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| UJ_Logo_BLACK_Stacked  ACADEMIC REGULATIONS FOR FULLY ONLINE PROGRAMMES  **2018** |

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GENERAL CONTACT INFORMATION

UNIVERSITY OF JOHANNESBURG

Student Enrolment Centre

Call Centre Telephone: 011 559 4555

(Academic Partnerships Call Centre to be added)

POSTAL ADDRESS: ALL CAMPUSES

University of Johannesburg

Auckland Park Kingsway Campus

PO Box 524

Auckland Park

2006

UJ Website

https://ulink.uj.ac.za/pages/regulations.php

ACADEMIC REGULATIONS 2018

# GENERAL PROVISIONS

## Legal requirements

These Regulations are subject to:

(a) all statutory and common law, in particular the Constitution of the Republic of South Africa of 1996, the Higher Education Act 101 of 1997 (as amended) and all other statutes relating to higher education;

(b) the UJ Statute; and

(c) amendments of, and deviations from these Regulations, as approved by Senate and Council.

## Application

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

## 1.3 Status of regulations

1.3.1 In the event of a conflict between these Regulations and Faculty Rules or institutional policies, these Regulations take precedence.

1.3.2 Faculty Rules that are in force at the commencement of these Regulations remain in force until amended by Senate.

1.3.3 Situations that are not covered by these Regulations, the Faculty Rules and Regulations or institutional policies are dealt with in terms of the applicable legislation and the common law.

# 2. ABBREVIATIONS, DEFINITIONS AND CONCEPTS

## 2.1 Abbreviations

A level Advanced level

APS Admission point score

AR Academic regulation

AS level Advanced subsidiary level

ASC Amended Senior Certificate

Baccalaureate Gaboness School Leaving

CBE College of Business and Economics

CEP Continuing Education Programme

CHE Council for Higher Education

CHL/EM Certificado de Habilitacoes Literarias (Mozambique / Enssino Medio (Angola)

CPD Continuous professional development

DHET Department of Higher Education and Training

DIPEM Division for Institutional Planning, Evaluation and Monitoring

Diplome/Exam D’Etat Diplome d’Etat or d’Etudes Secondaire du Cycle

FHDC Faculty Higher Degrees Committee

HEI Higher Education Institution

HEMIS Higher Education Management Information System

HEQC Higher Education Quality Committee

HEQSF Higher Education Qualifications Sub-Framework

HG Higher grade

HIGCSE Higher International General Certificate in Secondary Education

HL Higher Level

HOD Head of Department

IB International Baccalaureate

IEB Independent Examination Board

IELTS International English Language Testing System

IGCSE International General Certificate in Secondary Education

KCSE Kenya Certificate of Secondary Education

MEC Management Executive Committee

NASCA National Senior Certificate for Adults

NBT National Benchmark Test

NCV National Certificate Vocational

NQF National Qualifications Framework

NSC National Senior Certificate (obtained in 2008 or after/replacing the Senior Certificate (SC) as from 2008)

NSSC Namibia Senior Secondary Certificate (Ordinary Level examinations)/(Higher-level examinations) from 2007

NSF National Standards Framework

O level Ordinary level

PQM Programme qualification mix

PsyCaD Centre for Psychological Services and Career Development

PWG Programme Working Group

RPL Recognition of prior learning

SAQA South African Qualifications Authority

SC Senior Certificate (obtained prior to 2008). A final exit level school-leaving certificate for school learners (i.e. at the end of Grade 12) registered at level 4 on the NQF.

SEC Student Enrolment Centre

Senex Senate Executive Committee

SG Standard grade

SGB Standards Generating Body

SHDC Senate Higher Degrees Committee

SLP Short Learning Programme

S Level Standard level

WAEC West African Examination Council

UJ University of Johannesburg

UJELP The UJ English Language Programme for admission purposes

USAf Universities South Africa

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## 2.3 Definitions and Concepts

If any definition contains a substantive provision conferring rights or imposing obligations or duties on the University of any person, notwithstanding that it is only in the definition (or such other clause), effect shall be given to it as if it were a substantive provision in the body of these Academic Regulations.

2.3.1**“Admission and Selection Policy”** means the policy of the University in terms of Section 37 of the Higher Education Act, which creates a legally binding framework for determining admission requirements and selection procedures for holders of qualifications that provide them with entrance to the range of qualifications offered by the University.

2.3.2 **“Assessment”** means the process in which evidence is gathered and judgments made about students’ performance in relation to agreed and defined criteria.

2.3.3 “Assessment criteria” means the clear and transparent expression of requirements against which the students’ performance is assessed, as derived from the learning outcomes.

2.3.4**“Assessment methods”** means the activities in which an assessor engages to determine student competence.

2.3.5 **“Assessment opportunity”** refers to an assessment that provides students with the opportunity to provide evidence of their knowledge and skills. The opportunity may be scheduled and supervised or not, but the specific date when the evidence should be submitted is predetermined.

2.3.6 **“Carousel model”** allows students multiple registration opportunities of modules or programmes during the academic year. The purpose is to allow students to step on and off the carousel sequence depending on their needs and circumstances. This might result in accelerated completion, or could allow student additional time to complete a qualification.

2.3.7 **“****Certificate”** meansa document that is issued as evidence of compliance with the requirements of subsidised and continuing education programmes.

2.3.8 **“****Chief assessor”** means the person responsible for teaching and assessing a module, usually the lecturer.

2.3.9 **“College”** means the same as “Faculty” for the purposes of this document.

2.3.10 “Continuous assessment” means assessment that is conducted on a continuous basis throughout the learning experience and includes all assessment opportunities. It is carried out at any of the pre-determined points of the total learning experience. These consecutive assessment opportunities, which include a variety of assessment methods, have predetermined weightings and include the assessment of all the outcomes within the module. All assessments contribute to the final pass/fail mark of the student.

The continuous assessment schedule must make provision for the weighting of the summative assessment opportunities, but could make provision for the setting of pre-requisites with which students must comply before progressing to the following phase/step within the continuous assessment schedule.

2.3.11**“Co-supervisor”** means a person who is not necessarily an employee of the University and who, in consultation with the supervisor, is appointed to give assistance and guidance to a student in those areas where the supervisor is not sufficiently familiar with the full scope of the field to be covered in the project, where the project is multidisciplinary or for purposes of mentorship.

2.3.12**“Dissertation”** means a written report, to be submitted as part of the fulfilment conditions for a Master’s qualification. A dissertation could be either in the traditional form of a research report or a collection of articles or essays. In some cases, the output may be expanded, supplemented or supported through patents, designs, artefacts, computer code, or other material or intangible items produced in the course of the research, which faculty regulations may specify as an explicit requirement of the degree.

2.3.13**“Distance Education”** is a mode of provision, based primarily on a set of teaching and learning strategies (or educational methods) that can be used to overcome special and/or transactional distance between lectures and students; which may utilise postal services or a computer network to present or distribute some educational content. Distance programmes are equivalent to on-campus contact programmes in terms of admission criteria and overall workload.

2.3.14 **“Exter****nal assessor”** means an expert appointed from outside the University to assess students’ work.

2.3.15 **“Faculty”** means the primary academic structure for a planned cluster of academic learning and research programmes and qualifications, its substructures as approved by Council and the employees who perform functions in the academic structure.

2.3.16 **“Faculty Board”** means a body that governs a Faculty and regulates its activities.

2.3.17**“Faculty-specific assessment”** means opportunities, such as continuous assessments, that are determined by academic departments and approved by the Faculty Board.

2.3.18**“Field of study”** means a broad demarcation of study within which smaller foci of study may be identified.

2.3.19 **“Formative assessment”** means assessments “*for* learning” which are conducted throughout the students’ online learning with the purpose of giving early indications of what and how effectively students are learning, as well as their strengths and weaknesses. Formative assessment, which may or may not carry a mark, is often used as a diagnostic tool as it provides information to make real-time improvements in teaching methods, learning support materials and activities.

2.3.20**“Full-time student”** means a student for whom study is the main activity and who is enrolled for the total number of specified modules per enrolment opportunity in accordance with the minimum study period for the qualification.

2.3.21 **“Fully online education”** is characterised by:

* the separation in space (and possibly time) of lecturers and students, which distinguishes it from face-to-face education;
* the influence of an educational organization, which distinguishes it from self-study and private tutoring;
* the use of a digital network to distribute learning materials and facilitate a variety of learning activities and assessments;
* the facilitating of multi-way communication amongst students, academic staff and administrative staff.

A programme is considered fully online when the entire programme is available via the University’s Learning Management System (LMS).

2.3.22**“Granting of a module credit”** means that a module successfully completed at a specified NQF level within an academic programme may be used to exempt a student from, and grant credit for an equivalent module in another academic programme, provided that the module for which the student is registered is at the same NQF level.

2.3.23**“Higher degrees and** **postgraduate studies”** means studies, research or programmes at the master’s or doctoral level or at a level for which a completed four-year bachelorhonours degree, or a postgraduate diploma is a prerequisite.

2.3.24 **“****Marks”** means the following in the defined context:

“**Final mark”** means the mark obtained from summative assessment opportunities during the period of registration for the module. The final mark obtained from the summative assessment is calculated as determined by the Faculty Board.

2.3.25**“IPR Act”** refers to the Intellectual Property Rights from Publicly Financed Research and Development Act of 2008.

2.3.26 **“****Master’s degree”:** only coursework master’s programmes are offered in fully online learning. A **“Coursework master’s programme or degree”** means the successful completion of compulsory, formal, taught modules that constitute a significant part of the requirements for graduation, with a minor dissertation or other forms of research contributing at least 60 credits on NQF level 9 towards the total credits of the programme.

2.3.27**“Minor dissertation”** means a written document, more limited in scope and length than a full research master’s dissertation, which communicates the work pursued in the course of the research project conducted by the student. Its context and outcome provide evidencethat the candidate is conversant with the method of research in partial compliance with the requirements for the prescribed outcomes of a coursework master’s degree.

2.3.28**“Moderator”** means a competent internal or external assessor who is familiar with the module/programme content and who ensures that the assessment practice in a module or academic programme meets national and institutional requirements.

2.3.29**“Internal Moderator”** means an academic employee of the University who is officially appointed by the University to moderate the assessment of a specific module.

2.3.30**“External Moderator”** means an expert who is not an employee of the University and who is officially appointed by the University to moderate the assessment of a module.

2.3.31**“Module”** is a learning component (building block) within a programme of study towards a qualification.

(a) **“Compulsory** **module”** is a module that students must register for as part of a particular programme and whose outcomes must be achieved successfully before a qualification can be awarded.

(b) **“Elective module”** is any module that can be exchanged for another module as provided for in the programme.

(c) **“Pre-requisite”** means a module that a student must pass before continuing with a more advanced module.

(d) **“Co-requisite”** means a module that a student must enrol in at the same time as enrolling in the desired module.

2.3.32**“Module exemption”** means recognition that is granted within the framework of the admissions requirements of accredited learning from an approved or accredited provider, which is usually confirmed by means of academic records.

2.3.33**“National Qualifications Framework** **(NQF)”** means a structure within which all qualifications are registered. Higher education qualifications are pegged at levels five (5) to ten (10), subject to a phased-in process determined by the CHE and “teach out” of existing qualifications.

**NQF Levels applicable to qualifications before 2012**

|  |  |  |
| --- | --- | --- |
| 5 | - | Undergraduate |
| 6 | - | Undergraduate |
| 7 | - | Honours/BTech |
| 8 | - | Master’s and Doctoral |

**The following new and aligned NQF levels are applicable to fully online qualifications:**

|  |  |  |
| --- | --- | --- |
| **NQF Level** | **Qualification type** | **Minimum total credits** |
| 10 | Doctoral Degree  Doctoral Degree (Professional) | 360  (Min. credits at level 10: 360) |
| 9 | Master’s Degree | 180  (Min. credits at level 9: 120) |
| 8 | Bachelor Honours Degree | 120  (Min. credits at level 8: 120) |
| Postgraduate Diploma | 120  (Min. credits at level 8: 120) |
| 7 | Bachelor’s Degree | 360  (Min. credits at level 7: 120) |
| Advanced Diploma | 120  (Min. credits at level 7: 120) |
| 6 | Diploma | 360  (Min. credits at level 6: 120)  240  (Min. credits at level 6: 120) |
| Advanced Certificate | 120  (Min. credits at level 6: 120) |
| 5 | Higher Certificate | 120  (Min. credits at level 5: 120) |

Unless mentioned otherwise, the “NQF level” in the rest of the document refers to the new and aligned NQF levels.

2.3.34 **“Online invigilation”** is used to ensure the integrity of online assessments. Invigilation software is used to authenticate and verify student identity. Electronic invigilation ensures that the student completes an assessment without receiving additional, outside or unauthorized assistance.

2.3.35 **“Outcomes”** means a demonstration of relevant abilities or competencies (includingknowledge, skills, attitudes and values)

2.3.36**“Part-time student”** means a person for whom study is not the main activity, who may be employed and is enrolled for fewer modules per study period and who may complete his/her qualification within a longer time frame than the minimum study period stipulated for an equivalent full-time programme.

2.3.37**“Plagiarism”** means passing off ideas, however expressed, including in the form of phrases, words, images, artefacts, sounds, or other intellectual or artistic outputs, as one’s own when they are not one’s own; *or* such passing off, as an original contribution, of ideas that are one’s own but have been expressed on a previous occasion for assessment by any academic institution or in any published form, without acknowledgement of the previous expression. Plagiarism is understood as one of several related forms of academic dishonesty, all of which are addressed in the Student Disciplinary Code.

“Reportable plagiarism” means *Plagiarism* that:

1. Vitiates the attempt fairly and meaningfully to assess and, where relevant, assign a mark, grade, or other outcome to the work in question; *and*
2. Is such that an educational response (which may include capping or prescribing a mark) is inappropriate and that a formal academic response or a disciplinary response is appropriate, given the plagiarism history of the student, and all the other relevant circumstances of the case; *or*

In the case of work that is not submitted for assessment (for example work submitted by a student to a supervisor or lecturer for comment), is deemed by the individual academic staff member in question to be reportable, having regard to the nature of the offence, the plagiarism history of the student, the possibility or probability of repeat offence, and all the other circumstances of the case.

2.3.38 **“Programme”** means the following in the defined context:

* 1. “Programme” means a purposeful and structured set of learning experiences leading to a qualification comprising a set of credit-bearing, level-pegged modules. In an outcomes-based system, programmes are designed to enable students to achieve pre-determined exit level outcomes.
  2. “Programme group” means a number of programmes with the same focus or field of specialization.
  3. “Programme title” means the name of a qualification with or without a qualifier, e.g. BA (Development Studies), BIng (Mechanical) or LLB.
  4. “Purpose of a programme” means the value of a programme to students and society, and reflects the outcomes.
  5. “Subsidized academic programme” means an externally approved, DHET funded, registered and accredited, structured academic programme at the University that, upon successful completion, will lead to the award of a formal qualification such as a certificate, diploma or a degree.
  6. “Duration of a programme” means the minimum study period for which students must be registered towards a particular programme in order to qualify for a qualification after they have successfully completed all the prescribed modules.

2.3.39**“Promotion”** means the advancement of students who meet the minimum requirements of a particular study level from that particular study level to the next (e.g. from the first-year level to the second-year level) as determined per programme by the academic department and the relevant Faculty Board, approved by Senate and contained in the Faculty Rules and Regulations.

2.3.40**“Qualification”** means the formal recognition and certification of learning outcomes by an accredited provider as reflected in the degrees that the provider confers and the diplomas and certificates it awards, whether they are subsidised or continuing education whole programmes.

2.3.41**“Qualifier” or “****field of specialisation”** means the manner in which a specific field is identified within a generic qualification, e.g. BSc (Chemistry) or BA (Law), in which “BSc” or “BA” represents the generic designator and “(Chemistry)” or “(Law)” the qualifier or field of specialisation.

2.3.42**“Recognition of prior learning (RPL)”** means the recognition for learning acquired through work experience, in-service training, self-study or life experience such as voluntary or community work.

2.3.43 **“Repeat assessment opportunity**” is a replacement summative assessment opportunity which may be made available to students who, in the event of illness, for compassionate reasons, on religious grounds, through technical reasons resulting in the non-availability at the time of assessment of the necessary computer facilities, or for similar legitimate reasons, were prevented from completing a summative assessment opportunity. Repeat assessment opportuni­ties reflect the same degree of difficulty and cover the same scope as the original summative assessment opportunity.

2.3.44**“****Rules of admission”** refers to the minimum requirements for access to a module or programme.

2.3.45**“Rules of combination”** means the requirements for the combination or succession of modules in a programme (e.g. a student having to pass Chemistry 1A to gain access to Chemistry 1B).

2.3.46**“Study year”** means the academic level of the studies for which students are registered, e.g. first academic year, second academic year or third academic year, of a particular programme.

2.3.47 **“Summative assessment”** is an assessment which contributes to the final mark of a module. Summative assessments are assessments “*of* learning” and may include tests and assignments in any format prescribed. The purpose is to evaluate the student’s achievement of the outcomes, i.e. establish evidence of learning. Summative assessment provides the opportunity for an evaluation to be made. All summative assessments include constructive feedback to the students in order to enhance their learning.

2.3.48**“Supervisor”** means the person appointed by the University to give professional and academic guidance to a student registered for a postgraduate research project under his/her name and to ensure the provision of adequate financial, spatial and infrastructural support for the research project prior to enrolment.

2.3.49**“Tutoring”** in an online environmentis the process of facilitating, supporting and enabling student learning online, in a virtual or networked environment in which tutors and students are separated by time and space. Online tutors are typically not the online lecturers.

2.3.50**“University”** means the University of Johannesburg.

# 3. LANGUAGE

The language of teaching, learning, assessment and academic administration is determined by the University’s Language Policy as approved by Senate and Council. All fully online programmes and modules are delivered in English.

# 4. ADMISSION

## 4.1 General minimum admission/articulation requirement principles for a fully online undergraduate programmes

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

(a) An NSC higher certificate endorsement is a legal requirement for admission into a higher certificate.

(b) An NSC diploma endorsement is a legal requirement for admission into an undergraduate diploma.

(c) An NSC bachelor’s degree endorsement is a legal requirement for admission into an undergraduate bachelor’s degree.

(d) An ASC, with a pass of three subjects at 40%, one of which must be an official language at Home Language Level or pass subjects at 30%, one of which must be an official language at First Additional or Home Language Level or obtain a subminimum of 20% in the sixth subject.

(e) A NASCA is awarded at certification of 120 credits with at least four subjects carrying 30 credits each passed.

(f) An applicant who has successfully completed a Higher Certificate at an accredited Higher Education Institution (HEI) may be admitted into an appropriate Advanced Certificate.

(g) An applicant who has successfully completed a Higher Certificate at an accredited HEI and has accumulated relevant credits may be admitted to a related undergraduate diploma programme, subject to the candidate being granted a NSC diploma endorsement by Universities South Africa (USAf) after the successful completion of the Higher Certificate.

(h) An applicant who has successfully completed an undergraduate diploma, may be admitted into an undergraduate bachelor’s degree programme, subject to the candidate being granted an NSC bachelor’s degree endorsement by USAf (refer to AR 6 for credit requirements).

(i) An applicant who has successfully completed an undergraduate diploma, or an undergraduate bachelor’s degree programme, may be admitted to an Advanced Diploma.

(j) Other progression and/or articulation requirements, as reflected in the Higher Education Qualifications Sub Framework (HEQSF), are applicable.

(k) Applicants who have completed their National Senior Certificate (NSC) or Senior Certificate (SC) must comply with the minimum Admission Points Score (APS). All applicants must comply with the language requirements, faculty and qualification or module requirements for admission into each programme as laid down by the relevant faculty.

(l) International applicants wishing to register for undergraduate or postgraduate fully online qualifications will be required to demonstrate equivalence with the above admission requirements, with certification of equivalence by SAQA or USAf where required.

(m) All applicants intending to study in the online mode of delivery must:

* 1. Have access to a computer with a reliable, high-speed Internet connection (3G, LTE, ADSL or Fibre);
  2. Participate in teaching and learning activities through the LMS;
  3. Be able to use a webcam and/or microphone if required;
  4. Review and comply with the complete list of technical requirements specific to the programme of study.
  5. Complete if required an online orientation course offered by the Centre for Academic Technologies

(n) Other additional admission requirements may be:

1. admission and placement tests as approved by Senate;
2. personal interviews;

(iii) portfolios of evidence;

(iv) RPL;

(v) language proficiency tests;

(vi) Senate discretionary admission.

(o) Compliance with the minimum requirements does not guarantee admission and registration because the University has a specific number of places available as approved by the Department of Higher Education and Training. Fully online undergraduate and postgraduate degrees may also be subject to a cap on enrolments as determined on an annual basis by the faculties.

(p) Prospective students currently in Grade 12 will be considered for admission to study at the University based on a Grade 11 Score that is calculated in the same way as the APS using the results of the final Grade 11 subjects. Any applicant who has been conditionally admitted on the final Grade 11 results will have to satisfy the minimum admission requirements in Grade 12 for registration for the relevant qualification as laid down by the University. Final admission may also be dependent on applicants maintaining their Grade 12 performance at a similar or higher level to which they were conditionally admitted based on their final Grade 11 results.

(q) Prospective students who comply with the minimum legal requirements for admission to a programme, but who do not meet the additional faculty-specific minimum Admission Points Score, may, upon good cause shown, be granted admission to such programme at the discretion of the relevant Executive Dean. If prospective students do not meet faculty-specific admission requirements in respect of a module in such a programme that is taught in a faculty other than the faculty in which the programme is offered, the Executive Dean must consult with the Executive Dean of the faculty within which the module resides before admission to the programme may be granted.

(r) School-leaving certificates not included in the table below are dealt with individually in faculties and departments.

## 4.2 Table used for calculating the Admission Point Score (APS)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APS** | **NATIONAL** | | | **INTERNATIONAL** | | | | | | | | | | |
| **NSC/IEB/SACAI** | **SC HG (M-SCORE)** | **SC SG (M-SCORE)** | **HIGCSE/NSSC (HL)** | **IGCSE/NSSC (OL)** | **AS LEVELS** | **A LEVELS** | **IB (HL)** | **IB (SL)** | **WAEC** | **KCSE** | **Diplome/Exam D’Etat** | **CHL/EM** | **Baccalaureate** |
| **10** |  |  |  |  |  |  | **A** | **7** |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  | **B** | **6** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  | **C** | **5** |  |  |  |  |  |  |
| **7** | **7 (80-100%)** | **A** |  | **1** |  | **A** | **D** | **4** | **7** |  | **A** |  |  |  |
| **6** | **6 (70-79%)** | **B** | **A** | **2** |  | **B** | **E** | **3** | **6** |  | **B** |  |  |  |
| **5** | **5 (60-69%)** | **C** | **B** | **3** | **A** | **C** |  | **2** | **5** | **A** | **C** | **80-100%** | **16-20** | **16-20** |
| **4** | **4 (50-59%)** | **D** | **C** | **4** | **B** | **D** |  | **1** | **4** | **B** | **D** | **70-79%** | **14-15** | **14-15** |
| **3** | **3 (40-49%)** | **E** | **D** |  | **C** | **E** |  |  | **3** | **C** | **E** | **50-69%** | **10-13** | **10-13** |
| **2** | **2 (30-39%)** | **F** | **E** |  | **D/E** |  |  |  | **2** | **D/E** | **F** | **30-49%** | **8-9** | **8-9** |
| **1** | **1 (0-29%)** | **G** | **F** |  | **F/G** |  |  |  | **1** | **F/G** | **G** | **0-29%** | **0-7** | **0-7** |

ABBREVIATIONS

NSC National Senior Certificate (completed Grade 12 since 2008)

SC HG Senior Certificate Higher Grade (completed Grade 12 before 2008)

SC SG Senior Certificate Standard Grade (completed Grade 12 before 2008)

IEB Independent Examination Board

SACAI South African Comprehensive Assessment Institute

HIGCSE Higher International General Certificate of Secondary Education

NSSC (HL) Namibia Senior Secondary Certificate (Higher Level)

IGCSE International General Certificate of Secondary Education

NSSC (OL) Namibia Senior Secondary Certificate (Ordinary Level)

AS Levels Advanced Subsidiary Level

A Levels Advanced Level

IB (HL) International Baccalaureate Schools (Higher Levels)

IB (SL) International Baccalaureate Schools (Standard Levels)

WAEC West African Examination Council

KCSE Kenya Certificate of Secondary Education

Diplome/Exam D’Etat Diplome d’Etat or d’Etudes Secondaire du Cycle

CHL/EM Certificado de Habilitacoes Literarias (Mozambique / Enssino Medio (Angola

Baccalaureate Gaboness School Leaving

## 4.3 Admission requirements for International applicants and for applicants who completed the Senior Certificate (SC)

4.3.1 Admission Point Scores (APS) are awarded for the six best subjects (taking faculty- and programme-specific requirements into account) in the SC, HIGCSE, IGCSE, A-levels, AS-Levels, O-levels, IB, WAEC, KCSE, Diplome/Exam D’Etat, CHL/EM or the Baccalaureate according to the table above. A maximum of six subjects will be used to calculate the total APS.

4.3.2 Applicants who obtained the SC will be considered for admission to study at the University.

## 4.4 Admission Requirements for applicants who obtained the National Senior Certificate (NSC) in 2008 or later

1. Life Orientation is not counted in the calculation of the total APS nor is it considered as an individual compulsory subject.
2. In total six subjects are used for the calculation of the total APS. The total APS of an applicant is the sum of the achievement ratings of the programme compulsory subjects and the remaining NSC subjects of that applicant.
3. If applicants completed more than the minimum number of subjects (six) in their NSC, the compulsory subjects and the best three remaining subjects will be used to calculate the total APS.

(d) Refer to the UJ Online Prospectus for the requirements per qualification and Faculty.

## 4.5 Admission requirements for applicants who obtained the National Certificate Vocational (NCV), Amended Senior Certificate (ASC) and the National Senior Certificate for Adults (NASCA)

(a)Admission requirements for applicants with an NCV, ASC and NACSA are in accordance with relevant legislation and the Faculty Rules and Regulations related to the various academic programmes.

(b)Refer to the UJ Online Prospectus for the requirements per qualification and faculty.

(c) Refer to the Admission and Selection Policy.

(d) Refer to section 4.10 of the Academic Regulations for Alternative Admission requirements.

## 4.6 Minimum admission requirements applicable to Higher Certificates

4.6.1 Additional faculty- or programme-specific requirements are determined by the relevant Faculty Boards, approved by Senate and contained in the relevant Faculty Rules and Regulations. The minimum admission requirements for a Higher Certificate are:

4.6.2 Prospective students must

(a) be in possession of an SC or NSC;

**or**

(b) (i) have obtained the National Certificate N3 with passes of at least 40% in at least four subjects;

(ii) have passed one of the official languages on, at least first-language level in the certification examination;

(iii) have passed any instructional offering in an official language;

(iv) be able to prove their competence in English as laid down in Faculty Rules and Regulations;

(v) have complied with Admission Points Score;

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

**or**

(c) (i) have obtained one of the following credit combinations:

* three Grade 12 subjects on at least standard-grade level, plus one National Certificate N3 subject; or
* two Grade 12 subjects on at least standard-grade level, plus two National Certificate N3 subjects; or
* one Grade 12 subject on at least standard grade level, plus three National Certificate N3 subjects;

(ii) have passed one of the official languages on at least first-language level in the certification examination;

(iii) be able to prove their competence in English as laid down in the relevant Faculty Rules and Regulations;

(iv) have complied with Admission Point Score or other equivalent scores;

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

**or**

(d) (i) have obtained the National N4 Certificate with passes of at least 50% in at least four appropriate subjects;

(ii) be able to prove their competence in English as laid down in Faculty Rules and Regulations;

(iii) have complied with M score requirements;

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

4.6.3 International applicants wishing to register for a fully online Higher Certificate will be required to demonstrate equivalence with the above admission requirements, with certification of equivalence by SAQA or USAf where required.

## 4.7 Minimum admission requirements applicable to Diplomas

The minimum admission requirements for a diploma are:

1. SC or NSC endorsed with diploma admission;
2. SC-based complete/conditional exemption;

(c) language requirements;

(d) admission/placement tests as approved by Senate;

(e) faculty- and/or programme-specific requirements as determined by the relevant Faculty Board, approved by Senate and contained in the relevant Faculty Rules and Regulations.

International applicants wishing to register for a fully online Diploma will be required to demonstrate equivalence with the above admission requirements, with certification of equivalence by SAQA or USAf where required.

## 4.8 Minimum admission requirements applicable Advanced Diplomas

For Advanced Diplomas in the Faculty of Education refer to the minimum requirements for Teacher Education Qualification as contained in the Faculty Rules and Regulations.

4.8.1In addition to faculty-specific minimum admission requirements, special admission require­ments will apply to specific programmes as set out below.

4.8.2 For admission to an Advanced Diploma, applicants must have successfully completed a relevant diploma, or Bachelor’s degree in the same or relevant field of study as determined by the relevant Faculty Board, approved by Senate and contained in the relevant Faculty Rules and Regulations.

4.8.3 Programme-specific admission requirements such as a minimumachievement in the relevant majors or approved appropriate other modules in the prerequisite qualification are determined by the relevant Faculty Board, approved by Senate and contained in the relevant Faculty Rules and Regulations.

International applicants wishing to register for a fully online Advanced Diploma will be required to demonstrate equivalence with the above admission requirements, with certification of equivalence by SAQA or USAf where required.

## 4.9 Minimum admission requirements applicable to Bachelor’s programmes

# The minimum admission requirements for a bachelor’s programme are:

(a) SeniorCertificate (SC) with complete or conditional exemption.

(b) National Senior Certificate (NSC**)** endorsed with admission to a bachelor’s degree,

**or**

Senate discretionary admission may be considered for candidates with an NSC endorsed with admission to a diploma, who have applied for admission to an undergraduate bachelor’s degree at the University. Senate may consider such matter on recommendation by the relevant Executive Dean in accordance with clause 31 of the Regulations on Senate Discretionary Exemption:

(c) Admission tests, as approved by Senate;

(d) APS;

(e) Language requirements;

(f) Faculty- and/or programme-specific requirements as determined by the relevant Faculty Board, approved by Senate and contained in the relevant Faculty Rules and Regulations.

International applicants wishing to register for a fully online Bachelor’s programme will be required to demonstrate equivalence with the above admission requirements, with certification of equivalence by SAQA or USAf where required.

## 4.10 Alternative Admissions Requirements

## 4.10.1 Recognition of prior learning (RPL)

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

## 4.11 Application for admission to study at the University

4.11.1Prospective students must apply for admission to fully online programmes not later than the programme-specific closing dates as stipulated on the official UJ website. All applications must be made online and must include all required documentation (see AR 5.2 below). No fee is charged for online applications.

4.11.2Admission is subject to selection in accordance with programme-specific admission requirements determined by the Faculty Board, as well as minimum requirements set for transfer students, approved by Senate and contained in the relevant Faculty Rules and Regulations.

4.11.3 The University has the right to revoke or amend the admission status of an applicant, and cancel or refuse the registration of an applicant or student who provided incorrect information and documentation material to an application for admission or re-admission, or who omitted to provide information or documentation material to an application for admission or re-admission.

4.11.4 No notice regarding an applicant’s admission status is official and binding on the University unless it has been sent by e-mail to an applicant from the University’s server or uploaded by the University to the online Student Portal application status page.

4.11.5 Admission is also subject to

(a) the University’s Enrolment Management Plan approved by the Department of Higher Education and Training, the Senate and Faculty Boards, where applicable;

(b) caps for elective modules as approved;

(c) professional regulatory requirements where programmes are regulated by external regulatory boards/councils;

(d) requirements related to the student equity profile;

(e) Senate-approved selection, placement and admission tests.

(f) Caps on enrolment into fully online programmes as determined annually by the faculties.

## 4.12 Admission of International applicants

4.12.1 The success of an International application depends on confirmation of academic acceptance.

4.12.2 All prospective International students are required to submit proof of English language proficiency, which may consist of:

1. the results of the internationally recognised International English Language testing system (IELTS) test (with a score determined by the relevant faculty);

**or**

1. English passed at a level determined by the relevant faculty;

**or**

(c)a pass result in the UJ English Language Programme (UJELP) test (at a level determined by the relevant faculty).

## 4.13 Right of admission

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

# 5. REGISTRATION

## 5.1 General principles

Registration for a fully online programme is in accordance with the University’s Distance Education Policy for Online Provision.

5.1.1 Students are admitted to and then register for a specific fully online academic programme as contained in the University’s Programme Qualification Mix (PQM) and also in the Faculty Rules and Regulations.

Once a student is admitted to a fully online programme, he/she registers at no fee to that programme. The next step is to register for one or more modules according to one of the registration dates specified in the Online Prospectus. All module registrations must be accompanied by full payment for the module. Students register only for modules offered during the specific study period selected.

For subsequent study periods, students will register for further modules, in terms of the requirements of the programme being followed and the registration dates specified in the Online Prospectus. Programme requirements may specify compulsory, elective and prerequisite modules which must be passed prior to proceeding to higher level modules.

5.1.2 Guidance as to the registration process and programme requirements will be available from the Call Centre.

Students are required to renew their registration for a fully online programme in accordance with the Academic Calendar for online programmes.

5.1.3 Students register for a programme subject to the regulations that applied at the time of first registration for that particular programme, provided that:

(a) If the regulations are amended, students who commenced their studies under the previous regulations and who have not interrupted their studies may complete their studies according to the previous regulations;

(b) if the new regulations are beneficial to them, students may complete their studies under these new regulations;

(c) the Faculty Board may set special transitional arrangements, approved by Senate, in respect of programmes where a change has been approved, and determine a date on which new regulations will be phased in and previous regulations phased out.

5.1.4 Students who were registered for a programme and who failed to renew their registration for that programme, or who have interrupted their studies, forfeit the right to complete their studies according to the previous regulations, provided that:

(a) the Executive Dean may allow students to continue their studies according to conditions that may be determined.

5.1.5 When regulations are amended, Senate may formulate transitional regulations for students to complete a specific programme according to the new regulations.

5.1.6The total fee for a specific fully online module is determined annually by the University and is payable in full upon registration for the module.

5.1.7 Students are not allowed to register outside the prescribed and approved registration periods.

5.1.8 Tuition fees are payable in accordance with the UJ Fee Booklet for fully online programmes.

5.1.9Students sign a formal agreement with the University in electronic format when they register. This requires them to adhere to the policies, rules and regulations of the University. In the case of all minors, their parents or guardians must also sign. Students agree to the terms and conditions of the Online/Digital Access and Invigilation Policy at registration.

5.1.10 The registration of students for individual modules is valid for the applicable module registration period only and lapses on expiry of this period.

5.1.11 Students may not register simultaneously for two programmes at the University, or concurrently for a programme at another university without prior written consent of the Executive Dean of the relevant faculty and the relevant authority of the other university.

5.1.12 At least 50% of all the required modules (including all exit level modules) that a student must successfully complete for an undergraduate qualification to be awarded or conferred must be completed at the University to obtain the qualification certification. Only in exceptional cases, may the Executive Dean in consultation with the Registrar grant permission to complete an exit level module at another higher education institution.

5.1.13 Faculty Boards may determine the maximum number of students who may register for a programme or module in accordance with the University’s Enrolment Management Plan or in order to ensure quality teaching.

5.1.14 Registration takes place in accordance with the PQM and related Higher Education Management Information System (HEMIS) business rules approved by the DHET.

5.1.15 The University does not guarantee that students (including those with a disability/impairment) who register for a qualification and successfully complete that qualification will be registered with a professional board/council or be successful in obtaining employment.

## 5.2 Documents to be submitted upon application

Prospective students who register for the first time at the University may be required to submit, together with their application for study, certified copies of the documents specified below:

## 5.2.1 First-year students

(a) SA or international Identity document.

(b) Senior Certificate or National Senior Certificate or equivalent qualification.

## 5.2.2 Transfer students from other higher education institutions

(a) Identity document.

(b) Senior Certificate or National Senior Certificate or equivalent qualification.

(c) Certified copies of academic record from the previous higher education institution(s).

(d) Certified copies of certificate of conduct if not included on the academic record.

(e) Additional faculty programme requirements determined by the relevant Faculty Boards.

## 5.2.3International students

(a) Passport

(b) Postgraduates: SAQA evaluation of previous qualification

(c) Undergraduates: USAf evaluation of the school-leaving certificate

(d) English proficiency test certificate or proof of English passed at school-leaving level at a level determined by the relevant faculty.

5.2.4The University has the right to cancel or refuse the registration of a student who provided incorrect information and documentation material to an application for admission or who omitted to provide material information or documentation.

## 5.3 Change of personal information

5.3.1 Students must inform the University of any changes in their contact details and other personal details, or update the details personally on the Student Portal.

5.3.2 Correspondence to students will be addressed to the students’ email addresses and cell phone numbers supplied during registration or as changed according to the previous regulation.

## 5.4 Registration for the higher level of a module or qualification

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

## 5.5 Programme and module changes

5.5.1 After the official registration period has closed, students may change their registration only with the permission of the Executive Dean of the faculty.

5.5.2 Application for programme and module changes must be made on the prescribed form. These changes are subject to adherence to closing dates.

## 5.6 Cancellation of studies

5.6.1 Students cancel their studies in a particular programme or module by official notification thereof before dates determined by the University. This notification is submitted to the relevant faculty officer.

5.6.2 Students who cancel their registration before the end of the first week of the module (by midnight of the Sunday South African time), are entitled to a refund of 90% of the module fee; or to a credit of 90% of the module fee. Students who cancel their registration before the end of the second week of the module are entitled to a 50% credit or 50% refund of the module fee. Credit into the student’s account will be given automatically; a refund will be paid on submission of a written application on the appropriate form. Students who fail to notify the University officially of cancellation of a module after the end of the second week are not entitled to any reimbursement or credit of the module fee.

## 5.7 Registration and assessment

5.7.1 Students may not receive study material or supervision, or have access to any electronic study material or sources or be assessed in a module if they are not registered students at the University for the relevant module.

5.7.2 No assessment result obtained by a student is official if the student was not registered for the relevant module when the result concerned was obtained.

## 5.8 Attendance in fully online programmes

5.8.1 Fully online students are required to comply with the University’s Academic Regulations in terms of attendance as applicable. Attendance in fully online programmes is measured in the following ways:

* 1. the frequency and duration that the student spends online;
  2. the extent of participation in fully online discussions;
  3. the timeous submission of tasks and assignments;
  4. data-gathering allowing for advanced data analytics to foster improved teaching and learning

5.8.2 Students are required to complete tasks as specified for the module/s for which they are registered.

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

**6.1** Students may receive credit once only for an interchangeable module in any programme at the equivalent NQF level.

**6.2** A module passed at a particular NQF level may not serve as an equivalent for a module at a higher NQF level.

**6.3** Students retain credit for exemption and/or renewal of registration purposes for a module passed for a period not exceeding seven years, provided that there are no material changes to the curriculum content in this period and provided further that there has been no change in the statutory body regulating the relevant qualification. This retention is also subject to the programme-specific requirements contained in the Faculty Rules and Regulations. Exceptions may be allowed by the Executive Dean in consultation with the Head of Department.

**6.4** Faculty-specific promotion requirements and deregistration rules are contained in the Faculty Rules and Regulations and are applied in addition to the other regulations in this section.

**6.5** Students who have failed a module twice will not be allowed to continue their studies in the same module at the University, except with the permission of the Executive Dean on recommendation of the relevant Head of Department after consultation with the Lecturer, or on recommendation of the faculty’s examination or assessment committee.

**6.6** To be admitted to any module in the second, third or fourth academic year of study, and progress to the following year of study, students must have passed all prerequisite modules.

**6.7** Students who have not been promoted to the following year of study for any three years of study will not be permitted to continue with that programme and will academically be excluded except with the special permission of the Executive Dean. The Executive Dean may stipulate conditions for students to continue with their studies.

**6.8** If students have been granted special permission to continue with studies as determined in AR 6.5 and AR 6.7, the Executive Dean may refuse continuation 60% of studies if their work is unsatisfactory. Students may also be refused further admission if they continue to perform unsatisfactorily at the end of the relevant academic year and will academically be excluded.

**6.9** The formal time during which students were registered for a particular programme at another higher education institution, as well as their results at such institution, may be considered in applying AR 6.5, AR 6.6 and AR 6.7.

**6.10** Students who are registered for a three- or four-year programme and fail to complete the programme within a further period of three years will be allowed to continue with the programme only if granted special permission by the Executive Dean on recommendation of the relevant Head of Department or the faculty’s Examination or Assessment Committee.

**6.11** Unsatisfactory completion of learning tasks orparticipation in the electronic learning environment is taken into consideration when decisions are made regarding the academic exclusion of students.

# 7. APPEALS AGAINST ACADEMIC EXCLUSION

Students may lodge an appeal against their academic exclusion (such as receiving an F7 (undergraduate) or 7F (postgraduate) global result code). Faculty-specific arrangements will be made and dates for such appeals publicised by the Faculty concerned.

1. Applicants who want to appeal must follow the prescribed administrative procedure by submitting their motivation and supporting documents as well as other substantiating documents online to the relevant dean’s office according to faculty guidelines and procedures and in accordance with UJ policies.
2. The Faculty Appeals Committee will consider the appeals and may refuse or allow re-admission.
3. The students will be notified in writing of the outcome of the appeal.
4. The decision of the Faculty Appeals Committee is final, subject to AR 7(f).
5. Students who transfer to another faculty retain their academic record related to their previous registration for any other programme/s.
6. When a Faculty Appeals Committee allows re-admission under circumstances where a student had submitted incorrect information and documentation material to an appeal, or had omitted to provide information or documentation material to an appeal, the Faculty Appeals Committee may reverse its decision and the registration of the student may be cancelled.

# 8. EXEMPTION AND RECOGNITION REQUIREMENTS

**8.1** A Head of Department may, in consultation with the Executive Dean or in accordance with a list of exemptions approved by the Executive Dean, grant exemption from and award a credit for a module to students on the grounds that they have passed a relevant module at the University or at another accredited higher education institution.

**8.2** Exemption from and awarding of credit for modules, as stipulated in AR 8.1, may not be granted for more than half the number of modules required in an undergraduate programme in which exemption and recognition are requested. A faculty may determine rules and regulations in this regard in agreement with the existing Faculty Rules and Regulations, and subject to approval by Senate. At least half the number of modules, including the exit level modules where appropriate, should be passed at the University for the University to award the diploma or confer the degree. The Executive Dean concerned, in consultation with the Registrar, may give permission to the student (for legitimate reasons) to complete such exit level module(s) at another HEI in South Africa, or abroad, in accordance with the academic record concerned.

**8.3** Only in exceptional circumstances may the Executive Dean grant exemption from an exit level core module that has been passed at another institution or in another programme.

**8.4** Exemption from or credit for a module may only be granted for one further programme in addition to the programme in which the module was originally completed.

# 9. COMPULSORY AND ELECTIVE MODULES

Detailed information on compulsory and elective modules is contained in the relevant Faculty Rules and Regulations, which will be available on the website.

# 10. DURATION OF PROGRAMME

The minimum and the maximum duration of a programme are reflected in the officially approved UJ PQM and are contained in the Faculty Rules and Regulations, in accordance with the original programme submission as accredited by the Higher Education Quality Committee (HEQC) and registered by SAQA. The following maximum durations will apply:

|  |  |
| --- | --- |
| **Qualification** | **Maximum Duration** |
| 1 year Degree or Diploma or Certificate | 3 years |
| 2 year Degree or Diploma | 4 years |
| 3 year Degree or Diploma | 6 years |
| Master’s Degree | 3 years |

Extensions to maximum duration may be granted by the Executive Dean in consultation with the relevant HOD/HOS.

# 11. TEACHING, LEARNING AND ASSESSMENT

## 11.1 General

11.1.1 Teaching, learning and assessment take place in accordance with the University’s Teaching and Learning Policy, Assessment Policy, Distance Education Policy for Online Provision and the Senate-approved academic timetable.

11.1.2 Registered students have a right to online tuition in accordance with the Senate-approved Distance Education Policy for Online Provision.

11.1.3 Any form of dishonesty, including plagiarism, in relation to any assessment event in any programme, will be dealt with in accordance with the University’s disciplinary code and/or criminal law.

11.1.4 Programme-specific assessment and regulations are determined by the Faculty Board and Senate.

## 11.2 Assessment

11.2.1 Assessment takes place in accordance with the University’s Assessment Policy and Distance Education Policy for Online Provision.

11.2.2 Programme-specific assessment regulations are determined by the Faculty Board and approved by Senate.

11.2.3 Programme-specific assessment criteria, rules and regulations must be communicated to students upfront in all online modules, all learning guides, and student orientation.

11.2.4 All fully online modules will be assessed by means of continuous assessment and incorporate multiple assessment opportunities through a range of assessment types spread across the module. There should be alignment between module (and unit) outcomes and assessment criteria.

11.2.5 Assessments should include opportunitiesto give students timeous, meaningful and constructive feedback.

11.2.6 Every summative assessment opportunity carries a predetermined weight that that is clearly stated to students at the onset of a module.

11.2.7 All online assessments should be hosted on the UJ Learning Management System. The use of third-party software applications or portals for assessment should be pre-approved through standard UJ processes and provide security of data as stipulated in the POPI Act and not generate additional costs beyond UJ student fees.

11.2.8 Integrity of online assessments are ensured through (a) sound assessment design that will minimise and impede opportunities for cheating, (b) online identity authentication and verification, and (c) electronic invigilating ensuring that the student completing the assessment is not receiving additional, outside or unauthorized assistance.

## 11.3 Assessment results

11.3.1 Higher assessment requirements than those indicated below are determined by the Faculty Board, approved by Senate and contained in the Faculty Rules and Regulations.

11.3.2 The judgement of the Departmental and/or Faculty Assessment Committee is final.

11.3.3With continuous assessment, programme-specific requirements, as approved by the Faculty Board and contained in the Faculty Rules and Regulations will be adhered to. The number, type, weight and date of assessments, and repeat assessments, are pre-set and agreed upon by the assessor and moderator before the beginning of the unit/module or programme. Summative assessments are not limited to written assessments.

11.3.4 Students pass a module if they obtain a weighted final mark of at least 50% (or more if stipulated by a professional/regulating body).

11.3.5 Students pass a module with distinction if they obtain a final mark of at least 75%.

## 11.4 Appeals

11.4.1 After the final mark for a module is made known, students

(a) who failed the module with a final mark of at least 45%, or

(b) who passed a module but are dissatisfied with their final mark, may apply to the lecturer for an explanation of the final mark obtained.

11.4.2 Requests for the explanation of the award of final marks must be made within 7 days after results have been made available. No assessment material (for example, answer scripts or portfolios) or copies of it may be provided to students after such explanatory discussion, if such material would not otherwise have been returned to the student.

11.4.3 If, after the explanation has been provided as described in AR 11.4.2, students are still dissatisfied with the award of marks, they may appeal to the Executive Dean. Executive Deans may, at their own discretion decide to appoint an external arbiter to re-assess the summative assessments. A fee, as determined by the University, is payable for the assessment by arbitration.

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

## 11.5 Repeat summative assessment opportunities

11.5.1 Repeat summative assessment opportunities are considered by the faculty in which the programme/qualification resides, for students who, in the event of illness, for compassionate reasons, on religious grounds, through technical reasons resulting in the non-availability at the time of assessment of the necessary computer facilities, or for similar legitimate reasons, were prevented from completing a summative assessment opportunity.

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

11.5.2 Repeat assessments for continuous assessment modules are scheduled as part of the assessment plan for a particular module.

11.5.3 Repeat assessment opportuni­ties reflect the same duration, degree of difficulty and cover the same scope as the original summative assessment opportunity.

11.5.4 Students are personally responsible for ascertaining whether they qualify for ~~a~~ repeat assessment opportunity and for acquainting themselves with the scheduling details.

11.5.5 Students’ entitlement to a repeat summative assessment opportunity lapses if they fail to use the opportunity.

## 11.6 Obtaining a qualification

11.6.1 Students obtain a qualification if they have passed every module prescribed for a programme. It is the student’s responsibility to ensure all prescribed modules are completed.

11.6.2 A qualification is awarded or conferred with distinction if the requirements below are met:

(a) Duration:

(i) Students must complete a three-year undergraduate programme within six years.

(ii) Students must complete an advanced diploma, a postgraduate diploma or an honours qualification within three years.

(iii) Students must complete a master’s qualification within the maximum period allowed for the master’s programme.

(b) Average final mark for the qualification:

(i) Students must achieve a weighted and/or proportional calculated average final mark for an undergraduate qualification of at least 75% as determined by the Faculty Board, approved by Senate and contained in the Faculty Rules and Regulations.

(ii) Students must achieve an average final mark for an advanced diploma, a postgraduate diploma or an honours qualification, of at least 75% calculated by weighting the final marks for all the modules comprising the qualification in accordance with the NQF credit values allocated to the modules.

(iii) Students for a master’s qualification by coursework must achieve an average final mark for the qualification of at least 75% calculated by weighting the average final marks for all the coursework modules and the final mark for the minor dissertation in accordance with the credit values allocated to all the coursework modules and the minor dissertation respectively (for example, if the credit value of the minor dissertation represents 40% of the total credit value of the qualification, the average final mark for the qualification will be weighted in the proportion of 40 for the minor dissertation and 60 for all the coursework modules).

(iv) Decimal marks may be rounded upwards or downwards in accordance with the decision taken by the Faculty Assessment Committee concerned.

(c) A student must never have failed a module as a first attempt in the relevant programme.

(d) A student must have obtained a minimum mark of 65% in every prescribed module at NQF level 6 for Diplomas, NQF level 7 for Advanced Diplomas and Degrees, NQF level 8 for Professional Bachelor Degrees, Postgraduate Diplomas and Honours Degrees and NQF level 9 for a master’s qualification by coursework, including in the minor dissertation.

(e) If students are transferred from another HEI in the same qualification to UJ, the same requirements as stated shall apply.

(f) If students change programmes within the UJ, only the modules related to the new programme will be taken into consideration in calculating whether the qualification is obtained with distinction.

## 11.7 Students with disabilities

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

11.7.2 Students should submit the application, together with the relevant medical/psychological reports supporting the request, to the Disability Unitat the beginning of the period of study, and then at the start of every following year. The request should clearly specify the needs and concessions requested. After consideration, the Disability Unitwill refer the request, together with a recommendation, to the respective Executive Dean, other divisions and lecturers. Extension of assessment time and/or the granting of a concession must be reaffirmed every year.

11.7.3 The confidential nature of information regarding a disability will be honoured at all times. The information will only be revealed with students’ written consent or, where applicable, that of their parents or guardians.

## 11.8 Access control and online invigilation during assessments

11.8.1 Access to online assessments will take place in accordance with the University’s Online/Digital Access and Invigilation Policy. The policy will be clearly available to students at the onset of each module. It is a student’s responsibility to familiarise themselves with the university’s policies and requirements for online assessments.

11.8.2 Students must adhere to all access and invigilation rules as required for online assessment. Students agree to the terms and conditions of the Online/Digital Access and Invigilation Policy at registration.

11.8.3 It will be students’ responsibility to ensure that they have access to functioning equipment for doing assessments as required by the University’s Online/Digital Access and Invigilation Policy.

11.8.4 Students’ online identities will be authenticated and verified each time before admission to online assessments.

## 11.9 Transgressions during any assessment opportunity

11.9.1 Students commit a transgression when

(a) they commit plagiarism;

(b) they receive additional, outside or unauthorized assistance, with the exception of permission or instruction of the assessor;

(c) they help or attempt to help other students to commit an offence (also considering that students are under an obligation to take all reasonable measures to ensure that other students do not have access to their work), with the exception of permission or instruction of the assessor;

(d) they cause a disturbance, or conduct themselves in an improper or unbecoming manner;

(e) they disregard the instructions of invigilatorsor assessors;

(f) they pose as other students.

11.9.2 Executive Deans of Faculties can initiate disciplinary procedures for transgressions during any online assessment opportunity. They may implement disciplinary procedures with regard to alleged transgressions in assessments, assignments, tasks and essays as well as undisciplined behavior towards academic or administrative staff.

## 11.10 Irregularities during participation in online assessments

11.10.1 The University reserves the right to record assessment opportunities by way of digital invigilation software for purposes of use thereof in disciplinary proceedings in relation to any transgressions during assessment opportunities. Possible student transgressions will be flagged by the online invigilation software or a trained online invigilator. Video recording will be submitted as part of the evidence of an alleged transgression.

11.10.2 Students who are accused of transgressing with reference to AR11.9 must complete and sign a prescribed declaration form within seven g days after notification of the assessment transgression. If a video recording is available the student will have access to the video and may be interviewed by a trained invigilator about the flagged transgression/s. The responsible invigilator will submit the form, and video or other evidence, as part of a written report to the Executive Dean for submission to the Executive Director of Student Affairs.

11.10.3 The Academic Staff member responsible for the assessment will refer the case to the relevant Head of Department and Executive Dean by means of a memorandum that describes the case in detail. If there is video material of the transgression available, this should be submitted as part of the report.

11.10.4 The Executive Dean compiles a report, which is submitted to the Executive Director: Student Affairs within ten (10) working days of the transgression. This report will be submitted, together with the original project, the memorandum from the assessor and any other evidence relevant to the case.

11.10.5 Transgressions in this category include all forms of plagiarism. Search engines and anti-plagiarism software may be used in the detection of suspected transgressions in this category.

11.10.6 While a case is pending, answers will not be marked, and no result in the relevant subject will be made available to the student.

11.10.7 If a student is found not guilty after a disciplinary hearing, his/her assessment opportunity/test will be marked.

11.10.8 No extra time is allowed to complete assessments unless a written request is submitted by the UJ Office for People with Disabilities.

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## 11.11 Assessment for RPL

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

(a) Current competence is more important than learning history. Relevant learning is valued, irrespective of where, when or how it occurred.

(b) Applicants have to demonstrate competence (proven learning).

(c) The standards by which students are assessed for prior learning are determined by the relevant Faculty Board, approved by Senate and contained in the relevant Faculty Rules and Regulations.

(d) Each assessment of prior learning is individual based.

(e) RPL assessment is conducted by the lecturer responsible for that particular module or programme, or by the RPL Committee of the faculty if RPL affects the whole programme.

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

## 11.12 Publication of final assessment results

11.12.1 The assessment results of students are released per module as provisional results as soon as they have been captured and computed.

11.12.2 Final results for an assessment are finalised and released in accordance with a date determined by Central Academic Administration.

11.12.3 It is the student’s responsibility to check marks on uLink.

11.12.4 The University strives to ensure confidentiality of personal information in the publication of assessment results.

# 12. CERTIFICATION

Certification takes place in accordance with the Higher Education Act 101 of 1997 (as amended), academic regulations and related policies. The requirements for the completion of qualifications are indicated in Academic Regulations 6, 7, 8, 9 and 11.6 above.

Certification is confirmed by the signatures of two senior officials of the University who are authorised to do so.

This certificate, which is issued electronically, is the only official recognised certification issued by the University.

## 12.1 Duplicate certificates

The Registrar considers applications for duplicate certificates in accordance with the Policy on Academic Certification and Related Matters.

# 13. DISPUTE RESOLUTION

Complaints and grievances, except where otherwise provided, may be lodged in terms of the Policy: Handling of Student complaints. Complaints and grievances are handled, as far as possible, in terms of such policy subject to students following the prescribed procedures and channels established by the policy and any faculty specific rules.

# 14. ACADEMIC REGULATIONS APPLICABLE TO POSTGRADUATE DIPLOMAS AND HONOURS PROGRAMMES

## 14.1 Minimum admission requirements

14.1.1 Admission to an honours programmeor postgraduate diploma requires a relevant bachelor’s degree, advanced diploma, or an equivalent qualification on NQF level 7 in the same or relevant field of study as determined by the relevant Faculty Board.

14.1.2 In addition to institutional requirements,programme-specific admission requirements are determined by the relevant Faculty Board, approved by Senate and contained in the relevant Faculty Rules and Regulations.

14.1.3 Applicants submit applications for an honours programme or postgraduate diploma in terms of the application deadlines specified in the Online Prospectus. All applications must be made online and must include all required documentation.

14.1.4 Before admission to the programme, the Executive Dean may, in consultation with the relevant Head of Department, determine further conditions to be satisfied by prospective students.

14.1.5 The Head of Department may, where applicable, initiate the University’s Policy on RPL to award academic status equivalent to that of the prerequisite qualification to applicants in order to allow them access to the programme as determined by the relevant Faculty Board and approved by Senate.

14.1.6 The University reserves the right not to admit applicants to a particular programme in accordance with programme-specific selection and other relevant criteria. Applicants who have applied for admission and have been refused may request written reasons for such refusal from the Head of Department.

14.1.7 Meeting the Faculty’s minimum requirements for a particular programme does not necessarily guarantee admission to that programme. Specific selection criteria may be applied within the required Enrolment Management Plan as the University may have a specific number of places available as approved by the Department of Higher Education and Training.

## 14.2 Registration

14.2.1 Applicants register for the programme subject to confirmation that they have met the minimum admission requirements and has been selected.

14.2.2 Renewal or suspension of registration of students is based on the promotion requirements as determined by the relevant Faculty Board, approved by Senate and contained in the relevant Faculty Rules and Regulations.

## 14.3 Assessment

The assessment requirements are determined by the relevant Faculty Board and contained in the relevant Faculty Rules and Regulations. This includes the consideration and awarding of repeat assessment opportunities for student who, for legitimate reasons, were prevented from completing a summative assessment opportunity (see Par 11.5 above). The weighting of the individual modules must be in line with the NQF credit values of the modules.

# 15. ACADEMIC REGULATIONS APPLICABLE TO MASTER’S PROGRAMMES

## 15.1 Master’s programmes

The requirements for master’s programmes are stipulated in the Higher Degrees Policy and the Higher Degrees Administration: Structures and Processes. Faculties may have further requirements as considered by the Senate Higher Degrees Committee, approved by Senate and contained in the relevant Faculty Rules and Regulations.

## 15.2 Admission

15.2.1 The minimum admission requirement for a master’s programme is a qualification at NQF Level 8, an honours qualification, a four-year 480 NQF credit bachelor’s qualification (with a minimum of 96 credits at NQF Level 8), or a Postgraduate Diploma, in the same or a relevant field of study or discipline. The relevant field of study or discipline is determined by the relevant Faculty Board, approved by the Senate Higher Degrees Committee and ratified by Senate.

15.2.2 Applicants apply for admission not later than the programme-specific closing dates listed in the Online Prospectus, and, if successful, register for a coursework master’s programme as offered in the available online programmes. All applications must be made online and must include all required documentation~~.~~

15.2.3 Additional admission and selection requirements may be determined by the relevant Faculty Board.

15.2.~~4~~ In the case of interdisciplinary master’s programmes additional admission requirements may be set by the two or more relevant interdisciplinary fields/departments/faculties, approved by Senate and contained in the relevant Faculty Rules and Regulations.

15.2.5 The success of an international application depends on confirmation of academic acceptance.

15.2.6 The Head of Department may, where applicable, initiate the University’s Policy and Procedure on RPL to award academic status equivalent to that of an honours degree or a four-year 480 NQF credit bachelor’s qualification at NQF level 8 or postgraduate diplomato applicants to allow them access to a master’s programme as determined by the relevant Faculty Board, approved by Senate and contained in the relevant Faculty Rules and Regulations.

15.2.7 The University reserves the right not to admit applicants to a particular master’s programme in accordance with programme-specific selection criteria and other relevant criteria such as:

(a) the limitations of enrolments per programme;

(b) capping of admissions in terms of the University’s approved enrolment plan or professional regulatory requirements;

(c) the inability to identify an appropriate supervisor within the University.

15.2.8 Applicants whose application for admission has been refused may request written reasons for such refusal from the relevant Head of Department.

## 15.3 Registration

15.3.1 Registration is done in accordance with dates set by the University.

(a) First-year coursework applicants register for the Programme to which they have been admitted, by one of the dates specified in the Online Prospectus, and for one or more modules offered during that specific study period as per the Online Prospectus. For subsequent study periods during the same academic year they then select further modules as offered, according to the due dates specified in the Online Prospectus. Students may not register outside of the dates specified in the Online Prospectus.

Students register for an online master’s programme and associated modules in accordance with the specific requirements of the programme as contained in the relevant Faculty Rules and Regulations as approved by Senate, and with due regard to the programme qualification mix as approved by the DHET.

(b) Renewal of registration for a coursework Master’s programme takes place at the start of each academic year as contained in the Online Prospectus. For each study period students then add one or more modules as listed in the carousel for the programme and according to the dates set by the relevant Faculty and published in the Online Prospectus.

(c) Failure to submit the research proposal for a minor dissertation within the timeframe specified in the Higher Degrees Policy may result in cancellation of registration.

(d) Interruption of study may be granted by the Executive Dean for legitimate reasons, as reflected in the Higher Degrees Administration: Structure and Processes.

15.3.2 The minimum duration of a coursework master’s programme is 18 months. Residency less than the prescribed minimum study period may not be granted.

15.3.3 The maximum period of registration for a master’s programme is three years. Further registration may be granted by the relevant Executive Dean in accordance with the University’s Higher Degrees Policy and the Higher Degrees Administration: Structures and Processes.

15.3.4 The approval of applicants’ research proposals, supervisors, study fields and provisional and/or final titles of minor dissertations takes place in accordance with the University’s Higher Degrees Policy, the Higher Degrees Administration: Structures and Processes and faculty-specific regulations as determined by the relevant Faculty Board, approved by Senate and contained in the relevant Faculty Rules and Regulations.

15.3.5 Any amendment to a project or research title is done in accordance with faculty-specific requirements. The amendment is approved by the relevant Faculty Board or faculty higher degrees committee and noted by the SHDC.

15.3.6 The renewal of students’ registration for a coursework master’s programme is subject to satisfactory progress in accordance with the University’s Higher Degrees Policy and the Higher Degrees: Administration: Structures and Processes, faculty-specific requirements and, where applicable, professional regulatory requirements, with due regard also to the University’s Enrolment Management Plan and subsequent throughput interventions.

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

## 15.4 Ethical considerations

Research in master’s programmes is conducted in accordance with ethical requirements as contained in the Code of Academic and Research Ethics and faculty-specific procedures as determined by the relevant Faculty Board, and with due regard to statutory and professional regulatory requirements and general best-practice principles to protect human and animal dignity and welfare in research.

## 15.5 Health and safety

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

## 15.6 Assessment

15.6.1 A coursework master’s degree is structured in terms of a number of formal, taught modules together with a minor dissertation (a self-directed research project) which normally constitutes between 33% and 50% of the requirements of the degree. The minor dissertation is submitted as a written document in appropriate format. The student is not generally expected to make an original theoretical or fundamental contribution to the field of knowledge, but is required to demonstrate proficiency in research methods and the ability to apply these methods and work independently.

15.6.2 Appointment of external assessors for master’s programmes takes place in accordance with the University’s Higher Degrees Policy and the Higher Degrees Administration: Structures and Processes.

15.6.3 The assessment of coursework modules takes place in accordance with faculty-specific regulations as determined by the relevant Faculty Board, approved by Senate and contained in the relevant Faculty Rules and Regulations. This includes the consideration and granting of repeat summative assessment for coursework modules, in cases where, for legitimate reasons, a student has been prevented from completing a summative assessment.

15.6.4 The master’s student is responsible for the technical and linguistic editing of the minor dissertation with the assistance of the supervisor prior to submission for final summative assessment.

15.6.5 The final research report (minor dissertation) is submitted for assessment (with reference to the presentation format, content and layout) in accordance with the faculty-specific regulations as determined by the relevant Faculty Board, approved by Senate and contained in the relevant Faculty Rules and Regulations.

15.6.6 A minor dissertation is submitted for final summative assessment subject to a declaration confirming that it is the student’s own work signed by the student. If a dispute should arise about the readiness of a minor dissertation for final summative assessment, the Executive Dean of the faculty makes the decision in accordance with the Higher Degrees Policy and the Higher Degrees: Administration: Structures and Processes.

15.6.7 No minor dissertation may be submitted for final summative assessment without the express permission of the supervisor. Where the supervisor decides to withhold permission, due processes must be followed.

15.6.8 No supervisor shall unreasonably withhold permission for the submission of the minor dissertation for final summative assessment.

15.6.9 Where a dispute arises between the supervisor(s) and student about the submission of the minor dissertation for final summative assessment, the student has the right to approach the HOD and Executive Dean with a written submission motivating why the minor dissertation or dissertation is considered ready to be assessed. The Executive Dean will make a decision in consultation with the HOD.

15.6.10 The final submission of the minor dissertation takes place in accordance with the final submission dates as specified in the online programme. Late submission could imply the renewal of a registration.

15.6.11 The minor dissertation is assessed in accordance with the University’s Higher Degrees Policy, the Higher Degrees Administration: Structures and Processes and faculty-specific criteria as determined by the Faculty Board and approved by Senate.

15.6.12 The recommendations of assessors are considered by the relevant faculty postgraduate assessment committee and a result is recommended to the Faculty Board for approval and ultimately to Senate for noting in accordance with the University’s Higher Degrees Policy and the Higher Degrees Administration: Structures and Processes.

15.6.13 The final assessment outcome for a minor dissertation is determined by the Faculty Higher Degrees Committee.

15.6.14 The following results may be recommended by the individual assessors for a minor dissertation:

|  |
| --- |
| Approval of the minor dissertation with no corrections to be made, awarding a:   * 1. distinction mark of 75% or above.   2. pass mark between 50% and 74%. |
| Provisional approval of the minor dissertation with minor corrections to be done to the satisfaction of the supervisor, awarding a   * 1. distinction mark of 75% or above.   2. pass mark between 50% and 74%. |
| Recommendation of substantial amendments to the minor dissertation without awarding a mark in the light of deficiencies identified in the narrative report and recommending that the revised version be submitted to the particular assessor for reassessment, acknowledging the fact that her/his final mark will be capped at 50%. |
| Rejection of the minor dissertation, awarding a mark reflecting a fail (less than 50%), in which case no reassessment is recommended or considered. |

15.6.15 A coursework master’s degree can be conferred only after the successful completion of every requirement of each component of the respective degree programme, including the submission and favourable evaluation of a research-based minor dissertation, the obtaining of a pass mark for each of the prescribed coursework modules and the submission of one piece of work in a format suitable for a peer reviewed publication. Faculty regulations may stipulate conditions under which students may be exempted from the requirement for the submission of an article. These conditions are approved by the relevant Faculty Board and Senate.

15.6.17 A student is not deemed to have completed the requirements for conferment of the degree if the electronic version of the minor dissertation has not been submitted to the relevant faculty administration officer prior to the graduation ceremony and closure of the graduation list for the forthcoming graduation ceremony.

15.6.18 A master’s degree can only be awarded with a distinction if the degree was completed within the maximum period allowed for a master’s study.

## 15.7 Resolving conflicting results recommended by the assessors

The FHDC may invoke one or more of the following procedures to resolve an impasse in the results of a master’s study (in accordance with the Higher Degrees Policy and the Higher Degrees Administration: Structures and Processes):

* + 1. request additional information from the assessors and/or supervisors; or
    2. initiate a facilitation process to reach a joint recommendation between assessors as per the Higher Degrees Administration: Structures and Processes; or
    3. appoint an additional assessor to assess the minor dissertation in the hope that the resulting report will resolve the impasse; or

(d) invite an external expert to advise the FHDC; or

(e) identify an independent arbiter to consider all the documentation pertaining to the assessment process, including the individual assessor’s reports and present a decision to the FHDC.

## 15.8 Certification of compliance with the requirements of the qualification

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

## 15.9 Dissemination and publication of the minor dissertation

15.9.1 An electronic copy must be submitted, in accordance with the Higher Degrees Policy and Higher Degrees Administration: Structures and Processes, to the relevant faculty administration officer.

15.9.2 Copyright in a minor dissertation, as well as ownership in intellectual property arising from the research, vests in the University, whether or not the minor dissertation or dissertation is accepted or research completed, and students give their irrevocable consent when signing the registration form of the University to the formal cession of any applicable rights to the University.

15.9.3 In addition to the submission of the final minor dissertation, and except where faculty regulations exempt them, master’s students are required to submit to their supervisors at least one piece of work suitable for submission to a peer reviewed publication, by the time the faculty-specific research assessment committee meets to consider the assessors’ reports.

15.9.4 Co-authorship between students and supervisors of the piece of work suitable for submission to a peer reviewed publication based on master’s research publication is in accordance with the Policy on Authorship.

15.9.5 Students are not deemed to have completed the requirements for graduation until the corrected piece of work suitable for submission to a peer reviewed publication has been submitted to, and accepted by the supervisors.

15.9.6 The preparation of the piece of work suitable for submission to a peer reviewed publication is undertaken by students and supervisors in close collaboration, and supervisors are responsible for assisting students.

15.9.7 If a minor dissertation or an adaptation of it or any resulting piece of workis published, it must be stated that it is based on research done at the University of Johannesburg for a particular study.

15.9.8 Students are encouraged to publish articles based on their master’s research before the minor dissertation has formally been accepted, but must first obtain written permission from their supervisors.

15.9.9 If students do not publish their work, the supervisors may take the initiative to publish it in accordance with the Policy on Authorship.

15.9.10 The SHDC may, on the recommendation of the relevant Executive Dean or the Executive Director: Research and Innovation and/or Faculty Higher Degrees Committee (or an applicant duly mandated in this regard), grant a confidentiality classification of two years to the completed minor dissertation, as stipulated in the University’s Policy on Intellectual Property, resulting in a delay in the public display of the minor dissertation.

## 15.10 Dispute resolution

15.10.1 If an unresolved dispute should arise between two or more of the supervisors or between a supervisor and the student, the relevant Head of Department will in the first instance take steps to resolve the matter.

15.10.2 If the dispute is still unresolved, it is referred to the relevant Executive Dean who may refer the matter to the SHDC for final consideration and processes to resolve the matter.

## 15.11 Intellectual property

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

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

15.11.3 Any research and development done by students as part of their studies, will be subject to the IPR Act.

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

# 16. WITHDRAWAL AND REVOCATION OF ADMISSION STATUS, REGISTRATION

16.1 The University has the right to revoke or amend the admission status of an applicant, and cancel or refuse the registration of an applicant or student who provided incorrect information and documentation material to an application for admission or re-admission, or who omitted to provide information or documentation material to an application for admission or re-admission.

# 17. WITHDRAWAL AND REVOCATION OF DEGREE, DIPLOMA, CERTIFICATE OR OTHER QUALIFICATION

# 17.1 Subject to the provisions specified by the Council of the University, and in consultation with the Senate, the University may withdraw and revoke any degree, diploma, certificate or other qualification that was awarded-

# (a) on the basis of a material error on the part of the University: Provided that such withdrawal and revocation may only take place within a period not exceeding two years after the conferment concerned; or

# (b) as a result of a fraudulent or dishonest act in connection with the obtaining of such degree, diploma, certificate or other qualification.

# 17.2 The withdrawal and revocation of a qualification is initiated by an ad hoc subcommittee of the Senate Teaching and Learning Committee in the case of undergraduate qualifications and of the Senate Higher Degrees Committee in the case of a postgraduate qualification.

# 17.3 Prior to the ad hoc subcommittee formulating a recommendation to Senate and Council regarding the withdrawal and revocation of the qualification concerned, the Registrar or an official delegated by the Registrar to do so, must on behalf of Council:

# (a) notify the recipient of the qualification concerned that a revocation and withdrawal is being considered;

# (b) provide the recipient with relevant information justifying the intended action; and

# (c) provide the recipient with an opportunity to obtain legal or other assistance and to present his or her case in writing and orally to the ad hoc subcommittee.

# 17.4 The ad hoc subcommittee in formulating its recommendations to Senate must record in sufficient detail the written and oral submissions and representations of the recipient. Senate in formulating its recommendations to Council must consider the submissions and representations of the recipient. Council in deciding on whether or not to withdraw and revoke the conferment of the qualification, must consider the submissions and representations of the recipient.

# 17.5 In the event that any degree, diploma, certificate or other qualification that was awarded, is withdrawn or revoked, the relevant Quality Council responsible for the qualification or part-qualification and SAQA must be informed by the University so as to amend the National Learner Record Database, if necessary.

# 18. LIST OF RELEVANT ACTS/POLICIES/DOCUMENTS AVAILABLE ON ULINK <https://ulink.uj.ac.za/pages/regulations.php>

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| Academic Programme Policy |
| Code of Academic and Research Ethics |
| Distance Education Policy for Online Provision  Guidelines Authorship: Research Output  Guidelines on Theses or Dissertation in article or essay format |
| Higher Degrees Administration: Structures and Processes |
| Higher Degrees Policy |
| Higher Education Act 101 of 1997 |
| Institutional Statute of the University of Johannesburg 2017 |
| Language Policy |
| Management of Pregnant Students |
| Policy on Intellectual Property |
| Policy on People with Disabilities |
| Policy: Academic Certification and Related Matters |
| Policy: Rules of Assessment and Invigilation |
| Policy: Handling of Student Complaints |
| Policy: Learning Support Materials |
| Policy: Recognition of Prior Learning |
| Policy: Student Plagiarism |
| Policy: Teaching and Learning |
| Policy: Whistleblowing and Eradication of Improper Activities |
| Promotion of Access to Information Act of 2000 |
| Protection of Personal Information Act 4 of 2013 |
| Regulations for Student Discipline |
| Research Policy and Strategy |
| Student Complaint Lodging Flow Chart |
| UJ Fee Booklet |
| UJ Prospectus |
| Work Integrated and Service Learning Policy |
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