admission requirements**

In addition to minimum admission requirements, special admission requirements will apply to specific programmes as set out below.

- 16.1.1 For admission to an honours programme, applicants must have successfully completed a bachelor's degree or a relevant national diploma in the case of a BTech, or an equivalent qualification in the same or relevant field of study as determined by the relevant faculty board, approved by Senate and contained in the relevant faculty rules and regulations.
- 16.1.2 Programme-specific admission requirements such as a minimum achievement in the relevant majors or approved appropriate other modules in the prerequisite qualification are determined by the relevant faculty board, approved by Senate and contained in the relevant faculty rules and regulations.
- 16.1.3 Before admission to the honours programme the Executive Dean may, in consultation with the relevant head of department and lecturer, determine further conditions to be satisfied by prospective students either before or during the honours programme.
- 16.1.4 The Head of Department may, where applicable, initiate the University's Policy and Procedure on RPL to award academic status equivalent to that of the prerequisite qualification to applicants in order to allow them access to an honours programme as determined by the relevant faculty board and approved by Senate.
- 16.1.5 The University reserves the right not to admit applicants (including RPL candidates) to a particular honours programme in accordance with programme-specific selection and other relevant criteria. The Executive Dean may, for instance, refuse admission to the honours programme in accordance with the faculty's selection procedure and the University's Enrolment Plan. Applicants who have applied for admission and have been refused may request written reasons for such refusal from the Head of Department.

### **16.2 Registration**

- 16.2.1 Applicants register for an honours programme subject to confirmation by the Head of Department that they have been selected and admitted.
- 16.2.2 Renewal or suspension of registration of students is based on the promotion requirements as determined by the relevant faculty board, approved by Senate and contained in the relevant faculty rules and regulations.

### **16.3 Assessment**

The assessment requirements are determined by the relevant faculty board and contained in the relevant faculty rules and regulations. This includes the consideration and awarding of supplementary summative assessment opportunities for modules failed.

## **17 ACADEMIC REGULATIONS APPLICABLE TO MASTER'S PROGRAMMES**

### **17.1 Master's programmes**

Requirements for master's programmes are determined by the relevant faculty board, considered by the Senate Higher Degrees Committee, approved by Senate and contained in the relevant faculty rules and regulations.

### **17.2 Admission**

- 17.2.1 The minimum admission requirement for a master's programme is a qualification at NQF level 8, an honours qualification, a four-year 480 NQF credit bachelor's qualification (with a minimum of 96 credits at level 8), or a Postgraduate Diploma, in the same or a relevant field of study or discipline. The relevant field of study or discipline is determined by the relevant faculty board, approved by the Senate Higher Degrees Committee and ratified by Senate.
- 17.2.2 Applicants apply for admission and, if successful, register either for a research master's programme or a coursework master's programme.
- 17.2.3 In the case of a research master's programme, the Faculty Rules and Regulations determine whether the successful completion of a research dissertation is the sole academic requirement for the qualification, or whether the successful completion of both a research dissertation and an oral examination is required.
- 17.2.4 In the case of a coursework master's programme, the successful completion of prescribed coursework modules and a minor dissertation is the academic requirement for the qualification.
- 17.2.5 Additional admission and selection requirements may be determined by the relevant faculty board, approved by Senate and contained in the relevant faculty rules and regulations.
- 17.2.6 In the case of interdisciplinary master's programmes (MPhil), additional admission requirements may be set by the two or more relevant interdisciplinary fields/departments/faculties, approved by Senate and contained in the relevant faculty rules and regulations.
- 17.2.7 The Head of Department may, where applicable, initiate the University's Policy and Procedure on RPL to award academic status equivalent to that of an honours degree to applicants to allow them access to a master's programme as determined by the relevant faculty board, approved by Senate and contained in the relevant faculty rules and regulations.
- 17.2.8 The University reserves the right not to admit applicants to a particular master's programme in accordance with programme-specific selection criteria and other relevant criteria such as:
- (a) the limitations of enrolments per programme;
  - (b) capping of admissions in terms of the University's approved enrolment plan or professional regulatory requirements;
  - (c) refusal by the Head of Department to admit applicants who meet the minimum admission requirements but who, according to the Head's assessment, are unlikely to succeed in the chosen research project;
  - (d) the inability to identify an appropriate supervisor within the University.



17.2.9 Applicants whose application for admission has been refused may request written reasons for such refusal from the relevant head of department.

### **17.3 Registration**

17.3.1 Applicants register for a master's programme as follows:

- (a) Coursework modules: First-year coursework applicants register in the first semester of the academic year in accordance with the registration dates set by the relevant faculty.
- (b) Research first-year registration: Applicants register up to and including the second Friday in March, in which case residency begins in the first semester. Registration may also take place during the second semester up to and including the third Friday in July, in which case residency begins in the second semester.
- (c) Renewal of registration for a minor dissertation or dissertation takes place during the first semester of the academic year as contained in the University's Year Programme.
- (d) Failure to submit the research or minor research proposal within the specified time frame may result in cancellation of registration.
- (e) Interruption of study may be granted by the Executive Dean for legitimate reasons, as reflected in the Higher Degrees and Postgraduate Policy.

17.3.2 Applicants register for a master's programme full-time or part-time in accordance with the specific requirements of the programme as contained in the relevant faculty rules and regulations as approved by Senate, and with due regard to the programme qualification mix as approved by the DHET.

17.3.3 The minimum duration of a master's programme is one academic year. Residency less than the prescribed minimum study period may not be granted.

17.3.4 The maximum period of registration for a master's programme is two years full-time or three years part-time. Further registration may be granted by the relevant executive dean in accordance with the University's Higher Degrees and Postgraduate Studies Policy.

17.3.5 The approval of applicants' research proposals, supervisors, study fields and provisional and/or final titles of minor dissertations or dissertations takes place in accordance with the University's Higher Degrees and Postgraduate Studies Policy and faculty-specific regulations as determined by the relevant faculty board, approved by Senate and contained in the relevant faculty rules and regulations.

17.3.6 Any amendment to a project or research title is done in accordance with faculty-specific requirements. The amendment is approved by the relevant faculty board or faculty higher degrees committee. A change in project title at any stage does not constitute valid grounds for the extension of registration, residency or formal duration of study.

17.3.7 The renewal of students' registration for a master's programme is subject to satisfactory progress in accordance with the University's Higher Degrees and Postgraduate Studies Policy, faculty-specific requirements and, where applicable, professional regulatory requirements, with due regard also to the University's Enrolment Management Plan and subsequent throughput interventions.

17.3.8 If students' progress is unsatisfactory, the Faculty Board may decide to terminate their registration for the master's programme.

#### **17.4 Ethical considerations**

Research in master's programmes is conducted in accordance with ethical requirements as contained in the University's Higher Degrees and Postgraduate Studies Policy, the University's Academic and Research Ethics Policy, faculty-specific procedures as determined by the relevant faculty board, and with due regard to statutory and professional regulatory requirements and general best-practice principles to protect human and animal dignity in research.

#### **17.5 Health and safety**

The supervisors of research projects are responsible for assessing whether or not such projects have health and safety implications in accordance with the University's Occupational Health and Safety Policy.

#### **17.6 Conversion/transfer of a research master's degree to a doctoral degree**

17.6.1 In exceptional cases, where the scope and impact of a project originally registered for a research master's programme prove to expand considerably beyond the initial expectation, students – with the concurrence of the supervisor and all co-supervisors – may apply to have their registration converted/transferred to a doctoral level.

17.6.2 A conversion/transfer may only be considered and requested by the relevant faculty board on condition that at least one year of study has been completed after the first registration for the master's dissertation.

17.6.3 The supervisors provide a comprehensive motivation for such a conversion/transfer to the relevant faculty board for consideration. In support of the motivation, students draft a substantive research report that they present at a seminar to the Faculty Assessment Committee duly constituted for this purpose.

17.6.4 The criteria for master's-level qualifications as set out in Faculty Rules and Regulations are fulfilled in both the written report and the oral presentation.

17.6.5 A Faculty Assessment Committee, on behalf of the Faculty Board, considers the motivation of a supervisor and the written report and oral presentation of the student. The Assessment Committee comprises:

- (a) at least two external expert assessors (appointed by consensus between the supervisor, the Head of Department, the Faculty Higher Degrees Committee and the Executive Dean of the faculty);
- (b) the Head of Department;
- (c) two Senior Professors and/or the members of the student's doctoral committee (where applicable); and
- (d) the Executive Dean of the faculty.

17.6.6 The Assessment Committee considers the merit of the application and submits a recommendation to the Faculty Board for consideration. The Faculty Board's recommendation is then submitted to the Senate Higher Degrees Committee for consideration.

17.6.7 The Senate Higher Degrees Committee submits its recommendation to Senate for final consideration and approval.

- 17.6.8 A student is registered for the minimum study period specified for a master's programme and at least one additional academic year for the doctoral programme before the doctoral degree can be conferred.
- 17.6.9 A student whose registration is amended from a master's programme to a doctoral programme is not entitled to be conferred a master's qualification for the project under consideration, irrespective of whether the doctoral thesis is completed or failed, since this transfer is an extraordinary and irreversible intervention.

## **17.7 Assessment**

- 17.7.1 Appointment of assessors for master's programmes takes place in accordance with the University's Higher Degrees and Postgraduate Studies Policy.
- 17.7.2 The assessment of coursework modules takes place in accordance with faculty-specific regulations as determined by the relevant faculty board, approved by Senate and contained in the relevant faculty rules and regulations. This includes the consideration and granting of supplementary summative assessment opportunities for coursework modules.
- 17.7.3 The master's student is responsible for the technical and linguistic editing of the minor dissertation or dissertation with the assistance of the supervisor prior to submission for final summative assessment.
- 17.7.4 The final research report (minor dissertation or dissertation) is submitted for assessment (with reference to the presentation format, content and layout) in accordance with the faculty-specific regulations as determined by the relevant faculty board, approved by Senate and contained in the relevant faculty rules and regulations.
- 17.7.5 A minor dissertation or dissertation is submitted for final summative assessment subject to the written permission of the supervisors. If a dispute should arise about the readiness of a minor dissertation or a dissertation for final summative assessment, the Executive Dean of the faculty makes the decision in accordance with the Higher Degrees and Postgraduate Studies Policy. The permission of the supervisors or Executive Dean to submit a minor dissertation or dissertation for final summative assessment does not guarantee a successful outcome of the assessment procedure.
- 17.7.6 The final submission of the minor dissertation or dissertation takes place in accordance with the final submission dates per semester as contained in the University's Year Programme to ensure timely completion of the assessment process. Late submission could imply the renewal of a registration.
- 17.7.7 The minor dissertation or dissertation is assessed in accordance with the University's Higher Degrees and Postgraduate Studies Policy and faculty-specific criteria as determined by the Faculty Board and approved by Senate.
- 17.7.8 The recommendations of assessors are considered by the relevant faculty postgraduate assessment committee and a result is recommended to the Faculty Board for approval and ultimately to Senate for noting in accordance with the University's Higher Degrees and Postgraduate Studies Policy.
- 17.7.9 The final assessment outcome for a minor dissertation or dissertation is determined by the Faculty Higher Degrees Committee.

17.7.10 The following results are possible for a minor dissertation or dissertation:

- (a) acceptance and awarding of a pass mark of 50% to 74%;
- (b) acceptance and awarding of a with distinction mark of 75% or above;
- (c) conditional acceptance, with the awarding of a mark, subject to minor corrections being made to the satisfaction of the supervisors;
- (d) recommendation of substantial amendments, without the awarding of a mark, and with a recommendation/request by the assessor for resubmission and reassessment within a period of three months;
- (e) rejection and awarding of a mark reflecting a fail (less than 50%), in which case no reassessment is recommended or considered.

17.7.11 An additional oral summative assessment, based on the minor dissertation or dissertation, may be required in accordance with the Faculty Rules and Regulations.

17.7.12 A research master's degree can be conferred only after the successful completion of every requirement of each component of the respective degree programme, including the submission and favourable evaluation of a research-based dissertation and the submission of a publishable research article. The faculty regulations may stipulate additional conditions, for example an oral examination, if applicable. Such additional conditions are approved by the relevant faculty board and Senate.

A coursework master's degree can be conferred only after the successful completion of every requirement of each component of the respective degree programme, including the submission and favourable evaluation of a research-based minor dissertation, the obtaining of a pass mark for each of the prescribed coursework modules and the submission of a publishable research article. Faculty regulations may stipulate conditions under which students may be exempted from the requirement for the submission of an article. These conditions are approved by the relevant faculty board and Senate.

17.7.13 A student is not deemed to have completed the requirements for conferment of the degree if the specified number of final corrected copies of the minor dissertation or dissertation, as well as the electronic copy on a compact disk, has not been submitted to the relevant faculty administration officer prior to the graduation ceremony and closure of the graduation list for the forthcoming graduation ceremony.

## **17.8 Certification of compliance with the requirements of the qualification**

Certification of compliance with the requirements of the qualification is in accordance with the Certification Policy of the University; with due regard to the responsibility of the student, supervisors, relevant faculty administration officer, the Executive Dean of the faculty and the Registrar.

## **17.9 Dissemination and publication of the minor dissertation and dissertation**

17.9.1 The specified number of final copies of the minor dissertation or dissertation must be submitted in electronic and bound format, in accordance with the University's Higher Degrees and Postgraduate Studies Policy, to the relevant faculty administration officer.

- 17.9.2 Copyright in a minor dissertation or dissertation, as well as ownership in intellectual property arising from the research, vests in the University, whether or not the minor dissertation or dissertation is accepted or research completed, and students give their irrevocable consent when signing the registration form of the University to the formal cession of any applicable rights to the University.
- 17.9.3 In addition to the submission of the final minor dissertation or dissertation, and except where faculty regulations exempt them, master's students are required to submit to their supervisors the manuscript of at least one research article meeting the requirements for publication in a relevant accredited research and/or academic journal for that specific field, by the time the faculty-specific research assessment committee meets to consider the assessors' reports.
- 17.9.4 Co-authorship between students and supervisors of an article based on master's research publication is in accordance with the Policy on Authorship.
- 17.9.5 Students are not deemed to have completed the requirements for graduation until the corrected manuscript of the research article has been submitted to, and accepted by the supervisors.
- 17.9.6 The preparation of the manuscript of the research article is undertaken by supervisors and students in close collaboration, and supervisors are responsible for assisting students.
- 17.9.7 If a minor dissertation or dissertation or an adaptation of it or any resulting article is published, it must be stated that it is based on research done at the University of Johannesburg for a particular study, and two copies of the publication must be submitted to the relevant head of faculty administration, via the supervisors.
- 17.9.8 Students are encouraged to publish articles concerning their master's research before the minor dissertation or dissertation has formally been accepted, but must first obtain written permission from their supervisors.
- 17.9.9 If students do not publish their work, the supervisors may take the initiative to publish it in accordance with the Policy on Authorship.
- 17.9.10 The Senate Higher Degrees Committee may, on the recommendation of the relevant executive dean or the Executive Director: Research and Innovation and/or Faculty Higher Degrees Committee (or an applicant duly mandated in this regard), grant a confidentiality classification of two years to the completed minor dissertation or dissertation, as stipulated in the University's Policy on Intellectual Property, meaning a delay in the public display of the minor dissertation or dissertation.

#### **17.10 Dispute resolution**

- 17.10.1 If an unresolved dispute should arise between two or more of the supervisors, student or head of department, the Executive Dean of the faculty will in the first instance take steps to resolve the matter.
- 17.10.2 If a dispute cannot be resolved, the case is referred by the relevant executive dean to the Senate Higher Degrees Committee for final consideration and processes to resolve the matter.

### **17.11 Appeals procedure**

The faculty-specific assessment committee may invoke individually or jointly any of the following procedures to resolve an impasse (in accordance with the Senate Higher Degrees and Postgraduate Studies Policy):

- (a) request additional information from the assessors and/or supervisors;
- (b) invite a knowledgeable external person to participate in the assessment deliberations;
- (c) appoint an additional assessor to assess the minor dissertation or dissertation in the hope that the resulting report will resolve the impasse;
- (d) identify an independent arbitrator to consider the individual assessor's reports and make a recommendation or present a decision to the faculty-specific assessment committee;
- (e) the faculty-specific faculty higher degrees committee makes a final decision.

### **17.12 Intellectual property**

17.12.1 Supervisors are responsible for monitoring all master's projects for potential inventions or other commercially viable intellectual property implications and disclosing such inventions or implications to the Executive Director: Research and Innovation.

17.12.2 Students who develop inventions or other forms of commercially valuable intellectual property must disclose such inventions to the supervisors in accordance with the University's Policy on Intellectual Property.

17.12.3 Where disclosures have been made about intellectual property emerging from a master's research project, the Executive Director: Research and Innovation, or an applicant duly mandated in this regard, must certify that any intellectual property matters attendant to the project have been dealt with in terms of relevant university policy as a condition of graduation.

## **18. ACADEMIC REGULATIONS APPLICABLE TO DOCTORAL DEGREES**

### **18.1 Doctoral programme**

Faculty-specific rules and regulations related to doctoral programmes in addition to Academic Regulation 18 are determined by the relevant faculty board, considered by the Senate Higher Degrees Committee, approved by Senate and contained in the relevant faculty rules and regulations.

### **18.2 Admission**

18.2.1 For admission to a doctoral programme, applicants must have successfully completed a relevant master's programme in the same or relevant field of study or discipline as determined by the relevant faculty board, approved by the SHDC, ratified by Senate and contained in the relevant faculty rules and regulations.

18.2.2 The extent to which applicants meet admission requirements is assessed by the relevant head of department, in consultation with the prospective supervisors, in accordance with the admission requirements for the particular doctoral programme determined by the Faculty Board, approved by Senate and contained in the relevant faculty rules and regulations. The Head of Department, in consultation with the relevant executive dean, may set additional admission requirements, as approved by the relevant faculty higher degrees committee, for a particular student.

- 18.2.3 In the case of interdisciplinary doctoral programmes (DPhil), additional admission requirements may be set by the two or more relevant interdisciplinary fields, departments or faculties, approved by Senate and contained in the relevant faculty rules and regulations.
- 18.2.4 The relevant head of department (where applicable) may initiate the University's Policy and Procedure on RPL to award academic status equivalent to that of a master's degree to enable applicants to gain access to a doctoral programme. Each individual case is considered by the relevant faculty board, submitted to the Senate Higher Degrees Committee for consideration and approved by Senate.
- 18.2.5 The University reserves the right not to admit applicants to a particular doctoral programme in accordance with the programme-specific selection criteria and other relevant criteria. Compliance with minimum admission requirements does not constitute automatic right of admission to the programme.
- 18.2.6 Applicants who have applied for admission and have been refused may request written reasons for such refusal from the relevant executive dean.

### **18.3 Registration**

- 18.3.1 Applicants register for the relevant doctoral programme in accordance with the faculty-specific procedure and in terms of the requirements of the Higher Degrees and Postgraduate Studies Policy.
- 18.3.2 A student registers for a doctoral programme as follows:
- (a) First-year registration for the degree: up to and including the second Friday in March in which case the residency commences in the first semester.
  - (b) Registration may also take place during the second semester up to and including the third Friday in July in which case the residency commences in the second semester.
  - (c) Renewal of registration takes place during the first semester of the academic year.
  - (d) Failure to submit the research proposal within the specified time frame may result in cancellation of registration.
- 18.3.3 Students register for the doctoral programme full time or part time in accordance with the specific requirements of the programme as contained in the relevant faculty rules and regulations, as approved by Senate, and with due regard to the approval of the DHET, as accredited by the CHE (HEQC) and listed by SAQA.
- 18.3.4 The minimum duration of a doctoral programme is two academic years (part time or full time). Residency less than the prescribed minimum period is not granted.
- 18.3.5 The maximum period of registration for a doctoral programme is four years. Renewal of further registration may be granted by the relevant executive dean.
- 18.3.6 The approval of students' research proposals, supervisors, study fields and provisional or final titles of theses is in accordance with the University's Higher Degrees and Postgraduate Studies Policy and faculty-specific regulations determined by the relevant faculty board, approved by Senate as recommended by the Senate Higher Degrees Committee.

- 18.3.7 Any amendment to the title of a thesis is in accordance with faculty-specific requirements, and such amendment is considered by the relevant faculty board or faculty committee with delegated authority, and approved by the Senate Higher Degrees Committee. A change in project title at any stage does not constitute valid grounds for the extension of registration or residency/formal duration of study.
- 18.3.8 Scholarship development at doctoral level may consist of at least the following formative and integrated assessment opportunities, as determined by the Faculty Board, approved by Senate and contained in the Faculty Rules and Regulations:
- (a) quarterly discourse engagement with members of the doctoral committee or supervisors, as contained in the faculty-specific guidelines for doctoral programmes;
  - (b) two doctoral seminars during the course of the programme: one to present and defend the research proposal and one to present the results of the research project and simultaneously to justify the originality of the thesis.
- 18.3.9 The renewal of students' registration for a doctoral programme is subject to their satisfactory progress in accordance with the University's Higher Degrees and Postgraduate Studies Policy, faculty-specific requirements and, where applicable, professional regulatory requirements, with due regard also to the University's Enrolment Management Plan and subsequent throughput interventions.
- 18.3.10 In the event of students' progress being unsatisfactory, the relevant faculty board recommends to the Senate Higher Degrees Committee that their registration for the doctoral programme be terminated. The decision of the Senate Higher Degrees Committee is final.

#### **18.4 Ethical considerations**

Research in doctoral programmes is conducted in accordance with ethical requirements as contained in the University's Higher Degrees and Postgraduate Studies Policy, the University's Academic Ethics Policy and faculty-specific procedures as determined by the relevant faculty board, with due regard to statutory and professional regulatory requirements and general best-practice principles to protect human and animal dignity in research.

#### **18.5 Health and safety**

The supervisors of a research project are responsible for assessing whether or not a research project has health and safety implications in accordance with the University's Health and Safety Policy.

#### **18.6 Assessment**

- 18.6.1 A doctoral study is assessed on the basis of a doctoral thesis only. The Faculty Rules and Regulations may, however, determine that an oral examination and/or the submission of a publishable research article should form part of the academic requirements for the qualification.
- 18.6.2 If an assessor who is not an employee of a higher education institution is appointed, such appointment must be approved by the Higher Degrees Committee.



- 18.6.3 Doctoral degree students are responsible for the technical and linguistic editing of the thesis with the assistance of the supervisor, prior to submission for final summative assessment.
- 18.6.4 Submission of the final thesis for assessment purposes, with reference to the presentation format, content and layout, is in accordance with the faculty-specific regulations as determined by the relevant faculty board, Senate Higher Degrees Committee, approved by Senate and contained in the Faculty Rules and Regulations.
- 18.6.5 A thesis is submitted for final summative assessment, subject to the written permission of the supervisors. If a dispute should arise about the readiness of the thesis for final summative assessment, the Executive Dean of the faculty makes a final decision in accordance with the Higher Degrees and Postgraduate Studies Policy. The permission of the supervisors or the Executive Dean to submit a thesis for final summative assessment does not guarantee a successful outcome of the assessment procedure.
- 18.6.6 The assessment of the thesis is in accordance with the University's Higher Degrees and Postgraduate Studies Policy and the faculty-specific criteria as determined by the Faculty Board and approved by Senate.
- 18.6.7 Assessment results/outcomes include the following:
- (a) That the thesis is approved and the doctoral degree is conferred (this recommendation may be conditional upon minor corrections being made to the satisfaction of the supervisors)
  - (b) That the thesis is accepted provisionally, the terms of the provisional acceptance being the following:
    - (i) The student is allowed to make non-substantial corrections and improvements to the thesis as indicated by the assessors or the Faculty Higher Degrees or Assessment Committee within a period of one month.
    - (ii) These corrections must be made to the satisfaction of the supervisors.
    - (iii) Thereafter the thesis is resubmitted to the Faculty Higher Degrees Committee or the Faculty Assessment Committee to enable it to satisfy itself that the corrections and improvements have been made.
    - (iv) If the Committee is satisfied the thesis is finally accepted and a recommendation made that the doctoral degree be conferred.
  - (c) That the thesis is not accepted, but with the following provisos:
    - (i) The student is given the opportunity to substantially revise the thesis in the light of deficiencies identified by the assessors or the Faculty Higher Degrees or Assessment Committee, and to resubmit the thesis to the supervisors within a period of three months.
    - (ii) If so recommended the thesis must also be resubmitted to the assessors that requested the substantial amendments, to satisfy themselves that the improvements have been made,
    - (iii) If the improvements have been made satisfactorily the thesis is finally accepted by the Faculty Higher Degrees or Assessment Committee and a recommendation is made that the doctoral degree be conferred.
  - (d) The thesis is rejected and no reassessment on the same subject matter is considered.
- 18.6.8 Students are not deemed to have completed the requirements for conferment of the degree if the specified number of final corrected copies of the thesis, as well as the electronic copy on a compact disc, has not been submitted to

the relevant faculty administration officer prior to the graduation ceremony and closure of the graduation list for the forthcoming graduation ceremony in accordance with the UJ Statute and the University's Higher Degrees and Postgraduate Policy.

### **18.7 Certification of compliance with the requirements of the qualification**

Certification of compliance with the requirements of the qualification is in accordance with the Certification Policy of the University, with due regard to the responsibility of the students, supervisors, relevant faculty administration officer, the Executive Dean of the faculty and the Registrar.

### **18.8 Dissemination and publication of the thesis**

- 18.8.1 Students are encouraged to publish articles concerning their doctoral research before the thesis has formally been accepted, but must first obtain written permission from their supervisors.
- 18.8.2 Copyright in a thesis, as well as ownership of intellectual property arising from the research, vests in the University regardless of whether or not the thesis is accepted or the research completed. Students give their irrevocable consent, when signing the registration form of the University, to the formal cession of any applicable rights to the University.
- 18.8.3 In addition to the final submission of the thesis, and except where faculty regulations exempt them or set a higher number, doctoral students are required to submit to their supervisors at least one manuscript based on the thesis in a format acceptable for the article to be published as an accredited (subsidised) research output. Faculty regulations may stipulate additional evidence (e.g. proof of acceptance of the manuscript for publication). Such additional evidence is approved by the relevant faculty board and Senate.
- 18.8.4 Co-authorship between students and supervisors of an article based on a doctoral research publication is in accordance with the Policy on Co-authorship as contained in the University's Code for Academic Ethics.
- 18.8.5 Students will not be deemed to have completed the requirements for graduation until such time as the aforementioned manuscript of the research article has been submitted to the supervisors unless the student has been exempted from this requirement by the Faculty Rules and Regulations.
- 18.8.6 The preparation of the manuscript of the research article is undertaken by supervisors and students in close collaboration with one another, and supervisors are responsible for assisting students.
- 18.8.7 If a thesis or an adaptation of it or any resulting article is published, it must be stated that it is based on research done at the University of Johannesburg for a particular study, and two copies of the publication must be submitted to the relevant head of faculty administration, via the supervisors.
- 18.8.8 Students may not submit an article based on their doctoral research before the thesis has formally been accepted, unless written permission is granted by supervisors, due regard being given by the supervisors to the possibility that publication may result in public disclosure of valuable intellectual property.
- 18.8.9 If students do not publish their work, supervisors may take the initiative to publish it in accordance with the Policy on Co-authorship as contained in the University's Code for Academic Ethics.

18.8.10 The Senate Higher Degrees Committee may, on the recommendation of the Executive Director: Research and Innovation or an applicant duly mandated in this regard, grant a confidentiality classification of two years to the completed thesis, as stipulated in the University's Policy on Intellectual Property, meaning a delay in the public display of the thesis.

### **18.9 Dispute resolution**

18.9.1 If an unresolved dispute should arise between two or more of the supervisors, student, or head of department, the Executive Dean of the relevant faculty will in the first instance take steps to resolve the matter.

18.9.2 If a dispute cannot be resolved, the case is referred by the relevant executive dean to the Senate Higher Degrees Committee for final consideration and processes to resolve the matter.

### **18.10 Appeals procedure**

18.10.1 Where assessors' reports vary considerably about the merit of a particular thesis, thereby giving rise to an impasse in finalising the assessment result, a faculty may invoke individually or jointly any of the following procedures to resolve an impasse (in accordance with the Senate Higher Degrees and Postgraduate Studies Policy):

- (a) request additional information from the assessors and/or supervisors;
- (b) invite a knowledgeable external person to participate in the assessment deliberations;
- (c) appoint an additional assessor to assess the thesis in the hope that the resulting report will resolve the impasse;

**or**

- (d) identify and appoint an independent arbitrator to consider the individual assessor's reports and make a recommendation or present a decision to the faculty-specific assessment committee for consideration by the relevant faculty board;
- (e) the specific Faculty Higher Degrees Committee makes a final decision.

### **18.11 Intellectual property**

18.11.1 The supervisors are responsible for monitoring all doctoral projects for potential inventions or other commercially valuable intellectual property implications, and disclosing such inventions or implications to the Executive Director: Research and Innovation.

18.11.2 Students who develop inventions or other forms of commercially valuable intellectual property must disclose such inventions to the supervisors in accordance with the University's Policy on Intellectual Property.

18.11.3 Where disclosures have been made about intellectual property emerging from a research project, the Executive Director: Research and Innovation, or an applicant duly mandated in this regard, must certify that any intellectual property matters attendant to the project have been dealt with in terms of relevant university policy as a condition of graduation.

## **19. ACADEMIC REGULATIONS APPLICABLE TO NON-SUBSIDISED ACADEMIC PROGRAMMES**

### **19.1 Application and approval**

- 19.1.1 The process to offer non-subsidised academic programmes is an institutional matter delegated to the University by the HEQC.
- 19.1.2 The University may only offer a non-subsidised programme that is at least on NQF level 5.
- 19.1.3 These non-subsidised academic programmes are offered in accordance with market needs.
- 19.1.4 All non-subsidised academic programmes are offered by the relevant faculty and are subject to adequate:
- (a) academic capacity within the academic department;
  - (b) academic quality control by the respective academic department and Faculty Board;
  - (c) lecturing venue capacity at the campus where the proposed academic programme is offered;
  - (d) approval by the Faculty Board and also by Senate in the case of credit bearing non-subsidised programmes in accordance with all University policies in this regard.
- 19.1.5 The process of application and submission of a non-subsidised academic programme is in accordance with:
- (a) the procedure (completion of the approved prescribed forms) that has been approved by the Senex and Senate;
  - (b) the Policy on Third-Stream Income.
- 19.1.6 The offering of an approved non-subsidised academic programme on an annual basis is in accordance with the financial and administrative procedure (completion of the approved prescribed form) recommended by the Central Academic Administration Committee and approved by the Management Executive Committee.
- 19.1.7 A non-subsidised whole programme may only be offered in exceptional cases as approved by Senate.

### **19.2 Accountability**

- 19.2.1 The Head of Faculty Administration is accountable for the academic administration of the non-subsidised academic programmes.
- 19.2.2 The Executive Dean is accountable for the quality of the academic offering and academic administration of non-subsidised academic programmes.

### **19.3 Admission**

- 19.3.1 For admission to non-subsidised academic programmes, applicants must have successfully applied to the relevant faculty according to the Senate-approved admission requirements unique to each approved programme.
- 19.3.2 Students who successfully complete non-subsidised academic programmes are not entitled to automatic access to any formal subsidised programme offered by the University. Admission decisions for such students are dealt with in accordance with formal programme requirements determined by the

relevant faculty board, approved by Senate and contained in the Faculty Rules and Regulations.

#### **19.4 Registration**

- 19.4.1 Students register for a non-subsidised academic programme in accordance with faculty-specific procedures.
- 19.4.2 The information is captured on the University's student data system.

#### **19.5 Assessment**

Credit-bearing non-subsidised academic programmes are assessed in accordance with the University's Assessment Policy and Procedures.

#### **19.6 Certification**

- 19.6.1 Certification of compliance with the requirements of the non-subsidised academic programmes is in accordance with the University's Academic Certification Policy.
- 19.6.2 Certification for credit-bearing short learning academic programmes indicates the credits obtained for the successful completion of the programme.
- 19.6.3 Certification for attendance-based short learning academic programmes certifies attendance of the short learning programme.
- 19.6.4 Only students who have fully met the requirements of the non-subsidised academic programmes may be issued with the relevant certificates.
- 19.6.5 Non-subsidised qualifications with a credit value of 240 NQF credits or more are conferred at the University's graduation ceremonies.

#### **19.7 Copyright**

Copyright on non-subsidised academic programmes vests in the University. This includes, but is not limited to, the programme design, curriculum, study material and the assessment material of each non-subsidised programme.

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