The complete Calendar consists of:

PART 1  General Information and Rules  
(All degrees, diplomas and certificates)

PART 2  Subjects and syllabuses

PART 3  Rules: College of Agriculture and Environmental Sciences

PART 4  Rules: College of Economic and Management Sciences

PART 5  Rules: College of Human Sciences

PART 6  Rules: College of Law

PART 7  Rules: College of Science, Engineering and Technology

NOTICE

The Calendar is valid for 2009 only. Rules and syllabuses may be changed for 2010.

The Calendar is obtainable from: The Registrar
PO Box 392
Unisa
0003

Hierdie jaarboek is ook in Afrikaans beskikbaar.

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Courses delivered on the Internet will initially only be in English. Although covering the same core content as the print-based study material, the characteristics of the Internet will facilitate different forms of enrichment.

The University of South Africa operates as a public university in accordance with the Higher Education Act 101 of 1997 and as such it does not need to be registered at the Department of Education or to have an accreditation number at SAQA.

The accreditation identification number as well as the number of NQF credits and NQF level of Unisa's qualifications can be obtained by visiting the SAQA website at www.saqa.org.za.

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Tel:       0861 670 411 (nationally)
           +27 11 670 9000 (internationally)
Fax:       012 429 4150
E-mail:    study-info@unisa.ac.za
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Vision

Towards the African university in the service of humanity

Mission

The University of South Africa is a comprehensive, open learning and distance education institution, which, in response to the diverse needs of society:

- provides quality general academic and career-focused learning opportunities underpinned by principles of lifelong learning, flexibility, and student-centredness;
- undertakes research and knowledge development guided by integrity, quality and rigour;
- participates in community development by utilizing its resources and capacities for the upliftment of the disadvantaged;
- is accessible to all learners, specifically those on the African continent, and the marginalised, by way of a barrier-free environment, while responding to the needs of the global market;
- addresses the needs of a diverse learner profile by offering relevant learner support, facilitated by appropriate information and communications technology;
- develops and retains high quality capacities among its staff members to achieve human development, by using the resources at its disposal efficiently and effectively;
- cultivates and promotes an institutional ethos, intellectual culture and educational experience that is conducive to critical discourse, intellectual curiosity, tolerance, and a diversity of views;
- contributes to good and responsible society by graduating individuals of sound character and versatile ability; and
- meets the needs of the global competitive society by nurturing collaborative relationships with its stakeholders and other partners.

Values

The University of South Africa espouses the values in the Constitution of the Republic of South Africa: human dignity, the achievement of equality, and social justice. We also affirm the historic principles of academic freedom. We seek to weave these into the fabric of our institutional life and culture.

Elaborated, these values and principles consist of the following elements:

**INTEGRITY**
Subscribing to truth, honesty, transparency and accountability of conduct in all that we do

**SOCIAL JUSTICE AND FAIRNESS**
Promoting equity of access and opportunity so that all may develop their full potential

**EXCELLENCE**
Upholding high standards of aspiration in all our practices, with continuous attention to improvement in quality
# General information and rules

## Degrees, Diplomas and Certificates conferred by the University

The minimum duration of study (in years) for a particular degree, diploma or certificate is indicated in brackets in the last column.

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<td>Bachelor of Consumer Science</td>
<td>BCS</td>
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<tr>
<td>Bachelor of Science in Agricultural Science</td>
<td>BSc(Agric)</td>
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<tr>
<td>Bachelor of Science</td>
<td>BSc</td>
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<tr>
<td>Bachelor of Human Ecology (Community Agriculture)</td>
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<td>Bachelor of Accounting Science</td>
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<td>Bachelor of Administration</td>
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<td>Bachelor of Business Administration</td>
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* A student must be registered at the Huguenot College, Wellington.

** A student must register at least twice for this degree.
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<td>*Diploma in Social Development</td>
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<td>Diploma in Youth Development</td>
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### 4 College of Law

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<td>Bachelor of Arts (Police Science)</td>
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<td>Bachelor of Laws</td>
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<td>Doctor of Laws</td>
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### 5 College of Science, Engineering and Technology

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</table>

** A student must register at least twice for this degree
* A student must be registered at the Huguenot College, Wellington
Section A
General information

A1 Addresses

1. For correspondence and students who register by post

All written enquiries in connection with study at the University, all postal applications for registration, and all correspondence about registration and fees, curricula, exemptions, cancellation, study material, assignments, examinations and related matters should be addressed to:

The Registrar
Tel.: 0861 670 411
PO Box 392
UNISA
0003

Fax: 012 429 4150

e-mail for student administrative matters: study-info@unisa.ac.za

Web address: http://www.unisa.ac.za/study/help/mail/helpdesk.html

No other e-mail address should be used for correspondence regarding administrative matters sent to the Department of Student Admissions and Registrations.

EXCEPTIONS

- Letters dealing with purely academic matters, such as problems arising from the study of textbooks, tutorial letters and study guides, or extension of time for the submission of assignments, appointments with lecturers, etc., should be addressed to the Head of the relevant Study Department (e.g. Department of History) – not to a particular lecturer. See NB 1.
- Correspondence in connection with the writing of a master’s dissertation or a doctoral thesis should be addressed to the student’s supervisor or promoter.
- Correspondence concerning library matters should be addressed to the Head: Department of Library Services.

The address in all cases is PO Box 392, Unisa, 0003.

The TELEGRAPHIC ADDRESS of the University is: UNISA, UNISARAND

NB 1

- Student numbers, where applicable, must always be mentioned, and the sender’s surname and initial(s) should be added in block letters below his/her signature. Titles (e.g. Dr, Mr, Mrs, Miss, Ms) must be added in brackets.
- Delays can be avoided by writing separate letters when dealing with more than one of the following:
  (i) Accounts and the payment of fees
  (ii) Library matters
  (iii) Registration, change of courses/papers/modules, cancellation, change of address, the examinations, and enquiries concerning curricula and/or exemptions
  (iv) Enquiries addressed to lecturers
  (v) Enquiries about the despatch of tutorial material
  (vi) Orders for stationery and Unisa publications
  (vii) Enquiries about prescribed books

To save postage, the separate letters may be enclosed in one envelope, addressed to the Registrar.

2. For students who make enquiries and register in person

A student who resides near the University or one of its Regional and International Service Centres, Service Points and Agencies may submit his/her application for registration at any of the University offices. All these offices are also equipped to deal with telephonic enquiries.

A2 Regional and International service centres, service points and agencies

Tutorial matter for the degrees of Honours and Master (where written papers/modules/courses are prescribed) are not issued by these offices. See A1(2) above for addresses and telephone numbers of the regional and international service centres, service points and agencies.

At some of these centres library services are also available.

A3 Office hours

1. Administration – Enquiries and Registration

See the Registration Information Brochure for hours of work and for details of the OPENING and CLOSING DATES for registration for various categories of students.

2. Teaching Staff

Students who wish to consult lecturers in connection with their studies should note that they are not usually available in the afternoon (after 13:00).

Appointments with lecturers should be arranged in advance by letter or by telephone.

3. Library Services

Full particulars of library hours will be found in the brochure ‘Services and Procedures’ which is issued to registered students.

A4 Telephone numbers

Administration

For Administrative enquiries:

UNISA CONTACT CENTRE
Tel: 0861 670 411 (nationally)
Fax: 012 429 4150

study-info@unisa.ac.za
(1) Students are allowed to write:

- their theses and dissertations in any of the official languages, where practical, and
- the abstracts of their theses and dissertations in two languages, i.e. the language used in the thesis and any other official language, provided that one of the abstracts is written in English.

(2) Where feasible for students and mutually acceptable for the student and supervisor (and an external examiner), students are allowed to write their theses and dissertations in any other language used in South Africa.

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**A11 Prescribed books**

Students and prospective students should note that, in addition to the study fees payable to the University, they must also make provision for the purchase of prescribed books for each study unit.

Prescribed books are not necessary in the language in which you prefer to receive tuition, and some may be in languages other than English or Afrikaans.

Details of the titles of the prescribed books that a student must purchase direct from a bookseller (see below) will be found in Tutorial Letter 101 which is issued together with the tutorial matter for the relevant study units as soon as the University has received and approved his/her application for registration.

A prospective student who wishes to obtain booklists prior to application for registration, must apply in writing to the Registrar as from 1 October. His/her letter must deal with this matter only and indicate the specific study units for which booklists are required. Titles of books CANNOT be given telephonically.

There are prescribed books for most study units, and the student must purchase them direct from a bookseller. The names and addresses of the OFFICIAL BOOKSELLERS will be found in the Registration Information Brochure and in the brochure ‘Services and Procedures’ which is issued to registered students together with the tutorial matter.
Students are strongly advised to order their books IN GOOD TIME since much unnecessary delay and disappointment can be avoided by doing so.

PLEASE NOTE THE FOLLOWING IMPORTANT POINTS:

- The University does NOT sell prescribed books (except in the case of its own publications).
- The University CANNOT order books on behalf of students, including foreign students.
- The University Library does NOT lend prescribed books to students – see under A12: Library services in connection with recommended books.
- Details of the University's official booksellers can be found in the Registration Information Brochure and the Services and Procedures Booklet.
- If a particular book is not obtainable at one of the booksellers, it is often available from another bookseller. Students should contact more than one bookseller before reporting that a book is unavailable.
- The method of payment varies from bookseller to bookseller. Students must contact the booksellers for the correct price of the book and the means of payment.
- When placing your order with a bookseller, you must make your cheques and postal orders payable to the BOOKSTORE concerned, and remember to include an additional amount to cover postage. Your tuition account cannot be debited in respect of books which are not available from the University and the University CANNOT pay booksellers on behalf of students.
- If you have been unable to obtain one or more of the prescribed books, you must inform the Registrar who will assist you in trying to locate copies of books. Requests for assistance must reach the University by:
  (i) 15 March if you are registered for first semester modules;
  (ii) 30 April if you are registered for a year course/module;
  (iii) 31 July if you are registered for second semester modules.

The telephone number is 012 429 4152 and e-mail is vospres@unisa.ac.za. If a book is indeed unobtainable, the study department(s) concerned will make suitable alternative arrangements.
- Please consult tutorial letters in connection with books that are out of print or being reprinted.
- Your registration as a student CANNOT be cancelled on the grounds that you were unable to obtain the prescribed books.

Correspondence concerning library matters should be addressed to:
The Head: Department of Library Services
PO Box 392
Unisa
0003

A13 Advisory services

1. Department of Student Admissions and Registrations (Undergraduate and Postgraduate)

Students and prospective students who require advice and information about the composition of curricula and/or the interpretation of the regulations in any part of the Calendar, should write to the Registrar or, if possible, discuss the matter in person with the staff of the Department of Student Admissions and Registrations, or one of the Regional and International Service Centres, Service Points and Agencies.

2. Bureau for Counselling, Career and Academic Development (BCCAD)

The Bureau for Counselling, Career and Academic Development consists of two divisions, a counselling division and an academic development division.

The counselling division is based at the main campus in Pretoria while counselling and related services are also delivered through the regional structures. The division offers guidance and counselling to prospective and registered students of the University with regard to career planning and development, choice of subjects, planning of courses, academic orientation and general study methods. Students who are unsure of their personal qualities and how they relate to any of the areas mentioned are welcome to contact the Bureau via telephone, e-mail or in person for professional advice and direction. Students can also approach the division for specific career preparation on exit from the University.

The academic development division has a number of functions. It runs an extensive network of Literary Centres where students can receive help with reading, writing, numeracy, information and computer literacy. Workshops are offered and individual consultations can be arranged. The division is also responsible for student assessment, profiling and placement. It helps to identify areas of weakness in the academic repertoire of students to refer them timeously for help. The division further supports students in finding temporary and permanent employment.

The address for the BCCAD is:
OR Tambo Administration Building, Room 7-24

The Director: Bureau for Counselling, Career and Academic Development
PO Box 392
UNISA
0003
Tel: 012 429 3515
OR
Block C-414, Florida campus
Private Bag X6
FLORIDA
1710
Tel: 011 471 3215

A12 Library services

Membership of the library is available to all registered students and is subject to the library regulations which are published in the brochure ‘Services and Procedures’. This brochure is issued to students as soon as their registration has been accepted and contains full particulars of the services available and instructions on how to use them.

The Library provides equitable services to Unisa students outside the Republic of South Africa should the student's environment provide the infrastructure required by the relevant service. Students may enquire in this regard and each case will be dealt with on merit.

The Library provides recommended books on loan. Prescribed books should be bought by students themselves – see A11: Prescribed Books.

Library material is despatched to students by registered surface mail, and the costs are defrayed by the University. Students must return the material at their own expense.

In addition to the Muckleneuk Library in Pretoria, the University has branch libraries at Regional Service Centres in Cape Town, Durban, Polokwane, Florida, Johannesburg and Sunnyside, Pretoria.
The addresses and the contact details for the regional centres are elsewhere in this brochure.

3. Ombudsman

The Unisa Ombudsman was established to enhance Unisa’s service delivery and to foster a culture of efficient and effective administration.

All complaints are treated as confidential, and there are no costs involved.

Should you feel aggrieved by inadequate service or administrative malpractice, and

- you have exhausted other internal complaint remedies and procedures, and
- you want to bring the matter to the attention of the Unisa Ombudsman,

please contact us for more information on the Ombudsman.

Ombudsman: Advocate SA Mlonzi
Contact person: Mrs Lebogang Masemoola

Office of the Ombudsman
University of South Africa
Sunnyside North Campus
Cnr Mears and Walkers Streets
Tshwane
Box 392
UNISA
0003

Tel: +27 0861 10 66 88/012 481 2874
Fax: +27 12 429 2838
Email: ombudsman@unisa.ac.za
Website: www.unisa.ac.za/ombudsman

A14 Documents to be submitted

1. All undergraduate qualifications

(1) On FIRST registration for UNDERGRADUATE studies (or on first registration for a new undergraduate qualification), the following documents must be submitted TOGETHER WITH your application for registration:

(a) your original qualification at matriculation level or highest school qualification (or an official statement of results) even if you have completed a degree at another university or technikon and

(b) a certified copy of your ID document (issued by the Department of Home Affairs) or passport and

(c) a married woman will be registered in the name as indicated on a certified copy of her ID document or passport or birth certificate; marriage certificate, divorce decree; official name change letter from Home Affairs. Certified copies must be submitted. and

(d) any other difference in names on the ID compared to the academic qualification, should be accompanied by original official documents, e.g. a letter from the Department of Home Affairs and

(e) evidence that you have satisfied any additional requirements listed under ‘Admission’ in the rules for the relevant degree or diploma. (In some cases such evidence must be submitted annually.)

(2) If your most recent registration was at ANOTHER South African university, university of technology or technikon, and you left before completing the degree or diploma for which you were enrolled, the following ORIGINAL documents (COPIES are NOT acceptable) must be submitted TOGETHER WITH your application for registration for UNDERGRADUATE studies:

(a) a certificate of good conduct and (if you are applying for exemptions)

(b) a transcript of your complete academic record

These original document(s), with a stamp of the issuing institution and signature must be issued by the REGISTRAR of the university, university of technology or technikon concerned. (If you were previously registered at more than one other university, you must, where applicable, obtain the documents specified above from each of the universities or technikons concerned.) Note that these original documents will be retained by the University and will NOT be returned to you.

When you apply to the Registrar of your previous university for the documents under A2(1)(2)(a) and, where applicable, A2(1)(2)(b), you should mention that they are required for purposes of registration at the University of South Africa. You should also quote your Unisa student number (if known).

If you COMPLETED a degree or diploma at the end of your last year of registration at another university or technikon, you must submit evidence thereof together with your application for registration. Note that your original academic record will be required if you wish to apply for exemptions by virtue of courses you have already passed.

NB

(i) Original degree certificates and/or teacher’s diplomas/certificates must not be submitted, and if you send in an original you do so at your own risk.

(ii) Concurrent registration at two different universities in the Republic of South Africa is subject to strict controls. If you have already registered or intend to register at another SOUTH AFRICAN university for 2009, this must be indicated on your registration form (see also General Rule G3(4)).

Written permission for such concurrent registration must be obtained from the Registrar of the other university and it must be submitted together with your application for registration at this University. Note that your registration at this University can be for non-degree purposes (NDP) only.

(iii) The documents submitted will be retained by the University and will NOT be returned to you.

2. Postgraduate qualifications

A. POSTGRADUATE CERTIFICATES AND DIPLOMAS

(1) On first registration for a postgraduate certificate or diploma, the following documents must be submitted TOGETHER WITH your application for registration:

(a) your original qualification at matriculation level or highest school qualification even if you have completed a degree at another university and

(b) a certified copy of your ID document (issued by the Department of Home Affairs) or passport and

(c) A married woman will be registered in the name as indicated on her certificate for the qualification prescribed for admission unless a certified copy of her marriage certificate or, where applicable, divorce papers are submitted. and

(d) evidence in the form of original documents that you have satisfied any additional requirements listed under “Admission” in the rules for the relevant certificate or diploma. and

(e) any other difference in names on the ID compared to the academic qualification, should be accompanied by original official documents, e.g. a letter from the Department of Home Affairs.

(2) If your most recent registration was at ANOTHER South African university, and you left before completing the qualification for
(b) If your most recent registration was at ANOTHER South African
university and you left before completing the degree, diploma or certificate for which you were enrolled, you must, in addition to the original transcript of your complete academic record (excluding studies completed at Unisa), submit an original certificate of good conduct, issued by the REGISTRAR of the university concerned.

(c) If you intend enrolling for the Hons BEd degree and do not hold a four-year composite degree in Education, an original statement from each of the universities concerned

(d) A married woman will be registered in the name as indicated on her certificate for the qualification prescribed for admission unless a certified copy of her marriage certificate or, where applicable, divorce papers are submitted.

(e) You need to submit a certified copy of your ID document (issued by the Department of Home Affairs) or passport if not already submitted previously.

When you apply to the Registrar of your previous university for the documents under (a), (b) and (c) above, you should mention that they are required for purposes of registration at the University of South Africa. You should also quote your Unisa student number (if known).

D. DOCTOR’S DEGREES

(a) If you did not obtain the qualification prescribed for admission at this University, you must submit an original transcript of your complete academic record for the relevant degree, issued by the REGISTRAR of the university concerned. In the case of a completed master’s degree, the percentage or symbol obtained or the standard reached, must be indicated on the transcript. Since the Head of the Department may demand your entire academic record, you are advised to submit a transcript of the academic record for your bachelor’s degree and honours bachelor’s degree as well (if not obtained at Unisa).

(b) If your most recent registration was at ANOTHER South African university and you left before completing the degree, diploma or certificate for which you were enrolled, you must, in addition to the original transcript of your complete academic record (excluding studies completed at Unisa), submit an original certificate of good conduct, issued by the REGISTRAR of the university concerned.

(c) A married woman will be registered in the name as indicated on her certificate for the qualification prescribed for admission unless a certified copy of her marriage certificate or, where applicable, divorce papers are submitted.

(d) You need to submit a certified copy of your ID document (issued by the Department of Home Affairs) or passport if not already submitted previously.

When you apply to the Registrar of your previous university for the documents under (a) and (b) above, you would mention that they are required for purposes of registration at the University of South Africa. You should also quote your Unisa student number (if known).

A15 Closing dates for registration

There are different closing dates for students who wish to register for the 2009 academic year. The opening and closing dates for each of these categories will be found in the Registration Information Brochure.

No firearms or other weapons are allowed to be taken into the Registration Halls of the campuses in Pretoria and Florida and the Regional and International Service Centres, Service Points and Agencies.

The use of cellphones inside the Registration Halls is strictly forbidden.

A16 Registration and applications for registration

Basic requirements for registration

By signing your application form, you declare, inter alia, that you are familiar with the contents of this part of the Calendar, as well as the rules for your proposed degree, certificate or diploma, and undertake to comply strictly with the provisions thereof and with all the rules of
the University. (The rules for the various degrees and diplomas will be found in the respective College Calendars.)

It is in your own interest to read the following pages, the appropriate rules and the Registration Information Brochure very carefully, and to keep the Registration Information Brochure and the relevant information for future reference. They are intended to inform you of your rights and obligations as a student, and to provide you with the general information you will need to solve problems that may arise in connection with your studies during the year.

IMPORTANT

To ensure that your application for registration will be acceptable, YOUR COMPLETED APPLICATION FORM MUST BE RECEIVED by the University ON OR BEFORE THE APPROPRIATE CLOSING DATE FOR REGISTRATION (see the Registration Information Brochure) TOGETHER WITH:

(a) the prescribed initial payment;

AND

(b) all the documents required for admission to your proposed course of studies (unless these documents have been submitted previously).

See also G13: Admission to studies and A14: Documents to be submitted.

If you are registering for the FIRST TIME at this University, you are referred to ‘Number of study units per year and readmission to studies’ in Rule D3 for possible restrictions on the number of study units for which you may register.

On RE-ENROLMENT, the number of study units for which you may register may be restricted, inter alia, by the results obtained in your last year of registration at this University – see ‘Number of study units per year and readmission to studies’ in Rule D3.

ADDITIONS to and/or the REPLACING of the study units for which you have registered with other study units CANNOT be considered after the appropriate closing date for registration – see also D1(2)(h) and (i) under Payment of fees.

See Rule D2 in connection with CANCELLATIONS.

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**A17** Time required for study

**NB**

- Students are advised to register as early as possible. PLEASE DO NOT WAIT UNTIL THE CLOSING DATE.
- All study units for each year must be selected in such a manner that the examination dates do not clash. Consult the Examination Timetable.

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**A18** Registration for non-degree purposes (NDP)

### A. Registration for an undergraduate study unit for NDP

A student who does NOT wish to register for a degree, certificate or a diploma, but is interested in only one or more subjects, may register for non-degree purposes (NDP), provided that he/she has satisfied the admission requirements – see G13: Admission to studies. See also under A14: Documents to be submitted. To register for any course or module offered by the College of Science, Engineering and Technology for non-degree purposes, a student must also satisfy the admission requirements as outlined in Sc1 (1)(b) and Sc1 (1)(c). This does not apply to information system (INE) modules.

Students may register for a maximum of 12 modules per year for non-degree purposes (NDP). This maximum includes any modules that are taken for degree purposes.

Study units taken for NDP are subject to the same prerequisites and other requirements as those applicable to students who take them for degree, certificate or diploma purposes. Succeeding modules passed may, subject to the approval of the relevant College and Senate, be recognised as credits towards a degree, diploma or certificate at a later date provided that the duration of study for such degree, diploma or certificate is not less than the prescribed minimum period required to complete the relevant qualification. – see also the NB below.

Study units passed for NDP, will not necessarily be recognised as credits towards a degree, certificate or diploma at a later date. The granting of such credit can be considered only if the student qualified for admission to studies for the relevant degree, certificate or diploma on or before 31 December of the academic year in which he/she passed the study units concerned.

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**NB**

A student who registers concurrently at this University and at another South African university may register at this University for NDP only.

### B. Concurrent registration for postgraduate studies and a paper/module(s) for NDP

1. A student who is registered for an honours bachelor’s degree may, only with the special permission of the Head of the relevant academic department, also register in the same academic year for not more than two undergraduate modules on the same level for non-degree purposes (NDP); provided that the NDP module(s) has a bearing on his/her postgraduate studies, or the student submits a justification which is acceptable to the University.

2. A student who is registered for a master’s degree may also register in the same academic year for two undergraduate modules or for one honours paper or the corresponding number of modules on the same level for non-degree purposes (NDP); provided that the NDP paper/module(s) has a bearing on his/her master’s studies, or the student submits a justification which is acceptable to the University.
Note that students may only register for an honours paper or module(s) if they comply with the prescribed admission requirements for the honours degree concerned.

A student who is registered for a doctor’s degree may also register in the same academic year for two undergraduate modules or for one honours paper or one master’s paper or the corresponding number of modules on the same level for non-degree purposes (NDP); provided that the NDP paper/module(s) has a bearing on his/her doctoral studies, or the student submits a justification which is acceptable to the University.

Note that students may only register for an honours or a master’s paper/module(s) if they comply with the prescribed admission requirements for the honours or master’s degree concerned.

A19 Study units

At undergraduate level subjects are offered in the form of MODULES. The third-level modules are normally the final level of a major subject. The number of modules varies from subject to subject, and modules in some subjects may be taken only together with or after specified modules in other subjects. In addition, some subjects cannot be taken as major subjects. See the rules for the relevant degrees and diplomas for further details.

MODULES are individual study units and a distinction is made between year modules and semester modules.

- **Year modules** extend over a full academic year and the examinations are written in October/November of that year or in the case of second cycle year modules, May/June of the following year.
- **Semester modules** extend over 12–16 weeks within an academic year and examinations are written at the end of this period; namely May/June for the first semester and October/November for the second semester.

Although students can obtain credit for the individual papers of a course they are not normally permitted to register for papers as such (see General Rule G20).

At postgraduate level the curricula for most honours degrees and master’s degrees for which written examinations are prescribed, comprise papers or modules. For some honours degrees an article, a research project, a research module or an essay is also required.

A20 Student numbers and student cards

When registering for the first time, students are allocated an eight-digit **student number** (eg 3000-001-6) which they retain throughout their association with the University. This number must be used in all correspondence with the University.

The relevant number appears in the letter in which the student’s registration is confirmed and on his/her student card. It will normally also appear on the address labels on packages containing tutorial matter.

A student card bearing the student’s number and other particulars will be issued upon registration. This card forms part of a letter of inventory issued with the student’s tutorial matter. This card is valid only for the current academic year and must be shown by students seeking admittance to the University buildings. It must also be shown by students during the examination but, for this purpose, it cannot be accepted as proof of their identity.

A21 Tutorial matter

If you register IN PERSON at the Pretoria or Florida campus you will receive all available tutorial matter (where applicable and depending on admission procedures) at the same time. If you register at one of the Regional or International Service Centres, Service Points or Agencies in Polokwane, Parow or Durban tutorial matter for certain undergraduate modules/study units may be issued. The first study guide and tutorial letter of a module/study unit should be available at these centres.

If you submit your application BY POST (see ‘IMPORTANT’ under D1(2): Payment of Fees), tutorial matter (where applicable and depending on admission procedures) will be posted as soon as possible according to the information provided by you on your registration form.

<table>
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<th>NB 1</th>
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<tbody>
<tr>
<td>The FIRST parcel of tutorial matter will be despatched via South African Post Office Track and Trace mail to South African addresses. FIRST parcels of tutorial matter will be couriered to foreign students provided that a physical address was furnished during registration. Foreign parcels will be airmailed to Post Office Box addresses. Students will be informed of tracking information as soon as the FIRST parcel has been despatched.</td>
</tr>
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</table>

You CANNOT EXPECT to receive your tutorial matter in less than 21 days from the date on which you posted your application. The interval may be longer, depending on where you live and the local postal service. If, after four weeks, you have not heard from the University, you should contact your local post office before you report the matter to the Registrar. This also applies to applications received via the Internet or by fax.

Any tutorial matter that is not ready for despatch at the time of registration will be posted as soon as it becomes available. Written enquiries should be addressed to the Registrar for attention ‘Despatch Department’.

If for some reason you receive tutorial matter for any study units for which you did not register, or in the wrong language medium, you should contact the Registrar immediately. Please do not return the tutorial matter before a reply has been received.

Likewise, if it should later be found that you have been sent tutorial matter for study units for which you are not entitled to register, you will be informed by letter or telegram, as soon as possible.

<table>
<thead>
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<th>NB 2</th>
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<tr>
<td>As soon as you receive confirmation of your registration, you should carefully check the codes and the names of the study units for which you have been registered against those appearing on your study guides and tutorial letters. If there are any discrepancies, you should inform the Registrar without delay.</td>
</tr>
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</table>

When you sign your registration form, you undertake, inter alia, to respect the University’s copyright and not to alienate the tutorial matter or allow other persons access to it.

A22 Examinations

1. Examination centres

(a) By signing the application form, a student undertakes, inter alia, to write his/her examinations at an approved centre.

Lists of approved examination centres and codes will be found in the Registration Information Brochure, and the CODE of one of these centres must be indicated on the registration form.

The University will do everything possible to arrange for examinations at each of the centres listed but, if no suitable arrangements can be made at a particular centre, the University reserves the right to change the student’s examination centre. The affected students will be advised accordingly by about 15 April for the May semester examinations, and 15 September for the October/November and 15 December for January/February examinations. Examination venue details are subject to change without prior notice. In view of this it is very important that students take careful note of the details which appear on their final Examination Timetables. Students should not assume that
the examination venue details are the same as during a previous examination period.

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**NB 1**

If candidates wish to change their examination centre after registration, their application to do so must be received by the University on or before the following dates:
- 31 March for the May/June examinations
- 31 August for the October/November examinations
- 15 November for January/February examinations.

Postcards for this purpose are issued on registration, together with the tutorial matter. Applications may also be submitted via e-mail (exams@unisa.ac.za) or via fax 012 429 4150.

Students who are not officially registered at an examination centre will not be permitted to write examinations at that centre. The student will be referred to the centre at which they are officially registered to write examinations.

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**NB 2**

A physically handicapped student who is unable to write his/her examinations at an approved centre, must apply ANNUNIALLY to the Director: Student Assessment Administration in writing BEFORE 1 March for the May/June examinations and 1 AUGUST for the October/November or January/February examinations for permission to write at a special centre, and submit a medical certificate specifying the nature of his/her handicap. Such students are normally required to pay the invigilator’s fees. E-mail address: exams@unisa.ac.za (student number must appear in the subject heading), fax number: 012 429 4150.

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2. Examination fees

(a) A basic examination fee is included in the student fees which are payable in respect of each study unit. Additional fees may be payable in the following cases:
(i) candidates who wish to write aegrotat or special examinations and those who have been granted supplementary examinations must pay the prescribed examination fees in accordance with the provisions of Rule G9 and G10.

See Miscellaneous Fees in the Registration Information Brochure for the exact amount to be paid.
(ii) candidates who write their examinations at a special centre.

These fees are payable in addition to the fees paid for the preceding examinations and cannot be refunded or transferred.

(b) A candidate who is absent from all or some of his/her examinations shall not be entitled to any refund or transfer of fees.

3. Examination numbers; language medium and examination instructions

(a) Candidates must use their student number as their examination number.
(b) Candidates will be asked to produce proof of their identity at the examination. For this purpose their student card AND an identity document bearing their photograph must be shown.
(c) The language medium for examinations in all courses, except language courses, shall be English or Afrikaans. The Senate may approve another language medium in accordance with the language policy of the University.

**Masters and Doctoral students:** Where it is feasible for students and mutually acceptable for the student and supervisor (and an external examiner), students are allowed to write their theses and dissertations in any language.
(d) The duration of each paper will be indicated in the timetable which is posted to the student.
(e) Instructions in connection with the examinations are sent to candidates together with the final examination timetable. Contravention of these instructions will result in the application of the Disciplinary code for students.

4. Practical examinations for the degrees BA (with specialisation in Music), BVA, BMus and BSc

(a) In all practical art subjects for the BVA degree the examinations are conducted at a limited number of the larger cities in the Republic of South Africa. Students in smaller centres must make enquiries as to their nearest centre before they submit their application for registration.

No examinations in practical art subjects can be conducted at centres in foreign countries.

Examinations in Art History and the BA subject prescribed for the first year of the BVA degree may be written at any approved centre.

(b) The practical examinations in natural science subjects for the BSc degree are conducted only in Potchefstroom. Further details will be found in Part 3 and the relevant subject chapter in Part 2 respectively of the Calendar.

No arrangements can be made for practical examinations in countries other than the Republic of South Africa.

The theoretical examinations in all subjects for the BSc degree may be written at any approved centre.

5. Examination results

Examination results of an examination period are released at the same time. No individual results will be released or made known prior to the official date of release. The university is currently investigating the possibility of releasing results as and when they become available.

(a) The results of the examinations are:
- posted to each candidate;
- available by telephoning 083 1234.
- available on the Internet (web address: http://unisa.ac.za/)

The results of the postgraduate examinations in January/February are also posted to candidates as soon as they are available.

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**NB 3**

All answer books are marked by at least two independent examiners.

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(b) No results will be given by telephone BY THE UNIVERSITY PERSONNEL or BY telegram.
A student who, in his/her opinion, has satisfied all the requirements for a degree, diploma or certificate but has not received confirmation thereof within 2 months of his/her last examination must write to the Registrar, PO Box 392, Unisa, 0003 immediately or contact Unisa Contact Centre at 0861 670 411.

A CERTIFICATE OF GOOD CONDUCT is intended only for another South African university. It is NOT a testimonial.

A student who completed a degree, certificate in Education or a diploma will, within 2 months, normally receive confirmation thereof together with details of the graduation ceremony (where applicable). See also A23(1): Advance and certified statements in Part 1 of the Calendar.

NB 1
When applying for statements, please specify the purpose for which they are required.

(1) (a) An ADVANCE STATEMENT in respect of a COMPLETED degree, diploma or certificate is automatically posted to the candidates (free of charge) as soon as possible after completion of the qualification. All study units passed will be indicated on the statement together with the percentages obtained, unless specifically requested that the percentages should not be reflected. Under no circumstances can such statements be issued within 2 weeks of the publication of the examination results. Students must contact the University if an invitation and the statement were not received within 5 weeks after the examination results had been released. See A24 regarding degree certificates, diplomas and certificates.

(b) Only students who for immigration purposes, require proof of their completed qualification, can, prior to graduation, apply for an official letter of confirmation which is accepted by the various Embassies.

(c) If there is still an outstanding balance payable or outstanding library material, a student will not be invited to a graduation ceremony, and a statement will not be issued.

(2) In the case of INCOMPETED degrees, diplomas or certificates, a CERTIFIED STATEMENT will be issued on application. All study units passed by the student will be indicated on the statement but NOT the percentages obtained, unless they are specifically requested by the student concerned.

(3) TRANSCRIPTS OF A STUDENT’S ACADEMIC RECORD and/or the abbreviated syllabus may be sent directly to a South African university or to ONE institution in a foreign country on request.

NB 2
An academic record will NOT be issued to the student. He/She must therefore furnish the name and address of the institution to which it is to be sent.

A CERTIFICATE OF GOOD CONDUCT is intended only for another South African university. It is NOT a testimonial.

Any students who were previously registered at a South African university and left without completing the degree, diploma or certificate for which they were enrolled, must submit a satisfactory conduct certificate, issued by the Registrar of the university concerned, when they apply for registration at another South African university.

A statement to the effect that a student is registered for the current academic year can be issued on request.

A24 Degree certificates, certificates and diplomas

The names of the study units in which a student has passed and/or the subject in which the degree was obtained are not indicated on degree certificates, certificates or diplomas – see A23(1).

Certificates are handed to students who attend the graduation ceremony or posted within 5 days thereafter per registered mail to students who were not able to attend.

A25 University colours

(1) Rules governing the issue of the University blazer

The following persons are entitled to a University blazer:

(a) all members of the Convocation of the University;

(b) (i) all candidates for a Bachelor’s degree who have been registered for at least two academic years, or are registered for a second academic year and have passed at least three of the courses or at least six of the half-courses or at least eight year modules modules or at least six semester modules prescribed for the degree;

(ii) all candidates for Honours degrees who are registered for at least a second academic year and have passed at least two papers or four modules of the examination;

(iii) all candidates for Master’s degrees who are or have been registered for a second academic year and have passed at least two written and/or oral papers or four modules prescribed for the degree; with the understanding that where written and/or oral papers are not prescribed, or where a dissertation and only one paper are prescribed, the supervisor may recommend that a student registered for at least a second academic year should qualify to wear a blazer;

(iv) all candidates for Doctor’s degrees who are or have been registered for at least a second academic year and have passed the doctoral examination, if applicable, with the understanding that the promoter may recommend that a student registered for at least a second academic year, should qualify to wear a blazer.
(v) all students who have successfully completed a certificate or a diploma that appears in the Calendar of the University, with the understanding that where it is incomplete, A25(1)(b)(i) shall apply.

(2) The University Council may, without stating its reasons, refuse to issue a blazer.

(3) The suppliers are Dippenaar & Reinecke (Pty) Ltd, PO Box 11643, Hatfield, 0028 (752 Park Street (Cnr Park and Beckett Streets), Arcadia) (Tel. 012 343 2945/7 Fax 012 343 2559; e-mail address: frd@intekom.co.za).

NB

(i) University badges are not sold separately from blazers.

(ii) Before a blazer is ordered from a supplier, written authorization for the purchase of such a blazer must be obtained from the Registrar.

(4) University ties, track suits, sweatshirts, T-shirts and long-sleeve pullovers

All registered students are entitled to a University tie, track suit, sweatshirt, T-shirt and/or long-sleeve pullover. The suppliers are as in A25(3). A25(3) NB (ii) is also applicable.

A27 Students with disabilities

Advocacy and Resource Centre for Students with Disabilities (ARCSWiD)

Unisa welcomes applications from students with disabilities and has developed support services which take a student-centred, barrier-free and flexible approach to student needs. We are committed to the provision of a truly inclusive and equitable learning environment that fosters a University experience of the highest quality for all students.

Prospective and current students with disabilities should contact the Advocacy and Resources Centre for Students with Disabilities (ARCSWiD) which falls under the portfolio of the Dean of Students (Tel: +27 12 429 2552; Fax: +27 12 429 6482) and is headed by the Director, Dr Siva Moodley (Tel: +27 12 429 6981; Fax: +27 12 429 8637; e-mail: moodls@unisa.ac.za).

Students with disabilities who register at regional offices should contact both the Department of Student Admissions and Registrations and ARCSWiD, as these departments have up-to-date information about the services Unisa renders to students with disabilities.

Please note that students who register via mail or the Internet should contact the offices of ARCSWiD.

Our contact details are as follows:

Dr Siva Moodley (Director: ARCSWiD)
Samuel Pauw Building, Room 3-61
Unisa Muckleneuck Campus, Pretoria
Tel no: +27 12 429 6981/6540
E-mail: moodls@unisa.ac.za

Mr Pintias Nkuna
(Academic Support Officer)
Samuel Pauw Building, Room 3-15
UNISA Muckleneuck Campus, Pretoria
Tel: +27 12 429 6923
E-mail address: nkunapj@unisa.ac.za

Mr Deenadayalan Moodley
(Materials Production and Access Technology Coordinator)
Samuel Pauw Building, Room 3-58
UNISA Muckleneuck Campus, Pretoria
Tel: +27 12 429 6050
E-mail address: moodld@unisa.ac.za

A28 Study permits for students registered at Unisa

(1) As a rule, an applicant for a study permit at the University of South Africa should follow the section 13(1)(a) route, i.e. it is the applicant’s responsibility to apply and comply with the statutory requirements.

(2) The University will provide the prescribed support, where applicable. In this regard, the following procedure will be adopted:

(a) Where the University is of the opinion that a student needs to have personal access to its physical facilities in order to complete a programme, the University will issue an official letter, indicating –

(i) what academic programme (course) the student is registered for or has been accepted for and that the student is properly qualified to attend the programme or course;

(ii) that such programme or course requires the attendance of lectures or another form of personal interaction at the University; and

(iii) the duration of the programme or course.

(Typical categories of students who would qualify, are postgraduate research students who need to meet with supervisors and do intensive research in the University library.)

(b) Where it is not necessary in the opinion of the University for a student to have personal access to its physical facilities in order to complete a programme or course, the University will do no more than issue its regular confirmation that the student is registered or accepted for a particular programme or course.

(c) In highly exceptional circumstances, the University might avail itself of the section 13(1)(b) procedure, i.e. applying on behalf of a student.

For more information contact: Tel. 012 429 3477 or e-mail: waldego@unisa.ac.za.

A29 Tutorial support services and Work-integrated learning

INTRODUCTION

The Directorate: TSDL (Tutorial Services, Discussion Classes and Work-integrated Learning) has a number of strategies aimed at enhancing students’ learning experience thereby improving their chances of success. Without these support strategies, students are most likely to either delay their completion of a study programme or to drop out altogether from their studies. This is possible if they experience difficulties, problems and anxieties and have no one to turn to. The TSDL, therefore, uses the following strategies to ensure that students who need academic support have access to it –

- Face-to-face tutorial sessions at tutorial centres;
- Interactive video (video conferencing) tutorials;
- Peer-group support services; and
- Academic counselling by the tutors.
WHAT IS A TUTORIAL?
A tutorial is a regular meeting of students under the leadership of a tutor. The tutor leads you through aspects of the study material with which you are experiencing difficulties.

WHY HAVE TUTORIALS?
Effective tutorials help you to—
- take responsibility for your own learning;
- develop analytical skills;
- identify problem areas in your study material;
- develop skills in teamwork and cooperative learning; and
- develop listening, communication, presentation and debating skills.

WHAT IS FACE-TO-FACE TUTORIAL?
A face-to-face tutorial is an organised session where students and tutors meet regularly at a common venue and at scheduled times to tackle problems involving their studies. A face-to-face tutorial has a number of advantages:
- It provides you with great opportunities to interact with your tutors and other students and get a better understanding of the course content;
- It encourages you to actively participate in the tutorial sessions;
- It helps you to build a relationship with other students; and
- It helps you to develop your confidence and your communication skills.

WHERE CAN YOU GO TO IF YOU WANT TO ATTEND TUTORIALS?
Tutorials are available at Unisa Centres and at some community-based centres (see the list of addresses below).

WHAT IS A TUTORIAL CENTRE?
A Tutorial Centre is a dedicated place where Unisa distance students, like you, can go to in order to get various forms of support with your studies.

WHAT SERVICES ARE OFFERED AT TUTORIAL CENTRES?
- Weekly (sometimes fortnightly) face-to-face tutorials;
- The opportunity to meet fellow students who have similar academic hurdles to overcome;
- Examination preparation;
- Counselling services;
- Study space;
- Computer laboratories; and
- Peer study groups.

WHO ARE THE TUTORS OF THIS SERVICE?
Tutors employed in this service are all professional people who have extensive practical and theoretical knowledge of the course(s) in which they conduct tutorials. They are appointed by the Directorate of Tutorial Services, Discussion Classes and Work-integrated Learning (TSDL) in collaboration with Unisa Colleges.

WHAT IS THE ROLE OF STUDENTS IN TUTORIALS?
If students want to benefit from tutorials, they must participate effectively by meeting the following requirements:
- Prepare adequately for tutorials by reading their study material;
- Attend the tutorials regularly and be punctual;
- Encourage fellow students to attend tutorials regularly;
- Co-operate with tutors; and
- Co-operate with the centre administrative staff.

WHAT IS THE ROLE OF A TUTOR IN A TUTORIAL?
- To help students understand course material;
- To help students plan their studies;
- To organise self-help groups or study circles;
- To conduct face-to-face tutorials or tutorials via video conferencing;
- To provide guidance and support with study problems;
- To help students develop study skills;
- To help students to stay motivated; and
- To refer students to relevant experts, eg. to the Bureau for Student Counselling.

VIDEO-CONFERENCED TUTORIALS
Unisa is currently providing tutorials by means of video conferencing at some of its tutorial centres. This mode of delivery will be used as and when necessary.

WHY USE VIDEO CONFERENCING?
- It provides ‘live’ tutorial support for students who live in remote areas (where the facilities are available).
- It is more viable technology for providing quality tutorial support whilst also reducing costs.
- It provides students who are far from Unisa Tutorial Centres, the opportunity to interact with their tutors and peers.

HOW TO JOIN THE TUTORIAL SUPPORT PROGRAMME
To join the Tutorial Support Programme students must first register for the academic year at Unisa. They must then go to the Unisa Centre of their choice and join the programme by completing a separate Tutorial Support Programme enrolment form and paying the prescribed fee. They will then receive 15 one-hour tutorial classes for each module/subject that they are enrolled for. Students can only enrol for tutorials for a maximum of 3 modules/subjects. A tutorial class in a specific module/subject can only commence once a minimum of 15 students has enrolled for that module/subject.

HOW TO PAY THE TUTORIAL FEE?
Students can pay the prescribed tutorial fee at a Unisa cashier or deposit it at any branch of ABSA bank. Please ensure that you use the correct Unisa Bank account number and allocation number. For details see the TUTORIAL FEE DEPOSIT SLIP illustrated on the second last page or obtain one at a Tutorial Centre.

WHERE IS THE TUTORIAL SUPPORT PROGRAMME AVAILABLE?
The Unisa Tutorial Support Programme is currently available at Unisa Centres listed below. For more information contact the centre of your choice.

<table>
<thead>
<tr>
<th>HEAD OFFICE (Pretoria)</th>
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<tbody>
<tr>
<td>Deputy Director: Tutorial Services</td>
</tr>
<tr>
<td>AJH Building Room 1-0101 UNISA Muckleneuk Ridge Campus Pretoria</td>
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<tr>
<td>Mrs MM Molatlogi</td>
</tr>
<tr>
<td>Tel: 012 429 3512</td>
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<tr>
<td>e-mail: <a href="mailto:molatmm@unisa.ac.za">molatmm@unisa.ac.za</a></td>
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<table>
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<tr>
<th>The Tutorial Programme Administrator</th>
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<tbody>
<tr>
<td>AJH Building, Room 1-013 UNISA Muckleneuk Ridge Campus Pretoria</td>
</tr>
<tr>
<td>Ms S Mamadisa</td>
</tr>
<tr>
<td>e-mail: <a href="mailto:mamadisa@unisa.ac.za">mamadisa@unisa.ac.za</a></td>
</tr>
<tr>
<td>Tel: 012 429 3538</td>
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<tr>
<td>Fax: 012 429 8565/8522</td>
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<th>CAPE COASTAL</th>
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<tr>
<td>East London</td>
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<tr>
<td>10 St Lukes Road Southernwood East London 5201</td>
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<tr>
<td>Ms N Kenqu</td>
</tr>
<tr>
<td>e-mail: <a href="mailto:NKenqu@unisa.ac.za">NKenqu@unisa.ac.za</a></td>
</tr>
<tr>
<td>Tel: 043 743 9246</td>
</tr>
<tr>
<td>Fax: 043 743 9273</td>
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Retreat, Crawford, Worcester, Paarl and Saldanha
Contact Parow for information.

George
Ms T Badenhorst
e-mail: tbadenhorst@unisa.ac.za
Ms D Coetzee
e-mail: dcoetzee@unisa.ac.za
Tel: 044 834 1300
Fax: 044 884 1301

NORTHERN CAPE
Nelspruit
Standard Bank Centre, 1st Floor
31 Brown Street
Nelspruit
1201
Mr P Maminza
e-mail: pmaminza@unisa.ac.za
Tel: 013 755 2476/013 290 3446
Fax: 013 755 2489

Polokwane
23A Landdros Mare Street
Polokwane
0742
Mr M Rakoma
e-mail: mrakoma@unisa.ac.za
Ms M Vermeulen
e-mail: mvermeulen@unisa.ac.za
Tel: 015 290 3446/6
Fax: 015 290 3434/291 5486

Giyani
Contact the Polokwane Centre for information.

Middelburg
Contact Nelspruit for information.

Thohoyandou (Techniven)
Contact the Polokwane Centre for information.

MIDLANDS
Mafikeng
29 Main Street
Opposite ABSA Bank
Mafikeng
2745
Ms Nondela Dlamini
e-mail: mndlami@unisa.ac.za
Tel: 014 381 6617/6688
Fax: 014 381 7926/3844

Rustenburg
Forum Building
Cnr OR Tambo & Steen Streets
Rustenburg
0300
Mr Joshua Mokoena
e-mail: mokoena@unisa.ac.za
Tel: 014 594 8801/4
Fax: 014 594 0853

Bloemfontein
NRE House, 2nd Floor
161 Zastraon Street
Bloemfontein
9301
Ms P Hoffmeester
e-mail: phoffmeester@unisa.ac.za
Tel: 051 430 4353
Fax: 051 430 3822

Kimberley
90 Du Toitspan Road
Kimberley
8301
Mrs M Louw
e-mail: mlouw@unisa.ac.za
Tel: 053 832 6391
Fax: 086 518 7125

DISCUSSION GROUPS
During the year, lecturers visit various centres in the Republic of South Africa where the number of students registered for a particular course justifies such visits. You are informed about these visits during the year. Attendance is optional, credits are possibly given (see the course requirements), and you make personal contact with lecturers and fellow students. Contact your lecturers for details.

You must make your own travel and accommodation arrangements.

Supervisors for master's dissertations and promoters for doctoral theses also arrange meetings with their students during these visits to personally discuss the student's progress and/or problems with him/her.
**INFORMAL STUDY GROUPS (ISG)**

If you wish to contact fellow students with the view to forming informal study groups (ISG), you should write to the Registrar or contact 0861 670 411.

**WORK-INTEGRATED/IN VIVO LEARNING SERVICES**

*In vivo* learning means learning within the real context. *Vivo* is derived from the Latin *vivus*, meaning living. *In vivo* is in the living organism, as opposed to *in vitro* which is outside of the body, like in a test tube (in the laboratory).

Higher Education, including Unisa, differentiates between *in vivo* learning — in the real life situation — and *practicals* taking place in a laboratory-learning situation.

Work-integrated Learning (WIL) is an umbrella term, used at Unisa, to include experiential education/teaching strategies such as clinical training/teaching/practice, internship, professional practice, experiential training/learning, supervised learning/practice and work-based learning. The ‘WIL Policy’ of Unisa states that WIL, as a component of some of the university’s qualifications/programmes:

- focuses on the application of theory in authentic, work-based contexts;
- addresses specific competencies identified for the acquisition of a qualification; and
- enables the development of skills that will make the student employable and provides a real context in which the theoretical, practical, interpersonal and reflexive competencies of Unisa’s students are developed in an integrated way.

Upon registration for a subject that either represents in full, or partially consists of, a work-integrated/*in vivo* learning component of the qualification/programme, the student usually receives the following:

- A booklet known as the student’s WIL guide containing the learning outcomes/objectives; the assessment criteria; the scope of learning expected; directives of what need to be produced as evidence of the learning.
- A mentor’s guide, which the student needs to present to her/his work place supervisor/mentor. This guide gives the mentor a clear understanding of what is expected from the student, as well as, if appropriate, what is expected from the mentor, e.g. authentication of the student’s work, or authorisation of the student’s logbook, or assessment of the work product of the student.
- In the case of some qualifications/programmes students also receive a logbook, in which the student needs to record — authenticated by the work place supervisor — her/his experience gained.

Some academic departments require students to confirm their mentors by submission of a specific form. The department concerned then sends the mentor, upon acceptance of his/her suitability, a letter of acknowledgement and the relevant mentor guidelines.

This division of TSDl interacts between the respective Colleges and the various regional student support structures. Although individual students are ultimately responsible for securing their own work-integrated learning opportunities, the university endeavours to facilitate the hosting of students where and when possible for prerequisite in vivo learning. Host means an organisation that provides services or that performs the duties or act as a host. Students that have trouble in securing a suitable host organisation may contact/visit the various regional offices of Unisa to enquire about assistance available.

**EXEMPTIONS**

In some instances you may have completed various courses at other institutions of higher learning. In such cases you should apply for exemptions at the University of South Africa.

**PRE-ACCESS PROGRAMME (Recognition of Prior Learning (RPL) for mature learner assessment)**

The purpose of this programme is to give you the opportunity to demonstrate that you have the required knowledge, skills and values for admission into university-level programmes. Your level of competence will be assessed for possible access or admission to Unisa.

To register for this programme you must be at least 23 years of age, have at least five years’ working experience, have completed at least Grade 9 or an equivalent grade, eg N3 at a Technical College, have not completed or acquired a Senior Certificate or an equivalent grade and be proficient in English and have basic mathematical skills.

**WHAT IS RPL?**

The Prior Learning programme enables you to gain recognition and credit for what you already know and can do. You may have gained your learning through work, life experience, training, independent study, volunteering, on-the-job training opportunities, travel, community activities, family activities and experiences, hobbies or by any other means.

You may apply for Recognition of Prior Learning (RPL) for a specific subject or module if you can prove you’re already competent regarding the specific subject or module outcomes.

The learning outcomes of a module or subject are the competencies (skills, knowledge and attitudes) you’ll be expected to have gained by the time you’ve completed that subject. Your task will be to compare your prior learning with the learning outcomes of the modules or subjects for which you are requesting RPL credits. You’ll have to show that you meet the set requirements or learning outcomes for those modules/subjects.

As part of the RPL process, we’ll help you to identify your skills and knowledge, and to assess them. Assessment methods may include challenge examinations, interviews, an RPL assignment or a portfolio.

If you wish to apply for RPL, please bear in mind that the full RPL process will take approximately three to six months after we have received your application. This means that for subjects in which you have requested RPL assessment and accreditation, you must plan to register during the following registration cycle. However, you are of course free to register for non-RPL subjects at any time during normal Unisa registration cycles.

**ADMISSION TO STUDENTS BASED ON RECOGNITION OF PRIOR LEARNING (RPL)**

1. In addition to UNISA’s formal admission pathways, the University also recognises prior learning which may provide opportunities for admission into UNISA.
2. Prospective students may apply to be admitted to UNISA using the Senate approved processes for recognition of prior learning.
3. Students admitted to the University through the RPL route annually will not exceed 10% of the total number of students admitted to a particular qualification.

Unisa believes in giving educational opportunities to as many suitable candidates as possible. This is why we support and practise ‘recognition of prior learning’ (RPL), which has proved itself in many foreign countries.

**A30 Recognition of prior learning**

The Prior Learning programme enables you to gain recognition and credit for what you already know and can do. You may have gained your learning through work, life experience, training, independent study, volunteering, on-the-job training opportunities, travel, community activities, family activities and experiences, hobbies or by any other means.

You may apply for Recognition of Prior Learning (RPL) for a specific subject or module if you can prove you’re already competent regarding the specific subject or module outcomes.

The learning outcomes of a module or subject are the competencies (skills, knowledge and attitudes) you’ll be expected to have gained by the time you’ve completed that subject. Your task will be to compare your prior learning with the learning outcomes of the modules or subjects for which you are requesting RPL credits. You’ll have to show that you meet the set requirements or learning outcomes for those modules/subjects.

As part of the RPL process, we’ll help you to identify your skills and knowledge, and to assess them. Assessment methods may include challenge examinations, interviews, an RPL assignment or a portfolio.

If you wish to apply for RPL, please bear in mind that the full RPL process will take approximately three to six months after we have received your application. This means that for subjects in which you have requested RPL assessment and accreditation, you must plan to register during the following registration cycle. However, you are of course free to register for non-RPL subjects at any time during normal Unisa registration cycles.

**EXEMPTIONS**

In some instances you may have completed various courses at other institutions of higher learning. In such cases you should apply for exemptions at the University of South Africa.
A31 myUnisa: The Unisa online campus

Popular questions and answers about myUnisa

1. What is myUnisa? – https://my.unisa.ac.za
   myUnisa is a website that gives you direct access to important information and allows you to update your personal details on the Unisa student system. It also gives you access to information about your subjects. What's more, you can join online discussion forums, submit your assignments and get access to all sorts of materials with this great learning management system.

2. Who may use myUnisa?
   All students that are registered and enrolled for a formal course at Unisa can join myUnisa by clicking the Join myUnisa link.

3. How much does it cost?
   The service is free to all currently registered Unisa students enrolled for a course. If you do not have your own Internet access, you should try visiting an Internet Café, library or learning centre in your area. These centres provide access to the Internet for a small fee.

4. Why is myUnisa important for you?
   ■ 24 hour access to your information
   ■ Be part of a class – you are not on your own
   ■ Access to learning resources

5. How do I become a myUnisa user?
   Remember, although you are a registered student of Unisa, you must still join yourself online for myUnisa.

   The direct URL for myUnisa is https://my.unisa.ac.za. You can also click on the myUnisa link which is found on the Unisa home page.

   After you have followed the URL above, you will get to a page that has the Join myUnisa link on the top left-hand corner. Select the link by clicking on it.

   **NB** Remember that you must have a valid e-mail address before you can become a member of myUnisa.

   After you have finished the joining process, a confirmation e-mail will be sent to your e-mail address. Once you receive this e-mail, click on the appropriate link in the e-mail to activate your password.

   If you do not receive your confirmation e-mail, complete the join form again and make 100% sure your e-mail address is entered correctly.

6. How do I login to myUnisa?
   Enter your student number in the field that is labelled student no and enter your password.

   In the orange navigation bar at the top of the page you will see the following sites: My Workspace, various subject links, known as sites, as well as My Admin. If you have several subjects sites then the drop down box with <more> will show the ones that do not fit on the orange bar.

7. Who should I call if I have a problem?
   If you experience problems with myUnisa, please call the help desk at 0861 670 411. Please note that it is very important that you are clear and to the point when describing your problem. Always be ready to supply your student number.
by the Registrar of the University concerned, together with their registration form.

(4) No student shall be admitted to a formal qualification if he/she is registered for any formal qualification at another higher education institution, except that such students may register at UNISA for non-degree purposes, provided that permission for such concurrent registration is granted by the other University. – see Documents to be submitted.

(5) Persons currently excluded or suspended from another higher education institution will not be admitted to UNISA if the exclusion was founded on the student’s misconduct at the former institution.

(6) Reregistration may be refused in the case of a student whose academic progress at the University, in the opinion of the Council and the Senate, is unsatisfactory. In cases where permission is granted, reregistration is subject to such conditions as may be determined by the University.

G4 Fees

(1) The fees payable and the manner in which fees shall be paid, have been laid down by the Council, and are set out in the Registration Information Brochure.

(2) A student who has not met his/her financial obligations towards the University, or has not returned university property that has been loaned to him/her, shall not be entitled to claim a certificate of good conduct or any proof of academic achievement.

G5 Limitations on registration

(1) A student may not be admitted simultaneously to more than one formal qualification at UNISA save where one of the qualifications is registered for non-degree purposes and then only with the express approval of the Executive Dean(s) of the College(s) offering the qualifications for which admission is sought.

(2) A student may, however, be admitted simultaneously to both a formal qualification and a short learning programme offered at UNISA.

(3) If study units for non-degree purposes (NDP) may be taken concurrently with a degree, diploma or certificate, the number thereof shall be determined by the University.

(4) See G3(2) and Section D3 for limitations on the number of study units for which a student may register in a particular year.

G6 Requirements for admission to further studies

If a person wishes to register for further studies for which the possession of a degree is a prerequisite, but did not obtain such degree at this University, the Senate may admit him/her to such further studies by virtue of a degree obtained at another university or by virtue of appropriate studies at another recognised institution.

G7 Assignments and admission to the examination

NB 1 No examination entry will be accepted unless the candidate’s application for registration for the current academic period has been formally approved.

(1) At the end of each academic period, an examination shall be conducted in each study unit. 

(2) Each examination shall be conducted under the supervision of the Senate at such centres as the Senate may determine.

(3) The mark of a student’s answers to assignments set by the University in a particular study unit may be taken into account in the examination provided the student obtained a subminium of 40% in the examination. This rule will only apply to the first occasion when the student writes the examination in a particular academic year.

G8 Examination periods

NB 1 The University operates a flexible tuition model.

Study units which have a duration of one year will be examined in October/November with the special, supplementary and aegrotat examinations being written in the following January, with the exception of those for the Advanced Certificate in Education and the Postgraduate Diplomas in Advanced Nursing Science, Distance Education, Telecommunications and Information Policy, Tertiary Education, the examinations of which will be written in the following January/February. See Section C in this part of the Calendar in connection with Honours, Master’s and Doctor’s degrees and the Postgraduate Diploma in Accounting Sciences.

Students registered during the second registration period of an academic year for vocationally oriented qualifications, write their examinations in May/June of the following year with special, supplementary and aegrotat examinations being written in October/November of the same year.

Examinations for modules which are offered in the first semester are written in May/June with the special, supplementary and aegrotat examinations being written in the following May/June. In certain study units there is NO second examination opportunity. Details will appear in the relevant tutorial letter. See below for the MBL and MBA degrees.

Students may be granted, within the same academic year, a second opportunity to write the examination subject to them meeting specific criteria for an aegrotat, special or supplementary examination and on payment of the prescribed fee. In certain study units there is NO second examination opportunity. Details will appear in the relevant tutorial letter.

The examinations for the MBL papers are written in October/November, with special, supplementary and aegrotat examinations being written in January.

The examinations for the MBA papers are written in May/June and the special, supplementary and aegrotat examinations (for students who qualify) in October/November.

See Rule P25(6) in Part 4 of the Calendar for the examinations for half modules of the old curriculum.
examiner for honours, master's and doctor's examinations, and, with the special approval of Senate, also for final courses.

4. At the discretion of the Senate, an examination shall be written or oral, or both written and oral, and may include practical work. The University reserves the right to summon a student for an additional oral or written examination. Except where otherwise arranged, the written and oral examinations take place in Pretoria.

5. In an examination a pass shall be 50%, and for the predicate ‘with distinction’ to be awarded, the mark shall be 75%; except where otherwise laid down expressly in Rule G22 or in the rules of the individual colleges.

6. Examination scripts may be remarked in accordance with procedures as specified on the notification of examination results and on payment of the prescribed fee – see Miscellaneous fees in the Registration Information Brochure.

7. Should the examination material (answer book etc.) of candidates not be received by the University's offices in Pretoria for marking, irrespective of the reason for such loss, such candidate will be granted an opportunity of writing another examination in the same study unit free of charge.

8. A candidate shall be responsible for the arrangement and expenses of travel to, and stay at, an examination centre.

9. Students who fail or are absent from their first examination session and are granted a supplementary, aegrotat or special examination must note that this will be their last and final opportunity for writing an examination in respect of the particular academic year. No further examinations are granted in respect of results obtained at the supplementary, aegrotat or special examinations. Students who either fail or are absent (for whatever reason) from the second examination opportunity, must reregister for such study unit(s) if he/she wishes to continue with the study unit(s). There is no third examination opportunity within the same academic year.

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NB 2

The University will regard all results to be correct and complete if no queries received from a student within a period of 3 months from the date of release of the examination results.

RECHECKING OF EXAMINATION ANSWER BOOKS

1. A written original application (together with the prescribed fee) for rechecking of an answer book must reach the Examination Department not later than the closing date as published on the reverse side of the original Exam Result Sheet. Applications may also be faxed (012 429 4150; For attention: Remark Section) or via e-mail (remark@unisa.ac.za) or via post (PO Box 392, Unisa, 0003) (student number must appear in the subject heading). Mere proof of payment (alone) is not regarded as an application unless accompanied by a written application. It is the responsibility of the student to ensure that the university receives his/her application. Due to electronic failures which occur from time to time it is the responsibility of the student to ensure that the university receives the original application timeously. No late and/or incomplete applications will be considered. Students may apply at any of the Unisa offices. Applications must NOT be directed to academic staff. An answer book that only consists of an examination mark reading sheet will NOT be remarked as these are marked electronically. Once an application has been processed it may not be cancelled.

2. The mark awarded after rechecking will be the final result.

3. A student will not be entitled to a supplementary examination (if applicable) on grounds of a remark result. Mere proof of payment (alone) is not regarded as an application unless accompanied by a written application. Due to electronic failures which occur from time to time, it is the responsibility of the student to ensure that the university receives the original application timeously. No late and/or incomplete applications will be considered. Students may apply at any of the Unisa offices. Applications must NOT be directed to academic staff. Once an application has been processed it may not be cancelled.

4. Rechecking results will be made known approximately two months after the closing date.

5. A student may not apply for a remark in respect of the practical component of an examination (eg. physiology).

6. Remark fees will be refunded if a student:
   8.1 who originally failed, now PASSES as a result of remarking.
   8.2 who originally failed, now PASS with a SUBMINIMUM (if applicable) as a result of remarking.
   8.3 is awarded a DISTINCTION as a result of remarking.
   8.4 gains admission to study for a following, higher qualification on the grounds that his/her marks have sufficiently improved as a result of remarking.

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G9

Aegrotat and special examinations

NOTE that there are NO aegrotat and/or special examinations in certain undergraduate modules (see the relevant tutorial letter). There are also no aegrotat and or special examinations for postgraduate study units, the examinations of which are written in January/February, or in the study units of the Honours BCompt degree, the Postgraduate Diploma in Accounting Sciences or the Advanced Certificate in Education.

No supplementary examinations are granted in respect of aegrotat or special examinations.

An aegrotat or special examination in the following examination period may be granted to a student who has been prevented from taking the preceding examination or has been unable to complete the examination as a result of:

(a) illness on the day of or immediately before or during the examination provided that his/her application is accompanied by a certificate, issued by a Medical Practitioner registered with the SA Medical and Dental Council, specifying the nature, commencement date and duration of the illness and declaring that for health reasons it was impossible or undesirable for the candidate to sit for the examination on the day concerned AND, where applicable, a letter from the invigilator certifying that the candidate left the examination hall due to illness;

or

(b) personal circumstances, such as military service, work commitments, the serious illness or death of a relative during
Where an examination is deferred and a special or aegrotat examination is granted, without the module/paper having been written at the first examination opportunity, such deferred examination will be regarded as the second and final examination opportunity for that academic year. NO further supplementary, aegrotat or special examination will be granted and students who fail or are absent from such examination will have to reregister for the relevant module/paper during the next academic period.

Where a student qualifies for both an aegrotat or special examination as well as a supplementary examination in terms of G10, it should be noted that if the examination dates and/or times should clash, the supplementary examination will lapse.

**NB**
- Applications for special examinations must be accompanied by original documentary evidence giving FULL details as to why the candidate was prevented from writing the examination. If applications are submitted via fax (012 429 4150) or e-mail (aegrotats@unisa.ac.za) (student number should appear in the subject heading), the original documents as required above must be posted to the University. Due to electronic failures that occur from time to time it remains the student’s responsibility to ensure that the university receives the original application and any accompanying documentation before the closing date. Student numbers must appear on all documents. Medical certificates (alone) received without an accompanying written application will be considered to be an incomplete application and will not be processed/considered.
- Candidates must have obtained examination admission in respect of the relevant study unit.
- The prescribed examination fee must accompany the application for the aegrotat or special examination. Examination fees are not refundable or transferable.
- No alternative dates or times can be arranged in cases where examination dates or times clash.
- Physically handicapped students are referred to A22, NB2.

**IMPORTANT**
In all cases under G9 above, the student’s application (and accompanying documentation), together with the prescribed fees, must be received by the University within 10 DAYS from the date on which he/she should have written the supplementary examination in the study unit concerned – see Miscellaneous Fees in the Registration Information Brochure for the exact amount to be paid. Failure to pay the prescribed fee timeously will result in examination results being withheld. Applications may be made via fax (012 429 4150), e-mail (aegrotats@unisa.ac.za) (student number must appear in the subject heading) or via post (PO Box 392, Unisa, 0003). In all cases the university requires the student to submit the original documentation.

Only suitable certificates issued by a Medical Practitioner, registered with the SA Medical and Dental Council or Traditional Healers, will be accepted.

**G10 Supplementary examination**

(1) NOTE that there are NO supplementary examinations in certain Undergraduate modules. Details will appear in the relevant tutorial letter.

(2) In the student’s final year of study, and only in exceptional circumstances, the Executive Dean of the College may exercise his/her discretion to grant a supplementary examination outside of the prescribed parameters.

(3) A candidate who qualifies for a supplementary examination in the following examination period, shall receive a notification to that effect together with his/her examination results, and shall write the examination at a centre allocated by the University.

**NB**
- A supplementary examination by virtue of a candidate’s performance in the examinations may be granted provided that he/she obtained 45–49% in the study unit(s) concerned. In study units offered by the College of Science, Engineering and Technology students must obtain between 30–49% to qualify for a supplementary examination. Students cannot apply for a supplementary examination.

Note that there are no supplementary examinations for postgraduate study units, the examinations of which are written in January/February, or in the study units for the Hons BCompt degree, the Postgraduate Diploma in Auditing, the Postgraduate Diploma in Accounting Sciences or the Advanced Certificate in Education.

Students will be expected to write the supplementary, aegrotat or special examination at the same centre at which they wrote the previous examinations unless prior arrangements have been made.

(4) Where a candidate qualifies for both an aegrotat or special examination in terms of G9 above and a supplementary examination in terms of G10 above, the supplementary examination shall lapse should the examination dates and/or times clash.

(5) See Miscellaneous Fees in the Registration Information Brochure for the exact amount to be paid.

(6) No further examination opportunities are granted in respect of supplementary examinations. Students who fail their supplementary examinations must reregister for the relevant study unit.

**G11 Disciplinary code for students**

**NB**
The harmonised Student Disciplinary Code for Unisa is in effect. The Code is published on myUnisa and all students are urged to familiarise themselves with the content.

**1. Definitions**

**Council** means the Council of the University.

**Day** means a working day with the exclusion of Saturdays, Sundays and public holidays.

**Employee** means a permanent or temporary employee of the University.

**Initiator** means an employee of the University appointed by the Registrar to conduct the case for and present the evidence on behalf of the University at the Student Disciplinary Committee.

**Principal** means both Principal and Vice Chancellor of the University.

**Registrar** means the Registrar of the University and includes the Deputy Registrar.

**Student** means any person, who at the time of the alleged misconduct is or was

(i) registered for a qualification listed in the University’s calendars, or

(ii) taught or evaluated on any University premises by an employee or someone contracted by the University for that purpose.

**Student Disciplinary Appeals Committee** means the committee constituted by the Registrar to consider cases of student appeals from decisions of the Student Disciplinary Committee.

**Student Disciplinary Committee** means a committee constituted by the Registrar to adjudicate charges of misconduct relating to students.

**Students’ Representative Council** means the Students’ Representative Council of the University.

**University** means the University of South Africa.

**University premises** refers to any premises or building which is the property of the University or is controlled by the University for University activities including regional offices, centres and examination venues.

**2. General principles and rules**

2.1 The Student Disciplinary Code is aimed at

2.1.1 upholding the name and reputation of the University.
2.2 Any conduct of a student that contravenes the Disciplinary Code and/or negatively impacts on the goals of the code may be regarded as misconduct and subject to disciplinary measures.

2.3 The general supervision and control of student discipline at the University vests with the Registrar and are administered in terms of the Students' Disciplinary Code of the University.

3. Misconduct

3.1. A student is guilty of misconduct if she/he

3.1.1 intentionally or negligently contravenes or subverts, or attempts to contravene or subvert, or assists, encourages or persuades any other person to contravene or subvert a code, regulation, rule or instruction of the University

3.1.2 refuses or fails to comply with a lawful instruction or request of an employee of the University authorised to give such instruction or make such request, or acts contrary to such instruction or request

3.1.3 commits any statutory or common law crime whilst on University premises

3.1.4 intentionally or negligently misuses, damages, defaces, destroys or alienates, or without authorisation uses any building, furniture or equipment, computer, vehicle, notes, documents or any other thing owned or controlled by the University or by any employee of the University, or by any registered student of the University

3.1.5 intentionally or negligently mismanages and/or misappropriates University funds

3.1.6 brings intoxicating liquor onto the premises of the University without the consent of the Principal (or a person duly authorised by him/her) or the management of the regional centre, or consumes or abuses intoxicating liquor and/or is under the influence of such liquor while on University premises

3.1.7 brings an illegal dependence-producing drug (as defined in section 1 of the Drugs and Drug Trafficking Act, 1992) onto the premises of the University, or is found to be in possession of such illegal substance or is under the influence of such substance whilst on the premises of the University

3.1.8 without proper authorisation:

3.1.8.1 brings onto or stores on University premises a firearm, other dangerous weapon, fuel that cannot reasonably be shown to be required for the operation of a motor vehicle or any explosive device or

3.1.8.2 allows or arranges for the aforementioned (as per 3.1.8.1) to be brought onto or stored on University premises

3.1.9 sexually or otherwise harasses any person (as defined in the Sexual Harassment Policy (students)) whilst on University premises

3.1.10 acts in a racist manner towards any person whilst on University premises

3.1.11 commits an indecent act on University premises

3.1.12 unlawfully expresses, publishes or disseminates in speech, writing, print or other medium on University premises any views, beliefs or ideology that would infringe upon the dignity or other human rights of any student or groups of students, or any employee of the University, or person invited by the University as a guest of the University

3.1.13 without the written permission of the Principal and Vice Chancellor uses the name of the University, or uses or displays the logo and/or the Coat of Arms of the University

3.1.14 convenes an assembly on University premises without obtaining the prior consent of the Principal and Vice Chancellor (or the person duly authorised by him/her) or the management of the regional centre, or attends a gathering prohibited by the Principal and Vice Chancellor or the management of the regional centre

3.1.15 knowingly makes a false statement about the University or otherwise intentionally provides materially false information to anyone in or outside the University about the University

3.1.16 intentionally or negligently tenders or presents to any employee of the University any document which he or she knows or ought reasonably to know to be false or a forgery and which causes or has the potential to cause prejudice to the administrative, financial or academic interests of the University

3.1.17 accepts or offers a bribe to students, employees or any other official of the University

3.1.18 reproduces or transmits in any form or manner, whether electronically or mechanically (including photocopying and faxing), any study guide, book, thesis, dissertation, article, examination paper, lecture, printed tutorial matter or any other study aids in respect of which copyright exists, unless such reproduction or transmission is done in a manner authorised in terms of the Copyright Act, 1978 (as amended), and unless the copyright owner's permission for the reproduction or transmission is obtained

3.1.19 contravenes the provisions of the Copyright Infringement and Plagiarism Policy of the University as it relates to plagiarism

3.1.20 collects money or offers goods for sale or advertises goods on the premises of the University without the permission of the Principal and Vice Chancellor (or a person duly authorised by him/her) or the management of the regional centre

3.1.21 neglects or refuses to return library material borrowed from the University library

3.1.22 behaves in any way that leads or may lead to the consequences described below, if such consequences were or should reasonably have been foreseen at the time when such behaviour occurred. Such behaviour includes conduct by which

3.1.22.1 the good name and reputation of the University is or may be impaired

3.1.22.2 the maintenance of order, discipline and security at the University is or may be prejudiced or imperilled or

3.1.22.3 the process of tuition, research and administration and general University activities are or may be prejudiced or imperilled With specific regard to assessments, a student is guilty of misconduct if he/she cheats in any University examination.

3.2 For purposes of this rule 'examination' includes all assessments of a student's performance organised and/or conducted in the name of the University.

3.2.2 Further, for purposes of this rule 'cheating' includes

3.2.2.1 the possession of any unauthorised notes and/or aid(s) in the examination venue after the first answer book or question paper has been made available to students, which may assist the student in the examination

3.2.2.2 the use or attempted use during an examination of any note or aid, the use of which is not authorised by the examiner or examination officer

3.2.2.3 the communication or attempted communication of any information relating to an examination with any other candidate whilst the examination is in progress

3.2.2.4 the removal or attempted removal from an examination room of any examination book or writing paper supplied by the University for the purpose of answering an examination

3.2.2.5 the use of a false name, identity number or student number in an examination

3.2.2.6 the submission for examination as own work any matter that has been copied, reproduced or extracted in whole or in part from the work of another student or some other person, or which is substantially the same in whole or in part as the work of another student
4. The Student Disciplinary Committee (SDC)

4.1 THE PANEL

4.1.1 The Student Disciplinary Committee will be identified from amongst the following groups of persons:
4.1.1.1 eight members of the College of Law nominated by the Executive Dean of the College of Law;
4.1.1.2 ten members of Senate appointed by the Principal and Vice Chancellor; and
4.1.1.3 the Registrar.

4.1.2 In respect of each meeting of the SDC, the Registrar nominates five members from amongst the groups of persons identified in 4.1.1 above to constitute the Student Disciplinary Committee.

4.1.3 The Chairperson of the SDC will be identified from amongst the five persons nominated by the Registrar in 4.1.2 above and will be a person with legal training or qualification.

4.1.4 The Chairperson will nominate the Chairperson of the SDC.

4.1.5 The Students' Representative Council may nominate one student, with observer status, to attend an SDC meeting.

4.2 QUORUM

Three members of the SDC constitute a quorum.

4.3 ABSENCE OF DISCIPLINARY COMMITTEE MEMBERS

4.3.1 If at any stage during the sitting of the SDC a member of the Committee is no longer able to participate in the proceedings or is absent for any reason, the hearing will continue, provided that the panel is properly constituted and that the Committee is quorate.

4.3.2 In all other cases, the hearing should be terminated and will commence de novo.

4.3.3 If the Chairperson is absent, the Committee elects a Chairperson subject to the provisions of Rule 4.1.3.

4.4 CHAIRPERSON TO DETERMINE PROCEDURES

Subject to the provisions of this Code, the procedure adopted at the SDC is determined by the Chairperson of the SDC.

4.5 THE INITIATOR

The Registrar appoints the initiator to present the case for the University.

4.6 DECISIONS OF THE SDC

4.6.1 At the conclusion of the evidence, the Committee decides, in light of all the evidence led, whether or not the student is guilty of the misconduct, as charged.

A finding of guilty will only be returned if:
4.6.1.1 the misconduct charged has, in the opinion of the Committee, been proved on a balance of probabilities; or
4.6.1.2 the student has freely and voluntarily admitted guilt and the Committee is satisfied that there is evidence from the accused or from another source to substantiate the admission. Should the Committee not be satisfied with the evidence presented, it may of its own accord call for further evidence to be led in respect of the charge.

4.6.2 If the Committee does not find the student guilty as provided for under Rule 4.6.1.2, the student is acquitted of the charge.

4.6.3 The decision of the SDC is determined by a majority vote of the members present.

4.6.4 In the event of an equality of votes, the Chairperson of the SDC has a casting vote in addition to his/her ordinary vote.

4.7 STUDENT'S ABSENCE FROM HEARING

If a student charged with misconduct does not attend his/her disciplinary hearing, such hearing proceeds in his/her absence and the proceedings of the SDC are not invalid as a result thereof.

4.8 RECUSAL FROM PROCEEDINGS

A member of the SDC who has laid a complaint of misconduct must recuse him/herself from the proceedings of the SDC which has been constituted for the purpose of adjudicating a charge emanating from the complaint.

4.9 OBSTRUCTION OF PROCEEDINGS

If a student charged with misconduct interferes with or obstructs any proceedings of the SDC or refuses to carry out an instruction of the Chairperson of such Committee, such student may be ordered by the Chairperson to withdraw from the proceedings, which may then continue in his/her absence.

4.10 RECORD OF PROCEEDINGS

The Registrar appoints a person to record, by means of tape recording or in writing, the proceedings of the SDC and all the evidence tendered. Such a person is not a member of the Committee.

5. Procedure in the case of a complaint of misconduct

5.1 NOTIFICATION OF MISCONDUCT

A student will not be formally charged with misconduct until a written and signed statement containing an accusation, complaint or allegation made against the student has been submitted to the Registrar or a person authorised by him/her to receive such complaint, provided that nothing contained therein will prevent the Registrar from laying a complaint of misconduct against a student.

5.2 PRELIMINARY INVESTIGATION

5.2.1 The Registrar appoints one or more persons to conduct a preliminary investigation into an accusation, complaint or allegation brought to his/her attention. The Registrar may, at his/her discretion, conduct the investigation him/herself.

5.2.2 Such person(s) so appointed submits a written report and/or charge sheet to the Registrar.

5.2.3 The person(s) appointed to conduct the preliminary investigation may consult with or obtain information from any person, including the student against whom the accusation, complaint or allegation has been made.

5.3 REFERRAL TO THE STUDENT DISCIPLINARY COMMITTEE (SDC)

5.3.1 If the Registrar is of the opinion that there is a prima facie case and that there are reasonable grounds for a charge of misconduct and that the misconduct is of a serious nature, he/she drafts a written charge or has such charge drawn up to be heard by the SDC.

5.3.2 If the Registrar is of the opinion that an alleged misconduct of a student constitutes a minor contravention of the Code, the Registrar may exercise his/her discretion to decide what further steps should be taken in response to the alleged misconduct.

5.4 NOTICE TO THE ACCUSED STUDENT

5.4.1 When proceedings against a student are instituted in terms of 3 above, the Registrar will give the student concerned not less
than 14 days notice in writing of the date, time and place of the hearing by the SDC.

5.4.2 The Notice under this rule will inform the student:
5.4.2.1 that proceedings under the Students’ Disciplinary Code are to be instituted against him/her and that a copy of the Code is available for inspection in the Office of the Registrar or on the University student website,
5.4.2.2 of the Rule that the student is alleged to have breached and/or the act(s) of misconduct that the student is alleged to have committed. The Notice must set out the charge with sufficient particularity to enable the student to prepare for his/her defence,
5.4.2.3 of his/her right to answer the charge in writing at least four days before the hearing,
5.4.2.4 of his/her right to attend the hearing to present his/her case, or to be represented at the hearing by another student, member of the Student Representative Council or an employee of the University, and
5.4.2.5 of his/her right if he/she is a minor to be assisted by his/her parent or guardian or, at the discretion of the SDC, to be assisted by any other person appointed by such parent or guardian, provided that nothing contained in this Rule renders the conduct of the SDC void if the student is not so assisted on the date set for the hearing.

5.5 SERVICE OF NOTICE

5.5.1 Service of any written notice and the furnishing of particulars in terms of this Code will be by prepaid, registered post to the residential address provided either on the most recent application form completed by the student for the purpose of registration or on any later written notice submitted by the student to the University of a change of address.
5.5.2 In the case of such service the student will be deemed to have received the Notice and particulars within five days of the date of posting thereof.

5.6 SUSPENSION

5.6.1 No student will be suspended from the University before a hearing is held. However, the Registrar may use an abridged service of Notice to convene an emergency SDC that will determine the need for a temporary suspension which will serve to prohibit such student from:
5.6.1.1 entering onto the premises of the University, or any part thereof, and/or
5.6.1.2 exercising a right or privilege resulting from his/her enrolment as a student.
5.6.2 A temporary suspension in terms of paragraph 5.6.1 remains in force for the period not exceeding thirty days or until the disciplinary proceedings in terms of this Code have been completed, whichever instance may first occur.
5.6.3 The suspended student may make written representations to the Principal and Vice Chancellor within five days of receipt of written notice of his/her suspension, advancing reasons why he/she should not be suspended.
5.6.3.1 The Principal and Vice Chancellor may at his/her discretion revoke a suspension at any time, provided that, notwithstanding such revocation, further steps may be taken to proceed with the disciplinary hearing on the charge of misconduct against the student.
5.6.3.2 The Principal and Vice Chancellor may, at his/her discretion, also confirm the suspension.

6. General procedures at the hearing of a charge of misconduct

6.1 In the interest of transparency, all hearings are open meetings unless the Chairperson of the SDC is persuaded by the circumstances of the case to direct that the hearing be closed to the University community.
6.2 The initiator leads evidence against the accused student and generally conducts the case for the University.
6.3 The SDC allows the student or such person representing the student a reasonable opportunity to present a defence and to answer the charges.
6.4 Both the initiator and the accused student are allowed to adduce all relevant evidence and call witnesses and to examine and cross-examine witnesses, as appropriate.
6.5 The SDC may also ask the witnesses questions for clarity.
6.6 The SDC may further, of its own accord, call for evidence that it may deem relevant to a determination of the issue(s) before it.
6.7 The hearing of the SDC is conducted in an informal manner, according to the principles of natural justice and with due regard for the rights of the accused student. No accused student will be prejudiced by reason of a failure to comply with the rules of procedure or rules of evidence as applied in the ordinary courts.
6.8 If the student is a minor, no disciplinary action(s) will be taken against that student before his/her parent or guardian has also been informed in writing of his/her alleged misconduct and has been given a proper opportunity to make a written statement and, if he/she so wishes, to appear before the SDC in person.

7. Sanctions

7.1. When considering an appropriate sanction, the SDC takes account of all mitigating and aggravating factors presented during the hearing. Further, when considering the appropriateness of the disciplinary measures to be imposed, the SDC ensures that such disciplinary measures are, as far as possible, appropriate to and commensurate with the nature and gravity of the misconduct of which the student has been found guilty. And still further, it is noted that the SDC is also bound by the rules of administrative law and natural justice and the principles of precedent.
7.2. After finding a student guilty of misconduct, the SDC may impose one or more of the following sanctions:
7.2.1 revocation of a degree, diploma or other qualification obtained from the University in an improper manner;
7.2.2 a written reprimand and/or warning;
7.2.3 denial of a right or privilege resulting from enrolment as a student at the University;
7.2.4 a fine not exceeding twice the annual tuition fee for the full first year of study of the qualification for which the student is registered;
7.2.5 payment of compensation or requiring the accused student to repair the damage caused by his/her misconduct;
7.2.6 denial of the right or privilege to register for a particular study module or course offered by the University;
7.2.7 annullment of examination results and/or withdrawal of a credit(s) obtained in a study modules and/or courses;
7.2.8 refusal of admission to an examination for a specified period;
7.2.9 confirmation of the temporary suspension of a student, and/or the suspension of the student for a specified period or further period subject to any condition(s) which the SDC deems reasonable;
7.2.10 denial of the privilege to register or enrol again as a student at the University for a specified period;
7.2.11 any other appropriate sanction(s) which the SDC deems suitable in the particular circumstances; and/or
7.2.12 A student who is temporarily or permanently deprived in terms of this Code of a right or privilege which he/she enjoys as a student or is temporarily or permanently denied admission to the University, forfeits any claim for repayment, reduction or remission of moneys paid or payable to the University.

8. Implementation of findings of the SDC

8.1 If the SDC finds an accused student:
8.1.1 guilty, the student is notified in writing of the finding and the sanction(s) imposed by the SDC. In the Notice, the student is further informed of his/her right to appeal against the finding(s) and/or the sanction(s) imposed;
9.5.4 When an appeal is lodged against a decision of the SDC in
9.5.3 Upon receipt of a Notice of Appeal, a copy of such Notice is
9.5.1 A student who has been found guilty of misconduct may, within

9.5 PROCEDURES

9.5.1 A student who has been found guilty of misconduct may, within
fourteen days of being informed of the finding of the SDC, appeal to
the SDAC in writing by lodging a written Notice of Appeal with the
Registrar, provided that a student who has been found guilty of misconduct after having pleaded guilty to the charge
against him/her has no right of appeal against such finding, but
may still appeal against the sanction.
9.5.2 The appellant furnishes, in writing, detailed grounds for his/her
appeal in the Notice of Appeal.
9.5.3 Upon receipt of a Notice of Appeal, a copy of such Notice is
forwarded to the Chairperson of the SDC which adjudicated the
charge, whereupon the SDC, where necessary, should within a
reasonable period compile a reply to the grounds for appeal and
submit it to the Chairperson of the SDAC.
9.5.4 When an appeal is lodged against a decision of the SDC in
terms of Chapter 9, the enforcement of any disciplinary measure
imposed by the SDC is deferred by either the SDC or the
Registrar, pending the outcome of the appeal.
9.5.5 An appeal will be heard solely on the grounds of the record of
the proceedings of the SDC, together with any document(s) and
exhibit(s) submitted during the SDC hearing, save where the
appeal is based on a material irregularity that is alleged to have
occurred in the course of the proceedings but does not appear as
such from the record.
9.5.6 For the purposes of an appeal, the appellant or the person
assisting him/her or any other person allowed by the SDAC
(or the SDC as the case may be) may make written or, with the
permission of the SDAC, verbal representations to the SDAC.
9.5.7 After considering an appeal the SDAC may:
9.5.7.1 dismiss the appeal and uphold the decision of the SDC in
its entirety or in part,
9.5.7.2 allow the appeal and set aside the decision of the SDC in
its entirety or in part,
9.5.7.3 amend the decision of the SDC,
9.5.7.4 prior to reaching a final decision concerning the appeal,
the SDAC may refer any question pertaining to the
hearing of the SDC back to the SDC concerned and order
that a report be submitted.
9.5.8 The SDAC will not increase any sanction(s) imposed by the SDC
unless the SDAC has given the accused student prior reasonable
written notice of its intention to do so and has further considered
the appellant’s written representations, if any, in this regard.
9.5.9 There is no further forum for appeal within the University
structures after the SDAC.
10. Reporting and disclosure of findings

10.1 If a student in respect of whom the SDC has imposed a sanction
fails to exercise his/her right of appeal as set out in Chapter 9, the
SDC submits a written report on the matter to the Executive
Committee of Senate.
10.2 If a student in respect of whom the SDC has imposed a sanction
exercises his/her right of appeal as set out in Chapter 9, the
SDC will submit a written report on the matter to Council
after disposing of the appeal and, if it deems necessary, to the
Executive Committee of Senate for its information.
10.3 Final decisions in respect of student disciplinary proceedings
(without identifying the student) will be published on the
Registrar’s website and may be made public by any other means
determined by the relevant Student Disciplinary Committee or
the Registrar, save where exceptional circumstances are found to
exist.
11. Safekeeping of the record of proceedings

11.1 All documents and tape recordings, pertaining to a disciplinary
matter, will be kept in safe custody by the Registrar. A student is,
however, entitled to receive copies of such documents and tape
recordings at his/her own expense.
11.2 Such documents and tape recordings will be held by the
University for a period of three years after a matter has been
finalised.
12. Commencement of this code

12.1 This Code comes into operation on the date on which it is
approved by the Council.
12.2 This Code is the relevant Code for all students registered at
UNISA from the commencement date of this Code and repeals
all previous Student Disciplinary Codes, policies and procedures
that may have previously pertained.
13. Operational guidelines

13.1 The Registrar may prepare operational guidelines regarding:
(a) minimum and maximum sentences to be imposed by the
SDC and SDAC;
(b) any matter required to be prescribed in terms of this
Code; and

13. Operational guidelines
1 and the

In respect of foreign students applying for admission to an

Section 37(4)(a) of the HEA

In addition, a further section may be added that will outline the implementation

In addition, all students registering for the first time at a South African

In the absence of anything to the contrary, the rules relating to

Bachelor's degrees are, mutatis mutandis, also applicable to diplomas

In the absence of anything to the contrary, the rules relating to

Admission to an undergraduate degree programme may be

Minimum admission requirements for Higher Certificate, Diploma and

There is a Managed Open Admission Plan/Policy (MOAP) proposed for

UNISA. When the Plan/Policy is approved, it will be either cross-referenced or

Admission to students in terms of a Mature Age

Admission to students in terms of a Mature Age

Admission to students with a Conditional Matriculation

any other matter which the Management Committee

3 Any guideline made under this subsection must be submitted to

G12 

Diplomas and Certificates

In the absence of anything to the contrary, the rules relating to

Bachelor's degrees are, mutatis mutandis, also applicable to diplomas

G13 

Admission to studies

HIGHER CERTIFICATE/DIPLOMA/BACHELOR'S DEGREE

PROGRAMMES

University Admission Requirements: New students

(1) All new students must meet the basic entrance requirements

(2) Senate, with the approval of Council, has the prerogative to set

(3) In respect of foreign students applying for admission to an

Admission to students with a Conditional Matriculation

(1) Under the provisions of the Higher Education Act, 1997 students

(2) All rules relevant to admission to University studies will apply.

(3) Admission to the University in terms of (1) above is limited to a

(4) If the student fails to comply with the condition prescribed in

(1) Minimum admission requirements for Higher Certificate, Diploma and

1 Minimum admission requirements for Higher Certificate, Diploma and

2 There is a Managed Open Admission Plan/Policy (MOAP) proposed for

3 Section 37(6)(a) of the HEA

4 UNISA will need to investigate admission requirements (and if these need to

Admission to languages

See the relevant subject chapter in Part 2 of the Calendar as well as A9 in

G15 

Curriculum and duration of

curriculum

(1) Every candidate for a degree, a diploma or a certificate shall, as a registered student, follow an approved curriculum for the

(2) A student shall be solely responsible for compiling his/her curriculum for the degree, diploma or certificate for which he/she wishes to register, in accordance with the rules for that

(3) Students, whose curriculum, as a result of the transitional

G16 

Recognition of attendance

If a student has followed a recognised course of studies at another

university in the Republic or at another institution approved by the

Senate for that purpose, his/her period of attendance at such university

or institution will be recognised by the Senate as part of the period of

attendance prescribed for a Bachelor's degree, on the following conditions:

(a) The total period of attendance of a student shall amount to at

least the full period prescribed for the degree;

(b) The student shall follow an approved curriculum at this

University for at least two academic years, and shall pass at least

half the total number of study units, prescribed for the degree

concerned at this University. Subject to Rule G18 a student shall

pass the final level of one major subject at this University, unless

the Senate determines that the final level of the second major

subject for degrees for which two major subjects are prescribed, shall also be passed here.

(c) An original transcript of the student's complete academic record

shall be submitted.

G17 

Exemption from study units

and transfer of credits

(1) A student who has COMPLETED a degree, a diploma or a

certificate at ANOTHER university in the Republic or at an

institution recognised by the Senate for this purpose may, by

virtue of study units passed in this manner, be exempted from

corresponding study units for another degree, diploma or

certificate at this University. Provided that:

18
(a) exemption shall not be granted from more than half the minimum number of study units prescribed for the degree, diploma or certificate for which he/she is a candidate;

(b) subject to Rule G18 exemption shall not be granted from the final level modules of more than one major subject for degrees for which two major subjects are prescribed nor, from the five prescribed modules on third level for degrees with one major subject nor, in the case of the BSc degree, from the four or more modules on third level (or higher) prescribed for a major subject in accordance with Rule Sc5(1)(b) in Part 7 of the Calendar (except in accordance with the provisions of the NB under Sc5(1)(a));

(c) irrespective of the number of study units taken into account for exemption, at least half the minimum number of study units prescribed for his/her proposed degree, diploma or certificate shall be study units NOT passed by him/her for the previous degree, diploma or certificate;

(d) if a study unit is compulsory for his/her proposed degree, diploma or certificate and the student has already passed that study unit but cannot be exempted from it in terms of G17(1)(b) and/or (c) above, the Senate shall decide which other study unit shall be taken in its stead;

(e) if G17(1)(c) or (d) above is impracticable on account of there being no alternative study units for the degree concerned, the Senate may permit a student to repeat study units;

(f) exemption from the individual papers of a course may in some instances be granted, if approved by the Dean of the college concerned;

(g) where students have obtained a diploma, exemption shall not be granted by virtue thereof unless they qualified for admission to studies for their proposed degree, diploma or certificate before they registered for the relevant study units of the completed diploma.

(2) A student who has passed study units for an UNCOMPLETED degree, diploma or certificate at ANOTHER university in the Republic or at an institution recognised by the Senate for this purpose may, by virtue of study units thus completed, be exempted from corresponding study units for a degree, a diploma or certificate at this University; provided that

(a) exemption shall not be granted from more than half the minimum number of study units prescribed for the degree, diploma or certificate for which he/she is a candidate. In the case of the BBA degree students may be exempted from a maximum of 14 modules;

(b) exemption shall not be granted from the final level modules of more than one major subject for degrees for which two major subjects are prescribed nor, from the five prescribed modules on third level for degrees with one major subject nor, in the case of the BSc degree, from the four or more modules on third level (or higher) prescribed for a major subject in accordance with Rule Sc5(1)(b) in Part 7 of the Calendar (except in accordance with the provisions of the NB under Sc5(1)(a)) – see also G18;

(c) irrespective of the number of study units taken into account for exemption, the student may repeat study units from which he/she cannot be exempted in terms of G17(2)(a) and/or (b) above;

(d) where the students have passed study units for an uncompleted diploma or certificate, exemption shall not be granted by virtue thereof unless they qualified for admission to studies for their proposed degree, diploma or certificate before they registered for the relevant study units of the uncompleted diploma.

(3) Study units passed by a student for an UNCOMPLETED degree, diploma or certificate at THIS UNIVERSITY, may, where applicable, be transferred as credits for another qualification provided that the student shall forfeit such study units as credits for the original qualification.

(4) In the absence of express provision to the contrary, the provisions of G17(1) shall apply, mutatis mutandis, where a student HAS COMPLETED a degree, a diploma or a certificate AT THIS UNIVERSITY, provided that in addition to exemptions that may be granted in terms of Rule G17 (1) and (2), a student who completed a diploma at this University may, where applicable, be exempted from all corresponding study units for a degree.

(5) If candidates do not pass any study units in the year in which they are exempted from study units, their exemption shall be subject to the rules in force in the year in which they continue their studies.

G18 Choice of major subjects

A student shall not choose as a major subject for a degree, a subject or modules which he/she has passed as a major or principal subject for a completed degree, but shall take another subject or modules approved by the Senate.

Full details about the choice of major subjects for a particular degree will be found in the rules for the degree concerned in the relevant College Calendar.

G19 Sequence of courses

In the absence of provision to the contrary in the rules of a college, no student shall register for a subject on second or later level until he/she has passed the relevant prerequisite in that subject.

EXCEPTION

With the special permission of the Senate on the recommendation of the College, and subject to the provisions of General Rule G7, GRADUATES who require

(a) modules on different levels in only ONE SUBJECT for admission to studies for another degree at this University, may be permitted to register simultaneously for such modules in the subject concerned for non-degree purposes (NDP). In the case of Social Work, the following will apply – as a result of the nature and scope of the practical work, students in the subject Social Work (SCK) are only permitted to register simultaneously for modules on first and second level but not for modules on second and third level or modules on third and fourth level simultaneously.

Where lower-level modules are prerequisites for higher level modules students who register for semester modules will be required to first pass the lower-level modules before being admitted to the examination in the modules on the next level.

(b) students who register for semester modules will be permitted to write the other modules. If they fail the prerequisite examination, they will not be permitted to write the examination in the other modules.

Where lower-level modules are prerequisites for higher-level modules students who register for semester modules will be required to first pass the lower-level modules before being admitted to the examination in the modules on the next level.

In exceptional cases and with the permission of the Senate, graduates may, for purposes of admission to a course of study for another degree at this University, be permitted to register simultaneously for all the prescribed modules in a particular subject for non-degree purposes (NDP).

IMPORTANT

Succeeding study units passed by a graduate for non-degree purposes (NDP) in accordance with the provisions set out above, may, subject to the approval of the relevant College and Senate, be recognised as credits towards a degree, a diploma or a certificate at a later date provided that the duration of study for such degree, diploma or certificate is not less than the prescribed minimum period required to complete the relevant qualification.
A study unit which a student has already passed for degree purposes (see G22) may NOT be repeated for degree purposes. It may be repeated for NDP (e.g. with a view to obtaining higher marks for the purpose of admission to postgraduate studies) but the marks obtained by such repetition will not be recognised for the student’s degree.

A student who has passed a module and obtained credit for it, may repeat it, but only for non-degree purposes (NDP). This also applies to students who are repeating modules to qualify for admission to studies for an honours degree.

**G21 Examination dates and registration in accordance with the examination timetable**

1. Registration shall be strictly in accordance with the examination timetable.
2. Study units for which a student wishes to register in a particular academic year, must be selected in such a manner that the examination dates do not clash. If there is a clash, the student shall not be permitted to register for more than one of the study units concerned in that year/semester.
3. Admission to a special examination cannot be considered on grounds of a clash in the examination timetable.
4. See the Examination Timetable booklet for further details.

**G22 Pass and pass with distinction**

1. **Pass**
   Subject to G23 a student shall pass a module on any level by obtaining at least 50% and a subminimum of 40% in it. See G7 (2) regarding the subminimum and G23 for the exceptions.

2. **Pass with distinction**
   Subject to the relevant College rules, students pass with distinction in the final level of a major subject, or in any other level which may be passed with distinction, by obtaining an average of at least 75% in at least five of the highest level modules prescribed for that subject as a major subject.

3. You can obtain a qualification (NDip, BTech) cum laude if you pass all the subjects of the qualification at the first attempt and obtain an average of 75% or more, calculated in respect of all the subjects, including the final-level subjects.

4. You can pass a subject cum laude if you obtain a mark of 75% or more for the subject at the first attempt. ( Learners who have passed a rewrite or supplementary examination cannot be awarded a pass cum laude. Regardless of the marks obtained in the rewrite or supplementary examination, the result is indicated only as “pass” or “fail”).

5. You can be awarded a master’s degree (MTEch) cum laude if you obtain either an average of 75% or more for the subjects and research project concerned or 75% or more for the dissertation.

6. A doctoral degree may not be awarded cum laude.

**GRADUATION CEREMONIES**

The graduation ceremonies are considered to be the culmination of the academic activities of a learner. Students who qualify will be notified in good time of the date and venue of the ceremony.

If a student did not receive an invitation to a ceremony within six to eight weeks after the last examination was written, the student must contact the University.
(3) The college rules regarding restrictions on the number of papers/modules for which students may register in their first year, if any, appear in the departmental brochures on postgraduate studies.

**PG3 Exemption from papers/modules**

A student who has passed papers/modules for an uncompleted honours bachelor's degree at another university or institution recognised by the Senate for that purpose may, by virtue of papers/modules thus completed, be exempted from corresponding papers/modules for an honours bachelor's degree at this University, provided that:

(a) exemption shall not be granted from more than half the minimum number of papers/modules prescribed for the degree for which he/she is a candidate;

(b) if the number of papers/modules considered for exemption exceeds half the minimum number of papers/modules prescribed for the envisaged degree, a student may repeat papers/modules from which he/she has not been exempted.

Exemption shall not be granted by virtue of papers/modules passed for a completed honours bachelor's degree.

Where applicable and with due observance of (a) and (b) above, a student who is in possession of a matriculation exemption certificate and later completes an approved Certificate Programme or Advanced Certificate Programme at this University may, by virtue of study units passed towards such Programme, be exempted from corresponding papers/modules for an honours bachelor's degree at this University.

**PG4 Registration for papers/modules for non-degree purposes**

A student may, with the approval of the Head of the Department, register for non-degree purposes for a limited number of honours papers or modules, provided that he/she qualifies for admission to the studies for the honours degree concerned.

Students who wish to register for an undergraduate course/module(s) for non-degree purposes concurrently with their honours studies are referred to A18(B): Concurrent registration for postgraduate studies and a course/paper/module(s) for non-degree purposes under General Information.

**PG5 Choice of College**

If the subject which a student wishes to study is included in the list of subjects for the honours degree in the college in which he/she obtained the bachelor's degree, he/she shall not take the honours degree in another college, except with the special permission of Senate.

**PG6 Duration of study, reregistration and deferment of studies**

Re-admission to postgraduate studies will be according to the following set of criteria:

(1) During the first and every subsequent year of study the student must demonstrate academic activity to the satisfaction of the University.

(2) In the event of the student failing to meet this requirement, she/he will be admitted to another year of study. However, if the student continues not to demonstrate academic activity to the satisfaction of the University, the student will not be admitted to a further year of study at the University, except with the express approval of the Executive Dean of the College in which the student is registered.

(3) A student registered for a 180 credit structured Coursework or research master's degree must complete the study programme within three years and a student registered for a 360 credit structured coursework master's degree must complete the study programme within six years. A student may make application for one additional year of study to the Registrar who will only consider the application if it is recommended by the Executive Dean of the College in which the student is registered.

(4) A student registered for a research doctoral programme must complete the study programme within six years. A student may make application for one additional year of study to the Registrar who will only consider the application if it is recommended by the Executive Dean of the College in which the student is registered.

**DEFERMENT OF STUDIES**

(1) A student wishing to defer his/her academic studies must apply to the Registrar for permission and must include all relevant supporting documentation with the application. Such permission will only be granted on the recommendation of the Executive Dean of the College in which the student is registered.

(2) A student will be permitted to defer his/her studies for a maximum period of two years, except in exceptional circumstances determined by the Executive Dean of the College or the Registrar.

(3) Periods during which a student was permitted by the University to defer his/her studies will not be taken into account when calculating a student's period of registration.

**PG7 Statement regarding candidate's own work**

A candidate who is registered for an article, a research project, a study project, a project module, a short dissertation or an essay must, when submitting it for examination, submit the following statement together with the examination copy or copies:

"I declare that: ........... (title of article/research project/study project/project module/short dissertation/essay) is my own work and that all the sources that I have used or quoted have been indicated and acknowledged by means of complete references."

**PG8 Pass and pass with distinction**

(1) To pass a paper/module/article/research project/study project/essay/short dissertation, a candidate shall obtain at least 50%.

(2) To obtain the degree of Honours Bachelor with distinction, a candidate shall, subject to special provisions in the college rules, obtain an average of at least 75%.

**PG9 Honours degree by virtue of a master's examination**

A student who obtained a master's degree at this University before 1948 by passing both part I and part II of the master’s examination, or who passed only part I of the examination, may, on application and on payment of the prescribed fees, be admitted to the corresponding honours bachelor's degree. In that event the honours bachelor's degree shall be valid as from the date of completion of part I of the master’s examination.
General rules for Master's degrees

PG10 Admission

(1) The admission requirement(s) for postgraduate studies will be in accordance with the admission criteria as outlined for the particular qualification in the College calendar.
(2) International applicants are subject to the same entry requirements as South African applicants, except where an exception is approved by Senate.

PG11 Duration of study and reregistration

Re-admission to postgraduate studies will be according to the following set of criteria:

(1) During the first and every subsequent year of study the student must demonstrate academic activity to the satisfaction of the University.
(2) In the event of the student failing to meet this requirement, she/he will be admitted to another year of study. However, if the student continues not to demonstrate academic activity to the satisfaction of the University, the student will not be admitted to a further year of study at the University, except with the express approval of the Executive Dean of the College in which the student is registered.
(3) A student registered for a 180 credit structured Coursework or research master's degree must complete the study programme within three years and a student registered for a 360 credit structured coursework master's degree must complete the study programme within six years. A student may make application for one additional year of study to the Registrar who will only consider the application if it is recommended by the Executive Dean of the College in which the student is registered.
(4) A student registered for a research doctoral programme must complete the study programme within six years. A student may make application for one additional year of study to the Registrar who will only consider the application if it is recommended by the Executive Dean of the College in which the student is registered.

PG12 Deferment of studies

(1) A student wishing to defer his/her academic studies must apply to the Registrar for permission and must include all relevant supporting documentation with the application. Such permission will only be granted on the recommendation of the Executive Dean of the College in which the student is registered.
(2) A student will be permitted to defer his/her studies for a maximum period of two years, except in exceptional circumstances determined by the Executive Dean of the College or the Registrar.
(3) Periods during which a student was permitted by the University to defer his/her studies will not be taken into account when calculating a student's period of registration.

PG13 Curriculum, completion of curriculum and registration for papers/modules for non-degree purposes

(1) The curricula and any special requirements appear in the rules for the colleges. Where a written examination is involved, this will, unless otherwise indicated in the college rules, be held in January/February; provided that with the special permission of Senate, it may be held in October/November.
(2) Subject to special provisions in the college rules, papers/modules/courses may be written separately or concurrently and credit is retained for each paper/module/course which is passed.
(3) The examiners of a dissertation may, if they deem it necessary, call the candidate in for questioning on aspects of his/her topic before recommending the result. The Executive Dean or the Chairperson of Senate may also request such a questioning.
(4) No person may submit a dissertation or a dissertation of limited scope for examination more than once without the special permission of Senate. For the degrees MA in Clinical Psychology, MA(SS) (Mental Health), MEd – with specialisation in Guidance and Counselling, MMus – with specialisation in Performance, and for Option 1 of the Master's degree in Industrial and Organisational Psychology or Option 2 of the Master's degree in Psychology, no person may repeat any part of the examination without the special permission of Senate.
(5) A student may, with the approval of the Head of the Department, register for non-degree purposes for a limited number of master's papers or modules, provided that he/she qualifies for admission to the studies for the master's degree concerned – see also A18B(2).

PG14 Pass and pass with distinction

(1) To pass a paper/module/course, a student shall, subject to special provisions in the college rules, obtain at least 50%. The pass-mark for a dissertation/dissertation of limited scope/short dissertation is also 50%.
(2) A master's degree can be obtained with distinction. The distinction-mark is 75%. Any special requirements in respect of pass with distinction are indicated in the college rules.

PG15 Dissertation

(1) Unless otherwise decided by Senate, a student who wishes his/her dissertation or part(s) of the dissertation to be treated as confidential/secret must submit a fully substantiated application, supported by the institution concerned, when the title of the projected dissertation is initially submitted for approval. If it is approved that a dissertation be kept confidential/secret, the procedure to be followed will be determined by Senate.
(2) The Senate shall appoint:
   (a) a supervisor who will normally be a teacher of the subject at this University; provided, however, that Senate may appoint as supervisor another member of the University staff or a person not attached to the University. One or more internal and/or external joint supervisor(s) may also be appointed;
   (b) an examination commission which shall include the supervisor and normally the joint supervisor(s);
   (c) a chairman of the examination commission, in a non-examining capacity, who shall normally be the Head of the Department or another senior member of the Department, subject to (b) above.
(3) No dissertation which has previously been submitted for a degree at another university shall be accepted, but material taken by the candidate from existing publications may be incorporated in the dissertation. Such material must be clearly indicated. If called upon, the candidate shall submit, together with his/her dissertation, a copy of every dissertation previously submitted by him/her for another degree, whether it was accepted or not.
(4) The dissertation shall show proof of the candidate's ability to work independently. The language shall be correct and the technical workmanship satisfactory. A summary of not more than 150 words (350 words for a doctoral thesis) in the language in which the dissertation is written shall form an integral part of the dissertation and must be included in the front of each copy of the dissertation before the copies are bound. It must also be incorporated in the front of the unbound copy. If the dissertation is not in English, each copy of the dissertation must also contain
a copy of the summary in English, which must be bound in the front of the bound copies.

In order to assist the library with the retrieval of information, students must give approximately ten key terms which describe the topic of the dissertation at the end of the summary of the dissertation. If the dissertation is not written in English, the key terms in English must be given at the end of the English summary.

A dissertation shall be typed or printed in the A4 or A5 format, on good quality paper which does not permit undue show-through, using at least one and a half spacing (except footnotes and quotations which may be in single spacing) and leaving a left margin of at least 2 centimetres. The dissertation must, in the opinion of the University, be neat and legible.

The title page of a dissertation shall bear the following inscription:
(a) For a degree, the curriculum of which comprises a dissertation only:
(i) (full title of the dissertation) ..........................................................
(ii) by (full name of the candidate) .................................................
(iii) (1) submitted in fulfilment of the requirements for the degree of .................................................................
(2) in the subject ........................................................................
(iii)(2) is not applicable in the case of the degrees MA(Cur) MCompt, MMus, MInf and MVA. In the case of a Master’s degree in Classics (not Latin or Greek), (iii)(2) shall read: in the Department of
(iv) (1) Supervisor: ...............................................................
(2) joint supervisor: (if applicable) ...........................................
(v) Date submitted: .................................................................
(b) For a degree, the curriculum of which does not comprise a dissertation only:
(i) (full title of the dissertation) ...................................................
(ii) by (full name of the candidate) ..............................................
(iii) (1) submitted in part fulfilment of the requirements for the degree of .................................................................
(2) in the subject ........................................................................
(iii)(2) is not applicable in the case of the degrees LLM, MA in Health Studies, MPH, MInf, MA in Clinical Psychology, MA with specialisation in Ancient Languages and Cultures, MA with specialisation in Sociolinguistics, MA with specialisation in Applied Linguistics, MA with specialisation in TESOL, MMus with specialisation in Performance, MA(SS) (Mental Health), MPA, MA (International Communication), MA with specialisation in Organisational Communication Research and Practice, MEd with specialisation in Environmental Education, MEd with specialisation in Natural Science Education, MEd with specialisation in Mathematics Education, MEd with specialisation in Adult Education, MEd with specialisation in Comparative and International Education, MEd with specialisation in Curriculum Studies, MEd with specialisation in Early Childhood Education, MEd with specialisation in Psychology of Education, MEd with specialisation in Open and Distance Learning, MEd with specialisation in Socio-education, MEd with specialisation in Inclusive Education and MEd with specialisation in Guidance and Counselling).
(3) at the University of South Africa.
(iv) (1) Supervisor: ...............................................................
(2) joint supervisor: (if applicable) ...........................................
(v) Date submitted: .................................................................
	(7) Subject to special provisions in the college rules, a candidate who wishes to receive his/her degree at the April/May graduation ceremony shall notify the University before 30 September of the preceding year that he/she intends to submit the dissertation for examination. The dissertation must be submitted by 30 November.

A candidate who wishes to receive his/her degree at the September graduation ceremony shall notify the University before 15 April that he/she intends to submit the dissertation for examination. The dissertation must be submitted by 15 June.

Except with the special permission of Senate, no dissertation may be handed in unless it is accompanied by a written declaration from the supervisor in which permission is granted for the examination of the dissertation. Such a declaration does not imply that the supervisor considers the dissertation acceptable.

(8)
PG17 Additional copies of dissertation

(1) After approval of the dissertation, and before conferment of the degree, the candidate shall submit the text of the dissertation in electronic format and the same text in a further three printed copies (unless special permission has been granted to submit fewer than three) which must comply with the following requirements:

(a) One of the copies must not be bound; and
(b) the remaining two copies shall be bound between hard covers with a glued spine. The title of the dissertation and the name of the candidate shall appear on the cover as well as on the spine of each bound copy.

(2) Candidates for the LLD degree are referred to Rule PG23(5).

PG18 Cession of copyright and publication of a dissertation

The copyright subsisting in a dissertation submitted to the University in fulfilment or part fulfilment of a master’s degree shall vest in the University, irrespective of whether such a dissertation is accepted or not. Consequently –

(a) a cession of the copyright is required. On the registration form, the attention of students is drawn to the fact that by signing the form they cede to the University of South Africa the entire copyright, including the electronic rights, subsisting in any dissertation they may complete for the degree concerned at the University unless, in exceptional circumstances, they apply for exemption from the cession of copyright. Such an application must be fully substantiated.

If a student’s dissertation is not accepted, he/she may, subject to the provisions of Rule PG16(1)(b), apply to have the copyright ceded back to him/her by the University;

(b) no dissertation or any adaptation thereof, shall be published, in print or electronic format, without the permission of the University. Such permission may be granted subject to:

(i) the applicant effecting such changes as may be recommended by the supervisor, examiners or others; and such other conditions as the University may from time to time deem fit;
(ii) some reference, in the published work, to the fact that it was submitted to the University of South Africa in the form of a dissertation;
(iii) three copies of the published work being handed in at the University;
(iv) in the case of electronic publishing, an appropriate link being made to the Unisa website.

(c) A student who wishes to publish a journal article based on research leading to or flowing directly from a dissertation shall obtain prior permission from his/her supervisor. Such permission is granted subject to:

(i) the supervisor being involved in finalising the text of the article for publication;
(ii) acknowledgement in the article that it is based on research for a dissertation at University of South Africa;
(iii) a copy of the published article being sent to the supervisor.

NB Exemption from the operation of Rule PG18 will be granted in exceptional circumstances only.

General rules for Doctor’s degrees

PG19 Admission

(1) The admission requirement(s) for postgraduate studies will be in accordance with the admission criteria as outlined for the particular qualification in the College calendar.

(2) International applicants are subject to the same entry requirements as South African applicants, except where an exception is approved by Senate.

PG20 Duration of study and reregistration

Re-admission to postgraduate studies will be according to the following set of criteria:

(1) During the first and every subsequent year of study the student must demonstrate academic activity to the satisfaction of the University.

(2) In the event of the student failing to meet this requirement, she/ he will be admitted to another year of study. However, if the student continues not to demonstrate academic activity to the satisfaction of the University, the student will not be admitted to a further year of study at the University, except with the express approval of the Executive Dean of the College in which the student is registered.

(3) A student registered for a 180 credit structured Coursework or research master’s degree must complete the study programme within three years and a student registered for a 360 credit structured coursework master’s degree must complete the study programme within six years. A student may make application for one additional year of study to the Registrar who will only consider the application if it is recommended by the Executive Dean of the College in which the student is registered.

(4) A student registered for a research doctoral programme must complete the study programme within six years. A student may make application for one additional year of study to the Registrar who will only consider the application if it is recommended by the Executive Dean of the College in which the student is registered.

PG21 Deferment of studies

(1) A student wishing to defer his/her academic studies must apply to the Registrar for permission and must include all relevant supporting documentation with the application. Such permission will only be granted on the recommendation of the Executive Dean of the College in which the student is registered.

(2) A student will be permitted to defer his/her studies for a maximum period of two years, except in exceptional circumstances determined by the Executive Dean of the College or the Registrar.

(3) Periods during which a student was permitted by the University to defer his/her studies will not be taken into account when calculating a student’s period of registration.

PG22 Curriculum and repetition of examination

(1) Subject to provisions in the rules of the relevant college, the curriculum comprises a thesis. The examiners of a thesis may, if they deem it necessary, call the candidate in for questioning on aspects of his/her topic before recommending the result. The Executive Dean or the Chairman of Senate may also request such a questioning.

(2) No person may present himself/herself for the examination more than once, except with the special permission of Senate.
**Thesis**

(1) Unless otherwise decided by Senate, a student who wishes his/her thesis or part(s) of the thesis to be treated as confidential/secret must submit a fully substantiated application, supported by the institution concerned, when the title of the projected thesis is initially submitted for approval. If it is approved that a thesis be kept confidential/secret, the procedure to be followed will be determined by Senate.

(2) The Senate shall appoint:
(a) a promoter who will normally be a teacher of the subject at the University; provided, however, that Senate may appoint as promoter another member of the University staff or a person not attached to the University. One or more internal and/or external joint promoter(s) may also be appointed;
(b) an examination commission which shall include the promoter and normally the joint promoter(s);
(c) a chairman of the examination commission, in a non-examining capacity, who shall normally be the Head of the Department or another senior member of the Department, subject to (b) above.

(3) A thesis must show proof of original work and must be a decided contribution to the knowledge of and insight into the subject.

(4) Rules PG15(3) to PG18 with PG15(6) amended as follows, shall hold good mutatis mutandis for a thesis. The title page of a thesis shall bear the following inscription:
(a) (full title of the thesis) ............................................................
(b) by (full name of the candidate) ............................................
(c) (i) submitted in accordance with the requirements for the degree of
(ii) in the subject .................................................................
   (c)(ii) is not applicable in the case of the degrees DBL, LLD, DMus, DCompt and DPA. In the case of a Doctor's degree in Health Studies or Classics (not Latin or Greek),
   (c)(ii) shall read: in the Department of
(iii) at the University of South Africa.
(d) (i) Promoter: .................................................................
   (ii) Joint promoter: (if applicable) ........................................
(e) Date submitted: ..............................................................

(5) A candidate for the LLD degree whose thesis has been accepted is requested to submit, in addition to the number of additional copies stipulated in Rule PG17, a further one bound copy which will be forwarded by the office of the Executive Dean to the library of the Appeal Court.

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**Section C**

**Examination centres and timetable**

**C1 Examination centres**

See the Registration Information Brochure for further details.

**C2 The examination timetable**

1. **Important**

(a) A STUDENT’S STUDY UNITS FOR EACH YEAR MUST BE SELECTED IN SUCH A MANNER THAT THE EXAMINATION DATES DO NOT CLASH.

(b) The University will endeavour to keep to the examination dates in the timetable but, if changes are necessitated by unavoidable circumstances, they will be indicated in the final timetable.

(c) Dates CANNOT be changed at the request of students.

(d) A provisional timetable is available as a separate booklet and also on the Unisa website http://www.unisa.ac.za. A final timetable will be provided to registered students by
   - 15 April for the May/June examination period
   - 15 September for the October/November examination period
   - 30 November for the January/February examination period
Section D

Readmission to studies

D3 Re-admission to studies and number of study units per year

THE STUDY PROGRAMME

(1) A student will, during a single registration period, be permitted to register for:
   (a) a maximum of 5 modules (of 12 credits each) where the learning programme is based on a semester tuition model; and
   (b) a maximum of 10 modules (of 12 credits each) or 5 modules (of 24 credits each) where the learning programme is based on a year-long tuition model.

(2) Where the learning programme is a combination of semester and year modules, paragraph (1) will apply and a student will only be permitted to register for more than 120 credits in a single year of study, except in exceptional circumstances and with the permission of the Executive Dean of the College in which the student is registered.

(3) In calculating the maximum number of modules, only those years of registration after the completion of the degree or diploma will be taken into account for purposes of calculating the study period in respect of the second or further qualification.

1. Undergraduate programmes

(A) EXCLUSION ON GROUNDS OF POOR ACADEMIC PERFORMANCE AND RE-ADMISSION*

(1) Except for students registered for master's and doctoral studies (for whom PG10, 11, 12 and PG19, 20, 21 above will be apposite), a student admitted to a formal qualification at UNISA will be required to complete the qualification according to the following rule:

   two-and-a-half times the minimum period (indicated in years) set for the completion of the qualification, rounded off to the nearest whole number.

   This rule is re-iterated in tabular format below:

<table>
<thead>
<tr>
<th>Minimum set period for completion of qualification</th>
<th>Maximum period in which qualification must be completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 years</td>
<td>5 years</td>
</tr>
<tr>
<td>3 years</td>
<td>8 years</td>
</tr>
<tr>
<td>4 years</td>
<td>10 years</td>
</tr>
</tbody>
</table>

* The equivalent provision in respect of postgraduate programmes is set out in PG10, 11, 12 and PG19, 20, 21.
(e) A student will not be permitted to re-register for the module until the student has completed the remedial programme prescribed by the BCCAD.

(f) The student who fails the module after the fourth registration period will not be re-registered for the module.

(10) Persons who are currently excluded or suspended from another higher education institution on grounds of poor academic performance will normally not be prevented from being admitted to a qualification if the exclusion is:

(a) more than 3 years old; or

(b) more than 1 year old and was in a field of study different from that for which application is made.

(c) In such cases, admission will only be permitted on the recommendation of the BCCAD and the Executive Dean of the College in which the student seeks admission.

(11) Persons who are currently excluded or suspended by another institution of higher learning on financial grounds will not be admitted to any qualification at this University.
UNISA TUTORIAL FEES: ABSA BANK DEPOSIT SLIP

Bank deposits can only be done:

- If the student has a Unisa student number;
- At any branch of ABSA (Do not make an electronic transfer from one account to the Unisa bank account. However, if this is done, Unisa will not take any responsibility for delays that might occur.)

Please ensure that the deposit slip (below) is correctly filled in:

Dep Ref – the first eight shaded blocks are for the student number. If the student number consists of only 7 digits, then a “0” must be added and filled in as the first digit of the student number;

--- NB ---

A deposit will only be reflected as a credit on a student’s account on the working day following the day on which the deposit was made.

---

Student number:
Teller’s date stamp and signature:
Amount deposited:

--- EXAMPLE OF DEPOSIT SLIP: ---

[ABSA Bank Deposit Slip Image]

---

54 00 37 40 71

Sample

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