

# ACADEMIC REGULATIONS 2019



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## **GENERAL CONTACT INFORMATION**

### **UNIVERSITY OF JOHANNESBURG**

#### **Student Enrolment Centre**

Call Centre Telephone: 011 559 4555

## **STREET ADDRESSES OF CAMPUSES**

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

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

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

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

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

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

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

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

## **POSTAL ADDRESS: ALL CAMPUSES**

### **University of Johannesburg**

Auckland Park Kingsway Campus  
PO Box 524  
Auckland Park  
2006

## **ACADEMIC REGULATIONS 2019**

### **1. GENERAL PROVISIONS**

#### **1.1 Legal requirements**

These Regulations are subject to:

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

#### **1.2 Application**

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

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

- 1.3.1 These Academic Regulations form part of the Rules of the University, which Rules include policies.
- 1.3.2 The University is not bound by any act inconsistent with its Rules and procedures. The University has the right to rectify any act inconsistent with its Rules and procedures or the law, and it is not precluded (estopped) by virtue of such an inconsistent act from doing so.
- 1.3.3 In the event of a conflict between these Regulations and Faculty Rules or institutional policies, these Regulations take precedence to the extent that the conflict cannot be resolved.
- 1.3.4 Faculty Rules that are in force at the commencement of these Regulations remain in force until amended by Senate.
- 1.3.5 In situations that are not covered by these Regulations, the Faculty Rules and Regulations or institutional policies or procedures are dealt with in terms of the applicable legislation and the common law.

### **2. ABBREVIATIONS, DEFINITIONS AND CONCEPTS**

#### **2.1 Abbreviations**

ADSL	Asymmetric digital subscriber line
A level	Advanced level
APS	Admission point score
AR	Academic regulation
AS level	Advanced subsidiary level
SC(A)	Senior Certificate (Amended)
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 / Ensino 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
HFA/HCA	Head of Faculty Administration / Head of College Administration
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
LTE	Long-Term Evolution
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
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
SHDC	Senate Higher Degrees Committee
SL	Service Learning
SLP	Short Learning Programme
S Level	Standard level
WAEC	West African Examination Council
WIL	Work-integrated learning
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

2.3.1 Unless the context requires otherwise, where acronyms, words and phrases are used in these Academic Regulations, they bear the meanings as assigned to them below, and other grammatical forms of the words or phrases have corresponding meanings.

- 2.3.2 If any definition contains a substantive provision conferring rights or imposing obligations or duties on the University or 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.
- 2.3.3 **“3G/4G”** a mobile communications standard that allows mobile phones, computers, and other portable electronic devices to access the Internet wirelessly.
- 2.3.4 **“Academic Misconduct”**
- “Fabrication” the invention of data or results and recording or reporting them.
  - “Falsification” the manipulation of research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
  - “Plagiarism” the appropriation of another person’s ideas, processes, results or words without appropriate credit.
  - “Research misconduct”, which does not include honest error or differences of opinion.
  - Any other academic act committed with the intention to misrepresent, defraud or subvert the standard academic processes involved in teaching and learning, assessment and research.
- 2.3.5 **“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.
- 2.3.6 **“Academic Regulations” / “AR”** means the regulations contained in this document.
- 2.3.7 **“Assessment”** means the process in which evidence is gathered and academic judgements made about students’ performance in relation to agreed and defined criteria.
- 2.3.8 **“Assessment criteria”** means the clear and transparent expression of requirements against which the students’ performance is assessed, as derived from the learning outcomes.
- 2.3.9 **“Assessment methods”** means the activities in which an assessor engages to determine student competence, for example, observation (observing students while carrying out a task), document review (evaluating a product submitted by a student, such as an artefact or portfolio of evidence) and oral or written questions.
- 2.3.10 **“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.
- 2.3.11 **“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 a student additional time to complete a qualification.

- 2.3.12 **“Certificate”** means a document that is issued as evidence of compliance with the requirements of subsidised and continuing education programmes.
- 2.3.13 **“Chief assessor”** means the person responsible for teaching and assessing a module, usually the lecturer.
- 2.3.14 **“College”** means the same as “Faculty” for the purposes of these Regulations. Refer to “faculty” for full definition.
- 2.3.15 **“Continuous assessment”** means assessment that is conducted on a continuous basis throughout the learning experience and includes formative and summative 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 (including the final summative) contribute to the final pass/fail mark of the student.
- The continuous assessment schedule, which could include a formal final summative assessment opportunity (e.g. an examination), must make provision for the weighting of the summative assessment opportunities, but could make provision for the setting of prerequisites with which students must comply before progressing to the following phase/step within the continuous assessment schedule.
- 2.3.16 **“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.
- 2.3.17 **“Department/School”** means a substructure that forms part of a Faculty.
- 2.3.18 **“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.
- 2.3.19 **“Distance (online) 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 educators and students and utilises a computer network to present or distribute some educational content. Online programmes are equivalent to on-campus contact programmes in terms of admission criteria and overall workload.
- 2.3.20 **“Doctoral degree”** means that the essential defining requirement of the research project for graduation purposes is an original contribution to a field of study at a theoretical, conceptual or analytical level in addition to proficiency in research methods and exercise of independent and critical ability.
- 2.3.21 **“External assessor”** means an expert appointed from outside the University to assess students’ work.
- 2.3.22 **“Faculty-specific assessment”** means opportunities, such as continuous assessments, that are determined by academic departments and approved by the Faculty Board.

- 2.3.23 **“Faculty/College”** 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.
- 2.3.24 **“Faculty/College Board”** means a body that governs a Faculty/College and regulates its activities.
- 2.3.25 **“Field of study”** means a broad demarcation of study within which smaller foci of study may be identified.
- 2.3.26 **“Formative assessment” for contact students** is conducted during the process of teaching and 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 grade, is often used as a diagnostic tool as it provides information to make real-time improvements in teaching methods, learning support materials and activities.
- 2.3.27 **“Formative assessment” for online students** means assessments “for learning” that 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.
- 2.3.28 **“Full-time student”** means a student for whom study is the main activity and who is enrolled for the total number of specified modules per semester in accordance with the minimum study period for the qualification.
- 2.3.29 **“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 organisation, 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).
- 2.3.30 **“Global result”** means a result awarded to students having regard to their overall progress with their studies.
- 2.3.31 **“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 bachelor honours degree, or a postgraduate diploma is a prerequisite.
- 2.3.32 **“Interdisciplinary degree”** means a degree in which the formal foundation cannot be found in only one academic department, but is spread across several home departments or across faculties, and for which a cognate formal undergraduate degree may not be available.
- 2.3.33 **“Marks”** means the following in the defined context:

- (a) **“Final mark”** means a mark calculated according to a prescribed ratio/proportion and/or weighting per programme of the final period or semester or year mark and the mark of the last summative assessment opportunity, determined by the Faculty Board.
  - (b) **“Final period/semester/year mark”** means the mark obtained from summative assessment opportunities during the period of registration for the module. The final period or semester or year mark obtained from the summative assessment is calculated as determined by the Faculty Board.
- 2.3.34 **“IPR Act”** refers to the Intellectual Property Rights from Publicly Financed Research and Development Act of 2008.
- 2.3.35 **“Master’s degree”** means the following in the defined context:
- (a) **“Coursework master’s programme or degree”** means the successful completion of compulsory, formal, taught modules that constitute a significant part of the requirements for graduation, with a minor dissertation or other forms of research contributing at least 60 credits on NQF Level 9 towards the total credits.
  - (b) **“Research master’s programme or degree”** means that the successful completion of a research dissertation is the sole academic requirement for graduation.
  - (c) **“Professional 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 an independent study component consisting of either a single research or technical project or a series of smaller projects demonstrating innovation or professional expertise, contributing at least 45 credits on NQF Level 9 towards the total credits.
- 2.3.36 **“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 project. Its context and outcome provide evidence that the candidate is conversant with the method of research in partial compliance with the requirements for the prescribed outcomes of a coursework master’s degree.
- 2.3.37 **“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.
- 2.3.38 **“Internal Moderator”** means an academic employee of the University who is officially appointed by the University to moderate the assessment of a specific module.
- 2.3.39 **“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.
- 2.3.40 **“Module”** is a learning component (building block) within a programme of study towards a qualification and means the following in the defined context:
- (a) **“Compulsory module”** is a module that students must register for as part of a particular programme and whose outcomes must be achieved successfully before a qualification can be awarded.
  - (b) **“Couplet module”** is a first-semester module followed by the second-semester module where the content of the second-semester module is

dependent on the content of the first-semester module, subject to a minimum examination mark as well as a minimum final mark of at least 40% obtained for the first-semester module to progress to the second-semester module.

- (c) **“Elective module”** is any module that can be exchanged for another module as provided for in the programme.
  - (d) **“Semester module”** is a module that extends over one semester (approximately 14 academic weeks) as reflected in the academic calendar approved by Senate.
  - (e) **“Semester module spread over a year”** is a module that has half the credits of a year module, but is presented over a year. A minimum half-year mark of 40% is required (in June) in order to continue with the module in the second semester.
  - (f) **“40% Prerequisite module”** is a module where the student needs to obtain at least 40% after the first semester in order to continue with the second semester module.
  - (g) **“Term module”** is a module that extends over one term (approximately 7 academic weeks) within a particular semester as reflected in the academic calendar as approved by Senate.
  - (h) **“Year module”** is a module that extends over two semesters (approximately 28 academic weeks) as reflected in the academic calendar of a particular calendar year as approved by Senate.
- 2.3.41 **“Granting of a module credit”** means a module successfully completed at a specified NQF level within an academic programme that 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 and for the equivalent credit.
- 2.3.42 **“Granting of a 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.
- 2.3.43 **“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 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 Master's Degree (Professional)	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)
	Professional Bachelor's Degree	480 (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.

- 2.3.44 **"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 unauthorised assistance.
- 2.3.45 **"Outcomes"** means a demonstration of relevant abilities or competencies (including knowledge, skills, attitudes and values).
- 2.3.46 **"Part-time student"** means a person for whom study is not the main activity, who may be employed and is enrolled for fewer than the specified number of modules per semester and who may complete his/her qualification within a longer specified time frame than the minimum study period stipulated for an equivalent full-time programme.
- 2.3.47 **"Pipeline qualification"** means a qualification that is being phased out within a particular time frame. It affords the student currently in the qualification the opportunity to complete the qualification.
- A pipeline qualification is not available for registration for first-time entering students.
- 2.3.48 **"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 and the UJ Policy on Academic Misconduct (once approved).

“Actionable plagiarism” means *Plagiarism* that:

- (a) Vitiates the attempt fairly and meaningfully to assess and, where relevant, assign a mark, grade, or other outcome to the work in question; *and/or*
  - (b) 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, the nature and extent of the plagiarism, the level of the student, and all the other relevant circumstances of the case; *or*
  - (c) In the case of work that is not submitted for assessment (for example, work submitted by a graduate student to a supervisor or lecturer for comment), is deemed by the individual academic staff member in question to be actionable, 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.
- 2.3.49 “**Prerequisite**” means a module that a student must pass before continuing with the more advanced module.
- 2.3.50 “**Co-requisite**” means a module that a student must enrol in at the same time as, or in some cases prior to, enrolling in the desired module.
- 2.3.51 “**Programme**” means the following in the defined context:
- (a) “**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.
  - (b) “**Extended curriculum programme**” means an undergraduate diploma or degree incorporating substantial foundational work/provision that is additional to the coursework prescribed for the regular programme. The foundational work/provision is equivalent to one or two semesters of full-time study, designed to articulate effectively with the regular elements of the programme, and planned, scheduled and regulated as an integral part of the programme.
  - (c) “**Continuing Education Programme**” (CEP) means an institution-approved short learning programme or institution-approved whole programme (the latter accredited by HEQC and registered by SAQA). These programmes receive no state funding and upon successful completion, will lead to the award of a qualification in the case of a whole programme or a UJ certificate in the case of an SLP.
  - (d) “**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.
  - (e) “**Programme group**” means a number of programmes with the same focus or field of specialisation.
  - (f) “**Programme title**” means the name of a qualification with or without a qualifier, e.g. BA (Development Studies), BIng (Mechanical) or LLB.

- (g) **“Purpose of a programme”** means the value of a programme to students and society, and reflects the outcomes.
  - (h) **“Short learning programme (SLP)”** means an institution-approved continuing education programme, which can be either a non-credit bearing SLP or an SLP bearing credits towards a UJ accredited qualification. In the case of the latter, the SLP generates fewer than 120 NQF credits and the duration is less than one year.
  - (i) **“Subsidised 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.
  - (j) **“Whole programme”** means an institution-approved, HEQC accredited and SAQA registered continuing education programme generating 120 NQF credits or more and extending over a period of one year or more. (Also see definition for “Continuing Education Programme” AR 2.3.51 (c).)
- 2.3.52 **“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.
- 2.3.53 **“Promotion requirements”** means the grounds of a student’s achievements in a particular study period.
- 2.3.54 **“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.
- 2.3.55 **“Qualifier” or “field of specialisation”** means the manner in which a specific field is identified within a generic qualification, e.g. BSc (Chemistry) or BA (Law), in which “BSc” or “BA” represents the generic component and “(Chemistry)” or “(Law)” the qualifier or field of specialisation.
- 2.3.56 **“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.
- 2.3.57 **“Rules of admission”** refers to the minimum requirements for access to a module or programme.
- 2.3.58 **“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).
- 2.3.59 **“Service learning”** means a form of teaching and learning that is directed at specific community needs and integrated into a credit-bearing academic programme and curriculum in which students participate in contextualised, well-structured and organised service activities aimed at addressing identified service needs in a community and subsequently reflect on such experiences in order to gain a deeper understanding of the linkage between curriculum content and community dynamics as well as to achieve personal growth and a sense of social and civic responsibility. The experience is assessed and takes place under the supervision and/or mentorship of a person/s representing the community. A collaborative partnership that enhances mutual reciprocal teaching and learning among all members of the partnership (lecturers and

students, members of the communities or representatives of the service sector) is required. See also work-integrated learning.

- 2.3.60 **“Special assessment opportunity”** means a further assessment opportunity equivalent to the original assessment opportunity aimed at accommodating students who were unable to be assessed in the original assessment opportunity.
- 2.3.61 **“Study year/semester”** means the academic level of the study year/semester of study for which students are registered, e.g. first year, second year or third year, of a particular programme.
- 2.3.62 **“Summative assessment”** is an assessment that 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 assessments include constructive feedback to the students in order to enhance their learning.
- 2.3.63 **“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.
- 2.3.64 **“Supplementary assessment opportunity”** means an assessment that supplements the original assessment granted to students. Admission to this assessment opportunity is based on the results of the original assessment opportunity.
- 2.3.65 **“Student”** means a student registered for a qualification or programme, and includes depending on the context a prospective or former student.
- 2.3.66 **“Thesis”** means a treatise or a collection of articles or essays, prepared for assessment purposes, which represents a distinct, original contribution to the knowledge of and insight into a field of study, either by the disclosure of new facts or by the exercise of an independent and critical ability, in full compliance with the requirements of a doctorate from the University.
- 2.3.67 **“Tutorial for contact students”** means a period of tuition given by a university in addition to normal teaching time and methods. It is the teaching of a relatively small group of students by university teaching staff or tutors in a specific module.
- 2.3.68 **“Tutoring for fully online students”** in an online environment is 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.
- 2.3.69 **“University”** means the University of Johannesburg.
- 2.3.70 **“Work-integrated learning”** means the component of a learning programme that focuses on the application of learning in an authentic learning work-based context under the supervision and/or mentorship of a person/s representing the workplace. It addresses specific competencies identified for the acquisition of a qualification that make the student employable and assist in the development of related personal attributes. Workplace/service employees and

professional bodies are involved in the assessment of the learning experience together with the University's academic employees. See also service learning.

### **3. LANGUAGE**

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

### **4. ADMISSION**

#### **4.1 General minimum admission requirement principles for undergraduate programmes**

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

- (a) A National Senior Certificate (NSC) with higher certificate endorsement is a legal requirement for admission into a higher certificate.
- (b) A NSC with diploma endorsement is a legal requirement for admission into an undergraduate diploma.
- (c) A NSC with bachelor's degree endorsement is a legal requirement for admission into an undergraduate bachelor's degree.
- (d) A SC(A) with relevant endorsement, 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 obtained a subminimum of 20% in the sixth subject.
- (e) A NASCA is awarded at certification of 120 credits with at least four subjects passed, carrying 30 credits each.
- (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 with diploma endorsement by Universities South Africa (USAf) after the successful completion of the Higher Certificate (refer to AR 6 for credit requirements).
- (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 with bachelor's degree endorsement by USAf (refer to AR 6 for credit requirements).
- (i) Other progression and/or articulation requirements, as reflected in the Higher Education Qualifications Sub Framework (HEQSF), are applicable.
- (j) Applicants who have completed their (NSC) or (SC) must comply with the minimum Admission Point Score (APS).
- (k) All applicants must comply with the language requirements, faculty and qualification or module requirements for admission into each programme as outlined 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:
  - (i) Have access to a computer with a reliable and stable, high-speed Internet connection (3G/4G, LTE, ADSL or Fibre);
  - (ii) Participate in teaching and learning activities through the LMS;
  - (iii) Be able to use a webcam and/or microphone if required;
  - (iv) Review and comply with the complete list of technical requirements specific to the programme of study.
  - (v) Complete an online orientation course offered by the Centre for Academic Technologies, if required.
- (n) Other additional admission requirements may be:
  - (i) Admission and placement tests as approved by Senate;
  - (ii) Interviews in person or online;
  - (iii) Portfolios of evidence;
  - (iv) Recognition of Prior Learning (RPL) process;
  - (v) SAQA or USAf certification of equivalents;
  - (vi) Language proficiency tests;
  - (vii) 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 qualifications may also be subject to caps 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 their final Grade 11 results, which is calculated in the same way as the APS using the results of the final Grade 11 subjects. Any applicant who has been provisionally or conditionally admitted based on their final Grade 11 results will still be required to satisfy the minimum admission requirements with their final Grade 12 results, in order for them to register for the relevant qualification as stipulated by the University. Final admission may also be dependent on applicants maintaining their final Grade 12 performance at a similar or higher level to that of their final Grade 11 results used to determine their provisionally or conditionally admission status.
- (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 Point Score (APS), 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 is granted.
- (r) School-leaving certificates not included in the Table used to calculate the Admission Point Score. These certificates are dealt with individually in faculties and departments.

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

APS	NATIONAL			INTERNATIONAL										
	<u>NSC (IEB/SACAI)</u>	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'état	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 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'état, 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**

- (a) Life Orientation is not counted in the calculation of the total APS, nor is it considered as an individual compulsory subject.
- (b) 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.
- (c) If applicants completed more than the minimum number of subjects (six) in their NSC, the compulsory subjects and the best of the three remaining subjects will be used to calculate the total APS.
- (d) Refer to the UJ Prospectus/Website for the requirements per qualification and faculty.

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

- 4.5.1
- (a) Admission requirements for applicants with an NCV, SC(A) 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 Prospectus/Website for the requirements per qualification and faculty.
  - (c) Refer to the Admission 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 stipulated in Faculty Rules and Regulations;

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

**or**

(c)

- (i) have obtained one of the following credit combinations:
  - three Grade 12 subjects on at least standard-grade level, plus one National Certificate N3 subject; or
  - two Grade 12 subject on at least standard-grade level, plus two National Certificate N3 subjects; or
  - one Grade 12 subjects 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 the APS 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 stipulated 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.

#### **4.7 Minimum admission requirements applicable to Diplomas**

4.7.1 The minimum admission requirements for a Diploma are:

- (a) SC or NSC with diploma or bachelor's degree endorsement;
- (b) 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.

#### **4.8 Minimum admission requirements applicable to BTech and 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.

4.8.1 BTech and 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.

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

**4.9 Minimum admission requirements applicable to Bachelor's Programmes**

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

**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 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.

**4.10 Alternative admissions requirements**

**4.10.1 Senate Discretionary Conditional Admission**

Senate Discretionary Conditional Admission for candidates who have successfully completed the NSC **or** NC or NC (Vocational) or SC(A) or NASCA and who have applied for admission to an undergraduate programme at the University may be considered by Senate on recommendation of the relevant Executive Dean, subject to successfully completing a PsyCaD assessment and the NBT and obtaining at least Higher Intermediate Level.

**4.10.2 School of Tomorrow applicants**

The Executive Dean, together with the Registrar, may approve admission of School of Tomorrow applicants via the Senate discretionary admission process subject to Faculty Rules and Regulations, the applicant successfully completing a PsyCaD assessment and the NBT (obtaining at least Higher Intermediate Level).

**4.10.3 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.

**4.10.4 Placement in access or alternative programmes**

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

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

- 4.11.1 Prospective students must apply for admission to programmes not later than the determined programme specific closing dates as stipulated on the official UJ website. An annually determined application fee is payable for paper applications. Online applications are free.
- 4.11.2 Admission is subject to selection in accordance with programme-specific admission requirements determined by the Faculty Board, as well as minimum requirements set for transfer students, approved by Senate and contained in the relevant Faculty Rules and Regulations.
- 4.11.3 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 email 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 DHET, the Senate and Faculty Boards;
  - (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 Admission of international applicants is subject to the conditions set out in the Immigration Act 13 of 2002.
- 4.12.2 The success of an international application depends on both the confirmation of academic acceptance and the obtaining of the necessary statutory documentation and state approval.
- 4.12.3 All prospective international students are required to submit proof of English language proficiency, which may consist of:
- (a) the results of the internationally recognised International English Language Testing System (IELTS) test (with a score determined by the relevant faculty)  
**or**
  - (b) English passed at school-leaving level (at a level determined by the relevant faculty);  
**or**
  - (c) the results of 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. Head of Faculty Administration (HFA)

### **5. REGISTRATION**

#### **5.1 General principles**

Students may not attend lectures or any contact sessions in a module, receive study material or supervision, 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 or programme for the relevant academic year.

##### **5.1.1** Students register for an academic programme of the University as contained in the Rules and Regulations of the University.

Once a student is admitted to a fully online programme, he/she registers at no fee for that programme. The next step is to register for one or more modules according to one of the registration dates specified on the online website. 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 Website. Programme requirements may specify compulsory, elective and prerequisite modules, which must be passed prior to proceeding to higher level modules.

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.

##### **5.1.2** Continuing 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 and are compliant with all the other rules that were applicable at the time of their first registration provided that they complete their studies within the maximum period allowed, may complete their studies according to the previous regulations;
- (b) if the new regulations are beneficial to them, students may complete their studies under these new regulations;
- (c) the Faculty Board may set special transitional arrangements, approved by Senate, in respect of programmes where a change has been approved, and determine a date on which new regulations will be phased in and previous regulations phased out.

- 5.1.3 Students in contact programmes who interrupt their studies are required to apply for special permission from the relevant Faculty Officer to continue their studies. Continuation of studies may be subject to conditions.
- (a) Outstanding modules including Service Learning will result in registration the next year.
- (b) The Head of Faculty Administration in consultation and with the permission of the relevant HOD may in exceptional circumstances allow students to continue their studies according to conditions that may be determined.
- 5.1.4 When regulations are amended, Senate may formulate transitional regulations for students to complete a specific programme according to the new regulations.
- 5.1.5 Applicants who are admitted for a particular academic year must register for that year according to the registration dates as determined by the University.
- 5.1.6 The MEC may, by notice to the applicants and students, bring the closing date for registration for a programme forward to remain within the enrolment cap for the programme.
- 5.1.7 An applicant or student who does not register for a programme before the cap is reached forfeits the right to register for the programme for the particular academic year.
- 5.1.8 Fees are determined by the University and are payable annually upon registration. (Refer to the UJ online website for fees of fully online programmes.)
- 5.1.9 After registration, students are obliged to pay the outstanding fees due on or before the dates stipulated by the University. The deadlines for fee payment are included in the UJ Fee Booklet.
- 5.1.10 Students who have cancelled their studies or who have registered and not taken up their studies remain liable for their fees in accordance with the UJ Fee Booklet.
- 5.1.11 Students are not allowed to register outside the prescribed and approved registration periods unless the Management Executive Committee formally extends the registration period. Students who register late may be liable for the payment of a late registration fee in accordance with the Student Fees Policy and decisions taken by the Management Executive Committee in this regard.
- 5.1.12 Tuition fees are payable in accordance with the UJ Fee Booklet.
- 5.1.13 Students sign a formal agreement with the University in electronic format when they register online. Students who do not register online must complete, sign and submit a hard copy of the agreement. In the case of all minors, their parents or guardians must also sign and submit a hard copy of the agreement.
- 5.1.14 Online students agree to the terms and conditions of the online digital access and policy at registration.
- 5.1.15 Students must adhere to the policies, rules, regulations and procedures of the University and undertake to pay the prescribed fees by signing the official registration form and the formal agreement with the University.
- 5.1.16 The registration of students is valid for the applicable registration period only and lapses on expiry of this period.

- 5.1.17 Students may not register simultaneously for two programmes at the University, or for a programme or module at another university, concurrently with their registration at the University without prior written consent of the Executive Dean or his/her delegated authority of the relevant faculty and the relevant authority of the other university.
- 5.1.18 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.
- 5.1.19 Only in exceptional cases may the Executive Dean or his/her delegated authority in consultation with the Registrar grant permission to complete an exit level module at another higher education institution.
- 5.1.20 Senate may determine the minimum number of students who should register for a programme or a module for it to be offered on a particular campus and/or in a particular year.
- 5.1.21 A student may not register for more than the prescribed number of modules per academic year/semester as:
- (a) approved by Faculty Board and Senate;
  - (b) reflected in the Faculty Rules and Regulations and curriculum;
  - (c) specified per year level.
- The Executive Dean or his/her delegated authority of the faculty may approve the equivalent of two additional semester modules or one-year module per academic year.
- 5.1.22 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.
- 5.1.23 Registration takes place in accordance with the Programme Qualification Mix and related Higher Education Management Information System (HEMIS) business rules approved by the DHET.
- 5.1.24 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.
- 5.1.25 Students who are admitted for a fully online programme and who failed to register for that fully online programme within the calendar year applied for will forfeit the right to register for the following calendar year. However, if the student was admitted for the fully online programme within the last four months of a calendar year, the admittance will be carried over to the following calendar year.

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

Upon registration, prospective students who register for the first time at the University may be required to submit certified copies of all outstanding required documentation via email to Perceptive Content ([ujappdocs@listsrv.uj.ac.za](mailto:ujappdocs@listsrv.uj.ac.za)) before the registration process can take place.

Senior students are required to submit documents as specified below:

- If their personal information has changed since the previous registration;

- Students that still have outstanding documents listed; and/or
- If the student is a transfer student from another higher education institution(s).

Certified copies of certain documentation may be required upon registration as determined by the University.

Documents that may be requested include the following (depending on the particular and mode of delivery):

#### 5.2.1 **First-year students**

- (a) SA identity document, international identity document, passport or permanent residence permit, where applicable.
- (b) Senior Certificate or National Senior Certificate or equivalent qualification, only when specifically requested by faculties.

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

- (a) SA identity document, international identity document, passport or permanent residence permit where applicable.
- (b) Senior Certificate or National Senior Certificate or equivalent qualification only when specifically requested by faculties.
- (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.

#### 5.2.3 **International students**

- (a) Passport
- (b) Study permit
- (c) Postgraduates: SAQA evaluation of previous qualification
- (d) Undergraduates: USAf evaluation of the school-leaving certificate
- (e) English proficiency test certificate or proof of English passed at school-leaving level or at a level determined by the relevant faculty
- (f) Proof of South African medical insurance cover.

#### 5.2.4 **Unavailability of documents**

In exceptional cases where the documentation is not available upon registration, conditional registration will be allowed only with the permission of the Executive Dean or his/her delegated authority of the faculty. In these instances, a final submission date will be set. Failure to submit the documentation may lead to cancellation of registration.

#### 5.2.5 **Omission of material information and submission of incorrect documentation**

The 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 Student access cards**

5.4.1 Contact students registering for the first time will be issued with student access cards after their registration process has been successfully completed and the cards will be activated for that registration period only. Thereafter, these student cards will be re-activated each time after reregistration.

5.4.2 Students must carry their student access cards with them at all times when they are on University premises.

5.4.3 A valid student access card must be presented to gain admission to campuses, assessment venues and the library.

### **5.5 International students**

5.5.1 International students may register at the University if they meet the University's academic admission requirements, obtain valid study permits (if required) and satisfy all other registration requirements.

### **5.6 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.

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

5.7.1 After the official registration period and within the appointed time, students may change their registration only with the permission of the HFA of the faculty.

5.7.2 Application for module or programme changes must be made according to the University and Faculty rules. These changes are subject to approval according to the Academic Regulations.

### **5.8 Cancellation of studies**

5.8.1 Students cancel their studies in a particular programme or module by official notification on a prescribed form and in accordance with the prescribed procedure thereof before the date determined by the University. This form is submitted to the relevant faculty officer for processing.

5.8.2 Students who fail to notify the University officially before the prescribed dates will forfeit any claim to the reimbursement of money paid to the University

5.8.3 Cancellation of studies in a semester module(s) or a year module(s) within the 21-calendar day period before the beginning of the assessment opportunity will be regarded as absent from the assessment opportunity. Cancellation of studies in a continuous evaluation year module within the 42-calendar day period before the beginning of the assessment opportunities will be regarded as absent from the assessment opportunity.

5.8.4 Online 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.

## **5.9 Service or work-integrated learning**

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

5.9.2 The University supports students to obtain relevant SL or WIL placement opportunities.

## **5.10 Class attendance for contact programmes**

5.10.1 Students have the responsibility to attend all classes unless they have a legitimate reason, and where appropriate, the necessary evidence thereof, for being absent.

5.10.2 Students might be required at any time to account for their irregular attendance, either by personal explanation to their lecturer or by a written statement from a guardian or another authority.

5.10.3 In borderline academic result cases, information on class attendance is taken into account by faculties.

5.10.4 Students are expected to attend a minimum of 80% of tutorials.

5.10.5 Faculties might have rules regarding the compulsory attendance of practical, laboratory and clinical classes as contained in the Faculty Rules and Regulations.

## **5.11 Participation in fully online programmes**

5.11.1 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:

- (i) the frequency and duration that the student spends online;
- (ii) the extent of participation in fully online discussions;
- (iii) the timeous submission of tasks and assignments;
- (iv) data-gathering allowing for advanced data analytics to foster improved teaching and learning

5.11.2 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 only once 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 temporarily discontinued their studies and who have passed a module whose content has in the meantime undergone substantial changes may be refused admission to a module for which this module is a prerequisite.
- 6.6 Students who have failed a module twice will not be allowed to continue their studies in the same module at the University, except with the permission of the Executive Dean or his/her delegated authority on recommendation of the relevant Head of Department after consultation with the Lecturer, or on recommendation of the faculty's examination or assessment committee.
- 6.7 To be admitted to any module in the second, third or fourth academic year of study, and progress to the following year of study, students must have passed at least 60% of the modules registered for in the previous academic year of study for contact programmes.
- 6.8 Students who have not been promoted to the following year of study for any two years of study will not be permitted to continue with that programme 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.
- 6.9 If students have been granted special permission to continue with studies as determined in AR 6.6 and AR 6.8, the Executive Dean may refuse continuation of studies if their progress in the first semester is unsatisfactory. Students may also be refused further admission if they continue to perform unsatisfactorily at the end of the relevant academic year and will be academically excluded.
- 6.10 The formal time during which students were registered for a particular programme at another higher education institution, as well as their results at such institution, may be considered in applying AR 6.6, AR 6.8, AR 6.9.
- 6.11 Unsatisfactory attendance of lectures, participation in an electronic learning environment, tutorials and practical's (where applicable) 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) at the specific faculty on the campus where the student is registered. Faculty-specific arrangements will be made and dates publicised by the Faculty concerned.

- (a) 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 via the UJ web according to faculty guidelines and procedures and in accordance with UJ policies.
- (b) The Faculty Appeals Committee will consider the appeals and may refuse or allow re-admission.
- (c) The students will be notified in writing of the outcome of the appeal.
- (d) The decision of the Faculty Appeals Committee is final subject to AR 7(f).
- (e) Students who transfer to another faculty retain their academic record related to their previous registration for any other programme/s.
- (f) 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 his/her delegated authority in accordance with a list of exemptions approved by the Executive Dean, grant exemption from and award a credit for a module, of which the content of the module was at least 80% the same, 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 semester modules, including the exit level modules where appropriate, should be passed at the University for the University to award the diploma or confer the degree. The Executive Dean or his/her delegated authority concerned, in consultation with the Registrar, may give permission to the student (for legitimate reasons) to complete such exit level module(s) at another HEI in South Africa, or abroad in accordance with the academic record concerned. For the purposes of this sub-regulation, a year module counts as two semester modules, and one term module counts as half a semester module.
- 8.3 Only in exceptional circumstances may the Executive Dean or his/her delegated authority grant exemption from an exit level or semester 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**

- 9.1 Detailed information on compulsory and elective modules is contained in the relevant Faculty Rules and Regulations.

- 9.2 For a year module, a minimum half year mark (also referred to as a progress mark) of 40% may be required (in June) in order to continue with the module in the second semester.

## 10. DURATION OF PROGRAMME

- 10.1 The minimum duration of a programme is in accordance with the HEQSF and HEMIS requirements.
- 10.2 The maximum duration of a programme is as per the table.
- 10.3 Duration of contact programmes is inclusive of any interruption of studies.
- 10.4 For any qualification offered part time, one additional year may be added to the maximum duration.
- 10.5 The maximum duration for online programmes is as per the table plus one additional year.
- 10.6 Students who fail to complete the programme within the maximum period 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. Refer to table.
- 10.7 Students who are granted credit for modules towards a specific programme must be registered at the University for this specific programme for a minimum of one semester, if it is a one-year programme; a minimum of one year, if it is a two-year programme; or a minimum of two years, if it is a three-year or four-year programme before the qualification can be awarded or conferred by the University.

### Duration of programmes if registered full time:

Qualification	Minimum Credits	Minimum Duration	Maximum Duration
Higher Certificate	120	1 year	2 years
Advanced Certificate	120	1 year	2 years
Diploma	240	2 years	3 years
UG Diploma	360	3 years	5 years
UG Extended Diploma	360	4 years	6 years
Advanced Diploma	120	1 year	2 years
UG Degree	360	3 years	5 years
UG Extended Degree	360	4 years	6 years
UG Professional Degree	480	4 years	6 years
PG Diploma	120	1 year	2 years
Honours Degree	120	1 year	2 years
Master's Degree	180	1 year	2 years
Doctoral Degree	360	2 years	4 years

## 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 academic timetable or Senate-approved Distance Education Policy for Online Provision.
- 11.1.3 The University does not permit student behaviour that disrupts formal teaching and learning activities.
- 11.1.4 Any form of dishonesty, including plagiarism, in relation to any assessment event in any programme, will be dealt with in accordance with the University's disciplinary code and/or criminal law.
- 11.1.5 Programme-specific assessments and regulations are determined by the Faculty Board and Senate.

## **11.2 Assessment opportunities**

- 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 Module assessment criteria rules and regulations must be communicated to students in all learning guides.
- 11.2.4 The following minimum number of summative assessment opportunities per module applies, excluding supplementary and special assessment opportunities:
  - (a) In an approximately seven-week (term) module – a **minimum** of two summative assessment opportunities;
  - (b) In an approximately 14-week (semester) module – a **minimum** of three summative assessment opportunities;
  - (c) In an approximately 28-week (year) module – a **minimum** of five summative assessment opportunities.
- 11.2.5 Every summative assessment opportunity carries a predetermined weight that takes the integration of the outcomes into account. A number of smaller summative assessments may count as one assessment opportunity in a module.
- 11.2.6 When a summative assessment opportunity is used as a last (comprehensive) assessment opportunity, a minimum final period/semester or year mark of 40% is required for admission to the summative assessment opportunity concerned.
- 11.2.7 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.
- 11.2.8 Assessments should include opportunities to give students timely, meaningful and constructive feedback.
- 11.2.9 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 required by law and not generate additional costs beyond UJ student fees.

- 11.2.10 Integrity of online assessments is ensured through:
- (a) sound assessment design that will minimise and impede opportunities for cheating;
  - (b) online identity authentication and verification;
  - (c) electronic invigilating ensuring that the student completing the assessment is not receiving additional, outside or unauthorised assistance.
- 11.3 Assessment results**
- 11.3.1 All assessment results must be captured on the official UJ system.
- 11.3.2 Higher assessment requirements other than those indicated below are determined by the Faculty Board, approved by Senate and contained in the Faculty Rules and Regulations.
- 11.3.3 The judgement of the Departmental and/or Faculty Assessment Committee is final.
- 11.3.4 The University publishes final results, including final assessment and global results, on uLink and in no other way. It is the responsibility of students to access and check their final results on uLink. A uLink print-out (record) may only be used for a student's personal record. Students may visit their faculties to obtain an official record of results. An official record does not necessarily reflect a global result, and the uLink record may be deactivated after a few months. Consequently, students must access and check their final results on uLink within one month of the end of each final assessment period.
- 11.3.5 When a traditional examination is used as a last assessment, students pass a module when:
- (a) a last summative assessment mark of at least 40%;
  - and
  - (b) a final mark of at least 50% have been obtained.
- 11.3.6 When a final assessment opportunity is used for continuous assessment, programme-specific requirements, as approved by the Faculty Board and contained in the Faculty Rules and Regulations will be adhered to. The number, type, weight and date of assessments, replacement and/or supplementary assessments are pre-set and agreed upon by the assessor and moderator before the beginning of the unit/module or programme. Summative assessments are not limited to written assessments and can include portfolios.
- 11.3.7 Students pass a continuous assessment module if they obtain a weighted final mark of at least 50% (or more if stipulated by a professional/regulating body).
- 11.3.8 Students pass a module with distinction if they obtain a final mark of at least 75%.
- 11.3.9 A couplet module consists of two modules in the academic year concerned whereby the second module builds on the first module. A final period/semester mark and a final mark of at least 40% each in the first semester are required for admission to the second semester module. To pass the couplet, a combined final mark of at least 50% and a final period/semester mark of at least 40% (where applicable) must be obtained in the same year.
- 11.3.10 If a couplet is not passed on the combined marks, the module or modules in which a final mark of at least 50% and final period/semester mark of at least 40% have not been obtained must be repeated. If both modules have to be

repeated, pass marks as stipulated in AR 11.3.9 must be obtained to pass the couplet. If the couplet is not passed as stipulated in AR 11.3.9, credit is retained for the module (if any) in which a final mark of at least 50% and a final period/semester mark of at least 40% have been obtained and only the other module must be repeated. Pass marks as stipulated in AR 11.3.5 and AR 11.3.7 above must then be obtained in the module that is repeated to pass the couplet.

#### **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) whose last summative assessment (examination) mark is at least 15% lower than their module mark, or
  - (c) who passed a module without distinction, but whose module mark or last summative assessment (examination) mark was a distinction mark, may apply to the lecturer who awarded marks in the final or last summative assessment opportunity for an explanation of the final mark obtained.
- 11.4.2 Requests for the explanation of the award of final marks in the final summative assessment opportunity as indicated in AR 11.4.1 must be made within 10 days after classes commenced for the second semester for first semester assessments. In the case of a second semester assessment opportunity, requests must be made three days prior to commencement of classes the following year. 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 or his/her delegated authority who may, at their own discretion, decide to appoint an external arbiter to re-assess the final and/or last summative assessment. 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.
- 11.4.5 Online students who want to appeal their results must follow the prescribed administrative procedure by submitting their motivation according to faculty guidelines and procedures and in accordance with UJ policies.

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

- 11.5.1 Special 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 or for similar legitimate reasons, were prevented from attending a summative assessment opportunity. Students may be granted a special summative assessment opportunity if they apply for it within seven calendar days after the original date of the relevant summative assessment opportunity. The Executive Dean or his/her delegated authority, in consultation with the relevant Head of Department,

considers all applications and decides whether or not to grant the special summative assessment opportunity.

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

- 11.5.2 The Assessment Committee or a senior administrative officer of a faculty in which the module resides may grant a student a supplementary last summative assessment opportunity if
- (a) the student failed a module but obtained a final mark of at least 40%;
  - or**
  - (b) the student failed a module but obtained a final period/semester/year mark of at least 60%.
- 11.5.3 The Assessment Committee or the Executive Dean or his/her delegated authority of a faculty in which the qualification resides may grant a student a supplementary last summative assessment opportunity, if the student requires not more than the equivalent of two semester modules or one year module for the completion of the relevant qualification, provided that the student
- (a) was registered for the relevant module in the current academic year; and
  - (b) was admitted to, and participated in the last assessment opportunity in the relevant module; and
  - (c) has complied with all the experiential or practical requirements prescribed for the qualification (where applicable), excluding work integrated modules; and
  - (d) The Executive Dean or his/her delegated authority of the faculty in which the qualification resides may, in exceptional circumstances and in consultation with the Executive Dean of the faculty in which the particular modules reside, waive one or more of the conditions specified in (c).
- 11.5.4 In all other circumstances, students may not be granted another supplementary summative assessment opportunity if they have used and failed a previous one, except if the Executive Dean of the faculty in which the qualification resides has waived the requirement.
- 11.5.5 Supplementary assessments for continuous assessment modules are scheduled as part of the assessment plan for a particular module. The following applies:
- (a) A minimum of 40% final mark in the predetermined assessment is required to gain access to a supplementary assessment.
  - (b) Supplementary assessments are limited to one scheduled assessment per semester module, or two scheduled assessments per year module, or according to each faculty's internal assessment policy.
  - (c) A maximum of no more than a pass mark is awarded for the supplementary assessment.
- 11.5.6 Special summative assessment and supplementary assessment opportunities reflect the same degree of difficulty and cover the same scope as the original summative assessment opportunity.
- 11.5.7 Students are personally responsible for ascertaining whether they qualify for a special assessment or a supplementary assessment opportunity and for acquainting themselves with the details of the timetable and the venue.

- 11.5.8 Students' entitlement to a special or supplementary summative assessment opportunity lapses if they fail to use the opportunity.
- 11.5.9 The final mark after a supplementary assessment opportunity is capped at 50%. This rule does not apply to continuous assessment modules (refer to AR 11.5.5).
- 11.5.10 No capping of a final mark is applicable in the case of a special summative assessment opportunity.

## **11.6 Obtaining a qualification**

- 11.6.1 Students obtain a qualification if they have passed every module prescribed for a programme and have successfully completed service or work-integrated learning, where applicable. It is the student's responsibility to ensure all prescribed modules, service or work-integrated learning 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 an undergraduate programme in the minimum period of study specified for the programme, unless the Executive Dean has approved a longer period of study for legitimate reasons.
    - (ii) Students must complete an advanced diploma, a postgraduate diploma or an honours qualification within one year, if registered full time, and within two years, if registered part time.
    - (iii) Students must complete a master's qualification within the maximum period allowed for the master's programme.
    - (iv) Online students must complete a three-year undergraduate programme within six years.
    - (v) Online students must complete an advanced diploma, a postgraduate diploma or an honours qualification within three years.
  - (b) Average final mark for the qualification:
    - (i) Students must achieve a weighted and/or proportional calculated average final mark for an undergraduate qualification of at least 75% as determined by the Faculty Board, approved by Senate and contained in the Faculty Rules and Regulations.
    - (ii) Students must achieve an average final mark for an 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 dissertation must achieve a final mark of at least 75% for the dissertation.
    - (iv) Students for a master's qualification by coursework must achieve an average final mark for the qualification of at least 75% calculated by weighting the average final marks for all the coursework modules and the final mark for the minor dissertation in accordance with the credit values allocated to all the coursework modules and the minor dissertation, respectively (for example, if the credit value of the minor dissertation represents 40% of the total credit value of the qualification, the average final mark for the qualification will be weighted in the proportion of 40 for the minor dissertation and 60 for all the coursework modules).



- (v) Decimal marks may be rounded upwards or downwards in accordance with the decision taken by the Faculty Assessment Committee concerned.
- (c) A student must never have failed a module as a first attempt in the relevant programme.
- (d) A student must have obtained a minimum mark of 65% in every prescribed module at NQF Level 6 for Diplomas, NQF Level 7 for Advanced Diplomas/BTech and Degrees, NQF Level 8 for Professional Bachelor Degrees, Postgraduate Diplomas and Honours Degrees, and NQF Level 9 for Master's Degrees and, in the case of a master's qualification by coursework, in the minor dissertation as well.
- (e) Students must have been registered for the full curriculum as prescribed for each academic year on a full-time or part-time basis, as the case may be.
- (f) If students are transferred from another Higher Education Institution in the same qualification to UJ, the same requirements as stated shall apply.
- (g) If students change programmes within 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 reports supporting the request, from a Registered Health Professional to the Disability Unit at the beginning of every semester/year. The request should clearly specify the needs and concessions requested, including concession recommendations from a Registered Health Professional. These applications will be submitted to the UJ Concessions Committee (Charter: UJ Concessions Committee). After consideration, the Disability Unit will refer the request, together with a recommendation to the respective student who will discuss with his/her lecturer to support the concession.
- 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 during assessments for contact students**

- 11.8.1 Students may not enter a summative assessment venue later than 30 minutes after the official starting time of the summative assessment opportunity to take part in the assessment opportunity, and neither may they leave the assessment venue during the first 30 minutes of an assessment opportunity or during the last 15 minutes of the allocated assessment time.
- 11.8.2 Students must identify themselves as required for admission to an assessment venue.
- 11.8.3 Students must adhere to all access rules as required for online or electronic assessment.

### **11.9 Access control and online invigilation during assessments**

- 11.9.1 Access to online assessments will take place in accordance with the Distance Education Policy for Online Provision and the Assessment 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.

- 11.9.2 Students must adhere to all access and invigilation rules as required for online assessment. Students agree to the terms and conditions of the Distance Education Policy for Online Provision and the Assessment Policy at registration.
- 11.9.3 It will be the students' responsibility to ensure that they have access to functioning equipment for doing assessments as required by the Distance Education Policy for Online Provision and the Assessment Policy.
- 11.9.4 Students' online identities will be authenticated and verified each time before admission to online assessments.

## **11. 10 Transgressions during any assessment opportunity**

- 11.10.1 Students commit a transgression when
  - (a) they commit academic misconduct;
  - (b) during a formal assessment opportunity, students are in possession of any book, cellphone, or electronic device that has not been switched off, memorandum, notes in any form whatsoever, or any papers, documents or database equipment, except for access to such answer books or other books, papers or documents that the invigilator has supplied or access to such other sources that the invigilator authorised as per instructions of the examiner;
  - (c) students help or attempt to help other students, or obtain help or attempt to obtain help from other students, or obtain help or attempt to obtain help from any source of information, with the exception of explicitly approved sources as permitted by the assessor;
  - (d) students 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);
  - (e) students have unauthorised information stored on a pocket calculator, cellphone or any other device brought into the assessment venue, whether or not they have had the opportunity to access such information;
  - (f) students cause a disturbance in the proximity of, or inside the assessment venue, or conduct themselves in an improper or unbecoming manner;
  - (g) students disregard the instructions of invigilators or assessors;
  - (h) students pose as other students.
- 11.10.2 Persons who are not registered for a relevant module and are present in an assessment venue with the intention of taking part in the assessment are guilty of fraud and may face disciplinary procedures or legal action.
- 11.10.3 Executive Deans or their delegated authority of Faculties can initiate disciplinary procedures in certain cases. They may implement disciplinary procedures with regard to alleged transgressions in class assessments, assignments, tasks and essays as well as undisciplined behaviour towards academic or administrative staff.

**11.11 Irregularities during participation in summative assessment, practical opportunities and online assessments**

11.11.1 Students who, in the opinion of the invigilator, commit an irregularity during an assessment or practical opportunity will have their assessment script, product or any other material or equipment that, in the opinion of the invigilator pertains to the irregularity, confiscated immediately with the time recorded on it. Students will be issued immediately with a new assessment script or any other relevant material or equipment and the time of issue will be written on the front cover of the script.

In the case of online assessments, 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 by a trained online invigilator. Video recording will be submitted as part of the evidence of an alleged transgression.

Online students who are accused of transgressing with reference to AR11.10 must complete and sign the prescribed declaration form within seven 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

11.11.2 Students referred to in AR11.10.1 must complete a prescribed declaration form after the assessment opportunity. The invigilator will submit this form together with a written report to the Executive Dean or his/her delegated authority for submission to the Executive Director of Student Affairs.

11.11.3 The Academic Staff member responsible for the assessment or the relevant Head of Department and Executive Dean or his/her delegated authority submits a memorandum that describes the case in detail.

11.11.4 The Executive Dean or his/her delegated authority 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.

11.11.5 If the suspected offence involves an electronic device, the invigilator will consult the assessor before responding to the offence as described in AR11.11.1.

**11.12 Irregularities during participation in electronic and online summative assessment opportunities**

11.12.1 Transgressions in this category include all forms of plagiarism.

11.12.2 Search engines and anti-plagiarism software may be used in the detection of suspected transgressions in this category.

11.12.3 The academic staff member responsible for the assessment or evaluation will refer the case to the relevant Head of Department and Executive Dean or his/her delegated authority by means of a memorandum that describes the case in detail.

- 11.12.4 The Executive Dean or his/her delegated authority 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.
- 11.12.5 No extra time is allowed to complete the assessment.
- 11.12.6 All student assessment attempts will be submitted to the Executive Dean of the Faculty or his/her delegated authority.
- 11.12.7 While a case is pending, answers will not be marked, and no result in the relevant subject will be made available to the student.
- 11.12.8 The University reserves the right to record assessment opportunities by way of digital footage for purposes of use thereof in disciplinary proceedings in relation to any transgressions during assessment opportunities.

### **11.13 Assessment of service or work-integrated learning**

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

### **11.14 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 summative/online assessment opportunity similar to the summative

assessment opportunity that is required of students in the particular module or programme.

### **11.15 Publication of final assessment results**

- 11.15.1 The assessment results of students are released per module as provisional results as soon as they are captured and computed throughout the summative assessment period.
- 11.15.2 After the final mark has been calculated, (including the module mark and the last assessment mark), an indication of admission to a special or supplementary summative assessment opportunity, is made known to the students via electronic medium on the UJ systems.
- 11.15.3 Final results for an assessment are finalised and released in accordance with a date determined by Central Academic Administration.
- 11.15.4 It is the student's responsibility to check marks on uLink, ascertaining whether they qualify for a special assessment or a supplementary assessment opportunity and acquainting themselves with the details of the timetable and the venue.
- 11.15.5 The University strives to ensure confidentiality of personal information in the publication of assessment results.

## **12. CERTIFICATION**

- 12.1 Certification takes place in accordance with the Higher Education Act 101 of 1997 (as amended), academic regulations and related policies. The requirements for the completion of qualifications are indicated in Academic Regulations 6, 7, 8, 9 and 11.6 above.
- 12.2 Certification is confirmed by the signatures of two senior officials of the University who are authorised to do so.
- 12.3 All subsidised and all continuing education whole programmes generating 240 NQF credits or more are conferred or awarded at a graduation ceremony of the University. Students who have complied with the requirements of a qualification receive a certificate at such a graduation ceremony.
- 12.4 This certificate is the only official recognised certification issued by the University.

### **12.5 Duplicate certificates**

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

### **12.6 Translations of certificates**

- 12.6.1 Should a translation of a certificate or valid duplicate certificate obtained at one of our legacy institutions originally issued in Afrikaans be required in English, the original certificate or a valid duplicate must be made available to Central Academic Administration and the prescribed fee must be paid to the University. The Office of the Registrar will issue a certified translation but not a new certificate.

## **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 programme or postgraduate diploma: 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 Before admission to the programme, the Executive Dean or his/her delegated authority may, in consultation with the relevant Head of Department, determine further conditions to be satisfied by prospective students either before or during the programme.

14.1.4 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.

14.1.5 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 despite meeting the minimum admission criteria may request written reasons for such refusal from the Head of Department.

14.1.6 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 has 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 have 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. 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 and, if successful, register for a research master's programme, a coursework master's programme or a professional master's programme.
- 15.2.3 Online applicants apply for admission not later than the programme-specific closing dates listed on the UJ Online Website, 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.
- 15.2.4 Additional admission and selection requirements may be determined by the relevant Faculty Board, approved by Senate and contained in the relevant Faculty Rules and Regulations.
- 15.2.5 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.
- 15.2.6 The success of an international application depends on both the confirmation of academic acceptance and the obtaining of the necessary statutory documentation.
- 15.2.7 The Head of Department may, where applicable, initiate the University's Policy and Procedure on RPL to award academic status equivalent to that of an honours degree or a four-year 480 NQF credit bachelor's qualification at NQF Level 8 or postgraduate diploma to applicants to allow them access to a master's programme as determined by the relevant Faculty Board, approved by Senate and contained in the relevant Faculty Rules and Regulations.
- 15.2.8 The University reserves the right not to admit applicants to a particular master's programme in accordance with programme-specific selection criteria and other relevant criteria such as:
- (a) the limitations of enrolments per programme;
  - (b) capping of admissions in terms of the University's approved enrolment plan or professional regulatory requirements;
  - (c) the inability to identify an appropriate supervisor within the University.

15.2.9 Applicants whose application for admission has been refused despite meeting the minimum admission requirements 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.

15.3.2 Renewal of registration for a minor dissertation or dissertation takes place during the first semester of the academic year as contained in the University's Year Programme.

15.3.3 Failure to submit the research or minor research proposal within the time frame specified in the Higher Degrees Policy may result in cancellation of registration.

15.3.4 Interruption of study may be granted by the Vice-Dean responsible for postgraduate studies for legitimate reasons, as reflected in the Higher Degrees Administration: Structure and Processes.

15.3.5 Allowance is made for a possible pre-registration period during which a student will have limited access to university resources such as the library. This is done in accordance with the relevant Faculty Rules and Regulations.

(a) The pre-registration period may extend from a minimum of three months to a maximum of twelve months. Where the pre-registration period carries over to a following academic year, the student must re-register. Pre-registration will be accommodated on the student administration system in either the first semester or the second semester of the academic year.

(b) Pre-registration is only available according to the published registration dates set for the programme. Students who fail to meet the pre-registration requirements will not be given a second chance.

(c) In order to qualify for formal registration, the student must have complied with all the conditions for progression set and recorded by the faculty, in time to register in accordance with the times set by the University.

15.3.6 Students register for a master's programme full time or part time in accordance with the specific requirements of the programme as contained in the relevant Faculty Rules and Regulations as approved by Senate, and with due regard to the programme qualification mix as approved by the DHET.

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

15.3.8 The maximum period of registration for a master's programme is two years full time or three years part time. Further registration may be granted by the relevant Vice-Dean responsible for postgraduate studies in accordance with the University's Higher Degrees Policy and the Higher Degrees Administration: Structures and Processes.

15.3.9 The approval of applicants' research proposals, supervisors, study fields and provisional and/or final titles of minor dissertations or dissertations takes place in accordance with the University's Higher Degrees 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.

15.3.10 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. A



change in project title at any stage does not constitute valid grounds for the extension of registration, residency or formal duration of study.

- 15.3.11 The renewal of students' registration for a 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.
- 15.3.12 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 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 Conversion/transfer of a research master's degree to a doctoral degree**

- 15.6.1 In exceptional cases, where the scope and impact of a project originally registered for a research master's programme prove to expand considerably beyond the initial expectation and where the project is expected to make a novel contribution to the body of knowledge in the discipline, students – with the concurrence of the supervisor and all co-supervisors – may apply to have their registration converted/transferred to a doctoral level in accordance with the University's Higher Degrees Policy and the Higher Degrees: Administration: Structures and Processes.
- 15.6.2 The request for a conversion from a master's study to a doctoral study can only be considered prior to the submission of a dissertation.
- 15.6.3 A conversion/transfer may only be considered and requested by the relevant Faculty Board on condition that at least one year of study has been completed after the first registration for the master's dissertation.
- 15.6.4 The supervisors provide a comprehensive motivation for such a conversion/transfer to the relevant Faculty Board for consideration. In support of the motivation, students draft a substantive research report that they present at a departmental seminar.
- 15.6.5 The criteria for master's level qualifications as set out in Faculty Rules and Regulations are fulfilled in both the written report and the oral presentation.
- 15.6.6 The argument for upgrade, as presented in the candidate's written report and the oral presentation, and the supervisor's motivation, is considered by the Faculty Higher Degrees Committee (FHDC) and two external expert evaluators (appointed by consensus among the supervisor, the Head of Department (HOD), the FHDC chair and the Executive Dean of the faculty). This panel decides the merits of the

application and refers the matter to the Faculty Board and the SHDC for recommendation and to the Senate for approval.

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

## **15.7 Assessment**

- 15.7.1 The core output of a research master's programme is a dissertation in the form of a written document in an appropriate format. The dissertation may consist of a collection of articles or essays, as governed by the UJ guidelines on *Theses or Dissertations in Article or Essay Format*. In the case of a research master's programme, the Faculty Rules and Regulations determine whether the successful completion of a research dissertation is the sole academic requirement for the qualification, or whether the successful completion of both a research dissertation and an oral assessment opportunity is required.
- 15.7.2 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.
- 15.7.3 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 supplementary summative assessment or special summative assessment opportunities for coursework modules.
- 15.7.4 The master's student is responsible for the technical and linguistic editing of the minor dissertation or dissertation with the assistance of the supervisor prior to submission for final summative assessment.
- 15.7.5 The final research report (minor dissertation or dissertation) is submitted for assessment (with reference to the presentation format, content and layout) in accordance with the faculty-specific regulations as determined by the relevant Faculty Board, approved by Senate and contained in the relevant Faculty Rules and Regulations.
- 15.7.6 A minor dissertation or 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 or a dissertation for final summative assessment, the Vice-Dean responsible for postgraduate studies of the faculty makes the decision in accordance with the Higher Degrees Policy and the Higher Degrees: Administration: Structures and Processes.
- 15.7.7 No minor dissertation or dissertation may be submitted for final assessment without the express permission of the supervisor. Where the supervisor decides to withhold permission, due processes must be followed.

- 15.7.8 No supervisor shall unreasonably withhold permission for the submission of the minor dissertation or dissertation for assessment.
- 15.7.9 Where a dispute arises between the supervisor(s) and student about the submission of the minor dissertation or dissertation for 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 and FHDC. The decision of the Executive Dean is reported to the SHDC.
- 15.7.10 The final submission of the minor dissertation or dissertation takes place in accordance with the final submission dates per semester as contained in the University's Year Programme to ensure timely completion of the assessment process. Late submission could imply the renewal of a registration.
- 15.7.11 The minor dissertation or 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.
- 15.7.12 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.
- 15.7.13 The final assessment outcome for a minor dissertation or dissertation is determined by the Faculty Higher Degrees Committee.
- 15.7.14 The following results may be recommended by the individual assessors for a minor dissertation or dissertation:

Approval of the (minor) dissertation with no corrections to be made, awarding a: <ol style="list-style-type: none"> <li>1. distinction mark of 75% or above.</li> <li>2. pass mark between 50% and 74%.</li> </ol>
Provisional approval of the (minor) dissertation or dissertation with minor corrections to be done to the satisfaction of the supervisor, awarding a <ol style="list-style-type: none"> <li>1. distinction mark of 75% or above.</li> <li>2. pass mark between 50% and 74%.</li> </ol>
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 or dissertation, awarding a mark reflecting a fail (less than 50%), in which case no reassessment is recommended or considered.
Recommendation of an excellent dissertation for transfer from a master's to a doctoral registration.

- 15.7.15 The University is not bound by the recommendation of individual assessors as the final assessment result lies solely within the power of the University, which exercises an academic judgement when determining final results.

15.7.16 An additional oral summative assessment, based on the minor dissertation or dissertation, may be required in accordance with the Faculty Rules and Regulations. See also Higher Degrees Policy.

15.7.17 A research master's degree can be conferred only after the successful completion of every requirement of each component of the respective degree programme, including the submission and favourable evaluation of a research-based dissertation and the submission of one piece of work in a format suitable for a peer-reviewed publication.

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.

15.7.18 A student is not deemed to have completed the requirements for conferment of the degree if the electronic version 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.

15.7.19 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.

#### **15.8 Resolving conflicting results recommended by the assessors**

The FHDC may but is not obliged to invoke one or more of the following procedures to resolve an impasse in the results of a master's study (in accordance with the Senate Higher Degrees Policy and the Higher Degrees Administration: Structures and Processes):

- (a) request additional information from the assessors and/or supervisors; or
- (b) initiate a facilitation process to reach a joint recommendation between assessors as per the Higher Degrees Administration: Structures and Processes; or
- (c) appoint an additional assessor to assess the minor dissertation or dissertation in the hope that the resulting report will resolve the impasse; or
- (d) invite an external expert to advise the FHDC;
- (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;
- (f) any other procedure it deems appropriate.

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

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

**15.10 Dissemination and publication of the minor dissertation and dissertation**

- 15.10.1 An electronic copy must be submitted, in accordance with the University's Higher Degrees Policy and Higher Degrees Administration: Structures and Processes, to the relevant faculty administration officer.
- 15.10.2 Copyright in a minor dissertation or dissertation, as well as ownership in intellectual property arising from the research, vests in the University, whether or not the minor dissertation or dissertation is accepted or research completed, and students give their irrevocable consent when signing the Student Agreement at registration to the formal cession of any applicable rights to the University.
- 15.10.3 In addition to the submission of the final minor dissertation or dissertation, and except where faculty regulations exempt them, master's students are required to submit to their supervisors 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.
- 15.10.4 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.
- 15.10.5 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.
- 15.10.6 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.
- 15.10.7 If a minor dissertation or dissertation or an adaptation of it or any resulting piece of work is published, it must be stated that it is based on research done at the University of Johannesburg for a particular study.
- 15.10.8 Students are encouraged to publish articles based on their master's research before the minor dissertation or dissertation has formally been accepted, but must first obtain written permission from their supervisors.
- 15.10.9 If students do not publish their work, the supervisors may take the initiative to publish it in accordance with the Policy on Authorship.
- 15.10.10 The Senate Higher Degrees Committee, 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), may grant a confidentiality classification of two years to the completed minor dissertation or dissertation, as stipulated in the University's Policy on Intellectual Property, resulting in a delay in the public display of the minor dissertation or dissertation.

**15.11 Dispute resolution**

- 15.11.1 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.
- 15.11.2 If the dispute is still unresolved, it is referred to the relevant Executive Dean who may refer the matter to the Senate Higher Degrees Committee for final consideration and processes to resolve the matter.

## **15.12 Intellectual property**

- 15.12.1 Supervisors are responsible for monitoring all master's projects for potential inventions or other commercially viable intellectual property implications and disclosing such inventions or implications to the Executive Director: Research and Innovation.
- 15.12.2 Students who develop inventions or other forms of commercially valuable intellectual property must disclose such inventions to the supervisors in accordance with the University's Policy on Intellectual Property.
- 15.12.3 Any research and development done by students as part of their studies will be subject to the IPR Act.
- 15.12.4 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. ACADEMIC REGULATIONS APPLICABLE TO DOCTORAL DEGREES**

### **16.1 Doctoral programme**

The requirements for doctoral 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.

### **16.2 Admission**

- 16.2.1 For admission to a doctoral programme, applicants must have successfully completed a relevant master's programme in the same or relevant field of study or discipline as determined by the relevant Faculty Board, approved by the SHDC, ratified by Senate and contained in the relevant Faculty Rules and Regulations.
- 16.2.2 The extent to which applicants meet admission requirements is assessed by the relevant Head of Department, in consultation with the prospective supervisors, in accordance with the admission requirements for the particular doctoral programme determined by the Faculty Board, approved by Senate and contained in the relevant Faculty Rules and Regulations. The Head of Department, in consultation with the relevant Vice-Dean responsible for postgraduate studies may set additional admission requirements, as approved by the relevant faculty higher degrees committee, for a particular student.
- 16.2.3 In the case of interdisciplinary doctoral programmes, additional admission requirements may be set by the two or more relevant interdisciplinary fields, departments or faculties, approved by Senate and contained in the relevant Faculty Rules and Regulations.
- 16.2.4 The relevant Head of Department (where applicable) may initiate the University's Policy on RPL to award academic status equivalent to that of a master's degree to enable applicants to gain access to a doctoral programme. Each individual case is considered by the relevant Faculty Board, submitted to the Senate Higher Degrees Committee for consideration and approved by Senate.

- 16.2.5 The University reserves the right not to admit applicants to a particular doctoral programme in accordance with the programme-specific selection criteria and other relevant criteria or if the department lacks adequate supervision capacity. Compliance with minimum admission requirements does not constitute automatic right of admission to the programme.
- 16.2.6 The success of an international application depends on both the confirmation of academic acceptance and the obtaining of the necessary statutory documentation and state approval.
- 16.2.7 Applicants who have applied for admission and have been refused despite meeting the minimum admission requirements may request written reasons for such refusal from the relevant Head of Department or Vice-Dean responsible for postgraduate studies.

### **16.3 Registration**

- 16.3.1 Applicants register for the relevant doctoral programme in accordance with the registration dates set by the University, faculty-specific procedure and in terms of the requirements of the Higher Degrees Policy and the Higher Degrees Administration: Structure and Processes.
- 16.3.2 Renewal of registration takes place during the first semester of the academic year.
- 16.3.3 Failure to submit the research proposal within the specified time frame may result in cancellation of registration.
- 16.3.4 The Vice-Dean responsible for postgraduate studies may grant a student permission to put his/her study in abeyance for legitimate reasons, as reflected in the Higher Degrees Policy and the Higher Degrees Administration: Structure and Processes.
- 16.3.5 Allowance is made for a possible pre-registration period during which a student will have limited access to university resources such as the library. This is done in accordance with the relevant Faculty Rules and Regulations.
- (a) The pre-registration period may extend from a minimum of three months to a maximum of twelve months. Where the pre-registration period carries over to a following academic year, the student must re-register. Pre-registration will be accommodated on the student administration system in either the first semester or the second semester of the academic year.
- (b) Pre-registration is only available according to the published registration dates set for the programme. Students who fail to meet the pre-registration requirements will not be given a second chance.
- (c) In order to qualify for formal registration, the student must have complied with all the conditions for progression set and recorded by the faculty, in time to register in accordance with the times set by the University.
- 16.3.6 Students register for the doctoral programme full time or part time in accordance with the specific requirements of the programme as contained in the relevant Faculty Rules and Regulations, as approved by Senate, and with due regard to the approval of the DHET, as accredited by the CHE (HEQC) and registered by SAQA
- 16.3.7 The minimum duration of a doctoral programme is two academic years (part time or full time). Residency less than the prescribed minimum period is not granted.

- 16.3.8 The maximum period of registration for a doctoral programme is four years full time or five years part time. Further registration may be granted by the relevant Vice-Dean responsible for postgraduate studies in accordance with the University's Higher Degrees Policy and the Higher Degrees Administration: Structures and Processes.
- 16.3.9 The approval of students' research proposals, supervisors, study fields and provisional or final titles of theses is in accordance with the University's Higher Degrees and Postgraduate Studies Policy and faculty-specific regulations determined by the relevant Faculty Board, approved by Senate as recommended by the Senate Higher Degrees Committee.
- 16.3.10 Any amendment to the title of a thesis is in accordance with faculty-specific requirements, and such amendment is approved by the relevant Faculty Board or faculty committee with delegated authority, and noted by the Senate Higher Degrees Committee. A change in project title at any stage does not constitute valid grounds for the extension of registration or residency/formal duration of study.
- 16.3.11 Scholarship development at doctoral level may consist of at least the following formative and integrated assessment opportunities, as determined by the Faculty Board, approved by Senate and contained in the Faculty Rules and Regulations:
- (a) regular discourse engagement with the supervisor(s), as contained in the faculty-specific guidelines for doctoral programmes;
  - (b) two doctoral seminars during the course of the programme: one to present and defend the research proposal and one to present the results of the research project and simultaneously to justify the originality of the thesis.
- 16.3.12 The renewal of students' registration for a doctoral programme is subject to their satisfactory progress in accordance with the Higher Degrees Policy, Higher Degrees Administration: Structures and Processes, faculty-specific requirements and, where applicable, professional regulatory requirements.
- 16.3.13 In the event of students' progress being unsatisfactory, the relevant Faculty Board recommends to the Senate Higher Degrees Committee that their registration for the doctoral programme be terminated. The decision of the Senate Higher Degrees Committee is final.

#### **16.4 Ethical considerations**

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

#### **16.5 Health and safety**

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

#### **16.6 Assessment**

- 16.6.1 A doctoral study is assessed on the basis of a doctoral thesis in the traditional format or in the form of a collection of articles and essays. The Faculty Rules



and Regulations, approved by Senate, however, may determine that an oral defense or Viva Voce may form part of the academic requirements for the qualification. The submission of two pieces of work suitable for publication in a peer-reviewed publication, based on the thesis, is a prerequisite for the conferment of the degree.

- 16.6.2 A professional doctorate is assessed on the outcome of the research component as well as the required coursework in accordance with the Faculty Regulations as approved by Senate.
- 16.6.3 Doctoral degree students are responsible for the technical and linguistic editing of the thesis with the assistance of the supervisor, prior to submission for final summative assessment.
- 16.6.4 Submission of the final thesis for assessment purposes, with reference to the presentation format, content and layout, is in accordance with the faculty-specific regulations as determined by the relevant Faculty Board, Senate Higher Degrees Committee, approved by Senate and contained in the Faculty Rules and Regulations.
- 16.6.5 The final submission of the thesis takes place in accordance with the final submission dates per semester as contained in the University's Year Programme to ensure timely completion of the assessment process. Late submission could imply the renewal of a registration.
- 16.6.6 A thesis is submitted for final summative assessment, subject to the written permission of the supervisors and a completed UJ declaration form for master's and doctoral studies. The permission of the supervisors or the Executive Dean to submit a thesis for final summative assessment does not guarantee a successful outcome of the assessment procedure.
- 16.6.7 Where a dispute arises between the supervisor(s) and student about the submission of the thesis for assessment, the student has the right to approach the HOD and Vice-Dean responsible for postgraduate studies with a written submission motivating why the thesis is considered ready to be assessed. The Vice-Dean responsible for postgraduate studies will make a decision in consultation with the HOD and FHDC. The decision of the Executive Dean is reported to the SHDC.
- 16.6.8 The assessment of the thesis is in accordance with the University's Higher Degrees Policy, Administration: Structures and Processes and the faculty-specific criteria as determined by the Faculty Board and approved by Senate.
- 16.6.9 The following results may be recommended by the individual assessors for a doctoral thesis:

Approval of the thesis.
Provisional approval of the thesis with the understanding that the candidate has to make non-substantive corrections and improvements to the thesis to the satisfaction of the supervisor.
Recommendation that substantial amendments be made to the thesis in the light of deficiencies identified in the assessor's narrative report in which case the revised version must be submitted to the particular assessor for reassessment.
Rejection of the thesis in which case no reassessment is recommended or considered.

- 16.6.10 The University is not bound by the recommendation of individual assessors as the final assessment result lies solely within the power of the University, which exercises an academic judgement when determining final results.
- 16.6.11 The FHDC may (but is not obliged to) invoke one or more of the following procedures to resolve an impasse in the results of a doctoral study (in accordance with the Senate Higher Degrees Policy and Higher Degrees Administration: Structures and Processes):
- (a) request additional information from the assessors and/or supervisors; or
  - (b) appoint an additional assessor to assess the thesis in the hope that the resulting report will resolve the impasse; or
  - (c) invite an external expert to advise the FHDC; or
  - (d) 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;
  - (e) initiate a facilitation process to reach a joint recommendation between assessors as per the Higher Degrees Administration: Structures and Processes;
  - (f) any other procedure it deems appropriate.
- 16.6.12 Students are not deemed to have completed the requirements for conferment of the degree if two pieces of work in a format suitable for peer-reviewed publication are not submitted prior to the closure of the graduation list for the forthcoming graduation ceremony.
- 16.6.13 Students are not deemed to have completed the requirements for conferment of the degree if an electronic copy has not been submitted to the relevant faculty administration officer prior to the graduation ceremony.

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

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

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

- 16.8.1 Students are encouraged to publish articles concerning their doctoral research before the thesis has formally been accepted, but must first obtain written permission from their supervisors.
- 16.8.2 Copyright in a thesis, as well as ownership of intellectual property arising from the research, vests in the University regardless of whether or not the thesis is accepted or the research completed. Students give their irrevocable consent, when signing the Student Agreement at registration, to the formal cession of any applicable rights to the University.
- 16.8.3 In addition to the final submission of the thesis, and except where faculty regulations exempt them or set a higher number, doctoral students are required to submit to their supervisors at least two pieces of work in a format suitable for a peer-reviewed publication. Faculty regulations may stipulate additional evidence (e.g. proof of acceptance of the manuscript for publication). The requirement of such additional evidence is approved by the relevant Faculty Board and Senate.

- 16.8.4 Co-authorship between students and supervisors of an article based on a doctoral research publication is in accordance with the Guidelines Authorship as contained in the University's Code for Academic Ethics.
- 16.8.5 Students will not be deemed to have completed the requirements for graduation until such time as the aforementioned manuscript of the research article has been submitted to the supervisors unless the student has been exempted from this requirement by the Faculty Rules and Regulations.
- 16.8.6 The preparation of the manuscript of the research article is undertaken by students and the supervisors and students in close collaboration with one another, and supervisors are responsible for assisting students.
- 16.8.7 If a thesis or an adaptation of it or any resulting research publication is published, it must be stated that it is based on research done at UJ for a particular study.
- 16.8.8 If students do not publish their work, supervisors may take the initiative to publish it in accordance with the Guidelines Authorship as contained in the University's Code for Academic Ethics.
- 16.8.9 The SHDC, on the recommendation of the Deputy Vice-Executive Director: Research and Innovation or an applicant duly mandated in this regard, may grant a confidentiality classification of two years to the completed thesis, as stipulated in the University's Policy on Intellectual Property, meaning a delay in the public display of the thesis.
- 16.8.10 Any research and development done by students as part of their studies, will be subject to the IPR Act.

## **16.9 Dispute resolution**

- 16.9.1 If an unresolved dispute should arise between two or more of the supervisors, or between a supervisor and the student, the Head of Department, in the first instance takes steps to resolve the matter.
- 16.9.2 If a dispute remains unresolved, it is referred to the relevant Vice-Dean responsible for postgraduate studies who may refer the matter to the Senate Higher Degrees Committee for final consideration and processes to resolve the matter.

## **16.10 Appeals procedure**

- 16.10.1 Where assessors' reports vary considerably about the merit of a particular thesis, thereby giving rise to an impasse in finalising the assessment result, a faculty may (but is not obliged to) invoke one or more of the following procedures to resolve the impasse (in accordance with the Senate Higher Degrees Policy and the Higher Degrees Administration: Structure and Processes):
- (a) request additional information from the assessors and/or supervisors;
  - (b) invite an external expert to advise the FHDC;
  - (c) appoint an additional assessor to assess the thesis in the hope that the resulting report will resolve the impasse;
  - (d) identify an independent arbiter to consider the individual assessor's reports and present a decision to the faculty-specific assessment committee; or
  - (e) any other procedure that the faculty deems appropriate.

**16.11 Finalisation of results**

The SHDC finalises the assessment results of doctoral studies.

**16.12 Intellectual property**

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

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

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

**17. SPECIFIC ACADEMIC REGULATIONS APPLICABLE TO NON-SUBSIDISED ACADEMIC CONTINUING EDUCATION WHOLE AND SHORT LEARNING PROGRAMMES**

**17.1 Application and approval**

17.1.1 The process to offer continuing education whole and short learning programmes is an institutional matter; however, whole programmes require external accreditation.

17.1.2 The University may only offer a continuing education programme that is at least on NQF Level 5 and higher. Exceptions to this rule will only apply under exceptional circumstances at NQF Level 4, as approved by the Registrar in consultation with the Vice-Dean (Teaching and Learning).

17.1.3 All continuing education programmes are offered subject to adequate:

- (a) academic capacity within the academic department; and
- (b) academic quality control by the respective academic department and Faculty Board; and
- (c) lecturing venue capacity at the campus where the proposed academic programme is offered;
- (d) approval by the Faculty Board on recommendation by the Programme Working Group, via Senex for Senate approval.

17.1.4 The process of application submission and offering of a continuing education programme is in accordance with:

- (a) the procedure (completion of the approved prescribed forms) that has been approved by Senex and Senate;
- (b) the Policy on the Regulation of Secondary Income Generating Activities that Supplement an Employee's Income and the Academic Programme Policy.

17.1.5 A continuing education whole programme may only be offered in exceptional cases as approved by Senate subject to external accreditation.

## **17.2 Accountability**

17.2.1 The Head of Faculty Administration is accountable for the academic administration of all continuing education programmes offered by the faculty.

17.2.2 The Vice-Dean (Teaching and Learning) is accountable for the quality of the academic offering and academic administration of all continuing education programmes.

## **17.3 Admission**

17.3.1 For admission to continuing education programmes, applicants must have successfully applied to the relevant faculty according to the Senate-approved admission requirements unique to each approved programme.

17.3.2 Students who successfully complete continuing education programmes are not entitled to automatic access to any formal subsidised programme offered by the University. Admission decisions for such students are dealt with in accordance with formal programme requirements and selection criteria as determined by the relevant Faculty Board, approved by Senate and contained in the Faculty Rules and Regulations.

## **17.4 Registration**

17.4.1 Students register for a continuing education programme in accordance with faculty-specific procedures.

17.4.2 The information is captured on the University's student data system.

## **17.5 Assessment**

All credit bearing programmes are assessed in accordance with the University's Assessment Policy and Procedures.

## **17.6 Graduation and Certification**

17.6.1 Certification of compliance with the requirements of the continuing education programme is in accordance with the University's Academic Certification Policy.

17.6.2 Only students who have fully met the requirements of the continuing education programmes may be issued with the relevant certificates.

17.6.3 Whole continuing education programmes with a credit value of 240 NQF credits or more are conferred at the University's graduation ceremonies in accordance with UJ Graduation Policies and Procedure.

17.6.4 Continuing education programmes generating less than 120 NQF credits may be invited to a departmental certificate ceremony at the discretion of the department concerned.

## **17.7 Copyright**

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

## **18. WITHDRAWAL AND REVOCATION OF ADMISSION STATUS AND REGISTRATION, FOR DEGREE, DIPLOMA, CERTIFICATE OR OTHER QUALIFICATIONS**

- 18.1 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.
- 19. WITHDRAWAL AND REVOCATION OF DEGREE, DIPLOMA, CERTIFICATE OR OTHER QUALIFICATIONS**
- 19.1 Subject to the provisions of AR 19.2 to 19.4, the Council of the University may, in consultation with the Senate, 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.
- 19.2 The withdrawal and revocation of a qualification on the grounds listed in AR 19.1 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.
- 19.3 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.
- 19.4 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.
- 19.5 In the event that the withdrawal and revocation relates to circumstances contemplated in AR 19.1(b), the University must report the matter for criminal investigation.
- 19.6 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.

**20. LIST OF RELEVANT ACTS/POLICIES/DOCUMENTS AVAILABLE ON uLink <https://ulink.uj.ac.za/pages/regulations.php>**

Academic Programme Policy  
Assessment Policy  
Code of Academic and Research Ethics  
Guidelines Authorship: Research Output  
Guidelines on Theses or Dissertations 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  
Distance Education Policy for Online Provision  
Policy on Intellectual Property  
Policy on People with Disabilities  
Policy: Academic Certification and Related Matters  
Policy: Handling of Student Complaints  
Policy: Learning Support Materials  
Policy: Recognition of Prior Learning  
Policy: Student Plagiarism  
Policy: Teaching and Learning  
Policy: UJ Policy on Academic Misconduct (once approved)  
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

